RAEDWALD TRUST
Scheme of Delegation

	Author:	Date:	Date of Board Approval:	Comments	Review date:

The words 'Academy' and 'School' are treated as synonymous in this document.

1. Introduction

The need for a framework that provides clarity about the duties, roles and responsibilities of all parties is imperative for all organisations in order to secure effective systems of leadership, management, and operation, to manage risk effectively and secure required outcomes.

The scheme of delegation needs to address:

1. who in the organisation has the power to make decisions
2. the decisions individuals or groups are empowered to make
3. where and with whom consultation needs to take place before decisions are made

The table appended to this report sets out in diagrammatic form the delegated powers between the different bodies involved in the governance and operation of the Raedwald Trust and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance, Risk & Audit Committee
4. Chief Executive Officer
5. Chief Finance Officer
6. Headteachers of individual academies

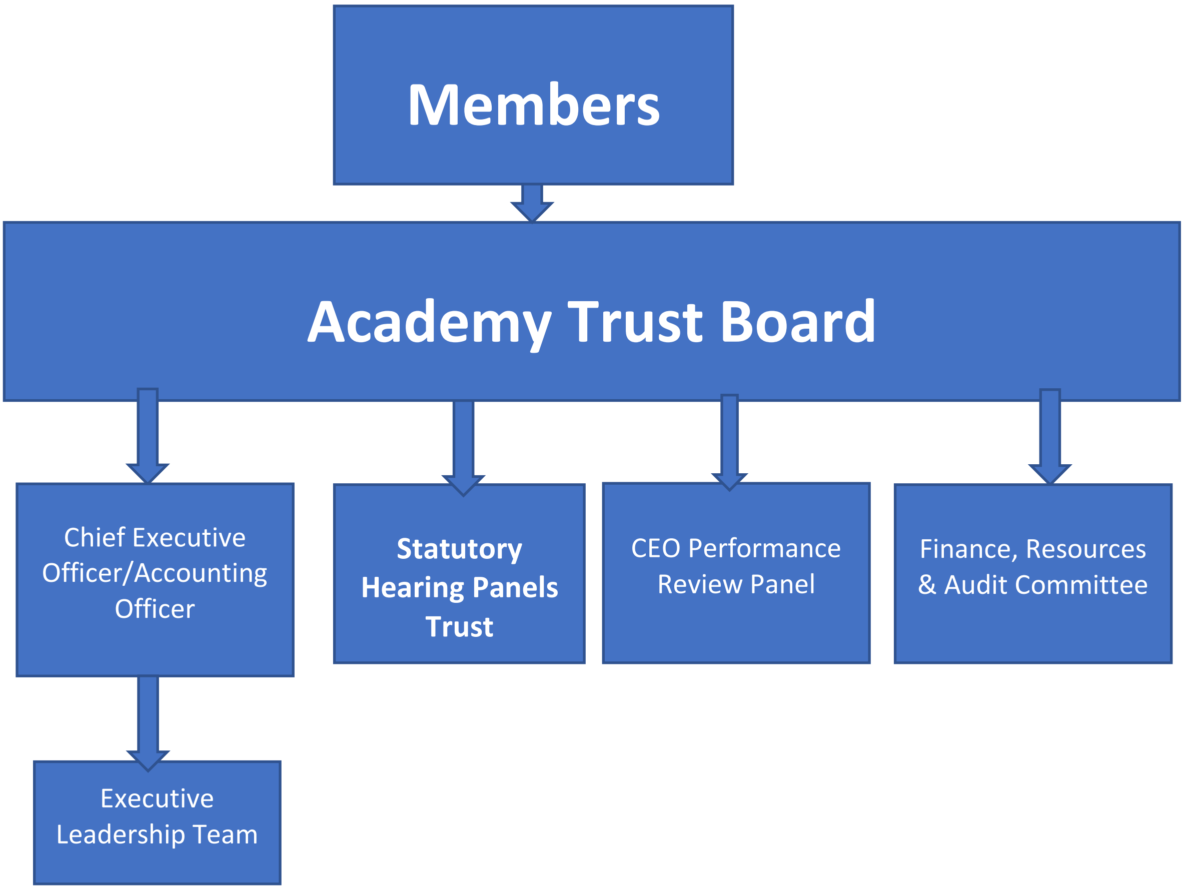
The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Charities Commission, HMRC and Companies House.

The scheme of delegation should support the objects of the Trust as set out in paragraph 4a of the Articles of Association (the Articles) and in accordance with the Local advisory board and Trust Board Terms of Reference. The Trust's objects are 'to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing schools ("the mainstream Academies") offering a broad and balanced curriculum......;

The starting point for the scheme of delegation needs to be a shared understanding across the Trust that, in accordance with the Trusts Articles and Master Funding Agreement (MFA), sole decision-making power resides with the Trust board acting on behalf of the Trust in accordance with its vision and values.

2. Raedwald Trust Governance Structure

Raedwald Trust Governance Structure
(Spring 2026)



3. Roles and Responsibilities

3.1 Members

Members are the original signatories to the company's memorandum of association and have agreed the Trust's first Articles of Association which outlines the governance structure and how the Trust will operate.

The role of Members includes:

1. To determine the ethos and purpose of the Trust
2. Overseeing the achievement of the objectives of the Trust as set out in the articles of association and amending its articles of association when required
3. Taking part in annual and extraordinary general meetings
4. Appointing and removing External Auditors
5. Appointing and removing members and trustees
6. Ensuring the financial stability of the Trust and receive its accounts
7. Ensuring compliance with general principles of charity law

3.2 Trustees

The Trust is a charitable company and so trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. They 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. The Trustees are the accountable body for the performance of ALL academy schools within Trust.

In trusts, the purpose of governance is to provide:

- strategic leadership

- accountability and assurance
- strategic engagement

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with:

- the trust's charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement

The board also has:

- strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained
- a role in making sure that it delivers its commitment to other schools and academies, however it is done

Trusts are measured in relation to effectiveness via the Trust Quality Descriptors:

1. High Quality and Inclusive Education (CORE AIM)
2. School Improvement
3. Workforce
4. Finance & Operations
5. Governance & Leadership

The Chair of Trustees can use their judgement between meetings to make decisions on behalf of the whole Trust Board in appropriate (normally urgent) circumstances, but such decisions will be provisional, when necessary, pending ratification by the whole Board.

3.3 Trust Board Committees

The Trustees may establish committees to carry out some of its governance functions which may include making decisions in accordance with this scheme of delegation.
The Statutory Hearings Panel, also includes the facility for Appeals Panel, for reasons such as Disciplinary, Grievance, Permanent Exclusions and or Complaints Hearings

3.4 The Chief Executive Officer (CEO)

The CEO is appointed by the Board and has the delegated responsibility for the operation of the Trust.

Role of the CEO:

1. Responsible for the performance of all the Trust's academies and setting of performance targets
2. To performance manage the academy headteachers.
3. As accounting officer, the CEO has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability and in line with the current Academies Financial Handbook.
4. To lead the executive management team of the academy trust.

4. Delegated Powers

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:

- **(A) Accountable** – The body/person answerable for the task
- **(R) Responsible** – The body/person who will complete the task

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be wide-ranging it will not cover every task.

* Recommends to the CEO

	Task Key: A - Accountable R - Responsible	Notes/Approving Trust Committee	Members	Trust Board	CEO	CFO	Headteacher
1.	**Governance**						
1.1	Approve Trust Vision and Values			A	R		
1.2	Approve Trust Articles of Association		A R				
1.3	Appointing / removing members and trustees		A R				
1.4	Co-opt trustees (see article 58)			A R			
1.5	Removal of auditors		A	R			
1.6	Approve Trust Board Terms of Reference			A R			
1.7	Approve membership of new academies			A	R	R	
1.8	Approve Trust Scheme of Delegation			A R			
1.9	Establish (and remove) Trust Committees			A R			
1.10	Approve Trust Committee Terms of Reference			A R			
1.11	Appoint (and remove) Chair / Vice Chair of Trust Board			A R			
1.12	Appoint (and remove) Chair(s) / Vice Chairs of Trust Committees			A R			
1.13	Appoint (and remove) Trust Committee members			A R			
1.14	Appoint (and remove) Governance Professional to Trust Board			A R			
1.23	Bi-Annual self-review of trust board and committees			A R			
1.28	Publishing statutory governance information on website(s)			A R			
2.	**Trust Curriculum and Learning**						
2.1	Academy Trust 3-year business development plan			A	R		
2.2	Academy Curriculum & Learning Policy				A		R
2.3	Religious Education statement			A			R

	Task Key: A - Accountable R - Responsible	Notes/Approving Trust Committee	Members	Trust Board	CEO	CFO	Headteacher
2.4	Trust Professional Development Days				A		R
2.5	Key Performance Indicators (trust) - setting and reviewing performance of the Trust with appropriate support if required			A	R	R	
2.6	Quality of Teaching - Ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes				A		R
2.7	Ensure appropriate due diligence is conducted for any school/academy joining the Trust			A	R	R	
2.8	Ofsted Inspections Trust Support						
	a. Trust will liaise with Ofsted where trust is inspected and assist with school inspection			A	R		
	b. CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review				AR		
	c. CEO will support Headteachers for individual academy inspections				AR		
2.9	Effectively manage resources and capacity from across the Trust to bring about sustained improvement in academies			A	R	R	
3.	**Attendance and Safeguarding**						
3.1	Monitor and challenge pupil attendance within academies on an ongoing basis and provide regular updates	In line with the trust attendance policy			A		R
3.2	Checking each academy has a Safeguarding Policy (Local Procedures)				A		R
3.3	Safeguarding Policy and Procedures: Review and monitor	Trust Board		A	R		R

	Task Key: A - Accountable R - Responsible	Notes/Approving Trust Committee	Members	Trust Board	CEO	CFO	Headteacher
3.4	Safeguarding Systems: Ensure systems in place to ensure compliance			A	R		R
3.5	Safeguarding Audits of all academies completed			A	R		R
3.6	Safeguarding Training: Provision and Monitoring			A	R		R
4.	**Staff policies and pay**						
4.1	Pay Policy			A	R		
4.2	Appraisal Policy			A	R		
4.3	Changes to Employee Terms & Conditions or Collective Agreements			A	R		
4.4	Adoption of Transferring Policies and Collective Agreements			A	R		
4.5	Teachers Annual Pay Award			A	R		
4.6	Support Staff Annual Pay Award			A	R		
4.7	Headteacher Individual Performance Pay awards			A	R		
4.8.	Deputy Headteacher Individual Performance Pay awards			A	R		R
4.9	Teacher & support staff Individual Performance Pay Awards			A	R		R
4.10	CEO Individual Performance Pay Award			A R			
4.11	CFO Individual Performance Pay Awards			A	R		
4.12	Disciplinary Policy			A	R		
4.13	Grievance Policy			A	R		
4.14	Capability Policy			A	R		
4.15	Whistleblowing Policy			A	R		
4.16	Trust Equality Inclusion & Diversity Statement			A	R		
4.17	Academy Equality Policy				A		R
5.	**Staff Management**						
5.1	Staffing, structure and grades (*TUPE process to be approved at the next board meeting)			A	R		

	Task Key: A - Accountable R - Responsible	Notes/Approving Trust Committee	Members	Trust Board	CEO	CFO	Headteacher
5.2	CEO appointment			A R			
5.3	CFO appointment			A	R		
5.4	Suspension of CEO			A R			
5.5	Return of CEO after suspension			A R			
5.6	Dismissal of CEO	3 panel committee of trustees		A R			
5.7	Suspension of CFO			A	R		
5.8	Return of CFO after suspension			A	R		
5.9	Dismissal of CFO	3 panel committee of trustees		A	R		
5.10	Staffing, structure and grades				A	R	R
5.11	Headteacher appointment			A	R		
5.12	Deputy Headteacher appointment				A		R
5.13	Teaching & senior support staff appointments				A		R
5.14	Support staff appointments				A		R
5.15	Suspension of Headteacher or Deputy Headteacher			A	R		
5.16	Return of Headteacher or Deputy Headteacher after suspension			A	R		
5.17	Dismissal of Headteacher or Deputy Headteacher	3 panel committee of trustees		A	R		
5.18	Suspension of teaching and support staff			A	R		R*
5.19	Return of teaching and support staff after suspension			A	R		R*
5.20	Dismissal of teaching and support staff	3 panel committee of trustees		A	R		R*
5.21	Redundancy of staff	3 panel committee of trustees		A	R		
5.22	Major Re-structuring of staff	3 panel committee of trustees		A	R		
6.							
6.	**Finance, Government and Management**						
6.1	Trust & Academy Financial Regulations (inc. key policies & procedures)			A	R	R	

	Task Key: A - Accountable R - Responsible	Notes/Approving Trust Committee	Members	Trust Board	CEO	CFO	Headteacher
6.2	Record of Financial Responsibility (RoFR)	FRA		A	R	R	
6.3	Risk register			A	R	R	
6.4	Appoint Trust Auditors		A	R			
6.5	Trust 3-year Budget Plan			A	R	R	
6.6	Trust 1-year Budget			A	R	R	
6.7	Trust Annual Accounts			A	R	R	
6.8	Trustees Report			A	R	R	
6.9	Trust Academies Accounts Return to DFE				A	R	
6.10	Response to Auditor’s Management Letter			A	R	R	
6.11	Response to Internal audit reports			A	R	R	
7.	**Policies**						
7.1	Academy times, terms and holidays				A		R
7.2	Expansion of Academy (PAN or NOR)			A	R		R
7.3	Extension of Academy provision (Nursery)			A	R		R
7.4	Attendance policy			A	R		
7.5	Trust Pupil Behaviour Framework			A	R		
7.6	Behaviour for learning policy				A		R
7.7	Pupil Suspensions and Exclusions Policy			A	R		R
7.8	Short-term Suspension						A R
7.9	Return after short-term Suspension						A R
7.10	Permanent Exclusions	3 panel committee of trustees		A*			R
7.11	Appeals against Permanent Exclusion applying to the legal framework	Independent Review		A	R		R
7.12	Complaints Policy			A	R		
7.13	Complaints Appeals	3 panel committee of trustees		A	R		
7.14	Academy Trust brand and branding guidelines			A	R		

	Task Key: A - Accountable R - Responsible	Notes/Approving Trust Committee	Members	Trust Board	CEO	CFO	Headteacher
7.15	Academy Trust Pupil Premium Strategy			A	R		
8.	**Premises, Estates, etc**						
8.1	Estates Management and Safety Strategy – see Business Plan	FRA		A	R	R	
8.2	Health & Safety Policy	FRA		A	R	R	
9.	Media and PR						
9.1	Media and PR for Trust				AR		
9.2	Media and PR for Academies				A		R

** Recommends to the CEO*

Date approved:	March 2026	**Chair of Trust Board:**	
Date of next review:	Autumn 2026 (unless further changes required)	Signed:	
		Print name:	

<u>Addendum to the Scheme of Delegation for Raedwald Trust (Approved on 12.11.25 – Board Meeting)</u>

Any urgent decisions arising between the Board and Committee meetings, could be taken by the Chair. The urgent action would only be taken when it was not practicable to arrange a Board meeting on short notice in the circumstances either:

1. *after receiving a written report from AR as Chief Executive Officer which clearly stated, amongst other things, why the item concerned could not be brought to a regular meeting and why it would qualify for urgent decision under this procedure; or*
2. *as a result of other information that is brought to their attention and a delay in exercising the function would likely be seriously detrimental to the interests of the Trust, any Academy, pupil or their parent or a person who works at the Trust, then, in consultation with the CEO, they may exercise any function of the Trustees which:*
    1. *could be delegated to an individual under the Articles, the Trust's funding agreements with the Secretary of State for Education (including the relevant Academies Financial Handbook) or*
    2. *any function relating to the exclusion of pupils.*

Trustees agreed additionally, where it appears to the Vice Chair that:

1. *the circumstances mentioned in paragraph 1 and/or 2 apply; and*
2. *the Chair (whether by reason of vacancy in the office, incapacity or otherwise) would be unable to exercise the function in question before the detriment referred to in that paragraph was suffered, the reference to the Chair was to be read as if it were a reference to the Vice Chair*

Trustees agreed that should the urgent matter need to be dealt with by a Special Board meeting in which case a meeting shall be called promptly.

Trustees agreed that any action under Chair's Action shall be reported in writing as soon as possible to the Trustees together with a copy of any written report from the CEO. A record of the decisions taken shall also be included with the Board's minutes.