Endeavour Academies Trust Scheme of Delegation

	Members of the Company	Trustees (Directors)	Finance Committee	Audit Committee	Standards Committee	Local Governing Bodies	CEO/Accounting Officer	Academy Principals	Finance Director
Governance									
Determine the objects of the Company	✓								
Approve Deed of Variation and Articles	✓								
Determine company policies and ethos		✓							
Ensure that appropriate indemnity insurance is in place to cover the liability of Trustees			✓						
Determine expenses policy for Trustees			✓						
Establish subsidiary companies to carry on any trade or business for the purpose of raising funds for the Company	✓								
Ensure that accounts are prepared in accordance with the relevant Statement of Recommended Practice as if the Company was a non-exempt charity and Parts 15 and 16 of the Companies Act 2006 and filed with the Secretary of State and the Principal Regulator each Academy Financial Year	✓	✓		✓			✓		
Approve Annual Report in accordance with the Statement of Recommended Practice as if the Company was a non-exempt charity and file these with the Secretary of State and the Principal Regulator each Academy Financial Year	✓	✓							
Comply with obligations under Part 24 of the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return to the Registrar of Companies and in accordance with the Statement of Recommended Practice as if the Company was a non- exempt charity and to the Secretary of State and the Principal Regulator each Academy Financial Year		✓							
Hold General Meetings in accordance with Articles of Association	✓	✓							
Determine whether any of Trustees' powers be delegated to a committee, CEO or other holder of executive office		✓							
Determining the constitution, membership and proceedings of Local Governing Bodies		✓							
Reviewing schemes of delegation		✓							
Appointment of up to 5 Trustees to represent the Trust as set out in Articles of Association	✓								
Appointment of Chair & Vice Chair of Board of Trustees		✓							
Co-option of Trustees to the Board		✓							
Making arrangements for election of Parent Members of Local Governing Bodies		✓							
Power to co-opt and remove such co-opted members of Local Governing Bodies (having any regard to views of Trustees)						✓			
Appointment of Clerk to the Directors and to Committees		✓							
Appoint Chair of Committees and Local Governing Bodies		✓							
Power to appoint committees, determine constitution, membership and proceedings of committees		✓							
Determine functions and proceedings of Local Governing Bodies		✓							
Ability to give views on suitability of appointments to Local Governing Body membership not elected categories		✓							
Power to manage the business of the Company and exercise all the powers of the Company		✓							
Power to expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the Object (as delegated by the Trustees)			✓						
Power to invest in the name of the Company such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Object (as delegated by the Trustees)			✓						
Duty to adhere to instructions given by CEO						✓		✓	

Endeavour Academies Trust
Scheme of Delegation

	Members of the Company	Trustees (Directors)	Finance Committee	Audit Committee	Standards Committee	Local Governing Bodies	CEO/Accounting Officer	Academy Headteachers	Finance Director
Instituting, settling or compromising any legal proceedings instituted or threatened against the Trust or an Academy or submitting to arbitration or alternative dispute resolution any dispute involving the Trust or an Academy			✓						
Responding to any investigation or Ofsted visit and issuing direction to Local Governing Bodies						✓			
Consulting with CEO before responding to any investigation or Ofsted visit					✓		✓	✓	
Monitoring viability of extended services and community needs (and reporting to Trustees accordingly)					✓				

Endeavour Academies Trust Scheme of Delegation

	Members of the Company	Trustees (Directors)	Finance Committee	Audit Committee	Standards Committee	Local Governing Bodies	CEO/Accounting Officer	Academy Headteachers	Finance Director
Holding Local Governing Bodies to account for performance of schools		✓			✓		✓		
Obligation to ensure high standards overall		✓				✓	✓	✓	
Put systems in place to ensure quality, safety and good practice		✓							
Academy self-evaluation and quality assurance					✓	✓	✓	✓	
Responsibility for challenging and monitoring standards and reporting to Trustees					✓	✓			
Setting and review of the curriculum, having regard to any views of the Trustees/CEO						✓		✓	
Determining school session times		✓				✓		✓	
Considering formal complaints (stage 2) against CEO		Chair							
Considering formal complaints (stage 2)							✓		
Considering formal complaints (stage 3)		✓ Committee							
Determination of Published Admission Policy and written consent to changes to admission criteria		✓ Committee							
Application of Admissions Policy							✓	✓	
Monitor and challenge pupil/student attendance						✓			
Decision to expand any academy		✓							
Determining or changing the name of an academy		✓							
Power to exclude pupils/students							✓	✓	
Consideration of representations from parents re. exclusions		✓ Committee						✓	
Consideration of fixed term and permanent exclusions		✓ Committee						✓	
Determine academy holidays with view of Local Governing Bodies		✓							
Receive updates on Learners' Experiences in an academy or, if appropriate, more academies						✓			
Consider inputs at academy level, ie the Academy Improvement Plan						✓		✓	
Evaluate outcomes at each academy level — this includes updates in KPIs in relation to attendance, exclusion, racial incidents, parent/student questionnaires and Academy Improvement Plans						✓	✓	✓	
Evaluate the SEF for each academy — including quality of PEPs as part of the outcomes for learners						✓			
Scrutiny of progress data for each academy						✓			
Approve the Strategic Plan and monitor implementation throughout the year					✓				
Approve Academy Improvement Plans and monitor implementation throughout the year						✓			
Consider, review and approve policies		✓	✓		✓	✓			
Monitor and evaluate the implementation of the Appraisal procedure/CDP Policy and their effect on the quality of teaching and learning across the Trust through the annual Professional Learning Impact Report					✓				
Consider and approve academy SEFs						✓			

Endeavour Academies Trust Scheme of Delegation

	Members of the Company	Trustees (Directors)	Finance Committee	Audit Committee	Standards Committee	Local Governing Bodies	CEO/Accounting Officer	Academy Headteachers	Finance Director
Act as statutory Principal with regard to those functions which cannot be delegated to Principals							✓		
To undertake a consultative role						✓			
Advising the Trust on strategic direction, forward planning and quality assurance							✓		
Receive annual report from Improvement Partner for all academies					✓				
Approve evaluation of Trust KPIs and areas for development across the Trust for the next academic ear					✓				
Monitor achievement towards Trust KPIs for all academies throughout the year					✓				

Endeavour Academies Trust Scheme of Delegation

	Members of the Company	Trustees (Directors)	Finance Committee	Audit Committee	Standards Committee	Local Governing Bodies	CEO/Accounting Officer	Academy Headteachers	Finance Director
Premises Management									
Prepare reports in relation to buildings and facilities								✓	
Exercise responsibilities for maintenance of the buildings and facilities, having due regard to the safety of the users and the legal responsibilities of the Trustees as owners of such buildings and facilities			✓				✓	✓	
Receive and consider estate management strategy / plan			✓						
Determine level of capital investment in buildings and facilities taking account of feedback from Local Governing Bodies			✓						
Disposal or acquisition of land and property		✓							
Insuring the land and building used by the academies									✓
To undertake inspection of academy premises and monitor action plans in line with Trust policies								✓	
Secure such professional advice as necessary to ensure effective management of estates to ensure suitability and sufficiency of accommodation in line with procurement procedures							✓	✓	
In conjunction with the Trustees contribute to the estate management strategy which will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment						✓			
Incurring capital expenditure which is provided for within agreed budget in line with financial procedures							✓	✓	
Determine priorities in relation to capital projects/expenditure							✓	✓	
Incurring capital expenditure which is outside of that provided for within agreed budgets			✓						
Consider applications for hire of premises in accordance with procedures and make recommendation to Trustees								✓	
Hire of premises — consider and ensure such use is in accordance with Trust policies and is Trust approved			✓						

Endeavour Academies Trust Scheme of Delegation

	Members of the Company	Trustees (Directors)	Finance Committee	Audit Committee		Local Governing Bodies	CEO/Accounting Officer	Academy Headteachers	Finance Director
Employment									
Determine policies and set pay terms for all academy staff including contracts, terms and conditions			✓						
Follow policies for all academy staff including contracts, terms and conditions as set by Trustees			✓			✓	✓	✓	
Adopting HR Policies			✓						
Power to direct workforce to work across the Trust							✓		
APPOINTMENTS & STAFFING STRUCTURES									
Appointment/dismissal of CEO		✓							
Appointment/dismissal of Principals		✓					✓		
Appointment of teaching and support staff at academy level						✓		✓	
Determine leadership structure (overall company)			✓						
Determine staffing within existing resources							✓	✓	
Appointment of senior leadership staff							✓		
Responsibility for the appointment of staff where the exigencies of service delivery (eg increased student numbers, individual student need, recognised additional staff workload demand this)							✓		
SALARY ISSUES									
Arrange annual appraisal of Principals/all leadership and make recommendations on pay		✓					✓	✓	
Arrange annual appraisal of Central Services staff/ and make recommendations on pay							✓		
Arrange annual appraisal of other academy staff and make recommendations on pay								✓	
Annual appraisal of CEO and determination of salary		✓ Committee	✓						
Annual determination of salary of Principals and other leadership group staff			✓				✓		
Annual determination of salary of other employees based on recommendation of Principals			✓				✓		
Consideration of re-grading claims from support staff (staff in academies)			✓				✓		
Consideration of re-grading claims from support staff (staff in Central Services, or leadership costs)			✓				✓		
Consider salary appeals across the Trust		✓ Committee							

ENDEAVOUR ACADEMIES
INSPIRING FUTURES

Endeavour Academies Trust
Scheme of Delegation

	Members of the Company	Trustees (Directors)	Finance Committee		Standards Committee		CEO/Accounting Officer	Academy Headteachers	
GENERAL									
Consider requests for flexible working/early retirement (academy staff —other than Leadership)							✓	✓	
Consider requests for flexible working/early retirement (Leadership /Central Services staff)							✓		
Appeals against flexible working (academy staff other than Leadership)							✓		
Appeals against Flexible working (Leadership /Head office staff)		✓ Committee							
Monitoring and receiving reports on staff attendance			✓						
Consider conflicts around Code of Conduct declarations/disclosures							✓		
Authorising of Settlement Agreements — up to £20,000							✓		
Authorising of Settlement Agreements — between £20,001 £50,000 (over £50,000 to go to ESFA)			✓						
Ensure safeguarding procedures are in place and at least one Trustee has completed the safer recruitment training along with the CEO		✓							
Regularly review the Single Central Record (Trustee with responsibility for Safeguarding)		✓							
To agree and conduct procedures for capability, disciplining, grievance, attendance, whistle blowing and staff welfare issues in line with agreed policies		✓							
Financial Management Procedures									
As Accounting Officer and CEO, overall accountability and management of the Trust budget as approved by the Board of Trustees							✓		
Ensure that sound and appropriate financial governance are in place	✓	✓							✓
Determination of level of central charges to individual academies		✓					✓		
Review financial management arrangements and delegation of powers at least annually		✓							
Prepare and monitor budgets		✓	✓						✓
Contribute to the financial priorities						✓	✓	✓	
Approve Trust budget		✓							
Monitor individual academy budget			✓			✓		✓	✓
Authorise expenditure between £10,000 and £50,000			✓				✓		
Authorise expenditure over £50,000		✓							
Ultimate responsibility for ensuring budget is conducted in accordance with requirements		✓							
Amending budget for operation of an academy			✓						
Determine use of surpluses			✓						
Determine and review the Reserves Policy			✓						
Ensure high standards of probity in the management of public funds in particular securing value for money around expenditure		✓					✓		✓
Ensure that funds are spend in accordance with legislation (regularity) and principles of parliamentary control (propriety)		✓					✓		✓
Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium					✓	✓			✓
Ensure the delivery of annual accounts							✓		

Overall responsibility for accounts of the company		✓					✓		✓
Ensure that financial management accounts are produced			✓						✓
Ensure appropriate procedures in place for safeguarding of funds (overall)		✓					✓		
To inform Trustees of need for any unplanned expenditure including input from Local Governing Bodies						✓	✓	✓	
Ensure that the Trustees are informed of need for any significant unplanned expenditure and options for identifying available funding Head Office/other							✓		

Endeavour Academies Trust Scheme of Delegation

	Members of the Company	Trustees (Directors)	Finance Committee	Standards Committee		CEO/Accounting Officer	Academy Headteachers	
Responsibility to ensure that adequate financial risk management strategies are in lace				✓		✓		
Ensure that financial risk management strategies are adhered to				✓		✓		
Receive monitoring reports on individual academy budget			✓			✓	✓	
Receive regular reports on budgets		✓	✓			✓		
Determine how CEO's financial powers will be exercised where the substantive post holder is absent		✓						
Approval of Annual Financial Statements		✓						
Determining cost of academy meals/extended services			✓					✓
Giving consent to changes to extended services or other activities provided by or through academies			✓					
Monitor quality of extended services and use of effectiveness and make recommendations						✓	✓	✓
Ensure that asset register is in place in line with financial procedures						✓		✓
Authorise disposal of equipment in line with financial procedures between the value of £500 and £2,500						✓		
Authorise disposal of equipment in line with financial procedures over the value of £2,500			✓					
To agree the taking up of any leasehold or tenancy agreements up to a maximum of three years			✓					
To agree the writing off of any debts and liabilities (except where the prior written consent of the Secretary of State is required) in accordance with the Finance Policy			✓					
Appoint bankers and approve banking arrangements including authorised signatories			✓					
Purchasing Goods or Services								
Determine the internal distribution of capitation between departments within the academy						✓	✓	
Approve expenditure of £50,000 or over and authorise orders after formal tenders in line with Finance Policy			✓					
Approve Service Level Agreements — procurement at overall level			✓					
Risk Management/Internal Assurance								
Ensure that risk management arrangements are in place						✓		✓
Responsibility to develop risk management strategies						✓	✓	
Consider and risk management plans for each academy				✓				
Agree the internal assurance work programme				✓				
Consider Internal assurance reports and, when appropriate, advise the Directors of material controls issues				✓				
Monitor the implementation of agreed recommendations relating to Internal Assurance re orts				✓				
Advise the Trust on the appointment, reappointment, dismissal and remuneration of the external auditor				✓				
Establish relevant performance measures and indicators, and to monitor the effectiveness of the external auditor.				✓				
Review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems effectiveness, risk management statements and a relevant issue raised in the external audit management letter.				✓				

Recommend the annual financial statements to the Board of Trustees for approval.				✓					
Review the adequacy of the Academy Trust's Risk Management Policy and procedures and to regularly review the risk register.				✓					
Monitor and implementation of Risk Management				✓					
Duty to ensure that appropriate risk management systems are in place external Residential visits								✓	
Approval of residential visits, following full risk assessments and sign-off by LA's H&S Officer							✓		
Review the Academy Trust's anti-fraud arrangements				✓					

Endeavour Academies Trust Scheme of Delegation		Trustees (Directors)	Finance Committee	Standards Committee		CEO/Accounting Officer	Academy Headteachers	
Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed				✓				
Produce an annual report for the Academy Trust and Accounting Officer, which should include advice on the effectiveness of the Academy's risk management, control and governance processes, and any significant matters arising from the work of the Responsible Officer and the external auditor				✓				
Review the risk register and focus on key risks throughout the year				✓				
Business Continuity Plan — oversee census data/returns						✓		
Ensure appropriate framework for risk management plans							✓	
Keep under review risk management plans — academy level							✓	