



## Responsibilities: Scheme of Delegation

This Scheme of Delegation identifies the key decision-making authorities for governance and operational roles within the Star Academies.

The Scheme of Delegation applies to all schools, with the exception of any references to Faith and Character Education, which apply only to the trust's Muslim faith schools. This delegation is based upon the quality of governance and management and an establishment's performance being at an acceptable level. Where this performance is judged to be insufficient, then the Board of Trustees will revoke powers as it determines is required.

Where decisions have been delegated, they must be reported back to the Board of Trustees.

Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Trustee meeting, action may be agreed with the Board of Trustees' Chair. This must be reported to the Board of Trustees at the next meeting.

It is essential that a Head of Establishment has sufficient powers to manage effectively on a day-to-day basis.

The Board of Trustees delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations.

Where there is a shared responsibility for decision making between the trust and its schools, the trust has the ultimate responsibility.

The Scheme of Delegation uses the following letters to denote roles regarding key functions:

R	Responsibility:	Approval or decision-making body
C	Consultation:	Views must be sought and considered prior to presentation for approval or judgement, these should be detailed within any supporting report
O	Overview:	To ensure a function is undertaken in line with policy or procedure
A	Advisory:	Provides guidance or opinions to assist decision-making
D	Delivery:	Operational development and delivery

The Scheme of Delegation uses the following letters to indicate delegation to a specific committee of Trust Board:

AB	Academic Board	NRC	Nomination and Remuneration Committee
ARC	Audit and Risk Committee	SIB	Star Institute Board
PRC	Policy and Resources Committee	FCE	Faith and Character Education Board (Muslim faith schools only)
LAB	Local Accountability Board	APC	Academy Partnership Committee
PDC	Pupil Disciplinary Committee		
ATB	Academy Transition Board		



Core Function	Trust Board	Committee	Star Central Executive	Local Accountability Board <sup>1</sup>	Regional Director / Executive Principal <sup>2</sup>	Principal	Eton Partnership Board <sup>3</sup>	Academy Partnership Committee <sup>3</sup>
<b>VISION, VALUES AND STRATEGY</b>								
Establishing the Trust's Vision and Values	R		A					
Ensuring the Trust's conduct is in line with its Vision and Values	R		D	A	A	D	A	
Approving and Monitoring delivery of the Trust Strategic Plan	R		D					
Approving and monitoring the Star Central Annual Operating Statement	R		D					
Approving and monitoring delivery of a school Annual Operating Statement		O - AB	C	R	C	D	R	
Ensuring Star Central delivers a regulatory compliant and quality core support service for Trust schools	R		D	A		A	R	
Approving the expansion of the Trust, including applications to open new schools and the sponsorship of additional schools	R	C - ARC	D					
<b>GOVERNANCE</b>								
Appointing the Senior Executive Leader as the Accounting Officer to be accountable to the Board for the performance of the Trust	R							
Appointing the Chief Financial Officer	R							
Appointing a Trust Secretary / Governance Professional	R		C					
Approving a Scheme of Delegation for Governance	R		D	A			C <i>Consent Eton College</i>	
Approving the Policy framework that meets statutory and Trust requirements	R		D					
Approving statutory and Trust policies in line with the Trust Framework	R	R - All	D				R	
Approving school-level policies in line with Trust guidance			O	R		D	R	
Approving a Risk Management Framework and Risk Policy	R	C - ARC	D					
Annual review of a Risk Register in line with the Trust's framework	R	O - ARC	D	O	C	D	O	
Appointing Internal Auditors		R - ARC	A					
Approve the Internal Audit Strategy and Annual Internal Audit Plan		R - ARC	A					
Monitoring Internal Auditor reports and ensuring implementation of actions		R - ARC	D	O	C	D	O	A
Reviewing the Annual Statement of Assurance		R - ARC	C					
Approving a Business Continuity and Emergency Response framework		R - PRC	D					
Maintaining a Business Continuity and Emergency Response Plan (BCERP) in line with the Trust's framework, and review at least annually		O - PRC	D	O	C	D	O	
Ensuring the provision of insurance cover to meet the Trust's needs			R					
Approving an Equalities Framework to ensure compliance with legislation		R - PRC	D			D		
Approving 'Significant Changes' applications for DfE submission	R		D	C	C	A	C <i>Consent Eton College</i>	

<sup>1</sup> Applicable for Academy Transition Boards but not applicable for Eton Star Partnership Colleges

<sup>2</sup> As the Trust transitions to the Executive Principal model where the post is not in place for the school the role will be undertaken by a nominated Star Central lead

<sup>3</sup> For Eton Star Partnership Colleges



Core Function	Trust Board	Committee	Star Central Executive	Local Accountability Board <sup>1</sup>	Regional Director / Executive Principal <sup>2</sup>	Principal	Eton Partnership Board <sup>3</sup>	Academy Partnership Committee <sup>3</sup>
Approving LAB/APC with responsibility for more than one school	R	C - NRC	D	A	A	A	C	A
Appointing and removing the Trust appointed members of the LAB/APC		R - NRC	D				R	
Managing the elections for the Parent and Staff members of the LAB/APC			O	O	C	D	O	
Appointing and removing the Chair of the LAB/APC		R - NRC	D				R	
Appointing and removing the Vice-Chair of the LAB/APC				R				R
Appointing Local Lead Governors in line with Trust guidance				R				
Setting the model Agenda and frequency of meetings of the LAB/APC			R				C	
Adapting the model Agenda for LAB/APC			C	R		C	O	R
Conducting meetings of the LAB/APC in accordance with the Governance Handbook		O - NRC	O	R			O	R
Decisions and transactions between the Trust and the School Led Development Trust		R - PRC	C					
<b>FINANCIAL MANAGEMENT</b>								
Appointing the External Auditor to the Trust <sup>4</sup>		C - ARC	A					
Ensuring at least one Trustee has specific, relevant skills and financial experience	R							
Approving a Balanced Budget for the Trust	R	C - PRC	D					
Ensuring financial sustainability to operate as a going concern	R	C - PRC	D					
Approving Financial Allocation to establishments	R	C - PRC	D				C	
Approving individual establishment budgets			R	C	C	A	Written consent Eton College deficit budget	
Agreeing local charges in line with the Trust's Charging and Remissions Policy			O	R		D	R	
Approving the use of surplus establishment balances		R - PRC	C	A	A	A	R	
Approving the written scheme of delegation for financial powers		R - PRC	D					
Challenge pupil number estimates that underpin revenue projections on a termly basis		R - PRC	D	O	O	A	O	
Preparation of Trust Financial Statements in line with accounting standards		O - PRC	R			A		
Approving audited Trust Accounts submitted to ESFA and Companies House deadline	R	C - ARC						
Approving ESFA Financial Returns	R		D					
Transactions requiring ESFA notification or approval <sup>5</sup> : - Indemnities not in the normal course of business - Special Severance payments - Related Party Transactions		O - PRC	D				O	
Monitoring termly income and expenditure to ensure financial viability		R - PRC	D	O	C	D	R	
Monitoring monthly income and expenditure			R			R		
Sharing monthly Management Accounts with Trustees			R					
Approving Treasury Management Policy and ensuring Trust cash position management		R - PRC	D					
Monitoring External Auditor reports and ensure timely implementation of actions		R - ARC	D				O	
Approving the Central Procurement Framework		R - PRC	D					

<sup>4</sup> Appointed by the Trust's Members<sup>5</sup> In line with Academy Trust Handbook definitions and requirements



Core Function	Trust Board	Committee	Star Central Executive	Local Accountability Board <sup>1</sup>	Regional Director / Executive Principal <sup>2</sup>	Principal	Eton Partnership Board <sup>3</sup>	Academy Partnership Committee <sup>3</sup>
<b>EDUCATIONAL EXCELLENCE</b>								
<b>Standards</b>								
To attend a school's Ofsted inspection as the Governance representative			O	R			R	
Monitoring Ofsted reports and ensuring implementation		R - AB	O	O	C	D	R	A
Approving the Self-Evaluation Form (SEF)		O - AB	A	R	C	P	O	
Approving the Trust's Improvement Framework		R - AB	D					
Provision of a Quality Assurance Programme		C - AB	R		C	C	O	
Implementing recommendations of the Quality Assurance Programme		O - AB		O	O	R	O	
Approving the establishment of Rapid Improvement Boards		R - AB	C		C			
Ensuring the delivery of high standards of teaching and learning		O - AB	O	R	C	D	R	
Responsibility for a pupil's education		O - AB	O			R	O	
Setting the framework for school term dates and session times			R					
Setting the school term dates and session times in line with the framework			C		A	R		
<b>Curriculum</b>								
Approving the Trust's curriculum policies that meet statutory requirements		R - AB	D		C		Consent Eton-appointed Trustee	
Implementing the Trust's curriculum policies		O - AB	O	O	C	R	O	
Providing relationships and sex education in line with approved policy		O - AB	O	O	C	R	O	
Providing religious education and collective worship in line with policy		O - AB O - FCE	O	O	C	R	O	
Providing personal, social, health and economic education (PSHE) in line with policy		O - AB	O			R	O	
Monitoring, reviewing, and evaluating spiritual, moral, social, cultural (SMSC), Community Cohesion and anti-extremism programmes		O - AB O - FCE	O	R	C	D	R	
Ensuring effective development and delivery of the Leadership Specialism		R - AB	D	O	C	D		
Approving Careers Guidance Policy and ensuring delivery within statutory requirements		O - AB	R	O	C	D		
<b>Data and Performance</b>								
Establishing targets for pupil achievement		O - AB	R	O	A	C	O	
Monitoring progress against the achievement of pupil targets		O - AB	O	R	C	D	O	
Monitoring by exception failure to meet key targets and ensuring remedial actions		R - AB	C	A	C	D	R	
<b>Safeguarding and pupil welfare</b>								
Approving Safeguarding Policies <sup>6</sup> and ensuring effective procedures in line with statutory guidance		R - AB	D					
Appointing a Safeguarding and Pupil Welfare Lead Trustee and Safeguarding Lead Governor	R							

<sup>6</sup> To include: Safeguarding and Child Protection, Prevent, Looked after Children and Safer Recruitment



Core Function	Trust Board	Committee	Star Central Executive	Local Accountability Board <sup>1</sup>	Regional Director / Executive Principal <sup>2</sup>	Principal	Eton Partnership Board <sup>3</sup>	Academy Partnership Committee <sup>3</sup>
Appointing a Safeguarding and Pupil Welfare Lead Governor				R				
Monitoring Safeguarding issues within a school		O - AB	A	R	C	D	R	
Ensuring that Disclosure and Barring Service (DBS) and Section 128 checks are undertaken in line with Trust policy		O - AB	R			R		
Appoint a designated member of staff to promote the educational achievement of looked-after and previously looked-after children			O	R	C	D	O	
Approving a SEND Policy and discharging duties in line with statutory requirements including the SEND Code of Practice	R		D	O	C	R		
Implementing policy for discharging duties for pupils with special needs		O - AB				D	O	
Establishing an Extended Services Framework			R	O	C	D		
Approving Early Years Foundation Stage policies that are in line with statutory guidance		R - AB	D					
Approving a Behaviour Policy in line with statutory requirements		R - AB	D					
Implementing the Behaviour Policy, including ensuring correct responsibilities for determining exclusions in line with a Standard Operating Procedure		O - AB	O	R - PDC	C	R		R
Ensuring admission and attendance registers are kept in accordance with regulations		O - AB	R	O	C	D		
<b>Admissions</b>								
Approving Admission policies for statutory consultation		R - PRC	D	C	A	A	Consent Eton-appointed Trustee	
Determining Admission Policies following the statutory consultation		R - PRC	D	C	A	A	Consent Eton-appointed Trustee	
Approving Trust policy for entrance examinations <sup>7</sup>		R - PRC	O	C				
Implementing admission arrangements in accordance with Trust policy and Local Authority coordinated schemes			O	R	C	C	R	
Implementing admission arrangements in accordance with Trust policy on entrance examinations <sup>7</sup>				R				
Securing an Independent Admission Appeals Panel			R					
Dealing with Local Authorities on policy issues and the School Adjudicator / ESFA on admission related issues			R	O	C	C	O	
<b>OPERATIONAL EXCELLENCE</b>								
<b>Staffing</b>								
Approving the Trust's Staff Structure Framework	R	C - PRC	D					
Approving an establishment's Staff Structure Framework			R	O	C	D	O	
Appointing the Chief Executive		R - NRC						
Approving Executive Pay and benefits based on robust evidence-based procedures within a transparent, proportionate and justifiable approach		R - NRC						
Appointing / dismissing / suspending / reinstating and agreeing pay of Principal			R	A			R	

<sup>7</sup> Selective Grammar Schools only (Bacup and Rawtenstall Grammar School)



Core Function	Trust Board	Committee	Star Central Executive	Local Accountability Board <sup>1</sup>	Regional Director / Executive Principal <sup>2</sup>	Principal	Eton Partnership Board <sup>3</sup>	Academy Partnership Committee <sup>3</sup>
			A <sup>8</sup>					
Appointing / dismissing / suspending / reinstating and agreeing pay of school's SLT			R	A	C	C	C	
Appointing / dismissing / suspending / reinstating other school staff			A		C	R		
Exercising pay discretions within policy			R		C	R		
Agreeing Principal termination payments		O - PRC	R	A			A	
Agreeing termination payments for other staff within Trust framework		O - PRC	R			A	A	
Agreeing redundancies		O - PRC	R	C	C	C	C	
Performance Management of the Chief Executive		R - NRC	D					
Performance Management of the Principal			A	C (Chair)	R C <sup>9</sup>		R	
Holding the Principal(s) to account for the day- to-day running of the school – standards, behaviour etc.			O	O	R		O	
Performance Management of the school Senior Leadership Team and other staff			A		C	R	A	
Ensuring the well-being of staff		R - PRC	D	O	C	D	O	
<b>Estates, Health and Safety, and ICT</b>								
Procuring buildings	R		D	A	A	A	A <i>Comment Eton College</i>	
Approving the Capital Buildings Strategy/Asset Management Plan		R - PRC	D	A	A	A	A	
Delivering an approved Capital Buildings Strategy/Asset Management Plan		O - PRC	R	O	C	R	O	
Delivering a routine maintenance and furniture, fixtures, and equipment (FFE) refresh plan in line with Trust guidelines			O	C	C	R	C	
Annual approval of the School Condition Allocation Programme		R - PRC	D					
Approving Health & Safety Framework and Policies <sup>10</sup> in line with statutory requirements		R - PRC	D					
Implementing Health & Safety Framework and Policy in schools ensuring compliance		O - PRC	A	R		D		R
Approving an ICT Strategy		R - PRC	D		A	A	A	
<b>STRONG COMMUNITY</b>								
<b>Community Engagement</b>								
Developing partnerships with stakeholders for the benefit of the Trust	R		D					
Developing partnerships with stakeholders for the benefit of the school			O	R	D	D	C	R
Developing communications and brand guidelines for the Trust and schools			R				<i>Consent Eton College</i>	
Implementing communication activities for the Trust in line with communications and brand guidelines, including the Trust's website and social media	O		R					

<sup>8</sup> For Eton Star Partnership Colleges

<sup>9</sup> For Eton Star Partnership Colleges

<sup>10</sup> To include: Health and Safety legislation, food safety, supporting children with additional health needs, first aid and fire safety.



Core Function	Trust Board	Committee	Star Central Executive	Local Accountability Board <sup>1</sup>	Regional Director / Executive Principal <sup>2</sup>	Principal	Eton Partnership Board <sup>3</sup>	Academy Partnership Committee <sup>3</sup>
Implementing communication activities for the school in line with communications and brand guidelines, including the school website and social media			A	O	C	R	C	O
Approving a Corporate Social Responsibility (CSR) Policy	R		D				R	
Implementation of the Corporate Social Responsibility (CSR) Policy	R		D	O	C	D	R	
<b>Faith and Character (Muslim faith schools only)</b>								
Monitoring and evaluating the school's implementation of its Faith Designation		R - FCE	D	O	C	D		
Ensuring effective development and delivery of Faith and Character Education		R - FCE	D	O	C	D		
<b>STAR INSTITUTE</b>								
Approving and amending the Star Institute Plan		O - SIB	R					
Monitoring, reviewing, and evaluating progress of the Star Institute Plan		R - SIB	D					
Ensure high standard with regards to the delivery of learning and development by Star Institute	O	R - SIB	D					
Ensure contractual obligations of the Star Institute are fulfilled	O	R - SIB	D					
Recommend and monitor Star Institute budget	R	O - SIB	D					
<b>ETON STAR PARTNERSHIP COLLEGES</b>								
Appointing 'Lead Roles' within the Partnership in line with Trust guidance							R	
Approving Academy Locations			A				Consent Eton College	
Oversight of Academy design and build process							O	
Review and approval of legal documentation to give effect to the opening of the Partnership Academies							C Consent of Eton-appointed Trustee	
Approval of school consultation process prior to opening							R	
Commissioning non-core services from the Central Team			A			R	O	