



Scheme of Delegation

Grid representation of delegation in The CSIA Trust

Reading the grid
✓ - governance function and decision making is at this level
C - to be consulted prior to decision being made
Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO

Governance function		Members	Trust board / board committees	Accounting officer	HT
Governance framework: people	Members: appoint/remove	✓			
	Trustees: appoint/remove	✓	✓		
	Parent trustees/parent academy committee members: appoint when elected		✓		
	Board committee chairs: appoint and remove		✓		
	Named safeguarding trustee: appoint and remove		✓		
	Academy committee chairs: appoint and remove		✓		
	Academy committee members: appoint and remove		✓		
	Clerk to board: appoint and remove		✓		
	Clerk to academy committees: appoint and remove		✓		
Governance framework: systems and structures	Articles of association: review and agree	✓			
	Governance structure for the trust: establish and review annually		✓		
	Committee terms of reference and scheme of delegation: agree annually		✓		
	Annual schedule of governance business: agree		✓		



Governance function		Members	Trust board / board committees	Accounting officer	HT
	Self-review of trust board and committees: complete annually		✓		
	Self-review of academy committees: complete annually				
	Chair's performance: carry out 360° review periodically		✓		
	Trustee/academy committee member contribution: review annually		✓		
Governance framework: reporting	Publish governance arrangements on trust and schools' websites: ensure			✓	
	Annual report on the performance of the trust: submit to members and publish		✓		
	Annual self-review/triannual external review of board effectiveness: submit to members		✓		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓		
	ESFA required reports and returns submit		✓		
Being strategic	Determine trust wide policies which reflect the trust's ethos and values: approve		✓	C	
	Determine school level policies: approve				C
	Management of risk: establish register, review and monitor		✓	C	
	Engagement with stakeholders: ensure		✓	✓	✓
	Determine trust's vision, strategy and key priorities: approve		✓	C	
	Determine schools' vision, strategy and key priorities: approve			✓	
	Chief executive officer: appoint and dismiss		✓		
	Accounting officer: appoint and dismiss		✓		
	HT: appoint and dismiss			✓	
	Budget plan to support delivery of trust key priorities: agree		✓	C	



Governance function		Members	Trust board / board committees	Accounting officer	HT
	Budget plan to support delivery of schools' key priorities: agree			✓	C
	Schools' staffing structure: agree			✓	C
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C	
	Monitoring progress on key priorities: agree reporting arrangements		✓	C	
	Performance management of the chief executive: undertake		✓		
	Performance management of HTs: undertake			✓	
Financial oversight	External auditors: appoint	✓			
	Chief financial officer: appoint		✓	C	
	Trust's scheme of financial delegation: establish, monitor and review		✓	C	
	External auditors' report: receive and respond		✓		
	CEO pay award: agree		✓		
	Headteachers' pay award: agree		✓		
	Staff appraisal procedure and pay progression: review and agree		✓		
	Benchmarking and trust wide value for money: ensure robustness			✓	
	Monitoring budget: agree reporting		✓	C	

