



# Severndale Specialist Academy

## Scheme of Delegation

Date of approval: 20<sup>th</sup> November 2019

Date of next review: 20<sup>th</sup> November 2020

---

## 1. Introduction

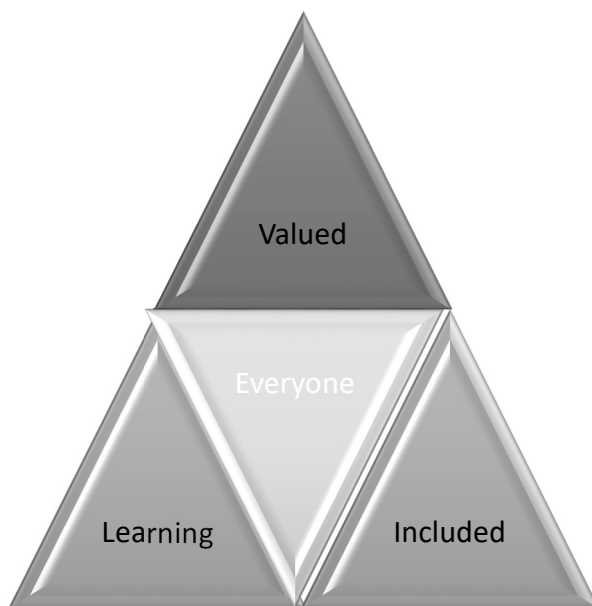
Severndale Specialist Academy Trust is governed by the Board of Trustees, who are accountable to the Members and ultimately the Department of Education. The Board of Trustees have overall responsibility and ultimate strategic decision-making authority for all the work of the Trust.

The academy is a charitable company limited by guarantee, incorporated in England and Wales and an exempt charity.

The charitable company's Memorandum of Association is the primary governing document of the academy trust.

The Trustees of Severndale Specialist Academy are also the directors of the charitable company for the purpose of company law.

## 2. Vision and Values



---

Everyone valued. Everyone included. Everyone learning

---

### Values:

Our community is committed to our strong values that surround inclusion at every age, stage of development, and level of ability. The focus is on developing key life skills that enriches lives throughout a young person's time at school to build towards their future as active citizens.

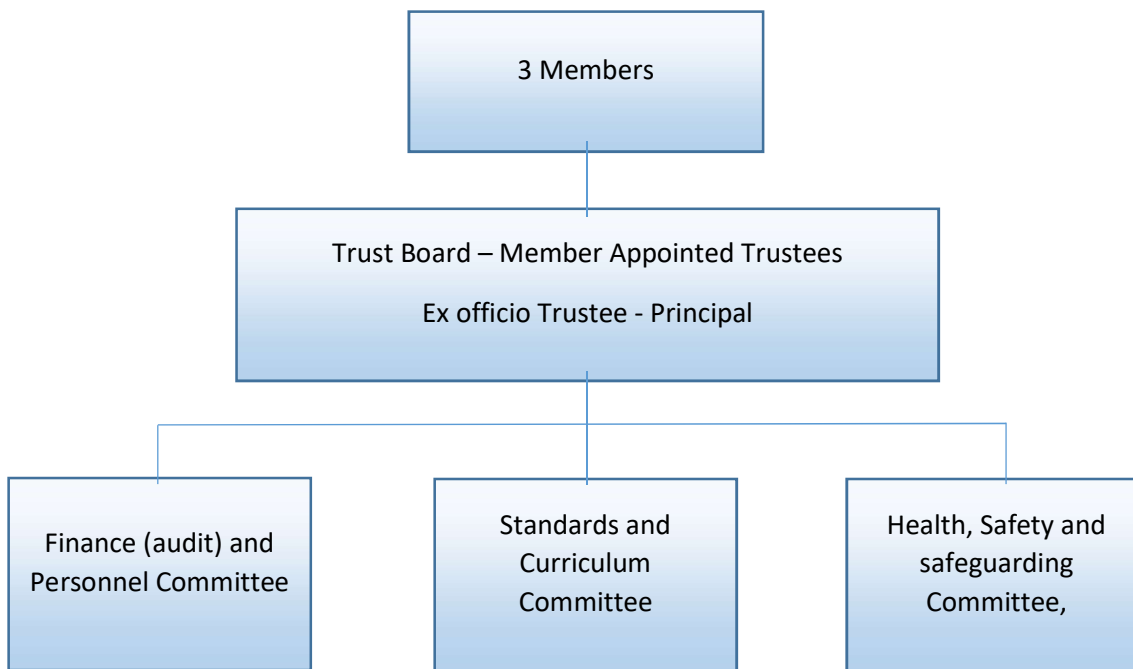
A collaborative approach, working with parents/carers and other partners, ensures security and sustainability of outcomes in every aspect of what we do.

## 3. Governance Structure and Lines of Accountability

The Board of Trustees of the Trust delegates responsibility for delivery of the vision and strategy to the Accounting Officer (Principal). The Board of Trustees will hold the Principal to account for the performance of the Trust. The Principal in turn holds other senior leaders to account by line managing them. This means that as the Principal is accountable to the Board for the performance of the Trust as a whole; the Principal will report to the Board on the performance of the Trust.

The Principal is performance managed by the Board of Trustees.

## 4. Governance Model



## 5. Descriptions of Roles

### 5.1 The Role of the Members

The members of the Trust are guardians of the Trust and as such have a different status to the Trustees. The Members of the Trust originally will have been the signatories to the Memorandum of Association and agreed the Trust's first Articles of Association (a document which outlines the governance structure and how the Trust will operate). The Articles of Association describe how Members are recruited and replaced, and how many Trustees the Members can appoint to the Board of Trustees. The Members appoint Trustees to ensure that the Trust's charitable object is carried out, and have the authority to remove Trustees if they fail to fulfil this responsibility. Accordingly, the Board of Trustees submits an annual report on the performance of the Trust to the Members. Members are also responsible for approving any amendments made to the Trust's Articles of Association.

Whilst Members are permitted to be appointed as Trustees, in order to retain a degree of separation of powers between the Members and the Board of Trustees, and in line with Department for Education (DfE) expectations, not all Members are Trustees.

### 5.2 The Role of the Trustees

The Trustees are Charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and also company directors 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 and the funding agreement.

The Board of Trustees is the accountable body for the performance of Severndale Specialist Academy and as such must:

1. Ensure clarity of vision, ethos and strategic direction.
2. Hold the Accounting Officer to account for the educational performance of Severndale Specialist Academy and its pupils, and the performance

management of staff.

3. Oversee the financial performance of the Academy and make sure its money is well spent.

The Board of Trustees is permitted to exercise all the powers of the Trust. The Board of Trustees will delegate to the Accounting Officer responsibility for the day to day operations of the Trust. The Board of Trustees can determine whether to delegate any governance functions.

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

### **5.3 The role of the Accounting Officer / Principal**

The Accounting Officer has the delegated responsibility for the operation of the Academy.

The Principal is the Accounting Officer, so has overall responsibility for the operation of the Trust's financial responsibilities, and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Principal will delegate leadership functions to the senior leadership team, and is accountable to the Board of Trustees for the performance of the senior leadership team.

### **5.4 The Role of Committees**

The Trustees may establish committees, with delegated authority to make decisions. However these committees are not legally responsible or accountable for statutory functions; the Board of Trustees retains overall accountability and responsibility. The Board of Trustees will appoint committee members and committee chairs according to their skills.

## **6. Scheme of Delegation Matrix**

The following matrix, with columns for each layer of governance, aims to enable stakeholders to quickly determine who has the power to take which decision within the Trust.

The grid is in four key areas to reflect both the governance framework and the three core functions of the Trustees board:

1. The governance framework:
  - i. People
  - ii. Systems and structures
  - iii. Reporting
2. Being strategic
3. Holding to account
4. Ensuring financial probity

### **Key**

✓ – Action to be taken at this level

A – Advice

Provide advice and support to those accountable for decision making

Area	Function	Delegation					
		Members	Board of Trustees	Principal	F, A & P Committee	S & C Committee	H&S Committee
The governance framework							
People	Members: Appoint/Remove	✓					
	Trustees: Appoint/Remove	✓	A				
	Role descriptions for Members	✓					
	Role descriptions for Trustees/Chair/ specific roles/committee members: agree		✓	A			
	Committee chairs: appoint and remove		✓	A			
	Clerk to Trust's Board: appoint and remove		✓	A			
Systems & Structures	Articles of Association: agree and review	✓	A				
	Governance structure (committees) for the Trust: establish and review annually		✓	A			
	Terms of reference for Trust committees (including audit if required, and scheme of delegation for school committees): agree and review annually		✓	A			
	Skills audit: complete and recruit to fill gaps	✓	✓	A			
	Annual self-review of Board of Trustees performance: complete annually		✓	A			
	Trustees contribution/impact: review annually		✓				
	Governance Succession: plan		✓	A			
	Annual schedule of business/work plan for the Board of Trustees: agree		✓	A			
	Annual schedule of business/work plan for committees: agree		✓	A			
Reporting	Trust governance details on Trust and academies' websites: ensure		✓				
	Governance details on the school's website: ensure		✓				
	Register of all interests, business, pecuniary, loyalty for Members/ Trustees/ committee members: establish and publish		✓	A			
	Annual report on performance of the Trust: submit to Members and publish		✓	A			
	Annual report and accounts, including accounting policies, signed statement on -		✓	✓	A		
	regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit						

Area	Function	Delegation					
		Members	Board of Trustees	Principal	F, A & P Committee	S & C Committee	H&S Committee
<b>Being strategic</b>							
Being strategic	Determine Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance and policies which reflect the schools in the Trust's ethos and values to include eg SEND, safeguarding and child protection, curriculum, behaviour: approve		✓	✓			
	Management of risk: establish register, review and monitor		✓	A			
	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		✓	A			
	Accounting Officer (Principal): Appoint and dismiss		✓				
	Budget plan to support delivery of Trust key priorities: agree		✓	A	A		
	Trust's staffing structure: agree		✓	A	A		
<b>Holding to account</b>							
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	A			
	Reporting arrangements for progress on key priorities: agree		✓	A			
	Performance management of the Accounting Officer: undertake		✓				
<b>Ensuring financial probity</b>							
Ensuring financial probity	Appointment of Auditors	✓	A	A	A		
	Delivery of Trust's detailed accounting processes: appoint		✓	A			
	Trust's scheme of financial delegation: establish and review		✓	A			
	External auditors' report: receive and respond		✓	A			
	Principal pay award: agree		✓				
	Staff appraisal procedure and pay progression: monitor and agree		✓	A			
	Benchmarking Trust-wide value for money: ensure robustness		✓	A			

