



## **Scheme of Delegation**

**2025-2026**

The Trustees (Trustees) of The Forge Brook Trust are accountable to external government agencies including the Charity Commission, the Department for Education, Ofsted and the Education Skills Funding Agency (including any successor bodies) for the quality of the education and proper financial management they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

#### Summary of Roles

Members	Trustees	Board Committees	CEO	Local Governing Board	Headteacher
Appointing Trustees to the Board. Removing Trustees. High level monitoring of the overall effectiveness of the Trust. Acting as ambassadors for the Trust.	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. Ensure clarity of vision, ethos and strategic direction. Hold the CEO to account for the educational performance of the schools and their pupils and the performance of management of staff. Oversee the financial performance of the Trust and ensure money is well spent. Legally responsible for compliance with company and charity law Delegate to the CEO	The Trustees may establish committees either with delegated authority to make decisions or for the purpose of providing advice and support, Updating the overall work of the Trust board. Committees are not legally accountable for statutory functions. The Trust board retains overall accountability and the Accounting Officer also holds responsibility.	The CEO is the Accounting Officer and is responsible for all for all areas that are encompassed in the role. They are personally responsible to Parliament and to the DfE for the Trusts financial resource. The CEO will delegate executive management functions to the executive Leadership Team and is accountable to the Trust board for the performance of the team. The CEO has ultimate responsibility for proving excellent educational provision. They are responsible for developing, leading and delivering the Trust's strategy.	Oversight of the running of the schools in terms of standards, safety and well-being. Hold school leaders to account for academic performance, quality of care, provision and safeguarding.	Provide professional leadership for the school and secure its success and improvement. Ensure high quality education and good standards of learning and achievement for all its pupils. Take the lead responsibility for promoting and safeguarding the welfare of children within the school.

	responsibility for the day-to-day operations of the Trust. Determine whether to delegate any governance functions.				
Monitors / receives reports from: Trustees	Monitors / receives reports and minutes from: Committees, CEO, Local Governing Board Reports to: Members	Monitors / receives reports from: CEO, Executive Leadership Team, Local Governing Boards, Headteachers Reports to: Trustees	Monitors / receives reports from: Executive Team, Headteachers Reports to: Trustees	Monitors / receives reports from: Headteachers Reports to: Trustees, Committees	Monitors / receives reports from: School Senior Leadership Team Reports to: CEO, Local Governing Board

#### Key

Accountable	The individual that has ultimate accountability for ensuring the completion of a task.
Responsible	Those that have been delegated responsibility to ensure an activity is undertaken by themselves or someone reporting to them.
Support	The individual/group who should provide support to those responsible for the task.
Input	The individual/group whose opinions are sought as part of the process of completing the task so they can provide valuable advice/input.
Update	Those who are kept up to date about the progress of the task.

This Scheme of Delegation is to be read in conjunction with the Trust's Articles of Association

	Task	Members	Trust Board	CEO	Executive Trust Team	LGB	Head
1	Identify and Propose Trust Values	Accountable	Responsible	Support	Support	Support	Support
2	Vary the Articles of Association	Accountable	Responsible	Support	Input	Input	Input
3	Change the Scheme of Delegation – additions/expansion		Accountable	Responsible	Responsible	Input	Input
4	Agree which Academies//Schools join the Trust		Accountable	Responsible	Input	Input	Input
5	Appoint the Chair of the Trust Board	Responsible	Accountable	Input	Input	Input	Input
6	Appoint Trustees	Accountable	Support	Support	Support		
7	Appoint the Vice-Chair of the Trust Board		Accountable	Support	Support		
8	Remove members of Trust Board	Accountable	Responsible				
9	Appoint the Chief Executive Officer	Support	Accountable		Support	Input	Input
10	Appoint the Chief Financial Officer		Input	Accountable	Support	Input	Input
11	Make decisions on pay for staff within an individual school				Support	Accountable	Responsible
12	Make decisions on pay for staff within the Trust Central Team		Accountable	Support	Support		
13	Set up a Finance and Premises (F&P) and Audit and Risk (A&R) Committees		Accountable	Responsible	Support		
14	Appoint the Chair of F&P and A&R Committees		Accountable	Support	Support		
15	Appoint clerk to Trust Board and LGBs		Accountable	Responsible	Support	Input	Input
16	Set up LGBs with the Terms of Reference		Accountable	Input	Input	Responsible	Responsible
17	Appoint Chairs of Local Governing Bodies		Accountable	Support	Support	Responsible	Support
18	Appoint Governors elected by parents			Input	Input	Accountable	Support
19	Appoint Governors elected by staff			Input	Input	Accountable	Support
20	Appoint Co-opted Governor nomination			Input	Input	Accountable	Support
21	Review Performance of LGB		Accountable	Responsible	Support	Support	Support
22	Remove members of LGB		Accountable	Responsible	Input	Support	Support

23	Set up Register of Interest for officers + staff			Accountable	Responsible		
24	Appoint (or remove) a Company Secretary	Support	Accountable	Responsible			
25	Appoint External Auditors	Accountable	Responsible	Support	Support		
26	Appoint Internal Auditors		Accountable	Responsible	Support		

	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
27	Embed Vision and Values of the Trust	Accountable	Accountable	Accountable	Accountable	Accountable	Accountable
28	Ensure the Trust 'models' the vision	Accountable	Accountable	Accountable	Accountable	Accountable	Accountable
29	Identify and commit to Strategic Direction	Accountable	Accountable	Responsible	Support	Support	Support
30	In light of the above, set Strategic Objectives		Accountable	Responsible	Support	Input	Input
31	Construct and Agree Trust plans		Accountable	Responsible	Responsible	Input	Input
32	Review Progress and Outcomes of Trust Plans		Accountable	Responsible	Responsible	Input	Input
33	Annual Review of Scheme of Delegation		Accountable	Responsible	Responsible	Input	Input
34	Review Progress at all levels in the Trust		Accountable	Responsible	Responsible	Support	Support
35a	Create and Review a Dynamic Academy/School Risk Register		Support	Support	Support	Accountable	Responsible
35b	Create and Review a Dynamic Trust Risk Register		Accountable	Responsible	Responsible	Support	Support
36	Create and promote Whistleblowing Policy		Accountable	Responsible	Responsible	Input	Input
37	Embed and develop a Safeguarding culture		Accountable	Responsible	Responsible	Responsible	Responsible
38	Consider requests from other school to join the MAT and carry out appropriate due diligence		Accountable	Responsible	Support	Support	Support
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
39	Changes to Admissions Policies		Accountable	Responsible	Support	Support	Support
40	Changes to Pupil Admissions Number		Accountable	Responsible	Support	Support	Support

	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
41	Agree and Develop Central Services		Accountable	Responsible	Responsible	Support	Support
42	Encourage Academy/School to Academy/School support		Accountable	Responsible	Responsible	Support	Support
43	Ensure best value for money collaboration		Accountable	Responsible	Responsible	Support	Support
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
44	Policy on Curriculum and its development		Accountable	Support	Support	Support	Responsible
45	Progress and outcomes in Teaching and Learning – agree targets		Accountable	Responsible	Support	Responsible	Support
46	Monitor students’ achievement					Responsible	Accountable
47	Embed holistic personal development					Responsible	Accountable
48	Encourage a lively, engaging and relevant enrichment curriculum					Accountable	Responsible
49	Approve Educational Visits (LGBs for international)				Accountable	Responsible	Responsible
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
50	Behaviour and Relationships Policies		Accountable	Support	Support	Accountable	Responsible
51	Suspensions and permanent exclusions				Support	Accountable	Responsible
52	Exclusion Appeal (Independent Panel)			Responsible	Support	Accountable	Support
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
53	Set trust Budget for financial year		Accountable	Responsible	Support	Input	Input
54	Propose Individual Academy/School Budget			Support	Support	Accountable	Responsible

55	Approve Individual Academy/School Budget		Accountable	Responsible	Support	Input	Input
56	Monitor Trust Budget		Accountable	Responsible	Support		
57	Monitor Academy/School Budgets			Support	Support	Accountable	Responsible
58	Set Limit for Devolved Financial Authority		Accountable	Responsible	Support		
59	Authority to spend to limit if funds available					Accountable	Responsible
60	Choose/Install Financial Package across Trust		Accountable	Responsible	Support	Input	Input
61	Meet all DfE Requirements on time			Accountable	Support	Support	Support
62	Approve end of year accounts; get audited	Accountable	Accountable	Responsible	Support		
63	Report loss of assets above £5,000		Accountable	Responsible	Support		
64	Set Policy and Strategy for Lettings and Community Use of Academy Assets		Accountable	Responsible	Responsible	Input	Support
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
65	Trust Business Continuity Plan		Accountable	Responsible	Responsible	Support	Support
66	Health and Safety Policy			Support	Support	Accountable	Responsible
67	Fire Evacuation and Lockdown Procedures			Support	Support	Accountable	Responsible
68	Implement and Report on Health and Safety			Accountable	Responsible	Accountable	Responsible
69	Appoint Board Trustee for Health and Safety		Accountable	Responsible			
70	Appoint LGB Governor for Health and Safety			Support	Support	Accountable	Responsible
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
71	Set Trust Policies and cycle of review		Accountable	Responsible	Support	Input	Input
72	Set Academy/School Policies			Input	Input	Accountable	Responsible
73	Set Individual Academy/School Maintenance Strategy			Input	Input	Accountable	Responsible
74	Ensure building insurance and public liability insurance is in place		Accountable	Responsible	Responsible	Input	Input
75	Develop an estates long term strategic plan		Accountable	Responsible	Responsible	Input	Input
76	Ensure effective premises security		Accountable	Responsible	Responsible	Input	Responsible

77	Ensure effective premises management and compliance with GEMS		Accountable	Responsible	Responsible	Input	Responsible
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
78	Set Trust Safeguarding Policy		Accountable	Responsible	Support	Input	Input
79	Set Individual Academy/School Safeguarding Policy			Input	Input	Accountable	Responsible
80	Maintain Trust Single Central Record			Accountable	Support		Support
81	Maintain Academy/School Single Central Record			Support	Support	Accountable	Responsible
82	Appoint Board Trustee for Safeguarding		Accountable	Responsible	Support		
83	Appoint LGB Governor for Safeguarding			Input	Input	Accountable	Responsible
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
84	Set terms, dates, holidays and MAT training day		Accountable	Responsible	Responsible	Input	Input
85	Set Academy/School calendar and training days			Input	Input	Accountable	Responsible
86	Prepare and publish Academy/School prospectus			Input	Input	Support	Accountable
87	Publish fully compliant Trust website		Accountable	Responsible	Support	Input	Input
88	Publish fully compliant Academy/School website			Input	Input	Accountable	Responsible
89	Adopt and review Home-School Agreements			Input	Input	Accountable	Responsible
	Task	Members	Board	CEO	Executive Trust Team	LGB	Head
90	Headteacher appointments		Accountable	Responsible	Support	Support	
91	Appointment of Trust central staff			Accountable	Support	Input	Input
92	Appointment of Senior Leaders in Academies/Schools			Support	Input	Accountable	Responsible
93	Appointment of other staff in Academies/Schools			Input	Input	Accountable	Responsible
94	Approval of Staffing Structure in Academies/Schools within agreed in-year budget			Support	Support	Accountable	Responsible

95	Performance Management of CEO		Accountable				
96	Performance Management of CFO		Accountable	Responsible			
97	Performance Management of Trust Staff		Accountable	Responsible			
98	Performance Management of Headteachers		Accountable	Responsible	Responsible	Responsible	
99	Performance Management of Academy/School Staff					Accountable	Responsible
100	Approval of Pay Structure across the Trust		Accountable	Responsible	Support	Input	Input
101	Dismissal of CEO		Accountable		Support	Input	Input
102	Dismissal of CFO		Accountable	Responsible	Support	Input	Input
103	Dismissal of Trust central staff			Accountable	Support	Input	Input
104	Dismissal of Academy/School Head		Accountable	Responsible	Support	Support	
105	Dismissal of Academy/School Staff			Support	Support	Accountable	Responsible
106	Set up Appeals Procedure		Accountable	Responsible	Support		
107	Agree and manage redundancies		Accountable	Responsible	Support	Input	Input
108	Follow Absence Monitoring Procedures with Staff - informal/formal 1 + 2			Support	Support	Accountable	Responsible
109	Follow Absence Monitoring Procedures with Staff - Staffing Committee		Accountable	Responsible	Support	Input	Input