Zest Academy Trust

Scheme of Delegation

Requires Improvement or Special Measures

Approved by Trust Board: 21st June 2016
Review Period: Annual
Date Last Reviewed: 04/04/2018

Person Responsible: Director
Business & Finance

Rationale

Zest Academy Trust is defined by values of Innovation, development, learning and challenge. The Academy Trust provides a strong foundation from which our academies can nurture and grow. Zest Academy Trust:

- Is ambitious, optimistic and forward thinking
- Will share expertise and experience and collaboratively supports professional development
- Has a constant focus on teaching learning and assessment in order to raise standards
- Will lead manage and coach staff who will help to build a thriving trust

Our objectives

- Ensure the Trust has strong leadership and governance
- Raise standards in teaching and learning
- Raise attainment and demonstrate outstanding progress
- Demonstrate financial efficiency, viability and sustainability

Scheme of Delegation

The scheme of delegation has been developed to outline roles and responsibilities for Members, Trustees and Academy Council Members. The Members of Zest Academy Trust have a different status from the Trustees. The Members are the subscribers to the Memorandum of Association, they have an overview of the governance arrangements of the Trust and have the power to appoint Directors and remove these Directors. Members can amend the Articles and may do so to support stronger governance arrangements.

Zest Academy Trust Company No. 08087508 is the Trust and Directors appointed to this company who are responsible under statute, regulations and Funding Agreements for all Academies within the Trust. Directors (also referred to as Trustees) are responsible for ensuring that the Trusts funds are used only in accordance with the law, its Articles of Association, its Funding Agreements and the latest Academies Financial Handbook.

In the event of any Academy within Zest Academy Trust being judged by OFSTED as Requiring Improvement or Inadequate, the Trust Board reserves the right to review the Scheme of Delegation to that Academy until such time it is judged by OFSTED to be good or better. A revised Scheme of Delegation will be issued to that Academy in these circumstances.

Key
Y: Action to be undertaken at this level A: Provide advice and support to those accountable for the decision making

Strategic Development	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Set the strategic objectives of the Trust	Y	A	A	A		
Trust's ethos, vision and strategy, agree key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured		Y	A	A		
Trust Strategic Plan in line with the ethos and strategic aims of the Trust	A	A	Y	A	A	A
Review and challenge progress of the Trust against its strategic objectives	Y	Y				
Academy ethos vision and strategy,			Y	Y	A	Y
Agreeing key priorities against which progress towards achieving the vision can be measured		A	Y		A	Y
Academy Improvement Plan – for each Academy in line with the ethos and strategic aims of the Trust			Y		A	Y
Engagement with stakeholders	Y	Y	Y	Y	Y	Y

Curriculum and Education	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Quality of Teaching and Learning – support and challenge the delivery of educational outcomes		A	Y		A	A
Setting the Academy curriculum and reviewing its effectiveness		A	Y		A	A
Pupil Premium (PP) – reviewing and challenging in terms of educational outcomes		A	Y		A	A
Creation of the Academy's Termly Action Plan		A	Y		A	A
Pupil Admissions						Y
Student and parental Issues						Y
Setting Academy term dates			A		A	Y
Setting Academy hours and length of day			A		A	Y

Governance and Compliance	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Appointment and Removal of Members	Y					

Governance and Compliance	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Appointment and Removal of Trustees	Y	Y				
Appointment and Removal of CEO	A	Y				
Appointment and Removal or Academy Council Chair		Y	Y			
Appointment and Removal or Academy Council Members		Y	Y			
Appointment and Removal Clerk to Trustees			Y	A		
Appointment and Removal Clerk to Academy Council			Y			
Agree and review articles of association	Y					
Agree and review Governance structure (committees) for the Trust		Y				
Agree and review Governance structure (committees) for the Academy		Y	Y	A		
Governance Terms of References for Members, Trustees and Academy Council Members	Y	Y	A	A		
Skills Audit – Complete and recruit to fill skills gap within Trust	Y	Y	Y			
Roles and Responsibilities descriptors for Members, Trustees and Academy Council Members	Y	Y	A	A		
Compliance with the Trusts Master Funding Agreement	A	A	Y	Y		
Compliance with the Academies Financial Handbook		A	Y	Y		

Governance and Compliance	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Compliance with all Regulations and Law (including charity law, company law, employment law and health and safety legislation)		A	Y	Y		
Compliance in completing the register of business interests and deal with any conflicts of interest and connected party transactions through policy and procedure			A	Y		
Review the governance induction pack to ensure information is relevant and up to date			A	Y		
Annual Trust Board governance schedule of business		Y	Y			
Annual Academy governance schedule of business			A		Y	Y
Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment):		Y	Y	A		

Human Resource and Payroll	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Appointment or removal of Head Teacher		A	Y		A	
Appointment of removal of Senior Leadership Team staff			Y		A	A

Human Resource and Payroll	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Appointment of removal of central service staff			Y	A		
Appointment and removal of individual Academy teachers			Y		A	A
Appointment and removal of individual Academy other academy staff			A		A	Y
Trust staffing restructure		Y	A	A		
Academy staffing restructure			Y	Y	A	A
Setting performance management targets for CEO		Y				
Setting performance management targets for Head Teachers			Y		A	
Setting performance management targets for central service staff			Y			
Setting performance management targets for Academy teachers			A		A	Y
Setting performance management targets for Academy other academy staff			A		A	Y
Setting terms and conditions of employment and Staff Handbook		A	Y	A		A
Setting Trust Wide Human Resource policies such as, managing attendance, recruitment and retention, disclosing and barring policy		Y	Y	A		A

Business	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Trust governance details on the Trust and Academy website			A	Y		
Register of business interests and pecuniary interests on website			A	Y		
Annual report on performance of the trust: submit to members and publish		Y	Y	Y		
Annual report to the Trust Board against KPIs			Y	Y		
Review and agree central services percentage		Y	A	A		
Determining and allocating Central Services to be provided to the Academies by the Trust		Y	Y	Y		
Monitor the effectiveness of the central services provided by the Trust			Y	Y		
Management of Trust risk register. Review and monitor		Y	A	Y		
Management of Academy risk register. Review and monitor		A	Y	Y		A
Establish and review Trust's scheme of financial delegation		Y	A	Y		
Annual pay awards in line with National Pay agreements		Y	A			
Benchmark Trust ensuring value for money and robustness			A	Y		
Benchmark Academy ensuring value for money and robustness				Y		A

Business	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Developing Trust wide procurement strategies and efficiencies			A	Y		A
Setting Trust Wide Business policies such as, GDPR, Retention of documents,		Y	Y	A		A
Asset and Premises Maintenance Strategy by determining use of Academies' premises and ensuring premises are adequately maintained		Y	Y	A		A
Acquiring and disposing of trust land		Y	A			
Arranging Insurance for the Trust assets and buildings			A	Y		
Changing use of the Trusts assets		Y	A		A	A
Media and PR to project activities of the Trust and the Academies to the wider community		Y	A			
Trust prospectus and website			Y	A		A
Academy prospectus			Y	A		A

CPD	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Organise Trust annual 'away day'			A	Y		A
Attendance Trust annual 'away day'	Y	Y	Y	Y	Y	Y
Lead curriculum planning session			Y			
Shared CPD INSETs			Y			A
Termly Trust wide Moderation			A			Y
Liaison with Teaching School Alliance			A			Y
Management of potential NLE / SLE			A			Y

Finance	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Review the Trust's Financial Procedures Manual and all corresponding financial policies			A	Y		
Approve the Trusts Financial Procedures Manual and all corresponding financial policies		Y				
Prepare three-year sustainable Trust budget			A	Y		

Finance	Delegation					
Area of Responsibility	Members	Trustees	CEO	Business Director	ACM	Principal
Approve three-year sustainable Trust budget		Y				
Prepare three-year sustainable Academy budget				Y		
Approve three-year sustainable Academy budget		Y	A		Y	
Prepare the Annual Budget for the Trust			A	Y		
Agree the Annual Budget for the Trust		Y				
Prepare the Annual Budget for the Academy			A	Y		
Agree the Annual Budget for the Academy		Y		Y		
Review the Trust Charging and Remissions policy		Y	A		A	
For full delegated financial responsibility and accountabilities for Academies – see financial scheme of delegation						