



**PENK VALLEY  
ACADEMY TRUST**

*Learning  
Together*

**Governance Scheme of Delegation  
2025-2026**

## **Governance Scheme of Delegation 2025-2026**

### **Introduction**

The Board of Trustees has overall legal responsibility for the operation of Penk Valley Academy Trust and the schools within it. It is legally accountable to the DFE and must operate and comply with the provisions set out in its constitutional documents and all relevant legislation, including the Articles of Association of the Trust, the Master Funding Agreement, Church Land Supplemental Agreement, and the Academy Trust Handbook.

In accordance with the terms of its Articles of Association, the trust's powers are exercised by its trustees, with the CEO having executive authority for day-to-day operations. Trustees are required under the terms of the articles to appoint a local governing committee for each school within the trust. This Scheme of Delegation sets out in detail those powers reserved to the trustees and the responsibilities delegated to executive officers and local governing committees.

### **Governance Structure**

#### **Trust Level**

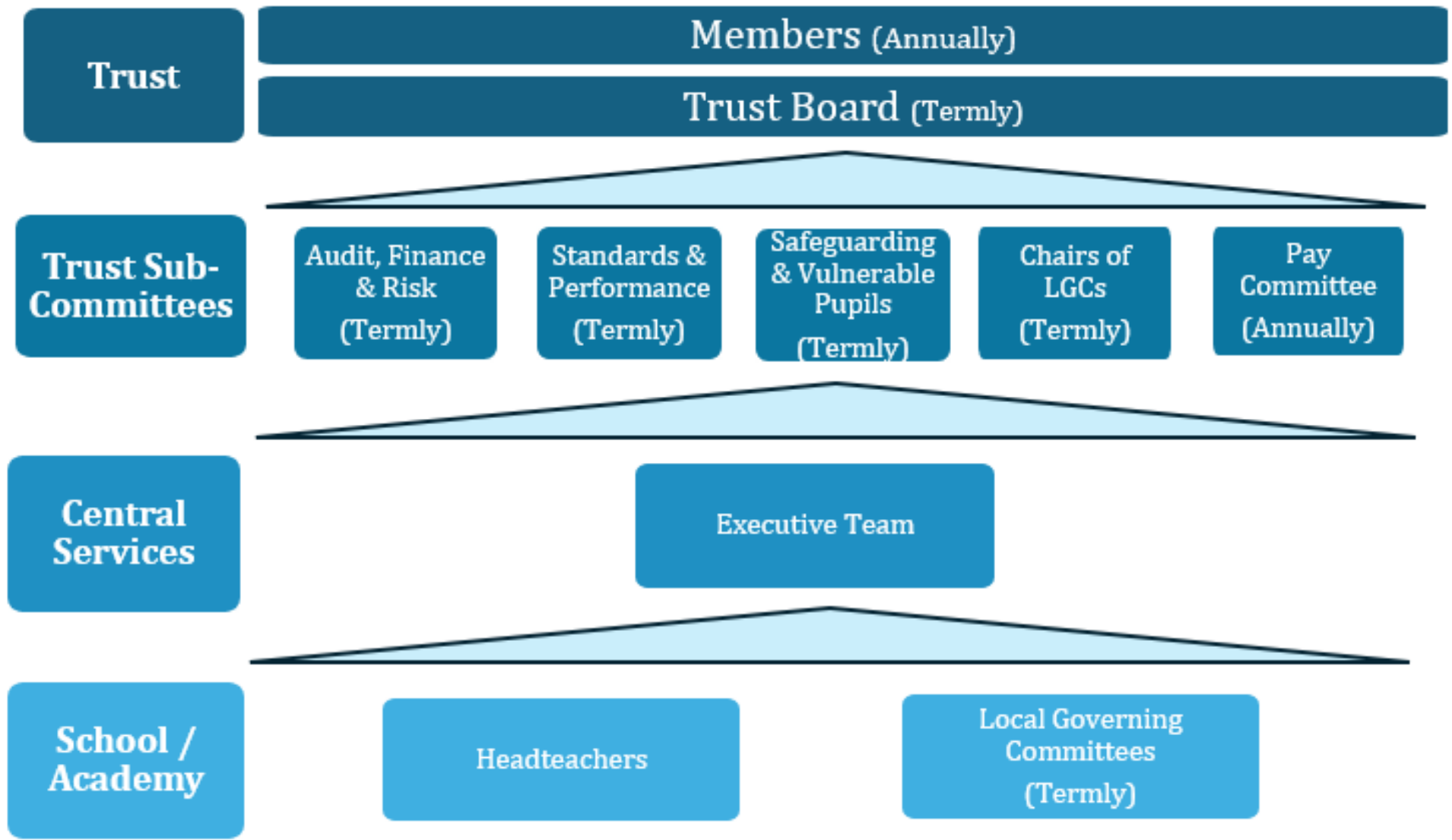
- **Members:** Guardians of the Trust, ensuring it carries out its charitable objective.
- **Trustees:** Appointed by Members, responsible for the general control and management of the Trust and its Schools/Academies.

#### **Trust Sub-Committees**

- **Audit Finance and Risk Committee:** Ensures robust financial systems and procedures and manages risk and ensuring compliance with financial, operational, and governance procedures in line with their Scheme of Delegation.
- **Standards & Performance:** Ensures compliance with national educational standards procedures in line with their Scheme of Delegation.
- **Safeguarding & Vulnerable Pupils:** Ensures compliance with Keeping Children Safe in Education (KCSIE) and Staffordshire Safeguarding Board procedures in line with their Scheme of Delegation.
- **Pay Committee:** Oversees pay awards and performance management.

#### **School/Academy Level**

- **School/Academy Headteacher:** Supports the Trust in providing accountability for the curriculum performance of the school/academy and ensuring compliance with policies and procedures.
- **Local Governing Committee (LGC):** Supports the Headteacher in providing local accountability for the curriculum performance of the school/academy, challenging them and acting as a 'critical friend' in line with their Scheme of Delegation.



## **Roles and Responsibilities**

### **Members**

- Ensure the objectives of the Trust are met.
- Appoint and remove Trustees.
- Approve the Trust's constitution and receive the Annual Report.

### **Chair of the Trust Board**

- Leads the business of the Trust.
- Ensures the Trust Board undertakes its duties efficiently and effectively.
- Works in partnership with the CEO.

### **Trustees and the Trust Board**

- Set the strategic direction of the Trust.
- Monitor all activities and assess the performance of the schools/academies.
- Approve the overall Trust budget and the budgets of each school/academy.

### **Chief Executive Officer (CEO)**

- Manages the Trust and the Headteachers at schools/academies on a day-to-day basis.
- Ensures robust financial processes are in place.
- Oversees the effective management of risk within the Trust.

### **Central Services Executives**

- Provides support and challenge to schools/academies and Central Service teams.
- Ensures compliance with financial, operational, and governance procedures.

### **Headteachers**

- Supports the Trust in providing strategic direction and local accountability.
- Monitors the school's/academy's progress towards its objectives.
- Reviews and ratifies relevant academy policies.

### **Local Governing Committee (LGC)**

- Supports the Headteacher in providing strategic direction and local accountability for the curriculum performance of the School/Academy.
- Reviews and ratifies relevant academy policies.

***These lists are not exhaustive, please refer to relevant Schemes of Delegation.***

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<b>Delegation of Powers and Responsibilities</b>				
	<b>Trust Board:</b>	<b>Central Services Executives:</b>	<b>School/Academy Headteacher</b>	<b>Local Governing Committee:</b>
<b>Strategic Direction</b>	Set the vision and ethos for the Trust.	Develop improvement plans for their departments.	Ensure high-quality educational provision.	Support the vision, ethos, and culture of the school/academy.
<b>Financial Management</b>	Approve school/academy budgets and ensure financial prudence.	Develop financial controls and monitor compliance. Present Trust Board with timely reports for approval and challenge.	Ensure budgets support high-quality teaching and learning.	Monitor Pupil Premium and Sports Premium expenditure.
<b>Curriculum and Standards</b>	Retain ultimate responsibility for curriculum and standards.	Monitor pupil progress and personal development.	Deliver a high-quality curriculum and ensure professional learning. Produce the School Improvement Plan (SIP)/Development Plan working with the SLT and Report on progress to the appropriate Sub-Committee	Scrutinise and challenge the school's/academy's SIP and progress in curriculum and standards.
<b>Student Welfare</b>	Ratify relevant policies related to student welfare.	Ensure compliance with safeguarding policies.	Implement behaviour and attendance policies.	Monitor SEND provision, Pupil attendance & punctuality, Pupil behaviour, Pupil exclusions & appeals and enrichment activities. Serve on exclusions panels when required.
<b>Safeguarding</b>	Appoint a Safeguarding Trustee and conduct annual reviews.	Develop and implement safeguarding policies.	Ensure compliance with safeguarding requirements. Responsible for safeguarding and child protection within the school, responsible for identifying risks to effective safeguarding and taking action to reduce potential risks, responsible for ensuring that school policies and practices take into account the procedures and practice of the local authority	Appoint a Safeguarding Link Governor and review safeguarding information including E-Safety.

<b>(Continued)</b>	<b>Trust Board:</b>	<b>Central Services Executives:</b>	<b>School/Academy Headteacher</b>	<b>Local Governing Committee:</b>
<b>Risk Management</b>	Ensure a comprehensive risk management strategy. Overall responsibility for the risk management framework.	Oversee risk management and business continuity.	Identify and manage education and safeguarding risks.	
<b>Data Protection</b>	Ensure compliance with data protection obligations.	Implement technical and organisational measures.	Ensure schools/academies comply with data protection policies.	
<b>Health and Safety</b>	Approve health and safety policies; overall responsibility for Health & safety within the Trust.	Ensure compliance with health and safety regulations.	Ensure schools/academies allocate resources for health and safety. Accountable for health and safety performance within the school	
<b>Human Resources</b>	Approve conditions of employment and salary scales in line with the HR Scheme of Delegation.	Ensure compliance with HR policies. Ensure safer recruitment processes and review performance management outcomes.	Appointing teachers and senior leaders	
<b>Admissions and Leavers</b>	Delegate responsibility for reviewing and determining admission policies.		Ensure compliance with statutory guidance on admissions.	
<b>Complaints</b>	Ratify the School/Academy/Trust Complaints Procedure.	Manage and coordinate the Trust's complaints procedure.	Ensure complaints are dealt with in line with the school's/academy's procedure.	Serve on complaints panels when required.
<b>IT, Security &amp; Data (ISD)</b>	Approve ISD policies.	Ensure effective IT service delivery and security.	Ensure compliance with ISD policies.	
<b>Estates</b>	Approve capital spending and asset management strategy in line with the Financial Scheme of Delegation.	Oversee management and maintenance of premises.		
<b>Equality</b>	Ratify the Equality policy and monitor compliance.	Ensure the Trust meets its equality duties.	Implement equality plans and monitor outcomes.	
<b>Community and Stakeholders</b>	Implement a strategic approach to stakeholder engagement.	Ensure effective stakeholder engagement.	Maintain positive relationships with communities.	
<b>Governance</b>	approve, oversee and guide - Scheme of delegations. CEO pay, Trust wide policys	Design, implement implement, recopmend and report to trustees	Undertake recruitment of LGC, organise and review policies, appoint clerk removal of clerk and LGC members	