



WESTMINSTER PRIMARY SCHOOL

Scheme of delegation

Westminster Academy Trust

Date reviewed:	16/01/2025
Approved by:	Trust Board
Date of next review:	16/01/2026

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for delivery and does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.

Delegation matrix

		Members	Trust board	Headteacher	Academy committees	LGB
	1. Board business					
1.1	Appoint/remove members	A/R				
1.2	Appoint/remove trustees	A/R				
1.3	Elect chair of trustees		A/R			
1.4	Appoint and remove board committee chairs		A/R			
1.5	Determine powers of chair in urgent situations		A/R			
1.6	Establish and review trust governance structure		A/R			
1.7	Agree named safeguarding trustee		A/R			
1.8	Agree named trustee for special educational needs and disabilities (SEND)		A/R			
1.10	Appoint/remove academy committee chairs		A/R			
1.11	Appoint/remove academy committee members (local governors)		A/R			C
1.12	Appoint trust governance professional		A/R			
1.13	Agree academy committee clerking arrangements		A/R			
1.14	Articles of association: review		A/R			
1.15	Articles of association: ratify changes	A/R				
1.16	Agree committee terms of reference		A/R			
1.17	Complete annual review of scheme of delegation		A/R			
1.19	Complete annual trust board self-review		A/R			
1.21	Publish governance arrangements on academy website		A	R		
1.22	Ensure academy website is compliant and effective		A	R		
1.24	Submit and publish annual report on the performance of the trust		A	R		

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	2. Vision and strategy					
2.1	Determine trust's vision, strategy and key priorities		A/R	R		
2.2	Ensure engagement with stakeholders regarding vision, values and strategic priorities		A	R		
2.4	Agree trust growth plans		A/R	R		
2.5	Determine trust-wide/academy policies		A	R		
2.7	Establish risk register and conduct regular review		A/R	R		
2.8	Determine a programme of internal audit in line with the risk register and monitor its delivery		A	R	R	
	3. Finance and operations					
3.1	Appoint and remove external auditors		A/R			
3.2	Appoint chief financial officer		A	R		
3.3	Produce trust's scheme of financial delegation		A	R		
3.4	Receive external auditor's report		A/R			
3.5	Action recommendations made arising from audits		A	R	R	
3.6	Produce annual report and accounts		A	R		
3.7	Submit ESFA required reports and returns		A	R		
3.8	Agree budget plan to support delivery of trust/academy strategic priorities		A		R	
3.10	Monitor trust budget		A/R		R	
3.11	Carry out benchmarking value for money evaluation		A	R	R	
3.12	Agree reporting and monitoring arrangements for trust and academy budgets		A/R	C	C	
3.13	Monitor academy estates to ensure safe and well maintained		A	R	R	
3.14	Agree data protection policy (and privacy notice)		A/R	R		

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3.15	Agree health and safety policy		A/R	R		
3.16	Agree premises management documents, including <i>Estate vision, Estate strategy and Asset management plan</i>		A/R	R		
	4. Workforce					
4.1	Appoint and dismiss CEO/Accounting Officer		A/R			
4.2	Performance manage CEO		A/R			
4.3	Agree CEO remuneration		A/R			
4.4	Conduct executive team performance management		C	A/R		
4.5	Conduct headteacher performance management		A/R			
4.6	Agree headteacher remuneration		A/R			
4.7	Review and agree academy staff appraisal procedure and pay progression		A/R	R		
4.8	Determine executive team staffing structure		A/R	R		
4.9	Determine academy staffing structure		A/R	R		
4.10	Headteacher appointments and dismissal		A/R			
4.11	Trust wide pay policy, terms and conditions of employment		A	R		
4.12	Determine disciplinary, grievance and capability policies		A	R		
4.13	Undertake panel hearings for disciplinary and capability matters relating to the CEO		A/R			
4.15	Undertake panel hearings for disciplinary, grievance and capability matters relating to academy staff		A	R		
4.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		A/R			

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4.17	Agree whistleblowing policy		A/R			
	5. Pupils and learning					
5.1	Agree safeguarding and child protection policy		A	R		
5.2	Agree attendance policy		A	R		
5.3	Agree school uniform policy		A	R		
5.4	Agree policy for pupils with SEND		A	R		
5.5	Agree policy for supporting pupils with medical conditions		A	R		
5.6	Agree charging and remissions policy		A	R		
5.7	Agree behaviour policy		A	R		
5.9	Agree relationships education (primary) and relationships and sex education (secondary) policy		A	R		C
5.10	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		A/R	R		
5.11	Approve academy curriculum		A	R		C
5.12	Ensure high standards of teaching and learning		A	R		C
5.13	Set targets for trust outcomes		A	R		
5.14	Plan and deliver academy improvement interventions and strategies			A/R		
5.15	Determine & monitor use of pupil premium and sports premium		A	R		
5.16	Ensure provision of religious education		A	R		C
5.17	Ensure delivery of collective worship		A	R		C
5.18	Set the dates of school terms and holidays		A	R		
5.19	Set the times of school sessions		A	R		

		Members	Trust board	Headteacher	Academy committees	LGB
5.20	Review headteacher decision to suspend/exclude pupils		A/R			
5.21	Monitor rates of suspension and exclusion across the trust		A/R	R		
5.22	Agree admissions policy		A	R		
5.23	Implement admissions appeal process		A	R		
5.24	Determine complaints procedure		A/R	R		
5.25	Implement complaints procedure		A	R		
5.26	Review complaints at panel stage		A/R		R	
	6. Community					
6.1	Develop stakeholder partnerships across the trust/academy		A	R		