



**Winckworth**  
Sherwood



**The Rosary Trust**  
**SCHEME OF DELEGATION**

**EFFECTIVE DATE: SEPTEMBER 2024**

**LEADERSHIP AND GOVERNANCE DECISION PLANNER**

Diocese of Brentwood template Scheme of Delegation. Draft developed for Catholic schools by the Diocesan Education Service with the support of the Diocesan solicitors, Winckworth Sherwood (contact: Andrea Squires on [asquires@wslaw.co.uk](mailto:asquires@wslaw.co.uk) or 020 7593 5039). Any significant departures from this template should be discussed with the Director of Education.

This decision planner is designed to work in conjunction with the formal Scheme of Delegation adopted by the Trust. It provides a quick reference guide to how some of the important decisions within the Trust are to be made. Any discrepancies between this document and the Scheme of Delegation shall be construed in favour of the Scheme of Delegation, which will take precedence. Further detail of the involvement of the Bishop and the Diocesan Education Service is contained in the **Diocesan Memorandum of Understanding**.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (App)
- Propose (Pro)
- Develop (Dev)
- Monitor (Mon)
- Consulted (Con)
- Implement (Imp)

The governance and management layers within the Trust are identified as follows:

1. Trust Members (the Bishop, Brentwood Roman Catholic Diocesan Trust and the Episcopal Vicar for Education ( the “**Members**”)
2. Trust Board of Trustees (the “**Board**”)
3. Local Governing Committee (the “**LGC**”)
4. Trust Catholic Senior Executive Leader (or Catholic Accounting Officer) (or assigned member of the Trust’s Executive Team) (“**CSEL**”)
5. head teacher/Head of School (including Executive head teacher) (“**HT**”)

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
1.	<b>Governance and Vision</b>						
1.1.	Approve any changes to Trust Articles of Association	App	Pro				
1.2.	Approve any changes to Trust Scheme of Delegation	App	App/Pro	Imp	Imp	Dev/Pro	Dev/Imp

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
1.3.	Establish or merge Local Governing Committees	Con	App/Pro			Pro	Con
1.4.	Establish Trust Committees and determine terms of reference		App			Pro	
1.5.	Establish LGC Working Groups		App	Pro/Con	Con	Pro	Imp
1.6.	Appoint (and remove) Chair of Trust Board	App/Imp	Pro				Con
1.7.	Appoint Foundation Directors	App/Imp	Pro/Con				Con
1.8.	Remove Foundation Directors	App/Imp	Pro				
1.9.	Appoint Co-opted and Non-Foundation Directors	App/Imp	App/Imp				
1.10.	Remove Co-opted and Non-Foundation Directors	App/Imp	Pro				
1.11.	Appoint Chair of LGC	Mon	Con/App	Pro/App	Con		
1.12.	Remove Chair of LGC	Mon	App/Pro	Pro/App/Con	Con		
1.13.	Appoint Foundation Governors	App/Imp	Con	Pro	Pro	Con	Con
1.14.	Appoint Non Foundation Governors (other than elected Governors)	App	App	Pro/Imp	Pro/Imp		

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
1.15.	Remove Foundation Governors	App/Imp	Pro/Con			Con	
1.16.	Remove Non Foundation Governors (and Elected Governors)	Mon	Pro/App	Pro/App	Con	Con	Con
1.17.	Appoint (and remove) Clerk to Trust Board		App			Pro	
1.18.	Appoint (and remove) Clerk to LGC		Pro/Mon	Pro/App/Con	Con		
1.19.	Director skills audit and governance reviews	Mon	Pro/App/ Con			Mon	
1.20.	Governor skills audit	Mon	App/Pro	Con	Con	Imp	Imp
1.21.	Approve Directors/Governor Expenses Policy		App			Pro/Imp	
1.22.	Manage Conflicts of Interest		App	Imp	Imp	Pro/Imp	
2.	<b>Finance</b>						
2.1.	Trust & Academy Financial Regulations and Procedures		App	Imp	Imp	Pro	Con
2.2.	Appoint Trust auditors		App/Imp			Pro	
2.3.	Approve Trust Budget		App/Mon			Dev/Pro	Con

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
2.4.	Trust Annual Accounts	Mon	App			Pro/Imp	
2.5.	Directors Annual Report	Mon	App			Pro/Imp	Con
2.6.	Undertake financial efficiency review (across the Trust)		App			Dev/Imp	Con
2.7.	Undertake financial efficiency review (within the Academy)		App	Mon	Mon	Con/Pro	Imp
2.8.	Compile and review Trust Risk Register		App			Imp/Con	Imp/Con
2.9.	Compile and review Academy Risk Register and report on risks to Trust Finance and Resources Committee		Mon	Con	Con	Mon	Pro
2.10.	Trust Academies Accounts Returns to DFE		App			Imp	
2.11.	Response to Auditor's Management Letter		App			Imp	
2.12.	Academy Budget Plan		App	Pro/Imp	Pro/Imp	Pro/Imp	Con/Imp
2.13.	Academy Accounts Return to DFE		Mon/App	Con	Con	Imp	Con
3.	<b>Strategy, Performance and Expansion</b>						

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
3.1.	Trust Strategic Plan	Mon	App	Con	Con	Pro	Con/Imp/ Dev
3.2.	New, converter or sponsored academies joining MAT	App	App/Pro	Con	Con	Pro/Imp	Con
3.3.	Academy expansion and/or change in age	App	App	Con	Con	Pro/Imp	Con/Imp
3.4.	Determine overall effectiveness of Academy		App/Mon			Pro/Mon	Pro/Con
3.5.	Academy Performance Targets		Mon/App	Con	Con	Pro/Imp	Pro/Con
3.6.	Academy Development Plan		Mon/App	App		Pro/Con	Dev/Pro/ Imp
3.7.	Academy Action Plan/School Improvement Plan		Mon/App	App	Con	Mon	Dev/Pro/ Imp
3.8.	Intervention/Establish Executive/Management Board		App/Mon			Pro/Imp	Con
3.9.	EYFS Policy		Mon	App	App	Con	Pro/Imp
3.10.	EYFS Plan & Quality of Provision		Mon	App	App	Con	Pro/Imp

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
3.11.	SEN Policy		Mon	App	App	Con	Pro/Imp
3.12.	SEN Plan & Quality of Provision		Mon	App	App	Con	Pro/Imp
3.13.	Teaching & Learning Policy		Mon	App	App	Con	Pro/Imp
3.14.	Curriculum Policy		Mon	App	App	Con	Pro/Imp
3.15.	Sex Education policy	App	Mon	App	App	Con	Pro/Imp
3.16.	Religious Education policy	App	Mon	App	App	Con	Pro/Imp
4.	<b>Staffing</b>						
4.1.	Determine Trust executive staff structure and grades	Mon	App/Pro			Imp	Con
4.2.	Determine Academy staff structure and grades		App	Con	Con	Mon	Pro/Imp
4.3.	CEO appointment	Con	App/Pro/Imp			Con	Con
4.4.	Executive Team appointments	Mon	App/Pro			Imp	

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
4.5.	Academy Executive Head Teacher/Head Teacher/Head of School appointments	Con	App/Imp	Pro/Con/App	Con	Mon	
4.6.	Academy teaching and support staff appointments		Mon	Con			Pro/App/Imp
4.7.	Performance management of CEO	Con/Mon	Imp				
4.8.	Performance Management of Executive Head Teacher/Head Teacher	Mon	Mon/Imp	Pro/App/Mon/Imp	Mon	Imp	Imp/Con
4.9.	Suspension of CEO/Executive Head Teacher/Head Teacher	Con	App/Imp	Pro/Con	Con	Pro/Con	
4.10.	Dismissal of CEO/Executive Head Teacher/Head Teacher	Con	App/Imp	Pro/Con	Con	Pro/Con	
4.11.	Performance Management of Head of School		Mon	Pro/App/Imp/Mon	Mon	Imp	Con
4.12.	Performance Management of SLT		Mon	Mon	Mon	Mon	App/Imp
4.13.	Suspension of Head of School	Con	App/Imp	Pro/Con	Con	Pro/Con	
4.14.	Dismissal of Head of School	Con	App/Imp	Pro/Con	Con	Pro/Con	

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
4.15.	Suspension and dismissal of other teaching and support staff		App/Con	App/Con	Con	Mon	Pro/Imp
4.16.	Redundancy of staff		App	App/Con	Con		Pro/Imp
4.17.	Restructuring of staff		App	App/Con	Con	Mon	Pro/Imp
5.	<b>Land and Contracts</b>						
5.1.	Asset Management Strategy and insurance	Mon	App	Pro/Imp/Con	Con	Mon	Con
5.2.	Health & Safety plus safeguarding Policy & Review		App	Pro/Imp/Con	Con	Mon	Con
5.3.	Condition Surveys		App	Imp/Con	Con	Mon	Pro
5.4.	Expansion and Redevelopment Works	App	App	Pro/Imp/Con	Con	Mon	Pro/Imp
5.5.	Leases	Con/App	App/Pro	App/Imp/Con	Con	Mon	Pro
5.6.	Lettings and shared use		Mon/App	Mon	Mon	Mon	Pro/Imp
5.7.	Strategic support and shared services		Mon	App/Con	Con		Pro/Imp
6.	<b>HR and Policies</b>						

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
6.1.	Pay & Remuneration Policy		App	Pro/Con	Con		Imp
6.2.	Job Role Salary & Grading Policy		App	Pro/Con	Con		Imp
6.3.	Changes to Employee Terms & Conditions or Collective Agreements		App	Pro/Con	Con		Imp
6.4.	Performance Management & Appraisal Review Policy		App	Con	Con		Pro/Imp
6.5.	Disciplinary Policy		App	Con	Con		Imp/Pro
6.6.	Grievance Policy		App	Con	Con		Imp/Pro
6.7.	Capability Policy		App	Con	Con		Imp/Pro
6.8.	Whistle-blowing Policy		App	Con	Con		Imp/Pro
6.9.	Re-structuring & Redundancy Policy		App	Con	Con		Imp/Pro
6.10.	Employee Health & Safety Policy		App	Con	Con		Imp/Pro
6.11.	Academy times, terms and holidays	Pro/App	Pro/App	Pro/Imp			
6.12.	Adoption and review of Non HR Statutory Policies		App	Con	Con		Pro/Imp

	Task	Members	Board	LGC		CSEL	HT
				Effective Academy	Supported Academy		
6.13.	Exclusions		Mon	Mon/App	Mon/App	Mon	Pro/Imp
6.14.	Appeals against Permanent Exclusion		Mon	App	App	Con	Pro/Imp
6.15.	Complaints	Con	Mon/Con*	Mon	Mon	Mon	Imp

\*Consultation limited to the Chair so that Board has neutral members in case of panel hearing

Reviewed by the Strategic Board: September 2025

Next Review: September 2026