

Scheme of Delegation April 2023

Activity	Responsibility	Involvement required by / Supported by
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 Audit and Risk Committee: Schools and Education Committee
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 suspensions: 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
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 and Strategy
Estates Director
Trust Safeguarding Manager