

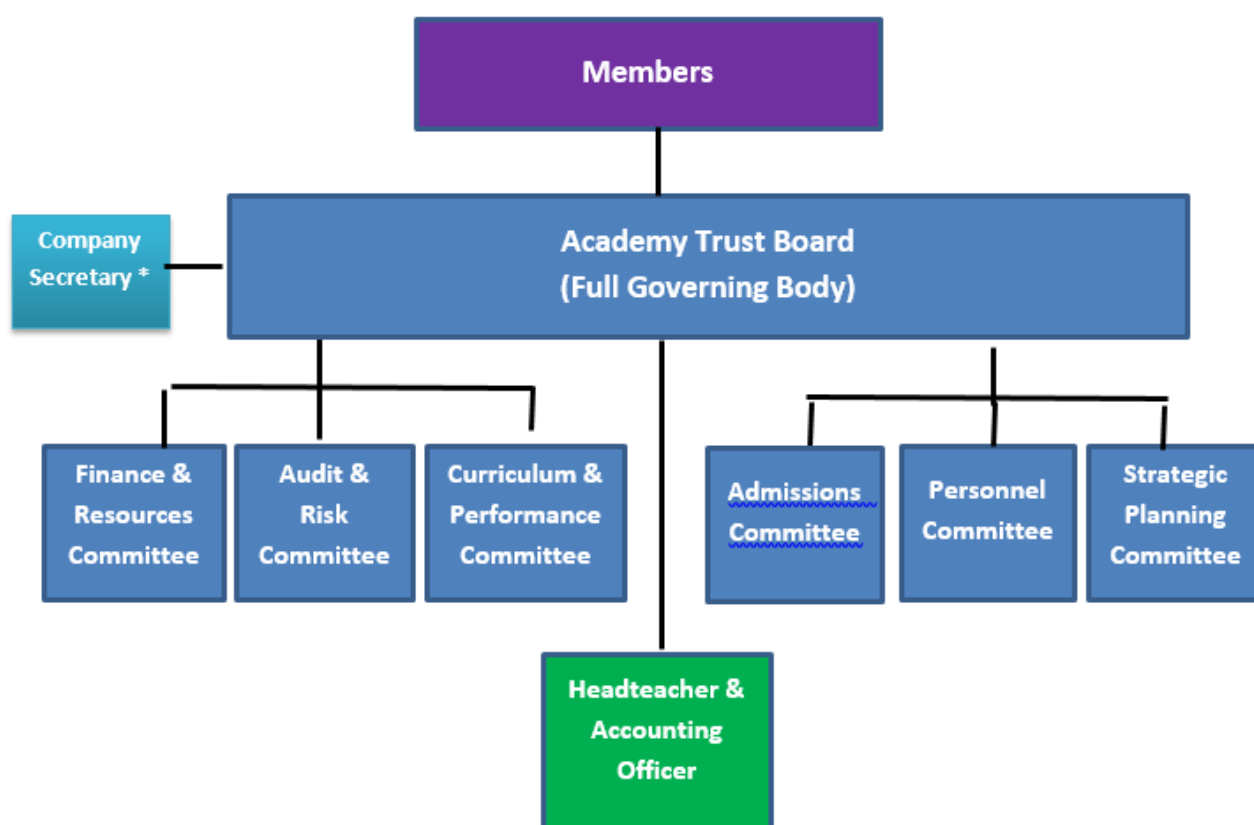
'Hitchin Girls' School Academy Trust Scheme of Delegation (September 2021)

Purpose

- To ensure clarity on the roles and responsibilities of Members, Trustees, Committees and the Headteacher/Accounting Officer within the Trust
- To ensure that the Trust operates effectively and avoids duplication of effort
- To provide individuals and groups easy reference to their level of accountability

The scheme of delegation is intended to be a working document that will be revised (at least annually) and adapted in response to the context and circumstances of the Trust.

Governance Structure and lines of accountability



Schedule Key

Level 1: Members

Level 2: Board of Trustees) Full Governing Body

Level 3: Headteacher/Accounting Officer

Level 4: Board committee

Black box - Function cannot be legally carried out at this level.

• Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

<> Direction of advice and support

**`Hitchin Girls' School Academy Trust Scheme of Delegation
(September 2021)**

Area	Decision	Member	Trust	HT	C'mtee
		s	Board		
Governance Framework					
People	Members: Appoint/Remove	•			
	Trustees: Appoint/Remove	•			
	Role descriptions for Members	•			
	Role descriptions for Trustees/chair/ specific roles/ committee members: agree		•	< A	
	Parent Trustees: minimum of 2 elected or otherwise appointed		•		
	Trust Committee chairs: Appoint/remove		•	< A	
	Clerk to the LGB: Appoint/Remove		•		•
Systems and Structures	Articles of Association: Agree/Review	•	< A	< A	
	Governance structure (committees) for the trust: establish and review annually		•	< A	
	Terms of reference for trust committees (including audit): Agree annually		•	< A	
	Terms of reference for committees: agree and review annually		•	< A	
	Skills audit: complete and recruit to fill gaps		•	< A >	•
	Annual self-review of trust board and committee performance: complete annually		•		
	Chair's performance: carry out 360 review periodically		•		
	Trustee member contribution: review annually		•		
	Succession: plan		•	< A >	•
Annual schedule of business for trust board: agree		•	< A		
Reporting					
Reporting	Trust governance details on website: ensure		•	< A	
	School governance details on school website: ensure		•	< A	
	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish		•	< A	
	Annual report on performance of the trust: submit to members and publish		•	< A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		•	< A	

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(September 2021)**

Area	Decision	Member	Trust	HT	C'mtee
		s	Board		
Being Strategic					
Being Strategic	Determine policies which reflect the trust's ethos and values including: admissions; charging and remissions; premises management; SEND; safeguarding and child protection; curriculum; behaviour ,complaints; expenses; health and safety; data protection and FOI; staffing policies including pay, capability, discipline, conduct and grievance: approve		•	< A	
	Management of risk: establish register, review and monitor		•	< A >	•
	Engagement with stakeholders	•	•	•	•
	School's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		•	< A	
	Headteacher: Appoint and dismiss		•		
	Budget plan to support delivery of trust key priorities: agree		•	< A	•
	Trust's staffing structure: agree		•	< A	•
Holding to Account					
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		•	< A >	•
	Reporting arrangements for progress on key priorities: agree		•	< A >	•
	Performance management of the Headteacher: undertake		•		•
	Trustee monitoring: agree arrangements		•	< A	
Ensuring financial probity					
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		•	< A	
	Trust's scheme of financial delegation: establish and review		•	< A	
	External auditors' report: receive and respond		•	< A	•
	Headteacher pay: review and agree		•		
	Staff appraisal procedure: monitor and agree		•	< A >	•
	Staff pay progression: review and agree		•	< A >	•
	Benchmarking and trust wide value for money: ensure robustness		•	< A	
	Develop trust wide procurement strategies and efficiency savings programme			•	