



APPENDIX 1

Blessed Holy Family Catholic Academy Trust Scheme of Delegated Authority 2026-27

Ultimate accountability for the performance of all schools lies with the Trust. The scheme of delegation is a key document defining which functions have been retained at Trust Board level or delegated to the following roles.

Column marked

Responsible (R):	Action to be undertaken at this level
Accountable (A):	Accountable for decision making
Consulted (C) :	Provide advice and support and/or consult with those accountable for decision making to the Trust Board
Informed (I):	Informed by decision maker

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

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
B. Governance	B1	Approve changes to the Scheme of Delegated Authority		R	C	I	I
	B2	Terms of reference for Trust committees (when established) to be agreed annually		R	C		
	B3	Terms of reference for Local GB to be agreed annually		R	C	I	I
	B4	Trust Board Skills audit: complete and devise training programme		R	C		

B5	Local GB Skills audit: complete and devise training programme		A	C	R	
B6	Annually self-review trust board and finance committee performance		A	C	R	
B7	Annual self-review of Local GB performance		A	C	R	
B8	Annual schedule of business for trust board agreed		R	C		
B9	Annual schedule of business for Local GB agreed to inform Trust Board		A	C	R	C
B10	Annual register of trustees and governors' Business Interests to be completed and published		R	C		
B11	Appoint a Chief Executive Officer	A	R			
B12	Appoint External Auditors		R	C		
B13	Annual report and accounts, signed statement on regularity, propriety and compliance to be in place		R	C		
B14	Determine trust level policies		R	A	I	I
B15	Approve school level policies			C	R	A
B16	Management of risk; establish register, review and monitor at Trust level		A	R		
B17	Agree Trust's staffing structure		R	C		
B18	Agree School staffing structure		R	C	A	C
B19	Manage Freedom of Information and GDPR request for Trust		A	R		

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
C. Finance	C1	Appoint Trust Chief Financial Officer for delivery of trust's detailed accounting processes		R	A		
	C2	Approve trust and schools' budget plans for financial year		R	C		
	C3	Recommend school budget plan for financial year to Trust Board for approval			A	R	C
	C4	CEO PM review and pay recommendation		R			
	C5	Headteacher pay award incremental point as an outcome of HT performance management		A	C	R	I
	C6	Agree HT pay award outside of cost of living increase or point increase from HT performance management		R	C	C	I
	C7	Perform school staff appraisal and recommend pay progression				A	R
	C8	Approve pay and progression awards at school level		A		R	C
	C9	Monitor consolidated whole Trust budget		A	R		
	C10	Monitor agreed school budget		A	C	R	C
	C11	Monitor monthly expenditure at school level				I	R
	C12	Monitor monthly expenditure across all schools		I	R		
	C13	Identify and agree centrally procured services		I	R		
	C14	Enter into contracts, ordering goods and services up to £20,000 (non staffing)					R
	C15	Enter into contracts, ordering goods and services between £20,001 and £50,000 (non staffing)		A	R	I	C
	C16	Enter into contracts, ordering goods and services over £50,001 (non staffing)		R	A		C
	C17	Agree expenditure from school reserves in line with reserves policy		R	C		C

	C18	To review financial procedures, ensuring that they are robust and transparent		R	A	I	I
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Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
D. Staffing	D1	School Headteacher appointments*		R	C	C	
	D2	Appoint School Deputy Headteacher & senior appointments *		A	C	R	C
	D3	Participate in the Deputy Headteacher & senior school appointments *			R	R	R
	D4	Teaching and Support staff appointments within agreed staffing structure				A	R
	D5	Appointment of Trust wide staff		R	C		I
	D6	Approve staff, HR and disciplinary policies		R	A	I	I
	D7	Approve school staffing structure when a change takes place or on an annual basis		R		I	C
	D8	Approve changes to school staffing structure (within agreed budget) for like for like replacements		I	C	R	C
	D9	Approve changes to School staffing structure (outside agreed budget)		R	C	C	C
	D10	Approve changes to Trust staffing structure including recruitment		R	C	I	I
	D11	Performance review of Chief Executive Officer		R			
	D12	Performance review of other Trust executive posts		I	R		
	D13	Performance review of School Headteachers		A	C	R	
	D14	Suspend a School Headteacher		I	C	R	
	D15	Dismiss a School Headteacher		R	C	I	
	D16	Suspension and dismissal of Trust central staff		R	A		I
	D17	Suspension and dismissal of all school staff below (but not including) Headteacher		I	C	R	C
	D18	Performance review of all school staff below (but not including) Headteacher				A	R
	D19	Issuing of CES contracts for all appointments other than senior leaders			C	I	R
	D20	Issuing of CES contracts for Headteacher and all senior leaders		A	R		

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

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
E. Standards	E1	Review standards and outcomes for pupils in each school			C	I	R
	E2	Review standards and outcomes for pupils across the Trust		A	R		C
	E3	Determine intervention where there is a cause for concern		A	R		C

E4	Review the curriculum to ensure a broad and balanced education is provided that serves the needs of all		A	R	C	C
E5	Curriculum vision statement established across the Trust		A	R	I	I

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
F. Catholic life of the schools	F1	Ensure provision of 10% RE time across the Trust		A	I	R	C
	F2	Ensure that all pupils follow a Diocesan approved RE syllabus.		A	I	R	C
	F3	To monitor the Catholic life of the school		A	C	R	C
	F4	To ensure that all schools within the trust offer a quality high quality and effective Catholic education		A	R		C

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
G. Discipline / Exclusions	G1	Approve pupil behaviour policies				R	C
	G2	Monitor implementation of pupil behaviour policies				I	R
	G3	Monitor issues associated with each school's implementation of pupil behaviour policies		A	R	I	C
	G4	Exclude a pupil more than 15 days or permanently		A	I	R	C
	G5	Review exclusion on appeal or direct reinstatement of excluded pupils			I	R	C

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
H. Admissions	H1	Consult on an Admissions Policy		A	I	R	C
	H2	Agree Admissions Policy		R	I	C	
	H3	Agree PAN annually		R	C	I	C
	H4	Admissions: application decisions		A		R	C
	H5	Admission Appeals			I	R	C

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
I. Premises & Insurance	I1	Provision of appropriate buildings and other relevant insurance		I	R	A	C
	I2	Approve insurance arrangements across the CAT		R	C		
	I3	Approve premises related policies		I	C	R	C
	I4	Develop and approve School Maintenance Plan reviewing the issues list on Statlog		A	C	R	C
	I5	Develop and approve overarching Trust Estates Strategy		R	C		
	I6	Complete premises work in line with individual school maintenance plan if funding is available within the school budget		I	I	R	C

	I7	Approve premises work in line with school maintenance plan if funding is from use of reserves or variance beyond the thresholds set in section C.		R	C	I	I
	I8	To apply for capital funding and grants where appropriate to maximise development of the premises of each school		R	C		I

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
J. Health & Safety	J1	Approve School Health & Safety Policies		A	I	R	C
	J2	Approve a School Risk Management Plan		A	I	R	C
	J3	Undertake regular health and safety assessments			I	A	R
	J4	Ensure all health and safety compliance tests are completed according to the schedule and recorded on Statlog		A	I	R	C
	J5	Monitor implementation of School Risk Management Plans			I	R	C
	J6	Approve Trust Risk Management Plan		R	I		

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
K. Safe-guarding	K1	Complete, maintain and review school Single Central Record using CPOMs Staff Safe		A	I	I	R
	K2	Ensure the Single Central Record is compliant and all safeguarding measures are in place in each school		A	C	R	C
	K3	Appoint safeguarding governor (non-parent) on to each local GB		A	I	R	
	K4	Ensure all statutory policies are in place across the trust in line with the most up to date 'Keeping Children Safe in Education' document		A	I	R	C
	K5	Undertake annual review of school safeguarding		A	C	I	R

Strategic Focus	No	Task	Mem	Trust Board	CEO CFO/COO	Local GB	Head Teacher
L. Being strategic	L1	Approve Trust Strategic Plan		R	C		
	L2	Review progress against Trust Strategic Plan		A	R		
	L3	Approve School Development Plan		I	C	R	A
	L4	Review progress against School Development Plan		I	C	A	R
	L5	Determine Trust's vision and strategy, agreeing KPIs		R	C	I	I
	L6	Determine Schools' vision and strategy within Trust's ethos and values, agreeing KPIs		A	I	R	C