The Schelwood Trust

Scheme of Delegation Checklist 2025-26

Reading the grid
RESPONSIBLE – who is the responsible for producing deliverables?
ACCOUNTABLE – who ultimately owns correct and thorough completion of the task?
CONTRIBUTOR – who needs to be consulted prior to decision being made?
INFORMED – who needs to be kept up to date on progress?
Note: Decisions delegated to the trust board may be delegated to a board committee but not the LGB, SEL or HT

		Governance function	Members	Trust Board	FAR Committee	Appraisal & Pay Committee	Senior Executive Lead/Accounting Officer	LGBs	Headteacher	Governance Professional
Governance Framework: People	1	Annual appointment of Chair and Vice Chair to Trust Board	I	A			C			R
	2	Annual appointment/ confirmation/removal of Trustees to Board committees; appointment of Chair	I	A			C			R
	3	Appoint/remove governance professional to Board		A			R			
	4	Appoint/remove Clerk to LGBs		I			C	A	R	
	5	Appoint/remove Company Secretary	I	A			R			
	6	Appoint/remove LGB members (except parent govs who are elected)		I				A	C	R
	7	Appoint/remove Members	A	C			C			R
	8	Appoint/remove Trustees	A				C			R
	9	Parent governor elections		I				A	C	R
	10	Oversight of staff contracts/terms of employment		C			A		C	
	11	Succession planning for Chairs and Vice Chairs of Trust Board and committees and senior staff in schools		A			R	C		

		Governance function	Members	Trust Board	FAR Committee	Appraisal & Pay Committee	Senior Executive Lead/Accounting Officer	LGBs	Headteacher	Governance Professional
Governance Framework: Systems and structures	12	Admissions Policy		I			R	A	C	
	13	Annual report on performance of the Trust – Members and Trustees attend presentation of audited accounts and report by auditor	A	R			I	I		
	14	Approve expansion of the Trust	I	A			R	I	I	
	15	Annual approval Scheme of Delegation and Terms of Reference for Board committees	I	A			R	I	I	I
	16	Review and agree Articles of Association	A	C			R	I		
	17	Ensure adherence to Articles of Association, Charity Law and operate within Nolan Principles of Public Life		A			R			C
	18	Change the name of the Trust	A	C			R	C	C	I
	19	Change the name of a school		A			C	C	R	I
	20	Annual completion of Code of Conduct, Pecuniary Interest, Skills Audit		A						R
	21	Agree curricula		A			R	C	C	
	22	Oversight of Internal Scrutiny report and review issues		A	C		R	C	C	
	23	Annual review of governance structure		A			C	C	C	R
	24	Meeting dates – Trust Board at least 3 times a year; schedule of business		A			C	C	C	R
	25	Review safeguarding arrangements and review annual safeguarding report to LA		I			C	C	A	
	26	Monitor completion of Single Central Record		I			C	C	A	
	27	Appoint/suspend/end suspension/ dismiss SEL and Accounting Officer		A						
	28	Appoint/suspend/end suspension/ dismiss Headteacher		A			R	C		

		Governance function	Members	Trust Board	FAR Committee	Appraisal & Pay Committee	Senior Executive Lead/Accounting Officer	LGBs	Headteacher	Governance Professional
Governance Framework: Systems and structures	29	Appoint/suspend/end suspension/ dismiss Chief Finance Officer		C			A		C	
	30	Recruit, appoint and agree pay for staff below Headteacher						C	A	
	31	Appoint/suspend/end suspension/ dismiss staff below Headteacher					C		A	
	32	Oversight of Appraisal and Performance Management		A		C	C	C	R	
	33	Appraisal, PM and pay for SEL with external consultant		A		C	R			
	34	Appraisal and PM of Headteacher		I		C	A	C		
	35	Appraisal and PM of all staff below Headteacher		I		C	I	C	A	
	36	Trust staffing structure		A			R		C	
	37	School staffing structures		A			C	C	R	
	38	Approve times of day for each school					C	C	A	
	39	Review and monitor the risk register and ensure management of risk		C	C		A	C	R	
	40	Agree Published Admission Number		A			R	C	C	
	41	Fixed term exclusion							A	
	42	Permanent exclusion							A	
	43	Exclusion Hearing						A	C	
Governance Framework: Strategy	44	Trust vision, values, strategy and key priorities (School Improvement, People, Estates and IT)		A	I		R	C	C	
	45	Schools' vision, values, strategy and key priorities		I			C	A	R	
	46	Trust Improvement Plan		A			R		C	
	47	Approve school improvement plans and review progress					C	A	R	