

Thrive Co-operative Learning Trust - SCHEME OF DELEGATION

This outline scheme of delegation is complemented by the following documentation:

Thrive Finance Policy, including Financial Scheme of Delegation

Thrive Roles and Responsibilities of Chief Executive Officer (CEO), Chief Financial Officer (CFO), School Development Lead (Executive Headteacher - SDL), Headteacher (HT), Head of School (HoS), People Development Lead (Human Resources - PeDL), Pastoral Development Lead (Safeguarding, Inclusion, SEND - PaDL), Pupil Engagement Development Lead (PenDL), Governance Professional (GP)

Academy Trust Handbook (= ATH)

Levels of Delegation

A: Accountable	Accountable for task completion or decision implementation.
R: Responsible	Responsible for completing all or some of the task or decision implementation.
C: Consulted	Must be consulted, or must consult, prior to a decision being taken.
I: Informed	Will be informed as appropriate.

This scheme of delegation is not intended to be used as a comprehensive description of who does what in any given situation. Rather it sets out to show how delegated authority is used throughout Thrive. In this sense it defines who is accountable for actions, who is responsible for actions, who will be consulted on actions and who will be informed of actions.

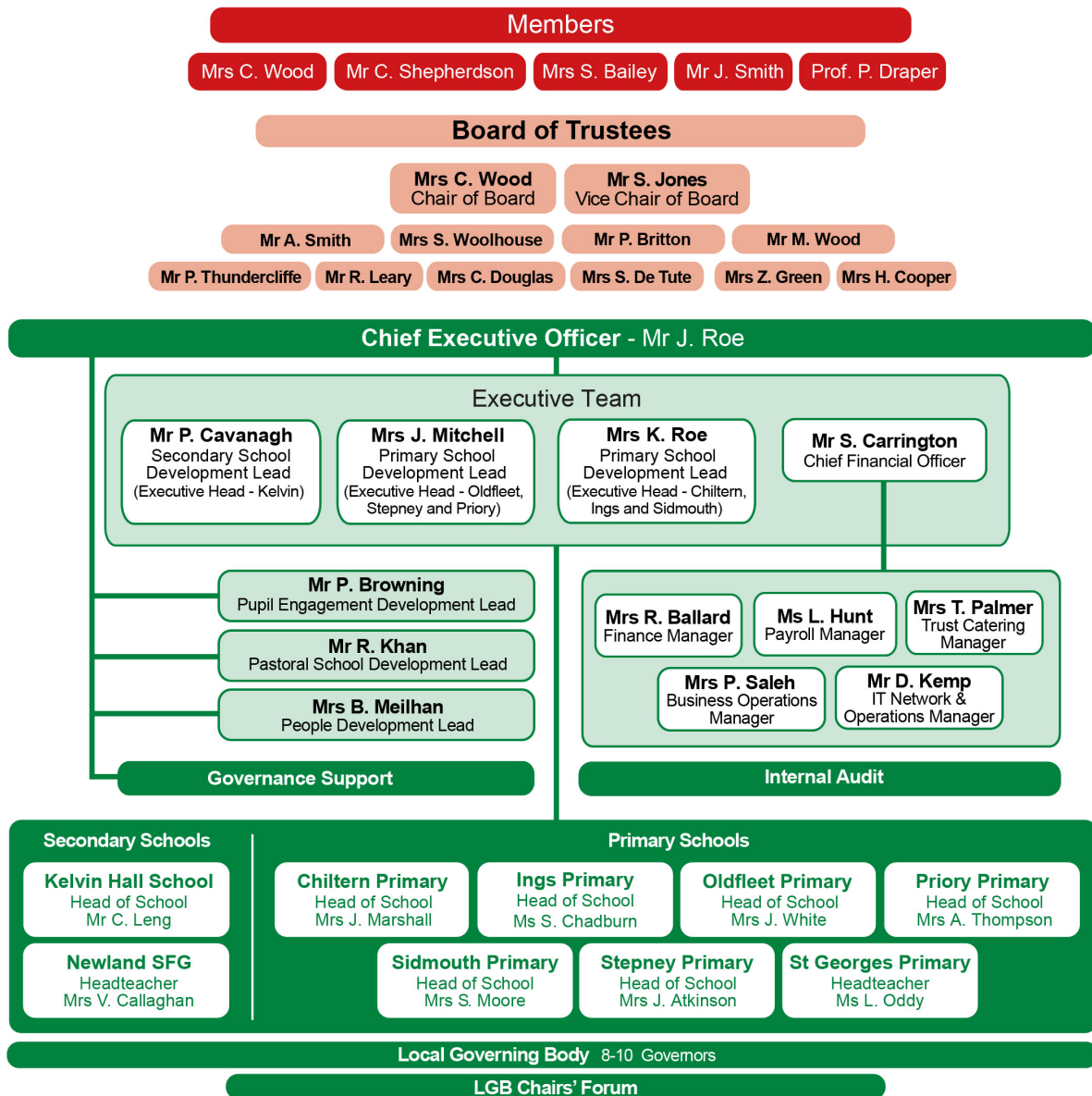
Wherever possible we have designed this scheme of delegation to only indicate 1 person (or group) as accountable for each action. In a few cases there will be dual accountability, these are often as a result of the need to differentiate delegated authority between Headteachers and Heads of Schools.

We have coloured Accountable areas green and Responsible areas yellow for ease of reference.



Governance Structures:

Members, Trust Board, Central Services & LGB



Strategy

ref	Task	TB	LGB	CEO	SDL	HT	HoS	CFO	PeDL	PaDL
1	Set the mission, vision and strategic objectives of Trust and Schools	A	C	R	C	C	C	C	C	C
2	Set and monitor the Thrive Charter (values)	A	R	R	R	R	R	R	C	C
3	Approve Trust policies	A	I	R	C	I	I	R	C	C
4	Formulate school based policies for LGB approval	A	I	R	C	C	C	C	C	C
5	Approve Thrive school development model	A	I	R	C	C	C	C	C	C
6	Scheme of Delegation: review annually	A	C	R	C	C	C	R	C	C

Schools										
ref	Task	TB	LGB	CEO	SDL	HT	HoS	CFO	PaDL	PenDL
Vulnerable Pupils										
7	Ensure that safeguarding arrangements meet statutory guidance	A	R	R	R	R	R		R	
8	Set and monitor the application of the Safeguarding Policy	A	R	R	R	R	R		R	
9	Ensure that schools' safeguarding improvement plan is actioned		R		R	R	R		A	
10	Approve annual safeguarding report	A							R	
11	Ensure that SCR is maintained in accordance with guidance	I	I	R	R	R	R	A	R	
12	Monitor and report on pupil attendance and punctuality		I		R	R	C		A	
13	Ensure that schools' inclusion improvement plan is actioned		R		R	R	R		A	
14	Ensure that SEND arrangements meet statutory guidance	A	R	R	R	R	R		R	
15	Ensure that schools' SEND improvement plan is actioned		R		R	R	R		A	
16	Determine Trust pupil discipline principles statement	A	C	R	C	C	C		R	
17	Determine school pupil behaviour and discipline policy		A		R	R	R		C	
18	Deliver school pupil behaviour and discipline policy		R		A	A	R		C	
19	Manage suspensions (including decisions and appeals)		A		R	R	R			
20	Manage exclusions (including decisions and appeals)	I	A	C	R	R	C		C	
21	Monitor school exclusions (decisions and appeals)	A							R	
22	Manage the appropriate use of alternative provision		A		R	R	C		C	
23	Monitor the appropriate use of alternative provision	A							R	
24	Provide free school meals to those meeting criteria				A	A	R	R		
25	Ensure school meals meet appropriate nutritional standards		I		C	C	I	A		
26	Ensure the effectiveness of pupil premium spend	A	R	R	R	R	R	R		
27	Ensure the effectiveness of school sports premium spend	A	R	R	R	R	R	R		
28	Ensure the effectiveness of catch-up premium spend	A	R	R	R	R	R	R		
29	Ensure 'premium spend' statements are published		I		R	R	R	A		
30	Manage effective pastoral care systems and processes		A		R	R	R		C	
31	Monitor quality of pastoral care systems and processes	A			R	R	R		R	
Curriculum										
32	Set Trust curriculum statement	A	I	R	C	C	C			
33	Set curriculum for individual schools	A	I	C	R	R	C	C	C	
34	Monitor the quality of education at individual schools	A	I	R	R	C	C			
35	Set the curriculum enrichment offer for individual schools	I	C	I	A	R	R			
36	Monitor the curriculum enrichment offer for individual schools	I	A	I	C	C	C			
37	Set arrangements for collective worship		A		R	R	R			
38	Set arrangements relationships and sex education		A		R	R	R		R	
39	Set arrangements for British Values' education		A		R	R	R			
40	Set strategy for the development of pupil agency	A		R	C	C	C			C
41	Deliver strategy for the development of pupil agency			A	R	R	R			R
42	Monitor and support school delivery of pupil agency			A						R
Outcomes and Quality										
43	Set targets for overall Trust outcomes	A	I	R	C	I	I			
44	Set targets for individual school outcomes	I	I	A	R	C	C			
45	Ensure outcomes for the Trust are achieved	A	I	A	R	R	R		R	
46	Ensure outcomes for each school are achieved	I	I	R	A	A	R		R	
47	Determine the 3 year School Development Journey	I	I	C	A	A	C	C	C	
48	Set overarching principles for monitoring the quality of teaching	A	I	R	C	C	C		C	
49	Ensure monitoring of the quality of teaching and learning	I	I	A	R	R	R			
50	Develop the quality of teaching and learning	I	I	R	A	R	R			
51	Determine reporting to parents methodology	I	I	R	A	R	R			
Organisation										
52	Determine admissions policies and implement procedures	A		R	R	C	C			
53	Set times of school day (INSET days) and dates of school terms	A	C	C	R	R	C			
54	Establish and negotiate any changes to PAN	A	R	R	R	R	C			
55	Ensure that each school is ready for external scrutiny		R	A	R	R	R			
56	Set, and monitor the implementation of Complaints Policy	A	R	R	R	R	R		C	C

Schools										
ref	Task	TB	LGB	CEO	SDL	HT	HoS	CFO	PaDL	PenDL
Voice										
57	Determine Voice strategy and timescales			A						R
58	Analyse and report on Voice outcomes		R	A	R	R	R			R
59	Deliver Voice strategy in schools against timescales	I	I		R	R	R			A
60	Respond to Voice strategy in SDJ	I	I	C	A	R	R			

Resources								
ref	Task	TB	LGB	CEO	SDL	HT	HoS	CFO
Funding Model and Budget Management								
61	Set a funding model across the Trust	A	I	R	I	I	I	R
62	Set and account for the annual levy	A	I	R	C	C	C	R
63	Set budget for each school	A	I	R	R	C	C	R
64	Set a balanced budget for central spending	A	I	R	C	I	I	R
65	Set priorities for Thrive spend of top slice	A	I	R	C	C	C	R
66	Benchmark across schools to ensure value for money	A		R	C	C	C	R
Funds Management								
67	Set Trust financial policies ensuring statutory compliance	A		R				R
68	Acquire and dispose of Trust land	A	I	R				R
69	Change use of assets	A	I	C				R
70	Arrange insurance for the Trust	I	I	I	I	I	I	A
Estates and Health and safety								
71	Approve asset and premises maintenance strategy and spend	A	C	C	C	C	C	R
72	Ensure Statutory Health and Safety testing is carried out	A	I	I	C	C	C	R
73	Ensure Trust H&S policy is adhered to	I	I		A	R	R	C
IT & Information Security								
74	Set the Trust IT refresh schedule for each school				R	C	C	A
75	Ensure the Trust meets its GDPR responsibilities	A	I	I	C	C	C	R
Audit , Reporting & Transparency								
76	Appoint Internal Auditor	A						R
77	Ensure compliance with financial and reporting requirements	A	I	C	I	I	I	R
78	Ensure transparency in financial matters across the Trust	A	C	R	C	C	C	R
79	Establish a corporate risk register	A		R				R
80	Maintain and report on the corporate risk register	I		A	R	R		R
81	Funding Agreement – meet statutory obligations (AFH)	A		R	I			R
82	Ensure compliance with charity, company and employment law	A		R				R
83	Ensure regularity, probity and value for money	A		A	I	I	I	R
84	Hold a register of business interests - Members and Trustees	A						R
85	Hold a register of business interests - Governors		A					R
86	Hold a register of business interests - Staff			I				A
Central Services								
87	Determine central services provided to schools by the Trust	A	C	R	C	C	C	R
88	Monitor effectiveness of central services	A	C	R	C	C	C	R
Communications and Relations								
89	Approve environmental strategy	A		R				R
90	Approve communications strategy	C		A	C			C
91	Monitor public relations and media response	A	I	R	R	R	C	R
92	Ensure that websites meet statutory compliance test	A		I	I			R
93	Ensure advantageous local, regional and national relations	R	R	A	R	R	R	R

