

Local Governing Body Scheme of Delegation

Approved by **RET Board**

Approved on **July 2023**

RET contact **CEO**

Revision due **Every 2 years**



RUSSELL EDUCATION TRUST

1. Responsibilities of RET Board and the Local Governing Body

- a. The **role of the RET Board** is to provide strategic direction and oversight across the Trust, which is consistent with its objects, vision and values. It is responsible for governance and for establishing the leadership and management and advisory framework of the Trust to achieve its strategic objectives and fulfil the terms of its Funding Agreement.
- b. The **role of the Local Governing Body (LGB)** is to support the Trust's vision, strategy and duties, based on the specific local community (and Church if appropriate) characteristics of each school. The LGB is expected to set school specific targets and objectives and to challenge school leadership and to hold them to account. It is also expected to consider its Headteacher the Chief Executive (as described in RET Headteacher's Delegation Document), within the strategic and advisory framework of the RET Multi-Academy Trust.
- c. The RET Board retains authority and responsibility for the following, although these duties are discharged by the Trust in a way which reflects the local characteristics of its schools

2. RET Board Authority and Responsibility

a. Compliance and Governance

1. compliance with all statutory regulations and Acts of Parliament governing the operation of schools and the Trust, including health and safety
2. compliance with the provisions of the Funding Agreement and Supplementary Funding Agreements
3. determination of the corporate strategic planning and context of the Trust and its schools
4. establishing monitoring procedures to ensure compliance and objectives met

b. Appointments and Training

1. putting in place processes for:
 - making appointments within the Trust's remit;
 - the CEO and Headteacher making appointments for LGB within its own remit
2. in relation to the Headteacher and LGB, to appoint a Lead Adviser
3. appointment of the Headteacher at school, in consultation with the relevant Local Governing Body
4. in relation to each Local Governing Body, to appoint the Clerk to the Local Governing Body
5. to appoint internal auditors to carry out the Responsible Officer function for the school
6. providing Director and Governor training and evaluation
7. facilitating the support, training and challenge of Headteachers and schools in MAT

c. Finances

1. establishing a funding model for use across the Trust and the schools, and a scheme of financial delegation for each school
2. agreement of the Trust's and schools' annual budgets, so that the Trust and schools' strategic objectives are met
3. compliance with the Academies Financial Handbook including, but without limitation, determination of procurement policies for the Trust
4. Oversight with regard to the finances of the Trust and its schools including, but without limitation, responsibility for compliance with the financial and accounting requirements details within the Funding Agreement
5. putting in place guidelines for the local maintenance of assets and appropriate registers

d. Policies and Targets

1. agreement to the educational targets of the schools as advised by the LGB, and RET CEO
2. monitoring and evaluating performance in relation to agreed targets and SDP for each school

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3. determining any additional financial and reporting targets for the school
4. determining a Trust-wide safeguarding policy (to be implemented as appropriate at local level)
5. determining a Trust-wide health and safety policy (to be implemented as appropriate at local level)
6. as the legal employer of all staff, responsibility for human resource policies and procedures and appropriate terms and conditions of service and
7. determination of the admissions policy and arrangements for the school (in consultation with Local Governing Body) in accordance with admissions law and DfE codes of practice

3. Local Governing Body Delegation

a. In particular, and subject to the limitations set out above, the Trust Board delegates the running of the school to the Local Governing Body and specifically the following duties:

b. Vision and Accountability

1. to carry forward RET's vision, values and objectives, in a way appropriate to the specific local community priorities (and faith if a school has Religious Designation) and characteristics of the individual school
2. to reflect the individuality of the school and its community
3. implementation of actions required to comply with statutory regulations and the Funding Agreements
4. implementation of the policies agreed and mandated by the RET Board, including the policies regarding admissions, safeguarding and health and safety and human resources
5. review/amendment of advisory policies to suit local context
6. oversight of the school's activities
7. holding school leadership to account for standards in relation to: academic and other targets; performance management; financial propriety; safeguarding, health and safety; marketing and parent/community (Including church where appropriate) relations; as well as policy implementations.

c. Finances and Assets

1. ensuring school-level resource is applied appropriately
2. seeking value for money and being able to demonstrate that value for money has been achieved
3. monitoring and reviewing expenditure and financial procedures (including financial delegation) on a regular basis and ensuring compliance with the overall financial plan for the school
4. manage the school's cashflow and monitor expenditure by the school in accordance with policies and procedures determined by the Trust
5. Fund and organise internal audit (approved by RET Head of Finance and Headteacher) to carry out Responsible Officer function twice yearly and act on its recommendations
6. maintenance of proper accounting records in format required by the RET Head of Finance
7. assist the Trust in complying with the provisions of the Funding Agreements where requested from time to time to include information required for the purposes of clause [45] of the Master Funding Agreement
8. maintenance of or putting in place appropriate arrangements for the maintenance of the school estate in accordance with the guidelines established by the Trust
9. implementation of Trust's procurement policies insofar as they impact on the school
10. notify the Trust of any proposed changes to fixed assets used by the school

d. Staff

1. monitoring local HR activity against RET policy and procedures, including the process for performance reviews for members of staff
2. advising RET CEO of any potential changes to HR policy which she should evaluate and bring to the attention of the RET Board

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3. Taking part in any procedure in which a member of the LGB is required by Trust HR Procedures
4. Ensuring Headteacher is taking advice on HR matters from the CEO or her representative or nominee
5. Have regard to staff welfare, including that of the Headteacher

4. GENERAL

- a. Members of the LGB are not, and nothing within this document is intended to make them, charity trustees within the terms of section 97(1) of the Charities Act 1993
- b. Each Governor shall act in the best interests of the Trust and school at all times.
- c. Each Governor must keep confidential all information of a confidential nature obtained by them relating to the school and the Trust. No papers circulated in the course of duties as a governor should be passed to any third party (excepting the Headteacher who may need to do so in the course of his/her professional duties).
- d. The Trust reserves the right to withdraw some or all of the delegated powers from the Local Governing Body, to add to the LGB's number, in extremis, to disband the LGB. This is deemed undesirable and highly unlikely in view of the LGB selection process and 5.5 below.
- e. Each Governor is required to take part in formal training provided or suggested by RET and to take advantage of on-going support from their Headteacher and RET Officers.