



Scheme of Delegation – Governance 2020/2021

(Updated 18 Sep 2020)

Rationale

This document outlines the Scheme of Delegation (SoD) for governance functions and sets out the structure and remit of the EPT members, the Board of Directors, its committees, and Local Governing Bodies (LGBs). The SoD has been developed to be compliant with the Articles of the Trust and the Department for Education (DfE) 'Governance Handbook'. It will be reviewed and updated annually and as required to reflect changes to the law and education policy.

Vision Statement

Creating outstanding schools which transform learning, lives, and communities.

Core Values

High Expectations – of ourselves our pupils and our school community

Commitment – we are dedicated to raising standards and improving opportunities

Ambition – we constantly strive to improve by setting ourselves challenging targets

What is our purpose?

The Board of the EPT is determined to see a high performing Multi-Academy Trust that delivers the very best educational experience for our pupils with an ethos of collaboration and excellence. Our strategic aims will help us to achieve our vision and are underpinned by our core values.

Governance structure and lines of accountability

The Board of Directors delegates responsibility for the performance of the Trust, including the performance of the schools within the Trust, to the Chief Executive Officer (CEO). However, some responsibilities concerning the performance of each school are delegated to the Local Governing Body (LGB). These responsibilities include monitoring whether the school is working within the agreed policies, whether standards are being met, and if the money is being well spent. This means that as the CEO is accountable to the Board for the performance of the Trust as a whole, the CEO will report to the Board on the performance of the Trust including performance of all schools, although this may be supplemented by monitoring reports from the LGB. The CEO is performance managed by the Trust Board. The CEO performance manages the Headteachers but will seek input from the LGB chair.

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Roles and Responsibilities

Members

Members have ultimate responsibility for the Trust achieving its charitable objectives. They sign off the Articles of Association and have power to appoint and remove the Board of Directors (Trustees).

A list of Members is published on the EPT website [click here](#)

Board of Directors (Trustees)

The Board of Directors (BoD) must ensure compliance with company and charity law and with the Trust's funding agreement with the Secretary of State. The Directors 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 Board has overall responsibility and ultimate decision-making authority for all the work of the Trust including the establishment and maintenance of the schools.

A full list of Directors is published on the EPT website [click here](#)

Audit & Finance Committee

The purpose of the committee is to assist the decision making of the Board of Directors, by enabling more detailed consideration to be given to the best means of fulfilling the Trust responsibility to ensure financial probity. This committee provides a process for independent checking of financial controls, systems, transactions, and risks.

Local Governing Body (LGB)

The Board will establish, for each school, a LGB, whose governance role is to oversee the running of the school on behalf of the Trust. The Trust will determine the level of delegation and membership of the LGB. However, this document is intended to stress the critical role that LGBs have and their decision-making powers. The LGB will:

- Monitor whether standards are being met, the school is working within the agreed policies, and if finances are well managed
- Scrutinise, challenge and support the progress against the school's strategic objectives, improvement plan and self-evaluation framework
- Ensure the school fulfils its statutory duties in relation to Health & Safety, Special Educational Needs and Safeguarding

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- Act as the panel when reviewing the headteacher's decisions on disciplinary's, exclusions, and parents' complaints
- Contribute to appointing and performance reviewing the headteacher and senior leaders
- Engage with pupils, staff, parents, and the school community
- Look at data and evidence to ask questions and have challenging conversations about the school

The Chairs of Local Governing Bodies can be found on the EPT website [click here](#)

Sub-Committees

The Trust is responsible for establishing any additional sub-committees to enable the appropriate delegation of its functions, and adopt the Trust terms of reference including:

- Standards and Effectiveness
- Resources
- Pay (other than the Headteacher)
- Appeals Panels as required

Communication between the Board and LGB

The Board meet regularly and as often as necessary. The Governance Professional will schedule meetings on behalf of the CEO with the Headteachers and Chairs of the LGBs as and when required. This provides an opportunity for information sharing between the Board and LGBs and have issues raised which may have influence across the Trust and its schools as well as institutions.

Composition of LGBs

The total membership of any Local Governing Body should not be less than 5 and not more than 12. Membership of EPT governing bodies should include:

- The Headteacher
- At least one, but no more than two elected staff members
- At least one, but no more than two elected parent members if appropriate
- Additional members will be appointed based on required skill sets and expertise.

All appointments will be subject to a one year's probation. The term of office will be 4 years and then reviewed on an annual basis. The CEO has the delegated authority to attend any LGB. Quorum is 50% of governors in attendance.

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