

SCHEME OF DELEGATION 2026/27

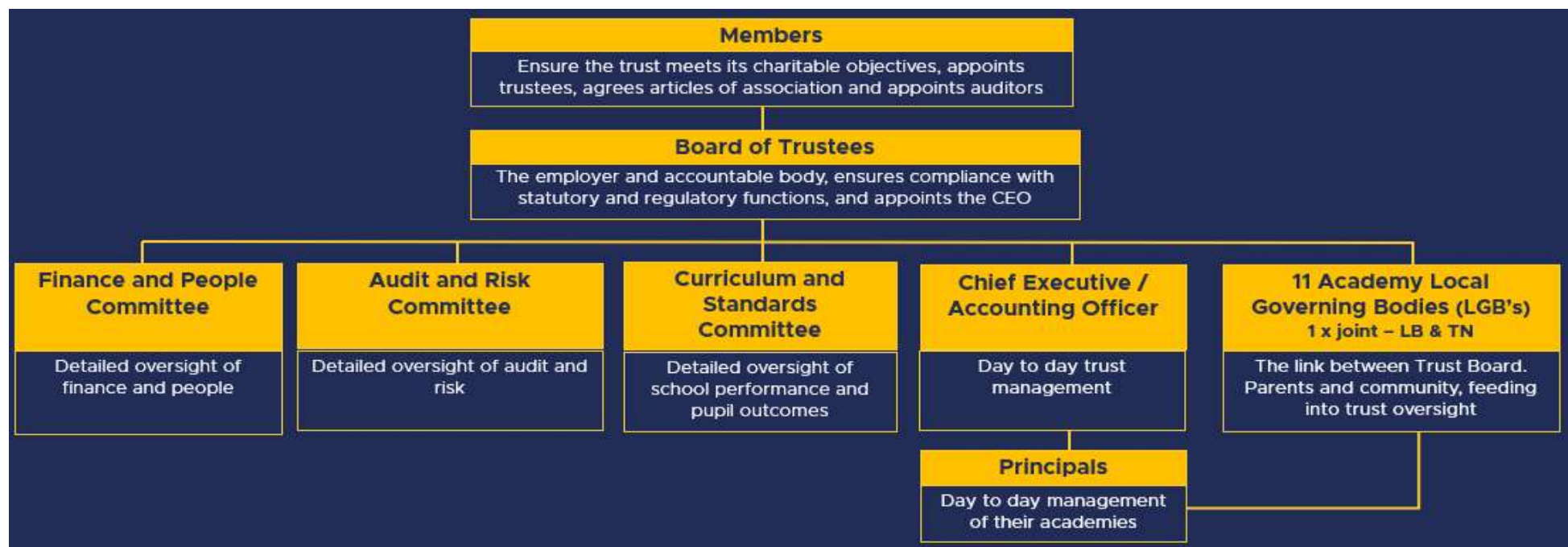
Aston Community Education Trusts Scheme of Delegation is reviewed and approved annually by the Trust Board to ensure that the roles and responsibilities set out within it remain aligned with the Trusts Articles of Association, current organisational practice and applicable statutory and regulatory requirements, including Companies Act 2006, the ATH and ATGG.

Trustees retain ultimate responsibility for ensuring compliance with statutory duties, funding agreements and regulatory requirements across the Trust. While functions may be delegated, accountability remains with the Trust Board. The CEO provides assurance to Trustees regarding compliance, control, safeguarding, financial sustainability, risk and educational performance. Reserved powers to Members are limited to those defined in the Articles of Association and Companies Act.

Date of Last Review: September 2026
Version Number: 8

Version Control	
V1	Approved at Trustees July 2024.
V3	Amendments made to ensure updates to ATH 2024 were reflected including references to reserves.
V4	Amendments made to include 'for information' into the key ensuring Local Governors are clear where policies are the responsibility of Trustees and for their information and guidance.
V5	Amendments to reflect changes in trustees & following initial draft of internal scheme of delegation.
V6	Multiple amendments ad updates following ATH and ATGG 2025-2026 and alterations to internal policy delegations as approved by Trustees
V7	Updated to reflect new branding and changed to trustee recruitment
V8	Updated to reflect ATH and ATGG 2026 as well as changes in KCSIE 2026 and ammendments to the governance committee structure following seperation of the FRAP committee. Extra clarifications added to the cover page. Additions linked to SEND and Inclusion updates and ammendments to the internal financial scheme of delegation and LGB responsibility.

ACET GOVERNANCE STRUCTURE



Finance and People Committee

Chair: Maxwell Magadzire
Danni Fothergill
Sharon Phillips
Lawrence Bate
Lindsay Ball

Typical agenda items:

- Finance: Budget Reports Management Accounts & Internal/external audit reports, Voluntary Fund, Endowment Fund
- People: staffing structure reviews and appraisal, executive pay and wellbeing

Invited: CEO, CFO, CPO

Audit and Risk Committee:

Chair: Lawrence Bate
Danni Fothergill
Sharon Phillips
Maxwell Magadzire
Lindsay Ball

Typical agenda items:

- Risk Register
- Safeguarding
- Estates including SCA
- Significant changes
- Complaints
- GDPR
- IT & Cybersecurity

Invited: CEO, CFO, CPO

Curriculum and Standards Committee

Chair: Sarah Sprack
Jude Hunton
Craig Dillon
Jack Ghee
Neil Butler

Typical agenda items:

- Attendance Report
- Behaviour Report
- Standards - Progress and Attainment Report
- Curriculum Evaluation Report
 - Progress data
 - curriculum developments
 - quality of leadership
 - quality of teaching
 - ECT & trainees
 - Impact of pupil premium funding
 - SEND provision
 - extra-curricular offer
 - wrap around provision
 - Impact of sports premium funding
- Academy Profiles

Invited: Executive Curriculum Team

References to the CEO includes members of the Executive Team to whom the CEO will delegate, for example the Chief Financial Officer for finance related matters and the Executive Principals for educational matters.

		Members	Trust board	Finance & People Committee	Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
1. Board business									
1.1	Appoint/remove members	*A/R							
1.2	Appoint/remove trustees	*A/R	R						
1.3	Elect Chair of Trustees		*A/R						
1.4	Appoint and remove Board committee chairs		*A/R	R	C	R			
1.5	Appoint and remove Board committee vice chairs			A/R	C	A/R			
1.6	Appoint and remove academy committee chairs		*A				R	C	
1.7	Appoint and remove academy committee vice chairs						C	A	R
1.8	Appoint trust appointed academy committee members		*A				R	R	C
1.9	Remove trust appointed academy committee members		A				R	C	C
1.10	Appointing local parent governors							A	R
1.11	Establish and review trust governance structure		*A				R		
1.12	Appoint trust governance professional		*A				R		
1.13	Agree academy committee clerking arrangements		*A				R	C	C
1.14	Agree named safeguarding trustee and role descriptor		*A/R				C		
1.15	Agree and implement trust safeguarding practices with regard to statutory guidance, including appointing trust designated safeguarding lead (DSL).		C				A/R	C	C
1.16	Delivering support for looked after children		A					C	R
1.17	Approving Academy contextualised sections of the Child Protection & Safeguarding policy.		C					A	R
1.18	Approving the Trust template Child Protection & Safeguarding policies		A				R	I	I
1.18.2	Receive assurance regarding safeguarding culture, safeguarding compliance and effectiveness of safeguarding arrangements across the Trust		A				R		
1.18.3	Approving Trust safeguarding policies (Supporting Pupils with Medical Needs, Allergen)				A		R	I	C

		Members	Trust board	Finance & People Committee	Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
1.18.4	Approving Trust safeguarding policies (Designated Teacher policy, Elective Home Education Policy, Intimate Care Policy, Online Safety)						A/R	I	C
1.18.5	Ensure section 7.10.3 of the ATGG in regard to Supporting Pupils in School with Medical Needs is adhered to		A				R	I	C
1.19	Agree named SEND trustee lead and role descriptor		*A				R		
1.20	Agree named careers trustee lead		*A				R		
1.21	Articles of association: review and ensure adherence		*A				R		
1.22	Articles of association: ratify	*A/R							
1.23	Agree committee terms of reference		*A/R	C	C	C	C	C	C
1.24	Complete annual review of scheme of delegation		*A				R		
1.25	Complete annual trust board self-review, ensure relevant finance skill set available		*A/R						
1.26	Setting expectations for trustee and governor conduct		A				R		C
1.27	Fostering equality, diversity and inclusion including building a diverse board	A	R				C	C	C
1.27.2	Monitoring annual progress against the Public Sector Equality Duty, Equality Objectives and Compliance with the Equality Act 2010		A				R	I	C
1.28	Complete review of local governance	C	A				R	C	C
1.29	Publish governance arrangements on trust and schools' websites						*A/R		R
1.30	Ensure trust website is compliant and effective						*A/R		
1.31	Ensure academy websites are compliant and effective								*A/R
1.32	Submit annual report on the performance of the trust to members and publish		A				R		
1.33	Commission external review of Board effectiveness every three years	A	R				C		
1.34	Annually report work of academy committees: submit to trust and publish		A				R	C	C
1.35	Approving governance policies (AI for Staff and Students, Complaints, Conflict of Data Protection & Privacy Notice, Governor Allowances)		A				R	I	C

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1.35.2	Approving governance policies (IT Disaster Recovery Procedure and Plan, Cyber security, Risk Management)				A		R	I	C
1.36	Ensure the Trust is working towards the six core DfEs Digital and Technology Standards			A	C		R		
1.36.2	Oversee cyber security, digital resilience and compliance with DfE cyber security expectations.				A		R		
1.37	Agree the governance meeting calendar including local governance for the year	C	C	C	C	C	R	C	C
1.38	Set clear expectations on monitoring and visits to academies		A				R		
1.41	Agree the remit and constitution of any working parties established to support trust strategic objectives		A				R		
2. Vision and strategy									
2.1	Determine trust's vision, strategy, culture and key priorities including growth		A/R				R	C	C
2.2	Apply trust vision, strategy and culture to individual academies						C	C	A/R
2.3	Determine trust-wide policies which reflect the trust's ethos and values		*A				R		C
2.4	Determine academy level policies							*A	R
2.5	Establish the Trust risk register and Review the Trust risk register regularly and undertake an annual strategic review of principal risks.		*A		R	R	R		C
2.6	Receive assurance regarding information governance, data protection compliance and significant data security incidents		A		R		R		
2.7	Ensure adequate insurance cover is in place		A				R		
2.8	Ensure engagement with stakeholders		A				R	R	R
3. Finance and Estates									
3.0	Maintain robust financial oversight of the trust and ensure regularity and propriety in use of trusts funds	A					R		
3.1	Appoint and remove external auditors	*A/R	C						
3.2	Appoint and performance manage the chief financial officer						*A/R		
3.3	Produce trust's scheme of financial delegation		*A				R		

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3.4	Review the external auditors annual planning document and approve the planned audit approach				A/R		C		
3.5	Receiving external auditor's report	*A/R							
3.6	Action recommendations made by external auditors				*A		R		R
3.7	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A				R		
3.8	Submit DfE required reports and returns			*A	C		R		
3.9	Delivering monthly management accounts and forecasts including managing cash position and budget		C	C			A/R		
3.10	Agree budget plan to support delivery of trust strategic priorities		A	C			R		C
3.11	Approve academy budgets following scrutiny by LGBs and review by the Finance & People Committee						A	C	R
3.12	Establishing and maintaining an effective internal controls and internal scrutiny framework.				A		R		
3.12a	New - Overseeing internal scrutiny programme and monitoring implementation of recommendations		A	C			R		
3.13	Carry out benchmarking and trust-wide value for money evaluation			C	C		R		
3.14	Agree reporting and monitoring arrangements for trust and academy budgets			*A			R	C	C
3.15	Approve trust-wide estate vision, strategy and asset management plan, ensuring the Trust is aware of and compliant with the DfE Estate Management Standards				*A		R		
3.16	Monitor academy estate to ensure it is safe and well maintained				*A		R	C	R
3.17	Setting Health & Safety Policies and estates management strategy				A		R	I	C
3.18	Setting Allergens Policy and monitoring requirements for Allergen near misses				A			I	R
3.18	Approval of finance policies (Business Continuity Plan)				A		R	I	C
3.2	Approval of finance policies (Charging and remissions, Gifts & Hospitality, Investment, Reserves)			A			R	I	C
3.21	Monitoring Pupil Premium spend and Sports Premium		I				C	A	R

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3.22	Managing, monitoring and approving related party transactions and conflicts of interest in accordance with ATH requirements		A				R	R	R
3.22	Monitoring reserves strategy and ensuring a clear, sustainable plan for the use and replenishment of reserves			A			R		
3.23	New - Monitoring financial sustainability and ensuring the Trust operates within available resources		A	R			R		
3.24	New - Ensuring procurement activity delivers value for money and complies with public procurement regulations		A	R			R		
3.25	New - Monitoring financial sustainability, staffing affordability, and reserves sufficiency to support delivery of the Trust's strategic plan		A	R			R	I	C
3.26	New -Ensure the Trust remains financially sustainable, maintains sufficient liquidity and reserves, and has robust plans in place to address any emerging risks to its ability to continue operating as a going concern.		A	C	R		R		
3.27	New - Receive assurance on the effectiveness of internal scrutiny arrangements and the implementation of audit recommendations.		A		R		R		
3.28	New - Oversee the effectiveness of arrangements for fraud prevention, whistleblowing and the management of actual or suspected irregularity across the Trust.		A		R		R		
3.29	New -Receive assurance regarding the effective administration of the Endowment Fund and the appropriateness of grants awarded in line with the Fund's objectives and approved criteria.		A	C			R		
3.3	New - Approve grants and awards from the Endowment Fund in accordance with the approved Scheme of Delegation, eligibility criteria and available funding.		A/R	I			C		
4. People									
4.1	Appoint and dismiss the Chief Executive and appoint in writing the Chief Executive as Accounting Officer, in accordance with the Academy Trust Handbook and DfE requirements		*A/R						

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4.2	Ensure publication of employee/executive remuneration disclosures required by the Academy Trust Handbook		I				A/R		
4.3	Conduct CEO appraisal and determine CEO remuneration, subject to DfE prior approval requirements and senior pay controls as outlined in the ATH		*A/R						
4.4	Approve Trust Pay Framework, including the framework and principles for Executive Pay		*A/R				C		I
4.5	Determine Executive Team pay (not including CEO)and reward within the approved Pay Framework, subject to DfE prior approval requirements and senior pay controls as outlined in the ATH		*A	C			R		
4.6	Determine Executive Team staffing structure within the approved budget and Pay Framework		C/I	I			A/R		
4.7	Conduct Executive Team performance management		I	I			A/R		
4.8	Determine Principal pay and reward within the approved Trust Pay Framework		I	C			A/R		
4.9	Ensure senior employees' payroll and employment arrangements comply with tax obligations, HM Treasury requirements and the Academy Trust Handbook, including appropriate PAYE and National Insurance treatment.		I	I			A/R		
4.10	Ensure compliance with Teachers' Pension Scheme, Local Government Pension Scheme and Fair Deal requirements						A/R		
4.11	Approve any proposal to seek an alternative to TPS/LGPS, subject to prior DfE approval		A				R		
4.12	Determine academy staffing structures within approved budgets and Trust frameworks		I	I			A	C/I	R
4.13	Appoint and dismiss Principals		I	I			A/R	C	
4.14	Approve the Whistleblowing Policy and speaking-up arrangements, including designation of appropriate reporting contacts.		*A	R			R	I	
4.15	Ensure effective implementation of the whistleblowing arrangements, staff awareness, appropriate handling of concerns and reporting/assurance to the Board.		I	I			A/R		

		Members	Trust board	Finance & People Committee	Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
4.16	Approve all other Trust-wide HR and People policies, unless approval is expressly reserved to the Trust Board by legislation, statutory guidance, the Articles, Funding Agreement or this Scheme of Delegation.		I				A/R	I	I
4.17	Receive annual assurance on the HR and People policy framework, including compliance, review status and material changes made under delegation		A				R		
4.18	Determine workforce planning priorities		I	C			A/R		C/I
4.19	Monitor strategic workforce risks and workforce metrics		A	R			R		C/I
4.2	Review executive succession planning and leadership capacity		I	A			R		
4.21	Ensure Trust-wide compliance with employment, safer recruitment and safeguarding workforce requirements		A				R		R
4.22	Ensure statutory safeguarding workforce controls, including DBS checks and Single Central Record compliance, at Trust level			I			A/R		
4.23	Ensure statutory safeguarding workforce controls, including DBS checks and Single Central Record compliance, at academy level						A	I	R
4.24	Implement disciplinary, capability, grievance and attendance procedures at Trust / central level		C/I	C/I			A/R		
4.25	Implement disciplinary, capability, grievance and attendance procedures at academy level		I				A	C/I	R
4.26	Authorise settlement agreements, severance payments, compensation payments and other employee exit payments within the Trust's delegated financial authority, subject to the Academy Trust Handbook, HM Treasury requirements, the Trust's Financial Scheme of Delegation and any requirement for prior DfE/HM Treasury approval.		I	I			A/R		
4.27	Monitor staff wellbeing, workload, culture and employee voice		I	A			R	I	R
5. Education									
5.1	Approve Trust Curriculum policies (Attendance & Punctuality, Early Years, Exams)					A	R	C	R

		Members	Trust board	Finance & People Committee	Audit & Risk Committee	Curriculum & Standards Committee	CEO	Local Governing Bodies	Principals
5.1.2	Approve Trust Curriculum policies (Anti – Bullying, Assessment, EAL, Homework, Provider Access, Mobile Phone)						A/R	I	
5.2	Approve Trust curriculum policy (RSHE, SEND & Suspensions & Exclusions)		A				R	I	
5.2.2	Approve Academy curriculum policy (Accessibility Plan, Inclusion Strategy)							A	R
5.3	Approving the uniform policy and ensuring it has regard for the DfE's statutory guidance		A				R	I	C
5.4	Setting the school day and year						A	C	R
5.5	Ensure high standards of teaching and learning					A	R	C	R
5.6	Delivery of curriculum						C	C	A/R
5.7	Ensure delivery of early years foundation stage is in line with statutory requirements						C	C	A/R
5.8	Ensuring compliance with SEND Code of Practice and Equality Act 2010						C	C	A/R
5.8.2	Monitor the effectiveness of SEND provision and outcomes for pupils with SEND		A			R	R		R
5.9	Plan and deliver careers guidance with regards to statutory guidance					A	R	C	R
5.10	Set targets for trust outcomes					A	R		
5.11	Plan and deliver individual academy improvement interventions and strategies						C	C	A/R
5.12	Agree Primary Academy Behaviour Policy						C	A	R
5.13	Agree Senior Academy Behaviour Policy					A	R	I	C
5.14	Implement Behaviour policy								A/R
5.15	Review permanent and fixed term exclusions						R	*A	R
5.16	Agree admissions Arrangements		*A				R	I	C
5.17	Admissions appeal process		*A				R	C	C
5.18	Determine Complaints policy		*A/R				R	I	C
5.19	Implement Complaints procedures		*A/R				R	R	R
5.20	Keeping admissions and attendance registers								A/R
5.21	Production and analysis of data					A	R	C	R

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6. Community									
6.1	Developing stakeholder partnerships across the trust		A				R	C	R
6.2	Developing stakeholder partnerships at academy level						C	A	R
6.3	Stakeholder communications in response to complaints and local and national media attention		A				R	C	C
6.4	Press and media responses trust level		C				A/R		
6.5	Press and media responses academy level		C				A	C	R

Key

A = Accountable (and approver) - Accountable and makes the decision but may delegate the task to those responsible

R = Responsible - Responsible for carrying out the process or task and/ or makes the recommendation

C = Consulted - Consulted prior to a decision being made or given a consultation opportunity for feedback within a review cycle

I = Informed - Information shared for awareness and understanding

*Highlighted = Statutory expectation or necessary to comply with articles of association or funding agreement.