

# The 3-18 Education Trust

## Policy Scheme of Delegation

*‘Every individual is in a great school.’*

Approved: Summer Term 2025  
[www.3-18education.co.uk](http://www.3-18education.co.uk)

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## Introduction

An academy's board of trustees is accountable to external government agencies including the Charity Commission, Education and Skills Funding Agency (ESFA) and the Department for Education (DfE) (including any successor bodies) for the quality of the education provided. A board of trustees is required to have systems in place through which it can be assured of quality, safety and good practice.

The DfE has given academy trusts and multi academy trusts (MATs) freedom to set out delegated authorities that fit their needs and that also reflect compliance requirements. A trust's scheme of delegation is a vital document that acts as a bedrock for good governance, as outlined in the Academy Trust Governance Guide (7 March 2024) Section 4.3.6:

“The scheme of delegation must set out the structure and delegated remit of the trust's members, its board and any committees (including any local committees in a MAT).

An effective scheme of delegation will be written clearly so that everyone in and across the trust can understand the delegations and how this affects their role and that of others. The scheme of delegation will:

- include details of all the board's committees, including the local committee in a MAT (whether decision-making or advisory), and explain the role and remit of each
- set out which governance powers are retained at board level, and which powers are delegated
- make clear where all key governance functions including vision and budget-setting, senior executive leader oversight and performance management, are exercised in respect of each academy, where the board governs a number of schools
- explain how the roles of those in the governance structures relates to that of key executive leaders (such as the senior executive leader, executive principals, regional directors, finance and HR directors) – this will help avoid duplication of work for example between the roles of the MAT executive leadership team and the local committee in holding individual academy leaders to account
- explain the circumstances in which the arrangements set out in the scheme may vary, including both the timeframe for the overall scheme being reviewed and updated, and any triggers that might lead the board to review or change levels of delegations

Although trustees can choose to delegate certain powers, they cannot give up their legal duties to a third party – even to the members.”

## Delegation and Powers of the Board of Trustees

Trusteeship is a personal office of trust and responsibility, and this cannot be transferred to another individual. However, to ensure the proper management of the Trust and schools, the Board of Trustees is able to delegate specific tasks to assist them in carrying out their duties and obligations.

It is for the Board of Trustees to determine what decisions it will take for itself, what will be delegated to committees, working groups or individual Trustees (e.g. the Chair) and what will be delegated to the Chief Executive Officer (CEO) and the Chief Finance Officer (CFO). The Board of Trustees must also consider when and from whom, it should take professional advice.

In determining whether delegation is appropriate, the Board of Trustees shall have regard to the following principles:

- non-executive powers must be exercised by the Trustees personally and may not be delegated.
- except when it is impracticable to do so, executive powers should be delegated to the CEO and the CFO, who may authorise further delegation.
- every act of delegation is only a delegation of powers and does not relieve the Board of Trustees of responsibility.

## Delegation

Policies and procedures, statutory or non-statutory, required for the operation and education performance of the Trust will be delegated to the CEO except for the following:

Policy / Document	Policy / Document Type	Review Term
Admissions (prior to any consultation)	Education	Autumn
Child Protection	Safeguarding	Autumn
Privacy Notices (various)	IT	Autumn
Protection of Biometric Data & Consent	IT	Autumn
SEND	Education	Autumn
SEND Information Report (per school)	Education	Autumn
Admissions (following any consultation)	Education	Spring
Careers Programme (per secondary school)	Education	Spring
Careers Provider Access Statement (per secondary school)	Education	Spring
Health & Safety	Health & Safety	Spring

Premises Management	Health & Safety	Spring
Financial Procedures Manual	Finance	Summer
Governance Code of Conduct	Corporate	Summer
Governance Expenses	Governance	Summer
Governance Scheme of Delegation	Governance	Summer
Investment	Finance	Summer
Policy Scheme of Delegation	Governance	Summer
Reserves	Finance	Summer
Whistleblowing	Corporate	Summer

## Scheme Monitoring and Review

### Monitoring

The Board of Trustee Chair and Governance Professional will monitor the outcomes and impact of this Policy Scheme of Delegation on an annual basis.

### Review

The Board of Trustees reserve the right (in its absolute discretion) to review and alter this Policy Scheme of Delegation and the level of delegated responsibility at any time, noting that it is reviewed annually. Whilst the Scheme cannot take the form of any legally binding contract between the Trust and employees and is subject to the overriding duty on the Board of Trustees to act freely and in the best interest of the Trust and schools, in so far as the Board of Trustees is able, it agrees to abide by the provisions of it and will consult on any significant changes, for example, following the addition/merger of schools/trusts.

Responsible Persons	Board of Trustee Chair and Governance Professional
Relevant Guidance/Advice/Legal Reference	Articles of Association DfE Statutory and Informal Guidance eg Governance Guide Academy Trust Handbook

Policy Scheme of Delegation Adopted By	Board of Trustees
Consultation	
Date of Policy Scheme of Delegation	Summer 2025
Review Period	Annually
Date of Next Review	Summer 2026