



**CHRIST THE
REDEEMER**

CATHOLIC EDUCATION TRUST

Christ the Redeemer Catholic Education Trust Scheme of Delegated Authority

The scheme of delegation is a key document defining which functions have been retained at Trust Board level or delegated to the following roles. This should be read in conjunction with the roles and responsibilities document.

COLUMN TICKED:	Action / decision to be undertaken at this level
COLUMN MARKED 'A':	Advise and support and/or consult with those accountable for decision making
COLUMN MARKED 'R':	Recommend a decision to the Trust Board/CEO
COLUMN MARKED 'I':	Notified by decision maker

Strategic Focus	No	Task	Members	Directors	CEO	LGB	Head Teacher
A. Governance: People	A1	Members: Appoint/Remove	✓	I	I		
	A2	Directors: Appoint/Remove	✓	I	I		
	A3	Appoint the Chair and Vice Chair of the Trust Board		✓	A	I	
	A4	Trust Board Committee Chairs: appoint/remove		✓	A		
	A5	Local GB Chairs: appoint/remove		I	A	✓	A
	A6	Local GB Trust Appointed Governors: appoint/remove		✓	A	R	A
	A7	Parent governors for local GB: appoint and remove		I	I	✓	A
	A8	Staff governors for local GB: appoint and remove		I	I	✓	A
	A9	Company Secretary: appoint and remove		✓	A	I	I
	A10	Governance professional to board: appoint and remove		✓	A		
	A11	Governance professional to Local GB: appoint and remove		I	A	✓	A
	A12	Articles of Association: agree and review	✓	A	A		
	A13	Approve changes to the Governance structure, Terms of Reference or Funding Agreement	I	✓	A	I	I
B. Governance	B1	Approve changes to the Scheme of Delegated Authority		✓	A	A	A
	B2	Terms of reference for Trust committees (when established) to be agreed annually		✓	A		
	B3	Terms of reference for Local GB to be agreed annually		✓	A	A	A
	B4	Trust Board Skills audit: complete and devise training programme		✓	A		
	B5	Local GB Skills audit: complete and devise training programme		I	A	✓	A
	B6	Annually self-review trust board and finance committee performance		✓	A		
	B7	Annual self-review of Local GB performance		I	I	✓	A
	B8	Annual schedule of business for trust board agreed		✓	A	I	I
	B9	Annual schedule of business for Local GB agreed to		I	A	✓	A

Strategic Focus	No	Task	Members	Directors	CEO	LGB	Head Teacher
		inform Trust Board					
	B10	Annual register of Directors and Governors' Business Interests to be completed and published		✓	A	✓	A
	B11	Appoint a Chief Executive Officer		✓		I	I
	B12	Appoint External Auditors		✓			
	B13	Annual report and accounts, signed statement on regularity, propriety and compliance to be in place		✓	A		
	B14	Determine trust level policies		✓	R	I	A
	B15	Approve school level policies			I	✓	A
	B16	Management of risk; establish register, review and monitor at Trust level		A	✓	A	A
	B17	Agree Trust's staffing structure		✓	A	A	A
	B18	Agree School staffing structure		I	A	✓	A
	B19	Performance management of the CEO		✓			
	B20	Performance management of the Headteacher		I	A	✓	
	B21	Manage Freedom of Information and GDPR request for Trust			✓		A
C. Finance	C1	Appoint Trust Chief Financial Officer for delivery of trust's detailed accounting processes		A	✓		
	C2	Approve trust and schools' budget plans for financial year		✓	A		
	C3	Recommend school budget plan for financial year to Trust Board for approval		✓	A	✓	A
	C4	CEO PM review and pay recommendation		✓	I		
	C5	Headteacher PM review and pay award		I	✓	✓	I
	C6	Perform school staff appraisal and recommend pay progression		I	A	I	✓
	C7	Approve pay and progression awards at school level		I	A	✓	R
	C8	Monitor Trust Budget		✓	✓		
	C9	Monitor agreed school budget			A	✓	A
	C10	Monitor monthly expenditure				I	✓
	C11	Identify and agree centrally procured services		I	✓	A	A
	C12	Enter into contracts, ordering goods and services up To £5000 (non staffing)			I		✓
	C13a	Primary only: Enter into contracts, ordering goods and services between £5001 and £10000 (non-staffing)			A	✓	R
	C13b	Secondary only: Enter into contracts, ordering goods and services between £5001 and £10000 (non staffing)			A		✓
	C14	Enter into contracts, ordering goods and services Between £10001 and £50000 (non staffing)			✓	A	R
	C15	Enter into contracts, ordering goods and services Over £50001 (non staffing)		✓	R	R	R
C16	To review financial procedures, ensuring that they are robust and transparent		✓	A	I	I	
D. Staffing*	D1	School Headteacher appointments*		✓	A	R	
	D2	Appoint School Deputy Headteacher & senior appointments*		I	A	✓	R
	D3	Participate in the Deputy Headteacher & senior school appointments*			A	✓	✓
	D4	Teaching and Support staff appointments				A	✓
	D5	Appointment of Trust wide staff		✓	✓		I
	D6	Approve staff, HR, pay, performance and disciplinary policies		✓	A	A	A
	D7	Approve changes to School staffing structure (within agreed budget)		I	I	✓	A
	D8	Approve changes to School staffing structure (outside agreed budget)		I	✓	R	A

Strategic Focus	No	Task	Members	Directors	CEO	LGB	Head Teacher
	D9	Approve changes to Trust staffing structure including recruitment		✓	A		
D. Staffing*	D10	Performance review of Chief Executive Officer		✓			
	D11	Performance review of School Headteachers		I	A	✓	
	D12	Suspend a School Headteacher		I	✓	R	
	D13	Dismiss a School Headteacher		✓	A	A	
	D14	Suspension and dismissal of Trust central staff		✓	✓		
	D15	Suspension and dismissal of all school staff below (but not including) Headteacher		I	A	✓	R
	D16	Performance review of all school staff below (but not including) Headteacher				I	✓
	D17	Issuing of CES contracts for all appointments other than senior leaders			A	I	✓
	D18	Issuing of CES contracts for Headteacher and all senior leaders		I	✓	R	
E. Curriculum & Standards	E1	Review standards and outcomes for pupils in each school			A	I	✓
	E2	Review standards and outcomes for pupils across the Trust		✓	✓		A
	E3	Determine intervention where there is a cause for concern		I	✓	I	A
	E4	Review the curriculum to ensure a broad and balanced education is provided that serves the needs of all			I	✓	R
	E5	Curriculum statement established across the Trust		✓	R		
F. Catholic Life	F1	Ensure provision of 10% RE time across the Trust		✓	A	✓	A
	F2	Ensure that all pupils follow a Diocesan approved RE syllabus.		✓	A	✓	A
	F3	To monitor the Catholic life of the school		I	A	✓	A
	F4	To ensure that all schools within the offer a quality high quality and effective Catholic education		✓	A		A
G. Behaviour & Exclusions	G1	Approve pupil behaviour policies			A	✓	R
	G2	Monitor implementation of pupil behaviour policies				I	✓
	G3	Monitor issues associated with each school's implementation of pupil behaviour policies		✓	A	I	✓
	G4	Exclude a pupil more than 15 days or permanently			A	✓	R
	G5	Review exclusion on appeal or direct reinstatement of excluded pupils			A	✓	A
H. Admissions	H1	Consult on an Admissions Policy		I	A	✓	A
	H2	Agree Admissions Policy		✓	A	R	A
	H3	Agree PAN annually		✓	I	R	A
	H4	Admissions: application decisions			A	✓	A
	H5	Admission Appeals				✓	✓
I. Premises & Insurance	L1	Provision of appropriate buildings and other relevant insurance		✓	A	R	A
	L2	Approve insurance arrangements across the CET		✓	R		
	L3	Approve premises related policies		I	A	✓	A
	L4	Develop and approve School Maintenance Plan			A	✓	A
	L5	Develop and approve overarching Trust Premises Strategy		✓	R		
	L6	Deliver planned premises work in pipeline prior to conversion		I	I	✓	A
	L7	Complete premises work in line with individual school maintenance plan if funding is available within the school budget		I	I	✓	R

Strategic Focus	No	Task	Members	Directors	CEO	LGB	Head Teacher
	I8	To apply for capital funding and grants where appropriate to maximise development of the premises of each school		✓	R	A	A
J. Health & Safety	J1	Approve school Health & Safety Policy		I	A	✓	A
	J2	Approve a School Risk Management Plan		I	I	✓	R
	J3	Monitor implementation of School Risk Management Plans			I	✓	A
	J4	Approve Trust Risk Management Plan		✓	R		
K. Safeguarding	K1	Complete, maintain and review school Single Central Record		I	I	I	✓
	K2	Ensure the Single Central Record is compliant and all safeguarding measures are in place in each school		I	I	✓	R
	K3	Appoint safeguarding governor (non-parent) on to each local GB				✓	
	K4	Ensure all statutory policies are in place across the trust in line with the working together to safeguard children (2018) documentation.		✓	R	✓	R
	K5	Undertake annual review of school safeguarding		I	A	I	✓
M. Strategy	M1	Approve Trust Strategic Plan		✓	R		A
	M2	Review progress against Trust Strategic Plan		I	✓		
	M3	Approve School Development Plan			A	✓	R
	M4	Review progress against School Development Plan			A	I	✓
	M5	Determine Trust's vision and strategy, agreeing KPIs		✓	A	I	A
	M6	Determine Schools' vision and strategy within Trust's ethos and values, agreeing KPIs		I	A	✓	R

* For all Headteacher, Deputy Headteacher and Head of Religious Education appointments the Diocese will be consulted.

Date: Feb 2023

Agreed By: CtR CET Working Party

Review Date: September 2024