

Corvus Learning Trust

Scheme of Delegation

The tables below detail the functions, responsibilities and authorities delegated to each of the Committees, the CEO and the Headteachers. The following notes apply to these tables:

1. The ✓ symbol in the tables indicates who has the responsibility and authority to take action on the relevant topic; where more than one action area is involved (e.g. report and review), a clarifying note is added to indicate who is responsible for what.
2. “Advise” indicates that, wherever possible, this committee/individual should be consulted on the topic before any decision is made.
3. The initial appointment of the Members and Trustees is covered in the Articles of Association, which were agreed as part of the establishment of the Trust.
4. The CEO column covers the CEO’s specific functional responsibility, rather than when he/she is acting as a Trustee.
5. The Board reserves the right to intervene in the appointment and removal of LGB Governors in the event that a School’s performance deteriorates and consistently falls below “Good” and remains there despite the provision of additional help and support from the Trust.

Area	Function	Members	Trust Board	Education & Outcomes Committee	Business, Assets & Risk	LGB	CEO <i>(Note 3)</i>	Head
Governance Team	Members: appoint/remove <i>(Note 3)</i>	✓	Advise					
	Role descriptions for Members: agree	✓	Advise					
	Trustees: appoint/remove	✓	Advise					
	Terms of Reference for Trustees/Chair/specific roles/Committees: agree		✓				Advise	
	Board chair: appoint and remove	✓	Advise					
	Board Committee members: appoint and remove		✓					
	Board Committee chairs: appoint and remove			✓	✓			
	LGB members: appoint, remove and manage elections <i>(Note 5)</i>		✓			✓		
	LGB Chairs: appoint and remove		✓				Advise	
	LGB Vice Chairs: appoint and remove		✓				Advise	
	Clerk to Trustees: appoint and remove		✓					✓
	Clerk to LGB: appoint and remove						✓	

Area	Function	Members	Trust Board	Education & Outcomes Committee	Business, Assets & Risk	LGB	CEO	Head
Governance Structure	Articles of Association: review and agree	✓	Advise					
	Governance structure (committees) for the Trust: establish and review annually		✓					
	Terms of reference for Board Committees and scheme of delegation of LGB: establish and review annually		✓				Advise	
	Training programme for Trustees and LGB members: develop and oversee delivery	✓ Oversee		✓ Develop				
	Training programme for LGB members: develop & oversee delivery					✓ Oversee		
	Trustee Skills audit: complete and recruit to fill identified gaps		✓					
	LGB Skills audit: complete and recruit to fill identified gaps					✓		
	Self-review of Trust Board and committees: complete annually		✓					
	Self-review of LGB: complete annually					✓		
	LGB Chair's performance: carry out 360° review periodically			Oversee		✓		
	Members Succession: plan and review annually	✓						
	Trustee Succession: plan and review annually		✓					
	LGB Succession: plan and review annually		✓			✓		
	Annual schedule of business for Trust Board and Board Committees: establish and agree		✓	✓	✓		Advise	
	Annual schedule of business for LGB: establish and agree					✓	Advise	Advise

Area	Function	Members	Trust Board	Education & Outcomes Committee	Business, Assets & Risk	LGB	CEO	Head	
Strategic Leadership	Engage with stakeholders	✓	✓	✓	✓	✓	✓	✓	
	Trust's vision and strategy, identifying key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine and approve		✓	Advise	Advise	Advise	Advise	Advise	
	Trust-wide policies which reflect the Trust's ethos and values, including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies: determine and approve		✓	✓	✓		Advise	Advise	
	Central spend / top slice: agree		✓				Advise		
	Budget plan to support delivery of Trust key priorities: agree		✓			✓	✓	✓	
	Management of risk: establish register, review and monitor		✓	Advise	Advise	✓	Advise	Advise	
	Trust's staffing structure: agree		✓	Advise	Advise		Advise		
	Chief Executive Officer: appoint and dismiss	Advise	✓						
	School's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine and approve		✓				✓	Advise	✓
	School-level policies which reflect the school's ethos and values, including admissions; SEND; safeguarding and child protection; curriculum; behaviour: determine and approve		✓				✓	Advise	Advise
	School's staffing structure: agree						Advise	✓	✓
	Headteacher: appoint and dismiss		✓				Advise	✓	
	To implement the organisational change policy and the redundancy policy through to conclusion, if deemed necessary		✓				✓	Advise	Advise

Area	Function	Members	Trust Board	Education & Outcomes Committee	Business, Assets & Risk	LGB	CEO	Head	
Reporting	Reporting arrangements for progress on key Trust priorities: agree		✓	Advise	Advise		Advise		
	Reporting arrangements for progress on key School priorities: agree		✓			✓	Advise	Advise	
	Report to Trust Board on curriculum and education outcomes: deliver termly and review		Review	✓			✓ Deliver	✓ Deliver	
	Report to LGB on curriculum and education outcomes: deliver termly and review					✓ Review	Advise	✓ Deliver	
	Report material student issues in the Trust (including attendance, exclusions, punctuality and disciplinary matters) and trends to Trust Board: deliver termly and review		Review	✓			✓ Deliver	✓ Deliver	
	Report material student issues in School (including attendance, exclusions, punctuality and disciplinary matters) and trends to LGB: deliver termly and review					✓ Review	Advise	✓ Deliver	
	Publication on Trust and Schools' websites of all required details on governance arrangements: ensure publication			✓			✓ School Website		
	Annual report on performance of the Trust: submit to Members and publish Finances, Education, Strategy	✓ Review	✓ Report	✓ Report	✓ Report	✓ Report		Advise	
	Annual report on work of LGB: submit to Trust for review and publish			✓ Review			✓ Report & Publish		Advise

Area	Function	Members	Trust Board	Education & Outcomes Committee	Business, Assets & Risk	LGB	CEO	Head
Holding to Account	Progress of the Trust against its strategic objectives and KPIs and operation in alignment with the agreed character, mission and ethos: report and review		✓ Review				✓	
	Progress of the Schools against their strategic objectives and KPIs and operation in alignment with the agreed character, mission and ethos: report and review		✓			✓ Review	✓	✓ Report
	Compliance with all regulations affecting the Trust and its Schools (e.g. safeguarding, H&S, employment, charity law, company law): comply, report and review		✓ Review	✓ Review & Report	✓ Review & Report	✓ Review & Report	✓ Comply	✓ Comply
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of Headteachers: undertake					Advise	✓	

Area	Function	Members	Trust Board	Education & Outcomes Committee	Business, Assets & Risk	LGB	CEO	Head	
Ensuring Financial Probity	Appoint Chief Financial Officer for delivery of Trust's detailed accounting processes (including the establishment of appropriate financial controls to ensure regularity, probity and value for money in relation to the management of public funds)		✓				Advise		
	Trust's scheme of financial delegation: establish and review		✓		✓		Advise		
	School's scheme of financial delegation: establish and review				✓	✓	Advise	Advise	
	Obligations of the Funding Agreement, incl. the Academies Financial Handbook: comply & review		✓		✓ Review		Comply	Comply	
	Maintain a current register of business & pecuniary interests; put in place a procedure to deal with conflicts of interest & connected party transactions		✓			✓			
	Appoint external auditors	✓	✓ Advise						
	External auditors' report: receive and respond	✓ Receive	✓ Respond			Advise		Advise	Advise
	CEO pay award: recommendation and approval		✓						
	Headteacher annual pay recommendation					Advise	✓		
	Headteacher pay award: approval		✓				Advise		
	Staff appraisal procedure and pay progression procedure/policy: review and agree		✓			Advise	✓	Advise	Advise
	Benchmarking and Trust-wide value for money: ensure robustness					✓	Advise	✓	Advise
	Develop Trust-wide procurement strategies and efficiency savings programme					✓		✓	
	Review and approve Trust-wide procurement strategies and efficiency savings programme					✓		✓	

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