

Clevedon Learning Trust

Scheme of Delegation

This Scheme of Delegation is drawn up in accordance with the Articles of Association of the Clevedon Learning Trust and sets out the respective roles and responsibilities of those bodies and individuals within the Trust that exercise governance functions.

The Clevedon Learning Trust is a medium-sized Multi Academy Trust with a family of 13 schools in two cluster areas in and around Clevedon and Bridgwater. Three of the schools are Church of England schools. The Trust added Chestnut Park Primary School, a new free primary school in Yatton, to its family of schools in September 2022. The Scheme of Delegation is designed to be sufficiently robust to accommodate anticipated growth but will be reviewed annually by the Trust Board to ensure continuing fitness for purpose.

The Clevedon Learning Trust aims to ensure that levels of responsibility are held at the right level of accountability, consistent with the delivery of strong educational, governance and financial standards aligned to the Trust's values. We expect each school in the Trust to shape and maintain its own individual ethos and character and to contribute to and collaborate in the Trust's common goals. In turn they will receive support, guidance and sometimes direction from the Trust and collaboration with other schools in the family. The Scheme of Delegation provides a structure of checks and balances which together deliver high standards of accountability.

The Trust has a policy of clear separation between the different levels of governance and decision-making so that for example a member of a local Governing body should not also be a Trust Board Director.

Members. There are currently 4 members appointed under the Articles. The Trust aims to have a minimum of five members. They meet at least twice a year. The Members are invited to appoint Trust Board Directors as recommended by the Trust Board. One of the Members is appointed by the Diocese of Bath and Wells as their Representative Member.

Trust Board of Directors. The Trust Board Directors (Trustees) are formally appointed by the Members on the recommendation of the Trust Board and the advice of the Chief Executive Officer. They are appointed having regard to their skills and experience. Their term of office is 4 years, renewable for a further 4-year period only, unless, exceptionally, circumstances dictate that a further term is desirable. The Trust Board is the Accountable Body for the Clevedon Learning Trust and all Committees, officers and employees receive any delegated authority from it. Individual Directors may take lead responsibility for aspects of the Board's role. One Trust Board Director is a foundation Director endorsed by the Diocese of Bath and Wells to take responsibility for their interests in the Trust's Church of England schools

Trust Committees. The Committees are sub-committees of the Trust Board and accountable to it. Their Terms of Reference set out the area of business under which they operate, give advice and make recommendations to the Trust Board. They have no delegated authority for formal decisions. Committees established by the Trust Board are: Education Strategy and Standards; Finance Audit and Resources; Strategic Risk Management; People Development; and Pay and Appraisal. Identified Directors sit on the Committees with any additional members appointed from Governors of schools in the Trust, at the discretion of the Trust Board, according to their skills and aptitudes. The Committees are chaired by Trust Board Directors and have a majority of Directors on them. The Committee Chairs meet together as an informal group from time to time to share knowledge about their respective areas of business, avoid overlaps and identify responsibility for gaps in coverage. Other project or working groups of Directors are formed on an ad hoc basis to pursue specific areas of business under the direction of the Trust Board.

Local Governing Bodies (LGBs). Local Governing Bodies are sub-committees of the Trust Board and accountable to it. They recommend appointments of new Governors for approval by the Trust Board, apart from parent and staff Governors who are directly elected by the respective constituencies. LGBs are responsible for setting the ethos and strategy of their schools, maintaining budgetary oversight and holding the school's Headteacher and senior leadership to account within this overall Scheme of Delegation. Their term of office is 4 years, renewable for a further 4-year period only unless, exceptionally, circumstances dictate that a further term is desirable. Church School LGBs can recommend new Foundation Governors to CLT's DBE Rep Member for endorsement, prior to getting formal approval from the Diocese of Bath and Wells. Foundation Governors can serve for up to three terms of four years, in accordance with Diocesan policy. LGBs have responsibility for school-level compliance with Trust policy and procedure alongside the Head Teacher or Head of School. They have responsibility for policies and procedures that are specific to their individual schools.

LGB Chairs Group. This is an advisory grouping of Chairs of LGBs sharing good practice in local governance across the Trust. They have an important role in communicating Trust policies and initiatives to their schools, advising the Trust Board about the impact of Trust policies and strategies and as a consultative body on future plans and proposals. It also provides an important network of peer support between LGB Chairs.

Chief Executive Officer (CEO). The CEO is the Accounting Officer for the Trust. This position is the leading paid employee responsible for effective delivery of all the Trust's objectives. He may delegate his responsibilities to key members of the central leadership team and individual Head Teachers and Heads of School.

Clerks. The Lead Clerk and the Clerks to Local Governing Bodies provide advice and guidance on legal responsibilities, information about national and local guidance and on good practice in governance as well as secretariat and administrative support to the relevant levels of governance.

Adopted by the Trust Board

Review date February 2023

	MEMBERS	TRUST BOARD	TRUST COMMITTEES	CEO	CHAIRS OF LGBs COMMITTEE	LGB	SCHOOL HT	CLERK	NOTES
GOVERNANCE APPOINTMENTS									
Appoint/ Remove Directors	DM	R							
Appoint/remove Trust Board Chair		DM							
Appoint Trust Committee members		DM	R	A				A	Use Skills Audits
Elect Parent /staff Governors						A		A	Elected by the parents/staff
Elect Foundation Governors						R		A	Approved by DBE
Appoint LGB Governors		AP		A		DM	A	A	Use skills audits
Appoint/ Remove Trust Committee Chairs		DM	A	A					
Appoint/ Remove LGB Chairs		AP		A		DM			Trust Board may appoint/remove Chairs of LGBs or re-appoint an LGB if it considers it necessary for effective governance.

	MEMBERS	TRUST BOARD	TRUST COMMITTEES	CEO	CHAIRS OF LGBs COMMITTEE	LGB	SCHOOL HT	CLERK	NOTES
Appoint/ Remove Clerk to Board and Trust Committees		DM	A	A					
Appoint/ Remove Clerk to LGB		AP				DM	A		
ACCOUNTABILITY IN GOVERNANCE									
Agree and review Articles of Association	DM	R		A					
Establish and review annually Trust Governance Structure		DM		A				A	
Agree annually Terms of Reference for Trust Committees		DM	A	A				A	
Agree annually Scheme of Delegation		DM		A				A	
Agree annually Terms of Reference for LGBs		DM		A	A			A	
Annual self-review of Trust Board and Trust Committee performance		DM(TB)	DM(TC)						

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Annual self-review of LGB performance					A	DM	A	A	Chairs of LGB Committee advise on procedures to follow
Carry out 360 review on Chairs periodically		DM	DM	A		DM	A		CEO advises on Board/ Committees. School HT advises on LGB Chair. Clerk may advise on process. Each Committee is DM for appropriate level
Chairs' Succession planning		DM	R	A	A	DM	A		Trust Board decides on Trust-wide successions, LGB does so at school level
Undertake review of Trust Board performance	DM			A					Following TB self-evaluation
Agree Directors' responsibilities		DM		A				A	
Agree LGB governor responsibilities						DM	A	A	
Agree annual schedule of business for Trust Board and Committees		DM	A	A				R	
Agree annual schedule of business for LGB						DM	A	R	
Ensure Trust Governance details and other		A		DM				A	Could be link on School website to Trust website

	MEMBERS	TRUST BOARD	TRUST COMMITTEES	CEO	CHAIRS OF LGBs COMMITTEE	LGB	SCHOOL HT	CLERK	NOTES
mandatory items on Trust and Schools' websites									
Ensure School governance details and other mandatory items on School's website						A	DM	A	
Register of all business and pecuniary interests for relevant governance body.								DM	Relevant Clerk to manage and secure compliance
FINANCIAL ACCOUNTABILITY									
Submit to Members and Publish relevant Annual Audited Accounts and all other mandatory elements	AP	DM	R	A					DFO also Advising.
Agree budget plan to support delivery of Trust's key priorities		DM	R	A					Advice also from DFO
Agree Budget plan to support delivery of school's key priorities		DM		A		R	A		

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Establish, register, review, monitor and manage risk		DM	R	A		DM			Strategic Risk Committee responsible for process and review of risk registers. LGBs responsible for school level risk management
Agree Auditing and Reporting arrangements for matters of compliance (eg safeguarding, Health and Safety, employment)		DM	R	A	A		A		
Determine compliant Trust level policies which reflect the Trust's ethos and values		DM	R	A					
Determine school level policies which reflect the school's ethos and values						DM	R	A	Clerk manages school policy list and annual review schedule
STRATEGIC VISION AND VALUES									
Determine Trust's vision and strategy, agreeing priorities and key	AP	DM		A	A				

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performance indicators									
Determine school vision and strategy, agreeing priorities and key performance indicators		AP		A		DM	A		
Agree reporting arrangements for monitoring progress against priorities		R	A	DM	A				
CURRICULUM									
Review, evaluate and consider implementation of curriculum matters:									
1. TRUST		A	A	DM	A				
2. SCHOOL			A	R		A	DM		
STAFFING									
Appoint/ remove Chief Executive Officer		DM							
Appoint/ remove school Headteacher/ Head of School		A		DM		A			

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Undertake Performance Management of the CEO		DM	R						
Undertake Performance Management of School HT/ HoS				DM		A			CEO may receive advice from Director of Primary Improvement
Agree CEO Pay award		DM	R						
Agree School HT/ HoS pay award		DM	R	A		R			
Agree other staff pay awards		DM	R	A		A	R		
Appoint/Remove all members of the CLT central team		AP		DM					
Monitor and agree staff appraisal procedure and pay progression policy		DM	R	A					
Define Job Descriptions and appointment of new school staff:									
1. Headteachers		DM		R		A			
2. Other school staff				A		A	DM		

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Define staff Discipline and Grievance Policy		DM	R & A	A					
School staffing structure and TLR matrix				R		A	DM		

DECISION MAKING:	DM	ADVISING:	A
RECOMMENDING:	R	APPROVING:	AP