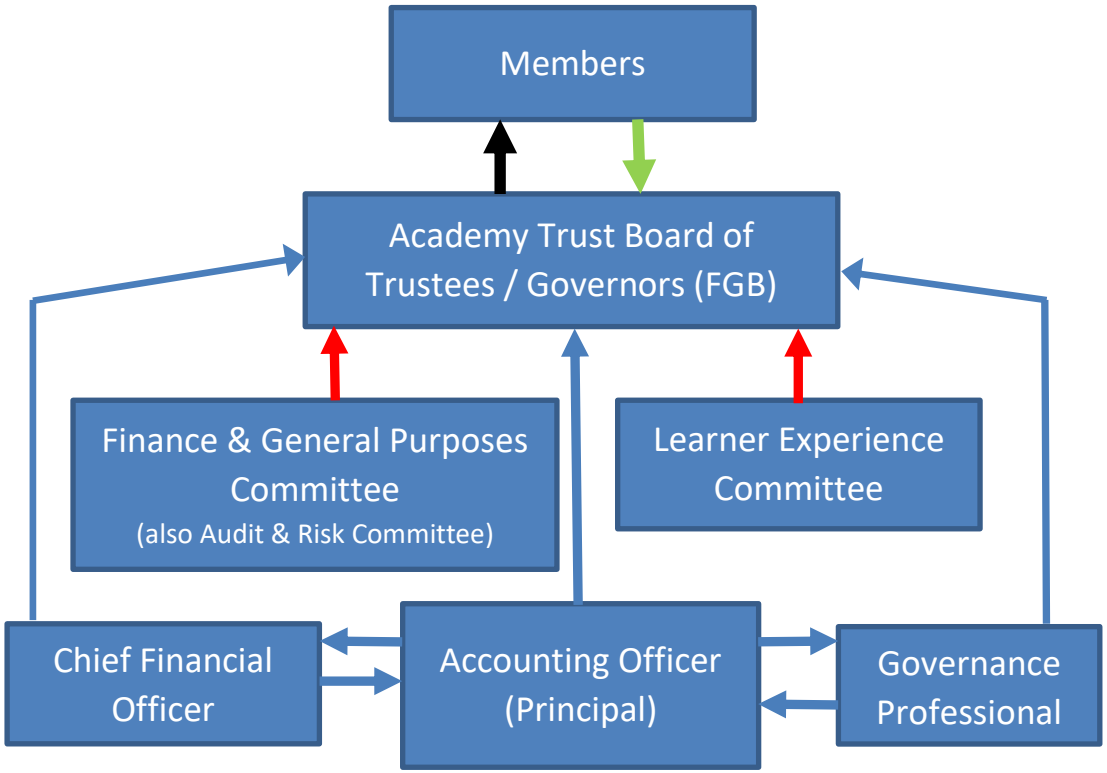
Big Creative Academy Trust – Scheme of Responsibility

Big Creative Academy Trust scheme of responsibility is a key document defining which responsibilities have been delegated and to whom. It should be a simple yet systematic way of ensuring members, trustees, committees and individuals are clear about who has responsibility for making which decisions in the trust. This overarching scheme covering decision making in the trust should not be confused with the written scheme of delegation for governance function or the scheme of delegation for financial powers.

Academy Trust Structure



Key to Scheme of Responsibility

Level 1: Members
Level 2: Academy trust board of trustees (FGB)
Level 3: Board Committees (Finance, Learner Experience)
Level 4: Individual trustee
Level 5: Senior executive leader (accounting officer)

Blue Box Function **cannot** be carried out at this level

✓ Decision to be taken at this level

A Advice to those accountable for decision making

D Decision making specifically delegated

< > Direction of advice and support

AREA	DECISION	DELEGATION						
		MEMBERS	BOARD OF TRUSTEES (FGB)	COMMITTEE	INDIVIDUAL TRUSTEE	ACCOUNTING OFFICER / PRINCIPAL	GOVERNANCE PROFESSIONAL	CFO
GOVERNANCE FRAMEWORK								
PEOPLE	Members: Appoint/Remove	✓	<A					
	Trustees: Appoint/Remove	✓	<A					
	Role descriptions for trustees/ chair/ specific roles/ committee members: agree.		✓	<A				
	Appointment of new Principal (Senior Executive Lead and Accounting Officer)	A>	✓				<A	
	Committee chairs: appoint and remove		D>	✓				
	Governance Professional to board: appoint and remove		✓			<A		
SYSTEMS AND STRUCTURES	Articles of association: review and pass resolution if an amendment is required.	✓	<A	<A		<A	<A	
	Governance structure (committees) for the trust: establish and review annually.		✓	<A			<A	
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually.		✓	<A				
	Skills audit: complete and take appropriate action to fill gaps.		✓			<A	<A	
	Annual self-evaluation of trust board and committee performance: complete annually.		✓				<A	
	Trustee contribution: review annually		✓				<A	
	Succession: plan		✓	<A				
	Annual schedule of business for trust board: agree		✓	<A		<A		

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REPORTING								
REPORTING	Trust governance details on trust website: ensure						✓	
	Register of all interests, business, pecuniary, governance of other educational establishments for members/trustees: establish and publish.						✓	
	Annual report on performance of the trust: submit to members and publish.		✓	**<A**		**<A**		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: approval		✓	**<A**		✓	**<A**	**<A**
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: adoption	✓						**<A**
	Appointment of external auditor	✓	**<A**					**<A**
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓			**<A**		

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BEING STRATEGIC								
BEING STRATEGIC	Approve trust policies as advised by DfE		✓	✓		**<A**		
	To annually determine admission arrangements		✓			**<A**	**<A**	
	Ensure a broad and balanced curriculum is in place		✓	✓		✓		
	To set the times of school sessions and the dates of school terms and holidays					✓		
	Agree enrichment/extra-curricular offer including any additional services required					✓		
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓		
	Management of risk: review and monitor		✓	✓		**<A**		**<A**
	Significant plans on use, sale or lease of Academy estate in line with original vision and charitable objectives	**A>**	✓			**<A**		**<A**
	Determine trust's strategy in accordance with the original vision		✓			**<A**		
	Monitor effective governance	✓						
	To decide on a change of trust sponsor	✓						
	To decide on change of Academy name	✓						
	Budget plan to support delivery of trust key priorities: agree		✓	**<A**		**<A**		**<A**
	Academy staffing structure: agree		✓	**<A**		**<A**		**<A**
	Appoint teaching staff			**A>**		✓		
	Appoint non-teaching staff			**A>**		✓		

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HOLDING TO ACCOUNT								
HOLDING TO ACCOUNT	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	**<A**	**<A**	**<A**		**<A**
	To ensure regularity, propriety, value for money, maintenance of proper financial records, risk management					✓		**<A**
	To ensure efficacy of internal controls, value for money systems and frameworks, fraud prevention			✓				**<A**
	To produce and maintain a central record of recruitment and vetting checks					✓		
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the *Prevent* duty into the child protection policy		✓	**<A**	**<A**	**<A**		
	Reporting arrangements for progress on key priorities: agree		✓	✓		**<A**		
	Performance management of the Principal: undertake		✓					
	Performance management of staff: undertake					✓		
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		**<A**		
	Trustee monitoring: agree arrangements		✓	**<A**				
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.		✓			**<A**		
	To ensure that health and safety regulations are followed					✓		**<A**
	Ensure that school lunch nutritional standards are met					✓		
	Maintain a register of pupil attendance					✓		
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)					✓		**<A**

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ENSURING FINANCIAL PROBITY								
ENSURING FINANCIAL PROBITY	Chief Financial Officer for delivery of trusts detailed accounting processes: appoint		✓	**<A**		**<A**		
	Trust's scheme of financial delegation: establish and review		✓	**<A**	**<A**	**<A**		**<A**
	Internal and External auditors' report: receive, respond and monitor		✓	**<A**		**<A**		**<A**
	Principal pay award: agree		✓	**<A**	**<A**			
	Staff appraisal procedure and pay progression: monitor and agree		✓	**<A**		**<A**		**<A**
	Benchmarking and academy trust value for money: ensure robustness		✓	**<A**		**<A**		**<A**
	Consider related party transactions		**D>**	✓				**<A**
	Consider and agree trust procurement strategies and efficiency savings programme		**D>**	✓		**<A**		
	Maintenance of risk register							✓
	To approve the first formal budget plan each financial year		✓	**<A**		**<A**		**<A**
	To agree annual action plans and monitor how school premiums are spent (i.e. the pupil premium)		✓	✓		**<A**		**<A**
	To establish and agree charging and remissions policy		✓	✓		**<A**		**<A**
	Buildings insurance and personal liability		✓			**<A**		**<A**