

CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
<b>VISION, ETHOS AND STRATEGY (including COMPLIANCE)</b>						
Trust Strategic Framework	<b>Develop, approve</b> and <b>review</b> Trust Strategic Framework				<b>Develop, deliver</b> and <b>report</b> on Trust Strategic Framework	
Trust Strategic objectives	<b>Develop, approve</b> and <b>review</b> strategic objectives	Be <b>informed</b> on Trust strategic objectives with regard to financial priorities	Be <b>informed</b> on Trust strategic objectives with regard to audit and risk management	Be <b>informed</b> on Trust strategic objectives	<b>Develop</b> and <b>deliver</b> Trust strategic objectives and <b>report</b> to Board	<b>Deliver</b> consistent implementation of Trust strategic objectives in own school
Setting Trust Culture and Values	<b>Develop, approve</b> and <b>review</b> Trust culture and values			<b>Review</b> school culture, values and ethos to ensure these are in line with the Trust vision and Strategic Framework	<b>Develop and deliver</b> Trust culture and values	<b>Deliver</b> and <b>report</b> on school culture, values and ethos ensuring these are in line with Trust vision and strategic framework
School improvement Plans	Be <b>informed</b> on individual school improvement plan priorities			Be <b>informed</b> on and <b>review</b> school improvement plan (the '5th tab' of the Trust Strategic Framework for their own school	<b>Develop</b> and <b>deliver</b> Trust template for school improvement plans (the '5th tab'), support Headteachers with development and delivery at each school	<b>Develop, deliver</b> and <b>report</b> on school specific improvement plans (the '5th tab' of the Trust Strategic Framework)
Scheme of Delegation	<b>Approve</b> Scheme of Delegation annually			Confirm alignment to Trust scheme of delegation annually	<b>Review</b> and <b>deliver</b> scheme of delegation	Confirm alignment to Trust scheme of delegation annually
Terms of reference (TOR) for Board, FA&RC and LGBs	<b>Approve</b> terms of reference for Board, FA&RC and LGBs, ensure Board operates within TOR	Be <b>informed</b> of FC terms of reference, ensure FA&RC operates within TOR	Be <b>informed</b> of ARC terms of reference, ensure ARC operates within TOR	Be <b>informed</b> of LGB terms of reference, ensure LGB operates within TOR	<b>Review</b> and <b>deliver</b> terms of reference for Board, FA&RC and LGBs	Be <b>informed</b> of LGB terms of reference
Appointment of Trustees: <i>Note - Members formally appoint and remove Trustees</i>					<b>Deliver</b> through support for process and decisions	
Appointment of Chair of Trustees	<b>Appoint</b> Chair on an annual basis					

CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
Appointment of Chair of Finance, Audit and Risk Committee	<b>Appoint</b> Chair of Finance & Audit Committee on an annual basis	<b>Recommend</b> appointment of Chair of Finance Committee	<b>Recommend</b> appointment of Chair of Audit & Risk Committee			
Appointment of Local Governors				<b>Support</b> the process e.g. through skills audits, induction, buddy support	<b>Deliver</b> and <b>approve</b> all Local Governor appointments	<b>Deliver</b> the appointment process for staff and parent governors, be <b>informed</b> on appointment of all other local governors
Appointment of LGB Chair and Vice Chair	<b>Support</b> the process (e.g. through interview with prospective LGB Chairs)			<b>Appoint</b> Vice- Chair, agree term of office	<b>Appoint</b> LGB Chair, agree term of office. Be <b>informed</b> on appointment of Vice-Chair.	<b>Consulted</b> and <b>informed</b> on appointments of LGB Chairs and Vice-Chairs for their own school
Carrying out disclosure and barring service (DBS) and section 128 checks	<b>Participate</b> in DBS and section 128 checks. Be <b>informed</b> on compliance across Trust	<b>Participate</b> in DBS and section 128 checks.	<b>Participate</b> in DBS and section 128 checks.	<b>Participate</b> in DBS and section 128 checks.	<b>Deliver</b> DBS and section 128 checks (where relevant) for all Staff, Members, Trustees and Local Governors	
Board of Trustees committees or working groups	<b>Approve</b> any Board of Trustees committees or working groups				<b>Deliver</b> through support for the process and decisions	
Finance skillset on Board of Trustees	Ensure Board has <b>at least</b> one individual with specific relevant skills and experience of financial matters	Ensure FC has <b>at least</b> one individual with specific relevant skills and experience of financial matters	Ensure ARC has <b>at least</b> one individual with specific relevant skills and experience of audit & risk management matters		<b>Deliver</b> through support for recruitment and appointment of Trustees	
Setting Trust safeguarding practices, with regard to statutory guidance	<b>Approve</b> CP Safeguarding Policy. Be <b>informed</b> on safeguarding compliance across Trust and academies, undertake safeguarding training annually including reading KCSIE			<b>Review</b> safeguarding compliance, undertake safeguarding training annually including reading KCSIE	<b>Develop</b> and <b>deliver</b> Trust's safeguarding arrangements, including the 'Prevent' duty. Ensure CP and CTP policies include reference to peer-to-peer abuse, managing allegations against staff, safer recruitment	<b>Develop</b> and <b>deliver</b> safeguarding arrangements for own school, including the 'Prevent' duty. Ensure SLP policies include reference to peer-to-peer abuse and links to CP and CTP safeguarding policies where applicable

CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
<b>Safeguarding Link</b>	<b>Appoint</b> Safeguarding Link Trustee, <b>review</b> Trust's safeguarding arrangements, including the 'Prevent' duty			<b>Appoint</b> Safeguarding Link Governor, review own school's safeguarding arrangements	<b>Develop</b> and <b>deliver</b> Trust's safeguarding arrangements, including the 'Prevent' duty	<b>Deliver</b> safeguarding arrangements for own school, report to Executive Team and LGB
<b>SEND Link</b>	<b>Appoint</b> SEND Link Trustee, <b>review</b> Trust's arrangements for SEND provision ensuring compliance with SEND Code of Practice			<b>Appoint</b> SEND Link Governor, <b>review</b> school's arrangements for SEND provision ensuring compliance with SEND Code of Practice	<b>Develop</b> and <b>deliver</b> Trust's SEND provision ensuring compliance with SEND Code of Practice	<b>Deliver</b> SEND provision for own school ensuring compliance with SEND Code of Practice, <b>report</b> to Executive Team and LGB
<b>Ensuring compliance with equalities legislation</b>	Be <b>informed</b> on compliance			<b>Review</b> equalities statement and objectives for own school annually	<b>Develop</b> and <b>deliver</b> equalities compliance across Trust	<b>Develop</b> and <b>deliver</b> equalities statement and objectives for own school
<b>Ofsted inspections</b>	Representative from Board of Trustees to <b>participate</b> in inspections			LGB Chair (or other representative from LGB) to <b>participate</b> in inspection at their own school	<b>Deliver</b> preparatory training on inspections, and support LGB Chairs and Trustees through process of inspection when school is inspected	Lead Ofsted inspection within the school. Ensure relevant stakeholders are informed of the inspection.
<b>Admissions</b>	<b>Approve</b> admissions policies for all schools. <b>Participate</b> in in-year admissions appeals panels where necessary				<b>Review</b> and <b>deliver</b> admissions policies for each school in line with DfE Admissions Code	<b>Deliver</b> in-year admissions in line with DfE Admissions Code
<b>Exclusions</b>	Be <b>informed</b> on compliance with statutory requirements relating to exclusions. <b>Participate</b> in Trust wide exclusion review panels where necessary			<b>Review</b> exclusion statistics for own school. <b>Participate</b> in Trust wide exclusion review panels where necessary	<b>Develop</b> and <b>deliver</b> compliance with statutory requirements relating to exclusions	<b>Deliver</b> compliance with statutory requirements relating to exclusions

CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
Complaints	Be <b>informed</b> on complaints statistics for all academies. Chair of Trustees <b>informed</b> of complaints raised with external agencies such as Ofsted / ESFA			<b>Participate</b> in complaints panels where necessary	<b>Develop</b> Trust wide complaints policy and process which is compliant with relevant legislation. <b>Deliver</b> support to schools to ensure compliance with complaints policy and process	<b>Deliver</b> compliance with Trust complaints policy and relevant legislation

EDUCATIONAL PERFORMANCE AND STAFF PERFORMANCE MANAGEMENT						
Setting Trust approach to curriculum and assessment, with regard to statutory requirements	<b>Approve</b> and <b>review</b> Trust curriculum model in line with requirement to ensure 'broad and balanced curriculum' and all relevant government guidance including relationship and sex education (RSE) and collective worship				<b>Develop</b> and <b>approve</b> curriculum and assessment expectations at a Trust level	
Setting and delivering school curriculum in line with Trust approach				Be <b>informed</b> on and <b>review</b> for their own school in line with Trust wide approach to curriculum and assessment	<b>Consult, review</b> and support Headteachers to <b>deliver</b> for their individual academies	<b>Develop</b> and <b>deliver</b> for their own school in line with Trust wide approach supported by Executive Team
Production and analysis of educational data	Be <b>informed</b> on and <b>review</b> educational performance across Trust			<b>Review</b> educational performance for their own school	<b>Develop, approve</b> and <b>deliver</b> educational data	<b>Develop</b> and <b>deliver</b> educational data for their own school and report to Executive Team and LGB
Academic results and post-16 destinations	Be <b>informed</b> on and <b>review</b> at Trust level			Be <b>informed</b> on and <b>review</b> for their own school	<b>Develop</b> and <b>approve</b> expectations at a Trust level. <b>Report</b> individual academies' performance to Board	<b>Develop</b> expectations and <b>deliver</b> for their own school in line with direction from Executive Team

CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
Pupil Premium and other catch up premiums	Be <b>informed</b> on impact of PP and other catch up premium spend on pupil performance across academies			<b>Approve</b> and <b>review</b> use and impact for their own school. <b>Appoint</b> Pupil Premium link governor (where possible)	Be <b>consulted</b> on, <b>recommend</b> and <b>review</b> across all academies. <b>Report</b> to Board	<b>Develop, deliver</b> and <b>report</b> on for their own school
Delivering support for looked after children	Be <b>informed</b> on and <b>review</b> performance of these pupils as part of educational data reporting			<b>Appoint</b> LAC link governor. <b>Review</b> school's arrangements for supporting looked after and formerly looked after children	<b>Report</b> to Board	<b>Deliver</b> through appointment of designated teacher and and <b>report</b> on school's arrangements for supporting looked after and formerly looked after children
Stakeholder engagement and voice (staff, pupils, parents, community and other stakeholders)	Be <b>informed</b> on stakeholder engagement and voice			<b>Review</b> stakeholder voice and engagement for own school	<b>Develop</b> and <b>deliver</b> Trust wide stakeholder engagement and voice, <b>report</b> to Board	<b>Deliver</b> for own school, and <b>report</b> to Executive Team and LGB
Staff structure/ Restructures	Be <b>informed</b> on for all academies and <b>review</b> at Trust level			Be <b>informed</b> on for their own school	Be <b>consulted</b> on, <b>approve, deliver</b> and <b>review</b> for all academies and Trust Central Team	<b>Develop</b> and <b>deliver</b> for their own school in line with Trust wide policy supported by Executive Team
Staff training and professional development (CPD)				Be <b>informed</b> on, and <b>review</b> impact of, for their own school	<b>Approve, deliver</b> and <b>review</b> for all academies and Trust Central Team	<b>Develop</b> and <b>deliver</b> (supported by Executive Team) for their own school in line with Trust strategic framework
Staff appointments and dismissal, with regard to statutory requirements	Be <b>informed</b> on approach and compliance				<b>Develop</b> and <b>deliver</b> process and policies for staff appointment and dismissal	<b>Deliver</b> through compliance with Trust policies
Setting the pay framework including for Executive Team and Headteacher pay	<b>Review</b> and <b>approve</b> pay framework				<b>Develop, deliver</b> and <b>recommend</b> pay framework	

CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
Performance management and pay of Executive Team	<b>Approve</b> performance management and pay of Executive Team following <b>review</b> of recommendation by FARC. Chair of Trustees <b>delivers</b> performance management of CEO with <i>either</i> external support <i>or</i> through an additional Trustee participating in process .	<b>Review</b> recommendations on executive team pay from CEO			<b>Develop</b> and <b>Deliver</b> through robust evidence based process in line with performance management policy. CEO to <b>review</b> performance management and pay of Executive Team and make recommendations to FARC	
Performance management and pay of Headteachers		<b>Approve</b> Headteacher / Head of School pay in line with performance management		Be <b>consulted</b> on and <b>approve</b> through LGB Chair <b>participating</b> in HT performance management process	<b>Develop</b> and <b>Deliver</b> through robust evidence based process in line with performance management policy	<b>Participate</b> in HT performance management process
Staff appraisal and performance management (excluding Headteachers and Executive Team)	Be <b>informed</b> of performance management policy				<b>Develop</b> and <b>Deliver</b> appraisal and performance management through robust evidence based process in line with performance management policy	<b>Deliver</b> in line with performance management policy
Appointment of Headteachers	Be <b>informed</b> on appointment or dismissal of Headteachers. <i>Note: appointment panel will include at least one Trustee</i>			Be <b>informed</b> on appointment or dismissal of Headteachers. <i>Note: Appointment panel will include Chair of LGB</i>	<b>Deliver</b> and <b>approve</b> appointment and dismissal of Headteachers	
Note: Appointment, dismissal, performance management, disciplinary or grievance procedures for all other Trust and Academies' staff to be undertaken in line with the levels of delegation set out in the relevant policy						
FINANCIAL PERFORMANCE						
Executive appointments - CEO	<b>Develop, recommend, approve</b> and <b>deliver</b> appointment or dismissal of CEO.					

CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
	<b>Appoint</b> CEO as Accounting Officer					
<b>Executive appointments - CFO</b>	<b>Appoint</b> Chief Finance Officer					
<b>Setting delegated authority limits for financial transactions</b>	<b>Approve</b> financial delegation levels for Trust and Academies	<b>Recommend</b> and <b>review</b> financial delegation levels for Trust and academies	<b>Review</b> financial delegation levels for Trust and academies with regards to risk management		<b>Develop</b> and <b>deliver</b> delegations at school and Trust level. Ensure compliance with delegation levels	<b>Deliver</b> and ensure compliance with limits for financial transactions for own school. Report to Central Team
<b>Financial Oversight and Controls</b>	<b>Approve</b> and be <b>informed</b> of financial oversight and controls processes	<b>Recommend</b> and <b>review</b> financial oversight and controls	<b>Review</b> financial oversight and controls with regards to risk management		<b>Develop</b> and <b>deliver</b> systems and processes at Trust level. <b>Report</b> to Board on financial compliance for Trust and academies	<b>Deliver</b> financial compliance in line with guidance from Executive Team and report to Executive Team on own school
<b>Internal controls</b>	Be <b>informed</b> of internal scrutiny programme outcomes and <b>review</b> findings		<b>Approve</b> annual programme of internal scrutiny as put forward by Executive Team		<b>Develop</b> and <b>deliver</b> internal scrutiny programme	
<b>Trust Annual Budget</b>	<b>Approve</b> budget	Be <b>consulted</b> on and <b>recommend</b> budget in line with strategic priorities			<b>Develop</b> and <b>deliver</b> budget	
<b>School Annual Capitation Budget</b>	<b>Approve</b> and <b>review</b> individual school budgets	Be <b>consulted</b> on and <b>recommend</b> budget to Board		Be <b>informed</b> on delegated budget and finances for own school and <b>review</b> in respect of impact of spend on pupil outcomes	<b>Develop, deliver</b> and <b>review</b> each school budget through scrutiny process	<b>Develop</b> and <b>deliver</b> school budget with Executive Team
<b>Management accounts and budget forecasts (including cash flow and oversight of cash management)</b>	Receive management accounts on a monthly basis. <b>Review</b> as part of each Board meeting.	<b>Review</b> management accounts and budget forecast at each FA&RC meeting			<b>Deliver</b> monthly management accounts, ensuring Trust cash position is managed robustly	

CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
External auditors	Be <b>informed</b> on appointment of external auditors by Members		<b>Review</b> recommendation from Executive Team and <b>recommend</b> appointment of external auditors to Members		<b>Develop</b> external audit tender and put out for quotes. <b>Recommend</b> external auditors to Finance, Audit & Risk Committee	
Annual Accounts and Trustees' Report	<b>Approve</b> Annual Accounts and Trustees' Report	<b>Review</b> and <b>recommend</b> Annual Accounts and Trustees' Report			<b>Deliver</b> annual financial statements in line with ESFA's academies accounts direction (Annual Accounts and Trustees' Report)	
Managing conflicts of interest and related party transactions	<b>Participate</b> in annual declarations of interest and related party transactions data collection	<b>Participate</b> in annual declarations of interest and related party transactions data collection	<b>Participate</b> in annual declarations of interest and related party transactions data collection	<b>Participate</b> in annual declarations of interest and related party transactions data collection	<b>Deliver</b> register of annual declarations of interest and related party transactions	<b>Participate</b> in annual declarations of interest and related party transactions data collection
Asset and Premises Maintenance Strategy	<b>Approve</b> Asset and Premises Maintenance Strategy. <b>Appoint</b> Estates Management Link Trustee (where possible)	<b>Recommend</b> and <b>review</b> Asset and Premises Maintenance Strategy	<b>Review</b> Asset and Premises Maintenance Strategy with regards to risk management	Be <b>informed</b> of any asset and premises maintenance issues affecting own school	<b>Develop, deliver</b> and <b>report</b> on asset and premises management for all academies to Board	<b>Deliver</b> and <b>report</b> to Executive Team on any asset and premises maintenance issues affecting own school
Ensuring compliance with health and safety legislation	Be <b>informed</b> on compliance at individual school and Trust level. <b>Appoint</b> Health and Safety Link Trustee (where possible)		<b>Review</b> health and safety as part of risk registers	Be <b>informed</b> of and <b>review</b> health and safety compliance at own school. <b>Appoint</b> health and safety link governor (where possible)	<b>Deliver</b> compliance with statutory requirements relating to health and safety and <b>report</b> to Board	<b>Deliver</b> compliance with statutory requirements relating to health and safety. <b>Report</b> to Executive team and LGB
Acquiring and disposing of Trust land	<b>Approve</b> and <b>review</b> acquisition and disposal of Trust land	Be <b>consulted</b> on proposals for acquisition and disposal of Trust land	Be <b>consulted</b> on proposals for acquisition and disposal of Trust land		<b>Develop, recommend, deliver</b> and <b>report</b> to Board on proposals for acquisition and disposal of Trust land	
New schools joining Trust	<b>Approve</b> any additional schools and <b>review</b> progress	Be <b>consulted</b> on any possible additional schools from financial perspective	Be <b>consulted</b> on any possible additional schools from risk management perspective		<b>Develop, deliver</b> and <b>report</b> to the Board on the process to identify and progress possible additional schools	



CORE Education Trust Scheme of Delegation 2024-25

Operational area	Board of Trustees	Finance Committee	Audit and Risk Committee	Local Governing Bodies	Group Chief Executive Officer & Chief Executive Officer (Delivered through Executive and Central Teams)	Headteachers
Insurance Cover	Review arrangements for insurance cover				Deliver adequate insurance cover in line with legal obligations or have opted in to the academies risk protections arrangements (RPA)	
Risk Register	Be informed of strategic risks across the Trust		Review strategic risks across the Trust	Review own school risk register	Deliver school and Trust risk registers	Develop and deliver school risk register