Scheme of Delegation

Approved by	Board of Trustees	Date Approved	16 October 2026
Review cycle	Annual	Date of next review	Summer 2027

Contents

Introduction 1
Conflicts 1
Review 2
Summary of roles 3
Definitions 4
Delegations 5
1 Governance 5
2 Strategy and leadership 5
3 Education & pupils 5
4 Staffing 6
5 Financial 6
6 Compliance 7
7 Infrastructure 7
8 Safeguarding 7

Introduction

The Board of Trustees of Enlighten Learning Trust has accountability for ensuring the Trust meets its charitable objectives and responsibility for setting the direction of the Trust, ensuring that it is solvent, compliant and delivers the Trust's charitable objectives for the benefit of the public.

The Board, under the Articles of Association 'may delegate any of their powers or functions to any Trustee, committee (including any Local Governing Body), the [Chief Executive Officer] or any other holder of executive office. Any such delegation shall be made in writing and subject to any conditions that the Trustees may impose and may be revoked or altered.'

This Scheme of Delegation is the written record of the delegated responsibilities and is designed to assist all those involved, namely:

- Members
- Board of Trustees
- Committees of Board of Trustees
- Local Governing Bodies
- CEO
- Headteachers

This document is intended to ensure a consistent approach across the Trust and demonstrate transparency. As far as possible, all schools within the Trust will have the same level of decision making although some will in some instances be required to work more closely with the Trustees and executive team by agreement.

Conflicts

In the event of a conflict between any provision of this Scheme of Delegation and the Articles, the Articles will prevail.

Review

The Trustees will review this Scheme of Delegation at least on an annual basis and alter any provision of it.

In considering any material changes to the Scheme of Delegation or any framework on which it is based, the Trustees will have regard to and give due consideration of any views of the Local Governing Bodies and the Diocese.

Summary of roles

Members	Guardians of the governance of the Trust. Appointing & removing Trustees to or from the Board. Acting as ambassadors for the Trust. High level monitoring of the overall effectiveness of the Trust. MONITOR / RECEIVE REPORTS FROM: Trustees
Trustees	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. Ensure clarity of vision, ethos and strategic direction. Hold the executive to account for the educational performance of the schools and their pupils, and the performance management of staff. Oversee the financial performance of the Trust and make sure its money is well spent. Legally responsible for compliance with company and charity law. The Board will delegate to the CEO responsibility for the day-to-day operations of the Trust. The Trustees can determine whether to delegate any governance functions. Ensure voice of stakeholders is heard REPORT TO: Members MONITOR / RECEIVE REPORTS FROM: Committees / CEO and LGBs
Board Committees	The Trustees may establish committees either with delegated authority to make decisions or for the purpose of providing advice and support, informing the overall work of the Trust board. Committees are not legally accountable for statutory functions – the Trust board retains overall accountability, and the Accounting Officer also holds responsibility. Ensure voice of stakeholders is heard REPORT TO: Trustees MONITOR / RECEIVE REPORTS FROM: CEO, Exec team and LGBs
CEO	The CEO is the Accounting Officer and responsible for all areas that are encompassed in this role. They are personally responsible to Parliament and to ESFA for the Trust's Financial Resource. The CEO will delegate executive management functions to the executive team, and is accountable to the Trust Board for the performance of the executive team. Ultimate executive responsibility for delivering excellent educational provision through the Education Team and school leaders. Responsible for leading, development and delivery of the Trust's strategy. REPORTS TO: Trustees and Committees MONITORS / RECEIVES REPORTS FROM: Executive Team and Headteachers
LGBs	Oversight of running of the schools in terms of learning, standards, safety and wellbeing. Holding local school leadership to account for the vision, values and ethos of the school, the academic performance, quality of care and provision. Ensure voice of stakeholders is heard Support school through individual responsibilities defined in each role (e.g. health and safety, safeguarding, SEND) REPORT TO: Trustees/ Committees MONITOR / RECEIVE REPORTS FROM: Headteachers
Headteachers	Provide professional leadership for the school and secure its success and improvement. Ensuring high quality education for all its pupils and good standards of learning and achievement. Provide leadership and management of the school and its staff. REPORT TO: CEO and LGB MONITOR / RECEIVE REPORTS FROM: School SLT

Definitions

These are the conceptual definitions that summarise the delegated responsibilities. They are written as a 'best fit' and all involved are expected to proactively inform those in the organisation about shared goals or if there are any queries or conflicts.

A	**Accountable**. The individual or group that has ultimate accountability for ensuring the delegated activity is undertaken.
R	**Responsible**. The individual or group that has been delegated responsibility to deliver within a defined and agreed time, cost and quality constraint, reporting progress as required. In the case of the CEO reporting will be at board level from the appropriate central team member. In the case of the Headteacher, this will be at LGB and Trust Exec level.
S	**Support**. The individual or group who should provide support to those responsible for the task during its implementation. The individual or group should be ready to give advice and input where applicable.

Delegations

1 Governance						
Item		Members	Trust board	CEO/AO	LGB	Head-teacher
1.1	Articles of association	A	R	S		
1.2	Appoint / remove Members and Trustees	A	S			
1.3	Appoint auditors	A	R	S		
1.4	Complete Trustee skills audit including governance, finance, inclusion and safeguarding competencies, and commission appropriate training		A R			
1.5	Elect Chair of Trust		A R			
1.6	Appoint Governance Professional to the Trust Board		A	R		
1.7	Determine and allocate specific Trust roles, including trustee oversight responsibility for inclusion and SEND		A R			
1.8	Agree Scheme of Delegation, Terms of Reference, Meeting Plan, Policy Schedule		A R	S	S	S
1.9	LGB composition & ToR		A	S	R	S
1.10	Complete Governor skills audit including governance, inclusion and safeguarding competencies, and commission appropriate training		A		R	S
1.11	Elect Chair of LGB, constitution of LGB committees, specific roles (SEND, LAC, safeguarding, H&S, PP)				A R	S
1.12	Review effectiveness of LGB		A		R	S
1.13	Manage conflicts of interests and related party transactions		A	R	R	R
1.14	Monitor stakeholder engagement and stakeholder voice.		A	R	R	R

2 Strategy and leadership						
Item		Members	Trust board	CEO/AO	LGB	Head-teacher
2.1	Vision, values and objectives of the Trust		A	R		
2.2	Agree Trust Strategic Plan and that it accounts for Risk Register		A	R		
2.3	Scrutiny of overall Trust performance against KPIs		A	R	S	S
2.4	Approve and maintain the risk process and approve risk appetite		A	R	S	S
2.5	Ensure statutory policies are in place, approved and reviewed in line with guidance & 'Trust Policy Renewal Schedule'		A	R	S	S
2.6	School curriculum plan is designed to match the resources available including pupil admissions			A	S	R
2.7	Review and approve school specific policies in line with 'School Specific Policies and Procedures Renewal Schedule'			S	A	R
2.8	Vision, values and ethos of the school, aligning with 2.1		S	S	A	R
2.9	School Development Plan in place and regularly reviewed			S	A	R
2.10	Risk register is consulted to inform SDP			S	A	R
2.11	Monitor effectiveness of trust-wide inclusion and SEND strategy and outcomes.			A	S	R
2.12	Undertake appropriate school benchmarking			A	S	R

3 Education & pupils						
Item		Members	Trust board	CEO/AO	LGB	Head-teacher
3.1	Review and evaluate overall trust schools' performance including vulnerable groups		A	R	S	S
3.2	Review and evaluate school performance			S	A	R

3.3	Quality of curriculum and its delivery			A	S	R
3.4	For previous VA/VC schools – distinctive Christian character			A	S	R
3.5	Performance of vulnerable groups (e.g. PP, SEND pupils) at each school			S	A	R
3.6	Ensure statutory SEND responsibilities and provision are effective across all schools.		A	R	S	S
3.7	Pupil Premium and Sports Premium digital reporting form sign- off				A	R
3.8	Appropriateness of Personal Development programme			A	S	R
3.9	Monitor attendance, persistent absence, behaviour and exclusion data, including disadvantaged and SEND pupils			S	A	R
3.10	Suspend or permanently exclude a pupil			S	A	R
	Agree term dates		A	R	S	S

4 Staffing						
Item		Members	Trust board	CEO/AO	LGB	Head-teacher
4.1	Appointment (or dismissal) of CEO		A R			
4.2	Appointment (or dismissal) of executive team		A	R		
4.3	Appointment (or dismissal) of HT		A	R/S	R/S	
4.4	School staffing structure			A	S	R
4.5	Central staffing structure		A	R		
4.6	Awarding pay rises to staff in line with pay policy		A	R	S	S
4.7	Performance development of CEO		A R			
4.8	Performance development of executive team		A	R		
4.9	Performance development of Headteachers		A	R	S	
4.10	QA of performance development for all staff		A	R	S	S
4.11	Dismissal of school staff		A	S	R	S
4.12	Dismissal of school staff in their probationary period			S	A	R
4.13	Suitability & capability of staff			S	A	R
4.14	Staff attendance & turnover			A	S	R

5 Financial						
Item		Members	Trust board	CEO/AO	LGB	Head-teacher
5.1	Review and challenge spend of grant funding and effect on outcomes		A	S	S	R
5.2	Budget approval and financial analysis		A	R	S	S
5.3	Amendments to the budget in-year not affecting year end position (not staffing)			A	S	R
5.4	Amendments to the budget in-year that alter year end position (not staffing)		A	R	S	S
5.5	Procurement within approved budget (see Finance Regulations Manual, Appendix A)			A	S	R
5.6	Procurement not within approved budget – set limit in fin regs		A	R	S	S
5.7	Financial controls		A	R	S	S
5.8	Register of interests for staff		A		S	R
5.9	Manage NOR including admissions and marketing		A	S	S	R

6 Compliance						
Item		Members	Trust board	CEO/AO	LGB	Head-teacher
6.1	Agree the annual audit programme and recommend to Trustees		A	R		
6.2	Agree Table of Statutory Reporting		A	R		
6.3	Ensure compliance with all regulations, policies and other statutory obligations such as the Academy Trust Handbook & 6.2		A	R	S	S
6.4	Ensure all points raised from the Annual Audit Management Reports are actioned		A	R		
6.5	Investigate any financial irregularities and report to the Trust Board		A	R		

7 Infrastructure						
Item		Members	Trust board	CEO/AO	LGB	Head-teacher
7.1	Ensure breaches in security are recorded			A	S	R
7.2	Ensure the estate is H&S compliant			A	S	R
7.3	Ensure the Emergency and Lockdown plans are in place			S	A	R
7.4	IT software and hardware strategy in place		A	R	S	S
7.5	GDPR & cybersecurity training is complete			A	S	R
7.6	Estates strategy & management plan in place		A	R	S	S

8 Safeguarding						
Item		Members	Trust board	CEO/AO	LGB	Head-teacher
8.1	Safeguarding audit is conducted annually		A	R	S	S
8.2	Ensure implementation of safeguarding compliance		A	R	S	S
8.3	Ensure local procedures are in place and implemented in line with trust safeguarding expectations			S	A	R
8.4	Single central record is maintained			S	A	R
8.5	Rigour of approach to EDI, bullying and discrimination			A	S	R
8.6	Ensure compliance with statutory allergy safety requirements		A	R	S	S
8.7	Ensure safeguarding training requirements are met for trustees, governors, staff and volunteers.		A	R	S	S