



V E N N

## Venn Wide

# Scheme of Delegation

1	Summary	Scheme of Delegation	
2	Responsible person	Simon Witham	
3	Accountable SLT member	Simon Witham, Amraz Ali, Lynsey Cook, Rebecca Broadbent	
4	Applies to	<input type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff	
5	Who has overseen development of this policy	Executive Leaders	
6	Who has been consulted and recommended policy for approval	Trustees, Governors, Leaders	
7	Approved by and date	Board of Trustees – 09.07.24	
8	Version number	2.2	
9	Available on	Trust website	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
		Academy website (linked)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
		SharePoint	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	Articles of Association/Terms of Reference	
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff	
12	Date of implementation (when shared)	September 2024	
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	

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## 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
- CEO
- CFO
- COO
- 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.

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 Operating Officer DCEO = Deputy CEO, FBP = Finance Business Partner SBM = School Business Manager

## 5. Responsibility matrix

	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
<b>1</b>	<b>Strategy and Leadership</b>								
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	✓							
<b>2</b>	<b>Financial Management</b>								
2.1	Ensure trust compliance with all ESFA/DfE financial management requirements	✓	✓		✓				Overall responsibility lies with the BoT- the CFO and CEO deliver this on a day to day basis

	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
2.2	Approval of the trust's Financial Regulations and all financial policies	✓	✓		✓				Overall responsibility lies with the BoT- the CFO and CEO deliver this on a day to day basis
2.3	Maintenance of a Register of Business Interests for trustees, governors and senior staff	✓	✓		✓				Overall responsibility lies with the BoT- the CFO and CEO deliver this on a day to day basis
<b>3</b>	<b>Financial Planning</b>								
3.1	Approve the trust consolidated annual budget, strategic capital expenditure plan and approve any in-year changes	✓							Supported by the CFO
3.2	Approve the school support charge (top slice) from trust to the individual academies	✓							Supported by the CFO
3.3	Approve the budget plan for each academy and any in-year changes	✓						✓	Final approval lies with BoT but HoS/Exec HT will agree this with the CFO in the first instance
3.4	Approval of special payments, as required by the Academy Trust Handbook, including staff severance and compensation payments	✓							
<b>4</b>	<b>Monitoring of Accounts</b>								
4.1	Review of trust wide consolidated management accounts	✓			✓				With assistance from FBP

	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
4.2	To monitor and review individual academy accounts over the year (expenditure account, balance sheet, cash flow and variance analysis)				✓			✓	With assistance from FBP
<b>5</b>	<b>Year End Accounts</b>								
5.1	Approval of year end consolidated statutory accounts	✓							Supported by the CFO
<b>6</b>	<b>Audit Process</b>								
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
<b>7</b>	<b>Receipts of gifts &amp; hospitality</b>								
7.1	Approval of gifts and hospitality policy for the Trust	✓							
7.2	Maintain a register of gifts and hospitality received by members of the academy and report to LGB/CFO any concerns							✓	Delegated to SBM
<b>8</b>	<b>Income</b>								
8.1	Review and approve a charging and remissions policy for the trust for the academies	✓							



	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
8.2	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		✓		✓				
8.3	Write off bad debts in line with the regulations set by the Academy Trust Handbook	Over £500	Up to £500 in one year					Up to £100 in one year	Reported to Finance Committee
<b>9</b>	<b>Assets</b>								
9.1	Approval of capitalisation limits and depreciation policy for the trust (part of financial regulations policy)	✓							
9.2	Ensure all instances of loss/theft are notified to the trust finance director to ensure compliance with the Academy Trust Handbook reporting requirements	✓							For practical purposes this is delegated to the CFO
9.3	Authorise disposal of assets in line with the fixed asset management policy		✓						
9.4	Disposal of land and buildings	✓							Only with ESFA approval
9.5	Maintain a trust wide risk register, reporting all high risks regularly to BoT and action taken		✓		✓	✓			

	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
<b>10</b>	<b>Estates</b>								
10.1	Responsible for the maintenance and upkeep of the academy properties					✓		✓	For practical purposes this is delegated to the Estates Manager
10.2	Ensure building and grounds remain health and safety compliant, reporting any issues to the COO							✓	For practical purposes this is supported by the Estates Manager
10.3	Ensure any third-party usage on site has appropriate insurance and first aid cover							✓	
10.4	Security of academy site							✓	
<b>11</b>	<b>Staffing &amp; Human Resources</b>								
11.1	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)	✓							Supported by the COO
11.2	Agree changes to template contracts of employment	✓							Supported by the COO
11.3	Appointment of CEO, deputy CEO	✓							
11.4	Appointment of executive headteachers, head of school or equivalent to individual academies		✓				✓		Supported by chair of governors from the setting

	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
11.5	Approval of central trust staffing structure or any changes and new posts		✓						
11.6	Approval of staff structure of individual academies, any changes and to initiate recruitment of, at any level		✓						
11.7	Approval of pay rises, and promotions for heads of school, more senior roles, and central teaching staff	✓							Via Venn pay committee Pay rises for teachers are delegated to Executive Headteachers
11.8	Approval of pay rises and promotions within an individual academy for support (non-teaching) staff		✓						
11.9	Dismissal of member of staff on probation period							✓	For senior leadership roles this would be the CEO. For central roles this would be the CEO, COO CFO or DCEO
11.10	Appeals from a member of staff dismissed due to probation, or where dismissal is not an outcome (e.g. flexible working or grievance etc.)		✓						Members of the LGB could be called upon to form a panel or another appropriate unrelated senior member of staff, if the CEO delegates.

	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
11.11	Dismissal of member of staff – no award of settlement agreement - on grounds of capability, sickness, conduct or redundancy		✓						Members of the LGB could be called upon to form a panel or another appropriate unrelated senior member of staff if the CEO delegates
11.12	Appeals for any member of staff dismissed on grounds of capability, sickness, conduct or redundancy	✓				✓			This may be a mixture of trustees and /or governors or unrelated senior leaders.
11.13	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 will 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
11.14	Conduct appraisals of executive headteachers, heads of school and equivalent		✓						PM reviews are conducted by members of the central SLT on behalf of the CEO
11.15	Conduct appraisals of CEO/Deputy CEO	✓							PM reviews are conducted by two named trustees supported by an external adviser
11.16	Conduct appraisals of DHT/AHT or equivalent							✓	

	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
11.17	Conduct appraisals of all other staff							✓	This will be in line with the appropriate policy, managed by the HoS or delegated as appropriate
11.18	Consultation with trade unions re policy change		✓			✓			This is via the Venn JCC, chaired by the COO
11.19	Appointment of a payroll provider for the trust	✓							
11.20	Establish trust wide statutory HR policies in accordance with all appropriate regulations and statutory policy guidance	✓							Supported by the COO
<b>12</b>	<b>Education</b>								
12.1	Approve and monitor implementation of school development plan			✓			✓		
12.2	Agree, monitor and review end of key stage targets			✓			✓		
12.3	Contribution to and approve school self-evaluation			✓			✓		
12.4	Agree curriculum intent statement and implementation			✓			✓		
12.5	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
12.6	Approve sex education and relationships policy						✓		
12.7	Approve teaching and learning policy						✓		

	Area of responsibility	BoT	CEO	DCEO	CFO	COO	LGB	Exec Head/ HT/ HoS	Comments
12.8	Approve pupil premium strategy						✓		
12.9	Approve sports premium						✓		
12.10	Approve special educational needs and disability policy and annual report						✓		
12.11	Review outcomes of individual academies						✓		
<b>13</b>	<b>Admissions and attendance</b>								
13.1	Set and agree admissions policy						✓		
13.2	Setting the opening and closing times for the academies, length of school day and term dates		✓				✓		In consultation with LGB
13.3	Set and agree school behaviour and/or exclusion policy						✓		
13.4	Suspension of a pupil							✓	Consult CEO/DCEO
13.5	Exclusion of a pupil							✓	Consult CEO for advice before exclusion
13.6	Review exclusions and suspensions exceeding 15 days in a term						✓		Minimum any two (in exceptional circumstances) governors (and/or trustees)
<b>14</b>	<b>Safeguarding</b>								
14.1	Approve safeguarding policy						✓		
14.2	Undertake safeguarding audits		✓						
14.3	Ensure required safeguarding training of all staff							✓	
<b>15</b>	<b>Website</b>								
15.1	Trust prospectus and website – ensuring it is compliant with ESFA requirements		✓						