



## Scheme of Delegation

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## **1.0 Principles**

1.1 Galileo Multi Academy Trust ('the Trust') is a company limited by guarantee, an exempt charity and a public body.

1.2 The Galileo Board of Trustees is mindful that it has an overriding responsibility to ensure that all statutory obligations to our pupils, staff, parents, the Department for Education ("the DfE") and the Education and Skills Funding Agency (the "ESFA") are met.

1.3 The Board's intention is to provide a framework via the Scheme of Delegation within which the Chief Executive Officer (CEO), Local School Boards (LSB) and Academy Head Teachers (HT) can make decisions to meet the needs of pupils, students and where appropriate, the wider community.

1.4 The Trust is a mixed multi academy trust, including academies which were formerly community schools without a religious designation] and Church of England academies.

1.5 In line with the Trust's Charitable Objects, Church of England academies will be conducted in accordance with the principles, practices and tenets of the Church of England, both generally and in particular in the provision of religious education and daily acts of worship. In doing so, the Trust will have regard to any advice and follow any directives issued by the York Diocesan Board of Education ("YDBE").

## **2.0 The role of Members**

2.1 The Trust, as a charitable company limited by guarantee, has Members, who have a similar role to the shareholders of a company limited by shares. They:

- Are the subscribers to the Trust's Memorandum of Association (where they are founding members)
- May amend the Articles of Association subject to any restrictions in the Articles, the funding agreement or charity law.
- May, in certain circumstances, appoint new Members or remove existing Members
- Have powers to appoint and remove Trustees in certain circumstances
- May by special resolution, issue direction to the Trustees to take a specific action or actions
- Receive the Trust's audited annual accounts (in accordance with the Companies Act 2006)
- Have power to change the name of the company and, ultimately wind up the Trust

2.2. The Academies Financial Handbook recommends that a majority of members should be independent of the Board of Trustees, to ensure a significant degree of separation between the individuals who are Members and those who are Trustees. Distinction between the two layers ensures that Members, independent of Trustees, provide oversight and challenge.

### **3.0 The role of Trustees**

3.1 The Trustees are the charity (or non-executive)<sup>1</sup> trustees and are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Articles of Association.

3.2 The board of Trustees is the legal governing body of the Trust and all of the academies within it.

3.3 The board must appoint, in writing, a senior executive leader to act as the Chief Executive Officer.

3.4 The Board of Trustees must act collectively. They do not have the power to act individually or in an executive capacity.

3.5 The Board of Trustees is the accountable body for the performance of all the academies within the Trust, and as such must:

- Ensure clarity of vision, ethos and strategic direction
- Hold the Chief Executive Officer to account for the educational performance of the academies and their pupils, and the performance management of staff
- Oversee the financial performance of the Trust and make sure its money is well spent.

3.6 Non-Executive Trustees have a statutory duty as company directors to exercise care, skill and diligence and to avoid conflicts of interest. They are also required to: act within their powers; promote the success of the company; exercise independent judgement; not to accept benefits from third parties; and to declare interests in proposed transactions or arrangements.

3.7 The Trust Board is permitted to exercise all the powers of the Trust. The board delegates to the Chief Executive Officer operational responsibility for the day to day operations of the Trust. The Trustees, through the Articles of Association, may determine whether to delegate governance functions through this Scheme of Delegation.

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<sup>1</sup> The Articles provide that the Members may appoint the Chief Executive as a Trustee, however it is not anticipated that such an appointment will be made.

## **4.0 The role of Trust Board Committees**

4.1 The Trustees have established sub-committees for the purpose of providing advice and support, informing the overall work of the Trust Board, however these committees are not legally responsible or accountable for statutory functions – the Trust Board remains the decision-making body with overall accountability and responsibility.

4.2 The responsibilities of board sub-committees are set out in their terms of reference.

4.3 The board sub-committees are: Finance & Resources, Audit & Risk, and Education Standards, Inclusion and Church

## **5.0 The role of the Local School Board (LSB)**

5.1 It has been determined by the Trust Board that each Academy will have a Local School Board which has delegated responsibilities detailed in this Scheme of Delegation. The Trust Board may remove this designated role or remove or vary any delegations as set out in this Scheme of Delegation where it is of the opinion that this is in the best interests of the Trust and its academies.

5.2 The LSB plays a key role in the life of each Academy and is responsible for scrutinising the work of the Academy Senior Leadership Team.

5.3 The areas of scrutiny delegated by the Trust Board include, but are not limited to, the following:

- Standards
- Behaviour and attendance
- Safeguarding
- Special Educational Needs and Disability (SEND) / Looked After Children (LAC) / Pupil Premium (PP)
- Health and safety, premises
- Finance, compliance and value for money (VfM)
- Community Engagement

5.4. The Trustees shall obtain and give due regard to the advice of the LSB on those matters affecting the religious character of a Church of England academy that are not delegated to the LSB but are instead reserved to the Board.

5.5 The Trust Board has set the following parameters for the composition and membership of LSB;

- LSB compositions are proposed by the LSB and must be approved by the Trust Board
- There should be provision for at least two parent members to be elected, or otherwise appointed in accordance with the Articles. In the case of appointment, an eligible individual will be nominated by the LSB and appointed by the Trust Board.
- The Academy Head Teacher is a member of the LSB
- Up to 2 elected members of staff
- A specified number of Trust appointed members who will in general be individuals proposed by the LSB. Staff members can be appointed provided always that the total number of internal Academy staff on the LSB should not exceed one-third of the total membership.

*Additional requirements for Church of England Academies:*

- 25% of LSB members, being at least two such members, will be appointed by the York Diocesan Board of Education (YDBE) in accordance with the YDBE's appointment processes.
- All LSB members of Church schools shall be required to sign an undertaking in a form acceptable to the YDBE to uphold the designated religious character of the Academy.
- The LSB composition of Church schools require the agreement of the York Diocesan Board of Education.

5.6 An LSB should consist of at least eight (8) members and no more than fifteen (15) members.

5.7 LSB's may appoint associate members with a specific remit, for a fixed term of office: these members will not be entitled to vote or be part of any delegated decision-making process.

## **6.0 The role of the Chief Executive Officer (CEO)**

6.1 The CEO has the delegated responsibility for the operation of the Trust including the performance of the Trust's academies.

6.2 The CEO performance manages the Academy Head Teachers. The LSB should be involved in the performance management process.

6.3 The CEO, as the most senior executive in the Trust, is the Accounting Officer having overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money. Where the CEO is unavailable for an extended period the Trust shall appoint the CFO for an interim period.

## **7.0 The role of the Accounting Officer**

7.1 The Accounting Officer must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly regularity, propriety and value for money.

7.2 The Accounting Officer must have oversight of financial transactions in line with the Academies Financial Handbook.

7.3 The Accounting Officer must complete and sign a statement on regularity, propriety and compliance each year and submit this to ESFA with the audited accounts. They must demonstrate how the Trust has secured value for money via the governance statement in the audited accounts.

7.4 The accounting officer must take personal responsibility (which must not be delegated) for assuring the board that there is compliance with the funding agreement and handbook.

## **8.0 The role of the Chief Financial Officer (CFO)**

8.1 The Chief Financial Officer is responsible for the Trust's detailed financial procedures which are delegated by the Trust Board.

8.2 The CFO should lead the promotion and delivery of good financial management so that public money is safeguarded and used appropriately, efficiently and effectively.

## **9.0 The role of the Academy Head Teacher (HT)**

9.1 The Academy Head Teacher is responsible for the day to day leadership and management of the academy.

9.2 The HT is held to account by the CEO but reports to the LSB on matters of scrutiny regarding academy performance.

## **10.0 Schedule of Delegation:**

### Key

✓ Has responsibility to action at this level

(When more than one tick is within a row, decision-making moves from right to left across the table, with final approval being the furthestmost left)

A Advice provided

< > Direction of the advice

D Diocese [see Appendix 1]

## Scheme of Delegation

Area	Decision / Activity	Delegation				
		Members	Trust Board	CEO	LSB	HT
<b>Governance Framework</b>						
People	Members: Appoint / Remove (in accordance with Articles)	✓ D				
	Trustees: Appoint / Remove (in accordance with Articles)	✓ D				
	Trust sub-committee chairs: Appoint / Remove		✓	<A		
	LSB chairs: Appoint / Remove				✓	
	Clerk to the board: Appoint / Remove		✓			
	Company Secretary: Appoint / Remove		✓			
	Clerk to the LSB: Appoint / Remove		✓	<A	<A	<A
Systems and Structures	Articles of Association: Agree and Review	✓ D	<A			
	Scheme of delegation: agree and review		✓ D	<A	<A	<A
	Governance structure (no. of sub-committees, composition & Terms of Reference) for the Trust: Establish and review annually		✓ D	<A	<A	<A
	Chair's Group: participate (chairs)		✓		✓	
	Headteacher Strategy Group: participate			✓		✓
	Skills audit: complete and recruit to fill gaps		✓		✓	<A
	Annual self-review of Trust board and its sub-committee performance		✓	<A	<A	<A
	Succession Plan		✓	<A>	✓	<A
	Ensure systems allow for communication between Academies and the Trust Board and vice versa		✓	<A>	✓	<A
	To appoint external auditors to certify whether the annual accounts present a true and fair view of the Trust's financial performance and position	✓	<A			

Area	Decision / Activity	Delegation				
		Members	Trust Board	CEO	LSB	HT
<b>Reporting</b>						
Reporting	Ensure Trust governance details are published on Trust and academy websites	A>	✓	<A	<A	<A
	Register of all interests, business, pecuniary, loyalty for members / trustees / sub-committee members: establish and publish	A>	✓	<A	A>	✓
	Annual Church School Distinctiveness report: receive and approve		✓	<A	✓ D	<A
	Annual report on performance of the Trust: submit to Members (including annual report and accounts and distinctiveness reporting) and publish		✓	<A		
	Annual report and accounts including accounting policies, signed statement of regularity, propriety and compliance incorporating governance statement demonstrating value for money: approve and submit		✓	<A		
	Timely update of the GIAS details for the Trust and Academies		A>	✓		

Area	Decision / Activity	Delegation				
		Members	Trust Board	CEO	LSB	HT
<b>Being Strategic</b>						
Being Strategic	Determine policy review process and schedule					
	Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) including: pay and appraisal policy, governance policies, risk management, admissions, behaviour and exclusions; charging and remissions; complaints; expenses; health and safety; premises management; safeguarding, whistleblowing, educational visits, data protection and FOI/press; staffing policies including capability, discipline, conduct and grievance: Approve		✓	<A		
	Add specific Academy detail to Trust wide policies to reflect local context.			A>	✓ D	<A
	Determine school level policies (to include for CE schools: religious education, collective worship)			A>	✓ D	<A
	Central Spend; top slice: Agree		✓	<A	<A	<A
	To appoint bankers and agree banking arrangement and signatories for the Trust		✓	<A		
	To ensure strategic priorities are set for the use of the School Capital Allocation		✓	<A	<A	<A
	To ensure appropriate insurance arrangements for all aspects of Trust business		✓	<A		<A
	Management of risk: Establish a Trust/Academy risk register: Review and monitor		✓	<A	✓	<A

Engagement with stakeholders	✓	✓	✓	✓	✓
Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: Agree		✓	<A		
Agreeing Academy's vision			A>	✓ D	<A
Ensure each Academy's vision and strategy mirrors the Trust vision whilst reflecting the local ethos, values, and key priorities		✓	<A	A>	✓
Academy self-evaluation: complete and keep under review			A>	✓ D	<A
Agreeing significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range, change to designation)		✓ D	<A		

Area	Decision / Activity	Delegation				
		Members	Trust Board	CEO	LSB	HT
<b>Human Resources</b>						
Human Resources <sup>2</sup>	Chief Executive Officer: Appoint and Dismiss		✓ D			
	Chief Financial Officer for delivery of trusts detailed accounting process: Appoint and Dismiss		✓	<A		
	Academy Head Teacher: Appoint and Dismiss (Invited involvement of the chair of relevant LSB)		✓ D	<A	<A	
	All non-executive central team staff: Appoint and Dismiss			✓		
	Trust's central staffing structure: Agree		✓	<A		
	Academy's staffing structure: Agree		✓	✓	A>	✓
	Academy staff other than Head Teacher: Appoint and Dismiss			A>	A>	✓

<sup>2</sup> Must be in accordance with Trust approved HR policies

Area	Decision / Activity	Delegation				
		Members	Trust Board	CEO	LSB	HT
<b>Accountability</b>						
Accountability	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A>	<A	<A
	Reporting arrangements for progress on key priorities: agree		✓	<A	<A	<A
	Performance management of the Chief Executive Officer: Undertake		✓ D			
	Performance management of the Chief Finance Officer: Undertake			✓		
	Performance management of all central team staff			✓		
	Performance management of the Academy Head Teachers			✓	<A D	
	Detailed scrutiny of performance of academies, groups of students and the effectiveness of provision			✓	✓	<A

Area	Decision / Activity	Delegation					
		Members	Trust Board	CEO	CFO	LSB	HT
<b>Ensuring Financial Probity</b>							
Ensuring financial probity	To approve the annual budget of the Trust in line with ESFA requirements and deadlines		✓	<A	<A		
	To approve the annual budget of each Academy in line with ESFA requirements and deadlines		✓	<A	<A	<A	<A
	To establish and approve the Trusts financial and procurement procedures and policies ensuring compliance with the provisions of the funding agreements including the Academies Financial Handbook		✓		<A		
	Provide internal audit to assure the Trust Board that its financial and other controls, and risk management procedures, are operating effectively		✓	<A	<A		
	External auditors' report: Receive and respond		✓	<A	<A		
	Staff appraisal procedure and pay progression: Monitor and agree		✓	<A>		<A	<A
	Benchmarking and Trust wide value for money: ensure robustness		✓	<A	✓		
	Related Party Transactions: Report in accordance with ESFA requirements		✓		<A		

Area	Decision / Activity	Delegation						
		Members	Trust Board	CEO	CFO	LSB	HT	SBM
<b>Financial Levels of Authority to be read in conjunction with the Financial Procedures Policy</b>								
Ordering goods and services	Orders up to £4,999						✓	✓
	At least 3 written quotations for all orders between £5,000 and £9,999 Academy Budget						✓	<A
	Obtain at least 3 written quotations and approval from the CFO for all orders between £10,000 and £24,999				✓		<A	<A
	Purchases over £25,000 (or for a series of contracts which in total fall within this threshold) are subject to formal tendering procedures and will need approval via the CFO		✓ D	A>	✓		<A	
Leases	Operating leases or contracts over 1 year			✓	<A D			
	Finance leases (ESFA approval also required)		✓		<A D			
Signatories	Two signatories for cheques, BACS payment authorisations and other bank transfers: Ensure				✓			
	Two signatories for ESFA grant claims and ESFA returns: Ensure				✓			
Virement of Budget	Virement of budget provision between budget headings				✓		<A	
Disposal of Assets	Up to £5,000						✓ D	<A
	£5,001 to £10,000			✓	✓		<A D	
	Above £10,000		✓ D					
Write off Bad Debts	Up to £1,000				✓		<A	<A
	Above £1,000		✓	<A	<A		<A	
Invoices for income	Raising of invoices to collect income – up to £10,000							✓
	Raising of invoices to collect income – above £10,000				✓		<A	<A

Appendix 1 - Diocese Guidance Notes

Area	Decision / Activity	Diocese Requirements
People	Members: Appoint / Remove (in accordance with Articles)	<ul style="list-style-type: none"> <li>Members to include the Diocese of York Educational Trust (DYET) and one person appointed by DYET from time to time.</li> <li>Increasing the membership above five requires Diocesan Board of Education (YDBE) consent.</li> <li>Members must enter into the Members Agreement via Deed of Adherence and complete agreed Ethos undertaking.</li> </ul>
	Trustees: Appoint / Remove (in accordance with Articles)	<ul style="list-style-type: none"> <li>Trust Board to include at least two Trustees (and no more than 25%) appointed by the YDBE.</li> <li>Any co-opted Trustee appointment requires DYET consent.</li> <li>All Trustees must complete agreed Ethos undertaking</li> </ul>
Systems and Structures	Articles of Association: Agree and Review	<ul style="list-style-type: none"> <li>Articles cannot be amended without YDBE and site trustee consent</li> </ul>
	Scheme of delegation: agree and review	<ul style="list-style-type: none"> <li>Any changes to the Scheme of Delegation which could impact on the Church of England foundation of a CE academy requires the approval of the YDBE</li> </ul>
	Governance structure (no. of sub-committees, composition & Terms of Reference) for the Trust: Establish and review annually	<ul style="list-style-type: none"> <li>25% of LSB members, being at least two such members, will be appointed by YDBE in accordance with the YDBE's appointment processes.</li> <li>All LSB members of Church schools shall be required to sign an undertaking in a form acceptable to the YDBE to uphold the designated religious character of the Academy.</li> <li>The LSB composition of Church schools require the agreement of the YDBE</li> </ul>
Reporting	Annual Church School Distinctiveness report: receive and approve	<ul style="list-style-type: none"> <li>Trustees to report to Members annually on effectiveness of religious character of CE academies</li> <li>YDBE/DYET may specify the required minimum content of reporting</li> </ul>
Being Strategic	Add specific Academy detail to Trust wide policies to reflect local context.	<ul style="list-style-type: none"> <li>YDBE guidance/advice to be sought on key policies from a CE perspective in CE schools</li> </ul>
	Determine school level policies (to include for CE schools: religious education, collective worship)	<ul style="list-style-type: none"> <li>YDBE guidance/advice to be sought on key policies from a CE perspective in CE schools</li> <li>CE school collective worship policies must provide for collective worship in accordance with provisions of trust deed and tenets and practices of the Church of England.</li> </ul>

	Agreeing Academy's vision	<ul style="list-style-type: none"> <li>• YDBE guidance/advice to be sought in relation to CE school vision in CE schools</li> </ul>
	Academy self-evaluation: complete and keep under review	<ul style="list-style-type: none"> <li>• YDBE guidance/advice to be sought in relation to SIAMS self-evaluation for CE schools</li> </ul>
	Agreeing significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range, change to designation)	<ul style="list-style-type: none"> <li>• YDBE should be consulted for advice in CE school context – YDBE/site trustee consent may be required</li> </ul>
Human Resources	Chief Executive Officer: Appoint and Dismiss	<ul style="list-style-type: none"> <li>• Trustees to consult YDBE and have regard to Objects in appointing</li> <li>• At least one of the interview panel will be a YDBE appointed Trustee.</li> <li>• The YDBE is entitled to appoint an adviser to sit with the interview panel for any such process whilst it conducts interviews and makes its recommendations to the Board of Trustees.</li> </ul>
	Academy Head Teacher: Appoint and Dismiss (Invited involvement of the chair of relevant LSB)	<ul style="list-style-type: none"> <li>• For CE schools, the YDBE is entitled to appoint an adviser to sit with the interview panel whilst it conducts interviews and makes its recommendations to the Board of Trustees.</li> <li>• YDBE must approve CE school headteacher appointment.</li> </ul>
Accountability	Performance management of the Chief Executive Officer: Undertake	<ul style="list-style-type: none"> <li>• Panel to include a YDBE appointed Trustee</li> </ul>
	Performance management of the Academy Head Teachers	<ul style="list-style-type: none"> <li>• To include a key role for a foundation LSB member in a CE school</li> </ul>
Ordering goods and services	Orders up to £5,000	<ul style="list-style-type: none"> <li>• YDBE advice should be obtained in relation to proposed land and buildings at CE schools prior to capital work being undertaken to ensure all necessary consents are obtained</li> </ul>
	At least 3 written quotations for all orders between £5,001 and £10,000 Academy Budget	
	Obtain at least 3 written quotations and approval from the CFO for all orders between £10,001 and £25,000	
	Purchases over £25,000 are subject to formal tendering procedures and will need approval via the CFO	

Leases	Operating leases or contracts over 1 year	<ul style="list-style-type: none"> <li>Only the site trustees can dispose of or encumber CE school land and buildings – YDBE advice should be obtained</li> </ul>
	Finance leases (ESFA approval also required)	
Disposal of Assets	Up to £5,000	<ul style="list-style-type: none"> <li>Only the site trustees can dispose of or encumber CE school land and buildings – YDBE advice should be obtained</li> </ul>
	£5,001 to £10,000	
	Above £10,000	