



APPENDIX 1

Blessed Holy Family Catholic Academy Trust Scheme of Delegated Authority 2025-26

The scheme of delegation is a key document defining which functions have been retained at Trust Board level or delegated to the following roles.

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|---------------------------|--|
| COLUMN TICKED: | Action to be undertaken at this level |
| COLUMN MARKED 'A': | Provide advice and support and/or consult with those accountable for decision making |
| COLUMN MARKED 'R': | Recommend a decision to the Trust Board |
| COLUMN MARKED 'I': | Informed by decision maker |

| Strategic Focus | No | Task | Mem | Trust Board | CEO | Local GB | Head Teacher | |
|--------------------------|-----|--|-----|-------------|-----|----------|--------------|---|
| A. Governance: People | A1 | Members: Appoint/Remove | ✓ | I | I | | | |
| | A2 | Trustees: Appoint/Remove | ✓ | I | I | | | |
| | A3 | Appoint the Chair and Vice Chair of the Trust Board | | ✓ | I | I | | |
| | A4 | Trust Board Committee Chairs: appoint/remove | | I | A | ✓ | | |
| | A5 | Local GB Chairs: appoint/remove | | I | A | ✓ | A | |
| | A6 | Local GB Trust/Foundation Appointed Governors: appoint/remove | ✓ | ✓ R | A | R | I | |
| | A7 | Parent governors for local GB: appoint and remove | | I | I | ✓ | A | |
| | A8 | Staff governors for local GB: appoint and remove | | I | I | ✓ | A | |
| | A9 | Company Secretary: appoint and remove | | ✓ | I | | | |
| | A10 | Clerk to board: appoint and remove | | ✓ | A | | | |
| | A11 | Clerk to Local GB: appoint and remove | | | A | A | ✓ | A |
| | A12 | Articles of Association: agree and review | ✓ | A | A | | | |
| | A13 | Approve changes to the Governance structure, Terms of Reference or Funding Agreement | ✓ | I | A | I | I | |

| | | | Mem | Board | CEO | LGB | Head |
|---------------|----|--|-----|-------|-----|-----|------|
| B. Governance | B1 | Approve changes to the Scheme of Delegated Authority | | ✓ | A | I | I |
| | B2 | Terms of reference for Trust committees (when established) to be agreed annually | | ✓ | A | | |
| | B3 | Terms of reference for Local GB to be agreed annually | | ✓ | A | A | I |
| | B4 | Trust Board Skills audit: complete and devise training programme | | ✓ | A | | |
| | B5 | Local GB Skills audit: complete and devise training programme | | I | A | ✓ | A |
| | B6 | Annually self-review trust board and finance committee performance | | ✓ | A | | |
| | B7 | Annual self-review of Local GB performance | | I | | ✓ | A |
| | B8 | Annual schedule of business for trust board agreed | | ✓ | A | | |
| | B9 | Annual schedule of business for Local GB agreed to inform Trust Board | | I | A | ✓ | A |

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|-----|---|--|---|---|---|---|
| B10 | Annual register of trustees and governors' Business Interests to be completed and published | | ✓ | A | ✓ | A |
| B11 | Appoint a Chief Executive Officer | | ✓ | | | |
| B12 | Appoint External Auditors | | ✓ | | | |
| B13 | Annual report and accounts, signed statement on regularity, propriety and compliance to be in place | | ✓ | A | | |
| B14 | Determine trust level policies | | ✓ | R | I | A |
| B15 | Approve school level policies | | | I | ✓ | A |
| B16 | Management of risk; establish register, review and monitor at Trust level | | ✓ | A | | |
| B17 | Agree Trust's staffing structure | | ✓ | A | | |
| B18 | Agree School staffing structure | | I | A | ✓ | A |
| B19 | Performance management of the CEO | | ✓ | | | |
| B20 | Performance management of the Headteacher | | I | A | ✓ | |
| B21 | Manage Freedom of Information and GDPR request for Trust | | | ✓ | | A |

| | | | Mem | Board | CEO/ CFO/COO | LGB | Head |
|-------------------|-----|--|-----|-------|-----------------|-----|------|
| C. Finance | C1 | Appoint Trust Chief Financial Officer for delivery of trust's detailed accounting processes | | A | ✓ | | |
| | C2 | Approve trust and schools' budget plans for financial year | | ✓ | A | | |
| | C3 | Recommend school budget plan for financial year to Trust Board for approval | | | ✓ | R | A |
| | C4 | CEO PM review and pay recommendation | | ✓ | I | | |
| | C5 | Headteacher PM review and pay award | | I | A | ✓ | I |
| | C6 | Perform school staff appraisal and recommend pay progression | | I | A | I | ✓ |
| | C7 | Approve pay and progression awards at school level | | I | A | ✓ | R |
| | C8 | Monitor consolidated whole Trust budget | | ✓ | ✓ | | |
| | C9 | Monitor agreed school budget | | | ✓ | A | A |
| | C10 | Monitor monthly expenditure at school level | | | | I | ✓ |
| | C11 | Monitor monthly expenditure across all schools | | I | ✓ | | |
| | C12 | Identify and agree centrally procured services | | I | ✓ | I | A |
| | C13 | Enter into contracts, ordering goods and services up to £20,000 (10,000) (non-staffing) | | | | | ✓ |
| | C14 | Enter into contracts, ordering goods and services between £20,001 and £50,000 (non-staffing) | | | ✓ | I | R |
| | C15 | Enter into contracts, ordering goods and services over £50,001 (non-staffing) | | ✓ | R | R | R |
| | C16 | To review financial procedures, ensuring that they are robust and transparent | | ✓ | A | I | I |

| | | | Mem | Board | CEO | LGB | Head |
|--------------------|----|--|-----|-------|-----|-----|------|
| D. Staffing | D1 | School Headteacher appointments* | | ✓ | A | R | |
| | D2 | Appoint School Deputy Headteacher & senior appointments * | | I | A | ✓ | R |
| | D3 | Participate in the Deputy Headteacher & senior school appointments * | | | ✓ | ✓ | ✓ |
| | D4 | Teaching and Support staff appointments | | | | A | ✓ |
| | D5 | Appointment of Trust wide staff | | ✓ | ✓ | | I |

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|-----|--|--|---|---|---|---|
| D6 | Approve staff, HR and disciplinary policies | | ✓ | A | I | A |
| D7 | Approve changes to School staffing structure (within agreed budget) | | I | A | ✓ | A |
| D8 | Approve changes to School staffing structure (outside agreed budget) | | I | ✓ | R | A |
| D9 | Approve changes to Trust staffing structure including recruitment | | ✓ | A | I | I |
| D10 | Performance review of Chief Executive Officer | | ✓ | | | |
| D11 | Performance review of other Trust executive posts | | I | ✓ | | |
| D12 | Performance review of School Headteachers | | I | A | ✓ | |
| D13 | Suspend a School Headteacher | | I | A | ✓ | |
| D14 | Dismiss a School Headteacher | | ✓ | A | I | |
| D15 | Suspension and dismissal of Trust central staff | | ✓ | ✓ | | I |
| D16 | Suspension and dismissal of all school staff below (but not including) Headteacher | | I | A | ✓ | R |
| D17 | Performance review of all school staff below (but not including) Headteacher | | | | I | ✓ |
| D18 | Issuing of CES contracts for all appointments other than senior leaders | | | A | I | ✓ |
| D19 | Issuing of CES contracts for Headteacher and all senior leaders | | I | ✓ | R | |

* For all Headteacher, Deputy Headteacher, Head of Religious Education and Chaplaincy appointments the Diocese and CEO will be consulted, with Diocesan and Trust representation on the selection panel.

| | | Mem | Board | CEO | LGB | Head | |
|---------------------|----|---|-------|-----|-----|------|---|
| E. Standards | E1 | Review standards and outcomes for pupils in each school | | | A | I | ✓ |
| | E2 | Review standards and outcomes for pupils across the Trust | | ✓ | R | | A |
| | E3 | Determine intervention where there is a cause for concern | | I | ✓ | | A |
| | E4 | Review the curriculum to ensure a broad and balanced education is provided that serves the needs of all | | | ✓ | R | R |
| | E5 | Curriculum statement established across the Trust | | ✓ | R | | R |

| | | Mem | Board | CEO | LGB | Head | |
|--|----|---|-------|-----|-----|------|---|
| F. Catholic life of the schools | F1 | Ensure provision of 10% RE time across the Trust | | ✓ | A | ✓ | A |
| | F2 | Ensure that all pupils follow a Diocesan approved RE syllabus. | | ✓ | A | ✓ | A |
| | F3 | To monitor the Catholic life of the school | | I | A | ✓ | A |
| | F4 | To ensure that all schools within the trust offer a quality high quality and effective Catholic education | | ✓ | R | | A |

| | | Mem | Board | CEO | LGB | Head | |
|-----------------------------------|----|---|-------|-----|-----|------|---|
| G. Discipline / Exclusions | G1 | Approve pupil behaviour policies | | | ✓ | R | |
| | G2 | Monitor implementation of pupil behaviour policies | | | I | ✓ | |
| | G3 | Monitor issues associated with each school's implementation of pupil behaviour policies | | ✓ | A | I | ✓ |
| | G4 | Exclude a pupil more than 15 days or permanently | | | A | ✓ | A |

| | | | | | | | |
|--|----|---|--|--|---|---|---|
| | G5 | Review exclusion on appeal or direct reinstatement of excluded pupils | | | A | ✓ | A |
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| | | | Mem | Board | CEO | LGB | Head |
|----------------------|----|-----------------------------------|-----|-------|-----|-----|------|
| H. Admissions | H1 | Consult on an Admissions Policy | | I | A | ✓ | A |
| | H2 | Agree Admissions Policy | | ✓ | A | R | A |
| | H3 | Agree PAN annually | | ✓ | I | R | A |
| | H4 | Admissions: application decisions | | | A | ✓ | A |
| | H5 | Admission Appeals | | | | ✓ | A |

| | | | Mem | Board | CEO | LGB | Head |
|------------------------------------|----|---|-----|-------|-----|-----|------|
| I. Premises & Insurance | I1 | Provision of appropriate buildings and other relevant insurance | | I | I | ✓ | A |
| | I2 | Approve insurance arrangements across the CAT | | ✓ | R | | |
| | I3 | Approve premises related policies | | I | A | ✓ | A |
| | I4 | Develop and approve School Maintenance Plan | | | I | ✓ | A |
| | I5 | Develop and approve overarching Trust Premises Strategy | | ✓ | ✓R | | |
| | I6 | Complete premises work in line with individual school maintenance plan if funding is available within the school budget | | I | I | ✓ | R |
| | I7 | To apply for capital funding and grants where appropriate to maximise development of the premises of each school | | ✓ | R | A | A |

| | | | Mem | Board | CEO | LGB | Head |
|-------------------------------|----|--|-----|-------|-----|-----|------|
| J. Health & Safety | J1 | Approve school Health & Safety Policy | | I | A | ✓ | A |
| | J2 | Approve a School Risk Management Plan | | I | I | ✓ | R |
| | J3 | Monitor implementation of School Risk Management Plans | | | I | ✓ | A |
| | J4 | Approve Trust Risk Management Plan | | ✓ | R | | |

| | | | Mem | Board | CEO | LGB | Head |
|-------------------------|----|--|-----|-------|-----|-----|------|
| K. Safe-guarding | K1 | Complete, maintain and review school Single Central Record | | I | I | I | ✓ |
| | K2 | Ensure the Single Central Record is compliant and all safeguarding measures are in place in each school | | I | I | ✓ | R |
| | K3 | Appoint safeguarding governor (non-parent) on to each local GB | | | | ✓ | ✓ |
| | K4 | Ensure all statutory polices are in place across the trust in line with the most up to date 'Keeping Children Safe in education document', (working together to safeguard children (20) documentation.) | | ✓ | R | ✓ | R |
| | K5 | Undertake annual review of school safeguarding | | I | A | I | ✓ |

| | | | Mem | Board | CEO | LGB | Head |
|--------------------|----|---|-----|-------|-----|-----|------|
| L. Being strategic | L1 | Approve Trust Strategic Plan | | ✓ | R | | |
| | L2 | Review progress against Trust Strategic Plan | | I | ✓ | | |
| | L3 | Approve School Development Plan | | I | A | ✓ | R |
| | L4 | Review progress against School Development Plan | | | A | I | ✓ |
| | L5 | Determine Trust's vision and strategy, agreeing KPIs | | ✓ | A | I | I |
| | L6 | Determine Schools' vision and strategy within Trust's ethos and values, agreeing KPIs | | I | A | ✓ | R |