CHRISTUS CATHOLIC TRUST

SCHEME OF DELEGATION

EFFECTIVE DATE: [SEPTEMBER 2024]

LEADERSHIP AND GOVERNANCE DECISION PLANNER

This decision planner is designed to work in conjunction with the formal Scheme of Delegation adopted by the Trust. It provides a quick reference guide to how some of the important decisions within the Trust are to be made. Any discrepancies between this document and the Scheme of Delegation shall be construed in favour of the Scheme of Delegation, which will take precedence. Further detail of the involvement of the Bishop and the Diocesan Education Service is contained in the **Diocesan Memorandum of Understanding**.

 The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (App)
- Propose (Pro)
- Develop (Dev)
- Monitor (Mon)
- Consulted (Con)
- Implement (Imp)

The governance and management layers within the Trust are identified as follows:

1. Trust Members (the Bishop, Brentwood Roman Catholic Diocesan Trust and the Episcopal Vicar for Education (the "**Members**")
2. Trust Board of Trustees (the "**Board**")
3. Local Governing Committee (the "**LGC**")
4. Trust Catholic Senior Executive Leader (or Catholic Accounting Officer) (or assigned member of the Trust's Executive Team) ("**CSEL**")
5. Headteacher/Head of School (including Executive Headteacher) ("**HT**")

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	**Supported Academy**		
1.	**Governance and Vision**						
1.1.	Approve any changes to Trust Articles of Association	App	Pro				
1.2.	Approve any changes to Trust Scheme of Delegation	App	App/Pro	Imp	Imp	Dev/Pro	Imp

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	**Supported Academy**		
1.3.	Establish or merge Local Governing Committees	Con	App/Pro			Pro	Con
1.4.	Establish Trust Committees and determine terms of reference		App			Pro	
1.5.	Establish LGC Working Groups		App	Con	Con	Pro	Imp
1.6.	Appoint (and remove) Chair of Trust Board	App/Imp	Pro				
1.7.	Appoint Foundation Directors	App/Imp	Pro/Con				
1.8.	Remove Foundation Directors	App/Imp	Pro				
1.9.	Appoint Co-opted and Non-Foundation Directors	App/Imp	App/Imp				
1.10.	Remove Co-opted and Non-Foundation Directors	App/Imp	Pro				
1.11.	Appoint Chair of LGC	Mon	Con/App	Pro/App	Con	Con	
1.12.	Remove Chair of LGC	Mon	App/Pro	Con	Con	Con	
1.13.	Appoint Foundation Governors	App/Imp	Con	Pro	Pro	Con	Con
1.14.	Appoint Non Foundation Governors (other than elected Governors)	App	App	Pro/Imp	Pro/Imp		

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	**Supported Academy**		
1.15.	Remove Foundation Governors	App/Imp	Pro/Con			Con	
1.16.	Remove Non Foundation Governors and Elected Governors)	Mon	Pro/App	Pro	Con	Con	Con
1.17.	Appoint (and remove) Clerk to Trust Board		App			Pro	
1.18.	Appoint (and remove) Clerk to LGC		Pro/Mon	Con	Con	Pro	
1.19.	Director skills audit and governance reviews	Mon	App			Pro/Imp	
1.20.	Governor skills audit	Mon	App	Con	Con	Pro/Imp	Imp
1.21.	Approve Directors/Governor Expenses Policy		App			Pro/Imp	
1.22.	Manage Conflicts of Interest		App	Imp	Imp	Pro/Imp	
2.	**Finance**						
2.1.	Trust & Academy Financial Regulations and Procedures		App	Imp	Imp	Dev/Pro	Con
2.2.	Appoint Trust auditors		App			Pro/Imp	
2.3.	Approve Trust Budget		App			Dev/Pro	Con

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	**Supported Academy**		
2.4.	Trust Annual Accounts	Mon	App			Pro/Imp	
2.5.	Directors Annual Report	Mon	App			Pro/Imp	Con
2.6.	Undertake financial efficiency review (across the Trust)		App			Dev/Imp	Con
2.7.	Undertake financial efficiency review (within the Academy)		App	Mon	Mon	Con/Pro	Imp
2.8.	Compile and review Trust Risk Register		App			Imp	Con
2.9.	Compile and review Academy Risk Register and report on risks to Trust Finance and Resources Committee		Mon	Con	Con	Mon	Pro
2.10.	Trust Academies Accounts Returns to ESFA		App			Imp	
2.11.	Response to Auditor's Management Letter		App			Imp	
2.12.	Academy Budget Plan		App	Pro	Pro	Pro/Imp	Con
2.13.	Academy Accounts Return to ESFA		Mon/App	Con	Con	Imp	Con
3.	**Strategy, Performance and Expansion**						
3.1.	Trust Strategic Plan	Mon	App	Con	Con	Dev/Pro	Con/Imp

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	**Supported Academy**		
3.2.	New, converter or sponsored academies joining MAT	App	App/Pro			Pro/Imp	Con
3.3.	Academy expansion and/or change in age	App	App	Con	Con	Pro/Imp	Con/Imp
3.4.	Determine overall effectiveness of Academy		App			Pro	Con
3.5.	Academy Performance Targets		Mon/App	Con	Con	Pro/Imp	Con
3.6.	Academy Development Plan		Mon/App	App		Pro/Con	Pro/Imp
3.7.	Academy Action Plan/School Improvement Plan		Mon/App	App	Con	Pro/Con	Pro/Imp
3.8.	Intervention/Establish Executive/Management Board		App			Pro/Imp	Con
3.9.	EYFS Policy		Mon	App	App	Con	Pro/Imp
3.10.	EYFS Plan & Quality of Provision		Mon	App	App	Con	Pro/Imp
3.11.	SEN Policy		Mon	App	App	Con	Pro/Imp
3.12.	SEN Plan & Quality of Provision		Mon	App	App	Con	Pro/Imp
3.13.	Teaching & Learning Policy		Mon	App	App	Con	Pro/Imp

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	**Supported Academy**		
3.14.	Curriculum Policy		Mon	App	App	Con	Pro/Imp
3.15.	Sex Education policy	App	Mon	App	App	Con	Pro/Imp
3.16.	Religious Education policy	App	Mon	App	App	Con	Pro/Imp
4.	**Staffing**						
4.1.	Determine Trust executive staff structure and grades	Mon	App			Pro/Imp	
4.2.	Determine Academy staff structure and grades		App	Con	Con	Pro	Imp
4.3.	CEO appointment	Con	App/Pro/Imp				
4.4.	Executive Team appointments	Mon	App			Pro/Imp	
4.5.	Academy Executive Headteacher/Headteacher/Head of School appointments	Con	App/Imp	Con	Con	Pro	
4.6.	Academy teaching and support staff appointments		Mon	Imp	Imp	App	Pro/Imp
4.7.	Performance management of CEO	Con/Mon	Imp				

	Task	Members	Board	LGC		CSEL	HT
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4.8.	Performance Management of Executive Headteacher/Headteacher	Mon	Mon/Imp	Mon	Mon	Imp/App	Imp
4.9.	Suspension of CEO/Executive Team/Executive Headteacher/Headteacher	Con	App	Con	Con	Pro	
4.10.	Dismissal of CEO/Executive Team/Executive Headteacher/Headteacher	Con	App	Con	Con	Pro	
4.11.	Performance Management of Head of School		Mon	Mon	Mon	App/Imp	
4.12.	Performance Management of SLT		Mon	Mon	Mon	Mon	App/Imp
4.13.	Suspension of Head of School	Con	App	Con	Con	Pro	
4.14.	Dismissal of Head of School	Con	App	Con	Con	Pro	
4.15.	Suspension and dismissal of other teaching and support staff		App			App	Pro/Imp
4.16.	Redundancy of staff		App	Con	Con	Pro/Imp	Pro
4.17.	Restructuring of staff		App	Con	Con	Pro/Imp	Pro
5.	**Land and Contracts**						

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	**Supported Academy**		
5.1.	Asset Management Strategy and insurance	Mon	App	Con	Con	Pro/Imp	Con
5.2.	Health & Safety plus safeguarding Policy & Review		App	Con	Con	Pro/Imp	Con
5.3.	Condition Surveys		App	Con	Con	Pro/Imp	Pro
5.4.	Expansion and Redevelopment Works	App	App	Con	Con	Pro/Imp	Pro
5.5.	Leases	Con/App	App/Pro	Con	Con	Pro/Imp	Pro
5.6.	Lettings and shared use		Mon	Mon	Mon	App/Con	Pro/Imp
5.7.	Strategic support and shared services		Mon	Con	Con	App/Imp	Pro/Imp
6.	**HR and Policies**						
6.1.	Pay & Remuneration Policy		App	Con	Con	Pro/Imp	Imp
6.2.	Job Role Salary & Grading Policy		App	Con	Con	Pro/Imp	Imp
6.3.	Changes to Employee Terms & Conditions or Collective Agreements		App	Con	Con	Pro/Imp	Imp
6.4.	Performance Management & Appraisal Review Policy		App	Con	Con	Pro/Imp	Imp

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	**Supported Academy**		
6.5.	Disciplinary Policy		App	Con	Con	Pro/Imp	Imp
6.6.	Grievance Policy		App	Con	Con	Pro/Imp	Imp
6.7.	Capability Policy		App	Con	Con	Pro/Imp	Imp
6.8.	Whistle-blowing Policy		App	Con	Con	Imp/Pro	Imp
6.9.	Re-structuring & Redundancy Policy		App	Con	Con	Imp/Pro	Imp
6.10.	Employee Health & Safety Policy		App	Con	Con	Imp/Pro	Imp
6.11.	Academy times, terms and holidays	Pro/App	Imp				
6.12.	Adoption and review of Non HR Statutory Policies		App	Con	Con	Pro/Imp	Pro/Imp
6.13.	Exclusions		Mon	Mon/App	Mon/App	Mon	Pro/Imp
6.14.	Appeals against Permanent Exclusion		Mon	App	App	Con	Pro/Imp
6.15.	Complaints	Con	Mon	Mon	Mon	Imp/Mon	Imp