

13. SCHEME OF DELEGATION

Tees Valley Collaborative Trust (“the MAT”)

Scheme of Delegation For All Academies within the Trust

Approved by Trustees

Date of next scheduled review: Yearly

Publication/communication requirements: The Board of Trustees should ensure that a copy is provided to Members, Board Committees (including the Local Governing Body), the Chief Executive Officer and the Principals/Headteachers. The Document should also be published on the Trust and Academy websites.

TEES VALLEY COLLABORATIVE TRUST – SCHEME OF DELEGATION

INTRODUCTION

1. Purpose of the Scheme of Delegation

- 1.1 The primary purpose of this Scheme of Delegation (Scheme) is to inform those involved with the governance of the Academy of where decision making, advisory and other responsibilities lie within the MAT.
- 1.2 The Scheme does not contain details of every decision/responsibility or every aspect that will be delegated. Its content will be supplemented by the Trust's strategic plans, policies and procedures and any direction given or rules and directions agreed or issued by the Members or the Board of Trustees. In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the Chair of the Trust.
- 1.3 Whilst the Scheme is an important document, the way it is operated in practice will be the key to its efficacy. Good communication between the Board and its Committees and relevant members of staff will be essential.
- 1.4 The Scheme should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook, which is a separate document.

2. Adoption of the Scheme

- 2.1 This Scheme has been approved by the Board of Trustees and shall apply to the Academy from the date shown on the front cover.

3. How it has been determined

- 3.1 In determining this Scheme, the Trustees have been mindful that:
 - a. The Board of Trustees is ultimately accountable for the way in which the academies managed by the MAT are run and as such must be satisfied that delegation takes place only where appropriate and that it receives appropriate reports on matters delegated by it/actions taken in its name to enable appropriate oversight.
 - b. There are some areas where it makes sense for matters to be dealt with centrally, rather than by individual academies. It is hoped that this will reduce the burden on the individual academies, which already have a heavy workload, and in appropriate cases achieve economies of scale.
 - c. The Board cannot take all decisions itself, and in making decisions that the Board reserves for itself, it will often be reliant on information and advice from and be guided (as appropriate) by its Committees, the academy LGBs and others operating at academy level. The Board considers that there is often a powerful case for local involvement in decision making.

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4. Termination and amendment

- 4.1 The Scheme will be subject to formal review annually. However, where the Board deems it appropriate, changes will be made in year.
- 4.2 The Board has the absolute discretion to review, amend and/or terminate the Scheme at any time and as it sees fit (subject to complying with the legal requirements upon it).
- 4.3 As the MAT and the academies develop, so may the governance arrangements and accordingly the delegations that are in place. For example (and without limitation):
- Changes may need to be made as a result of lessons learned and development of best practice;
 - It is hoped that the strength of weaker academies will increase over time such that additional responsibilities may be delegated;
 - Where weaknesses develop in an academy’s leadership and governance, or in particular areas, the MAT may need to intervene and remove delegations.
- 4.4 The Board would welcome comments on the operation of the Scheme where it is felt that revisions should be made. Where practicable, the Board will give the LGB an opportunity to comment before determining the Scheme of Delegation.

5. Delegation Matrix

- 5.1 The delegation matrix that applies in respect of the Academy is set out below. It is structured in accordance with the following index:

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A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
A. Overarching Governance								
A1 Member matters								
1.	Review and Amendment of Articles of Association	A	R				<ul style="list-style-type: none"> Company Secretary / Clerk advice and support with process Legal advice (as required) Search and Governance Committee to advise 	<ul style="list-style-type: none"> DfE and/or Charity Commission consent required in certain cases Must be filed at Companies House along with copy of special resolution and any required forms
2.	Call Members' Meetings	A	A				<ul style="list-style-type: none"> Company Secretary / Clerk advice and support with process 	<ul style="list-style-type: none"> As a minimum, Members should hold an AGM once a year. Extraordinary meetings may also be called by Trustees or Members. Decisions may be made by written resolution between meetings in line with the process set out in the Articles of Association.
3.	Appoint/remove Members	A					<ul style="list-style-type: none"> Company Secretary / Clerk to advise and support process. Search and Governance Committee to advise. 	<ul style="list-style-type: none"> New members can only be appointed by existing members. Company Secretary / Clerk to liaise with Trust personnel to ensure <ul style="list-style-type: none"> - appropriate DBS and related checks made - Details of Member and their interests are uploaded on Trust website
4.	Complete Member register of interests, and keep under regular review	I/M	M	M	M		<ul style="list-style-type: none"> Company Secretary / Clerk advice and support with process 	<ul style="list-style-type: none"> Company Secretary / Clerk to liaise with Trust personnel to ensure details are uploaded on Trust website. Register of Member Interests should be brought to the attention of decision makers as appropriate (Chief Executive to oversee).

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A2	Board matters							
5.	Appoint/remove Trustees	A	R				<ul style="list-style-type: none"> • Clerk advice and support with process • Trustees to advise on skills gaps to inform decision making • Search and Governance Committee to advise 	<ul style="list-style-type: none"> • The Members shall appoint a minimum of 6 Trustees, following recommendation from the Board of Trustees • Code of Conduct should be agreed and all Trustees should be required to sign it • The clerk to liaise with appropriate Trust personnel to ensure that <ul style="list-style-type: none"> • appropriate DBS and related checks are made • Details of Trustees and their interests are uploaded on Trust website • Return must be filed at Companies House by the Company Secretary. • Chair of Board, Chief Executive and Company Secretary / Clerk and others as appropriate to provide induction.
6.	Complete Trust Board skills audit and training plan annually	M	I/M	R			<ul style="list-style-type: none"> • Chair of Board to lead – Clerk advice and support with process • S & G to provide advice and support 	<ul style="list-style-type: none"> • Skills audit should include ability and commitment. • Chair of Board to follow up with Trustees on training requirements • Details of skills gaps should be provided to those responsible for appointing Trustees when a vacancy arises
7.	Appoint/Remove Chair of Trustees	M	A				<ul style="list-style-type: none"> • Clerk advice and support with process • S & G to provide advice and support 	<ul style="list-style-type: none"> • Should not be an employee
8.	Appointment Vice Chair of Trustees	M	A				<ul style="list-style-type: none"> • Clerk advice and support with process 	<ul style="list-style-type: none"> • Should not be an employee
9.	Confirm Accounting Officer		A				<ul style="list-style-type: none"> • CFO to support and notify Secretary of State 	<ul style="list-style-type: none"> • The Accounting Officer to be the Chief Executive (the role will be heavily supported by the Chief Financial Officer and the Principals). • Has responsibility for regularity, propriety and value for money. Also responsibility for ensuring that proper financial records and accounts are kept.
10.	Appoint/remove Company Secretary		A	R			<ul style="list-style-type: none"> • S&G to advise and support. • HR advice obtained as required 	<ul style="list-style-type: none"> • Should have relevant experience in school/company/charity governance. • Reports directly to the Board

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11.	Determine Scheme of Delegation		A	R	R	R	<ul style="list-style-type: none"> S & G to advise and support Company Secretary / Clerk and Chief Executive advice and support LGBs and other Committees to provide advice on amendment based on experience of operation 	<ul style="list-style-type: none"> The document will be reviewed every year or more frequently where the Trustees deem this to be desirable. Where practicable, the Board will give the LGB and Committees an opportunity to comment before determining the Scheme of Delegation. The Scheme will comply with the Memorandum and Articles of Association and other legal requirements, including any matters that are reserved to Members from time to time.
12.	Complete Trustee register of interests and keep under regular review		I/M	M			<ul style="list-style-type: none"> Clerk advice and support with process 	<ul style="list-style-type: none"> Clerk to liaise with Trust personnel to ensure details are uploaded on Trust website. Register of Trustee Interests should be brought to the attention of decision makers as appropriate (Chief Executive to oversee).
13.	Board of Trustees' Annual Schedule of Business		A	R	M		<ul style="list-style-type: none"> Chair of Board to lead, with Clerk advice and support with process Appropriate advice and input from Chief Executive and those responsible for planning LGB/other Committee Annual Schedule of Business 	<ul style="list-style-type: none"> Should be shared with LGB and other Committees to inform their work Chair of Board and Clerk to use to inform agenda setting Trustees should meet at least every three times a year
14.	Determine policy review process and schedule		A	Delegated	A (by exception where delegated)	Delegated	<ul style="list-style-type: none"> Clerk advice and support with process Appropriate advice and input from Chief Executive (and other key employees) and those responsible for LGB/other Committee policy review 	<ul style="list-style-type: none"> Needs to dovetail with annual schedule of business (see above). Should specify what policies there are to be, the lead member of staff responsible for the policy, the approving person/body and when the review will take place. Review of policies to be conducted in accordance with process and schedule.
15.	Annual Review of Governance and Board Effectiveness		I/M				<ul style="list-style-type: none"> Chair of Board to lead. Clerk and Chief Executive advice and support with process 	<ul style="list-style-type: none"> This should dovetail with the Committees' (including LGB's) reviews of their own effectiveness (see below). The outcome of the review may impact on the level of delegation to LGBs and others under the Scheme of Delegation or otherwise. Trustees to consider whether an external review of governance should take place.

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16.	Annual Report and Financial Statements	M	A	R, A			<ul style="list-style-type: none"> • CFO to co-ordinate draft, with input from Chief Executive and Clerk • Auditors to review and sign off • Trustees and Accounting Officer must approve relevant sections 	<ul style="list-style-type: none"> • The Members should receive and scrutinise the accounts at their AGM. • The document should be filed with Companies House and the DfE and uploaded onto the Trust's website.
17.	Other company returns			A			<ul style="list-style-type: none"> • Trust staff to advise as appropriate e.g. HR Director, CFO, clerk 	<ul style="list-style-type: none"> • To include key Companies House filings and DfE returns
18.	Chief Executive Reports to Trustees		M	I			<ul style="list-style-type: none"> • The Chief Executive will be supported by others as appropriate e.g. Company Secretary / Clerk, CFO, HR Director, 	<ul style="list-style-type: none"> • The Trustees should agree with the Chief Executive what reports are required, the required frequency and the content of those reports. • The Trustees should receive the reports at a Board meeting to enable appropriate questioning and follow up.
19.	Supplemental Reports to Members	M	A	R			<ul style="list-style-type: none"> • The Chief Executive should co-ordinate the reports for input and approval by the Trustees. • The Chief Executive and the Trustees will be supported by others as appropriate e.g. Company Secretary / Clerk, CFO, HR Director, 	<ul style="list-style-type: none"> • The Members should agree with the Trustees what additional reports are required, the required frequency and the content of those reports. • The Members should receive the supplemental reports at their AGM and/or at Extraordinary General Meetings to enable appropriate questioning and follow up

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A3	LGB and other committee matters							
20.	Determine and keep under review Committee complement <i>and composition</i>		A	R	R	R	<ul style="list-style-type: none"> • Chief Executive and Clerk to advise and support • Principal and Clerk to aid formulation of LGB advice • Clerk advice and support with process 	<ul style="list-style-type: none"> • Consideration will need to be given as to: <ul style="list-style-type: none"> - what Committees are required (under the Articles of Association/Funding Agreements/Academies Financial Handbook e.g. Audit/Finance, LGB) - What additional Committees (board and/or LGB and/or shared) would be useful given the size of the MAT and the decision making functions that take place at each level of governance. - Membership, terms of reference, reporting requirements, decision making and other procedures etc. of each Committee (please see below) • Under the Articles of Association: <ul style="list-style-type: none"> - The constitution, membership and proceedings of any committee must be determined by the /Trustees. - The establishment, terms of reference, constitution and membership of any committee shall be reviewed at least once in every twelve months. - The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the LGBs) a majority of members of any such committee shall be Trustees. - Except in the case of a LGB, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees. • Academy trusts are required to establish a Trustee committee to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. All Trusts with an annual income over £50 million must have a dedicated audit committee. The majority of members must be Trustees. • The composition will be set out in the LGB's Terms of Reference.

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21.	Appointing LGB governors		A		R		<ul style="list-style-type: none"> • Clerk advice and support with process • Details of skills gaps should be provided to those responsible for appointing Local Governors when a vacancy arises 	<ul style="list-style-type: none"> • Code of Conduct should be agreed and all Local Governors should be required to sign it • Clerk to liaise with appropriate staff to ensure: <ul style="list-style-type: none"> • appropriate DBS and related checks are made • Details of Local Governors and their interests are uploaded on Academy website • Clerk, Principal and Chair of LGB (and others as appropriate) to lead induction.
22.	Hold staff and parent elections for LGB				I	R	<ul style="list-style-type: none"> • Clerk and Principal advice and support with process 	<ul style="list-style-type: none"> • Must be in accordance with any relevant provisions in Articles of Association, Scheme of Delegation and LGB Terms of Reference.
23.	Appoint Chair of LGB		A		R		<ul style="list-style-type: none"> • Clerk advice and support with process 	<ul style="list-style-type: none"> • Must not be an employee.
24.	Appoint vice Chair of LGB				A		<ul style="list-style-type: none"> • Clerk advice and support with process 	<ul style="list-style-type: none"> • Must not be an employee
25.	Allocate specific local governor roles				A	R	<ul style="list-style-type: none"> • Chair of LGB to lead, based on skills • Trustees to specify certain required roles to dovetail with own link Trustees (if applicable) 	<ul style="list-style-type: none"> • Allocated LGB members should work with Trustees allocated with specific responsibilities in their areas • LGB may choose to allocate additional link roles [e.g. <i>Safeguarding/Child Protection, Health and Safety, Special Educational Needs</i>] • All LGB members continue to have responsibility for these areas, despite any allocation of specific roles
26.	Complete LGB register of interests and keep under regular review		M	M	I/M		<ul style="list-style-type: none"> • Clerk advice and support with process • Clerk to liaise with appropriate Academy personnel to ensure uploaded on website 	<ul style="list-style-type: none"> • Register of LGB Interests should be brought to the attention of decision makers as appropriate (Principals to oversee).
27.	Determine LGB annual schedule of business		R	R	I/M	R	<ul style="list-style-type: none"> • Chair to lead with Clerk advice and support with process • Appropriate advice and input from Chief Executive, Principals and those responsible for planning other Annual Schedules of Business 	<ul style="list-style-type: none"> • This needs to dovetail with the Board of Trustees' Schedule of business • Chair and Clerk to use to inform agenda setting • LGB should meet at least once each term

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28.	Academy level Reporting to Trustees		M	R	I		<ul style="list-style-type: none"> Clerk to advise. 	<ul style="list-style-type: none"> LGB minutes will be provided to Trustees as standard. The co-ordinated schedule of business should mean that this enables LGB advice to get to the Board in a timely manner to inform their decision making. The content and frequency of any additional LGB reports shall be specified by the Trustees. Additional Academy level reporting should be included in Chief Executive reports as appropriate (see above). The Trustees should receive the minutes and any additional reports at Board Meetings to enable appropriate discussion and scrutiny.
29.	Review of LGB effectiveness		M	R	I/M	R	<ul style="list-style-type: none"> Chair of LGB to lead, Clerk advice and support with process 	<ul style="list-style-type: none"> This should dovetail with the Board's reviews of their own effectiveness (Trustees may set a template). Conclusions should be fed into the Board's review of governance effectiveness and may impact on future levels of delegation pursuant to the Scheme of Delegation. LGB to participate as required in any external review of governance required by the Trustees.
30.	LGB skills audit		M	R	I/M	R	<ul style="list-style-type: none"> Clerk advice and support with process 	<ul style="list-style-type: none"> Trustees may set a template. Trustees to receive details and may impact on areas of delegation Details of skills gaps should be provided to those responsible for appointing local governors when a vacancy arises
31.	Determine LGB procedures		A		R		<ul style="list-style-type: none"> Clerk to board to advice and support Clerk to support LGB in formulating advice 	<ul style="list-style-type: none"> These must be in compliance with the Articles of Association and must include details relating to appointment of Chair/Vice Chair, quorum and decision making and other procedures etc
32.	Determine Trust Committee Structure (including LGBs and Trust Board Sub-Committees)		A	R			<ul style="list-style-type: none"> Clerk to support 	<ul style="list-style-type: none"> The Board of Trustees will have a sub-committee for both S & G and Finance & Audit. Trustees to agree numbers, frequency of meetings and terms of reference.

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A4 Miscellaneous								
33.	Determine governance policies and procedures for Trustees and Local Governors		A				<ul style="list-style-type: none"> CFO and Clerk to advise and support 	<ul style="list-style-type: none"> E.g. appointment, Induction, expenses, Interests (conflicts, payments, contacts etc), Code of Conduct Policies must be in accordance with Articles of Association
34.	Obtain Trustee and Officers insurance			I			<ul style="list-style-type: none"> CFO and Company Secretary advice and support 	<ul style="list-style-type: none"> Must be in accordance with Articles of Association
A5 Website reporting								
35.	Governance details on trust website		M	I/M			<ul style="list-style-type: none"> Executive PA & Chief Executive to advise and support 	<ul style="list-style-type: none"> Marketing Officer responsible for ensuring information up to date

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A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
B. Strategy and Leadership								
B1 Strategic planning and oversight								
1.	Set Trust vision, aim and objectives.		A/D/M	D/R/I			<ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny 	<ul style="list-style-type: none"> Chief Executive responsible for implementation
2.	Set strategic objectives and KPIs of Trust and determine Trust Development Plan and review process.		A/D/M	D/R/I			<ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny 	<ul style="list-style-type: none"> Chief Executive responsible for ensuring objectives are met and for progress against Development Plan Development Plan must be in line with strategic objectives
2a	Establish and monitor Trust growth plan.		A	D/R/I				
3.	Set Academy vision, aim and objectives.		A	R	D/R	D/R/I	<ul style="list-style-type: none"> Principal leading role in formulating for LGB scrutiny 	<ul style="list-style-type: none"> Must fit with Trust vision and ethos (Chief Executive to ensure) Principal responsible for implementation
4.	Set Academy's strategic objectives and KPIs and determine Academy Development Plan and review process		M	R	A/D/M	D/R/I	<ul style="list-style-type: none"> Principal leading role in formulating (in conjunction with the Chief Executive) for LGB scrutiny 	<ul style="list-style-type: none"> Must fit with Trust strategic objectives, KPIs and Plan (Chief Executive to ensure) and reflect Ofsted outcomes Development plan must be in line with strategic objectives Board of Trustees may provide templates
5.	Complete Academy Self Evaluation Form (or equivalent!)		M	M	A	D/R/I	<ul style="list-style-type: none"> Principal leading role in formulating for LGB scrutiny 	<ul style="list-style-type: none"> SEF to reflect progress against Development Plan Trust board may provide templates Chief Executive to scrutinise and report on outcomes to the Board
6.	Involvement in Ofsted inspections		I/M	I	I/M	I		<ul style="list-style-type: none"> Trustees and LGB members will be involved as appropriate in Ofsted inspections The Principal will notify the Chief Executive, Chair of the Board and the Chair of the LGB that an inspection has been notified and what involvement is needed from the Board and the LGB.

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B2 School Organisation								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
7.	Determine protocol for considering taking on new academies/free schools (including due diligence arrangements)		A	D/R/I			<ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny. CFO to support and advise. 	<ul style="list-style-type: none"> Chief Executive to manage process in accordance with agreed protocol This should include the need for a conversion plan to deal with pre and post conversion matters, with an overall project manager identified, and the need for appropriate HR, Finance, buildings, legal etc advice
8.	Decide to take on a new academy/open a free school	Informed	A	D/R/I			<ul style="list-style-type: none"> Trustees to obtain appropriate legal, HR, Finance, buildings etc advice 	<ul style="list-style-type: none"> Trustees must look carefully at all aspects of a potential academy prior to recommending an academy is taken on/free school established, given the impact that the decision may have on the academies already in the Trust
9.	Approve legal documentation associated with academy conversions		A	I/R			<ul style="list-style-type: none"> Trustees will obtain appropriate Legal, HR, Finance, buildings etc advice 	<ul style="list-style-type: none"> Trustees must understand the documentary framework and what is being agreed to by entering into it.
10.	Agreeing significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range)	Informed	A	R	R	D/R/I		<ul style="list-style-type: none"> DfE consent may be required
11.	Determining school session and term dates		M	A	R	D/R/I		<ul style="list-style-type: none"> This allows Trustees to co-ordinate the schools in the Trust to the extent that this is desirable, whilst reflecting local needs
B3 Risk Management								
12.	Determine overall risk management policy and processes		A/M	D/R/I			<ul style="list-style-type: none"> Chief Executive to lead, advise and co-ordinate input from CFO and other trust level staff. Finance & Audit Committee to advise. 	<ul style="list-style-type: none"> To include template risk register and frequency of review
13.	Review and complete Trust risk register		A/M	D/R/I			<ul style="list-style-type: none"> Chief Executive to lead, advise and co-ordinate input from CFO and trust level staff. Finance & Audit Committee to advise. 	<ul style="list-style-type: none"> Using agreed risk register template To reflect major Academy specific risks as appropriate
14.	Review and complete academy level risk register			M	A/M	D/R/I	<ul style="list-style-type: none"> Principal/Head to lead, advise and co-ordinate input from senior Academy staff 	<ul style="list-style-type: none"> Using agreed risk register template To inform Trust risk register review

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C. Staffing								
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C1 Staffing structures								
1.	Determining staffing complement – Trust level (including organisational restructuring)		A	D/R/I			<ul style="list-style-type: none"> Chief Executive, HR and CFO to advise Trust Board's S & G Committee to support Board 	<ul style="list-style-type: none"> This relates to determining the Trust level staff structure. Please see below in relation to appointment to those positions.
2.	Determining staffing complement – Academy level (including organisational restructuring)		A	R	R/M	D/R/I	<ul style="list-style-type: none"> Chief Executive to lead and advise with academy level input HR and Finance advice Trust Board's Resources Committee to support Board 	<ul style="list-style-type: none"> This relates to determining the Academy level staff structure. Please see below in relation to appointment to those positions.
3.	Setting terms and conditions of employment, Trust wide HR policies and procedures and staff handbook		A	D/R/I	M (compliance)		<ul style="list-style-type: none"> Chief Executive to lead and advise Trust Board's Resources Committee to support Board 	<ul style="list-style-type: none"> Need to ensure local differences and TUPE considerations taken into account Policies to include e.g. recruitment, probation and induction, pay, appraisal, conduct and disciplinary, grievance, capability, absence management, professional development, equality, expenses Chief Executive to report to Trustees on any material concerns about operation of policies and procedures Principal to ensure appointments are compliant with T&Cs, policies and procedures
4.	Carry out and maintain central record of recruitment and vetting checks on staff		M Safeguarding Trustee in place.	For Trust level staff: I	Academy staff: R Safeguarding LGB member	Academy staff I	<ul style="list-style-type: none"> Chief Executive responsible for Trust wide staff, Principal responsible for Academy staff (HR Officer to advise and manage) 	

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5.	Maintain register of interests for relevant staff members			For Trust level staff: I		Academy staff I	<ul style="list-style-type: none"> CFO to advise and manage 	<ul style="list-style-type: none"> Interests should be brought to the attention of decision makers as appropriate.
C2 Trust level appointments								
6.	Appointment and dismissal of Chief Executive		D/I				<ul style="list-style-type: none"> S & G to support and advise HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies
7.	Performance Management and pay review of Chief Executive		D/I				<ul style="list-style-type: none"> Chair of the Board HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies
8.	Appointment and dismissal of Chief Financial Officer		A	D/R/I			<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line managed by Chief Executive To act as chief financial officer for delivery of Trust's detailed accounting requirements This individual should attend board meetings (and committee meetings as appropriate)
9.	Appointment and dismissal of other director level posts (to include Estates, Information)		A	D/R/I			<ul style="list-style-type: none"> HR Advice 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line managed by Chief Executive
10.	Other trustwide appointments and dismissals			I			<ul style="list-style-type: none"> HR Advice 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies
11.	Performance management and pay review of senior trust wide appointments			I			<ul style="list-style-type: none"> HR Advice 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
C3 Academy level appointments								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
12.	Appointment / dismissal of Headteacher / Principal		A	D/R/I	R		<ul style="list-style-type: none"> S & G to support and advise HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Chief Executive and LGB panel to interview and recommend. Trustees will send one of their member to sit on panel. Line managed by Chief Executive.
13.	Appointment / dismissal of Deputy Headteacher / Vice-Principal and Assistant Headteacher / Assistant Principal		A	R	R	D/R/I	<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Chief Executive and LGB panel to interview and recommend. Trustees will send one of their member to sit on panel.
14.	Performance management and pay of Principal/Head		M	D/A/I	R		<ul style="list-style-type: none"> HR Adviser to support and advise Independent advisor should support appraisal process S & G to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Chief Executive to performance manage. Advisory role for LGB
15.	Appointment of other Academy Senior Leadership Team positions		M		R/A	D/A/I	<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies LGB panel plus Principal to interview and decide unless LGB delegate particular appointment to Principal. Line managed by Principal
16.	Appointment of special needs co-ordinator (SENCO)				M	I	<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> LGB panel plus Principal to interview and decide unless LGB delegate particular appointment to Principal Any allocated SEND local governor to be involved as appropriate Line managed by Principal

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
17.	Appointment safeguarding /child protection officer (designated senior person) and a deputy				M	I	<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies LGB panel plus Principal to interview and decide unless LGB delegate particular appointment to Principal Line managed by Principal
18.	Appointment of academy business manager or equivalent			A/I		R	<ul style="list-style-type: none"> HR Adviser, CFO and CEO to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Panel to include: <ul style="list-style-type: none"> - Principal - Trust's CFO - Chair of Local Governors/Chair of Finance & Audit Committee Line managed by Principal / Trust CFO (to determine)
19.	Appointment other Academy staff positions					A/I	<ul style="list-style-type: none"> HR Adviser to support and advise Where decisions not delegated to Principal, Principal will be asked to advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Appointment decisions may be delegated to the Principal (or further delegated where reflected in agreed policy) Line managed by Principal or other SLT member
20.	Performance management and pay review of Academy level appointments (other than Principal)		A (if outside of Pay Policy Guidelines)	A (unless outside Pay Policy Guidelines)		I/R	<ul style="list-style-type: none"> HR Director and External Advisor to support and advise S & G to advise. 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line manager to run process and submit recommendations to the Principal Where the Principal is not the line manager, the Principal may be involved in process (as appropriate)

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
D. Pupil/Student matters								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
D1 Education provision								
1.	Standards of teaching		M	M	M	D/I	<ul style="list-style-type: none"> Advice and support from School Improvement Lead as required Analysis of standards information to be provided by Principal to LGB and Chief Executive to enable appropriate scrutiny 	<ul style="list-style-type: none"> Principal responsible for observing and evaluating performance at Academy level and securing improvement, under oversight of Chief Executive. Trustees & Members to receive agreed level of reporting (see section A above).
2.	Pupil progress and attainment		M	M	M	D/I	<ul style="list-style-type: none"> Advice and support from School Improvement Lead as required Analysis of progress and attainment to be provided by Principal to LGB and Chief Executive to enable appropriate local scrutiny 	<ul style="list-style-type: none"> Principal responsible for progress and attainment and securing improvement at Academy level, under oversight of Chief Executive and LGB. Trustees & Members to receive agreed level of reporting (see section A above) Key role for Trust Standards Committee.
3.	Setting curriculum policy		M	A	M	D/R/I	<ul style="list-style-type: none"> Advice and support from School Improvement Lead as required 	<ul style="list-style-type: none"> Curriculum must be balanced and broadly based and comply with the terms of any curriculum policy/requirements determined by the Board
4.	Curriculum provision			M	M	D/I		<ul style="list-style-type: none"> Principal to implement in line with policy, overseen by Chief Executive
5.	Examinations				M	I		<ul style="list-style-type: none"> Principal to ensure appropriate arrangements put in place for examinations
6.	Determining off site visits policy		A	R/M	M	D/I		<ul style="list-style-type: none"> Principal to implement agreed policy at Academy level, overseen by Chief Executive Should dovetail with health and safety policy Policy should require that potentially hazardous activities are referred to the Board for approval Chief Executive to report to Trustees on any material concerns about operation of policy
7.	Careers advice provision				M	D/I		
8.	Community and after school provision (extended schools)			M	M	D/I	<ul style="list-style-type: none"> See section G below in relation to use of school premises 	

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
D2 Behaviour, attendance and welfare								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
9.	Establish behaviour and discipline policy (including exclusions)		A	R/M	M	D/I		<ul style="list-style-type: none"> Principal to implement, overseen by Chief Executive Chief Executive to report to Trustees on any material concerns about operation of policy
10.	Exclusions – decision to exclude Temporary Permanent		M	M M	M A	A R		<ul style="list-style-type: none"> May be for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently. The Principal may withdraw an exclusion that has not been reviewed by the LGB.
11.	Notifications of exclusions				M	I		<ul style="list-style-type: none"> Principal to notify LGB and others in accordance with Exclusions Code Depending on exclusion, this will be either without delay or once a term. Notifications must include the reasons and duration
12.	Exclusions – to review overall pattern and use of exclusions			M	M	I		<ul style="list-style-type: none"> Trustees to receive agreed level of reporting (see Section A above)
13.	Exclusions – arrange alternative provision				M	I		<ul style="list-style-type: none"> Arrange alternative provision in accordance with Exclusions Code
14.	Exclusions – to review exclusion decisions and consider reinstatement in applicable cases				M			<ul style="list-style-type: none"> Can be delegated to sub-committee of at least 3 LGB members Can be delegated to Chair of LGB where permitted by Exclusions Code
15.	Exclusions - To establish independent appeals panel		A	R			<ul style="list-style-type: none"> Advice and support from Clerk. 	<ul style="list-style-type: none"> Must be in line with exclusions statutory guidance
16.	Pupil attendance		M	M	M	I		<ul style="list-style-type: none"> Trustees to receive agreed level of reporting (see Section A above)
17.	Safeguarding and child protection policy		A/M	R/M	M			<ul style="list-style-type: none"> Principal to implement at academy level, overseen by Chief Executive Chief Executive to report to Trustees on any material concerns about operation of policy

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
D3 School meals								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
18.	Provision of school meals				M	I		<ul style="list-style-type: none"> Must include provision of free school meals to those eligible Must be in accordance with nutritional standards
D4 Admissions								
19.	Determining admissions policy		A	R	R	D/R		
20.	Admissions application decisions				A	R/I		<ul style="list-style-type: none"> Principal responsible for co-ordinating and managing process Must be in accordance with published admission arrangements
21.	Arrangement of independent appeals panel			R	I	R	<ul style="list-style-type: none"> Advice and support from Clerk 	<ul style="list-style-type: none"> Must be an independent panel established in accordance with the Admissions Appeals Code
22.	Appeals against LA directions to admit pupils				I	R		

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
E. Accessibility								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
1.	Accessibility plan				A	R		<ul style="list-style-type: none"> Plan for increasing accessibility to disabled pupils (curriculum, physical environment, information)
2.	Equality information and objectives statement and equality objectives		A	R	M	D/I	<ul style="list-style-type: none"> Chief Executive to co-ordinate process with input from Principal and others as required 	<ul style="list-style-type: none"> Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting the aims of the general public sector equality duty.
3.	Determine SEND and inclusion policies		A	R	R	D/I	<ul style="list-style-type: none"> Advice from SENCO 	<ul style="list-style-type: none"> To include social disadvantage, equality, disability discrimination, looked after children, pupil premiums Trustees may provide templates for tailoring at local level There should be a member of the LGB with specific oversight of the school's arrangements for SEN and disability Principal to implement at Academy level (overseen by Chief Executive) Chief Executive to report to Trustees on any material concerns about operation of policy
4.	Reviewing and challenging effectiveness of SEND and inclusion policies and decisions		A (Trust wide)	I/R	R (Academy level), Advise	I		<ul style="list-style-type: none"> Review to be completed at least annually
5.	SEN information report		A	R	R	D/I		<ul style="list-style-type: none"> The SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible Contains details about the implementation of the SEN policy Trust Board may provide templates to enable co-ordinated reporting

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
F. Finance and procurement								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
1.	Appoint/remove auditors	A	R	R			<ul style="list-style-type: none"> CFO to advise and manage process 	<ul style="list-style-type: none"> Key role for Finance and Audit Committee To be appointed annually at the AGM
2.	Appoint responsible officer/internal auditor/agreement of additional assurance support from auditors or other third party		A (Finance and Audit Committee to recommend)				<ul style="list-style-type: none"> CFO to advise and manage process 	<ul style="list-style-type: none"> Key role for Finance and Audit Committee Finance and Audit Committee to determine the scope of work for the Internal Audit/Responsible Officer/Additional Assurance report, ensure relevant standards are met and is compliant with relevant guidelines.
3.	Respond to auditors' report/advice		M (Trust level) I (Finance & Audit Committee)	I (Trust level)	M (Academy level matters)	I (Academy level matters)	CFO to support, with assistance from Academy Finance Manager at Academy level	<ul style="list-style-type: none"> Key role for Finance and Audit Committee.
4.	Annual Report and Accounts	M Receive, scrutinise	A (Finance & Audit Committee to scrutinise and recommend)	R			<ul style="list-style-type: none"> Trust CFO to co-ordinate draft, with input from Chief Executive and Clerk Auditors to review and sign off Trustees and Accountable Officer must approve relevant sections 	<ul style="list-style-type: none"> Key role for Finance & Audit Committee The Members should receive and scrutinise the accounts at their AGM The document should be filed with Companies House and the DfE and uploaded onto the Trust's website
5.	Establish financial policies, procedures, regulations and internal financial controls		A (Finance and Audit Committee to recommend)	R		I	<ul style="list-style-type: none"> Chief Financial Officer to support and advise 	<ul style="list-style-type: none"> Including financial delegations, investment policy, procurement policy, borrowing, charging and remissions policy, reserves policy etc and reflect who can sign off on financial reporting etc. Key role for Finance & Audit Committee Principals to implement at Academy level to ensure compliance, overseen by Chief Executive Chief Executive to report to Trustees on any material concerns about operation of policy

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
6.	Agree a funding model for Trust (including academies)		A	R			<ul style="list-style-type: none"> Chief Financial Officer to support and advise 	<ul style="list-style-type: none"> Key role for Finance and Audit Committee Trust Board to consider and assess implications of DfE indicative funding of Academies when agreeing a funding model.
7.	Set Trust budget		A	R			<ul style="list-style-type: none"> Chief Financial Officer to support and advise 	<ul style="list-style-type: none"> Key role for Finance and Audit Committee
8.	Monitor trust wide expenditure		M	R			<ul style="list-style-type: none"> Chief Financial Officer to support and advise 	<ul style="list-style-type: none"> Key role for Finance and Audit Committee
9.	Set academy budget		A	R	R	R	<ul style="list-style-type: none"> Chief Financial Officer to support and advise LGB to make recommendations 	<ul style="list-style-type: none"> Must be in line with overall Trust budget Key role for Audit Committee Trust Board to approve budget headings and areas of expenditure, including the level and use of contingency funds or balances.
10.	Monitor academy expenditure		M	R	M	R	<ul style="list-style-type: none"> Chief Financial Officer to support and advise 	<ul style="list-style-type: none"> Expenditure must be in line with agreed budget Regular reporting to take place by Finance Director to inform Trust wide monitoring
11.	Determine central services provision, establish own central operations and/or procure from third parties		A	R			<ul style="list-style-type: none"> Chief Financial Officer to support and advise 	<ul style="list-style-type: none"> Key role for Finance and Audit Committee LGB to recommend services they wish to procure from third parties as part of their budget recommendations.
12.	Opening bank account		A				<ul style="list-style-type: none"> CFO to support and advise 	<ul style="list-style-type: none"> All bank accounts must be in the name of the Trust and operated in accordance with the Financial regulations
13.	Asset register			D/I – TRUST WIDE		D/I – ACADEMY LEVEL	<ul style="list-style-type: none"> Director of Estates to support and advise CFO to support and advise 	

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	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
G. Health and safety, insurance and premises and extended schools								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
1.	Approval of Health and safety policy and arrangements		A/M (Finance & Audit Committee to recommend)	D/R	R	D/R/I		<ul style="list-style-type: none"> Chief Executive responsible for ensuring appropriate health and safety procedures are in place in line with approved policy and are operating effectively Principals to implement policy at Academy level and oversee operation of procedures (overseen by Chief Executive and advising Chief Executive in relation to significant issues). Policy to include appropriate reporting mechanisms at Member, Trustee and LGB level.
2.	Obtaining insurance for land and trust & academy operations		A (Finance & Audit Committee to recommend)	R			<ul style="list-style-type: none"> CFO and Director of Resources to advise and support and liaise with broker 	<ul style="list-style-type: none"> To include Director & Officer cover, buildings and contents, business continuity, employers' and public liability insurance, motor vehicle cover etc. as required Chief Executive to ensure details of insurance policy requirements appropriately disseminated
3.	Agree site strategy and development plan		A	D/R/I	R	R	<ul style="list-style-type: none"> CFO and Director of Resources to advise and support 	
4.	Maintenance of premises		M	A	M	I/D	<ul style="list-style-type: none"> Director of Resources to advise and support 	
5.	Maintain academy Premises management documents (e.g. asbestos, fire safety, statutory testing)		M	A	M	I/D	<ul style="list-style-type: none"> Director of Resources to advise and support 	<ul style="list-style-type: none"> Principal to ensure appropriate documents in place (overseen by the Chief Executive). Chief Executive to report any material concerns to Trust Board and LGB
6.	Approving Capital projects/building works		A	R	M		<ul style="list-style-type: none"> CFO and Director of Resources to advise and support 	<ul style="list-style-type: none"> LA lease should be checked prior to any works on LA land and any necessary consents obtained All necessary DfE approvals should be obtained

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	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
7.	Managing Academy capital projects/building works/maintenance		M	I	M	R	<ul style="list-style-type: none"> Director of Resources/Chief Financial Officer/Business Managers to advise and support 	<ul style="list-style-type: none"> All necessary DfE processes should be followed
8.	Security of Premises and equipment: oversee and monitor Academy activities				M	I	CFO and Director of Resources to advise and support	<ul style="list-style-type: none"> Chief Executive to oversee overarching arrangements across Trust.
9.	Acquiring and disposing of land (including leases, licences and easements)		A	R			<ul style="list-style-type: none"> CFO and Director of Resources to advise and support 	<ul style="list-style-type: none"> LA lease should be checked prior to making any disposal of LA land All necessary DfE approvals should be obtained
10.	Determining permissible external and community use policy (letting/licencing/ shared use arrangements)			A	M	R	<ul style="list-style-type: none"> Director of Resources to advise and support 	<ul style="list-style-type: none"> Policy should reflect requirement to obtain any necessary DfE/LA/site trustee consents Policy should reflect what happens to any revenue generated from such use.
11.	Managing external and community use			M		I	Director of resources to advise and support	<ul style="list-style-type: none"> Must be in accordance with agreed policy School Business Manager should manage

Scheme of Delegation – Tees Valley Collaborative Trust -

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
H. Communications, information and complaints								
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
H1 External communications								
1.	Trust prospectus		M	I			<ul style="list-style-type: none"> Marketing Officer to support and advise. 	
2.	School prospectus			M	M	D/I	<ul style="list-style-type: none"> School Improvement Lead to advise and support Marketing Officer to support and advise. 	<ul style="list-style-type: none"> Chief Executive to ensure prospectus in line with Trust requirements (templates will be provided)
3.	Trust website		M	D/I			<ul style="list-style-type: none"> Clerk and Marketing Officer to support on compliance 	<ul style="list-style-type: none"> Chief Executive to ensure legally compliant and that it dovetails appropriately with Academy websites
4.	Academy website			M	M	D/I	<ul style="list-style-type: none"> Clerk and Marketing Officer to support on compliance 	<ul style="list-style-type: none"> Principal to ensure legally compliant, overseen by Chief Executive Chief Executive to ensure dovetails appropriately with Trust website.
5.	Freedom of Information policy and publication scheme		A	D/I			<ul style="list-style-type: none"> DPO to support and advise 	
6.	Approving press statements		A (Chair, as appropriate)	A (Trust matters) M Academy		A (Academy matters)		<ul style="list-style-type: none"> Press statements that are of a controversial nature should be referred to the CEO for their approval (and the Chair where appropriate)
H2 Complaints								
7.	Determining complaints policy and procedure statement		A	D/R				<ul style="list-style-type: none"> Policy to provide for local management of complaints, with escalation to Trust Board where necessary. Policy to include appropriate reporting at Trustee and LGB level.

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	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LGB	PRINCIPAL/ HEAD	ADVICE	COMMENTS
A = Approves; R = Recommends; I = Implements; D = Develops; M = Monitors								
8.	Implementation of complaints policy and procedures			M Oversee (Trust wide)		M (Acade my level)		<ul style="list-style-type: none"> Chief Executive to implement in relation to trust wide complaints, Principal to implement in relation to Academy complaints, overseen by Chief Executive Chief Executive to report to Trustees on any material concerns about operation of policy
H3 Information management								
9.	Data protection and document management policy		A/M	D/R/I <Advise		M Academy level)	<ul style="list-style-type: none"> DPO to advise 	<ul style="list-style-type: none"> Policy to include appropriate reporting at Trustee and LGB level. Principal to notify LGB and Chief Executive of any material concerns/breaches to Chief Executive. Chief Executive to report any material concerns/breaches to Trust Board
10.	Pupil records (including attendance register)			M		I	<ul style="list-style-type: none"> DPO to support and advise. 	
11.	Determining IT Policy		M	D/R/I			<ul style="list-style-type: none"> Director of Resources to support and advise. 	

