



**Truro and Penwith
Academy Trust**

Scheme of Delegated Authority

Review Summary

Approved By:	Trust Board
Approval Date:	May 2024
Next Review Date:	May 2028

Scheme of Delegated Authority

“Inspiring learning every day”

1. INTRODUCTION TO TRURO AND PENWITH ACADEMY TRUST

Truro and Penwith Academy Trust is a Trust of 34 school across Cornwall with the shared mission to improve life chances for all children and young people in our schools. Truro and Penwith College was the founding sponsor of the Trust in 2014 and is represented by Members.

2. ETHOS

The shared ethos for the Trust is to expect excellent leadership of high quality teaching and learning to benefit all children and young people with an emphasis on supporting our staff in their professional growth and development.

Our vision is to improve the life chances for all children and young people in our Schools.

In order to achieve this, we will:

- acknowledge the diverse nature of the communities our schools serve with a focus on equality, diversity and inclusion
- build collaboration with our Trust and partner organisations
- inspire our schools to become beacons of aspiration in the communities they serve
- recognise and encourage local distinctiveness and individuality
- have a shared pedagogy enabling all children and young people to have the best possible learning experience, leading to the highest possible life chances
- be an employer of choice – valuing the skills, contribution and expertise of all employees and providing professional growth opportunities
- support our schools to be financially sustainable.

3. Introduction

This Scheme of Delegation Authority (SoDA) identifies the key responsibilities required in connection with the overall governance and management of the Trust and its schools.

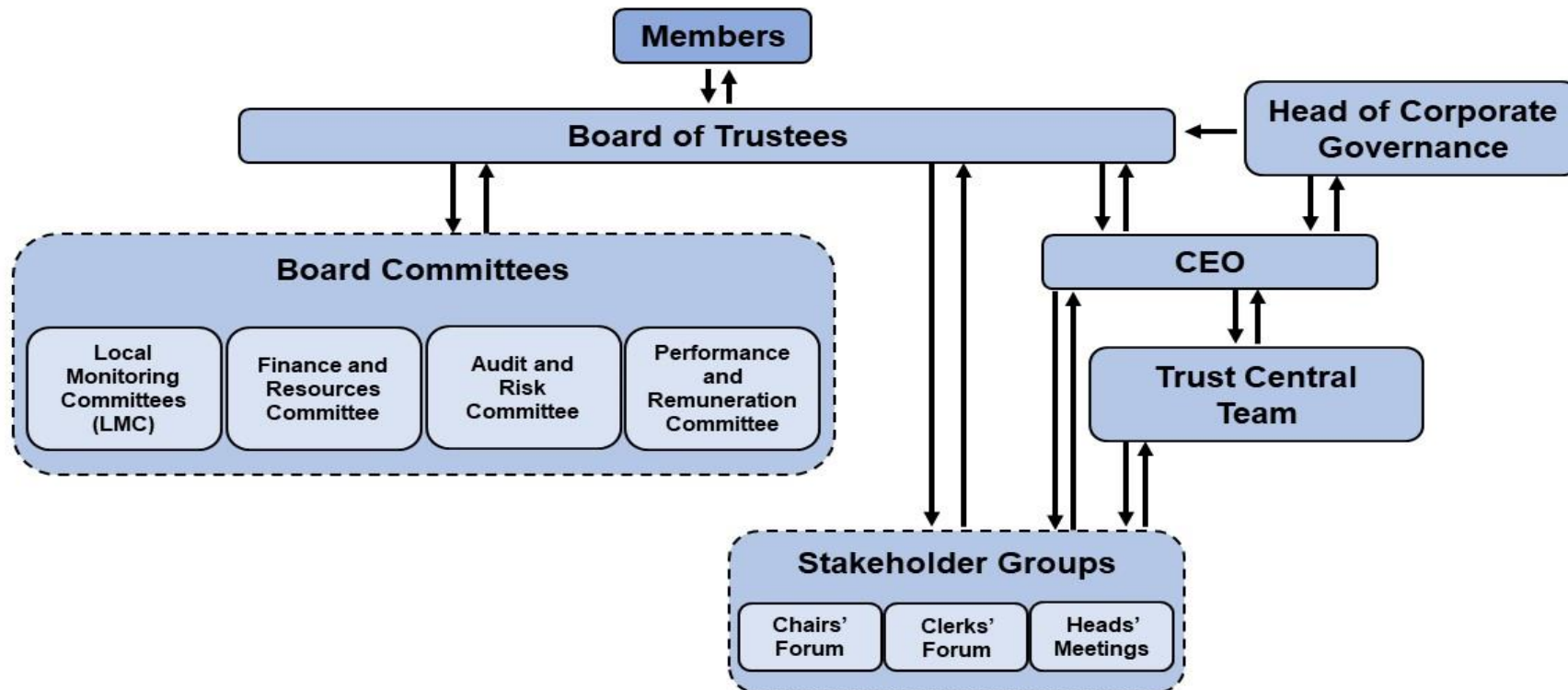
The SoDA sets out the delegation by the Trustees under the Trust's Articles of Association. It is designed to set out clearly the respective roles and responsibilities across all layers of governance.

This SoDA should be read in conjunction with the Trust's Financial Procedures Manual (FPM). The FPM is reviewed annually by the Board of Trustees to ensure compliance with the Academy Trust Handbook (ATH).

This SoDA will be reviewed on a regular basis by the Board of Trustees and may be terminated or amended by the Trustees at any time.

4. GOVERNANCE OVERVIEW

Governance Structure Diagram:



5. Roles and responsibilities

The Trust is a company limited by guarantee and, in accordance with the Academies Act 2010, is an exempt charity.

The Trust's three core layers of governance are Members, Trustees and Local Monitoring Committees. We have set out below an overview of the key roles and responsibilities across the different layers of governance.

All those involved with governance across the Trust follow the governance code of conduct incorporating the 7 Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Role	Description and Duties
Members	<ul style="list-style-type: none">Guardians of the governance of the Trust, ensuring the charitable objective is fulfilledAgree the Trust's Articles of Association, appoint external auditors and some TrusteesReceive the annual report, accounts and other information
Trustees	<ul style="list-style-type: none">Legally accountable for all statutory functions and performance of all schools within the Trust
Trust board committees	<ul style="list-style-type: none">Delegated specific responsibilities, details are outlined in the specific terms of reference
Chief Executive	<ul style="list-style-type: none">Day-to-day management of the TrustLeadership and management of the central executive team and the schools' Headteachers
Headteachers	<ul style="list-style-type: none">Day-to-day management of the Trust's schoolsShares information with the LMC about how the school operates to enable monitoring and scrutiny of key policies and improvement plans

The Trust's Committees:

The Trustees are responsible for a number of committees – these may be subject to change and have differing levels of delegation. Details for each specific committee are found in the individual Terms of Reference.

Finance and Resources Committee

Newly set up committee with terms of reference currently under review.

Audit and Risk Committee

With responsibility in summary:

- provide independent oversight of and advice to the Trust Board on the adequacy and effectiveness of the organisation's financial control and reporting systems;
- recommend to the Members the appointment of suitable External Auditors and to advise the Board on both financial and non-financial internal scrutiny arrangements, taking a risk-based approach to commissioning topics of each internal audit report;
- regularly review the risk register for the Trust;
- ensure that adequate levels of external and internal audit are maintained and act as a point of escalation for any concerns identified during audit visits;
- to take such decisions as are devolved to it by the Board - except where the Board has formally delegated decision-making authority to the Committee, its role is advisory.

The Committee meets three times a year on a cycle consistent with the financial activities and requirements of the Trust.

Performance and Remuneration Committee

With responsibility in summary:

- To oversee the performance appraisal and salary review of the Trust's Chief Executive, Senior Leaders, and Headteachers
- To consider the annual pay progression increases and other terms and conditions of the Headteachers taking account of recommendations from the Local Governing Board as well as affordability, budgetary implications and the framework of pay and conditions for other Trust employees
- To consider and determine the annual pay and other terms and conditions of the Chief Executive and Senior Leaders in the Trust, taking account of affordability, budgetary implications and the framework of pay and conditions for other Trust employees

The Committee meets annually or more frequently if required.

The CEO has responsibility for the operation of the Trust, including the performance of the Trust's schools and is responsible for all staff across the Trust. The CEO works with a senior leadership team.

Local Monitoring Committees

The Local Monitoring Committees (LMCs) operate at school level in accordance with this SoDA. LMCs shall each hold 6 meetings in every school year and shall ensure all documents are available to be scrutinised centrally.

LMCs are responsible for:

- Standards
- Safeguarding
- Stakeholders
- SEND

Further detailed information can be found in the LMC terms of reference.

Working Parties

The Trust Board will operate working parties for key issues – ie search and governance when recruiting new Trustees. These will meet on a needs basis.

Delegation Matrix

Key	
A Accountable (and approve)	Answerable for the task being delivered. Delegates the task to those responsible.
R Responsible	Responsible for the delivery. Does the work to achieve the task.

1.	Board Business	Members	Trust Board	CEO (+ Exec team)	LMC	Heads
1.1	Appoint/remove Members	A/R				
1.2	Appoint/remove Trustees	A/R	A/R			
1.3	Elect Chair of Trustees		A/R			
1.4	Appoint and remove board committee chairs		A/R			
1.5	Establish and review Trust governance structure		A/R			
1.6	Agree named Trustee responsibilities ie safeguarding		A/R			
1.7	Appoint LMC chairs		A		R	
1.8	Remove individual LMC members		A	R		
1.9	Appoint Trust Governance Professional		A	R		
1.10	Agree LMC clerking arrangements		A	R		
1.11	Articles of Association: Review		A/R			
1.12	Articles of Association: Ratify	A/R				
1.13	Agree committee terms of reference		A/R			
1.14	Complete regular review of Scheme of Delegation		A	R		
1.15	Complete regular Trust board review		A/R			
1.16	Complete review of committee structure		A	R		
1.17	Publish governance arrangements on Trust and school websites		A	R		
1.18	Ensure Trust website is compliant and effective		A	R		
1.19	Ensure school websites are compliant and effective		A	A		R
1.20	Submit annual report on the performance of the Trust to members and publish		A	R		
1.21	Commission external review of board effectiveness on regular basis		A/R			
1.22	Trust wide policies		A	R		
1.23	Establish risk register and conduct regular review		A	R		
2.	Vision and Strategy					
2.1	Determine Trust's vision, strategy and key priorities		A/R	R		

3.	Finance and Estates	Members	Trust Board	CEO (+ Exec team)	LMC	Heads
3.1	Appoint and remove external auditors	A/R				
3.2	Appoint and performance manage Chief Financial Officer		A	R		
3.3	Put in place arrangement for internal scrutiny		A	R		
3.4	Produce Trust's Financial Procedures Manual		A	R		
3.5	Receive external auditors report	A	R			
3.6	Action recommendations made by external auditors		A	R		
3.7	Produce annual report and accounts in line with the Charity Commissions Statement of Recommended Practice		A	R		
3.8	Submit data submissions to government as required		A	R		
3.9	Agree budget plan to support delivery of Trust strategic priorities		A	R		
3.10	Carry out benchmarking and trust-wide value for money evaluation		A	R		
3.11	Agree reporting and monitoring arrangements for Trust budgets		A	R		
3.12	Approve Trust-wide estate vision, strategy and asset management plan		A	R		
3.13	Monitor school estate to ensure it is safe and well maintained		A			R
4.	Human Resources					
4.1	Appoint, performance manage and dismiss CEO/accounting officer		A/R			
4.2	Agree CEO, senior executive (to include Headteachers) pay and reward		A/R			
4.3	Conduct Headteacher performance management			A/R		
4.4	Determine executive team staffing structure			A/R		
4.5	Determine school staffing structure			A/R		
4.6	Headteacher appointments and dismissal			A/R		
5.	Education					
5.1	Approve Trust curriculum principals		A	R		
5.2	Ensure high standards of teaching and learning		A	R		
5.3	Implementation of curriculum				A	R
5.4	Set KPI's for Education standards		A	R		
5.5	Plan and implement individual school improvement interventions and strategies			A		R
5.6	Review permanent exclusions and suspensions		A		R	
5.7	Agree admissions arrangements		A	R		
6.	Community					
	Develop stakeholder partnerships across the Trust		A	R		
	Develop stakeholder partnerships at school level				A	R