



# Blessed Holy Family Catholic Academy Trust

## Scheme of Delegated Authority

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 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':** Notified 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		✓	A		
	A5	Local GB Chairs: appoint/remove		✓	A	R	A
	A6	Local GB Trust Appointed Governors: appoint/remove		✓	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
	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	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				✓	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 Trust Budget		✓	✓		
	C9	Monitor agreed school budget			A	✓	A
	C10	Monitor monthly expenditure				I	✓
	C11	Identify and agree centrally procured services		I	✓	I	A
	C12	Enter into contracts, ordering goods and services up to £5,000 (non staffing)					✓
	C13	Enter into contracts, ordering goods and services between £5,001 and £10,000 (non staffing)				✓	R
	C14	Enter into contracts, ordering goods and services between £10,001 and £40,000 (non staffing)			✓	R	A
	C15	Enter into contracts, ordering goods and services over £40,001 (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 *			A	✓	✓
	D4	Teaching and Support staff appointments				A	✓
	D5	Appointment of Trust wide staff		✓	✓		I
	D6	Approve staff, HR, pay, performance and disciplinary policies		✓	A	I	A
	D7	Approve changes to School staffing structure (within agreed budget)		I	I	✓	A
	D8	Approve changes to School staffing structure (outside agreed budget)		I	✓	R	A
	D9	Approve changes to Trust staffing structure including recruitment		✓	A		
	D10	Performance review of Chief Executive Officer		✓			
	D14	Performance review of School Headteachers		I	A	✓	
	D15	Suspend a School Headteacher		I	A	✓	

	D17	Dismiss a School Headteacher		✓	A	I	
	D18	Suspension and dismissal of Trust central staff		✓	✓		
	D20	Suspension and dismissal of all school staff below (but not including) Headteacher		I	A	✓	R
	D21	Performance review of all school staff below (but not including) Headteacher				I	✓
	D22	Issuing of CES contracts for all appointments other than senior leaders			A	I	✓
	D23	Issuing of CES contracts for Headteacher and all senior leaders		I	✓	R	

\* For all Headteacher, Deputy Headteacher and Head of Religious Education appointments the Diocese will be consulted.

			Mem	Board	CEO	LGB	Head
<b>E. Standards</b>	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			I	✓	R
	E5	Curriculum statement established across the Trust		✓	R		

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<b>F. Catholic life of the schools</b>	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
	F4	To ensure that all schools within the trust offer a quality high quality and effective Catholic education		✓	A		A

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<b>G. Discipline / Exclusions</b>	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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<b>H. Admissions</b>	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				✓	✓

			Mem	Board	CEO	LGB	Head
<b>I. Premises &amp; Insurance</b>	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	Deliver planned premises work in pipe line prior to conversion		I	I	✓	A
	I7	Complete premises work in line with individual school maintenance plan if funding is available within the school budget		I	I	✓	R
	I8	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
<b>J. Health &amp; Safety</b>	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		

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<b>K. Safe-guarding</b>	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 working together to safeguard children (2018) documentation.		✓	R	✓	R
	K5	Undertake annual review of school safeguarding		I	A	I	✓

			Mem	Board	CEO	LGB	Head
<b>L. Being strategic</b>	L1	Approve Trust Strategic Plan		✓	R		
	L2	Review progress against Trust Strategic Plan		I	✓		
	L3	Approve School Development Plan			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