



SUCCESS ACADEMY TRUST

Scheme of Delegation

July 2025

Approved/reviewed by	
Success Academy Trust Full Board	
02 July 2025 V5	
Date of next review	July 2026

SUCCESS ACADEMY TRUST – SCHEME OF DELEGATION

Version	Date	Updated by	Summary of changes
V1	20/03/2019		
V2	12/2021		
V3	December 2022	A Willett- Trust Operations & Finance Officer M Collins – Trust CEO M Booley – Chair of Trustees A Rigler – Governance and Compliance Officer	Amended to reflect current practice. Change LGB to LGC
V4	January 2024	A Paul – Governance Professional	Reviewed with no changes
V5	July 2025	M Collins – Trust Leader M Booley – Chair of Trustees A Paul Governance Professional	Trust Principal updated to Trust Leader References to separate financial scheme of delegation removed. HT and TL contributions revised. Minor changes to the LGC and TB delegation. Separate SOD document created for without financial delegation.

Review Date: May 2025

SUCCESS ACADEMY TRUST – SCHEME OF DELEGATION

Introduction

The Success Academy Trust Board of Trustees is accountable in law for all decisions about its Academies. However, this formal Scheme of Delegation (SoD) details which functions the Trust Board has delegated and to whom, to ensure roles are clearly understood throughout the Trust.

Obligations

The Trustees are the Charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and 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 of Trustees is the accountable body for the performance of all Academies within the Trust and as such will:

1. Ensure clarity of vision, ethos and strategic direction;
2. Hold the Executive to account for the educational performance of the schools and their pupils, and the performance management of staff;
3. Oversee the financial performance of the Trust and make sure its money is well spent.

Definitions

Trustees are bound by both Charity and Company Law and the terms 'Trustees' and 'Directors' are often used interchangeably. We use the term "**Trustee**" as it avoids the possible confusion caused when Executive Leaders are called Directors but are not Company Directors and Trustees.

Delegation to Trust Leader

The Trust Board is permitted to exercise all the powers of the Academy Trust. The Trust Board will delegate to the Trust Leader responsibility for the day to day operations of the Trust. The Trustees can determine whether to delegate any governance functions, guided by each School's SIQA and FRQA categorisation.

The Trust Board has the right to review and adapt its governance structure at any time which includes assigning and removing delegation.

The Trust Board will delegate the responsibility for delivery of the MAT Vision and Strategy to the Trust Leader who in turn will work with Headteachers to ensure this is delivered. Further detail is available in the Trust Leader and Head Teacher's Job Descriptions.

Delegation to LGC

The Trust Board will determine on a case by case basis how to categorise its Academies and whether to delegate some responsibilities concerning the performance of each Academy to a LGC through its 'earned autonomy' model.

In this SoD, where delegated responsibility for the performance of the Academy and its financial probity has been given to the LGC, the Principal/ Head of that Academy reports directly to the LGC and Trust Leader. The LGC and Trust Lead report directly to the Trust Board. Refer to Terms of Reference documents for more detail.

This SOD applies where the Trust Board delegates responsibility for the performance and financial probity for the Academy to the LGC after SIQA and FIQA categorization.

Review

SUCCESS ACADEMY TRUST – SCHEME OF DELEGATION

Once accepted into the multi-academy trust (MAT), the level of delegation SoD for individual Academies will be reviewed each summer (in line with the expectation within the most recent Academy Trust Handbook or sooner if the Trustees determine that there has been a significant change in circumstances which impacts the SIQA or FIQA category. The agreed SoD must be published on the website of the Trust and each of its Academies.

Key

Blue box Function cannot be legally carried out at this level.

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

<> Direction of advice and support

Grid 1 – Delegation to Local Governing Body

Level 1: Members

Level 2: Board of Trustees

Level 3: Trust Leader

Level 4: Local Governing Committee (LGC)

Level 5: Academy Principal/Head Teacher

Grid 2 – No Local Delegation

Level 1: Members

Level 2: Board of Trustees

Level 3: Trust Leader

Level 4: Academy Principal/Head Teacher

Level 5: Local Advisory Committee (LAC)

SUCCESS ACADEMY TRUST - SCHEME OF DELEGATION for LGCs

Decision		Delegation				
		Members	Trust Board (also see CPS/FAR remits)	Trust Leader	LGC	Academy Principal/HT
Governance Framework						
People	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove per Article 58 of the Articles of Association	✓	✓			
	Role descriptions for Members	✓				
	Role descriptions/skills for Trustees/Chair/ specific roles/Trust Board Committee members: agree		✓	<A		
	Trustee Board Committee Chairs: appoint and remove		✓	<A		
	Nominating safeguarding and SEND lead Trustee		✓			
	Clerk to Trust Board*/Governance Professional : appoint/set remuneration/ annual review and remove (*Covering Full and sub committees of the Board – CPS; FAR; LGCs)		✓	<A		
	Clerk to the LGCs appoint for minuting of Full LGC minutes only (LGC responsible for clerking any sub committees/panels to the LGC)		✓			
	LGC chairs: elect and recommend			A>	✓	
	LGC chairs: appoint and remove		✓	<A		
	Ensure appropriate make up of LGC per Article 2.3 of Terms of Reference for LGCs		✓		✓	

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		Members	Trust Board (also see CPS/FAR remits)	Trust Leader	LGC	Academy Principal/HT
Systems and structures	Articles of association: agree and review	✓	<A	<A		
	Governance structure for the Trust: establish and review at least every three years		✓	<A		
	Terms of reference for Trust Board committees (which includes LGCs Terms of Reference): review and agree at least every three years		✓	<A		
	Skills audit: complete and recruit to fill gaps – ensure financial skillset maintained		✓	<A>	✓	
	Self-review of Trust Board: complete biannually		✓			
Systems and structures	Self-review of LGC performance: complete biannually				✓	
	Trustee contribution: review annually		✓			
	LGC Governor contribution: review annually				✓	
	Annual schedule of business for Trust Board: agree		✓	<A		
	Annual schedule of business for LGC: agree		✓	A>	✓	<A
Reporting						
Reporting	Trust governance details on Trust and Academies' websites: ensure clear MAT Governance info on each website		✓	<A		

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		Members	Trust Board (also see CPS/FAR remits)	Trust Leader	LGC	Academy Principal/HT
	Academy website: ensure compliance			A>	✓	<A
	Register of all interests of Members/Trustees/LGC Governors, as specified in Conflicts of Interest Policy: establish and publish		✓	<A	✓	
	Annual report on performance of the Trust: submit to Members and publish Audited accounts		✓	<A		
	Annual Report and Accounts (including accounting policies, signed statement on regularity, propriety and compliance, and governance statement demonstrating value for money): submit		✓	<A		
	Minutes of LGCs: submit to Trust to show challenge				✓	
Being Strategic						
	Determine Trust-wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate)]		✓	<A		<A
Being Strategic	Determine school level policies which reflect the Academy's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve				✓	<A
	Central spend / central services contribution charge: agree		✓	<A		
	Management of risk: establish register, review and monitor (Trust)		✓	<A>		
	Management of risk: establish register, review and monitor (Principal risk registers for Schools)				✓	<A

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		Members	Trust Board (also see CPS/FAR remits)	Trust Leader	LGC	Academy Principal/HT
Being Strategic	Engagement with stakeholders	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		<A
	Academy's vision and strategy, develop key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured			A>	A>	✓
	Ensure clarity of ethos and strategic direction				✓	
	Trust Leader: Appoint and dismiss		✓			
	Academy Head Teacher/Principal: Appoint and dismiss		✓	<A	<A	
	Budget plan to support delivery of Trust's key priorities: agree		✓	<A		
	Prepare Budget plan to support delivery of Academy's key priorities: agree		✓		<A	<A
	Trust's staffing structure: agree		✓	<A		
	Academy's staffing structure: agree		✓	A>	<A	<A
	Setting Trusts approach to curriculum and assessment, with regard to statutory requirements		✓	<A		<A

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		Members	Trust Board (also see CPS/FAR remits)	Trust Leader	LGC	Academy Principal/HT
	Setting and delivering school curriculum and assessment in line with Trusts approach					✓
	Delivering Early Years Foundation Stage (EYFS) in line with statutory requirements					✓
	Production and analysis of educational data			✓		✓
	Delivering careers guidance, with regards to statutory requirements					✓
	Ensuring compliance with SEND Code of Practice					✓
	Setting approach to directing pupils offsite, exclusions			✓		✓
	Keeping admissions and attendance records					✓
Holding to account						
	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A>		
Holding to account	Agree arrangements for progress on key performance indicators annually		✓	<A		
	Performance management of the Trust Leader: undertake		✓			

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		Members	Trust Board (also see CPS/FAR remits)	Trust Leader	LGC	Academy Principal/HT
	Performance management of Academy Head Teacher/Principal: undertake			✓	✓	
	Trustee monitoring: agree arrangements		✓	<A		
	LGC Governor monitoring: agree arrangements				✓	<A
	Attend Trust inspections		✓	✓		
	Attend Academy inspections		✓	✓	✓	✓
Ensuring Financial Probity						
	Chief Financial Officer (for delivery of Trust’s detailed accounting processes): appoint		✓	<A		
Ensuring financial probity	Trust’s process for independent checking of financial controls, systems, transactions and risks		✓	<A		
	Managing conflict of interest and related party transactions		✓	<A	✓	<A
	External auditors’ - appoint	✓				

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		Members	Trust Board (also see CPS/FAR remits)	Trust Leader	LGC	Academy Principal/HT
	External auditors' report: receive and respond			✓		✓
	Delivering annual report and accounts with regard to accounts consolidation exercises required by DfE		✓	✓		
	Trust Leader /CEO pay award: agree		✓			
	Academy Head Teacher/Principal pay award: agree			✓	✓	
	Staff pay progression: monitor and agree		✓	<A	✓	<A
	Benchmarking and Trust-wide value for money: ensure robustness		✓	<A		
	Benchmarking and Academy value for money: ensure robustness		✓	<A>	✓	<A
	Ensure Trust-wide procurement strategies and efficiency savings programme		✓	<A		
	Ensure cash position/ investment sound		✓	<A		
	Delivering monthly management accounts and forecasts			✓		✓
Ensure monitoring pupil premium spend including Catch up and PE and sports premium			✓	✓	✓	

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		Members	Trust Board (also see CPS/FAR remits)	Trust Leader	LGC	Academy Principal/HT
	Ensure adequate insurance cover is in place			✓		

END

SCHEME OF DELEGATION WITHOUT LOCAL DELEGATION see separate document