Scheme of Delegation – Governance 2019/2020

(Updated 13 Dec 2019)

Rationale

This documents outlines the Scheme of Delegation (SoD) for governance functions and sets out the structure and remit of the EPT members, the Board of directors, its committees and Local Governing Bodies (LGBs). The SoD has been developed to be compliant with the Articles of the Trust and the Department for Education (DfE) 'Governance Handbook'. It will be reviewed and updated annually and as required to reflect changes to the law and education policy.

Vision Statement

Creating outstanding schools which transform learning, lives and communities.

Core Values

High Expectations – of ourselves our pupils and our school community
Commitment – we are dedicated to raising standards and improving opportunities
Ambition – we constantly strive to improve by setting ourselves challenging targets

What is our purpose?

The Board of the EPT is determined to see a high performing Multi-Academy Trust that delivers the very best educational experience for our pupils with an ethos of collaboration and excellence. Our strategic aims will help us to achieve our vision and are underpinned by our core values.

Governance Structure and lines of accountability

The Board of Directors delegates responsibility for the performance of the Trust, including the performance of the academies within the Trust, to the chief executive (CE). However, some responsibilities concerning the performance of each academy are delegated to the Local Governing Body (LGB). These responsibilities include monitoring whether the school is working within the agreed policies, whether standards are being

met, and if the money is being well spent. This means that as the CE is accountable to the Board for the performance of the Trust as a whole, the CE will report to the Board on the performance of the Trust including performance of all academies, although this may be supplemented by monitoring reports from the LGB. The CE is performance managed by the Trust Board. The CE performance manages the academy headteachers but will seek input from the LGB chair.

Roles and Responsibilities

Members

Members have ultimate responsibility for the Trust achieving its charitable objectives. They sign off the articles of association and have power to appoint and remove the Board of Directors (Trustees).

Board of Directors (Trustees)

The Board of Directors (BoD) must ensure compliance with company and charity law and with the Trust's funding agreement with the Secretary of State. The directors are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the memorandum and articles of association.

The Board has overall responsibility and ultimate decision-making authority for all the work of the Trust including the establishment and maintenance of the academies.

(A full list of Directors is published on the EPT website www.ept-uk.com)

Audit & Finance Committee

The purpose of the committee is to assist the decision making of the Board of Directors, by enabling more detailed consideration to be given to the best means of fulfilling the Trust responsibility to ensure financial probity. This committee provides a process for independent checking of financial controls, systems, transactions and risks.

Local Governing Body (LGB)

The Board will establish, for each academy, a Local Governing Body (LGB), whose governance role is to oversee the running of the academy on behalf of the Trust. The Trust will determine the level of delegation and membership of the LGB. However, this document is intended to stress the critical role that LGBs have and their decision making powers. The LGB will:

- Ensure clarity of vision, ethos and strategic direction of the academy in line with the strategic direction of the EPT
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff;
- To monitor whether standards are being met, the academy is working within the agreed policies, and if the money is being well spent
- To scrutinise, challenge and support the progress against the academy's strategic objectives, improvement plan and self-evaluation framework
- Ensure value for money and the legal compliance of the academy
- Act as the panel when reviewing the academy headteacher's decisions on exclusions, and parents' complaints
- To ensure the academy fulfils it's statutory duties in relation to Health & Safety, Special Educational Needs and Safeguarding

Sub-Committees

The Trust is responsible for establishing any additional sub-committees to enable the appropriate delegation of its functions, and adopt the Trust terms of reference including:

- Standards and Effectiveness
- Resources
- Performance Management (other than the Headteacher)
- Pay (other than the Headteacher)
- Appeals Panels as required

Communication between the Board and LGB

The Board meet regularly and as often as necessary. The Chief Executive will schedule meetings with the Headteachers and Chairs of the LGBs as and when required. This provides an opportunity for information sharing between the Board and LGBs and have issues raised which may have influence across the Trust and its academies as well as particular institutions.

Composition of LGBs

The total membership of any Local Governing Body should not be less than 5 and not more than 12. Membership of EPT governing bodies should include:

- The Headteacher
- At least one, but no more than two elected staff members
- At least one, but no more than two elected parent members if appropriate
- Additional members will be appointed based on required skill sets and expertise.

All appointments will be subject to a one year's probation. The term of office will be 4 years and then reviewed on an annual basis. The Chief Executive has the delegated authority to attend any LGB. Quorum is 50% of governors in attendance.