



### UTTOXETER LEARNING TRUST SCHEMES OF DELEGATION:

R – Responsible	The person(s) who carries out the process or task assignment; responsible for getting the job done.
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### STRATEGY AND LEADERSHIP

No.	Strategy and Leadership	Members	Trustees	CEO	CFO	LGB	HT	Comments
SL1	Set vision of the trust		A	R	R	A – for school	R – for school	LGB & leadership consulted on overall trust vision and objectives. Expectation of high degree of congruence.
SL2	Set vision and strategic objectives of the schools		A	R	C	A – for school	R – for school	LGB accountable to Directors for individual school objectives. Directors accountable to Ofsted and ESFA for overall trust performance. Expectation of high degree of congruence.
SL3	Oversee implementation of the strategic objectives of the trust		A	R	R	I – for school	C – for school	
SL4	Oversee implementation of the strategic objectives of the schools		A	R	C	A – for school	R – for school	LGB accountable to Directors for implementation of individual school objectives. Directors accountable to Ofsted and ESFA for delivering the overall trust vision and objectives. Expectation of high degree of congruence.
SL5	<b>Compliance: Funding Agreement</b> – comply with all obligations including the Academy Trust Handbook	A	A	R	R	I – for school	I – for school	
SL6	<b>Compliance: Regulatory</b> – with all regulations which affect the trust (including charity law, company law, employment law and health and safety legislation)	A	A	R	R	A – for school	R – for school	



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SL7	<b>Compliance: Financial Oversight</b> – ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds.		A	A to the ESFA and Parliament	R	R – for school	R – for school	CEO is accountable to ESFA and parliament as the Accounting Officer (Academy Trust Handbook s1.5.24)
SL8	<b>Compliance</b> – completing the register of business interest and putting in place a procedure to deal with any conflicts of interest and connected party transactions		A	R	I	A – for school	R – for school	CEO responsible in respect of maintaining register of business interest for Directors as part of Accounting Officer capacity
SL9	<b>Appointment and dismissal of directors</b> – ensuring processes are in place for appointment of directors (including ensuring that the directors have the skills to run the trust)	A, R	C					
SL10	<b>Appointment of LGB Governors</b> – ensuring processes are in place for the appointment of LGB Governors (including ensuring that the individuals have the skills to monitor the schools)		A	C		A	R	
SL11	<b>Appointment of Chairs and Vice-Chairs of LGB</b>		A	C		R/I (see note)	I	Chair and Vice-Chair of <b>RI/Inadequate/school causing concern</b> school appointed by Directors.
SL12	<b>Appointment of clerk to trust board and LGB</b>		A	R	C	R		
SL13	<b>To consider whether or not to exercise delegation of functions to individuals/committee (such as LGB)</b>		A	R	C	I		
SL14	<b>Appointment of the Accounting Officer</b>		A, R					
SL15	<b>Appointment of trust external auditors</b>	A	R	C	C			
SL16	<b>Appointment of trust internal auditors</b>		A	R	R			Delegated to the Finance & Audit Committee.
SL17	<b>Policies</b> – review and approval of trust wide policies (refer to policy review schedule)		A	R	R			Delegated as appropriate to committees for recommendation to trust board for ratification.
SL18	<b>Policies</b> – review and approval of school level policies (refer to policy review schedule).		I	C	C	A	R	All school policies must be determined in line with trust policies/policy statements
SL19	<b>Prepare and agree terms of reference for trust board committees</b>		A, R	C	C			
SL20	<b>Prepare and agree terms of reference for LGBs</b>		A	C	C	A/R		
SL21	<b>Performance of trust board</b>	A	R	C	C			
SL22	<b>Performance of trust board committees (including LGB)</b>		A, R	C	C	I		

<b>SL23</b>	<b>To appoint the IEB (Interim Executive Board) and disband any ineffective LGB</b>	I	A	R	C	I	I	
<b>SL24</b>	<b>Training programme for directors and LGBs</b>		A	R	R	R – for school	C – for school	
<b>SL25</b>	<b>Legal claims – with potential impact on trust or school reputation</b>		A	R	C	I – for school	I – for school	
<b>SL26</b>	<b>Manage and mitigate strategic risk</b>		A	R	C	C – for school	R – for school	
<b>SL27</b>	<b>Code of conduct – directors and LGBs</b>		A,R	C	I	I, R – for school		
<b>SL28</b>	<b>To consider requests from other schools to join the trust</b>		A	R	C			

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### EDUCATIONAL EFFECTIVENESS

No.	Educational Effectiveness	Members	Trustees	CEO	CFO	LGB	HT	Comments
<b>EC1</b>	<b>Overall trust strategic plan</b>		A	R	C	C	C	
<b>EC2</b>	<b>Individual school development plan in line with strategic aims of the trust</b>		I	C	I	A	R	Annual requirement
<b>EC3</b>	<b>Key performance indicators – setting and reviewing performance of the trust and schools (in relation to academic standards, finance and other matters)</b>		A	R	C	A – for school	A – for school	LGBs are accountable for academic standards at school level.
<b>EC4</b>	<b>Assuring Quality of teaching – ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes</b>		I	A	C	A – for school	For school	LGBs are accountable for academic standards at school level.
<b>EC5</b>	<b>School Improvement – setting targets and implementing support</b>		A	R	C	C – for school	C – for school	
<b>EC6</b>	<b>Curriculum – setting the curriculum for the school and reviewing its effectiveness</b>		A	A/R	C	A/R – for school	A/R – for school	LGBs are accountable for academic standards at school level.

EC7	Professional development strategy and delivery		I	A	C	A/R – for school	A/R – for school	
EC8	Pupil premium /SEND– reviewing and challenging the value for money of the pupil premium/SEND grant in terms of educational outcomes and narrowing the achievement gap		A	A/R	C	A/R – for school	A/R – for school	LGBs are accountable for academic standards at school level.
EC9	Set admissions policy		A	R		C – school level	C – school level	LGB ensure compliance.
EC10	Admission application decisions and appeals		A	R		R – for school	C – for school	
EC11	Collective worship arrangements for school, without religious character					A	R	This is an operational matter and thus Directors would not become involved unless there were serious concerns identified. LGB accountable at school-level.
EC12	Pupil issues – including attendance, exclusions, punctuality, and disciplinary matters		I	R		A	R	
EC13	Term dates and length of school day		A	R		I	I	
EC14	School hours – setting the opening and closing times of the school		I	C		A	R	
EC15	School lunch – ensure provided to appropriate nutritional standards			A		A – for school	R – for school	
EC16	Provision of free school meals to those meeting criteria			A		A – for school	R – for school	
EC17	Formal collaboration and partnership agreements		I	A/R	C	I – for school	R – for school	
EC18	Informal collaboration and arrangements			A	C	R – for school	R – for school	
EC19	Manage and mitigate educational risk		A	R		R – for school	R – for school	<i>Directors have determined that this sits at operational level with Heads and is then reported back to Directors (links with the risk register).</i>
EC20	Post-inspection action plan		A	R	C	A – for school	R – for school	
EC21	Assemble data for pupil assessment and other returns		A	R	C	A – for school	R – for school	



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<b>EC22</b>	<b>Prohibit radicalization, promote equality, diversity and tolerance and ensuring the balanced treatment of political issues</b>		A	R	C	A – for school	R – for school	
<b>EC23</b>	<b>Ensuring the well-being of all pupils including developing and implementing a pupil well-being strategy</b>		A	R	C	A – for school	R – for school	

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PEOPLE								
No.	HR	Members	Trustees	CEO	CFO	LGB	HT	Comments
HR1	Appointment – CEO	C	A/R			I	I	Refer to Appointment of Staff Grid.
HR2	Appointment – CFO		A	R		I	I	Refer to Appointment of Staff Grid.
HR3	Appointment – Central team		A	R	R	I	I	
HR4	Appointment – HT / HoS		A/R	R	C	C – for school		Refer to Appointment of Staff Grid.
HR5	Appointment – DHT and AHT			A/R	C	R – for school	R – for school	Refer to Appointment of Staff Grid
HR6	Appointment – central trust staff		A/R	R	C	C	C	Refer to Appointment of Staff Grid
HR7	Appointment – school staff		C	A	C	R - for school	R – for school	Refer to Appointment of Staff Grid
HR8	Establishing trust wide HR policies – including recruitment, pay policy, capability, grievance and absence policies and all in accordance with all appropriate regulations		A	R	C	I	I	
HR9	Performance management - CEO		A/R	I				Refer to Appraisal Policy & Pay Policy. Pay awards considered by <b>Directors'</b> Pay Committee.
HR10	Performance management – HT/HoS		A	R	C	C – for school	I	Refer to Appraisal Policy & Pay Policy. Pay awards considered by <b>Directors'</b> Pay Committee.
HR11	Performance management – central trust staff			A/R	R			Refer to Appraisal Policy & Pay Policy. Pay awards considered by <b>Directors'</b> Pay Committee.
HR12	Performance management – school staff			C	C	A	R	Refer to Appraisal Policy & Pay Policy. Pay awards considered by <b>Governors'</b> Pay Committee.
HR13	Setting terms and conditions of employment		C	A/R			R – for school	
HR14	Staff handbook				C	R	A	



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HR15	Dismissal – CEO		A/R	I	I	I	I	In accordance with the trust disciplinary and capability policies
HR16	Dismissal – HT/HoS		A/R	C	I	C	I	In accordance with the trust disciplinary and capability policies
HR17	Dismissal – central trust staff		A/R	C				In accordance with the trust disciplinary and capability policies
HR18	Dismissal – school staff		I	C	I	A/R	C	In accordance with the trust disciplinary and capability policies.
HR19	Reviewing discipline and grievance policy		A	R		I	I	
HR20	Review central trust team structure		A	R	C			
HR19	Organisation restructure – central trust team		A	R	C			Board ratification required. CEO notification before process begins, HR advice involved.
HR20	Organisation restructure	I	A	R	C	C	C	Board ratification required. CEO notification before process begins, HR advice involved.
HR21	Safeguarding		A	R	C	R- for school	R – for school	LGB is accountable for ensuring effective safeguarding and compliance at school-level.
HR22	Manage and mitigate HR risk		A	R	R	R – for school	R – for school	This item links with the risk register and Directors have determined this sits at operational level with the Heads. Information to be reported to Directors.
HR23	Maintain accurate, effective and secure employee records – central trust team			A	R			
HR24	Maintain accurate, effective and secure employee records – school staff			A	C	R – for school	R – for school	
HR25	Ensuring the well-being of all staff including developing and implementing a staff well-being strategy		A	R	C	A/R – for school	R – for school	



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OPERATIONS AND ESTATES								
No.	Operations and Estates	Members	Trustees	CEO	CFO	LGB	HT	Comments
OP1	<b>Central services</b> – determining and allocating central services provided to the schools by the trust		I	A	R	I	C	Annual requirement
OP2	<b>Central services</b> – overseeing the effectiveness of the central services provided to the schools by the trust		A	R	R	I	C	Annual requirement
OP3	<b>Developing school buildings and facilities estate long term strategy</b>		A	R	R	C – for school	C – for school	
OP4	<b>Maintaining buildings and developing properly funded maintenance plan</b>		A	A	R	R – for school	R – for school	
OP5	<b>Arranging insurance for the trust and its schools</b>		I	A	R	R – for school	R – for school	
OP6	<b>Media and PR</b> – overseeing public relations activities to project the activities of the trust and school to the wide community		I	A	R	I	R – for school	
OP7	<b>Trust prospectus and web site</b>		C	A	R	I	I	
OP8	<b>School prospectus and web site</b>			C	C	A – for school	R – for school	
OP9	<b>Dealing with <i>Trust</i> central complaints</b>	I	A	R	R			Refer to trust Complaints Policy
OP10	<b>Dealing with <i>school</i> complaints</b>		A – if complaint re LGB	I, R		A – for school	R – for school	For individual school complaints the LGB is responsible in the first instance, unless complaint is about the LGB. Refer to trust Complaints Policy for further guidance.
OP11	<b>Manage and mitigate operational and estates risk</b>		A	R	R	R – for school	R – for school	This item links with the risk register and Directors have determined this sits at operational level with the Heads. Information to be reported to Directors.





OP12	Comply with all GDPR legislation and good practice		A	R	R	R – for school	R – for school	
OP13	Ensure health and safety regulations are followed		A	A	C	R – for school	R – for school	
OP14	Premises security		A	I	C	R – for school	R – for school	
OP15	Premises management		I	A	C	R – for school	R – for school	

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FINANCIAL								
No.	Financial	Members	Trustees	CEO	CFO	LGB	HT	Comments
F1	<b>Funding model</b> – agreeing a funding model across the trust and develop an individual funding model for each school so as to secure the trust’s financial health in the short, medium and long term (top slice)		A	R	R	I	I	Refer to Central Funding and Services Policy
F2	<b>Central trust annual budget</b> – formulating and setting including 3 year forecast		A	R	R			Finance & Audit Committee initial discussions, approved by trust board
F3	<b>Central trust annual budget</b> – ensuring delivery of agreed budget		I	A	R			Finance & Audit Committee to review financial performance at least once a term
F4	<b>School annual budget</b> – formulating and setting including 3-year forecast		A	A	R	R – for school	R – for school	Finance & Audit Committee initial discussions, approved by Trust Board.



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F5	School annual budget – ensuring delivery of agreed budget		I	A	R	R – for school	R – for school	Finance & Audit Committee to review financial performance at least once a term.
F6	Financial key performance indicators – setting		A	R	R	I	I	
F7	Financial key performance indicators – reporting		I	A	R	I – for school	R – for school	Finance & Audit Committee to review financial performance at least once a term
F8	Financial policies – establishing policies and procedures to ensure compliance with the trust’s financial reporting requirements		A	R	R	I	I	
F9	Establish financial decisions levels and limits		A	R	R	I	I	
F10	Maintain proper financial records			A	R	I	R – for school	
F11	Statutory financial reporting – annual accounts	I	A	R	R			Members to receive signed annual accounts
F12	Statutory financial reporting – other including ESFA requirements		A	R	R			
F13	Investments – agreeing the investment policy in line with the Academy Trust Handbook and any internal policies and controls		A	R	R			Investments are restricted to fixed term cash deposits only.
F14	Procurement – agreeing the procurement policy to be used for all suppliers in line with the Academy Trust Handbook and other regulations as applicable		A	R	R		I	
F15	Procurement – identify additional services to be procured on behalf of the school			A	R	C	C	
F16	Procurement – ensure central procured services provide value for money		A	R	R			
F17	Lettings – setting school specific lettings policies in accordance with the Funding Agreement, Academy Trust Handbook and internal policies and controls			I	R	C	C	
F18	Collect income due to the school			I	C	A	R – for school	
F19	Submitting grant applications		A – above £25,000	A – up to £25,000	R	R	R – for school	
F20	Approval of borrowing		A	R	R			



<b>F21</b>	<b>Ensuring VAT compliance</b>		I	A	R	R – for school	R – for school	
<b>F22</b>	<b>Manage and mitigate financial risk</b>		A	R	R	R – for school	R – for school	This item links with the risk register and Directors have determined these sits at operational level with the Heads. Information to be reported to Directors.
<b>F23</b>	<b>Establish and review SoD</b>		A	R	R			

- Where accountability or responsibility sits with the trust board, it may be delegated to a sub-committee, such as the LGB, as long as recommendations are ratified at the trust board level.
- Where accountability or responsibility sits with the CEO, it may be delegated to the SLT, central trust staff or HT as appropriate, reporting back via the CEO.