Venn Academy Trust (VAT)

Scheme of Delegation

1	Owned and reviewed by	CEO
2	Approved by	Board of Trustees
3	Approval date	22.09.26
4	Next review date	Autumn 2027
5	Version number	V2.4
6	Related documents (if applicable)	Articles of Association, Financial Regulations, Procurement Policy, Committee Terms of Reference, LGB Terms of Reference, Scheme of Financial Delegation and relevant HR policies
7	Applies to	☒ All staff ☐ Support staff ☐ Teaching staff
8	Available on	☒ Venn website ☐ School website ☒ SharePoint

Venn Academy Trust (VAT) is a charitable company limited by guarantee with registration number 09662303 and Sole Member of the subsidiary company Venn Education Group (VEG).

Venn Education Group is a charitable company limited by guarantee with registration number 16743074.

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Introduction

The Scheme of Delegation (SoD) sets out the structure through which governance, leadership, and accountability are organised across the trust. This document defines the levels of authority delegated by the board of trustees to its committees, the chief executive officer (CEO), and the executive team, ensuring that decision-making is efficient, transparent, and aligned with the trust's strategic priorities. The SoD draws directly from the most recent versions of the Department for Education (DfE) Governance Handbook and the Academy Trust Handbook.

Accountability and oversight

The board of trustees of Venn Academy Trust are responsible under the trust's articles of association for controlling its management and administration. The board of trustees has 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 and this document details the delegations that have been approved.

The levels of delegation are as follows:

- Board of trustees (including any sub committees)
- CEO/executive leaders
- Hub Lead
- Principal

The sub-committees are:

- Education, Standards and Effectiveness Committee
- Audit and Risk Committee
- Finance and Resources Committee
- Pay Committee

Where responsibility is delegated to the principal it is expected they will delegate further within the individual schools but the responsibility for these tasks ultimately lies with the principal.

There are also some specific delegations for the CEO. On a day-to-day basis this may be delegated to the executive leaders but the responsibility for these tasks ultimately lies with the CEO.

This scheme of delegation has been put in place by the board of trustees from the effective date in accordance with the provisions of the Articles of Association (the 'Articles') and it should be read in conjunction with those articles.

This document should be used in conjunction with the financial regulations of Venn, financial procedures of the individual schools and the Academy Trust Handbook. Other delegations include:

- HR
- Education
- Asset Management
- Estates
- Admissions and attendance
- Safeguarding

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 the board of trustees and CEO on Venn's performance and standards
- appoint external auditors
- approve any contracts between the academy trust and trustees
- appoint/remove trustees
- appoint/remove new members

Local tier for governance

The local tier for governance of Venn's founding schools operates through its hub forums. Each school is linked to a forum. These forums provide stakeholder engagement, community context and feedback to support the board of trustees and executive leaders. They do not hold delegated governance authority, financial decision making powers or policy approval duties. Where the scheme of delegation refers to delegation to the hub lead, this refers to the regional director acting in an executive capacity under authority delegated by the CEO and/or board of trustees.

New schools joining Venn may, with the board of trustees approval, retain their local governance arrangements, and may only take on governance responsibilities specifically delegated by the board of trustees. Any retained local governing body powers will be delegated by the board, documented in separate board approved terms of reference, aligned with the scheme of delegation and reviewed annually.

The board of trustees may appoint, if required, an interim executive board, for a school requiring additional support. These boards are in place for a specific period of time at the board of trustees' discretion who would approve them transitioning to within the substantive local governance structure.

Review

The scheme of delegation shall operate from the effective date. The board of trustees will have absolute discretion to review this scheme of delegation at least on an annual basis and to alter any provision of it.

Key:
BoT = Board of Trustees
CEO = Chief Executive Officer (Trust Lead and Accounting Officer)

Executive leaders:
DS = Director of Standards
RD = Regional Director (Hub Lead)
DoF = Director of Finance
DoO = Director of Operations
DoS = Director of Safeguarding, Attendance, Audit & Risk

FBP = Finance Business Partner
SBM = School Business Manager

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Responsibility matrix

	Area of responsibility	Board/ Committee	CEO/ Executive Director	Hub Lead or LGB (where formally constituted)	Principal	Comments
1	**Governance**					
1.1	Articles of association; review and make recommendations to members	✓				
1.2	Agree scheme of delegation and review annually	✓				
1.3	Agree board of trustees, (including LGBs and IEBs as applicable) and hub forum terms of reference	✓				
1.4	Appoint/remove co-opted trustees (directors), governors and chair/vice chair of trustees and of committees (including LGBs and IEBs as applicable)	✓				
1.5	Set expectations for board, committee hub forum members (code of conduct)	✓				
1.6	Appoint and agree responsibilities of link trustees for safeguarding, SEND, careers (secondary schools) and hub forums	✓				
1.7	Appoint Venn governance professional	✓				
1.8	Appoint Venn data protection officer (DPO)		✓			
1.9	Ensure all required policies are in place and approve (Venn wide) policies	✓				
1.10	Approve school level policies			✓	✓	As delegated in policy review schedule
1.11	Ensure two-way communication between the board, committees and hub forums (ensuring stakeholder voices are heard)	✓		✓		
2	**Vision, Strategy and Leadership**					
2.1	Determine Venn's values, vision and strategy	✓				
2.2	Scrutiny - review and challenge progress of Venn against its strategic objectives	✓				
2.3	Development engagement channels with key stakeholders in line with trust visions and priorities			✓		
2.4	Agree trust growth strategy	✓				

2.5	Compliance – financial oversight, ensuring there are appropriate financial controls so there is regularity, probity and value for money in relation to the management of public funds	✓				
3	**Financial Management**					
3.1	Ensure Venn compliance with all DfE financial management requirements	✓	✓			Overall responsibility lies with the BoT- the DoF and CEO deliver this on a day-to-day basis
3.2	Approval of Venn's Financial Regulations and all financial policies	✓	✓			Overall responsibility lies with the BoT- the DoF and CEO deliver this on a day-to-day basis
3.3	Maintenance of a Register of Business Interests for trustees, governors and senior staff (and details of related party transactions)	✓	✓			Overall responsibility lies with the BoT - the DoF and CEO deliver this on a day-to-day basis
4	**Financial Planning**					
4.1	Approve the consolidated annual budget, strategic capital expenditure plan and approve any in-year changes	✓				Supported by the DoF
4.2	Approve the school support charge (top slice) from Venn to individual schools	✓				Supported by the DoF
4.3	Approve the budget plan for each school and any in-year changes	✓				Final approval lies with BoT – regional director/principal will agree this with the DoF in the first instance
4.4	Approval of special payments, as required by the Academy Trust Handbook, including staff severance and compensation payments	✓				
5	**Monitoring of Accounts**					
5.1	Review Venn wide consolidated management accounts	✓	✓			DoF with assistance from FBP
5.2	Monitor and review individual school accounts over the year (expenditure account, balance sheet, cash flow and variance analysis)		✓		✓	DoF with assistance from FBP
6	**Year End Accounts**					
6.1	Approval of year end consolidated statutory accounts	✓				Supported by the DoF
7	**Audit Process**					
7.1	Receive external audit management letter and findings report	✓				

7.2	Appoint Internal Auditors	✓				
7.3	Ensure all points raised from audits and annual management report are actioned	✓	✓			Delegated to audit & risk committee
8	**Approval of orders and expenditure**					
8.1	Limits of approval per contract					In line with Venn's procurement policy.
9	**Receipts of gifts & hospitality**					
9.1	Approve Venn wide gifts and hospitality policy	✓				
9.2	Maintain a register of gifts and hospitality				✓	Delegated to SBM/office lead (any concerns reported to DoF)
10	**Income**					
10.1	Review and approve a Venn wide charging and remissions policy	✓				
10.2	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 Venn		✓			DoF
10.3	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
11	**Assets**					
11.1	Approval of capitalisation limits and depreciation policy for Venn (part of financial regulations policy)	✓				
11.2	Ensure all instances of loss/theft are notified to the Venn's director of finance to ensure compliance with the Academy Trust Handbook reporting requirements	✓				For practical purposes this is delegated to the DoF
11.3	Authorise disposal of assets in line with the fixed asset management policy		✓			
11.4	Disposal of land and buildings	✓				Only with DfE approval
11.5	Maintain a Venn wide risk register, providing risk management oversight assurance and reporting all high risks regularly to BoT	✓	✓			Operational DoF High risk via Audit & Risk Committee
12	**Estates**					
12.1	Responsible for the maintenance and upkeep of the school properties		✓		✓	For practical purposes this is delegated to the Estates Manager

12.2	Ensure building and grounds remain health and safety compliant, reporting any issues to the DoO				✓	For practical purposes this is supported by the Estates Manager
12.3	Ensure any third-party usage on site has appropriate insurance and first aid cover				✓	
12.4	Security of school site				✓	
13	**Staffing & Human Resources**					
13.1	Approval of all staff, pay and recruitment policies across Venn and agree general terms and conditions for all staff (via a report to BoT)	✓				Supported by the DoO
13.2	Agree changes to template contracts of employment	✓				Supported by the DoO
13.3	Appointment of CEO	✓				
13.4	Appointment of regional directors, principals or equivalent to individual schools		✓			Supported by a trustee/chair of governors as applicable to the setting
13.5	Approval of central Venn staffing structure or any changes and new posts		✓			
13.6	Approval of staff structure of individual schools, any changes and to initiate recruitment of, at any level		✓			
13.7	Approval of pay rises other than automatic, and promotions for principals, more senior roles, and central teaching staff	✓				Via Venn pay committee. Pay rises for teachers are delegated to RDs
13.8	Approval of pay rises and promotions within an individual school for support (non-teaching) staff		✓			
13.9	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, DoO or DoF.
13.10	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 governing board could be called upon to form a panel or another appropriate unrelated senior member of staff, if the CEO delegates.
13.11	Dismissal of member of staff – no award of settlement agreement - on grounds of capability, sickness, conduct or redundancy. This would include consideration of ill-health retirement recommendations		✓			Members of the governing board could be called upon to form a panel or another appropriate unrelated senior member of staff if the CEO delegates.
13.12	Appeals for staff dismissed on grounds of capability, sickness, conduct or redundancy	✓				May be a mixture of trustees and /or governors or unrelated senior leaders.

13.13	Dismissal of member of staff - award of any compromise payment as a result of a proposed dismissal		✓			In line with ATH and with prior approval by the DfE as required before commitment, settlement agreements will be approved by the BoT. When appropriate the CEO will secure verbal approval from three trustees before any legally binding agreements are signed (this does not override any requirement for prior DfE approval).
13.14	Conduct appraisals of regional directors, principals and equivalent		✓			PM reviews are conducted by members of the central SLT on behalf of the CEO
13.15	Conduct appraisals of CEO	✓				PM reviews conducted by two named trustees supported by an external adviser
13.16	Conduct appraisals of DHT/AHT or equivalent				✓	
13.17	Conduct appraisals of all other staff				✓	This will be in line with the appropriate policy, managed by the principal or delegated as appropriate
13.18	Consultation with trade unions re policy change		✓			Via Venn JCC, chaired by the DoO
13.19	Appointment of a payroll provider for Venn	✓				
13.20	Establish Venn wide statutory HR policies in accordance with all appropriate regulations and statutory policy guidance	✓				Supported by the DoO
14	**Education**					
14.1	Approve and monitor implementation of school development plan		✓	✓		
14.2	Agree, monitor and review end of key stage targets	✓				
14.3	Contribution to and approve school self-evaluation		✓	✓		
14.4	Agree curriculum intent statement and implementation		✓	✓		
14.5	Ensure Venn and schools have all relevant statutory education policies in place	✓				
14.6	Approve sex education and relationships policy			✓		
14.7	Approve teaching and learning policy			✓		
14.8	Agree Venn equality information and objectives (public sector equality duty) statement and monitor delivery	✓				

14.9	Agree school equality information and objectives (public sector equality duty) statement and monitor delivery			✓		
14.10	Approve and review pupil premium strategy			✓		
14.11	Approve and review sports premium			✓		
14.12	Approve special educational needs and disability policy and annual report			✓		
14.13	Review outcomes of individual schools	✓				
15	**Admissions and attendance**					
15.1	Set and agree admissions policy	✓				
15.2	Setting the opening and closing times for the schools, length of school day and term dates		✓			CEO/executive team
15.3	Set and agree behaviour and exclusion policy	✓				
15.4	Suspension of a pupil				✓	Consult CEO/DoS
15.5	Exclusion of a pupil				✓	Consult CEO/DoS for advice before exclusion
15.6	Review exclusions and suspensions exceeding 15 days in a term	✓		✓		Minimum any two (in exceptional circumstances) governors and/or trustees in line with DfE guidance
16	**Safeguarding**					
16.1	Approve safeguarding policy	✓				
16.2	Undertake safeguarding audits		✓			DoS
16.3	Ensure staff have undertaken required safeguarding training				✓	
17	**Website**					
17.1	Venn and school websites - ensure compliance with DfE requirements		✓	✓		Periodic website compliance checks to be undertaken Venn - CEO/executive team School - principal