



Scheme of Delegation



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Version Control

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| V1.0 | November 2018 | Teignmouth Learning Trust | First version |
| V1.1 | May 2019 | Osprey Learning Trust | Change of name |
| V1.2 | September 2019 | Osprey Learning Trust | Change of Committee Structure |
| V1.3 | November 2019 | Osprey Learning Trust | Addition to LGB appointments being approved by the Board. |
| V1.4 | November 2020 | Osprey Learning Trust | Review following annual stakeholder consultation. |
| V1.5 | February 2021 | Osprey Learning Trust | Review following consultation with the Diocese. |
| V1.6 | February 2022 | Osprey Learning Trust | Amendment of terminology following consultation with the Diocese. |
| V1.7 | June 2022 | Ivy Education Trust | Review following transfer of Estuaries MAT schools to Osprey Learning Trust. Change of name to Ivy Education Trust. Amend terminology and add best practice from both Trusts, following consultation with the Diocese. |
| V1.8 | September 2022 | Ivy Education Trust | Amendment to clarify quorum for LGB |

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| | | | meetings; add intervention trigger point if insufficient positions are filled on the LGB; amend table of responsibilities under "People" as defined previously. 25% Foundation Governors for Church Schools; and clarify some items within the Table of Responsibilities following consultation the Diocese. |
| V1.9 | January 2024 | Ivy Education Trust | Annual review in consultation with the Diocese. |

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1 MISSION STATEMENT, VALUES AND AIMS

Our Mission Statement: **Empowering futures:** *for a brighter tomorrow.*

Our Values:



Our Aims:



2 SCHEME OF DELEGATION

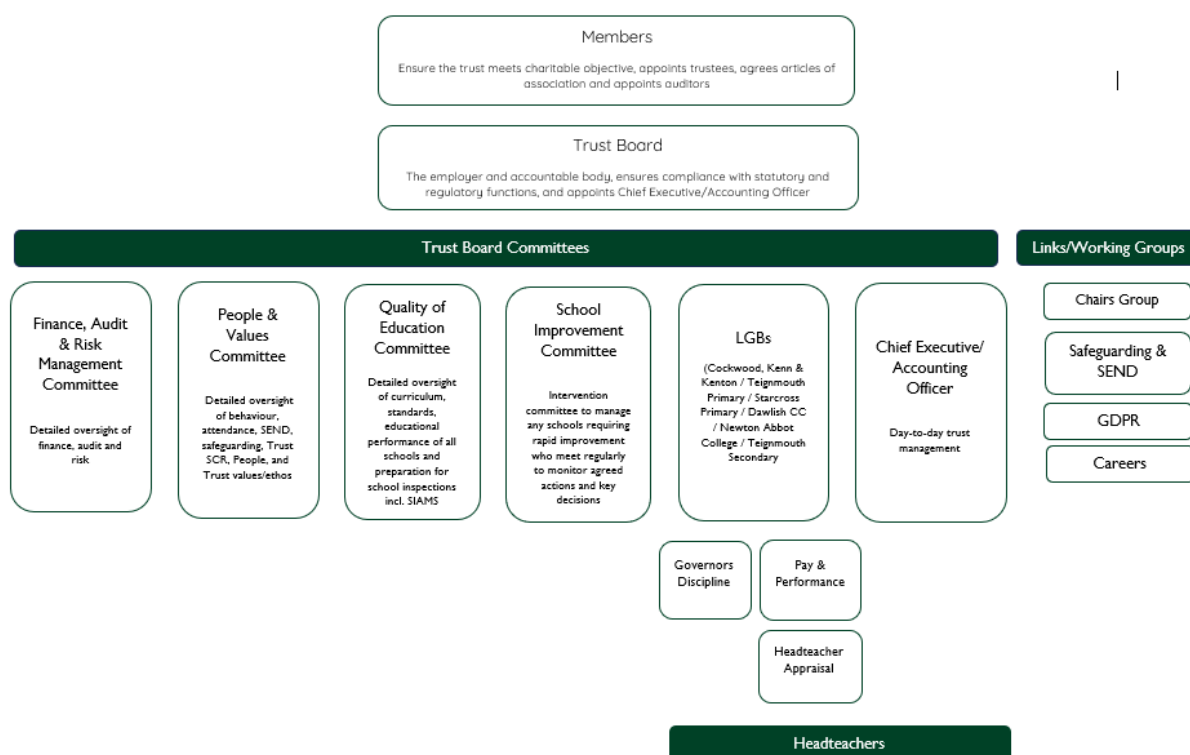
This Scheme of Delegation (SoD) identifies the key decisions required in connection with the overall governance and management of the Trust and its schools.

The SoD sets out the delegation by the Trustees under Article 105 of the Trust’s Articles of Association. It is designed to set out clearly the respective roles and responsibilities across all layers of governance. The different layers of governance are explained in more detail in section 4 (Layers of Governance: Roles and Responsibilities) of this SoD.

This SoD should be read in conjunction with the Trust’s Articles of Association and all terms of reference.

This SoD will be reviewed on an annual basis by the Trust Board, or more frequently if required. In the event that any material changes are proposed to this SoD, the Trust Board will have regard to any representations of the Local Governing Bodies (LGBs). However, this SoD may only be altered or revoked by the Trust Board.

3 GOVERNANCE OVERVIEW



4 LAYERS OF GOVERNANCE: KEY 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 Trust Board Committees that includes Local Governing Bodies. We have set out in the table below an overview of the key roles and responsibilities across the different layers of governance.

| Role | Description of Duties |
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| Members | <p>Guardians of the governance of the trust, holding trustees to account and ensuring the charitable objective is fulfilled.</p> <p>Agree the trust's articles of association, appoint and remove trustees (with exception of co-opted trustees) and external auditors.</p> <p>Receive the annual report, accounts and other information.</p> <p>To ensure there is clear separation between layers of governance, members should not also be trustees.</p> |
| Trust Board | <p>Legally accountable for all statutory functions and performance of all the schools within the trust in accordance with the provisions set out in the Articles of Association and this SoD. The trust creates information pathways between the trust board, the LGBs and the chief executive. The Trust Board must ensure:</p> <ol style="list-style-type: none"> <li data-bbox="520 1361 1474 1615">1. Strategic leadership of the academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier. <li data-bbox="520 1666 1474 1919">2. Accountability and assurance: the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well maintained. <li data-bbox="520 1971 1474 2040">3. Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents, |

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| | <p>schools and communities so that decision-making is supported by meaningful engagement.</p> <p>As mentioned previously, the Trust is a company limited by guarantee and an exempt charity. Therefore, Trustees must comply with company, education and charity law requirements.</p> <p>The Trust Board is permitted to exercise all the powers of the Trust. The Trust Board will delegate, to the CEO, responsibility for the day-to-day operations of the Trust.</p> <p>The Trustees (with the consent of the Members where changes to the Trust Board are at issue) have the right to review and adapt the Trust's governance structure at any time, which includes revoking part or full delegation.</p> |
| <p>Trust Board Committees</p> | <p>The Trust Board has delegated some governance functions to committees of the Trust Board. Those include:</p> <p>Admissions Committee - In line with the committee terms of reference the responsibility of this committee includes consideration, with the headteacher, of any applications for admission after the normal point of entry that might be refused. The Committee reviews the admissions policies and makes recommendation to the Trust Board.</p> <p>Finance, Audit and Risk Management (FAR) Committee - This committee oversees internal financial scrutiny and direct internal audit. It oversees the Trust risk register, school risk registers and health/safety compliance, and reviews the relevant Trust policies as part of the Trust's policy review cycle, and prior to adoption by the Trust Board. In addition, this committee will ensure that the systems and estates resources of the Trust are being effectively managed, consulting with the Diocesan Property Department in relation to church school premises.</p> <p>People & Values Committee - This committee ensures the Trust Single Central Record is compliant along with monitoring and responding to attendance, behaviour, SEND, and safeguarding data provided by the school headteachers and the CEO. This committee will also hold the function of Human Resources ensuring effective management and compliance with statutory obligations, and review the relevant Trust policies as part of the Trust's policy review cycle, and prior to adoption by the Trust Board.</p> |

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| | <p>Quality of Education Committee - This committee monitors the performance of all schools within the Trust. It is also responsible for monitoring schools against the trigger points outlined in the scheme of delegation and reporting to the Trust Board, and for ensuring that all schools are prepared for any external inspections, including SIAMS. This committee reviews the relevant Trust policies as part of the Trust’s policy review cycle, and prior to adoption by the Trust Board.</p> <p>School Improvement Committee - This intervention committee manages any schools requiring rapid improvement. They meet regularly to monitor agreed actions and key decisions, challenging the school/ headteacher on the speed and effectiveness of the improvements being made and in accordance with necessary timeframes.</p> <p>LGBs - The Local Governing Bodies (LGBs) are committees of the Trust Board and have delegated decision-making powers in accordance with the Trust’s SoD and their Ofsted grading. The LGBs form the bridge between the Trust Board and its schools and are integral to the governance of the Trust. As set out in the Trust’s Articles of Association, the Trust Board establishes the LGBs and ensures that, as a minimum, two parents are elected or appointed to them, and 25% foundation governors for church schools. The Trust Board will determine what powers will be delegated to the LGBs.</p> |
| <p>Links/Working Groups</p> | <p>Careers: The link takes responsibility for monitoring that independent careers guidance is provided across the Trust schools to raise aspirations of all pupils and Trust schools work in partnership with local employers, other education and training providers such as colleges, universities and apprenticeship providers.</p> <p>Chairs’s Group: This working group is comprised of the Trust Board Chair, the CEO, and all Chairs of the LGBs to ensure effective governance and communication is maintained across the Trust.</p> <p>GDPR: The link takes responsibility for monitoring compliance with the GDPR, ensuring policies and procedures are being effectively implemented and embedded across the Trust.</p> <p>Safeguarding: The link takes responsibility for monitoring the Trust’s safeguarding arrangements ensuring trust-wide safeguarding policies and procedures are being effectively implemented and embedded across the Trust.</p> |

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| | SEND: The link takes responsibility for monitoring and has specific oversight of the trust's arrangements and responsibilities for special educational needs and disability (SEND). |
| Chief Executive / Accounting Officer | <p>The CEO is the accounting officer of the trust. They have responsibility for informing and supporting the work of the board – including the board's setting of the trust's vision and strategy and its delivery.</p> <p>Responsible for overseeing all operations of the Trust.</p> <p>Leadership and management of the Trust executive team and the schools' headteachers.</p> <p>Reports to the trust board and its committees.</p> |
| Executive Team inc. Director of Finance | <p>The Trust Executive Team delivers the strategy of the Trust Board and provides leadership and shared support to the schools in the Trust, under the direction of the Chief Executive Officer.</p> <p>The Trust Board must appoint a CFO (or Director of Finance as it is known within this Trust) who has an important role within the Executive Team supporting and advising the Trust Board on all financial matters. They play both a technical and leadership role and are integral to resourcing and delivering the Trust's strategic objectives sustainably and in the public interest.</p> |
| Governance Support | <p>The Trust Governance Officer (TGO), as the Governance Professional, helps the trust board understand its role, functions and legal duties and provides clear impartial advice to the Trust Board.</p> <p>Each LGB has a Local Governance Officer (LGO). As a team, managed by the TGO, these bodies will communicate appropriately to facilitate sharing of best practice strategies, common processes and systems and ensure compliance across the Trust.</p> |
| Headteachers | <p>Day-to-day management of the trust's schools.</p> <p>Shares information with LGBs about how schools operate to enable monitoring and scrutiny of key policies and improvement plans.</p> |

Conflicts of Interest

A conflict of interest is any situation in which a Trustee's personal interests (or those of a person or body connected to him or her), influence or appear to influence or affect that individual's decision-making.

As the Trust is both a private company and an exempt charity, the Trustees have two sets of similar duties to avoid conflicts of interest. The first duty derives from the charity law duty imposed on Trustees by virtue of their positions as charity law Trustees. The

second duty derives from company law and is imposed on Trustees by virtue of their position as company directors under company law.

Essentially, the Trustees have a legal obligation to act in the best interests of the Trust and in accordance with the Trust's Articles of Association, and to avoid situations in which there is an actual conflict of interest or where it is reasonably perceivable that an actual conflict could emerge.

5 INTERVENTION TRIGGERS

The Trust is ultimately responsible for all aspects of the provision of education in accordance with its legal obligations. The Trust desires to delegate many areas of decision making to individual schools but reserves the right to change the level of authority delegated in order to fulfil its legal obligations.

For schools Ofsted rated level 1 (Outstanding) and level 2 (Good), the Trust Board delegates high levels of autonomy to the LGB as set out in section 6.

However, if at any time:

- a) Ofsted or Statutory Inspection of Anglican and Methodist Schools (SIAMS) rate the school as a level 3 (Requires Improvement) or 4 (Inadequate/ineffective as a church school);
- b) the school is predicted to have or has an in-year material deficit budget except where any such deficit is planned and has been approved in advance by the Trust Board;
- c) an event occurs at or in relation to the school which is significantly damaging to the reputation of the Trust;
- d) the LGB does not act in a way which would be considered appropriate behaviour for a governing body by the Trust Board;
- e) any event analogous to the above events occurs at or in relation to the school; or
- f) the number of appointed governors falls below two-thirds of the recommended positions available,

then the Trust Board may, at their discretion, decide to alter or revoke the authority delegated to the LGB until such time as the Trust Board is satisfied that the event that has occurred has been rectified or ceases to cause concern. When making such decisions, the Trust Board shall have regard to any representations made by the LGB.

In addition, the CEO will use key performance indicators (KPIs) as a tool for determining where support is required. If having identified support the school's performance continues to be of concern, the Trustees may alter or revoke delegated authority.

6 TRANSPARENT DECISION MAKING

The Trust is committed to maintaining an objective and transparent decision making process, and wherever possible the TGO shall publish the minutes of the proceedings of the Trustees in accordance with the requirements of the Trust's Articles of Association.

Where a recommendation is passed to the Trustees by a LGB for consideration and is subsequently rejected, the Trustees shall, wherever possible, provide the LGB with its reasoning to support the relevant decision. If, with sufficient revisions, the LGB believe that a matter can be referred back to the Trustees for reconsideration then the matter shall be raised with the Chair of the Trust Board for review at the next practicable opportunity.

Delegated Powers for Urgent Decisions and Chairs' Action

Where an urgent decision is required in the interests of the Trust and there is insufficient time to convene a meeting of the Trust Board or LGB, the CEO and the Headteacher of the relevant School have delegated powers to make urgent decisions as follows:

- The CEO in consultation with the Chair of the Trust Board
- The Headteacher in conjunction with the CEO and the Chair of the LGB

An urgent decision is one where a delay would be likely to be seriously detrimental to the interests of the Trust, any pupil at a school within the Trust, or their parent/carer or a member of staff.

All urgent decisions will be reported to the next meeting of the Trust Board or relevant School. A record of an urgent decision and the reason for urgency will be recorded in the minutes.

Exceptions to Chairs' Action include discontinuing (permanently closing) a school, approving the budget, agreeing policies regarding the management of staff, admissions decisions, or the reinstatement of a pupil who has been permanently excluded.

7 TABLE OF RESPONSIBILITIES

Duties are delegated through a Trust Policy or through this SoD. This SoD will clarify that a duty has been delegated; the Trust Policy will detail the process for how this duty is delegated and undertaken.

| People | Delegated Duties |
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| <p>Members Appoint/Remove</p> | <p>The Members appoint and remove Members in accordance with the Articles of Association, subject to the written approval by Diocesan Board of Education under Article 16.</p> |
| <p>Trustees Appoint/Remove</p> | <p>The Members (collectively) may appoint and remove Trustees in accordance with the Articles of Association. Trustees cease to hold office if they are removed by ordinary resolution of the Members, or if their term expires.</p> <p>The Exeter Diocesan Education Network (EDEN) may also appoint Trustees of its choosing, provided the total number of Trustees they appoint do not represent more than 25% of the Trust Board. EDEN may remove those Trustees whom they have appointed.</p> <p>Trustees who have been appointed by the Members may appoint and remove Co-opted Trustees.</p> <p>Trustees can also be disqualified in accordance with the Articles of Association.</p> |
| <p>CEO/Accounting Officer Appoint and Dismiss</p> | <p>The Trust Board appoints and dismisses the CEO/Accounting Officer in consultation with the Diocesan Director of Education.</p> |
| <p>Director of Finance Appoint and Dismiss</p> | <p>The Trust Board appoints and dismisses the Director of Finance in consultation with the Finance, Audit and Risk Management Committee (FAR) and CEO.</p> |

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| Executive Team Appoint and Dismiss | The Trust Board appoints and dismisses the Executive Team in consultation with the CEO. |
| Chair and Vice Chair of the Trust Board Appoint and Remove | The Trustees elect the Chair and Vice Chair of the Board who can resign office at any time or be removed in accordance with the Articles of Association. |
| Chair and Vice Chair of Committees | The Trustees appoint the Chair and Vice Chair of the Trust Board Committees. |
| Governance Professional to the Trust Board | The Trust Board appoints and removes the Governance Professional to the Trust Board in consultation with the CEO. |
| Company Secretary | The Trust Board appoints and removes the Company Secretary in consultation with the CEO. |
| LGB Chair Appoint / Remove | The LGB recommends the appointment and removal of the Chair of the LGB and notifies the Trust Board for approval. Non-staff Governors may hold this position for a maximum of two terms of office at any one school. The Chair of the LGB shall be elected annually. |
| LGB Members Appoint / Remove | The LGB recommends the appointment and removal of LGB members and notifies the Trust Board for approval. The Trust Board may remove governors in accordance with 'LGB Removals and Disqualifications' as set out within the LGB Terms of Reference. |
| Local Governance Officer to the LGB | The LGB appoints and removes the Local Governance Officer to the LGB, in consultation with the CEO and TGO, which is approved by Board. |

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| LGB Parent Governor election Appoint / Remove | The LGB undertakes the election process for the appointment of the parent governor and notifies the Trust Board for approval. The LGB recommends the removal of a parent governor to the Board for approval. |
| LGB Staff Governor election Appoint / Remove | The LGB undertakes the election process for the appointment of the staff governor and notifies the Trust Board for approval. The LGB recommends the removal of a staff governor to the Board for approval. |
| LGB Co-opted Governor Appoint / Remove | The LGB recommends the appointment and removal of the LGB Co-opted governors to the Board for approval. |
| Training programme for Trustees | The Chair of the Trust Board is responsible for ensuring there is a suitable training programme in place for trustees. |
| Training programme for Local Governors | The Chair of Governors is responsible for ensuring there is a suitable training programme in place for their respective local governors. |
| Agree named safeguarding trustee | The Trust Board nominate the safeguarding link trustee to take responsibility for monitoring the Trust's safeguarding arrangements. |
| Agree named SEND lead trustee | The Trust Board nominate the SEND link trustee to take responsibility for monitoring the Trust's SEND provision. |
| Agree named careers lead trustee | The Trust Board nominate the careers link trustee to take responsibility for monitoring the Trust's careers guidance/provision. |
| Agree named GDPR lead trustee | The Trust Board nominate the GDPR link trustee to take responsibility for monitoring the Trust's GDPR. |

Systems and Structures

Articles of Association Agree and Review The Trust Board reviews, updates and recommends the Articles of Association for the Members, Secretary of State and Diocesan Board of Education to give their written consent.

Governance Structure for the Trust Agree and Review The Trust Board is responsible for the Governance Review in line with the Academy Trust Handbook, and for approving the Governance Structure of the Trust that includes review of local governance and clerking arrangements at both a Trust and School level. The Trust Board will carry out an internal annual review and if necessary will utilise support from external advisers.

Scheme of Delegation Agree and Review The Trust Board is responsible for producing and approving the Scheme of Delegation in consultation with the LGBs and with written consent of the Diocesan Board of Education and carrying out an annual review.

The Trust Board and LGB Self-Review The Trust Board and LGB will conduct an annual self-review of their own performance using a Skills Audit.

The Trust Board External Review The Trust Board will commission an external review of board effectiveness every three years in consultation with the CEO.

Work of academy committees (LGBs): Work of LGBs is monitored by the Trust Board through established communication mechanisms as overseen and managed by the Trust Governance Officer.

Register of Business Interests Individual Members, Trustees, LGB governors and senior leadership staff are responsible for completing, submitting and reviewing their own Register of Business Interest forms. The TGO is responsible for compiling and updating the register for the

Trust Board and the Members. The LGO is responsible for compiling and updating the register for the LGB.

Publishing the Trust's Governance Information on the Trust's Website

The Trust Governance Officer is responsible for publishing and maintaining governance documents and information on the Trust website, with compliance to be monitored by the Trust Board.

Publishing LGB Governance Information on the School's Website and Portal

The Local Governance Officer to the LGB is responsible for publishing and maintaining governance documents and information on the school's website and area of the Trust's approved secure document sharing platform, with compliance to be monitored by the LGB and the TGO.

Terms of Reference and Annual Cycle of Business for the Trust Board Agree and Review

The Trust Governance Officer is responsible for producing the Terms of Reference and Annual Cycle of Business and obtaining Board approval.

Terms of Reference and Annual Cycle of Business for the Trust Board Committees (including LGBs)

The Trust Governance Officer is responsible for producing the Terms of Reference and Annual Cycle of Business for all Trust Board Committees and obtaining Board approval. The LGBs may complement the approved Annual Cycle of Business for LGBs in line with their own meeting schedule. The Local Governance Officer is responsible for producing Terms of Reference for link roles within the LGB and obtaining Board approval.

LGB Agenda Template

The Local Governance Officer is responsible for using the agreed agenda template approved by the Trust Board. The Trust Governance Officer is responsible for ensuring consistency across all LGBs.

LGB Minute Template

The Local Governance Officer is responsible for using the agreed minute template approved by the Trust Board. The Trust Governance Officer is responsible for ensuring consistency across all LGBs.

Holding to Account**Monitoring the Single Central Records (SCR)**

The LGBs are responsible for reviewing the SCR for their individual school.

The Trust DSL is responsible for reviewing the SCR for the Trust Board, Executive Team and Central Services.

The People and Values Committee monitors compliance overall.

The Trust DSL is responsible for ensuring SCR compliance across the Trust.

Managing H&S and Fire Management statutory requirements

The Audit, Finance and Risk Management Committee is responsible for ensuring compliance across the Trust. The LGBs are responsible for ensuring The Trust Health, Safety and Wellbeing policy is operating compliantly within their individual school.

Monitoring of school estate to ensure it is safe and well maintained

Headteachers are responsible for ensuring their individual school estates are safe and well maintained and the Trust Executive team are responsible for monitoring that overall Trust estates are safe and well maintained, providing timely reporting to the FAR Committee.

Managing and Monitoring safeguarding statutory requirements

The People and Values Committee is responsible for ensuring compliance across the Trust. The LGBs are responsible for ensuring the safeguarding policy is operating compliantly within their individual school.

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| Managing and monitoring Information Governance | The Headteacher is responsible for ensuring information governance policies are operating compliantly in their individual school. The DPO is responsible for ensuring information governance is operating compliantly across the Trust. |
| Performance Management of the CEO | The Trust Board is responsible for the performance management of the CEO. |
| Performance Management of the Director of Finance | The CEO is responsible for the performance management of the Director of Finance in consultation with the Chair of the FAR Committee. |
| Performance Management of Headteachers | The Appraisal Group (comprising of up to two non-staff governor representative(s) from the Pay & Performance Committee), which must include the CEO and/or the Executive Director of Education, are responsible for the performance management of the Headteacher in accordance with the Trust's Pay Policy. The Chair of the LGB must not sit on this Group. |
| CEO Appraisal | The Trust Board establishes, annually reviews, and implements the Appraisal Policy. |
| CEO Pay Award | The Trust Board approves the pay award for the CEO, in line with the Trust's Pay Policy. |
| Executive Team Pay Award | The Trust Board approves the pay award for the Executive Team, in line with the Trust's Pay Policy. |
| Headteacher Pay Award | The Appraisal Group recommends to the Trust Finance, Audit and Risk Management Committee the Headteacher's pay award in line with the Trust's Pay Policy for Trust Board approval. |

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| Headteacher Appoint and Dismiss | The Trust Board, the LGB, and CEO determines the selection panel and appoints and dismisses the Headteacher, considering recommendations, if applicable, from the Diocese Board of Education for church schools. |
| Trust Committees | The Trust Board determines the structure of the Trust Committees. |
| Trust Central Team Appoint and Dismiss | The Executive Team appoint and dismiss the Trust Central Team staff in line with the Trust's policy. |
| School Staff Appoint and Dismiss | School Headteachers appoint school staff within the agreed staffing structure. Dismissal of school staff will be in line with the Trust's policy. Leadership Team appointments will only be made with the involvement of the LGB and approval of the CEO. |

The Trust Vision

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| The Trust Vision | The Trust Board determines and performance-manages the Trust vision and strategy delegating responsibility for the delivery of the strategy to the CEO. Each school will produce their own vision and strategy ensuring that these link directly with the Trust's overarching vision. |
| Growth of the Trust | The Trust Board will consider requests from other schools and other trusts to join the Trust. |
| Approve trust-wide estate vision, strategy and asset management plan | The Finance, Audit and Risk Management Committee review the trust-wide estate vision, strategy and asset management plan and recommend its approval to the Trust Board. |

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| School Improvement | Headteachers produce the School Improvement Plan in conjunction with the CEO which is approved by the LGB who monitors delivery. For CofE schools this will include performance and improvement against SIAMS criteria. |
| Trust Policies | The Trust Board determine, review and approve the Trust Policies (including that of the trust-wide pay policy/terms & conditions of employment, disciplinary and capability policies) which reflect the Trust's ethos and values. The Executive Team will produce and update the Trust policies as required and as part of the Trust's policy review cycle managed by the TGO. The Trust Board Committees (excluding LGBs) will review the relevant Trust policies when required and prior to adoption by the Trust Board. The Headteacher and LGB is responsible for compliance within its school. |
| School Policies | The Trust Board determines the classification of school policies. The LGB are responsible for reviewing and approving these policies (including the school behaviour policy). |
| Contribution to the Central Fund | The Trust Board determines, approves and manages the level of contribution. Schools will be given reasonable notice of any change to the level of contribution. |
| Central Services - Agree, Implement and Manage | The Trust Executive Team determines the scope of central services to be delivered. The Trust Central Team implements the services and the Trust Board monitors the effectiveness of this delivery |
| Centrally Procured Contracts and SLAs | The Trust Executive Team determines the contracts and SLAs to be procured on behalf of the schools and ensures that centrally procured services provide value for money. |
| Trust Risk Register - Establish, Monitor and Review | The Trust Board establishes, monitors and approves the Trust Risk Register, delegating the monitoring and management of the Trust's operational risks to the Trust Finance, Audit and Risk Management Committee. |

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| School Risk Register - Monitor and Review | The LGB monitors the School Risk Register. The Trust Finance, Audit and Risk Management Committee monitors compliance with this requirement. The LGB is responsible for reporting any issues that arise. |
| Stakeholder Engagement | The Trust Board has strategic oversight of relationships with stakeholders and developing partnerships across the Trust. |
| Budget Setting for Schools | The Director of Finance leads on setting the School budgets in consultation with Headteachers and CEO. |
| Budget Setting for the Trust | The Director of Finance leads on setting the Trust budget and budget for Ivy Educational Services Ltd, in consultation with the CEO for approval by Trust Board. |
| Budget Monitoring | Utilising management accounts provided by the Director of Finance and the LGB undertake ongoing monitoring for their School. The Director of Finance monitors all Trust budgets and submits management accounts to the Finance, Audit and Risk Committee in line with the Academy Trust Handbook. |
| Executive Team Staffing Structure | The Trust Board approves changes to the Executive Team staffing structure in consultation with the CEO. |
| Central Team Staffing Structure | The Trust Executive Team proposes changes to the Central Team staffing structure within the Trust's agreed budget, to be agreed by the Trust Board. |
| School Staffing Structure | The Headteacher proposes changes to the School staffing structure within the School's agreed budget to the CEO, to be agreed by the Trust Board. |
| School Staff Appraisal and Pay Progression | The Trust Board establishes and annually reviews the Appraisal Policy and the LGB implements the policy. Pay progression is in line with the Trust Pay Policy. |

**The Trust Central Team
Appraisal and Pay
Progression**

The Trust Board establishes and annually reviews the Appraisal Policy and the CEO implements the policy and awards pay progression in line with the Trust Pay Policy.

Ensuring Financial Probity

**Trust Policy on Financial
Delegation, Establish and
Review**

The Finance, Audit and Risk Management Committee reviews the Trust Finance Policy, that includes the Trust's scheme of financial delegation, for approval by the Trust Board. The LGB is responsible for the implementation of the policy within each school.

**Appointment of Internal
Auditors**

The Finance, Audit and Risk Management Committee proposes the appointments of the internal auditors to the Trust Board for approval. The LGB implements the actions that are relevant to its School.

**Appoint / Remove
External Auditors**

The Members appoint and remove the external auditors at the Annual General Meeting.

**External Auditor Reports
Receive and Respond**

The Trust Board and Members receive the external audit report. The Trust Board respond to the report and the LGBs and Headteachers implement the actions that are relevant to their school.

**Produce annual report
and accounts in line with
the Charity Commission's
Statement of
Recommended Practice**

In consultation with the Director of Finance, the CEO as Accounting Officer is responsible for preparing its annual report in accordance with the Statement of Recommended Practice for review by the FAR Committee who recommend approval to the Trust Board.

Submit annual report on the performance of the trust to members and publish Following approval, the CEO in consultation with the Trust Board, submits the annual report on the performance of the Trust to Members and publishes as appropriate.

Submit ESFA required reports and returns In consultation with the Director of Finance, the CEO as Accounting Officer is responsible for preparing required ESFA reports and returns for review by the FAR Committee who recommend approval to the Trust Board prior to submission by the CEO.

Approval of exit payments/early retirement/pension discretion (above a certain threshold) Approval of exit/severance payments, early retirement/pension discretion above a certain threshold will be made in accordance with the Trust Finance Policy/Financial Scheme of Delegation.

Carry out benchmarking and trust-wide value for money evaluation The Director of Finance in consultation with the CEO carries out benchmarking and trust-wide value for money evaluation to ensure the Trust makes best use of its resources.

Performance and Curriculum

Restricted Funds The LGB is responsible for ensuring that all restricted funds are used for their designated purpose.

Provision of RE and Collective Worship Arrangements for school The Headteachers are responsible for the provision of RE and arrangements for collective worship within their school, monitored by the LGB and fed into the Trust Board via relevant links and committees.

School Inspections (Ofsted and SIAMS) The Trust Board is responsible for all inspections. LGBs and Headteachers are responsible for the preparing schools for inspections.

School Improvement Plan The Headteacher, in consultation with the LGB, proposes the School Improvement Plan for approval by the Trust Board. Including a focus on SIAMS requirements with reference to the Christian Vision, Values and Ethos for CoE schools.

School Curriculum Plan The LGB proposes and approves the School Curriculum Plan. For church schools this will include a focus on SIAMS requirements and will ensure that the church school operates in accordance with the principles, practices, and tenants of the Church of England.

Delivery of curriculum Headteachers are responsible for ensuring delivery of the school curriculum. The Trust Executive Team are responsible for monitoring that trust-wide curriculum delivery is effective, providing timely reporting to the Quality of Education Committee.

Ensure high standards of teaching and learning Headteachers are responsible for ensuring high standards of teaching and learning within their individual schools. The Trust Executive team are responsible for monitoring teaching and learning outcomes trust-wide, providing timely reporting to the Quality of Education Committee.

School Organisation

School Day Times Proposed by the Headteacher, in consultation with the CEO and approved by the Trust Board.

Dates of School Terms and INSET Days Set by the Trust Executive Team in conjunction with Headteachers.

School Lunches

The Headteachers are responsible for ensuring school lunches meet appropriate nutritional standards.

Admissions

Admissions Policy

The Trust is the Admissions Authority for all schools within the Ivy Education Trust. The Trust sets the policy, including oversubscription criteria and catchment area, in consultation with the LGBs. The Trust Board decide if any Trust school is able to take students over PAN. The Diocese is consulted regarding any changes to the admissions policy for church schools. The Trust, as the Admissions Authority, is responsible for determination; in-year applications; refusals; and the admission appeals process, which is discharged through the Admissions Committee and reported to the Trust Board.

Exclusions

Exclusions

The LGB considers representation of parents and carers, considers the reinstatement of an excluded pupil in accordance with the Exclusions Policy, statutory guidance and reports any decisions to the Trust Board. Where necessary, the Trust Board shall also organise an independent review panel. The Exclusions Policy provides guidance regarding the process that will be followed.

Complaints

Determining Trust Complaints Policy

The Trust Board determines the Trust's Complaints policy in consultation with the CEO.

Parent/Carer Complaints

The Trust Complaints Policy provides guidance regarding the process that will be followed.

Freedom of Information Requests (FOI) and Subject Access Requests (SAR)

The Trust Data Protection Officer is responsible for ensuring all Freedom of Information requests (FOI) and Subject Access Requests (SAR) are met.

Operations

Arranging Insurance for the Trust

The CEO is responsible for ensuring adequate insurance is in place for the Trust. The Diocese should be informed of any change in arrangements for church schools.

School Prospectus and Website

The Headteachers are responsible for maintaining their own school prospectus and website to ensure they are compliant and effective.

Trust Website

The CEO is responsible for ensuring the Trust website is compliant and effective.
