The GALLERY TRUST
A community of special schools

# Scheme of Delegation April 2023

| Activity | Responsibility | Involvement required by / Supported by |
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| **Core function** | | |
| Appoint / remove Trustees and Members | Members | Clerk to Board of Trustees |
| Hold the Board of Trustees to account for compliance with regulatory standards and guidance in all areas of operation: conduct and values | Members | |
| Ensure the Board is acting in accordance with the Trust's charitable objects | Members | |
| Take action if the Board is failing to carry out core functions | Members | Chair of Board of Trustees |
| Ensure clarity of vision, ethos and strategic direction | Board of Trustees | CEO: Executive Team |
| Hold Senior Leaders to account for the educational performance of schools and the effective performance management of staff | Board of Trustees | CEO: Executive Team: Schools and Education Committee |
| Oversee the financial performance of the Trust and the schools | Board of Trustees | CEO: CFO: Finance and Personnel Committee: Executive Team |
| Amend Articles of Association | Members | Board of Trustees: Clerk to the Board of Trustees |
| Receive and review the Annual Audited Accounts | Members | CEO: CFO: Board of Trustees: Finance and Personnel Committee |
| Appoint / remove Company Secretary | Board of Trustees | COO |
| Appoint / remove Clerk to Board | Board of Trustees | |
| Appoint / remove Chair and Vice Chair of Trustees | Board of Trustees | Clerk to the Board of Trustees |
| Approve changes to Scheme of Delegation and governance structure | Board of Trustees | Executive Team |
| Establish Committees | Board of Trustees | Clerk to Board of Trustees |
| Appoint Chairs of Committees | Board of Trustees | Clerk to Board of Trustees |
| Confirm appointment of Chair of Local Academy Board | Board of Trustees | Head Teacher: Local Academy Board |
| Review and update committees' Terms of Reference | Board of Trustees | All Committees: Clerk to the Board of Trustees |
| Annual self evaluation of Board of Trustees | Board of Trustees | Clerk to Board of Trustees |
| Appoint Safeguarding Trustee: Health and Safety Trustee | Board of Trustees | |
| Agree Annual schedule of governance business | Board of Trustees | Clerk to Board of Trustees |
| Appoint Accounting Officer/CEO: COO: CFO | Board of Trustees | CEO |
| Set Trust vision, strategy, culture and values | Board of Trustees | CEO: Executive Team |
| Uphold Trust vision, strategy, culture and values | Members | Board of Trustees: CEO: Executive Team: Local Academy Board: Head Teacher |
| Ensure the quality of education provision and oversee standards and outcomes across the Trust | Board of Trustees | CEO: Executive Team: Schools and Education Committee: Head Teacher |
| Operate the Trust in accordance with the Funding Agreements that have been signed with the Secretary of State | Board of Trustees | CEO: Executive Team: Finance and Personnel Committee: Audit and Risk Committee |
| Review and approve Trust strategic plans | Board of Trustees | CEO: Executive Team |
| Ensure that the Trust complies with charity and company law | Board of Trustees | Executive Team: Finance and Personnel Committee: Audit and Risk Committee |
| Ensure compliance with equalities legislation | Board of Trustees | Executive Team: Finance and Personnel Committee: Schools and Education Committee: Head Teacher |
| Ensure compliance with Safeguarding: policies, procedures, systems, audits, training, monitoring and Annual reports | Board of Trustees | Safeguarding Trustee: Executive Team: Schools and Education Committee: Head Teacher |
| Ensure compliance with Health and Safety legislation | Board of Trustees | Health and Safety Trustee: Executive Team: Schools and Education Committee: Head Teacher |
| Take action if a breach of statutory duty is evident | Board of Trustees | CEO: Executive Team |
| Ensure compliance with Schools Admissions Code and approve changes in school rolls | Board of Trustees | Executive Team: Head Teacher: Schools and Education Committee |
| Ensure compliance with Safer Recruitment, including Single Central Record | Board of Trustees | Executive Team: Finance and Personnel Committee: Head Teacher |
| Approve central policies | Board of Trustees | Executive Team |
| Approve local policies | Local Academy Board | Executive Team |
| Review and approve Business Continuity Plan | Board of Trustees | Executive Team |
| Maintain Register of Business Interests | Board of Trustees | COO: Clerk to Board of Trustees: Clerk to Committees |
| Manage conflicts of interests and related party transactions | Board of Trustees | COO: Clerk to Board of Trustees: Clerk to Committees |
| Carry out due diligence and make decisions regarding expansion of Trust | Board of Trustees | Executive Team: Finance and Personnel Committee: Audit and Risk Committee |
| Maintain the effective operation and membership of Local Academy Boards | Board of Trustees | Clerk to the Board of Trustees: Local Academy Board: Head Teacher |
| Review and approve Academy Raising Achievement Plans | Board of Trustees | Executive Team: Schools and Education Committee: Head Teacher: Local Academy Board |
| Maintain engagement with Local Academy Boards | Board of Trustees | Chair of Trustees: Schools and Education Committee: Executive Team |
| Oversee the educational performance of the schools | Board of Trustees | CEO: Executive Team: Local Academy Board: Schools and Education Committee |
| Oversee financial performance of the schools | Board of Trustees | CEO: CFO: Finance and Personnel Committee |
| Ensure pupil wellbeing including safeguarding, school safety and security | Board of Trustees | CEO: Executive Team: Schools and Education Committee: Local Academy Board |
| Ensure publication of statutory information on Trust and school websites | Board of Trustees | COO: Executive Team: Head Teacher |
| Engaging with parents, staff and local stakeholders | Board of Trustees | Local Academy Board: Head Teacher |
| **Finance and Estates** | | |
| Set financial strategy of Trust: all establishments | Board of Trustees | CEO: CFO: Executive Team: Finance and Personnel Committee |
| Approve financial processes and procedures | Finance and Personnel Committee | CFO: Finance Manager |
| Ensure financial probity in accordance with Academies Financial Handbook | Board of Trustees | CEO: CFO: Executive Team: Finance Manager: Finance and Personnel Committee: Audit and Risk Committee: Head Teacher |
| Ensure compliance with ESFA requirements | Board of Trustees | CEO: CFO: Executive Team: Finance and Personnel Committee |
| Set and approve 3 year budgets: all establishments | Board of Trustees | CEO: CFO: Executive Team: Finance and Personnel Committee: Head Teacher |
| Approve and provide annual financial statements to Members | Board of Trustees | CEO: CFO: Executive Team: Finance and Personnel Committee |
| Set and review financial policies | Finance and Personnel Committee | CEO: COO: CFO |
| Monthly budget monitoring, management accounts and forecasts | Board of Trustees | CEO: CFO: Finance Manager: Finance and Personnel Committee |
| Manage cash position | Board of Trustees | CFO: Finance Manager: Finance and Personnel Committee |
| Develop and establish financial decision levels and limits | Finance and Personnel Committee | COO: CFO |
| Review and approve finance, risk and estates policies | Board of Trustees | Executive Team: Finance and Personnel Committee<br>Audit and Risk Committee: Schools and Education Committee |

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| Ensure risk assessments relating to estates are in place | Schools and Education Committee | Executive Team: Head Teacher |
| Consider Health and Safety reports and data, including annual audits, incident data, annual compliance schedules and monitoring | Schools and Education Committee | Executive Team |
| Review and approve estates strategy | Board of Trustees | Executive Team: Schools and Education Committee |
| Monitor capital and major projects | Finance and Personnel Committee | Executive Team |
| Ensure insurance cover is in place | Schools and Education Committee | COO |
| Establish controls framework using internal audit | Board of Trustees | COO: CFO: Audit and Risk Committee |
| Appoint external auditor | Members | CFO: Board of Trustees |
| Consider auditors' (external and internal) reports and recommend action | Audit and Risk Committee: Finance and Personnel Committee | CEO: COO: CFO |
| Write off debts | Finance and Personnel Committee | CFO |
| Determine and evaluate levels of risk: maintain risk register | Board of Trustees | Executive Team: Audit and Risk Committee |
| Approve delegated authority limits for financial transactions and processes, including procurement | Board of Trustees | CFO: Finance and Personnel Committee |
| Monitor hypothecated grants | Schools and Education Committee | COO: CFO |
| **Staffing and Appraisal** | | |
| Approve pay policies | Board of Trustees | COO: Finance and Personnel Committee |
| Approve outcomes of annual appraisal and pay increments - teachers and support staff | Finance and Personnel Committee | Executive Team: Pay committee |
| Approve outcomes of annual appraisal and pay awards - Head Teachers | Finance and Personnel Committee | CEO: Executive Team: Head Teachers' Appraisal Committee: Pay Committee |
| Approve outcomes of annual appraisal and pay award - CEO and Directors | Pay Committee | CEO Appraisal Committee: CEO |
| Agree terms and conditions | Board of Trustees | Executive Team: Finance and Personnel Committee: Pay Committee |
| Receive data on staff performance, wellbeing and attendance | Finance and Personnel Committee | Executive Team: Local Academy Board: Head Teacher |
| Review, approve and monitor HR policies | Finance and Personnel Committee | Executive Team |
| Oversee processes leading to staff reductions | Finance and Personnel Committee | Executive Team |
| Head Teacher appointments | Board of Trustees | CEO: Local Academy Board |
| Review and approve annual staff establishments | Finance and Personnel Committee | Executive Team: Head Teacher |
| Set approach to staff appointment and dismissal | Finance and Personnel Committee | Executive Team |
| Staff wellbeing | Board of Trustees | Executive Team: Head Teacher |
| **Curriculum and Standards** | | |
| Ensure the quality of education provision and oversee standards and outcomes across the Trust: with regard to statutory requirements | Board of Trustees | CEO: Executive Team: Schools and Education Committee |
| Monitor and evaluate school performance and quality of curriculum | Board of Trustees | CEO: Executive Team: Schools and Education Committee: Local Academy Board: Head Teacher |
| Hold school leaders to account for school performance | Board of Trustees | CEO: Executive Team: Schools and Education Committee |
| Behaviour, attendance and wellbeing of students | Board of Trustees | Executive Team: Schools and Education Committee: Local Academy Board: Head Teacher |
| Develop and establish school curriculum and assessment policies in line with Trust approach | Schools and Education Committee | Executive Team: Local Academy Board: Head Teacher |
| Approve curriculum and Teaching and Learning Policies | Schools and Education Committee | Executive Team |
| Develop and establish school Self-evaluation processes and Improvement plans | Board of Trustees | Executive Team |
| Monitor and evaluate pupil outcomes: pupil destinations | Board of Trustees | Executive Team |
| Pupil suspnsions: policy and procedure | Board of Trustees | Executive Team |
| Review exclusions data | Board of Trustees | Executive Team: Audit and Risk Committee |
| Production and analysis of schools data for the Board | Board of Trustees | Executive Team |
| Ensure compliance with the SEND Code of Practice | Board of Trustees | Executive Team |
| Ensure careers guidance | Board of Trustees | Executive Team |
| Parent complaints | Local Academy Board | Head Teacher |
| Keep admission and attendance records | Schools and Education Committee | Executive Team |

**The Gallery Trust Executive Team comprises:**
Chief Executive Officer/Accounting Officer
Chief Operating Officer/Chief Finance Officer
Directors of Schools, Education and Strategy
Director of Growth
Trust Safeguarding Manager