

Scheme of Delegation

Create Learning Trust



Approved by	Date	Review Schedule	Date of Review
Board of Trustees	September 2023	Annually	September 2024

Create Learning Trust

Our Vision:

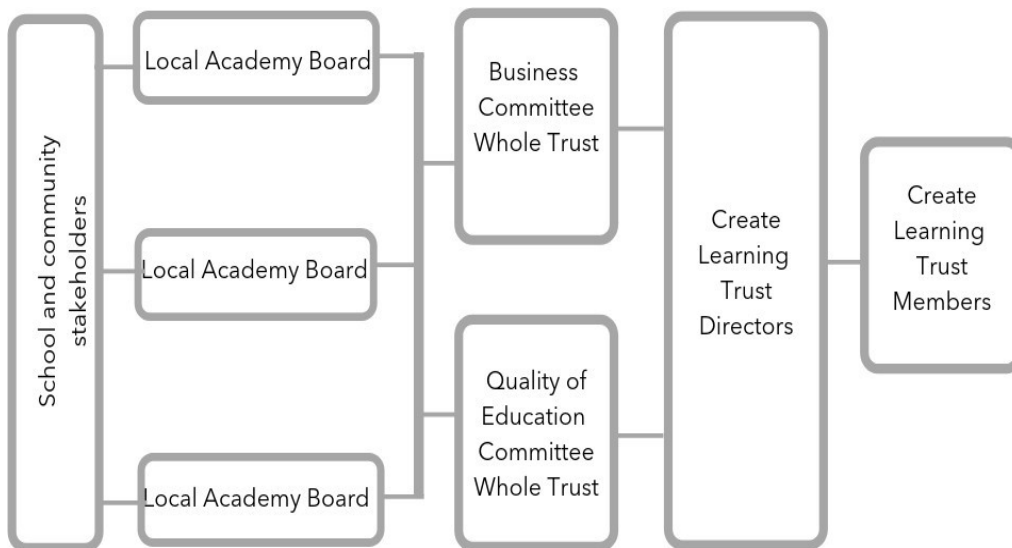
In education, teachers often refer to a moment when they see something 'click' for children; the exact moment where a concept is understood, an imagination is lit or an idea is formed.

Create learning Trust is a network of academies committed to giving children and young people moments like that in their education. We embrace innovation, share best practice and shape opportunities: Creating an environment that sparks and ignites the talents and interests of our staff and children.

Our Values:

To achieve this, every member of our community is committed to:

- Working together to provide the best quality of education
- Encouraging innovation, self-belief and confidence
- Acting with a moral purpose and with integrity



The structure of the Trust is visualised in the diagram above, further explanation can be found in the Articles of Association and in the Terms of Reference for the constituent parts. Whilst all Multi-Academy Trusts, have a hierarchy, at Create Learning, we believe that all constituent parts of the trust are vital to realising our vision, and therefore we have adopted a horizontal structure - that flows from our parents, pupils and community through to the whole trust.

The structure includes:

- Local Academy Boards - one for each of the academies within the trust
- Two trust wide committees; one for Business, Risk and Audit and one for Quality of Education
- Board of Directors - there are 11 Directors as depicted by the Articles of Association
- Members Board - there are 5 members as depicted by the Articles of Association

The scheme of delegation is for the use of all within Create Learning Trust. Each school maintains its Local Academy Board, which are each accountable to the Board of Directors.

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The Headteacher from each academy works with the trust's CEO to plan, develops and implement improvements across the trust.

The Board of Directors are responsible for monitoring school and trust developments and reporting to Members. Directors focus on the three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils
- the performance management of staff and for overseeing and ensuring effective financial planning and management.

Members report to the Department of Education once a year via the annual general meeting (AGM).

The Chief Finance Officer (CFO) has responsibility for the trust's detailed financial procedures and how it is delegated. The Chief Executive (CEO) is responsible for developing and articulating the vision, values and ethos of the trust and is accountable and take responsibility for the performance of all academies within the trust.

Key: **A** = Accountable **R** = Responsible (ensuring done) **I** = Implement

Strategic Developments	Members	Directors	LAB	CEO	HTs	CFO	COO
Ethos, Culture, Values of Create Learning Trust	A	R	R	I	I	R	R
Ethos, Culture, Values of Academies			A	R	I		
Financial Strategy of Create Learning, inc reserves and assets	A	A		R	I	I	
Financial Strategy for each Academy		A	R	R	I	I	
Development of Trust strategic projects		A		R/I	R/I		
Development of Academy projects				A	R/I		
Appointments and Dismissals	Members	Directors	LAB	CEO	HTs	CFO	COO
Appoint Members	A/R/I						
Appoint Directors	A/R/I						
Appoint LAB and LAB Chairs		A	R/I				
Appoint HT		A		R/I			
Appoint Staff to Academies			A		R/I		
Change staffing without adverse effect of budget				A	R/I		
Appoint Finance Officer		A		R/I			

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Curriculum, teaching and learning	Members	Directors	CEO	HTs	CFO	LAB	COO
Overall management of the Academy and for the direction of teaching, learning and curriculum			A	R/I			
Statutory Assessments and annual reporting to parents of pupil achievement			A	R/I			
Record keeping and Financial Matters	Members	Directors	CEO	HTs	CFO	LAB	COO
Effective Financial Management Systems		A	R	I	I		
Academy Budget preparation				R	I	A	
Create Learning Budget preparation		A	R		I		
Producing management information & YE accounts		A	R		I		
Ensure there is Academy Insurance for each school		A	R		I		
Acceptance of donations and subsequent usage		A	R	I	I	R	
Salaries of CEO, HT, FO staff employed by the trust		A/R/I	R/I				
Financial staffing structure of Academies		A	R	I			
Authorisation of Leases		A			R/I		
Risk Management		A	R/I	R/I			R/I
Employment and appraisal	Members	Directors	CEO	HTs	CFO	LAB	COO
T&Cs of employment inc (but not limited to): Pay scales Attendance Terms of employment Special Leave HR related policies Whistleblowing policies\Recruiting procedure Disciplinary procedure Grievance procedure Capability procedure Union discussions Pension policy Sickness / OHU Maternity / Paternity Staffing Structure		A	R/I	R/I		R/I	R/I
Induction process including: Health and Safety, staff handbook and local procedures				R/I		A	R/I
Appraisal of teaching and non teaching staff				R/I		A	
Appraisals of HT (see addendum 1)		A	R/I			R	
Appraisal of DHT (see addendum 1)		A		R/I		R	
Appraisal of CEO (see addendum 2)		A/R/I					
Appraisal of CFO (see addendum 3)		A/R	R/I				
Appraisal of COO (see addendum 3)		A/R	R/I				

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Equality and Diversity	Members	Directors	CEO	HTs	CFO	LAB	COO
Equal Opportunities (Equalities Act)		A	R/I	R/I		R/I	R/I
Pupil Care, Safeguarding and Wellbeing	Members	Directors	CEO	HTs	CFO	LAB	COO
Meeting Health and Safety requirements		A	R/I	R/I			R/I
Maintaining attendance records as required				R/I		A	
Meeting SEN Requirements		A		R/I		A	
Sex and Relationship Education				R/I		A	
Child Protection & Safeguarding procedures and policy		A	R/I	R/I		R/I	
Maintaining a Single Central Register for Safeguarding Children and safer recruitment		A	R/I	R/I		R/I	R/I
Charging Policy		A	R/I	R/I		R/I	
Pupil Dress Code				R/I		A	
Admission, Attendance & Exclusions	Members	Directors	CEO	HTs	CFO	LAB	COO
Academy Admissions Policy		A		R/I			R/I
Establishing Independent Appeals Panel		A/R/I					
Dates of Academic Year and Length of school day		A	R/I	R/I			
Other inc premises and health and safety	Members	Directors	CEO	HTs	CFO	LAB	COO
DfE Compliant Complaints Procedure		A	R/I	R/I		R	
Website and trust website compliance			A	R/I		A	R/I (trust)
Data protection / GDPR procedures and policy		A	R/I	R/I		R	R/I
Premises maintenance				R/I		A	R/I
Grant Bids		A		R/I	R/I		
Statutory policies including health and safety at work		A	R/I	R/I		R	R/I

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Addendum 1 Employment and appraisal	Members	Directors	CEO	HTs	CFO	LAB	COO
Appoint Academy Headteachers		A	R/I			R	

For all permanent Headteacher and Deputy Headteacher appointments the following process will apply:

1. Academy/chair of governors to contact CEO and chair of board of directors to advise that a resignation has been received from either the HT or DHT.
2. A meeting should be convened at the earliest date to discuss the process for either temporary, permanent or mobility from another school to cover the vacancy
3. If the position is to be advertised, the CEO, chair of board of directors and the chair of governors (from the academy with the vacancy) will agree a timescale for an advert to be written and distributed on school noticeboards, websites etc.
4. Dates will be agreed for prospective candidates to visit the school, meet with other headteachers within the trust, agree closing, shortlisting and interview dates.
5. The panel for shortlisting and interview will consist of the CEO, chair of board of directors, at least one headteacher from the trust and up to 3 members (to be invited by the chair based on skills) of the local governing body from the school with the vacancy. If the position is for a deputy headteacher, the headteacher from the school will be invited as the headteacher.
6. All members of the interview panel will be expected to attend shortlisting as well as interviews (except in exceptional circumstances) and all will have voting rights for the position, should this be required. The chair of BOD will have the deciding vote in the event of a split decision.
7. A meeting will be held at the end of the process and all members of the local governing body and board of directors will be invited to attend for information on the appointment to be shared.

Addendum 2 Employment and appraisal	Members	Directors	CEO	HTs	CFO	LAB	COO
Appraisal of CEO		A/R/I					

Two people either Members or Directors chosen by the Chair of the Board of Directors.
An external person chosen by the board of trustees in consultation with the CEO

Addendum 3 Employment and appraisal	Members	Directors	CEO	HTs	CFO	LAB	COO
Appraisal of CFO		A	R/I				
Appraisal of COO			R/I				

The direct manager (of the FO) from the Executive Board -
A Director from the board who has financial background