Scheme of Delegation

This document sets out how responsibility is delegated amongst the various groups involed in governing our trust, schools and business units in the form of an extended RACI chart:

R - Responsible (who does it)
A - Accountable (who approves it and is answerable if it isn't done)
S - Scrutinise (consulted on original proposal, provides monitoring and challenge on ongoing basis, ensures agreed plans carried out)
C - Consulted (who is asked to input)
I - Informed (who is told about it)

Learning Partners academy trust

RACI Chart	Members	Trustees*	Executive	Headteachers	Governance Leaders Group (GLG)	Local Governing Body (LGB)	Notes
Teaching, Curriculum, Performance							
Trust annual performance targets	I	A	R	I	C		
Trust strategic development plan	I	A	R	C	C	I	
Set school performance targets		A	R	C		C	
School performance monitoring / review		I	A	R		R	
School strategic development plan			A	R		R	
Curriculum plan (ie subjects taught, options choices)			A	R		S	
Curriculum detail (material covered, exam board choices etc)			I	A		S	
School self-evaluation		I	S	A		S	
Pedagogical approach			S	A		C	
Timetable model			I	A			
Pupil premium strategy				A		S	
Staffing and HR							
Pay and remuneration structure / scales		A	R	C			
CEO PM and pay progression		A					
Trust staff line mgt, PM and pay progression		A	R				
Headteacher line mgt, PM and pay progression		A	R			C	LGB (usually Chair) to be included on performance management panel. See Pay/Appraisal Policy.
School staff line mgt, PM and pay progression		A	C	R		S	
Changes to employee contracts, terms and conditions, collective agreements		A	R	C	C		
Central staff structure		I	A				Trustees to be consulted on Executive-level changes.
School leadership structure			A	R		C	E.g. number/FTE of DHTs, AHTs, TLR structure
School teaching staff structure (who teaches what, PPA allocation etc)			I	A		S	Executive will engage with / challenge broad ICFP model within each school
Recruitment of CEO	C	A	C	C	C		
Recruitment of central staff			A				
Recruitment of Headteacher		I	A			C	LGB to be included on interview panel
Recruitment of school leadership staff within agreed structures			C	A		C	
Recruitment of teaching staff within agreed structures				A			
Redundancy / restructuring process		I	A	R		C	
Grievance from school staff (Hearing and Appeal)		A	R				
Financial							
Approval of Trust consolidated budget		A	R		I		
Setting central budget		A	R		I		
Service charge model and level		A	R	C	C	C	
Setting school budget		I	A	R		S	
Approval of budgeted expenditure				A			See Finance & Procurement Policy for further detail

RACI Chart	Members	Trustees*	Executive	Headteachers	Governance Leaders Group (GLG)	Local Governing Body (LGB)	Notes
Approval of unbudgeted expenditure		A	R	R			See Finance & Procurement Policy for further detail
Expenditure of central reserves		A	R				
Expenditure of excess school reserves		I	A	R		S	See Investment & Reserves Policy
Appointment and management of external auditor	A	R	R				
Appointment and management of internal auditor		A	R				
Annual report and financial statements		A	R				
Governance							
Articles of association	A	R	R	C	C		
Trust vision, values, strategic objectives		A	R	C	C		
School ethos and student experience				R		A	
Trust name	A	R	R	C	C		
School name		A	C	R		C	
New academies joining Trust	I	A	R	C	C		
Changes to school provision (age-range, PAN, SEN unit etc)		A	R	R		S	
Appointment of trustees	A	R	C		I		
LGB terms of reference		A	I			C	
Appointment of Governors		A	I	C		R	
Appointment of LGB chair		A	I	C		R	
LGB structure and subcommittees		A		C		R	
Calendar of Trust meetings		A	R	C	C		
Calendar of LGB meetings				C		A	
Estates & Assets							
Setting estates strategy		A	R	R		C	
Approval of minor building works				A		S	E.g. decoration
Approval of medium building works			A	R		S	E.g. structural alterations
Approval of major building works		A	R	R		S	E.g. new buildings or major modification
Purchase / disposal of assets	I	A	R	R		S	
Lettings policy and rate-card			I	A		C	
Approval of sub-leases and disposals		A	R	R		S	May be subject to approval of the Secretary of State

RACI Chart	Members	Trustees*	Executive	Headteachers	Governance Leaders Group (GLG)	Local Governing Body (LGB)	Notes
Other							
Approach to safeguarding		A	R	R		R	
Complaints hearing		A	C	R		R	See Complaints Policy for details on Levels of Complaints
Appeals against exclusion		A	C	R		R	
Term-dates			A	R		I	
Admissions policy		A	R	R	C	R	
Admissions appeals			C	R		A	
School uniform				R		A	
Trust branding, website & marketing			A	I			
School branding, website & marketing			C	R		A	
Policies (see Trust Policy Schedule)							
Trust policies		A	R	C	C		Trust policies are set by the Trust - all schools have to follow
School policies - mandatory			I	R		A	Schools are required to set these policies and provide to the Trust
School policies - optional				R		A	Schools can choose whether or not to have these policies

* The Board of Trustees discharges some duties through committees of the Board. Please refer to Committee Terms of Reference.

Document Control

Date	Version	Comments
28/09/21	2.0	Trustee approved – board meeting 28/09/21.
	2.1	Learning Partners logo