



# **SOUTH GLOUCESTERSHIRE AND STROUD ACADEMY TRUST**

## **Scheme of Delegation – Executive Summary & Matrix**

**Effective Date: 14 July 2021**

### **1.1 South Gloucestershire and Stroud Academy Trust**

South Gloucestershire and Stroud Academy Trust (SGSAT) is a company, limited by guarantee, and an exempt charity. SGSAT was incorporated on 12 December 2014.

### **1.2 Scheme of Delegation**

The full Scheme of Delegation explains the Governance structure of SGS Academy Trust. The full Scheme of Delegation document includes the ways in which SGSAT Members, Trustees, Trust Committees, Local School Board members, CEO and Head Teachers fulfil their responsibilities for Governance and leadership of the Trust.

The Scheme of Delegation has been put in place by the SGSAT Board of Trustees from the Effective Date in accordance with the provisions of the SGSAT's Articles of Association and (the "Articles") and requirements outlined by the Department of Education and Education and Skills Funding Authority and it should be read in conjunction with those Articles.

The Scheme of Delegation will be reviewed on an annual basis by the SGSAT Board of Trustees, or more frequently if required. This document provides a very high level summary of the key structure of the Trust and responsibilities and should be read in conjunction with the full Scheme of Delegation and Articles of Association of the Trust which can be accessed via the following link

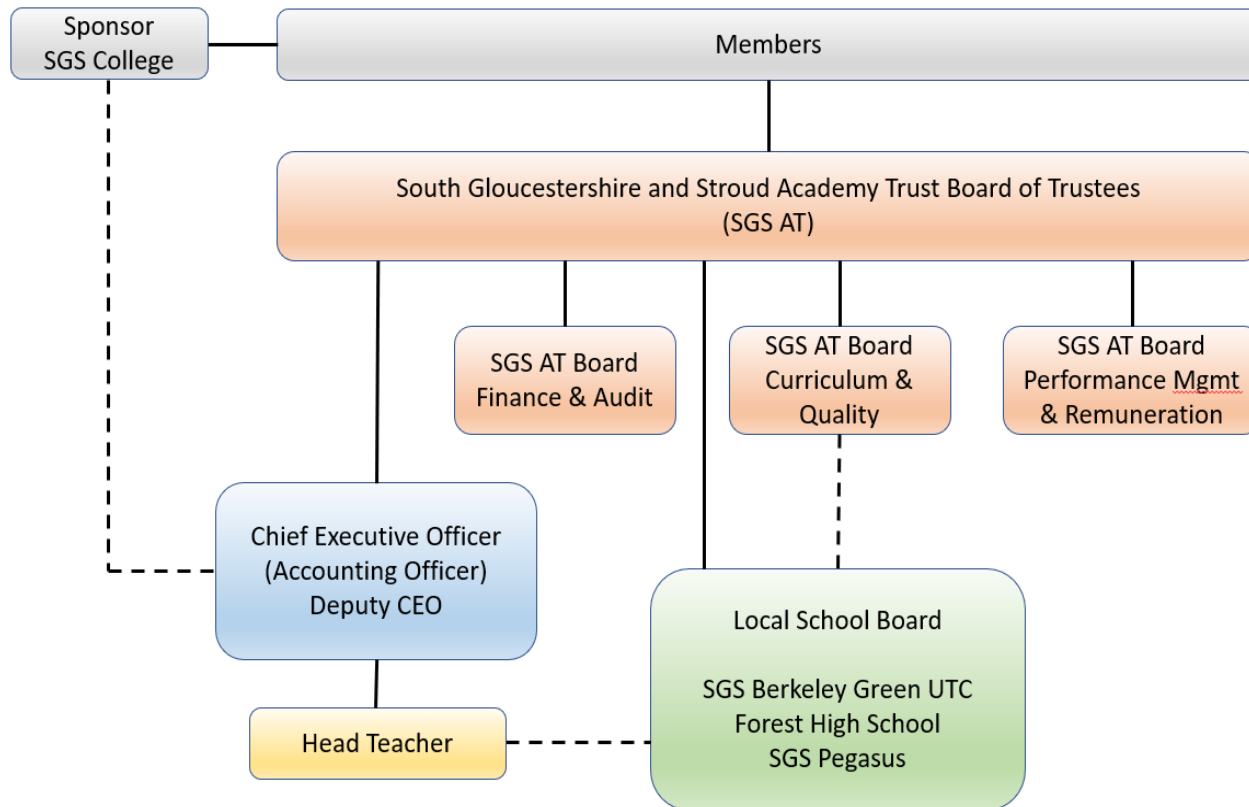
[SGS AT Governance Downloads & Documents](#)

The Mission Statement, Statement of Intent and Strategic Priorities of the Trust can be accessed via the following link:

[SGS AT Strategic Plan](#)

## 2 Structure

The following diagram shows the layers of governance and lines of accountability within SGS AT.



## Strategic Decision Grid

The following grid outlines who is responsible for each strategic decision within the Trust

## Key

Column 1: Members

Column 2: Board of trustees – SGS AT

Column 3: Trust board finance & audit committee

Column 4: Trust board curriculum & quality committee

Column 5: Trust Board Performance Mgmt and  
Remuneration committee

Column 6: Chief executive officer

Column 7: local School Board

Column 8: Head Teacher

Blue box Function **cannot** be legally carried out at this level.

✓ Action to be undertaken at this level

✓ Action to be undertaken at this level

**A** Provide advice and support to those accountable for decision making

<> Direction of advice and support

Area	Decision	Delegaton							
		Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgt & Remun Comm	CEO	Local School Board	Head Teacher
	Governance framework								
People	Members: Appoint/Remove	✓							
	Trustees: Appoint/Remove	✓	✓						
	Role descriptions for members	✓							
	Role descriptions for trustees/chair/specific roles/committee members: agree		✓	<A	<A		<A		
	Parent LSB member: elected (SGS AT Board ratify appointment)		✓					✓	

	Board committee chairs: appoint and remove		✓				<A		
	LSB chairs: appoint and remove		✓				<A		
	Clerk to board: appoint and remove		✓						

Area	Decision	Delegation							
		Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgmt & Remun Committee	CEO	Local School Board	Head Teacher
	Clerk to LSB : appoint and remove		✓					<A	
	Engage with Stakeholders		✓				<A✓	<A ✓	✓
Systems and structures	Articles of association: review and agree	✓	<A				<A		
	Governance structure (committees) for the trust: establish and review annually		✓				<A		
	Terms of reference for board committees and scheme of delegation for LSB : agree annually		✓	<A	<A		<A		

Systems and structures	Skills audit: complete and recruit to fill gaps		✓				<A>	✓	A
	Annual self-review of trust board and committees: complete annually		✓	✓	✓				
	Annual self-review of LSBs : complete annually							✓	
	Chair's performance: carry out 360 review periodically		✓					✓	

Area	Decision	Delegation							
		Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgmt & Remun Committee	CEO	Local School Board	Head Teacher
	Trustee / LSB member contribution: review annually		✓					✓	
	Succession: plan		✓				<A>	✓	A
	Annual schedule of business for trust board: agree		✓	✓	✓		<A		
	Annual schedule of business for LSB: agree		✓		A>		A>	✓	A
Reporting									

Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓	<A	<A		<A	✓	✓
	Annual report on performance of the trust: submit to members and publish		✓				<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance		✓	<A			<A		

Area	Decision	Delegation							
		Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgmt & Remun Committee	CEO	Local School Board	Head Teacher
	statement demonstrating value for money: submit								
	Annual report work of LSB : submit to trust				<✓>			✓	A
		Being Strategic							

Being Strategic	Determine trust wide policies delegation framework which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including:; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; SEND, staffing policies including capability, discipline, conduct and grievance, admissions, curriculum, behaviour: (inc statutory policies) approve		✓	<A	<A		<A (DCEO)	<A	<A
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Area	Decision	Delegation							
		Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgmt & Remun Committee	CEO	Local School Board	Head Teacher



Being Strategic	Determine school/UTC level policies and procedures (non-statutory) which reflect the school's ethos and values to include e.g. teaching and Learning, work experience, technical education access: approve				✓		A> (DCEO)	<A	A
	top slice/SLAs : agree		✓	<A			<A		
	Management of risk: establish register, review and monitor		✓	<A			<A>		A
	Engagement with stakeholders	✓	✓				✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓					<A	
	Schools/UTC vision and strategy (as outlined in School Improvement Plan), agreeing key priorities and key performance indicators (KPIs)		✓					<A> (DCEO)	A

			Delegation						
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Area	Decision	Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgmt & Remun Committee	CEO	Local School Board	Head Teacher
	against which progress towards achieving the vision can be measured: determine								
	Chief executive officer: appoint and dismiss		✓						
	Head Teacher: appoint and dismiss		✓				<A		
	Budget plan to support delivery of trust key priorities: agree		✓	<A			<A		
	Budget plan to support delivery of school key priorities: agree		✓	<A			<A		A
	Trust's staffing structure: agree		✓	<A	<A		<A		
	School staffing structure: agree						✓		A
		Holding to account							
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	✓		<A>		A

Area	Decision	Delegation							
		Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgmt & Remun Committee	CEO	Local School Board	Head Teacher
	Reporting arrangements for progress on key priorities: agree		✓	<A	<A		<A>		A
	School Performance and Improvement		✓		✓		<A (DCEO)	<A	
	Health & Safety		✓				<A		✓
	Safeguarding		✓				<A	<A	✓
	Performance management of the Chief Executive Officer: undertake		✓			✓			
	Performance management of Head Teacher: undertake						✓ (DCEO)		
	Trustee monitoring: agree arrangements		✓				<A		
	LSB monitoring: agree arrangements		✓					✓	A
Ensuring financial probity									

Area	Decision	Delegation							
		Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgmt & Remun Committee	CEO	Local School Board	Head Teacher
Ensuring financial probity	Appoint Chief financial officer for delivery of trusts detailed accounting processes		✓	<A			<A		
	Trust's scheme of financial delegation: establish and review		✓	✓			<A		
	School's scheme of financial delegation: establish and review		✓	<A			<A		
	External auditors' report: receive and respond		✓	<A			<A		<A
	Staff SGS AT Pay Scales: approval		✓	<A			<A		
	Non-Consolidated discretionary Performance related award (based on affordability): agree budget		✓	<A			<A		

	Non-Consolidated discretionary Performance related award (based on affordability): agree awards		✓	<A			✓		<A
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Area	Decision	Delegation							
		Members	SGS AT Board	SGS AT Finance & Audit Committee	SGS AT C&Q Committee	SGS AT Perf Mgmt & Remun Committee	CEO	Local School Board	Head Teacher
	CEO pay award: agree		✓			✓			
	Head Teacher: Non-Consolidated discretionary Performance related award (based on affordability): awards : agree		✓			✓	<A (DCEO input)		
	Head Teacher: Non-Consolidated discretionary Performance related award (based on affordability): awards appeal: hear		✓ Committee May be used for this purpose				<A		

	Staff appraisal procedure: review and agree		✓		<A		<A		<A
	Benchmarking and trust wide value for money: ensure robustness		✓	<A	<A		<A		

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	Benchmarking and School/UTC value for money: ensure robustness		✓	<A>	<A>		A>		A
	Develop trust wide procurement strategies and efficiency savings programme			A>			✓		
	Review and approve trust wide procurement strategies and efficiency savings programme		✓	<A			<A		

Date of last review:	June 21
Date of last approval:	14 July 2021
Approved by:	Board of Trustees
Review interval:	Annually
Next review due by:	July 22