



Scheme of Delegation

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Revision History

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Trust Context and Ethos

The NSB Trust is a newly established multi-academy trust that aims to continue the Northampton School *for Boys* proud tradition of excellence. Converting to a multi academy in 2023, the Trust has two schools: Northampton School *for Boys* and Northampton School.

The Trust has several layers of governance: Members, Trustees and Local Academy Board Governors that provide school-focused challenge and support.

The Scheme of Delegation is underpinned by the Trust’s vision:

To provide a broad educational experience that enables every child to achieve their maximum potential both academically and personally, and which prepares them for a successful adult life.

In two phrases our ethos is summed up by ‘Respecting the Past...Securing the Future’.

Governance Structure

The Trust’s governance structure is shown in **Appendix A**.

- **Members** are the guardians of the governance of the Trust and must ensure it carries out its charitable objective. To do this they need an overview of governance arrangements, but responsibility for conducting the business of the Trust remains firmly with the Trustees. Members should therefore be ‘eyes on, hands off’.
- The **Trust Board** has ultimate legal accountability for the Trust and is responsible for Trust policy and strategic decision-making. The Trustees oversee the management and administration of the Trust and its schools and delegate authority and responsibility to others, including executive officers and school leadership teams, to undertake the day-to-day management of the Trust and its schools. Key matters reserved to the Board include setting the strategic direction, vision and values of the Trust and approval of the Trust strategic plan, policies and educational targets. The Trustees act as both charity trustees and the directors of the company (the academy trust). The Board is supported in its work by its committees for: Audit and Finance. The Trust Articles of Association set out the charitable objects of the Trust along with its governance composition and overarching procedures. They can be viewed on the Trust website.
- The Trustees delegate the day-to-day management of the Trust to the **Executive Headteacher**, who is also the Accounting Officer (AO).
- The **Academy Leaders** (Headteachers) of the Trust academies are responsible for the day-to-day management of the Trust’s schools.
- The **Local Academy Board Governors** of each school is accountable to the Trust Board for ensuring that the academy leadership team fulfils its responsibility for educational outcomes for their pupils, safeguarding, health and safety and community engagement. They provide the governance role of challenge and support at academy level. The Terms of Reference sets out the constitution, the process for appointment/removal of governors and how the LAB will operate.

Chair’s Action between meeting of the Trust Board

Appendix B sets out the circumstances in which the Board delegates to its Chair and to the Chairs of LABs power to act on its behalf.

Scheme of Delegation Framework

The Board has overall responsibility for governance of the Trust and all its academies. The Board delegates many of its governance functions to other layers of governance, including to the Board committees, Executive Head, LABs and Academy Leaders. This Scheme of Delegation defines these responsibilities and accountabilities. This Scheme of Delegation is in line with the following documents:

- The Trust’s Articles of Association, which set out, set out the charitable objects of the Trust along with its governance composition and overarching procedures.
- The Trust’s Funding Agreements that set out the conditions upon which the Trust receives its funding.
- The Academy Trust Handbook which is issued by the Education and Skills Funding Agency (ESFA) and sets out the financial framework and governance requirements for academy trusts reflecting their status as companies, charities and public bodies.

Roles and Responsibilities

The following pages detail the specific responsibilities of the Trust Board, Executive Head, Local Academy Boards and Academy Leaders in the areas of governance; budgets, finance and risk; staffing and HR; standards, curriculum and target setting; safeguarding; SEND; complaints; health, safety and estates, and information management, communication and marketing.

The specific responsibilities of the **Members** are as follows:



- Review, amend and agree the Articles of Association
- Change the name of the Trust
- Receive an Annual Report from the Board and the CEO on the Trust's performance (including standards)
- Appoint/remove Members
- Appoint up to eleven Trustees and remove any of these
- Receive the Trust's audited annual accounts
- Appoint external auditors for the Trust and academies
- Approve any service contracts for Trustees

Appendix A – Governance Structure

NSB Trust Governance Structure 2023/24	
Members	5 Members in total 3 Independent from school/Trust Board/LAB 1 Member also sits on Trust Board 1 Member also sits on NSB LAB
Trust Board (Directors)	1 Chair of Trust Board 8 Trustees
Local Academy Board Governors	2 Local Academy Boards NSB – 2x Staff Governors, 2x Parent Governors and 5x Appointed NS – 1x Staff Governor, 1x Parent Governor and 5x Appointed

Appendix B – Delegated responsibilities

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
1	Governance						
1.1	Appoint/remove members	Accountable and responsible					
1.2	Appoint/remove trustees	Accountable and responsible					
1.3	Approval of: <ul style="list-style-type: none"> Terms of reference for Trust Board committees LAB constitution and terms of reference 		No	Develop and recommend			
1.4	Approval of Trust Scheme of Delegation		No	Develop and recommend			
1.5	Appoint the Board committees		No				
1.6	Appoint and remove co-opted Trustees		No				
1.7	Elect a Chair and Vice-Chair of the Board each academic year and remove in accordance with the Articles of Association		No				
1.8	Appoint and remove LAB Governors		No	Consult	Consult		



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		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
1.9	Change delegated power or membership of LABs		No	Make recommendations			
1.10	Appoint/remove the Trust Governance Professional (Clerk)		No	Manage the appointment process			
1.11	Publish on the Trust website required information on governance arrangements		Yes	Delegated to Governance Professional			
1.12	Take out director indemnity insurance cover (covered under RPA)		Yes				Delegated to Finance Director
1.13	MAT growth		No	Obtain professional advice and make recommendations to the Trust Board			
Strategy							
1.14	Determine the vision and values of the Trust		No	Conduct due diligence and make recommendation to the Trust Board	Consult	Consult	
1.15	Determine the Trust's strategic objectives and related success criteria/approve the Trust's 3-year business plan and monitor progress against this		No	Develop objectives and business plan and recommend to Trust Board on progress against objectives and business plan			

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
1.16	Approve school applications to join the Trust		No	Conduct due diligence and make recommendations to the Trust Board regarding MAT growth			
Development of Policy and Procedures							
1.17	Approve statutory and non-statutory Trust-wide policies		No delegated where appropriate	Develop policies	Monitor implementation	Develop policies as directed and implement	
Organisation of Trust							
1.18	Determine academy term dates, length, organisation of academy day, extended provision		Yes significant changes as defined by DfE must be submitted for RSC approval following Trust Board approval	Delegated authority		Make recommendations to Executive Head	
1.19	Academy admissions policies and criteria		No Trust is Admissions Authority	Ensure consistencies in school admission arrangements		Undertake consultation, determine and publish admissions arrangements in accordance with Schools Admissions Policy Ensure compliance with the Trust Admissions Policy Make arrangements for pupil recruitment	



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		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
2	Finance						
2.1	Comply with and approve adherence to NSB Trust Finance Handbook		Yes				Ensure adherence
2.2	Appoint and remove external auditors	Accountable and responsible	Consult				
2.3	Appoint and performance manage Finance Director		No	Responsible			
2.4	Approval and adherence to Trust's Financial Handbook		No				
2.5	Receive external auditors report	Accountable and responsible					
2.6	Action recommendations made by external auditors		No	Produce action plan			Assist with action plan
2.7	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		Yes	Prepare report			
2.8	Submit ESFA required reports and returns		Yes				Produce required reports and returns
2.9	Agree budget plan to support delivery of trust strategic priorities		No	Produce budget with Finance Director		Consult	Produce budget with Exec Head



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		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
2.10	Monitor trust budget		No				Produce management accounts
2.11	Carry out benchmarking and trust-wide value for money evaluation		Yes VFM				Evaluate
2.12	Agree reporting and monitoring arrangements for trust and school budgets		No				
2.13	Determine charges for each school for shared and central services		No	Consult with Headteachers and Finance Director			Assist Executive Head to determine charges
2.14	Approve trust-wide estate vision, strategy and asset management plan		No				
2.15	Monitor school estate to ensure it is safe and well maintained		Yes				
3	Human Resources						
3.1	Ensure adherence to NSB Trust Personnel Policy Handbook		Yes	Ensure adherence consulting with external consultants			
3.2	Appoint and performance manage Executive Head/accounting Officer		No				
3.3	Appoint and performance manage Finance Director		No				



		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
3.4	Agree CEO pay and reward		No				
3.5	Conduct headteacher performance management		Yes				
3.6	Agree headteacher pay and reward		No				
3.7	Review and agree staff appraisal procedure and pay progression		Yes				
3.8	Determine SLT staffing structure		Yes				
3.9	Determine school staffing structure		Yes				
3.10	Headteacher appointments and dismissal		No				
3.11	Trust wide pay policy, terms and conditions of employment and recruitment		No				
3.12	Determine disciplinary and capability policies		No				
3.13	Implement disciplinary and capability procedures – Exec Head		No				
3.14	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		No				
4	Standards, Curriculum and Target Setting						
4.1	Ensure adherence to Curriculum and Learning Policy		Y				

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
4.2	Approve and monitor Trust and Academy priorities alongside impact of actions for quality of teaching and learning around pupil wellbeing		No	Propose and recommend priorities to Trustees Review progress and report on standard	Monitor priorities reported by the Headteacher	Set and recommend priorities to Exec Head / LAB as appropriate Report progress to Exec Head / LAB	
4.3	Approve and monitor Trust and Academy targets for pupil achievement, progress and attainment		No	Propose targets to Board, hold Headteachers to account and provide appropriate reporting	Monitor academy targets	Set and recommend academy targets and monitor progress. Report to Exec Head / LAB	
4.4	Review impact of academy improvement action against priorities		No	Hold Headteachers to account Approve academy improvement plans	Monitor progress of the academy improvement plan	Develop the academy improvement plan for approval by Exec Head. Implement plan. Report progress to Exec Head/LAB	
4.5	Monitor the impact of premia funding (Pupil Premium/Year 7 Literacy and Numeracy Catch-up) across the Trust		No	Conduct annual reviews and report to the board	Review deployment and impact	Ensure effective deployment and monitor impact. Report to Exec Head/LAB. Ensure information is published on academy website	
4.6	Curriculum: planning implementation and review, including compliance with any funding agreement requirements		Yes	Delegated authority	Develop knowledge of curriculum and monitor effectiveness of plans through 3Is	Develop academy curriculum for approval by Exec Head	

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
4.7	Post Ofsted action plan – sign off any Academy judged Requires Improvement or Special Measures		No	Crete and make recommendations to the Trust Board			
	Behaviour						
4.8	Ensure each Academy adheres to Trust Behaviour Policy		Yes	Delegated authority – report areas of concern to the Trust Board	Monitor implementation of policy and levels of behaviour	Develop and implement policy	
4.9	Exclusions		Yes	Review overall patterns of exclusions and report to the Trust Board		Delegated authority – for making exclusions. Take the decision to exclude a pupil for a fixed term or permanently and report to LAB	
4.10	Direct a pupil to alternative provision		Yes			Delegated authority	
5	Safeguarding						
5.1	Adopt a Trust-wide template Safeguarding and Child Protection policy that is compliant with statutory guidance		No	Develop policy and review annually	Monitor implementation of policy	Add academy specific details Ensure implementation	
5.2	Adopt and monitor procedures related to safeguarding		No	Review and report to the Board. Refer any areas of concern to the Board as they arise			

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
5.3	Review overall outcomes of annual Academy safeguarding audits conducted by Trust personnel and/or external agencies		No	Ensure annual safeguarding audits are conducted on each academy by Trust personnel and report to the Board on overall outcomes	Receive the Academy safeguarding audit and monitor to ensure that areas identified for improvement are addressed swiftly	Receive the Academy safeguarding audit and ensure that areas identified for improvement are addressed swiftly	
5.4	Complete and submit the annual LA Governor's Safeguarding Report for academies and ensure that any areas identified for improvement are addressed		Yes	Monitor		Delegated authority	
5.5	Appoint a Board member as Safeguarding Trustee		No				
5.6	Appoint a Safeguarding LAB Governor		Yes		Delegated authority		
5.7	Ensure the Single Central Record (SCR) for the Trust and academies is complete and regularly updated		Yes	Delegated authority – annual audit of academy SCRs by Trust HR Team Report any concerns to the Trust Board		Ensure SCR is maintained and address any actions identified by audit	

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
5.8	Ensure academies have an appropriate number of trained Designated Safeguarding Leads (DSLs) and that their details are published on the Academy website		Yes	Delegated authority			
5.9	Ensure Academy staff and the Trust central team receive regular and appropriate safeguarding training		Yes	Delegated authority for central team		Delegated authority for academy staff	
5.10	Ensure appropriate members of staff, trustees and governors are trained in safe recruitment		Yes	Delegated authority – ensure at least one member of every recruitment panel has completed training		Complete training and regularly update knowledge in this area	
5.11	Ensure that each academy has appointed a designated member of staff to support Looked After Children		Yes	Monitor	Delegated authority	Appoint a designated member of staff for the academy	
5.12	Approve off-site visits for pupils of more than 24 hours duration		Yes			Delegated authority	
5.13	Consider any staff, trustee, governor, volunteer DBS returns with disclosed information with the Exec Head		Yes	Delegated authority for central staff, trustees and governors		Delegated authority for staff and volunteers	

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
5.14	Monitor attendance and roll movement within academies				Delegated authority		
6	Special Educational Needs and Disabilities (SEND)						
6.1	Monitor overall educational performance of SEND pupils		No	Review SEND provision across the Trust and report to the Trust Board particularly on any areas of concern	Monitor effectiveness of the academy's SEND provision	Implement and monitor effective SEND provision	
6.2	Adopt a Trust wide SEND policy		No	Develop policy and review annually	Monitor implementation of policy	Add academy specific details to policy and ensure implementation	
6.3	Ensure compliance with the Disability Discrimination Act (DDA) requirements within the academies		Yes	Delegated authority			
6.4	Designate a teacher to be responsible for co-ordinating SEND provision (SENCO)		Yes			Delegated authority	
6.5	Liaise with local authority in respect of pupils who have (or might have) SEND		Yes			Delegated authority	
6.6	Make provision for SEND pupils with or without an Education, Health & Care Plan (EHCP)		Yes			Delegated authority	

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
7	Complaints						
7.1	Adopt a Trust-wide complaints procedure and monitor complaints		No	Report concerns to the Trust Board. Develop policy. Monitor the level of formal complaints across the Trust and report to the Board		Report on formal complaints to the Trust Board	
7.2	Respond to and hear complaints		Yes	Delegated authority – hear complaints at the relevant stage in accordance with the Complaints Procedure		Delegated authority – respond to complaints in accordance with Complaints Procedure	
8	Health & Safety and Estates						
8.1	Adopt a Trust-wide health and safety policy to ensure that the Trust operates within all relevant health and safety legislation and that all pupils and staff are kept safe at all times within the procedures and practices of the Trust		No	Report concerns to the Trust Board Develop policy and monitor implementation across the Trust	Monitor implementation of policy. Ensure academy arrangements are adequate.	Implement policy and review health and safety arrangements annually. Report to the Trust Board	
8.2	Ensure all staff receive statutory health and safety training		Yes	Delegated authority for central team		Delegated authority for academy staff	



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		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
8.3	Emergency planning and business continuity planning		Yes	Delegated authority – develop central and academy plans and review as appropriate		Implement academy response tactics, practice, test and report to Exec Head as required	
8.4	Health and safety accident reporting (inc RIDDOR)		Yes	Delegated authority – monitor and report to the Trust Board. Ensure RIDDOR reporting is in place		Implement reporting, monitor and act on reviews	
8.5	Statutory compliance testing		Yes	Delegated authority – implement, monitor and report to the Trust Board		Implement and monitor academy statutory compliance testing	
8.6	Risk assessments		Yes	Delegated authority – ensure via oversight, valid risk assessments are in place across the Trust. Report concerns to the Trust Board.	Monitor the impact of operational risk assessments	Delegated authority – ensure operational risk assessments are in place and effective. Review annually	
8.7	Ensure academies have a designated member of staff who has overall responsibility for every aspect of health & safety		Yes			Delegated authority	



		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
8.8	Ensure the Trust's estate is maintained so it is fit for purpose and provides a safe, attractive and appropriate environment		Yes	Delegated authority		Ensure for own site	
8.9	General monitoring and actions plans in relation to safety of sites and building conditions			Delegated authority		Ensure operational arrangements are in place and effective	
9	Information Management, Communication and Marketing						
9.1	Adopt a Trust-wide data protection policy and monitor Trust compliance with GDPR		No	Develop policy and ensure compliance with GDPR legislation. Investigate data breaches (DPO). Support academies on the effective safe storage of data. Ensure registration with the Information Commissioner's Office is up to date		Comply with policy. Report data breaches to DPO. Maintain accurate and secure pupil and staff records for the academy.	
	Communication						
9.2	Ensure Trust and Academy websites are compliant with statutory guidance		Yes	Delegated authority		Ensure website information is up to date and accurate. Address any actions identified by website audits.	

		Members	Delegated by the Board	Executive Head	Local Academy Board (LAB)	Headteacher	Finance Director
9.3	Ensure the Trust and academies communicated effectively with pupils, parents, carers, staff and the wider community		No	Develop communication strategy	Actively seek to receive pupil, parent and staff feedback and respond accordingly. Establish and maintain a relationship with the local community	Ensure academy systems/communication channels are in place that are in line with the Trust's strategy	
Branding and Marketing							
9.4	Ensure that all branded items follow Trust branded items follow Trust branded guidelines (e.g. stationary, staff badges, email signatures)		Yes	Delegated authority		Comply with Trust guidelines	
9.5	Review and approve any long-life academy marketing materials (e.g. logo, website, prospectus, items published in newspapers and magazines, videos, radio adverts)		Yes	Delegated authority		Gain Exec Head approval permission for any interviews, photography or filing by media and for any marketing materials	