THE GREEN SCHOOL TRUST

POLICY TITLE	Governance - Scheme of Delegation
Purpose	To define the delegated roles across the Trust governance model
Summary	The Scheme of Delegation sets out how decision-making powers, responsibilities and accountability are allocated between the Trust Board, its committees, executive leaders and individual Academy Governing Bodies.
Statutory	Yes
Related legislation	The Academies Financial Handbook
Related policies	Terms of Reference for each of the Committees and The Local Governing Body
Responsibility	Chair of Board and CEO/EHT
Approval authority	Trust Board
Approval date	Autumn 2026
Next review and frequency	Annually, or immediately in the light of any change of Trust management or organisational structure, to include adjusting and developing the scheme of delegation as more schools join the Trust.
Monitoring and evaluation	Trust Board
Author	Chair of Board / CEO/EHT
Availability	Trust website
Version	DRAFT

1.Introduction

1.1. As a charity, and a company limited by guarantee, The Green School Trust (the "Company") is governed by a Board of Directors (the "Directors") who are responsible for, and oversee, the management and administration of the Company and the schools run by the Company.

1.2. The Directors are accountable to:

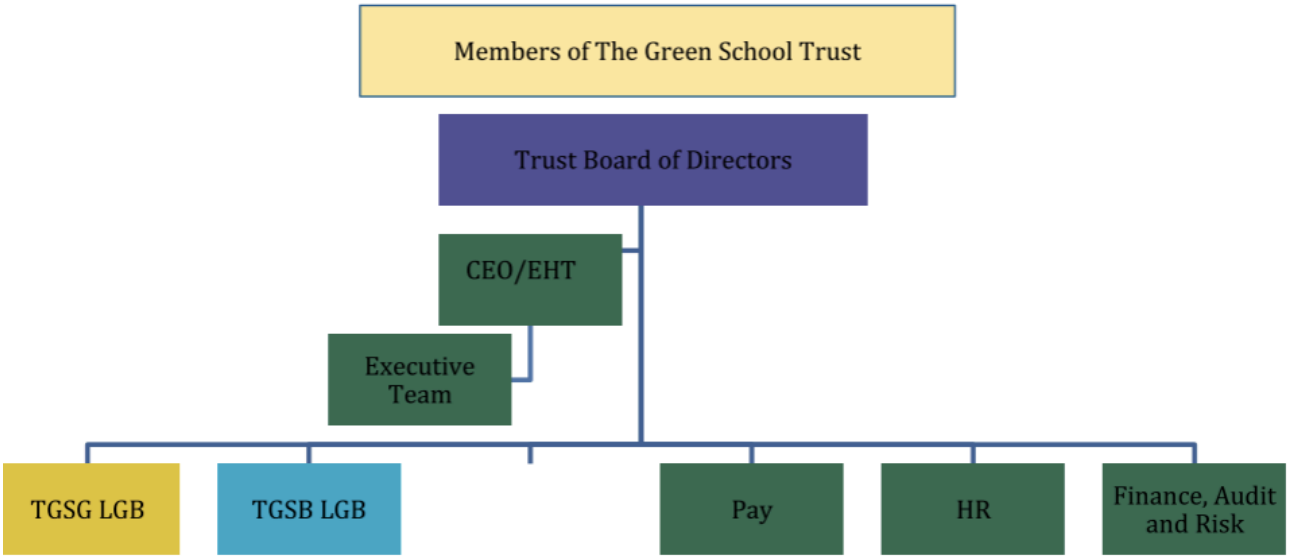
- The Department for Education for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.
- The London Diocesan Board for Schools (LDBS) to ensure that each school is conducted as a Church of England school.
- The parents/carers of students attending any of the Trust's schools ensuring that their children's experience at school reflects the standards set out in clauses 2.1 to 2.3.

1.3. In order to discharge these responsibilities, the Directors appoint people to serve on committees (including the "Local Governing Body" of each school hereafter known as LGB). The LGBs are established to ensure the good governance of each school, which they oversee in line with this Scheme of Delegation. The LGB shall be the "Advisory Body" for the school as required by the Master Funding Agreement entered into between the Company and the Secretary of State governing the affairs of the Company.

1.4. This Scheme of Delegation explains the ways in which the Directors fulfil their responsibilities for the leadership and management of the Company, the respective roles and responsibilities of the Directors, the members of the Local Governing Body, the CEO & Executive Headteacher and the Executive Team.

1.5. If any conflict arises between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

2. The Governance Structure



3. The Trust's vision and values

The Trust's vision is to:

- Provide an excellent, aspirational, and enriching education for those of all faiths and none, where each member of our community is known, valued, safe and enabled to flourish.
- Enable all members of our community to live life in all its fullness, explore and develop their God given talents and celebrate their achievements, creativity, diversity and uniqueness.
- Embrace our SERVICE values.
- Empower our staff with exceptional professional development, career opportunities and work life balance.

4. Directors' powers and responsibilities

4.1. The Directors have overall responsibility and ultimate decision-making authority for all the work of the Company, including the establishing and running of schools as Church of England schools. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, appraisal, the setting of standards

and the implementation of quality management processes. The Directors have the power to direct change where required.

4.2. Directors have a duty to act in the fulfilment of the Company's Object and to have regard to advice from the LDBS.

4.3. Directors will have regard to the interests of all schools in the Trust for which the Company is responsible for deciding and implementing any policy or exercising any authority in respect of an individual school.

4.4. Articles 100 and 101-104 provide for the appointment by the Directors of committees to whom the Directors may delegate certain functions.

4.5. The constitution, membership and proceedings of the Trust committees (inc. LGBs) are determined by the Directors and this Scheme of Delegation expresses such matters as well as acknowledging the authority delegated to the committees in order to enable them to fulfil their defined function and comply with this scheme of delegation. The constitutions of all Trust Committees are detailed in each committee's Terms of Reference (ToR).

5. Staff

5.1 The CEO & Executive Headteacher (CEO/EHT) is appointed by the Trust Board. The Directors may delegate such powers and functions as they consider are required by the CEO/EHT for the internal organisation, management and control of the Trust and its schools (including the implementation of all policies approved by the Directors and Local Governing Bodies).

5.2 The Directors shall ensure that the CEO/EHT and Head of School (HoS) are either practising Christians (of a denomination belonging to Churches Together in Britain and Ireland, The Evangelical Alliance, or Churches affiliated to Affinity) or committed to giving active and practical support to the Christian ethos and Anglican traditions of worship.

6. Extra-curricular and Business Activities

The Finance, Audit and Risk Committee will be responsible for overseeing activities that form part of the school's extra-curricular provision or are intended to generate additional income for the school. These activities must follow the policies set by the Directors. Before any significant activity is undertaken, the Committee must consider whether it is financially viable, how it may affect the school's normal activities, and any potential financial risks. This includes the possibility of tax liabilities due to the Company's charitable status and any risk to funding received from the Secretary of State.

7. Regulatory Matters

The Trust Committees shall be required to work within their delegated roles to ensure that the Company is meeting its legal and regulatory obligations, for which the Directors have oversight and ultimate accountability.

8. Indemnity

Subject to the provisions of the Companies Act 2006 every member of a Trust committee or other employee or auditor of the Company acting in relation to the Trust shall be indemnified out of the assets of the Company against any liability incurred by them in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of Trust in relation to the affairs of the Company. For the avoidance of doubt the indemnity does not cover negligence, default, breach of duty or breach of trust by Directors and Governors.

9. The role of the Trust and the role of the Local Governing Board

The Trust Board and Local Governing Bodies (LGBs) have distinct but complementary roles. The LGBs provide challenge and support on educational matters at school level, while the Trust Board focuses on the overall strategic direction, governance and accountability of the Trust, with the Finance, Audit and Risk (FAR) Committee overseeing financial, audit and risk matters. This division of responsibilities helps ensure that educational and corporate matters are considered at the appropriate level.

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10. Specific responsibilities, accountabilities

The specific responsibilities are detailed in the scheme of delegation below:

- *R = Responsible (person who performs an activity or does the work)*
- *A = Accountable (person who is ultimately accountable and has Yes/No/Veto)*
- *C = Consulted (person that needs to feedback and contribute to the activity)*
- *I = Informed (person that needs to know of the decision or action)*

Vision	**Members**	**Trustees**	**FAR C'tte**	**HR C'tte**	**LGB**	**CEO / EHT**	**Heads of School / SLT**
A Vision and strategy - Determine annually the Trust's vision, strategy and key priorities		A			C	R	R
A Vision and strategy - Apply the Trust vision and strategy to the individual school's SDPs		I			C	R	R
A Vision and strategy - Develop and approve Trust-wide policies which reflect the Trust vision and values		A			C	R	R
A Vision and strategy - Review the School Development Plans annually and monitor implementation		I			A		R
A Vision and strategy - Review the Trust Development Plans annually and monitor implementation		A			C	R	

Community	**Members**	**Trustees**	**FAR C'tte**	**HR C'tte**	**LGB**	**CEO / EHT**	**Heads of School / SLT**
Community - Develop stakeholder partnership at school level	I	I			C	A	R
Community - Develop stakeholder partnerships across the Trust	I	I			C	A	R
Community - Lead and manage marketing strategy	I	C				A	R
Community - Manage external relationships with LA, Diocese	I	C				A	R

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Governance and accountability	Members	Trustees	FAR C'tte	HR C'tte	LGB	CEO / EHT	Heads of School / SLT
Governance and accountability - Establish and review the Trust governance structure	A	R				I	I
Governance and accountability - Agree named Safeguarding Board member	I	A				I	I
Governance and accountability - Agree the Board Committee and LGB Terms of Reference (annually)	I	A	C	C	C	R	
Governance and accountability - Agree the clerking arrangements for the LGB	I	A		C		R	
Governance and accountability - Agree the named EDI Board member	I	A		C		R	
Governance and accountability - Agree the named safeguarding governor		I			A		I
Governance and accountability - Agree the remit and establishment of any working parties	I	A	C	C	C	R	
Governance and accountability - Appoint / remove Board members	A	C			I	I	I
Governance and accountability - Appoint / remove the LGB Chair	I	A			C		
Governance and accountability - Appoint and remove Board Committee Chairs annually	I	A					
Governance and accountability - Appoint/remove the LGB members		A	C	C	C	I	I
Governance and accountability - Articles of Association	A	R					
Governance and accountability - Commission periodic external reviews of Board effectiveness		R			C	I	
Governance and accountability - Complete annual review of scheme of delegation		A	C	C	C	R	
Governance and accountability - Determine the powers of the Chair of the Board in urgent situations	A	R				C	
Governance and accountability - Elect Chair and Vice Chair annually	I	A				C	
Governance and accountability - Ensure Board reporting channels are established and effective	A	R	R	R	R	I	I
Governance and accountability - Ensure the Trust website is compliant and effective		I	A			R	R
Governance and accountability - Maintain a Board and Governors Expense and Gift Policy		I	A			R	R

Governance and accountability - Maintain compliance on Companies House		A	C			R	R
Governance and accountability - Maintain compliance on GIAS		I				A	R
Governance and accountability - Publish governance arrangements on Trust and Schools websites		A				R	
Governance and accountability - Submit annual report on the performance of the Trust to Members		A	C			R	R

Education	**Members**	**Trustees**	**FAR C'tte**	**HR C'tte**	**LGB**	**CEO / EHT**	**Heads of School / SLT**
Education - Agree Admissions Policy	I	A			C	R	R
Education - Agree the Trust Behaviour Policy	I	A			C	R	R
Education - Oversee Admissions Appeal Process	I	I			A	C	R
Education - Trust Suspension and Exclusion Policy	I	A			I	R	R
Education - Approve managed moves and off site direction	I	I			A	R	R
Education - Attend OfSTED Inspection and engage with training	I	A			A	R	R
Education - Determine the Complaints policy & monitor the complaints policy	I	A			I	R	R
Education - Review complaints at panel stage	I	A			R	I	C
Education - Determine use of of and monitor impact of Pupil Premium funding	I	A			C	R	R
Education - Ensure a robust and effective cycle of quality assurance including external review in line with the Ofsted Toolkit	I	I			C	A	R
Education - Ensure success with the SIAMs Inspection and ensure effective provision of RE	I	I			C	A	R
Education - Implement the Complaints Policy	I	I			I	A	R
Education - Implement the Trusts Assessment cycle	I	I			I	A	R
Education - Monitor achievement and outcomes of all vulnerable students	I	A			A	R	R
Education - Monitor progress towards school's targets including attendance, outcomes and suspensions	I	I			A	R	R
Education - Monitor support for Looked after Children and those known to Children Services	I	I			C	A	R
Education - Monitor the compliance of SMSC including the promotion of Fundamental British Values	I	I			C	A	R

Education - Decisions about suspensions / exclusions / off site direction	I	I			A	C	R
Education - Monitor the delivery of the curriculum	I	I			C	A	R
Education - Monitor the effectiveness and compliance of SEND provision	I	C			A	A	R
Education - Monitor the effectiveness of SEND provision at school level, ensuring compliance with statutory guidance and policies	I	C			C	A	R
Education - Monitor the effectiveness of safeguarding inc safeguarding audits	I	C			C	A	R
Education - Oversee the referral of at risk children to the LA and other agencies	I	I			C	A	R
Education - Monitor the implementation of the Schools Attendance Policy (looking at cohorts and groups)	I	I			C	A	R
Education - Monitor the implementation of the Schools Behaviour Policy	I	I			C	A	R
Education - Monitor the implementation of the Schools Exclusion and Suspension Policy (inc rates of suspensions and cohorts impacted)	I	I			C	A	R
Education - Review permanent decision exclusion decisions through Governors Disciplinary Panels and IRPs	I	A			R	I	I
Education- Undertake exclusion and IRP training	I	A			R	R	R
Education - Review schools performance, assessment, curriculum and inclusion information	I	A			C	R	R
Educ - Set the term dates and holiday	I	A			I	R	
Education -Ensure collective worship and monitor its implementation	I	A			C	R	R
Education- Approve the Trust and Schools curriculum offer and policy	I	A			C	R	R

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Finance and estates	Members	Trustees	FAR C'tte	HR C'tte	LGB	CEO / EHT	Heads of School / SLT
Finance and estates - Appoint / remove the Finance Director	I	A	C		I	R	
Finance and estates - Performance manage the Finance Director		A	C	I		R	
Finance and estates - Accountable for compliance and procurement and building maintenance regulations	I	A	C			C	R
Finance and estates - Accountable for meeting statutory requirements around H and S	I	A	C			C	R
Finance and estates - Action recommendation made by external and internal auditors		I	C			A	R
Finance and estates - Agree reporting and monitoring arrangement for Trust and school budgets (FMRs and Significant Variance Reports)		R	A			R	R
Finance and estates - Appoint and remove external auditors	A	R	C			C	C
Finance and estates - Approve 5 year estate management plan	I	C	A			R	R
Finance and estates - Approve all exceptional spend including from reserves / endowments		C	A			R	R
Finance and estates - Approve annual H&S plan		C	A			C	R
Finance and estates - Approve capital funding plans in line with financial scheme of delegation		I	A			C	R
Finance and estates - Approve IT outsourcing in line with financial scheme of delegation		C	A			C	R
Finance and estates - Approve or delegate appropriately all contracts		C	A			C	R
Finance and estates - Approve the annual Trust and school budgets plus 3 year plan	I	A	C			R	R
Finance and estates - Approve Trust wide estate vision, strategy and asset management plan (every 5 years)	I	A	C			C	R
Finance and estates - Approve virements in line with financial scheme of delegation		I	A			C	R
Finance and estates - Authorise asset disposal in line with financial scheme of delegation		I	A			C	R
Finance and estates - Carry out benchmarking and Trust-wide value for money evaluations	I	A	C			R	R
Finance and estates - Confirm that the Trust is a 'going concern'		A	C			R	R
Finance and estates -Ensure appropriate emergency procedures are in place and practised in line with the Trust and school policies		A	I			R	R
Finance and estates -Ensure appropriate risk assessments are in place and regularly reviewed		A	I			R	R

Finance and estates - Ensure budget holders comply with Trust's finance policies and practice around financial control		I	A			R	R
Finance and estates - Ensure compliance with the Academy Trust handbook and Finance Policies		A	C			R	R
Finance and estates - Ensure IT filters is updated and is secure		I	I			A	R
Finance and estates - Ensure the effective implementation of the H & S policies		I	I			A	R
Finance and estates - Identify and engage in activities to generate additional income (inc lettings)		I	I			C	R
Finance and estates - Implement external audits of H&S		I	I			A	R
Finance and estates - Implement the Acceptable use polices for staff and students		I	I			A	R
Finance and estates - Meet finance targets and deliver an end year outturn in line with the budget		I	C			A	R
Finance and estates - Monitor compliance with the Academy Trust Financial Handbook		I	A			R	R
Finance and estates - Monitor IT risk inc strategy, hardware, cyber, outsourcing and UK GDPR		I	A			R	R
Finance and estates - Monitor Management Accounts, including performance against financial performance indicators		I	A			R	R
Finance and estates - Monitor school estates to ensure it is safe and well maintained		I	I			A	R
Finance and estates - Monitor the implementation of, and compliance with health and safety policy and procedures at School level		I	A			R	R
Finance and estates - Monitor H&S incidents at school level		I	A			R	R
Finance and estates - Oversight of engagement with IT contractors and management of overall IT services			A			R	R
Finance and estates - Produce annual report and accounts in line with the Academy Financial Handbook	I	A	C			R	R
Finance and estates - Produce the Trust's annual financial scheme of delegation	I	A	C			R	R
Finance and estates - Provide and ensure appropriate H&S training			I			A	R
Finance and estates - Receive external auditors reports	I	I	A			R	R
Finance and estates - Review and approve all H and S policies		I	A			R	R
Finance and estates - Review budget plan to ensure school delivery of school strategic priorities		I	A			R	R
Finance and estates - Review capital funding plans		I	A			R	R

Finance and estates - Review H & S performance		I	C			A	R
Finance and estates - Review outcomes of H&S audits			I			A	R
Finance and estates - Review proposed annual Trust budget and 3 year plan		A	C			R	R
Finance and estates - Review Significant Variance Reports		I	A			R	R
Finance and estates - Review the implementation of financial controls and reporting			C			A	R
Finance and estates - Set IT strategy			C			A	R
Finance and estates - Set delegated authority limits for financial transactions			A			C	R
Finance and estates - Submit DFE required reports and returns			A				R
Finance and estates - Approve delegated contracts in line with scheme of financial delegation		I	A			R	R

Human Resources	**Members**	**Trustees**	**FAR C'tte**	**HR C'tte**	**LGB**	**CEO / EHT**	**Heads of School / SLT**
Human resources - Agree the CEO pay and reward		A		C (pay)		C	
Human resources - Appoint, dismiss the Heads of School		A		C		R	
Human resources - Appoint, dismiss the SLT appointments						A	R
Human resources - Appoint, manage and dismiss the CEO / Accounting Officer	I	A		R			
Human resources - Approval of exit payment, early retirement, pension discretion (above a certain human resource threshold)		I		A		R	
Human resources - Approve all appointments at non Head of School level				I		A	R
Human resources - Approve any new senior roles outside of agreed budget		I	A			R	R
Human resources - Conduct the Executive Team performance management				I		A	R
Human resources - Conduct the Head of Schools performance management				I		A	
Human resources - Determine Disciplinary and Capabilities Policies				A		R	

Human resources - Determine the Executive Team staffing structure		A		C		R	R
Human resources - Ensure staff statutory training (safeguarding, PREVENT)				I		A	R
Human resources - Ensure Trust wide pay policy, terms of conditions of employment		I		C		A	R
Human resources - Establish Trust wide Human resources policies		I		C		A	R
Human resources - Implement Disciplinary and Capabilities Policies				C		A	R
Human resources - Implement Disciplinary and Capabilities Policies - CEO		A		I			R
Human resources - Implement the TGST HR policies		I		C		A	R
Human resources - Liaise with unions, manage information from the National Joint Council		I		I		A	R
Human resources - Monitor staff wellbeing and workload				I		A	R
Human resources - Performance manage the CEO and Heads of School		A		R	I	C	
Human resources - Recruit for SLT and Head of School		A			C	R	
Human resources - Review and agree staff appraisal procedures		I		C		A	R
Human resources - Review and agree staff pay progression		I		C		A	R
Human resources - Review recruitment process for each roles		I		C		A	R
Human resources - Undertake regular staff surveys				C		A	R

Risk Management	Members	Trustees	FAR C'tte	HR C'tte	LGB	CEO / EHT	Heads of School / SLT
Risk management - Agree on proportionate controls that address the risk of fraud, irregularity, and theft		I	A				R
Risk management - Appoint / manage / remove a Data Protection Officer		I	A			A	R
Risk management - Approve legal plans associated with growth, mergers		I	A			R	C
Risk management - Approve the growth strategy		A			C	R	R
Risk management - Complete, maintain and review the Single Central Register		A			C	R	R
Risk management - Ensure and maintain a cyber security framework		I	A			R	R
Risk management - Establish risk appetite		A	C			R	R
Risk management - Establish risk capacity		A	C			R	R
Risk management - Determine and annual programme of internal audit in line with identified risks and monitor delivery of recommendations		I	A			R	R
Risk management - Establish risk register and conduct regular reviews		I	A			R	R
Risk management - Maintain Trust contingency and business continuity plans		I	A			R	R
Risk management - Managing crisis			A			R	R
Risk management - Manage matters considered novel, contentious or have repercussive		A				R	R