VENTRUS (the Trust)
SCHEME OF DELEGATION

The Board of Directors has overall legal responsibility for the operation of the Trust and the Schools within it. It is legally responsible and accountable to the DfE and has to operate and comply with the provisions set out in its constitutional documents and all relevant legislation including the Articles of Association of the Trust, the Master Funding Agreement and the Academy Trust Handbook.

In accordance with the terms of its Articles of Association, the Trust's powers are exercisable by its Directors with the CEO having executive authority in respect of the day-to-day operations. Directors are required under the terms of the Trust's Articles to appoint a Local Governing Body for each School within the Trust and can appoint any other committee provided that at least one member of any such committee is a Director. In accordance with the terms of its constitutional documents and, where applicable, determinations made by the Directors, this Scheme of Delegation sets out in detail those powers which are reserved to the Directors (the Board), the members and the roles undertaken by the CEO, committees, portfolio holders, other groups and local governing bodies.

Next review date: 1st December 2023

FUNCTION	TASK KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1. SCHOOL IMPROVEMENT 2. HR 3. PREMISES 4. LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	RISK AND AUDIT COMMITTEE	PAY COMMITTEE	DIRCTORS ADMISSIONS COMMITTEE	LGB ADMISSIONS COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
STRATEGY													
	Overall strategy		A						R		D		4 C
	Admission of new Schools to Trust		A						R		D		
GOVERNANCE													
	Approval of changes to Articles[i]	A	R										
	Appointment of Chair and Vice Chair to Board		A										
	Establishment of committees/portfolios and Chairs		A										
	Changes to Scheme of Delegation		A										
	Terms of reference for committees		A										
	Approval of terms of reference for LGBs		A										
	Appoint and remove Chairs of LGBs		A					R					
	Organise calendar of Board and LGB meetings		A					C	R		C		
	Appoint and remove Directors	A	R										
	Appoint and remove Company Secretary		A						R				
	Appoint and remove Clerks to LGBs								✓				
	Appoint Board Advisors		A										
	Maintenance of Register of Interests		A					✓	M	M			
	Approval of Trust policies not referenced under other sections		A						R		D	D	

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STATUTORY REPORTING													
	Trust Annual Accounts	A	A	R						D			
	Response to Auditors' Management Letter			A/D					D	D			
	Appointment/Removal of auditors	A	R	D									
	Budget Forecast Return		A	R						D			
	Other Accounting Returns								A	A			
SYSTEMS OF INTERNAL FINANCIAL CONTROL													
	Internal financial control procedures			A					R	D/M/ ✓			
	Financial regulations and associated policies		A	R					✓	D/✓			
	Appointment of Internal Auditors			A						D			
BUDGET AND MANANGEMENT REPORTING													
	Trust Budget – 1 Year Plan		A	R					R	D			
	Trust Budget – 3 Year Plan		A	R					R	D			
	Trust Budget – Current Year			M						M			
	Budget Virements – Current Year (above £30,000)			A						R			
	School Budget – Current Year							M				M	
	Trust Monthly Management Accounts		M	M						✓			

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	PURCHASING AND PROCUREMENT[ii]												
	Enter into contracts above £30,000 (Chair)		A	A					R	R			
	Enter into contracts between £5,001 and £30,000								A	R			
	Enter into contracts up to £5,000											A	
	BANKING AUTHORITY AND CASH MANAGEMENT												
	Borrowing[iii]		A	R						D			
	Investment[iv]		A	R						✓			
	Open new bank accounts		A							✓			
	TRANSACTION PROCESSING												
	Purchasing									A			
	Income									A			
	Control Account Reconciliation									A			
	Write-off bad debts up to £**100**									A		A	
	Write-off bad debts over £**100**[v]								A	R			
	FIXED ASSETS												
	Asset Register									A			
	Addition and disposal of assets[vi]									A			

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STAFF & PAY													
	Appoint/performance review/dismiss CEO		✓										
	Appoint/performance review staff on leadership scales										✓		
	Appoint/performance review Executive Team		C						✓		C	C	
	Approve staff HR and disciplinary policies		A								R		C 2
	Approve appraisal policies		A								R		C 2
	Monitor appraisal process				✓						✓		
	Approve Pay Policy				A						D		
	Teaching and support staff appointments							C			C	✓	
	Suspension/Return of CEO		✓										
	Suspension/Return of Executive member of Executive Team								✓				
	Suspension/Return of staff on leadership scales										✓		
	Approve Trust Executive Staffing structure		A						R		C		
	School Staffing structure changes outside budget										A	R	
	School Staffing structure changes within budget										C	✓	
PERFORMANCE & CURRICULUM													
	Pupil Achievement		M					M			M	✓	M 1
	School Improvement Plan							M			A	✓	

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	Review progress against School Improvement Plan							M			M	✓	
	School SEF Evaluation		M					C			A	✓	M 1
	School Curriculum Design							M			A	R	
	Trust Curriculum Design		A								R		
	Curriculum Delivery							M			M	✓	
	Sex Education and Relationships Policy		A					C			M	D	
	Collective Worship Policy							A			M	D	
	Home School Agreements							A			M	D	
	Special Educational Needs and Disability Policy		A					M			R		
	Development and enhancement of Christian distinctiveness/SIAMS		M					D				✓	R 4
ADMISSIONS													
	Agree Admissions arrangements (policies) in consultation with LGBs DCC and Diocese where applicable		A					C	R		C	C	
	Determine and publish admissions arrangements/policies		A					C	R		C	C	
	Allocation of in year places under PAN						A					R	
	Admittance over PANvii/refusal of place					A			R				
PUPIL DISCIPLINE													
	School Behaviour policies							A			M	✓	
	Exclusions Policy		A					M			R	D	

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SCHOOL ORGANISATION													
	School times of day and term dates		A					C			R	D	
	Change of School Age Range[viii]		A					C	R		D	C	
HEALTH & SAFETY													
	To agree a health and safety policy and set up arrangements to manage health and safety		A					M			M	✓	
	Risk monitoring & reporting of Health & Safety risks to Board										✓		✓
	School Critical Incident Plan							C			A	D	
	Trust Critical Incident Plan		A						D		C		
PREMISES & INSURANCE													
	Ensure Asbestos, Legionella & Fire Management Plans in place and compliant			M							M	✓	
	Ensure all statutory inspections within all academies are compliant with statutory legislation			M							M	✓	
	Ensure effective management and maintenance of the Academies buildings, including the development of a 5 year plan		A								✓	C	C3
	Ensure buildings insurance and liability insurances are in place		M							✓			
SAFEGUARDING													
	Ensure suitable Safeguarding Policy and associated procedures are in place in all Schools		A								M	✓	
	Monitor the effectiveness of the Safeguarding Policy							M			✓		

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	Receive an Annual Report on the Schools' Safeguarding Policy and procedures							✓					
	Ensure annual safeguarding audits take place and are appropriately reported to the Board	✓	A					C			M	✓	
	Report on E-Safety and School website compliance							M			✓		
	Ensure suitable Whistleblowing Policy and associated procedures are in place in all Schools	✓	A								M	✓	

[i] Written consent of DfE required (clause 16 (a) Funding Agreement. Written consent of Foundation Member, Trustees and Diocesan Board of Education required (Articles – 10)

[ii] ESFA prior approval required for ex-gratia payments and for severance and compensation payments beyond specified limits

[iii] ESFA prior approval required

[iv] ESFA prior approval required in certain circumstances

[v] ESFA prior approval required in certain circumstances

[vi] ESFA prior written approval required for specified acquisitions and disposals beyond specified limits

[vii] This is not applicable for Fair Access Requests

[viii] DFE approval required through Significant Change Process