

# Greenshaw Learning Trust

## Scheme of Delegation for Governance Functions

### 1 Preamble

- 1.1 This Scheme of Delegation for Governance Functions describes the Greenshaw Learning Trust's governance structure and remit of the Members, Board of Trustees, its committees and local governing bodies.
- 1.2 The Greenshaw Learning Trust is a company limited by guarantee and an exempt charity; the formal governance arrangements for the Trust are set out in its Articles of Association.
- 1.3 The Greenshaw Learning Trust believes that schools should be run by, and their improvement driven by, their leadership team and governing body; the Trust's default position is maximum delegation, only constrained where required for the Trust to fulfill its statutory responsibilities and formal accountability for the educational and financial performance of its schools, or to tackle identified under-performance.
- 1.4 Herein:
  - 'The Trust' means the Greenshaw Learning Trust.
  - 'School' means a school (academy) in the Greenshaw Learning Trust.
  - 'Trustee' means a Trustee of the Trust and member of the Board of Trustees, which is the legal governing board of the Trust; a Trustee is also a Director of the Trust.
  - 'Governing body' and 'LGB' means a local governing body, that is a committee of the Board, and 'governor' means member of a local governing body.
  - 'Headteacher' means the principal of the school or academy.
  - 'Executive Headteacher' and 'CEO' means the Executive Headteacher and chief executive officer of the Trust (or an appointed executive officer acting on their behalf).

### 2 The Members of the Trust

- 2.1 The Members of the Trust are the subscribers to the Memorandum of Association – the people who established the Trust – and any other individuals appointed by the Members.
- 2.2 The Members have an overview of the governance arrangements of the Trust and may amend the Trust's Articles of Association.
- 2.3 The Members appoint Trustees and may remove Trustees.

### 3 The Board of Trustees

- 3.1 The Members have delegated all their powers and duties, apart from those specified in clause 2 above, to the Board of Trustees.
- 3.1 The Board of Trustees consists of six Trustees appointed by the Members plus the CEO, as long as s/he remains in office; the Trustees may in addition appoint co-opted Trustees.
- 3.2 The Board of Trustees retains responsibility for:
  - Formal accountability for the statutory functions of the Trust and for the operation and performance of all schools in the Trust.
  - Ensuring clarity of vision, ethos and strategic direction of the Trust as a whole.
  - Approving the Trust Budget and the Annual Report & Financial Statements of the Trust and ratifying the annual budget of each school.
  - Oversight of the financial and educational performance of the schools in the Trust.
  - Holding the Executive Headteacher to account for the financial and educational performance of the Trust as a whole.
  - Agreeing Trust policies and procedures and ratifying school policies and procedures as required to ensure that the Trust fulfills its statutory responsibilities and the oversight, monitoring and review of the implementation of those policies.

- 3.3 The Board of Trustees can delegate powers and functions other than those in 3.2 to committees including local governing bodies (LGBs), but retains legal accountability for any decisions taken.
- 3.4 The Board of Trustees will not get involved in the day-to-day running of the Trust or its schools.

#### **4 Local Governing Bodies**

- 4.1 The Board of Trustees has established a local governing body (LGB) for each school in the Trust, to which it delegates its powers and functions with regard to the management and performance and oversight of the school.
- 4.2 Each LGB is responsible for:
- Ensuring clarity of vision, ethos and strategic direction of the school.
  - Overseeing the financial and educational performance of the school and ensuring its money is well spent.
  - Holding the Headteacher to account.
- 4.3 The LGB will not get involved in the day-to-day running of the school.
- 4.4 The LGB must at all times act in accordance with the Governance Procedures agreed by the Trust, and ensure that the school's policies and the ways that it is managed and operates are consistent with the Articles of Association and Funding Agreement and the policies and procedures of the Trust, and with all relevant legislation and regulations.
- 4.5 The LGB must take account of the advice given to them by the Board of Trustees and CEO.
- 4.6 The LGB may carry out its delegated functions as it sees fit and may delegate those functions to a committee, individual governor or executive office holder, subject to such delegation and any associated committee remits or conditions being approved by the Board of Trustees.
- 4.7 The Board of Trustees may, in exceptional circumstances, impose conditions and restrictions upon the delegated authority it has given to the LGB.

#### **5 Trust Committees**

- 5.1 The Board of Trustees has established an **Audit Committee** that reviews the risks to internal financial control and agrees the processes and checks required to address these risks and ensure the Trust's financial policies and procedures are being carried out properly.
- 5.2 The Board of Trustees has established a **Trust Central Services Committee** to which it delegates authority to agree the strategy and budget for, and monitor and review the delivery and performance of, the Trust's central services.
- 5.3 The Board of Trustees has established a **New School Establishment Committee** to which it delegates authority for the oversight of, planning for and establishment of the Trust's Sutton new schools.
- 5.4 The Board of Trustees has established an **Admissions Committee** to which it delegates the consideration of admissions applications where a decision of Trustees is required.
- 5.5 The Board of Trustees will, as required, establish **ad hoc committees** to which it delegates authority to deal with matters relating to a specific incident or individual, such as considering a complaint or a personnel matter.

#### **6 Trust Executive**

- 6.1 The Board of Trustees delegates to the Executive Headteacher (CEO) responsibility for delivery of the Trust's strategy and for the implementation of the policies of the Trust, and for the day-to-day running, internal organisation, management and control of central Trust services.
- 6.2 The Executive Headteacher is responsible for the performance management of the Trust executive and the Headteachers of the Trust's schools.
- 6.3 The Board of Trustees delegates to the Headteacher of each school in the Trust the responsibility for the day-to-day running of the school, including the internal organisation, management and control of the school and the direction of teaching and the curriculum, and for the implementation of the policies of the Trust and LGB.