



**Winckworth**  
Sherwood

**CHRISTUS CATHOLIC TRUST**

**SCHEME OF DELEGATION**

**EFFECTIVE DATE: SEPTEMBER 2024**

**COMMITTEE TERMS OF REFERENCE: TEACHING & LEARNING/  
STANDARDS/INTERVENTION/GOVERNANCE**

Diocese of Brentwood template Scheme of Delegation. Draft developed for Catholic schools by the Diocesan Education Service with the support of the Diocesan solicitors, Winckworth Sherwood (contact: Andrea Squires on [asquires@wslaw.co.uk](mailto:asquires@wslaw.co.uk) or 020 7593 5039). Any significant departures from this template should be discussed with the Director of Education.

## **COMMITTEE TERMS OF REFERENCE: STANDARDS/INTERVENTION**

1. The Directors have the power to establish any committee to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Directors, enabling a quorate decision to be made.
2. Details of the committees established by the Trust are noted in the Trust's Structure Chart appended to the Scheme of Delegation.
3. The following functions may be delegated to any committee dealing with standards (including governance and resources), school improvement and intervention.
4. It is anticipated that these tasks will be carried out in conjunction with the Trust's Leadership Group where a separate Standards Committee is appointed. If there is no separate Standards Committee, these tasks will be undertaken by the Leadership Group under the guidance of the Catholic Senior Executive Leader and with the support of the Trust's Executive Team.

### **Standards**

5. To consider any appropriate curriculum priorities to be implemented across the Trust.
6. To ensure that any statutory and Diocesan requirements relating to key policies on academy aims, special needs, sex education, charging, religious education, collective worship, attendance and behaviour are implemented.
7. To assist the Senior Catholic Executive Leader and the Headteachers of the Academies, as appropriate, in the formulation of statutory policies. Any statutory policies must be ratified by the Trust Board.
8. To review the performance of the Academies against agreed key performance indicators or progress markers.
9. To support the Trust Board with the development of a strategic plan for any Supported Academy which identifies agreed priorities and targets for improvement, focusing specifically on both standards and resource planning.
10. To work with the Catholic Senior Executive Leader and the Headteachers in developing the awareness of the Local Governing Committee of the Academy's curriculum priorities.
11. Assess the performance of the Academies as a group, developing a benchmarking tool which can be used to drive further improvements, advising the Trust Board on the effectiveness of this and liaising with the Diocesan Education Service to implement any Diocesan guidance or advice.
12. Seek to identify areas where greater collaboration between the Academies can improve standards and outcomes.
13. With the assistance of the Senior Catholic Executive Leader and the Diocesan Education Service, carry out periodic reviews of the standards of teaching and learning in each of the Academies.
14. To review and recommend to the Trust Board personnel procedures such as recruitment, redundancy, discipline, grievance, capability, appraisal and pay policies, having regard at all times to any guidance issued by the Catholic Education Service.

15. To review employment practices across the Trust, recommending to the Trust Board adoption of new practices where appropriate.
16. To ensure that the employment and personnel functions of the Trust remain in line with legal requirements and the conduct of a good employer.
17. To support the Local Governing Committees in reviewing the staffing structure and pay incentives within the Academies from time to time, working with the Catholic Senior Executive Leader and the Leadership Group and the appropriate school leadership teams, ensuring that the Trust structure maintains high performing academies and is recognised as a high quality multi academy trust.
18. To ensure there is a suitable and effective appeals procedures for HR matters.
19. To work with the Catholic Senior Executive Leader in engaging with the trade unions and maintaining good industrial relations, calling on the support of the Diocesan Education Service when needed.
20. To draft and keep under a review a policy statement on staff consultation for approval by the Trust Board and to advise on any formal consultation on personnel matters to be carried out in an Academy.
21. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that all staff are informed of them.
22. To advise the Trust Board where it has become necessary to remove or suspend delegated authority to a Local Governing Committee and to establish an intervention or management board for the running of the Academy.

### **[Governance]**

23. In consultation with the Diocesan Education Service, to monitor the effectiveness of the Scheme of Delegation and to consult with staff and the Local Governing Committees where change is advisable or has been recommended by the Diocesan Education Service.
24. In collaboration with the Diocesan Education Service, to develop and implement a programme of Trustee and Governor training.
25. To undertake a regular skills audit of both the Trust Board and each of the Local Governing Committees and making appropriate recommendations to the Trust Board for appointments and removals where necessary.
26. To vet all nominations for appointments to the Trust Board and the Local Governing Committees
27. To support the Chairs of the Local Governing Committees to ensure they are working effectively.
28. To develop and support the adoption of best practice in governance at all levels in the Trust, having regard to any advice and guidance of the Diocesan Education Service.
29. In consultation with the Diocesan Education Service, to advise the Trust Board on any intervention at Local Governing Committee level where there has been a break down in governance.

30. To advise and lead on the appointments of clerks to the Trust Board and the Local Governing Committees and to support their training to ensure they are knowledgeable about the governance arrangements within the Trust as a Catholic multi academy trust.]