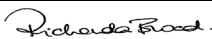




Scheme of Delegation

WORKING TOGETHER
FOR CHILDREN

Review procedure			
This document will be reviewed in line with the review period below or following any significant organisational or regulatory change and revised as necessary. Any amendments required to be made as a result of a review will be presented to the Board of Trustees for acceptance.			
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Copies of this document and any future amendments will be distributed to: Headteachers and Governors/Trustees.			

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Ad Astra Academy Trust Scheme of Delegation

1. Introduction

This Scheme of Delegation sets out the governance structure and decision-making responsibilities within Ad Astra Academy Trust, defining how authority is delegated from the Members and Board of Trustees to its Committees, including Local Governing Bodies, the Chief Executive Officer, Chief Operating Officer, and Headteachers.

It aims to:

- Ensure clarity of roles.
- Strengthen accountability.
- Maintain high standards of governance.
- Enable effective school improvement.
- Ensure compliance with statutory and regulatory requirements.

This Scheme of Delegation should be updated regularly to reflect the Trust's changing operations and governance, and at least annually or at the point of any organisational or regulatory change if earlier, such as following significant growth or restructuring, or release of updated statutory guidance.

2. Governance Structure

Members

- Guardians of the Trust's governance, holding Trustees to account for the effective governance of the Trust.
- Have minimal involvement in the day-to-day running of the Trust but are expected to use their powers to intervene if governance is failing.
- Appoint/remove Trustees.
- Approve the Articles of Association.
- Appoint the external auditor and receive the Annual Report.

Trustees

- Set the strategic direction of the Trust and hold executive leaders to account.
- Govern the Trust as a whole, delegating responsibilities appropriately through this Scheme of Delegation.
- Assure themselves that there is compliance with regulatory, contractual and statutory requirements.

Committees

Resources, Audit & Risk (RAR)

- To act in accordance with the RAR Committee Terms of Reference and carry out its delegated responsibilities under this Scheme of Delegation.

Quality of Education

- To act in accordance with the Quality of Education Committee Terms of Reference and carry out its delegated responsibilities under this Scheme of Delegation.

Local Governing Bodies (LGBs)

- To act in accordance with the LGB Terms of Reference and Link Monitoring Framework and carry out its delegated responsibilities under this Scheme of Delegation.

Chief Executive Officer Appraisal

- To oversee the annual appraisal of the Chief Executive Officer, including setting and reviewing performance objectives, evaluating leadership and organisational performance, consider succession and development matters, and make recommendations to the Board regarding remuneration and contract-related matters.

Chief Executive Officer (CEO)

- Acts as Accounting Officer.
- Leads the Trust strategically.
- Responsible for performance, standards, staffing, resources.

Chief Operating Officer (COO)

- Acts as the Chief Finance Officer (CFO).
- Provides strategic financial leadership to the Trust, ensuring robust financial governance and compliance.
- Responsible for the operational and strategic management of the Trust.

Headteachers

- Lead and manage their school.
- Accountable to CEO for operations, standards, safeguarding and budget execution (within delegated limits).

3. Scheme of Delegation

Key:

✓ Responsible for action

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
1.	Trust governance										
1.1	Appoint/remove members	✓									
1.2	Appoint/remove trustees	✓	✓								Refer to trust's articles of association
1.3	Elect chair/vice chair of trustees annually		✓								
1.4	Appoint RAR and Quality of Education Committee chairs annually and remove when necessary		✓								
1.5	Determine powers of chair of trustees in urgent situations		✓								Refer to the Trust's Committee Terms of Reference document.
1.6	Establish and review trust governance structure		✓								
1.7	Agree named safeguarding trustee		✓								
1.8	Agree named trustee for special educational needs and disabilities (SEND)		✓								
1.9	Appoint trust governance professional		✓								
1.10	Undertake trust governance professional appraisal annually		✓				✓				Where this role is outsourced, this is to be a review of the contracted services
1.11	Articles of association: review		✓								
1.12	Articles of association: ratify changes	✓									

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
1.13	Agree scheme of delegation and complete annual review		✓								
1.14	Agree committee terms of reference (including local governing bodies) and complete annual review		✓								
1.15	Agree role description for link governor/trustee areas		✓								
1.16	Agree trust board and committee meeting dates and agendas		✓				✓				
1.17	Commission external review of trust board effectiveness every three years		✓								
1.18	Complete annual trust board self-evaluation		✓								
1.19	Publish governance arrangements on trust and school websites							✓			
1.20	Ensure trust and school websites are compliant and effective						✓			✓	CEO responsible for trust website, headteachers for school websites
1.21	Maintain compliance on GIAS and Companies House							✓		✓	COO responsible for trust, headteachers for school publications
1.22	Submit annual report on the performance of the trust to members		✓								
1.23	Ensure a register of interests is maintained		✓								
1.24	Approve a trustee/governor expenses policy		✓								
1.25	Approve statutory policies*		✓						✓		Refer to trust policy schedule

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
1.26	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust						✓				Refer to trust policy schedule
1.27	Appoint/remove LGB chairs		Trustees to retain overall power to intervene and appoint/remove LGB chairs.						✓		
1.28	Appoint local governors								✓		Parent/staff governors to be appointed by seeking nominations from the relevant body and holding a ballot where there are more nominees than there are vacancies.
1.29	Remove local governors		✓								Including parent/staff elected local governors, where there has been a breach of the LGB Code of Conduct / they have acted in a way that is inconsistent with the professional ethos of the LGB and have brought or are likely to bring the school/Trust into disrepute.
1.30	Agree local governing body clerking arrangements		✓								

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
1.31	Agree local governing body meeting dates and agendas, ensuring trust-wide consistency								✓	✓	Trust to provide template agendas and a termly window for meetings to take place to ensure trust-wide consistency and ease of reporting into trust board
1.32	Complete periodic review of local governance		✓								
1.33	Set clear expectations on monitoring and visits to schools		✓								Refer to trust link monitoring framework
1.34	Ensure board reporting channels are established		✓								
1.35	Agree remit and constitution of any working party established to support trust's strategic objectives		✓								
2.	Vision and strategy										
2.1	Determine trust's vision, strategy, ethos/culture and key priorities		✓								
2.2	Develop engagement channels with key stakeholders in line with trust vision and priorities						✓			✓	
2.3	Agree trust growth strategy		✓								
2.4	Approve non-statutory trust-wide policies		✓								Refer to trust policy schedule
2.5	Approve non-statutory school level policies								✓		Refer to trust policy schedule
3.	Finance										
3.1	Appoint and performance manage COO (acting as Chief Financial Officer (CFO)).						✓				

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
3.2	Produce trust's financial manual to further expand on processes relating to delegated financial powers		Trust board to approve					✓			
3.3	Produce annual report and accounts		Trust board to approve				✓				
3.4	Submit required financial reports and returns							✓			
3.5	Approve revenue and capital budgets to support delivery of trust and school strategic priorities		✓								
3.6	Monitor trust revenue and capital budgets		✓	✓							Detailed monitoring to take place at RAR
3.7	Approve long term financial plans		✓								
3.8	Develop and submit three-year budget forecast		Trust board to approve					✓			
3.9	Carry out benchmarking and trust-wide value for money evaluation							✓			
3.10	Agree reporting and monitoring arrangements for trust and school budgets			✓							
3.11	Prepare management accounts every month setting out the trust's financial performance and position							✓			To be shared with chair of trustees every month and circulated at every full trust board meeting
3.12	Approve expenditure/contracts above a specified threshold		✓								Refer to trust's financial manual for thresholds
4.	Operations										
4.1	Appoint and remove external auditors	✓									

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
4.2	Receive external auditor's report	✓									
4.3	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to			✓							
4.4	Action recommendations arising from internal audits						✓				
4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third-parties to support the trust			✓			✓				
4.6	Agree risk management policy		Trust board to approve	✓			✓				
4.7	Oversee trust / school risk register and undertake a full review at least annually		✓						✓		Trust board responsible for reviewing trust risk register and LGBs for the school level risk register.
4.8	Undertake termly review of risk register			✓	✓				✓		Committees to review the risks relevant to their terms of reference. LGBs responsible for reviewing school level risk register.
4.9	Manage and report on risk mitigation strategies						✓			✓	CEO responsible for managing and reporting on risk mitigation strategies for the strategic trust risk register, and Headteacher for the school level risk register.

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
4.10	Maintain trust / school business continuity plans						✓			✓	CEO responsible for maintaining trust plan, and Headteacher for school level plan.
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at school level			✓			✓		✓	✓	RAR committee to take a strategic approach to overseeing health and safety, whilst LGBs monitor this operationally.
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan			✓							
4.13	Monitor school estates to ensure they are safe and well-maintained			✓			✓		✓	✓	RAR committee to take a strategic approach to overseeing the school estate, whilst LGBs monitor this operationally.
4.14	Ensure that there is suitable expert support on health and safety						✓				
4.15	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust						✓				
4.16	Approve a cyber security framework			✓							
4.17	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓							
4.18	Ensure there is adequate company secretarial support		✓								

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
	4.19	Appoint a data protection officer (DPO)					✓				
	4.20	Complete and maintain a Single Central Record (SCR)					✓			✓	
	4.21	Receive routine reports on the compliance of the SCR			✓				✓		
	5.	Workforce <i>Advice from the Trust HR Manager must be sought from the outset on any HR proceedings.</i>									
Appointing / dismissing	5.1	CEO/Accounting Officer		✓							
	5.2	COO		✓			✓				
	5.3	Headteacher / trust school improvement leads		✓			✓				LGBs to be represented on recruitment panel for Headteacher appointments.
	5.4	Central team members					✓				
		School level senior leadership posts (not headteachers) and lead practitioners					✓				LGBs to be represented on recruitment panel for appointments.
	5.5	School level staff members								✓	
Appraisal and determining pay/progression	5.6	CEO				✓					
	5.7	COO					✓				
	5.8	Headteacher / trust school improvement leads					✓				
	5.9	Central team members					✓				
	5.10	School level senior leadership posts (not headteachers) and lead practitioners								✓	
	5.11	School level staff members								✓	
	5.12	CEO		✓							
	5.13	COO					✓				

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
Undertake hearings for employment related matters	5.14	Headteacher / trust school improvement leads					✓				
	5.15	Central Team members					✓				
	5.16	School level senior leadership posts (not headteachers) and lead practitioners								✓	
	5.17	School level staff members								✓	
	5.18	Hearing employment related appeals, relating to the CEO, COO, trust school improvement leads or headteachers, or where the CEO has already been involved in a previous stage of the process		✓							
	5.19	Hearing employment related appeals (not CEO, COO and trust school improvement leads or headteachers)					✓				
	5.20	Determine executive team staffing structure					✓				
	5.21	Setting executive pay		✓							
	5.22	Consider pay review requests from CEO & COO		✓							
	5.23	Consider pay review requests / regrades under School Teachers' Pay and Conditions Document - headteachers, central team					✓				
	5.24	Consider pay review requests / regrades for teaching staff (not headteachers) under School Teachers' Pay and Conditions Document and support staff under Ad Astra supports staff terms and conditions.					✓			✓	

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
5.25	Determine school level staffing structure						✓			✓	
5.26	Ensure appointment of DSLs and deputy DSLs									✓	
5.27	Ensure appointment of SENCOs									✓	
5.28	Ensure there is effective school improvement capacity within, or accessed by, the trust						✓				
5.29	Monitor compliance with safer recruitment requirements		✓				✓		✓	✓	
5.30	Monitor staff wellbeing and workload			✓					✓	✓	
5.31	Monitor staff statutory training (safeguarding, prevent, H&S etc.) and impact of CPD				✓		✓		✓	✓	
5.32	Determining dismissal/settlement payments to employees above £50,000 in value			✓							DfE approval required. HR manager to draft business case in conjunction with trust's legal advisers.
5.33	To set the Trust terms and conditions of employment.		✓								
6.	Curriculum										
6.1	Approve a school level broad and balanced curriculum								✓	✓	
6.2	Monitor the effectiveness of the school level curriculum.				✓				✓		

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
6.3	Agree equality information and objectives (public sector equality duty) statement and monitor delivery								✓	✓	
6.4	Ensure provision of religious education									✓	
6.5	Ensure delivery of collective worship									✓	
6.6	Ensure compliance with spiritual, moral, social, and cultural requirements including the promotion of British values								✓	✓	
6.7	Monitor the inclusiveness of the curriculum				✓				✓	✓	
6.8	To take action where the curriculum approach is not securing sustained progress and attainment.				✓		✓				
7.	Pupils and learning support										
7.1	Ensure high standards of teaching and learning						✓			✓	
7.2	Review pupil outcomes across trust and monitor and challenge in-year data termly				✓		✓		✓	✓	
7.3	Agree school improvement strategies				✓		✓		✓	✓	
7.4	Determine use and monitor impact of pupil premium								✓	✓	
7.5	Determine use and monitor impact of sports premium								✓	✓	
7.6	Determine use and monitor impact of mainstream inclusion fund				✓		✓		✓	✓	

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
7.7	Set the dates of school terms and holidays								✓	✓	Schools to follow the Local Authority set terms and holidays
7.8	Set the times of school sessions								✓	✓	Schools to follow DfE guidance.
7.9	Monitor attendance and persistent absence of pupils				✓		✓		✓	✓	
7.10	Ensure effective and compliant trust-wide SEND provision				✓		✓				
7.11	Regularly monitor compliance with SEN code of practice				✓		✓			✓	
7.12	Monitor effectiveness of SEND provision at a school level, ensuring compliance with relevant policies and statutory requirements						✓		✓	✓	
7.13	Monitor progress and attainment for all vulnerable children				✓		✓		✓	✓	
7.14	Monitor support for looked after and previously looked after children				✓		✓		✓	✓	
7.15	Monitor pupil behaviour data across different pupil groups				✓		✓		✓	✓	
7.16	Monitor provision to support pupils with careers across trust								✓	✓	
7.17	Review headteacher decision to suspend/exclude pupils								✓		A minimum of three governors will be required.
7.18	Monitor rates of suspensions and exclusions across the trust				✓		✓				
7.19	Ensure school food standards are met for pupils						✓			✓	

	Task	Members	Trust Board	RAR	Quality of Education	CEO Appraisal	CEO	COO	LGBs	Headteachers	Notes
7.20	Ensure free school meal provision is adequately implemented						✓			✓	
7.21	Ensure the provision of universal infant free school meals						✓			✓	
7.22	Deliver inclusive extra-curricular activities and monitor participation								✓	✓	
7.23	Monitor children's wellbeing and how this is actively supported				✓		✓		✓	✓	
7.24	Monitor provision and outcomes for EAL pupils				✓		✓		✓	✓	
7.25	Monitor safeguarding arrangements at school level, ensuring compliance with relevant policies and statutory requirements.				✓		✓		✓	✓	
8.	Parents and community										
8.1	Implement admissions appeal process						✓			✓	
8.2	Review complaints at panel stage		✓								Refer to the trust's complaints policy for constitution of panel, which must include an independent member
8.3	Monitor all complaints raised (including through external agencies e.g. LA, ESFA and Ofsted) across the trust		✓				✓				
8.4	Engage with key stakeholders at school level								✓	✓	