



## **CVPS Scheme of Delegation**

**Reviewed June 2021**

**Approved by Governors 28th September 2021**

x	Governance function and decision is at this level
A	Provide advice and support to those accountable for decision making

<b>Governance Function</b>		<b>Trust</b>	<b>Trustee Board</b>	<b>Committees</b>	<b>Individual Trustee</b>	<b>Principal</b>
<b>Governance Framework: people</b>	Members: appoint/remove and role descriptions	x				
	Trustees : appoint/remove and role descriptions	x	x			
	Parent trustees: appoint when elected		x			
	Trustee Board Chairs : appoint/remove		x			
	Named Safeguarding trustee : appoint/remove		x			
	Clerk to Trustee Board : appoint/remove		x			
	Committee Members: appoint/remove		x			
	Committee Chairs: appoint/remove				x	
<b>Governance Framework:</b>	Articles of Association : review /agree	x	A			A

<b>Systems &amp; Structures</b>	Governance structure for the trust: establish and review annually		x			A
	Committee terms of reference and scheme of delegation : agree annually		x	A		A
	Annual schedule of governance business (annual plan) : agree		x			A
	Review of trust board and committees : complete annually		x	x		
	Chair performance ; carry out 360 degree review annually		x			
<b>Governance Framework: reporting</b>	Publish governance arrangement on website : ensure		x			
	Annual report on the performance of the trust : submit to members and publish		x			x
	Annual self review of board effectiveness : submit to members		x			x
	ESFA required reports and returns : submit		x			x
<b>Being Strategic</b>	Determine trust policies which reflect the trust ethos and values : approve		x			A
	Determine school level policies : approve		x	x		x
	Management of risk:establish a risk register, review and monitor		x	x		x
	Engagement with Stakeholders		x	x	x	x
	Determine schools vision , strategy and key priorities : approve		x	x		x

	Accounting Officer : appoint & dismiss (Normally the principal in single academy)		x			
	Principal : appoint & dismiss		x			
	Budget plan to support delivery of trust key priorities : agree		x	x		x
	Budget plan to support delivery of schools key priorities : agree			x		x
	School staffing structure : agree			A		x
<b>Holding to account</b>	Ensuring compliance : safeguarding, H&S, employment : agree auditing and reporting arrangements		x	x	A	A
	Monitoring progress on key priorities : agree reporting arrangements		x	x		A
	Performance Management of Principal : undertake 2/ 3 trustees undertake performance review		x	A		
	Trustee Monitoring: agree arrangements		x			
<b>Financial Oversight</b>	External auditors : appoint	x				
	Trust scheme of financial delegation : establish, monitor review		x	x		
	External auditors report: receive and respond		x	x		
	Principal Pay review : agree			x		
	Staff appraisal procedure and pay progression : review and agree			x		x

	Benchmarking and trust wide value for money : ensure robustness			x		
	Monitoring budget : agree reporting			x		