



Scheme of Delegation

River Bank Primary School

Version	2
Approved by:	Board of Trustees
Review cycle:	Annual (or earlier if regulation requires)
Next review:	September 2026

Introduction

This Scheme of Delegation (SoD) sets out the governance framework, decision making authority, and lines of accountability for the River Bank Primary School. It clarifies what decisions are retained by Members and the Board of Trustees and what is delegated to Committees, the Accounting Officer (Headteacher), the Chief Financial Officer (CFO), and individual post holders. Delegation does not remove accountability: the Board remains legally responsible for the school's compliance, performance and the use of public funds.

The SoD aligns with the Department for Education (DfE) Academy Trust Handbook (ATH), THE Academy Trust Governance Guide, the School Admissions Code, Keeping Children Safe in Education (KCSIE) and UK GDPR/Data Protection Act 2018.

It must be published on the school website and reviewed at least annually.

An academy trust's board of trustees is accountable in law for all decisions about its academy. However, this does not mean that the full board is required to make all the decisions itself. Many decisions can be delegated to the Headteacher (the senior executive leader), trust board committees and individual trustees. It is vital that the decision to delegate a function is made by the full board of trustees and is recorded. Without such formal delegation, the individual or committee has no power to act.

What functions the board decides to delegate will vary depending. Once determined the SoD must be published on the trust website.

Statutory & Regulatory References

- Academy Trust Handbook (effective 1 September 2025 and 2024 editions).
- Academy Trust Governance Guide (DfE).
- Keeping Children Safe in Education (current edition).
- School Admissions Code (September 2021).
- UK GDPR and Data Protection Act 2018; ICO guidance for education.
- Charity Commission CC3: The Essential Trustee.
- Public Contracts Regulations 2015 and DfE procurement/tendering guidance.
- Academies Accounts Direction and Model Accounts; internal scrutiny guidance.

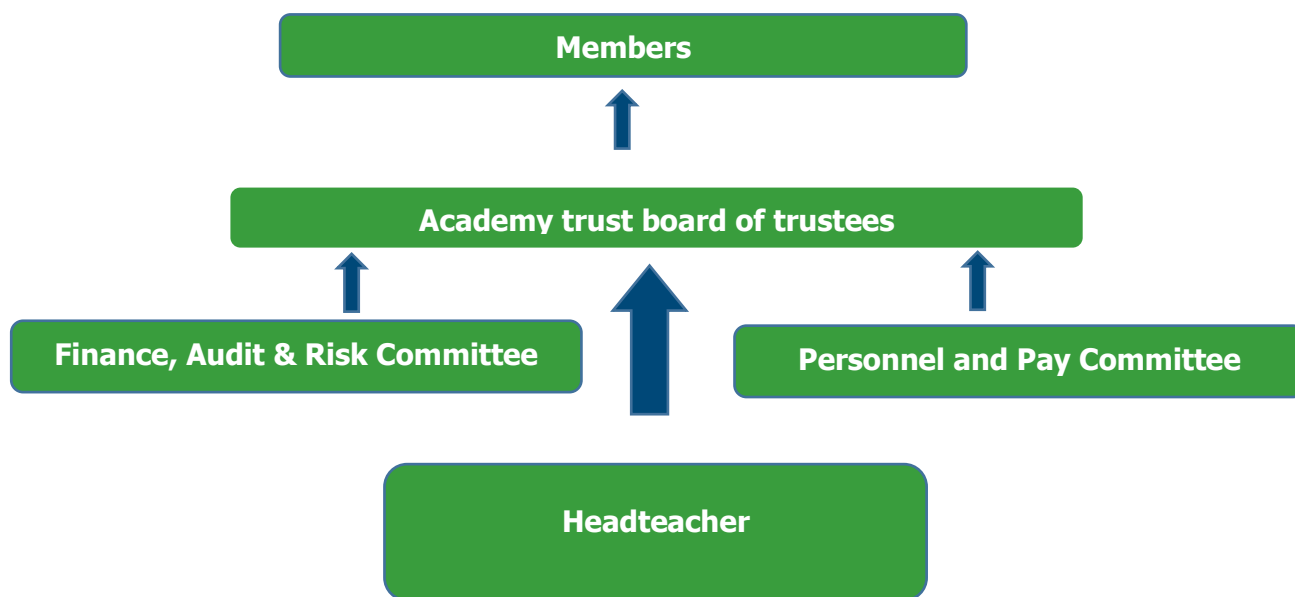
Format, Structure & Clarity

This SoD aims to clarify decision making and lines of accountability in a simple, succinct and clear format. It is intended to be a working document that the trust board and leaders revise and adapt in response to any changes. As such it is reviewed annually, with revisions made as the context changes, recognising the need to be responsive to changing circumstances and to adapt accordingly. Any changes made and what these mean in practice will be clearly communicated to all involved in the governance of the school.

Our scheme will:

- Ensure the school leadership is clear about which decisions the trust board remain in control of
- Ensure that the role of the Headteacher is fully understood
- Promote a culture of honesty and accountability
- Identify responsibility for the appointment and performance management of the Headteacher
- Identify responsibility for oversight of the school's budget
- Identify responsibility for assessment of risk in the school
- Identify responsibility for oversight of educational performance in the school

Governance Structure & lines of Accountability



The Academy Trust Board of Trustees delegate responsibility for the day to day running of the school to the Headteacher. The trustee board will hold the Headteacher to account for the performance of the school. The Headteacher in turn holds other members of the Senior Leadership Team to account by line managing them. While the board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The Headteacher will report to the board on the performance of the school, although this will be supplemented by the monitoring of Trust Board committees and individual trustees with any delegated responsibilities.

The Headteacher is performance managed by the trust board.

The Role of the Members

The members of the trust have a different status to trustees. The signatories to the memorandum of association agreed the Trust's first Articles of Association (a document which outlines the governance structure and how the Trust will operate). The Articles of Association also describe how members are recruited and replaced, and how many of the trustees the members can appoint to the trust board. The members appoint trustees to ensure that the Trust's charitable object is carried out and therefore can remove trustees if they fail to fulfil this responsibility. Accordingly, the Trust board submits an annual report on the performance of the trust to the members. Members are also responsible for approving any amendments made to the trust's Articles of Association.

While members are permitted to be appointed as trustees, in order to retain a degree of separation of powers between the members and the trust board, and in line with DfE expectations, not all members should be trustees. In addition, in line with DfE recommendations, members are not permitted to be employees of the academy trust.

The Role of the Trustees

Active Education Academy Trust is a charitable company, and so trustees are both charity trustees

(within the terms of section 177(1) of the Charities Act 2011) and company directors. Because trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably.

The trustees are responsible for the general control and management of the administration of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, are legally responsible and accountable for all statutory functions, for the performance of the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition they must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the executive to account for the educational performance of the trust and their pupils, and the performance management of staff
3. Oversee the financial performance of the trust and make sure its money is well spent

The board of trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

The Role of Trust Board Committees

As Trustees we establish committees to carry out some of our governance functions, including making decisions, although any decisions made will be deemed decisions of the trust board. The membership (there must be at least three trustees) and responsibilities of board committees are set out in the committee's terms of reference, and the trust board will appoint board committee chairs and committee members according to their skills.

In line with the Academy Trust Handbook 2025 which makes it clear that the Board of Trustees 'should have a finance committee to which the board delegates financial scrutiny and oversight', the board of Trustees of River Bank Primary School delegate this to a Finance, Audit and Risk committee.

The Role of the Senior Executive Leader (Headteacher)

The Headteacher has the delegated responsibility for the operation of the school.

The Headteacher is the accounting officer so has overall responsibility for the operation of the school's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money.

The Headteacher leads the Senior Leadership Team (SLT) of the school. The Headteacher will delegate management functions to the SLT and is accountable to the Trust Board for the performance of the SLT.

Key	
✓	Responsible for action
×	To approve

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
1. Trust governance							
Appoint/remove members	✓						
Appoint/remove trustees	✓	✓					
Elect chair/vice chair of trustees annually		✓					
Appoint committee chairs annually and remove when necessary		✓					
Determine powers of chair of trustees in urgent situations		✓					
Establish and review trust governance structure		✓					
Agree named safeguarding trustee		✓					
Agree named trustee for special educational needs and disabilities (SEND)		✓					
Appoint trust governance professional		✓					
Undertake trust governance professional appraisal annually		✓			✓		
Articles of association: review		✓					

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
Articles of association: ratify changes	✓						
Agree scheme of delegation and complete annual review		✓					
Agree committee terms of reference (including academy committees) and complete annual review		✓					
Agree trust board and committee meeting dates and agendas		✓			✓		✓
Complete annual trust board self-evaluation		✓					
Publish governance arrangements on trust and academy websites							✓
Ensure school website is compliant and effective					✓		✓
Maintain compliance on GIAS and Companies House					✓		✓
Maintain register of interests		✓					✓
Approve policies in line with the academy's schedule of policies		✓	✓	✓	✓		
Ensure there is a clear approach to policies and the maintenance and adoption of these across the school.					✓		
Appoint/remove academy committee chairs		✓	✓				
Appoint/remove academy committee members (local governors)		✓	✓				

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
Agree academy committee clerking arrangements			✓				✓
Agree academy committee meeting dates and agendas, ensuring trust-wide consistency							✓
Set clear expectations on monitoring and visits to schools		✓					
Ensure board reporting channels are established		✓					✓
Agree remit and constitution of any working party established to support trust's strategic objectives		✓					
2. Vision and strategy							
Determine trust's vision, strategy, ethos/culture and key priorities		✓			✓		
Develop engagement channels with key stakeholders in line with trust vision and priorities					✓		
Agree trust growth strategy		✓			✓		
3. Finance							
Appoint and performance manage chief financial officer (CFO)		✓			✓		
Produce trust's financial manual to further expand on processes relating to delegated financial powers		x				✓	

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
Produce annual report and accounts		x			✓	✓	
Submit required financial reports and returns						✓	
Agree budget plan to support delivery of trust strategic priorities		✓			✓	✓	
Agree budget plan to support delivery of school strategic priorities					✓	✓	
Monitor trust budget		✓	✓		✓	✓	
Approve long term financial plans		✓					
Develop and submit three-year budget forecast					✓	✓	
Carry out benchmarking and trust-wide value for money evaluation					✓	✓	
Agree reporting and monitoring arrangements for school budget		✓	✓		✓	✓	
Prepare management accounts every month setting out the trusts financial performance and position and share these with the chair of trustees		✓				✓	
Circulate management accounts setting out the trusts financial performance and position at every full trust board meeting		✓				✓	
Approve expenditure/contracts above a specified threshold		✓					
4. Operations							
Appoint and remove external auditors	✓						

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
Receive external auditor's report	✓	✓	✓		✓	✓	
Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to			✓			✓	
Action recommendations arising from internal audits					✓	✓	✓
Agree and deliver a programme of internal scrutiny ensuring the effective use of external third-parties to support the trust		✓	✓		✓		
Agree risk management policy		x	✓		✓		
Oversee the risk register and undertake a full review at least annually		✓					
Undertake termly review of risk register			✓				
Manage and report on risk mitigation strategies					✓		
Maintain trust contingency and business continuity plans					✓		
Monitor implementation of, and compliance with, health and safety policy and procedures at school level		✓			✓		
Agree premises management documents, including estate vision, estate strategy and asset management plan					✓		
Monitor academy estates to ensure they are safe and well-maintained		✓			✓		
Ensure that there is suitable expert support on health and safety					✓		

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust					✓		
Develop a cyber security framework					✓		
Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓		✓	✓	
Ensure there is adequate company secretarial support		✓					
Appoint a data protection officer (DPO)					✓		
Complete and maintain Single Central Record (SCR)					✓		
Receive routine reports on the status of the SCR		✓					
5. Workforce							
CEO/Accounting Officer		✓					
Other executive team staff					✓		
Headteacher		✓					
SLT				✓	✓		
School level staff members				✓	✓		
Other staff members of executive team		✓					
Determine executive team staffing structure					✓		

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
Determine school level staffing structure		✓	✓		✓		
Ensure appointment of DSLs and deputy DSLs					✓		
Ensure appointment of SENCOs					✓		
Ensure there is effective school improvement capacity within, or accessed by, the school.					✓	✓	
Monitor compliance with safer recruitment requirements		✓			✓		
Monitor staff wellbeing and workload		✓			✓		
Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD		✓			✓		
6. Curriculum							
Approve school curriculum					✓		
Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓			✓		
Ensure provision of religious education					✓		
Ensure compliance with SMSC requirements including the promotion of British values		✓			✓		
Monitor the inclusiveness of the curriculum		✓			✓		
7. Pupils and learning support							
Ensure high standards of teaching and learning					✓		
Set targets for pupil outcomes and monitor in-year data termly		✓			✓		

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
Agree school improvement strategies		✓			✓		
Determine use and monitor impact of pupil premium		✓	✓				
Determine use and monitor impact of sports premium		✓	✓				
Set the dates of school terms and holidays		✓			✓		
Set the times of school sessions		✓			✓		
Monitor attendance and persistent absence of pupils		✓			✓		
Ensure effective and compliant trust-wide SEND provision		✓			✓		
Regularly monitor compliance with SEN code of practice					✓		
Monitor effectiveness of SEND provision at an school level, ensuring compliance with relevant policies and statutory requirements		✓			✓		
Monitor progress and attainment for all vulnerable children		✓			✓		
Monitor support for looked after and previously looked after children		✓			✓		
Monitor pupil behaviour data across different pupil groups		✓			✓		
Review headteacher decision to suspend/exclude pupils		✓					
Monitor rates of suspension and exclusion across the trust		✓			✓		
Ensure school food standards are met for pupils					✓		

Task	Members	Trust board	Finance, Audit & Risk committee	Pay committee	Headteacher	CFO	Governance Professional
Ensure free school meal provision is adequately implemented					✓		
Ensure the provision of universal infant free school meals					✓		
Deliver inclusive extra-curricular activities					✓		
Monitor children's wellbeing and how this is actively supported		✓			✓		
Monitor provision and outcomes for EAL pupils		✓			✓		
Monitor safeguarding arrangements at school level, ensuring compliance with relevant policies and statutory requirements.		✓			✓		
8. Parents and community							
Implement admissions appeal process		✓			✓		
Review complaints at panel stage		✓					
Monitor all complaints raised (including through external agencies e.g. LA, ESFA and Ofsted) across the trust		✓			✓		
Engage with key stakeholders at academy level		✓			✓		