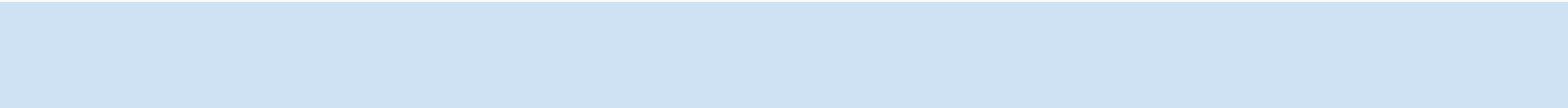
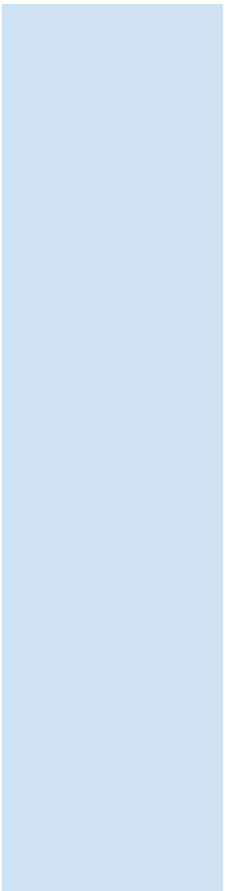


TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
	the appointment, induction and training of Members.			
<b>Appointment of Trustees</b>	<p>Appointment &amp; removal of Trustees within the requirements of the Articles:</p> <ul style="list-style-type: none"> <li>Up to 5 Trustees appointed by Members</li> <li>5 Trustees appointed by The Bath &amp; Wells DBE Trust provided the proportion of DBE appointed Trustees does not exceed 50%</li> <li>CEO appointed as a Trustee by Members</li> <li>Up to 2 Trustees co-opted by Trustees with the consent of the DBE.</li> </ul> <p>Ensure trustees are suitably skilled and effective through recruitment, induction and training.</p> <p>Elect Chair and Vice-Chair of Board and Committee Chairs annually.</p>	<p>Support the recruitment, induction &amp; training of Trustees.</p> <p>Liaise with the DBE in relation to the appointment, induction and training of Trustees.</p>		
<b>Appointment of Councillors</b>	<p>Following annual recommendation from the CEO:</p> <ul style="list-style-type: none"> <li>Approve composition of Community Councils, in accordance with the requirements of the Articles of Association in relation to formerly VC and VA Church schools.</li> <li>Appoint community councillors</li> <li>Appoint chairs annually</li> </ul>	<p>Support the recruitment, induction &amp; training of councillors. Provide professional advice on the process for electing parent and staff councillors.</p> <p>Recommend composition of community councils and recommend the appointment of community councillors and chairs.</p> <p>Liaise with the DBE in relation to the appointment, induction and training of Councillors.</p>		<p>Ensure councillors are suitably skilled and effective through recruitment, induction and training.</p> <p>Oversee elections for parent and staff councillors.</p>

<b>TPLT Scheme of Delegation</b> September 2024	<b>Board of Trustees</b> supported by Board Committees	<b>Chief Executive</b> supported by Trust Leadership Team	<b>Headteachers</b> supported by School Leadership Teams	<b>Community Councils</b>
<b>Appointment to professional governance roles</b>	<p>Appoint a Chief Executive, and with their permission recommend to Members their appointment as a Trustee. Inform the RD of an anticipated CEO vacancy.</p> <p>Appoint a suitably qualified Chief Financial Officer following recommendation by the CEO.</p> <p>Appoint a governance professional to support the board of trustees following recommendation by the CEO.</p> <p>Appoint a Company Secretary following recommendation by the CEO.</p>	<p>Recruitment, induction &amp; training of a high quality clerking pool to support trust board committees, school hearings and other formal meetings as required.</p>		
<b>Governance planning</b>	<p>Agree an annual governance planner for board, committees and Community Councils.</p> <p>Chairs responsible for agenda setting in conjunction with clerks and trust leaders.</p>	<p>Draft the annual governance planner.</p> <p>Trust leaders provide timely &amp; accurate information to trustees.</p>	<p>School leaders provide timely and accurate information to trust leaders and community councils.</p>	<p>Chairs responsible for agenda setting in conjunction with Headteachers, within the scope of the terms of reference.</p>
<b>Governance review</b>	<p>Conduct an annual review of skills, effectiveness, leadership &amp; impact, and report to Members.</p> <p>Contribute to annual performance review of governance</p>			



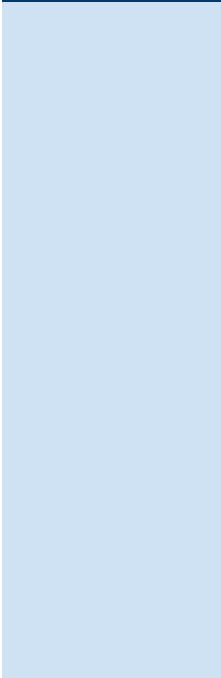
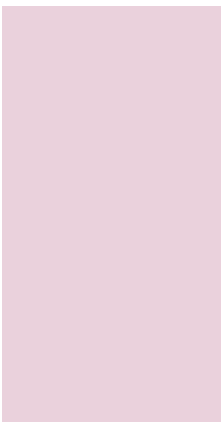
**TPLT Scheme  
of Delegation**  
September 2024

**Board of Trustees**  
supported by  
Board Committees

**Chief Executive**  
supported by  
Trust Leadership Team

**Headteachers**  
supported by  
School Leadership Teams

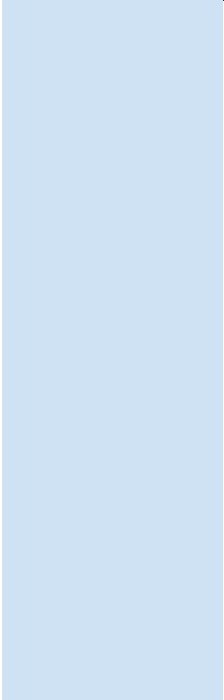
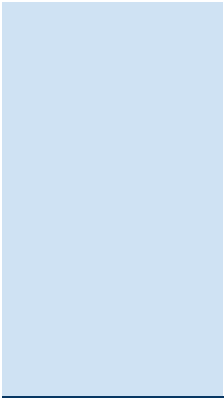
**Community Councils**



**TPLT Scheme  
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September 2024

**Board of Trustees**  
supported by  
Board Committees

**Chief Executive**  
supported by  
Trust Leadership T



TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
<b>Priorities</b>		professional support & challenge to ensure they are met.		
<b>Standards &amp; Priorities Reviews</b>		Undertake a termly Standards & Priorities Review for each school to ensure there is an aligned understanding of the performance of each school and its improvement priorities.	Headteacher & school leaders report on school improvement to the Standards & Priorities Review.	
<b>Data &amp; Performance</b>	Receive summary data for each school & analysis of trust-wide themes (EdC).	Analyse data for each school against agreed targets and national benchmarks.	Have a detailed and accurate understanding of pupil performance supported by evidence.	Receive summary data.
<b>School Evaluation</b>	Receive a summary.	Moderate and agree the termly School Evaluation against Inspection Framework	Accurately evaluate the school termly against the Inspection Framework criteria	Receive a summary.
<b>Inspection</b>	Participate in governance discussion with inspectors (Chair or representative).  Receive inspection reports.	Provide support to school leaders in preparation for and during inspections.  Participate in governance discussion with inspectors (CEO).  Ongoing liaison with Ofsted relating to trust & individual schools (CEO).	Prepare for inspections, ensuring all staff and councillors are aware of inspection requirements.  Liaison with Ofsted during an inspection (Headteacher).	Chair invited to participate in governance discussion with inspectors.
<b>CURRICULUM, TEACHING &amp; ASSESSMENT</b>				
<b>Accountability for Curriculum</b>	Ensure that a high quality, broad and balanced curriculum is in place, and resources are being used effectively to deliver a curriculum that enables all children to succeed.	Accountable for the impact of the curriculum across the trust. Provide guidance, support and challenge to schools on the planning and implementation of the curriculum for KS1 to KS5 including qualifications.	Accountable for the impact of the curriculum in the school.	
<b>Education Frameworks</b>	Review the Education Frameworks (EdC).	Develop and implement robust Education Frameworks providing a coherent trust approach to	Develop and implement the school's curriculum in line with the Education Frameworks.	

TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
		curriculum, teaching & assessment.		
<b>School Curriculum Plan</b>		Approve the school's annual curriculum plan.	Prepare an annual school curriculum plan within the Education Frameworks.	Review the annual curriculum plan from a community perspective.
<b>Religious Education</b>			Ensure compliance with SACRE agreed syllabus	
<b>Extra-Curricular</b>			Develop an extra-curricular offer and monitor engagement.	
<b>Accountability for Teaching</b>	Ensure that the quality of teaching is monitored and evaluated and resources are being used effectively to achieve continuous improvement in teaching.	Accountable for the quality of teaching across the trust.	Accountable for the quality of teaching in the school.	
<b>Quality of Teaching</b>	Receive summary reports.	Analyse school data to identify trust-wide themes. Support and challenge school leaders to continuously improve the quality of teaching.	Have a detailed and accurate understanding of the quality of teaching supported by evidence. Take effective action to continuously improve the quality of teaching.	
<b>Assessment</b>		Analyse school data to identify trust-wide themes and provide support & challenge to school leaders to continuously improve outcomes.	Implement robust assessment practice within the Education Frameworks.  Ensure compliance with statutory testing and examination requirements.	
<b>Early Years Foundation Stage (EYFS)</b>	Ensure statutory requirement is met: Early years foundation stage.  Receive annual report on EYFS compliance, standards and performance (EdC).	Monitor statutory compliance with respect to EYFS, review performance data, provide support & challenge.	Ensure high quality EYFS provision, and monitor impact.	



<b>TPLT Scheme of Delegation</b> September 2024	<b>Board of Trustees</b> supported by Board Committees	<b>Chief Executive</b> supported by Trust Leadership Team	<b>Headteachers</b> supported by School Leadership Teams	<b>Community Councils</b>
<b>Special Educational Needs &amp; Disabilities (SEND)</b>  <b>Pupil Premium</b>  <b>Sport Premium</b>	Review the TPLT SEND Policy.	Develop the TPLT SEND Policy.  Provide professional support & challenge to schools in delivering high quality provision for SEND pupils.  Review the SEND Information Report for the school prior to publication.  Monitor effective deployment of Pupil Premium across trust.  Approve Pupil Premium Plans.  Monitor effective deployment of Sports Premium across trust.  Approve Sports Premium Plans.	Implement the TPLT SEND Policy, ensuring high quality provision for SEND pupils.  Appoint a suitably qualified SENDCo.  Publish annually a SEND Information Report for the school.  Propose an annual Pupil Premium Plan, ensuring effective financial and educational impact, and publish summary on school website.  Propose an annual Sports Premium Plan, ensuring effective financial and educational impact, and publish summary on school website.	
<b>INCLUSION</b>				
<b>Accountability</b>	Ensure that highly effective			

<b>TPLT Scheme of Delegation</b> September 2024	<b>Board of Trustees</b> supported by Board Committees	<b>Chief Executive</b> supported by Trust Leadership Team	<b>Headteachers</b> supported by School Leadership Teams	<b>Community Councils</b>
<b>Behaviour</b>	Review summary data (EdC)	<p>processes.</p> <p>Monitor attendance, behaviour and suspension/exclusion rates. Analyse school data to identify trust-wide themes. Provide professional advice to school leaders to ensure high levels of behaviour for all groups.</p> <p>Liaise with local authorities and ensure compliance with area processes.</p>	<p>Have a detailed and accurate understanding of behaviour and attendance supported by evidence. Take timely action to ensure high levels of attendance.</p> <p>Liaise with local authorities in relation to individual children.</p>	Receive summary reports.
<b>Suspensions and Exclusions</b>	Ensure statutory requirements are met: <a href="#">School suspensions and permanent exclusions - GOV.UK</a>	Provide professional advice to Headteachers, & provide professional support to panel hearings, to ensure suspension/exclusion processes are compliant with DfE guidance, arrange independent appeals. Liaise with local authorities and ensure compliance with area processes.	<p>Issue Suspensions.</p> <p>Issue Permanent Exclusion following professional review.</p> <p>Liaise with local authorities in relation to individual children.</p>	Review Permanent Exclusions and Suspensions 15 days (panel hearing)
<b>Children Looked After (CLA)</b>	Ensure statutory requirement is met: <a href="#">Designated teacher for looked-after and previously looked-after children - GOV.UK</a>		<p>Appoint a Designated Teacher for Looked after Children.</p> <p>Liaise with local authorities in relation to individual children.</p>	
<b>Relationships &amp; Sex Education (RSE) &amp;</b>				

<b>TPLT Scheme of Delegation</b> September 2024	<b>Professionals/Trustees</b> for supported by Board Committees	<b>Chief Executive</b> supported by Trust Leadership Team	<b>Headteachers</b> supported by School Leadership Teams	<b>Community Councils</b>
<b>(SMSC)</b>  <b>Careers Education, Independent Advice &amp; Guidance (CEIAG)</b>			Ensure compliance with requirement to provide Careers Education, Independent Advice & Guidance (CEIAG)	
<b>SAFEGUARDING</b>				
<b>Accountability</b>	Trustees accountable for ensuring a culture of safeguarding across the trust and promoting the welfare of children.	CEO accountable for safeguarding and welfare of all children in the trust's schools.	Headteacher accountable for safeguarding and welfare of all children in the school.	
<b>Safeguarding Policy</b>	Review the Child Protection and Safeguarding Policy.	Develop a Child Protection and Safeguarding Policy to ensure compliance with statutory and local guidance. Provide guidance to school leaders on its implementation.	Ensure implementation of the Child Protection and Safeguarding Policy within the school, identifying and taking action to reduce risks, and developing a culture of safeguarding within the school.	Monitor implementation of the policy and provide feedback to trustees through the Safeguarding Group (Safeguarding Councillor).
<b>Safeguarding Governance</b>	Appoint a named Safeguarding Trustee, who leads the TPLT Safeguarding Group, which reports back to the TPLT Board.	Appoint a trust lead for safeguarding. Provide professional advice to the Safeguarding Group.		Appoint a named Safeguarding Councillor, who provides a local perspective on safeguarding & participates in the TPLT Safeguarding Group.
<b>Designated Safeguarding Leads (DSL)</b>		Director of n		



**TPLT Scheme  
of Delegation**  
September 2024

**Board of Trustees**  
supported by  
Board Committees

**Chief Executive**  
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TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
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Uniform		<p>Approve high-risk Educational Visits (CEO).</p> <p>Approve changes to school uniform &amp; supply arrangements (CEO).</p>	<p>Educational Visits (Headteacher).</p> <p>Propose changes to school uniform &amp; supply arrangements (Headteacher).</p>	<p>Review changes to school uniform &amp; supply arrangements prior to approval.</p>
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**COMMUNICATION & COMMUNITY ENGAGEMENT**

<p>Vision &amp; Strategy</p> <p>Reputation</p>	<p>Ensure that trustees' vision and strategy is being communicated effectively within and outside the trust.</p>	<p>Ensure staff understand the trust's vision and strategy.</p> <p>Manage the reputation of the trust with external stakeholders.</p>	<p>Manage the reputation of the school with external stakeholders.</p>	
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TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
<p><b>Media</b></p> <p><b>Social Media</b></p> <p><b>School Associations</b></p>	<p><a href="https://www.gov.uk">online - GOV.UK</a></p>	<p>professional guidance</p> <p>Liaise with national and regional media (CEO). Provide professional advice to schools.</p> <p>Oversee trust social media accounts.</p> <p>Provide professional advice to school leaders on association activities that require trust/school approvals.</p>	<p>Liaise with local media (Headteacher)</p> <p>Oversee school social media accounts.</p> <p>Maintain links with formal groups associated with school (eg Friends, PTA, Foundations).</p>	
<b>COP</b>				

TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
organisations		ensuring a timely response.	ensuring a timely response.	
PEOPLE, PAY & PERFORMANCE				
<b>Accountability</b>	Trustees accountable for performance of CEO.	CEO accountable for performance of Trust Leadership Team & Headteachers.  Trust Leadership Team accountable for performance of trust-based staff	Headteacher accountable for performance of school-based staff.	
<b>People Strategy</b>	Review the People Strategy (People Cttee)	Develop and implement a robust People Strategy that ensures the trust recruits, trains & retains high quality leaders, teachers and professional support staff.  Provide a professional HR service to support trustees, trust leaders and schools with recruitment, induction, professional development, training, talent development and succession planning (Director of People)		
<b>Staffing Structure</b>	Agree structure for the Trust Leadership Team & Headteachers.	Propose structure for the Trust Leadership Team & Headteachers (CEO).  Approve staffing structure for School Leadership Teams & school-based staff (CEO).  Approve trust-based staffing structure (CEO).  Ensure clear line management structure is in place (Director of People).	Propose staffing structure for each school within guidance.	



TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
<b>Chief Executive</b>	<p>Appoint the Chief Executive, in consultation with the Diocese of Bath &amp; Wells.</p> <p>Manage performance of the Chief Executive.</p>			
<b>Trust Leadership Team (Directors)</b>	Participate in recruitment of the Trust Leadership Team.	Appoint within agreed structure & manage performance of Trust Leadership Team (CEO).		
<b>Trust-based staff</b>		Appoint within agreed structure & manage performance of trust-based staff (Directors).		
<b>Headteachers</b>	Participate in recruitment of Headteachers.	<p>Appoint Headteachers, in consultation with the Diocese of Bath &amp; Wells for Church Schools (CEO).</p> <p>Manage performance of Headteachers (CEO).</p>		Participate in recruitment of Headteachers.
<b>School Leadership Team (Deputy &amp; Assistant Headteachers)</b>		Participate in recruitment of school leaders.	Appoint within agreed structure & manage performance of School Leadership Team (Headteacher).	Participate in recruitment of school leaders.
<b>School-based staff</b>		Approve staff appointments outside agreed staffing structure for school (CEO).	Appoint within agreed structure & manage performance of school staff (Headteacher).	
<b>Reporting</b>	Review trust summary.	Develop		

**TPLT Scheme  
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September 2024

**Board of Trustees**  
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supported by  
School Leadership Teams

**Community Councils**

**Professional  
Development**

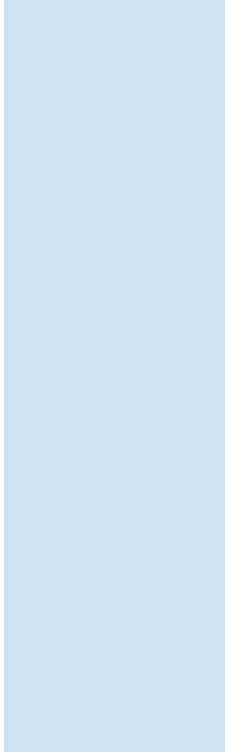
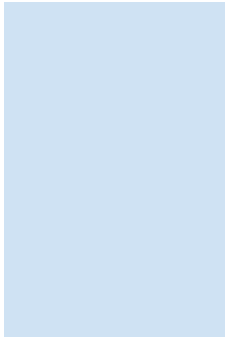
Agree annual CPD plan.

Develop and propose an annual  
CPD plan aligned with the school's  
improvement objectives.

Ensure all staff benefit from school,  
and where appropriate trust,  
opportunities for professional  
development.

**Performance  
Management**

Review Staff Performance &  
Review Policy.



TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
	<p>Approve the ESFA 3 year financial plan (BFR3Y).</p> <p>Approve key financial performance indicators &amp; measure performance against them.</p>	<p>plan (BFR3Y) and submit once approved by the Board.</p>		
<b>Budget Approval</b>	<p>Approve the annual budget parameters (Finance Cttee).</p> <p>Approve annual revenue and capital budgets following detailed review by Finance Cttee (Board).</p>	<p>Prepare the annual budget parameters, including any schemes for the pooling of funds, and recommend them to trustees (Director of Finance).</p> <p>Develop annual revenue and capital budgets within the approved budget parameters in conjunction with Headteachers, and recommend to trustees for approval (Director of Finance).</p> <p>Ensure budgets reflect an integrated approach to curriculum and financial planning (Director of Finance).</p>	<p>Propose annual budgets within the budget parameters, ensuring the school's budget reflects the best use of resources to maximise educational opportunities (Headteacher).</p>	
<b>Budget Monitoring</b>	<p>All trustees receive Management Accounts monthly. Finance Cttee considers Management Accounts at each meeting. Ensure appropriate action is being taken to maintain financial viability.</p>	<p>Prepare monthly management accounts, including an income &amp; expenditure account, variation to budget report, cash flows &amp; balance sheet and reserves (Director of Finance).</p>	<p>Monitor monthly management accounts, ensuring school is operating within agreed budgets (Headteacher).</p>	
<b>Unbudgeted expenditure</b>	<p>Approve unbudgeted in-year expenditure that will affect the end-of-year surplus/deficit, following consideration of a business case.</p>	<p>Approve unbudgeted in-year expenditure that will not affect the end-of-year surplus/deficit.</p> <p>Propose unbudgeted in-year expenditure that will affect the end-of-year surplus/deficit.</p>	<p>Propose unbudgeted in-year expenditure that will not affect the end-of-year surplus/deficit.</p>	





TPLT Scheme of Delegation September 2024	RAC). <b>Board of Trustees</b> supported by Board Committees	<b>Chief Executive</b> supported by Trust Leadership Team	<b>Headteachers</b> supported by School Leadership Teams	<b>Community Councils</b>
<b>Expenses</b>	ESFA approval).  Approval of CEO & Trustee expenses (Chair).	Approval of Chair and TLT expenses (CEO).	Approval of school staff expenses (Headteacher).	
<b>Leases</b>	Granting a lease on land or buildings, taking up a finance lease, taking up a leasehold on land & buildings with lease terms over 7 years (Board with ESFA approval).  Taking up a leasehold on land & buildings with lease terms of up to 7 years (Board).	Approval of central team & Headteacher expenses (Directors).  Taking up an operating lease of up to 3 years and total cost (Director of Finance).		
<b>Write-Offs &amp; Liabilities</b>	See Financial Scheme of Delegation			
<b>Acquisition &amp; Disposal of Assets</b>	See Financial Scheme of Delegation			
<b>AUDIT, SCRUTINY &amp; RISK MANAGEMENT</b>				
<b>Accountability</b>	Ensure sound internal controls, risk management and assurance processes are in place.			
<b>Appointment of External Auditor</b>	Recommend the appointment of an External Auditor to Members (Board on recommendation of RAC).	Provide professional support in the appointment of an External Auditor (Director of Finance).		
<b>Annual Audit &amp; Accounts</b>	Receive the Annual Audit report and approve the Annual Report and Accounts. Provide the Annual Report and Accounts to be received by Members (Board).	Prepare the Annual Report and Accounts in conjunction with the External Auditor, ensuring following approval that they are submitted, published & filed (Director of		







TPLT Scheme  
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September 2024

**Board of Trustees**  
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TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
<b>Biometric information</b>	Ensure statutory requirement is met: Protection of biometric information of children in schools and colleges.			
<b>Freedom of Information</b>			Review Freedom of Information responses prior to submission.	Submit Freedom of Information responses.
POLICIES, PROCESSES & PROCEDURES				
<b>Accountability</b>	Ensure compliance with Equality Act & Public Sector Equality Duty.	Develop a policy schedule that ensures compliance with all regulatory requirements.		
<b>Policies</b>	Review and note amendments to trust policies (Board)  Review implementation and effectiveness of policies (Board & Committees).	Develop, revise and update policies in line with policy schedule. Inform trustees of policy amendments. Provide guidance to trustees and school leaders on the implementation of policies.	Ensure school compliance with processes and procedures	
<b>Frameworks</b>	Review.	Approve.	Support development.	
<b>Legal</b>	Obtain legal & professional advice on behalf of trustees and school leaders.			