



Venn Wide

Scheme of Delegation 2022-2023

Contents

Section	Page
1. Introduction	4
2. Ethos and Trust Commitment	5
3. Annual Review	5
4. Roles and Responsibilities of Members	5
5. Responsibility Matrix	6-14

1. Introduction

The board of trustees of Venn Academy Trust are responsible under the trust's articles of association for controlling its management and administration. Trustees have responsibility for directing its affairs, and for ensuring that it is solvent, well-run, and delivering the trust's charitable objects for the benefit of the public.

Many of the board of trustees' responsibilities can be delegated to governing bodies, committees or individuals and this document details the delegations that have been approved.

The levels of delegation are as follows:

- board of trustees (including any sub committees)
- local governing bodies
- executive headteacher
- headteacher/head of school
- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)
- Chief Finance Officer (CFO)
- Finance Business Partner/School Business Manager

Where responsibility is delegated to the executive headteacher/head of school it is expected that he/she will delegate further within the individual schools but the responsibility for these tasks ultimately lies with the headteacher.

There are also some specific delegations for the CEO. On a day-to-day basis this may be delegated to the deputy CEO or other members of the Venn SLT but the responsibility for these tasks ultimately lies with the CEO.

For the avoidance of doubt 'unsupported academies' are generally those schools within the trust who are Ofsted Good and/or Outstanding. 'Supported academies' are those within the trust which are Ofsted Requires Improvement or Inadequate. It should be noted however that for all schools, the board of trustees will annually risk assess each school and determine whether the category of supported or unsupported needs to change. This decision will be made based on all of the evidence available to the board and will be based on educational standards and performance, the quality and strength of leadership and management and the financial performance of the individual school. The board of trustees will decide on the supported status of all schools and will communicate this to schools on an annual basis.

This scheme of delegation has been put in place by the trustees from the effective date in accordance with the provisions of the trust's articles of association (the 'Articles') and it should be read in conjunction with those articles. References in this scheme to numbered articles are to the relevant clause of the articles.

The majority of delegations in the document are in relation to the financial affairs of the trust and this document should be used in conjunction with the financial regulations of the trust, financial procedures of the individual academies and the Academy Trust Handbook. Other delegations include:

- HR
- Education
- Asset Management
- Estates

This document must be read in line with the approved signatory lists.

2. Ethos and Trust Commitment

The trust has an inspirational model of leadership and partnership through a shared aspirational vision and safe inclusive ethos. We will ensure all pupils make exceptional progress as a result of outstanding teaching, irrespective of their starting point.

Venn will:

- Promote high aspirations and success for all
- Place sustained school improvement as a core educational standard
- Provide a safe, stimulating and creative learning experience for all pupils
- Manage all settings to the highest standard
- Develop and promote effective leadership
- Establish all settings at the heart of their communities
- Enable dynamic professional learning and development for all

Venn values:

- Meeting the needs of the pupils through the provision of excellent staff including teaching and non-teaching, learning and curricular
- The importance and purpose of monitoring, evaluation and assessment
- Working relationships with strategic local partners to promote the ethos of our academies within the local community, supporting positive local partnerships with parents, other schools, providers, business and local, regional and national stakeholders

3. Annual review

The scheme of delegation shall operate from the effective date. The trustees will have absolute discretion to review this scheme of delegation at least on an annual basis and to alter any provision of it. In considering any material changes to this scheme of delegation or any framework on which it is based, the trustees will have regard to and give due consideration of any views of the local governing bodies.

4. Role and responsibilities of members

Members have specific responsibilities. These include the responsibility to:

- review and amend the articles of association
- change the name of the academy trust
- receive the annual report from trustees and the CEO on the trust's performance and standards
- appoint external auditors
- approve any contracts between the academy trust and trustees
- appoint/remove trustees
- appoint/remove new members

Key: BoT = Trustees/Directors CEO = Chief Executive Officer
LGB = Local Governing Body Exec HT = Executive Headteacher
HT = Headteacher HoS = Head of School CFO = Chief Financial Officer
COO = Chief Operations Officer FBP = Finance Business Partner
SBM = School Business Manager

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	Comments
1	Strategy and Leadership															
1.1	Set strategic objectives for the trust	✓							✓							
1.2	Scrutiny – review and challenge progress of the trust against its strategic objectives	✓							✓							
1.3	Compliance – Financial Oversight – 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	✓							✓							
1.4	Appointment of co-opted trustees (directors), governors and chairs/vice chairs of committees (including LGBs)	✓							✓							
1.5	Appointment of Clerk – Board and LGBs	✓							✓							
1.6	Agree terms of reference for LGBs and Committees	✓							✓							
2	Financial Management / reporting requirements															
2.1	Ensure trust compliance with all ESFA/DfE financial management requirements	✓							✓							
2.2	Approval of the trust's Financial Regulations and all financial policies	✓							✓							

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	Comments
2.3	Maintenance of a Register of Business Interests for trustees, governors and senior staff	✓							✓							
3	Financial Planning															
3.1	Approve the trust consolidated annual budget, strategic capital expenditure plan and approve any in-year changes	✓							✓							
3.2	Approve the school support charge (top slice) from trust to the individual academies	✓							✓							
3.3	Approve the budget plan for each academy and any in-year changes	✓							✓							LGB will be involved in budget setting; final approval sits with the Board as per ATH.
3.4	Approval of special payments, as required by the Academy Trust Handbook (ATH),	✓							✓							
4	Monitoring of accounts															
4.1	Review of trust wide consolidated management accounts	✓							✓							
4.2	To monitor and review individual academy accounts over the year. Expenditure account, balance sheet, cash flow and variance analysis			✓		✓					✓		✓			The task is undertaken by the CFO and shared with LGB

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/ HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/ HoS	Comments
5	Year End accounts															
5.1	Approval of year end consolidated statutory accounts	✓							✓							
6	Audit process															
6.1	Receive external audit management letter and findings report	✓							✓							
6.2	Appoint Internal Auditors	✓							✓							
6.3	Ensure all points raised from audits and annual management report are actioned	✓		✓					✓		✓					Delegated to the BoT audit committee
7	Approval of orders and expenditure															
7.1	Limits of approval per contract This is the total value of the contract across all years and not just per annum. This is in line with the trust's procurement policy.	>£50k	Up to £50k in conjunction with CFO or LGB	Up to £5k FBP up to £2.5k		£10k - £25k	Up to £10k SBM's up to £2.5K	Up to £10k	✓	Up to £50k in conjunction with CFO or LGB	Up to £5k FBP up to £2.5k		Up to £5k	Up to £5k	Up to £5k SBMs up to £2.5K	Expenditure over £5,000 for supported schools, and up to the delegated amounts for non-supported schools, be approved by the CEO,
8	Receipts of Gifts and Hospitality															
8.1	Approval of gifts and hospitality policy for the Trust	✓							✓							
8.2	Maintain a register of gifts and hospitality received by members of the academy and report to LGB any concerns					✓							✓			

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	Comments
9	Income															
9.1	Review and approve a charging and remissions policy for the trust	✓							✓							
9.2	Set suitable controls of recording and collection of monies due and for the movement of banking monies for all accounts under the control of the Trust		✓	✓						✓	✓					
9.3	Write off bad debts in line with the regulations set by the Academy Trust Handbook	Over £500				Up to £500 in own academy in 1 year		Up to £100 in 1 year	Over £500	Up to £500 in 1 year					Up to £100 in 1 year	Reported to governors
10	Assets															
10.1	Approval of capitalisation limits and depreciation policy for the trust (part of financial regulations policy)	✓							✓							
10.2	Ensure all instances of loss/theft are notified to the CFO to ensure compliance with the Academy Trust Handbook reporting requirements	✓							✓							For practical purposes this is delegated to the CFO
10.3	Authorise disposal of assets in line with the fixed asset management policy		✓							✓						
10.4	Disposal of land and buildings	✓							✓							Only with ESFA approval
10.5	Maintain a trust wide risk register, reporting all high risks regularly to BoT and action taken			✓							✓					

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	Comments
11	Estates															
11.1	Responsible for the maintenance and upkeep of the academy properties				✓							✓				For practical purposes this is delegated to the Estates Manager and Heads
11.2	Ensure building and grounds remain health and safety compliant, reporting any issues to the CEO				✓							✓				For practical purposes this is delegated to the Estates Manager and Heads
11.3	Ensure any third-party usage on site has appropriate insurance and first aid cover				✓							✓				For practical purposes this is delegated to the Estates Manager and Heads
11.4	Security of academy site				✓							✓				For practical purposes this is delegated to the Estates Manager and Heads
12	Staffing and Human Resources															
12.1	Approval of all staff, pay and recruitment policies across the trust and agree general terms and conditions for all staff (via a report to BoT)	✓							✓							
12.2	Agree changes to template contracts of employment	✓							✓							
12.3	Appointment of CEO, deputy CEO and executive headteachers	✓							✓							
12.4	Appointment of head of school or equivalent to individual academies		✓							✓						Supported by chair of governors from the setting

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	Comments
12.5	Approval of central trust staffing structure or any changes and new posts		✓							✓						
12.6	Approval of staff structure of individual academies, any changes and to initiate recruitment of, at any level		✓							✓						
12.7	Approval of pay rises, and promotions within an individual academy for Head of School and central Venn teachers	✓							✓							Via Venn pay committee
12.8	Approval of pay rises and promotions within an individual academy for support and teaching staff		✓							✓						
12.9	Dismissal of member of staff on probation period							✓						✓		For senior leadership roles or central Venn posts, this would be the CEO
12.10	Appeals from a member of staff dismissed due to probation, or where dismissal is not an outcome (e.g. flexible working or grievance etc.)		✓							✓						Where there is a conflict of interest, members of the LGB/trustees would be called upon to form a panel
12.11	Dismissal of member of staff – no award of settlement agreement - on grounds of capability, sickness, conduct or redundancy		✓							✓						Where there is a conflict of interest, members of the LGB/trustees would be called upon to form a panel
12.12	Appeals for any member of staff dismissed on grounds of capability, sickness, conduct or redundancy					✓							✓			This may be a mixture of trustees and governors

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	Comments
12.13	Dismissal of member of staff - award of any compromise payment as a result of a proposed dismissal		✓							✓						In line with the Academy Trust Handbook any settlement agreements may need to be approved by the BoT When appropriate the CEO will secure verbal approval from three trustees before any legally binding agreements are signed
12.14	Conduct appraisals of executive headteachers, heads of school and equivalent		✓			✓				✓			✓			PM reviews are conducted by members of the LGB and a member of the central SLT on behalf of the CEO
12.15	Conduct appraisals of CEO/Deputy CEO	✓							✓							PM reviews are conducted by two named trustees supported by an external adviser
12.16	Conduct appraisals of DHT/AHT or equivalent						✓	✓						✓	✓	
12.17	Conduct appraisals of all other staff							✓							✓	This will be in line with the appropriate policy, managed by the HoS or delegated as appropriate
12.18	Consultation with trade unions re policy change		✓							✓						This is via the Venn JCC

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	Comments
12.19	Appointment of a payroll provider for the trust	✓							✓							
12.20	Establish trust wide HR policies in accordance with all appropriate regulations and statutory policy guidance	✓							✓							Statutory policies to be approved by the Board. Non statutory policies, approval delegated to CEO
13	Education✓															
13.1	Approve and monitor implementation of school development plan					✓							✓			
13.2	Agree, monitor and review end of key stage targets					✓							✓			
13.3	Contribution tool and approve school self-evaluation					✓							✓			
13.4	Agree curriculum intent statement and implementation					✓							✓			
13.5	Ensure the trust and academies have all relevant statutory education policies in place	✓				✓			✓				✓			The BoT is responsible for trust wide policies and LGB for school specific
13.6	Approve sex education and relationships policy					✓							✓			
13.7	Approve teaching and learning policy					✓							✓			
13.8	Approve pupil premium strategy					✓							✓			
13.9	Approve sports premium					✓							✓			
13.10	Approve special educational needs and disability policy and annual report					✓							✓			
13.11	Review outcomes of individual academies					✓							✓			

		NON-SUPPORTED							SUPPORTED							
	Area of responsibility	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	BoT	CEO	CFO	COO	LGB	Exec HT	HT/HoS	Comments
14	Admissions, Behaviour and Suspensions															
14.1	Set and agree admissions policy					✓							✓			
14.2	Setting the opening and closing times for the academies, length of school day and term dates					✓							✓			Reported to the Board
14.3	Set and agree school behaviour and/or suspension policy					✓							✓			
15	Safeguarding															
15.1	Approve safeguarding policy					✓							✓			
15.2	Undertake safeguarding audits		✓							✓						CEO to delegate
15.3	Required safeguarding training					✓		✓					✓		✓	
16	Media, Marketing and PR															
16.1	Trust prospectus and website – ensuring it is compliant				✓							✓				
16.2	School website compliance with DfE requirements							✓							✓	