

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 - Chief Executive Officer (CEO), Chief Financial Officer (CFO), School

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

Wherever possible we have designed this scheme of delegation to only indicate 1 person (or group) as

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

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

Schools									
Task	TB	LGB	CEO	SDL	HT	HoS	CFO	PaDL	PEDL
Vulnerable pupils									
Ensure that safeguarding arrangements meet statutory guidance	A	R	R	R	R	R		R	
Set and monitor the application of the Safeguarding Policy	A	R	R	R	R	R		R	
Ensure that schools' safeguarding improvement plan is actioned		R		R	R	R		A	
Approve annual safeguarding report	A							R	
Ensure that SCR is maintained in accordance with guidance	I	I	R	R	R	R	A	R	
Maintain behaviour log (including child-on-child abuse)	I		R	R	A	A		R	
Monitor behaviour log (including child-on-child abuse)	A		R	R				R	
Monitor and report on pupil attendance and punctuality		I		R	R	C		A	
Ensure that schools' inclusion improvement plan is actioned		R		R	R	R		A	
Ensure that SEND arrangements meet statutory guidance	A	R	R	R	R	R		R	
Ensure that schools' SEND improvement plan is actioned		R		R	R	R		A	
Determine Trust pupil discipline principles statement	A	C	R	C	C	C		R	
Determine school pupil behaviour and discipline policy		A		R	R	R		C	
Deliver school pupil behaviour and discipline policy		R		A	A	R		C	
Authorise suspensions - secondary				R	A	A			
Authorise suspensions - primary				A	A	R			
Monitor suspensions (including decisions and appeals)		A		R	R	R		R	
Authorise exclusions		I	C	A	A	C		C	
Monitor exclusions (including decisions and appeals)	I	A	C	R	R	C		R	
Monitor school exclusions (decisions and appeals)	A							R	
Manage the appropriate use of alternative provision		A		R	R	C		C	
Monitor the appropriate use of alternative provision	A							R	
Provide free school meals to those meeting criteria				A	A	R	R		
Ensure school meals meet appropriate nutritional standards		I		C	C	I	A		
Ensure the effectiveness of pupil premium spend	A	R	R	R	R	R	R		
Ensure the effectiveness of school sports premium spend	A	R	R	R	R	R	R		
Ensure the effectiveness of catch-up premium spend	A	R	R	R	R	R	R		
Ensure 'premium spend' statements are published		I		R	R	R	A		
Manage effective pastoral care systems and processes		A		R	R	R		C	
Monitor quality of pastoral care systems and processes	A			R	R	R		R	
Curriculum									
Set Trust curriculum statement	A	I	R	C	C	C			
Set curriculum for individual schools	A	I	C	R	R	C	C	C	
Monitor the quality of education at individual schools	A	I	R	R	C	C			
Set the curriculum enrichment offer for individual schools	I	C	I	A	R	R			
Monitor the curriculum enrichment offer for individual schools	I	A	I	C	C	C			
Set arrangements for collective worship		A		R	R	R			
Set arrangements PHSE curriculum (including RSE)	A	I		R	R	R		R	
Set arrangements for British Values' education		A		R	R	R			
Set strategy for the development of pupil agency	A		R	C	C	C			C
Deliver strategy for the development of pupil agency			A	R	R	R			R
Monitor and support school delivery of pupil agency			A						R
Outcomes and quality									
Set targets for overall Trust outcomes	A	I	R	C	I	I			
Set targets for individual school outcomes	I	I	A	R	C	C			
Ensure outcomes for the Trust are achieved	A	I	R	R	R	R		R	
Ensure outcomes for each school are achieved	I	I	R	A	A	R		R	
Determine the School Development Journey	I	I	C	A	A	C	C	C	

Set overarching principles for monitoring the quality of teaching	A	I	R	C	C	C		C	
Monitor the quality of teaching and learning	I	I	A	R	R	R			
Develop the quality of teaching and learning	I	I	R	A	A	R			
Determine reporting to parents methodology	I	I	C	A	R	R			
Organisation									
Determine admissions policies and implement procedures	A		R	R	C	C			
Set times of school day (INSET days) and dates of school terms	A	C	C	R	R	C			
Establish and negotiate any changes to PAN	A	R	R	R	R	C			
Ensure that each school is ready for external scrutiny		R	A	R	R	R			
Set, and monitor Complaints & Compliments Policy	A	R	R	R	R	R		C	C
Voice									
Determine Voice strategy and timescales			A						R
Analyse and report on Voice outcomes		R	A	R	R	R			R
Deliver Voice strategy in schools against timescales	I	I		R	R	R			A
Respond to Voice strategy in SDJ	I	I	C	A	R	R			

Resoures									
Task	TB	LGB	CEO	SDL	HT	HoS	CFO	ITNO M	PEDL
Funding model and budget management									
Set a funding model across the Trust	A	I	R	I	I	I	R		
Set and account for the annual levy	A	I	R	C	C	C	R		
Set budget for each school	A	I	R	R	C	C	R		
Set a balanced budget for central spending	A	I	R	C	I	I	R		
Set priorities for Thrive spend of top slice	A	I	R	C	C	C	R		
Set priorities for allocation of Thrive equity funding	A	I	R	C	C	C	R		
Benchmark across schools to ensure value for money	A		R	C	C	C	R		
Funds management									
Set Trust financial policies ensuring statutory compliance	A		R				R		
Acquire and dispose of Trust land	A	I	R				R		
Change use of assets	A	I	C				R		
Arrange insurance for the Trust	I	I	I	I	I	I	A		
Estates and Health and Safety									
Approve asset and premises maintenance strategy and spend	A	C	C	C	C	C	R		
Ensure Statutory Health and Safety testing is carried out	A	I	I	C	C	C	R		
Ensure Trust H&S policy is adhered to	I	I		A	A	R	C		
IT and data security									
Set the Trust IT strategy, and refresh schedule for each school				C	C	C	A	R	
Ensure the Trust meets its data management responsibilities	A	I	R	C	C	C	C	I	
Manage Freedom of Information and Subject Access requests			A	C	C	C	C	R	
Monitor Freedom of Information and Subject Access requests	A		R					R	
Audit, reoporting and transparency									
Appoint Internal Auditor	A						R		
Ensure compliance with financial and reporting requirements	A	I	C	I	I	I	R		
Ensure transparency in financial matters across the Trust	A	C	R	C	C	C	R		
Establish a corporate risk register	A		R				R		

Maintain and report on the corporate risk register	I		A	R	R		R		
Funding Agreement – meet statutory obligations (AFH)	A		R	I			R		
Ensure compliance with charity, company and employment law	A		R				R		
Ensure regularity, probity and value for money	A		A	I	I	I	R		
Hold a register of business interests - Members and Trustees	A						R		
Hold a register of business interests - Governors		A					R		
Hold a register of business interests - Staff			I				A		
Central services									
Determine central services provided to schools by the Trust	A	C	R	C	C	C	R		
Monitor effectiveness of central services	A	C	R	C	C	C	R		
Decarbonisation strategy									
Design decarbonisation strategy			R	C	C	C	A		
Approve decarbonisation strategy	A		R				R		
Deliver and report on decarbonisation strategy	I	I	A	R	R	R	R		R
Monitor decarbonisation strategy	A		R				R		
Communications and relations									
Approve communications strategy	C		A	C			C		
Monitor public relations and media response	A	I	R	R	R	C	R		
Ensure that websites meet statutory compliance test	A		I	I			R		
Ensure advantageous local, regional and national relations	R	R	A	R	R	R	R		

People										
Task	TB	LGB	CEO	SDL	HT	HoS	CFO	PeDL	PaDL	
Appointments										
Appointment to post of CEO	A									C
Appointment to post of CFO	A		C							C
Appointment to posts of Executive Head	A		R					I		C
Appointment to posts of Headteacher	A	R	R	R				I		C
Appointment to posts of Head of school	I	R	A	R				I		C
Appointment to Central Team Staff	I		R					A		C
Appointment to leadership posts in schools		R	C	A	A	R		C		C
Appointment to teaching posts in schools				A	A	R		C		C
Appointment to support staff				A	A	R		C		C
Performance and pay										
Set salary scale / point for teachers / support staff	A	I	R	C	C	C		R		C
Set mechanism to agree grades of support staff posts			A					C		R
Agree CEO pay award	A							C		I
Agree EHT/HT pay award	A		R					C		C
Agree HoS pay award	A		R	R				C		
Agree performance criteria as part of pay policy	A		R	C				R		R
Monitor equity of application of pay progression			A	R	R			R		R
Hear appeals to Central Team staff grading	A		R					R		I
Hear appeals to Teacher staff grading	A		R	C	C	C		I		I
Hear appeals to Support staff grading			I	C	C	C		A		
Determine non-contractual payments using EFA guide	A		R					R		C
Policy										
Determine HR policies and terms and conditions	A	I	R	C	C	C		C		R
Review Trust HR policies on a policy review cycle	A	I	R	I	I	I		I		R
Agree Performance Development Review Policy	A		R	C				C		R
Determine Pay Policy	A	I	R	C	C	C		R		
Promoting wellbeing										
Ensure wellbeing group in schools and Central Team	I	R	A	R				C		R
Take timely action on feedback from staff	I	R	A	R						R
Monitor, and take actions to reduce, staff workload	I	C	A	R	R	R				R
Identify and communicate staff benefits	I	I	A	C	C	C		R		R
Set 1265 directed time calculation for teaching staff	I	I	A	R	R	R				C
Set Thrive direction for promoting equality and diversity	A	I	R	C	C	C				R
Manage surveying of joiners and leavers			R							A
Monitor surveying of joiners and leavers	A		R							R
Staffing structures										
Determine staff structure of the Central team	A		R	C				R		
Determine teaching and support staff structures		I	C	A	A	C		C		C
Determine major staff restructures	A	I	R	R	C	C		R		R
Suspension, Disciplinary, Redundancy, Dismissal, Performance, Discipline										
Approve (or end) suspension of CEO	A									I
Approve (or end) suspension of CFO	A		C							I
Approve (or end) suspension of SDL (EHT)	A	I	R					I		C
Approve (or end) suspension of other Trust central staff	C		A					R		C
Approve (or end) suspension of HT / HoS	C	I	A	R						C
Approve (or end) suspension of other school staff		I	C	A	A	C		C		C
Establish redundancy policy inc. redundancy pay	A	I	R	I	I	I		R		R
Approve redundancy selection criteria	A	I	C	C	C	C		C		R
Dismiss on grounds of redundancy	A	I	R	C	C	C		R		R
Dismiss CEO	A									
Dismiss CFO	A		C							
Dismiss SDL (EHT)	A	I	R							C
Dismiss other Trust central staff			A					R		C
Dismiss HT / HoS	A	C	R	R						C
Dismiss school leadership teachers	A	C	R	R	C	C				C
Dismiss teachers	C	I	A	R	R			C		C
Dismiss school support staff	I	I	C	A	A	C		C		C
Apply 'Managing Performance and Capability'				A	A	R				C
Capability'	A									R
Monitor Whistleblowing policy	A		R							R
Maintain Staff Low Level Concerns log	I		R	R	A	A				R
Monitor Staff Low Level Concerns log	A		R							R
Resolving conflict										
Set staff conduct, disciplinary and capability policies	A		R							R
Hear grievance appeal from Trust central staff	I		A					R		C
Hear grievance appeal from school staff	I		A	R	C	C		R		C
appeals	A	R	R	R	C	C		C		C
Establish effective relations with Trade Unions	R		A							R
Absence										
Approve absence - Trust staff			A					R		C
Approve absence - school staff			A	A	A	R				C
Issue warning as part of sickness absence management			A	R	R	R		R		C
Monitor staff absence	A		R							R
Staff Development										
Set overarching principles for staff development	A		R	C	C	C		C		R
Deliver staff development priorities linked to SDJ	I		I	A	R	R				C
Set PDR principles and processes	I		A	R	R	C		C		R
Deliver PDR principles and processes	I		I	A	R	R		R		C
Equality, Diversity and Inclusion (EDI)										
Manage EDI policy application			C	C	C	C		C		R
Monitor EDI policy application	A		R							
Manage union relations										
Convene and run Joint Consultative Committee (JCC)	A		I							R

Governance											
Task	M	TB	LGB	CEO	SDL	HT	HoS	CFO	PeDL	PaDL	GP
Members - sepcific accountabilities											
Members: appoint / remove	A	C		C				C	I		I
TB Chair: appoint / remove	A	R							I		I
Trustees: appoint / remove	A	R	I	C				C	I		I
Agree Articles of Association: review and agree	A	R		R				R			I
Appoint external auditors	A	R						R			I
Approve report on the effectiveness of governance	A	R		C				R			C
Ensure that the Trust carries out charitable objectives	A	R		R				R			
Receive the annual report and accounts	A	R		R				R			
Trust Board - sepcific accountabilities											
Named safeguarding trustee: appoint / remove		A		C							
Determine school links Trustees		A	C	C							I
LGB Chairs: appoint / remove		A	R	C							I
LGB members: appoint / remove		A	R	C	C	C	C				I
Clerk to Board: appoint / remove		A		R				R			I
Clerk to LGBs: appoint / remove		A		R				R			I
Trust governance structure: agree annually		A		C							C
Committee terms of reference: agree annually		A		C				C			C
Prepare terms of reference for LGBs		A	C	R							C
Self-review of TB: complete annually and action		A									I
Chair's 360 review		A									I
Annual report: submit to members and publish		A		R							
Annual skills audit & training: action and review		A									C
Prepare annual reports and accounts		A		R				R			
ESFA required reports and returns: submit		A		R				R			
Determine Trust level policies: approve		A		R	C			R			I
Ensure Engagement with stakeholders (Voice)		A		R	C	C	C	C			
Accounting Officer: appoint / dismiss		A									
Monitoring progress on key strategic priorities		A		R				R			
Approve Governors' expenses arrangements		A		C				R			
Approve Trustees' expenses arrangements		A		C				R			
Induction and training of Trustees		A									R
Local Governing Bodies - specific accountabilities											
Self-review of LGBs: complete annually and action		A	R								C
Annual skills audit & training: action and review		A	R								R
Chair's 360 review		A	R								R
Induction and training of Governors		A	R								R
Approve school level policies			A	R							I
Monitor progress of safeguarding action plan			A							R	
Monitor progress of SEND action plan			A							R	
Monitor progress of inclusion action plan			A							R	
Monitor delivery of extra-curricular activities			A		R	R					
Monitor delivery of staff and pupil wellbeing strategies			A		R				R		
Monitor progress of actions arising from Voice activities			A	R	R	R	R				