



St James & Emmanuel Academy Trust

Didsbury CE
Primary School 

West Didsbury CE
Primary School 

St Wilfrid's CE
Primary School 



Scheme of Delegation 2018

Effective from 1.4.18

Governance framework

Area	Decision	Delegation					
		Members	Trust Board	TB Finance committee	Exec Head	LGB	Head of School
People	Members: Appoint/Remove	✓					
	Directors: Appoint/Remove	✓	✓				
	Role descriptions for members	✓					
	Role descriptions for directors/chair/specific roles/committees/LGB's: agree		✓		<A		
	Committees/LGB's: elected		✓	✓	<A		
	Committee/LGB chairs: appoint and remove		✓		<A		
	Clerk for Trust board and LGB's: appoint and remove		✓				
People - recruitment	Appoint Executive Head		✓				
	Appoint Head of School		✓	<A	<A	<A	
	Appoint business manager		✓		<A	<A	
	Appoint Deputy of School/Trust		✓		<A	<A	<A
	Appoint Class teacher				A>	A>	✓

	Appoint support staff						✓
	Articles of association: review and agree	✓	<A		<A		
	Governance structure for the Trust: establish and review annually		✓		<A		
Systems and structures	Scheme of Delegation: agree annually		✓		<A		
	Terms of reference for the Trust board and finance committee: agree annually		✓	✓	<A		
	Terms of reference for the LGB and any LGB committees: agree annually				A>	✓	
Systems and structures	Skills audit: complete and recruit to fill gaps		✓		<A>	✓	<A
	Annual self-review of board and LGB's		✓			✓	
	Chair's performance: carry out 360 review periodically		✓			✓	
	Director and governor contribution : self -review annually		✓		✓	✓	
	Succession plan		✓		<A>	✓	<A
Systems and structures	Annual schedule of business for Board		✓	✓	<A		
	Annual schedule of business for LGB				A>	✓	<A

Reporting

Area	Decision	Members	Trust Board	TB Finance Committee	Exec Head	LGB	Head of School
Reporting	Publication on school websites of all governance arrangements: ensure		✓		<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 statement demonstrating value for money: submit		✓	<A	<A		
	Annual report on the work of the LGB: submit to Trust and publish					✓	<A

Being Strategic

Area	Decision	Members	Trust Board	TB Finance Committee	Exec Head	LGB	Head of School
Being strategic	Determine Trust wide policies reflecting ethos and values (facilitating discussion with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	✓	<A		
	Determine school level policies which reflect the school's ethos and values to include: admissions; SEND; safeguarding and child protection; curriculum; behaviour; anti-bullying: approve				A>	✓	A
	Central spend/top slice		✓	<A	<A		
	Management of risk: establish register, risk management policy : review and monitor		✓	<A	<A>	✓	A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓

Being Strategic (Cont.)							
		Members	Trust Board	TB Finance Committee	Exec Head	LGB	Head of School
Being Strategic	Trust's vision and strategy agreeing key performance indicators KPI's against which progress towards the vision can be measured: determine		✓		<A		
Being strategic	School's vision and strategy agreeing key performance indicators KPI's against which progress towards the vision can be measured: determine				A>	✓	✓
	Executive Head: appoint and dismiss		✓				
	Head of School: appoint and dismiss		✓		<A	<A	
	Budget plan to support delivery of Trust key priorities: agree		✓	<A	<A		
	Budget plan to support delivery of school key priorities: agree				✓		A
	Trust staffing structure: agree		✓	<A	<A		
	School staffing structure: agree				✓		A

Holding to Account

Holding to Account							
Area	Decision	Members	Trust Board	TB Finance Committee	Exec Head	LGB	Head of School
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H+S): agree		✓	✓	<A>	✓	A
	Reporting arrangements for progress on key priorities: agree		✓	<A	<A>	✓	A
	Performance Management of the Exec Head: undertake		✓				
	Performance Management of the Head of School: undertake				✓	A	
	Director monitoring: agree arrangements		✓		<A		
	Governor monitoring: agree arrangements					✓	A
	Academy committee overall performance monitoring: agree arrangements		✓		<A		

Ensuring Financial Probity

Area	Decision	Members	Trust Board	TB Finance Committee	Exec Head	LGB	Head of School
Ensuring financial probity	Appoint auditors	✓					
	Appoint accounting officer for delivery of Trust's detailed accounting processes		✓	<A	<A		
	Trust scheme of financial delegation: establish and review		✓	✓	<A		
	External auditors' report: receive and respond		✓	<A	<A		A
	EH pay award : agree		✓				
	Head of School pay award: agree		✓		<A	<A	
	Staff appraisal procedure and pay progression: review and agree				✓	A	
	Benchmarking Trust's value for money: ensure robustness			✓	<A		
	Benchmarking school's value for money: ensure robustness					✓	A
	Develop Trust wide procurement strategies and efficiency savings programme					✓	
Review and approve Trust wide procurement strategies and efficiency savings programme				✓			

KEY	
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
<>	Direction of advice and support
Pale Blue box	Function cannot be legally carried out at this level