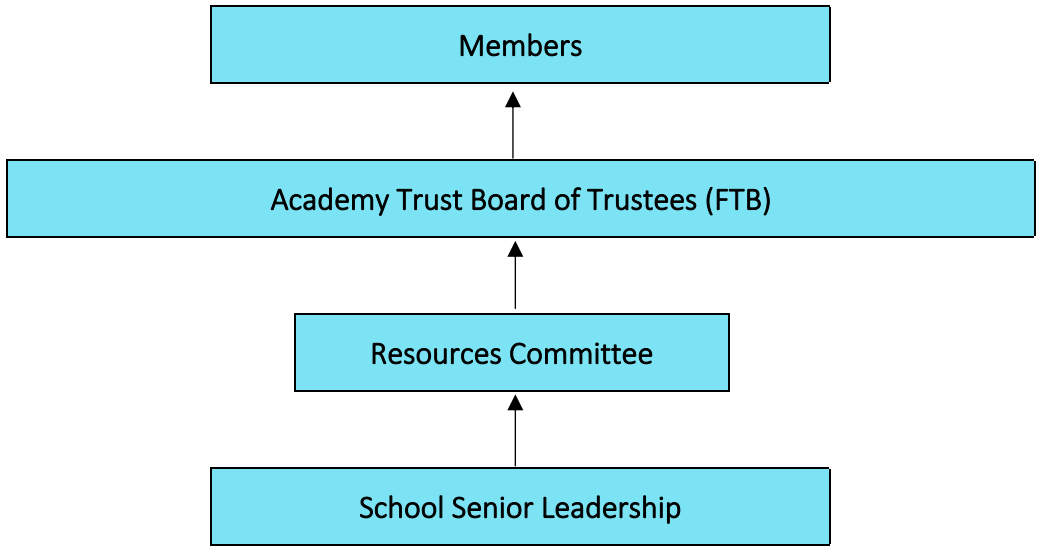
HCFS Scheme of Delegation 2026-2027

The Purpose of a Scheme of Delegation

A Scheme of Delegation (SoD) is the key document defining which functions have been delegated and to whom. It should be a simple yet systematic way of ensuring members, trustees, committees and individuals are clear about who has responsibility for making which decisions in the trust. This overarching SoD covering all decision making in the trust should not be confused with the written scheme of delegation of financial powers (found in the HCFS Financial Procedures Document) as referred to in the Academy Trust Handbook.

Single Academy Trust Structure



Key to Scheme of Delegation

Level One: Members
Level Two: Academy Board of Trustees (FTB)
Level Three: Board Committees (Resources)
Level Four: Individual Trustee
Level Five: Principal (Accounting Officer), School Business Manager (Chief Financial Officer)

✓	Decision to be taken at this level
❖	Preparatory work, advice and support to those who are accountable for decision making
< >	Direction of advice and support

Area	Decision	Delegation					
		Members	Board of Trustees	Committees	Individual Trustee	School Senior Leadership	Governance Clerk
Governance Framework							
People	Appoint and/or remove members	✓					
	Appoint and/or remove trustees	✓	✓				
	Role descriptors for members	✓					
	Appoint and/or remove safeguarding trustee		✓				
	Agree role descriptors for trustees/chairs/specific roles/committee members		✓	❖ <			
	Appoint and/or remove committee chairs			✓			
	Arrange process of election for parent trustee		✓				❖ <
	Appoint and/or remove clerk to the board		✓				
Systems and Structures	Articles of association: review and agree	✓	❖ <	❖ <		❖ <	❖ <
	Governance structure (committees) for the trust: establish and review annually		✓	❖ <		❖ <	
	Committee terms of reference and scheme of delegation: agree annually		✓	❖ <			
	Skills audit: complete and take appropriate action to fill gaps		✓				❖ <
	Annual self-review of trust board and committee performance: complete annually		✓	✓			❖ <
	Chair's performance: carry out 360° review periodically		✓				
	Trustee contribution: review annually		✓				❖ <
	Succession Plan		✓	❖ <			
	Agree annual schedule for business for the trust board		✓	❖ <		❖ <	

Area	Decision	Delegation					
		Members	Board of Trustees	Committees	Individual Trustee	School Senior Leadership	Governance Clerk
Reporting							
Reporting	Ensure governance arrangements are published on the trust and school's website					✓	✓
	Register of all interests, business, pecuniary, governance of other educational establishments for members/trustees: establish and publish						✓
	Annual report on performance of the trust: submit to members and publish		✓	❖ <		❖ <	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance arrangements, performance, financial and equality data are met		✓	❖ <		❖ <	❖ <
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met					✓	✓
	Responsibility for ensuring governor data complies with General Data Protection Guidelines						✓
	To publish and update at least annually a SEND information report		✓			❖ <	

Area	Decision	Delegation					
		Members	Board of Trustees	Committees	Individual Trustee	School Senior Leadership	Governance Clerk
Being Strategic							
Being Strategic	Determine trust wide policies which reflects the trust's ethos and values: approve		✓			❖ <	
	Develop school level policies: approve					✓	
	Management of risk: establish risk register, review, monitor		✓			❖ <	
	Ensure engagement with stakeholders		✓	✓		✓	
	Determine trust's vision, strategy and key priorities		✓			❖ <	
	To decide whether to join or form a multi-academy trust	✓	✓			❖ <	
	Determine school's vision, strategy and key priorities		✓			❖ <	
	Appoint and dismiss Accounting Officer/Principal		✓				
	Budget plan to support the delivery of trust key priorities: agree		✓			❖ <	
	Budget plan to support the delivery of schools' key priorities: agree					✓	
	To annually determine admission arrangements and to carry out consultation where changes are proposed		✓			❖ <	
	Ensure a broad and balanced curriculum is in place		✓	✓		✓	
	To set the times of school sessions and the dates of school terms and holidays					✓	
	Agree enrichment/extra-curricular offer including any additional services required					✓	
	Trust's staffing structure: agree		✓			❖ <	
	School's staffing structure: agree					✓	

Area	Decision	Delegation					
		Members	Board of Trustees	Committees	Individual Trustee	School Senior Leadership	Governance Clerk
Holding to Account							
Holding to Account	Ensure compliance (e.g. safeguarding, H&S, employment, GDPR): agree auditing and reporting arrangements		✓			❖ <	
	Monitor progress on key priorities		✓			❖ <	
	To produce and maintain a central record of recruitment and vetting checks (SCR)				❖ >	✓	
	Annually undertake the Performance Management of the Principal		✓				