



Scheme of Delegation

VERSION CONTROL						
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The Beckmead Trust

Scheme of Delegation for Governance Functions

Summary

This **Scheme of Delegation for Governance Functions** describes the governance structure of the Beckmead Trust (the Trust) and the powers and functions of the Members, the Board of Trustees, and its Committees and Local Governing Bodies.

The Beckmead Trust is a company limited by guarantee and is an exempt charity; the formal governance arrangements for the Trust are set out in its **Articles of Association**.

The Trust, and its Members, Trustees and Local Governing Bodies, must always operate within the requirements of the **Articles of Association**; this **Scheme of Delegation** is consistent with those Articles and describes how the Trust's governance arrangements will be managed to give them effect.

The governance of the Trust is overseen by its **Members**; the Members appoint the **Trustees** – who are the trustees of the charity and the directors of the company. **The Board of Trustees** is the 'governing board' of the Trust and is responsible for the operation and performance of all academies in the Trust.

The Board of Trustees has delegated specific governance functions relating to the Trust as a whole to Committees of the Board; specific governance functions relating to individual academies to Local Governing Bodies (single or shared); and specific governance functions relating to individuals to ad-hoc Committees as shown in the diagram on page 3 and described in this **Scheme of Delegation**.

The Board of Trustees appoints members to its Committees, Trust governors to the Local Governing Boards, and members to the Trust Panel who are available to be called on to serve on an ad-hoc Committee.

The Board of Trustees has delegated the organisation and management of the Trust, including its academies and its central services, to the **Chief Executive Officer** (CEO), who has in turn delegated the organisation and management of each academy in the Trust to the academy's **Headteacher**.

Any power or function that has been delegated by the Board of Trustees, except for that delegated to the CEO, cannot be further delegated.

The composition and terms of reference for the Board of Trustees and its Committees are set out in the **Beckmead Constitution (Appendix A)**.

Further information on powers retained by the Board of Trustees, and the powers delegated to Committees including Local Governing Bodies, and to individual Trustees and governors and executive officers, is contained in the **Accountability Schedule (Appendix B)** and the **Scheme of Financial Delegation (Appendix C)**

The Beckmead Trust

Outline of Governance structure

The Members of the Trust

Oversight of the governance of the Trust.

Board of Trustees

Strategic decision making and oversight for the Trust as a whole.

Setting the Trust vision, ethos, strategy, policy and budgets; monitoring educational and financial performance of the Trust as a whole and each school in the Trust; holding Trust senior leadership to account.

Finance & Operations Committee

(FOC)

Delegated authority to oversee all financial and business functions of the Trust, including capital and asset management.

Audit and Risk Committee

(ARC)

Delegated to provide assurance to the Board on the Trust's financial and operational risk management arrangements

People & Pay Committee

(PPC)

Delegated authority to oversee the Trust's HR responsibilities and the performance and pay of Trust staff, including decisions on pay of the Leadership Team and the PMRC

Education & Care Committee

(ECC)

Delegated authority to oversee the education and care provided by the Trust

Governance & Growth Committee

(GGC)

Delegated authority to oversee the governance and growth of the Trust

Local Governing Boards

Single or Shared

(Committees of the Board)

Delegated authority for governance of one or more academies

Ad-hoc Committees of the Board of Trustees

Established as required

Delegated authority to take decisions on matters relating to a specific incident or individual

1 Principles

All academies within the Beckmead Trust operate in accordance with the shared values of the Trust.

The key principle of the governance of the Beckmead Trust Governance is that local and Trust governance work together, collaboratively; each providing an aspect of governance that the other cannot. The Board and its Committees will make decisions on matters which affect the Trust as a whole and as a legal entity: Local Governing Boards will make decisions on matters relating to their individual academy(ies).

In the interests of good governance and clarity of role, the Trust has adopted the principle of maximum separation in its governance arrangements, so no Member will be a Trustee or local governor, and no Trustee will be a local governor.

2 The Members of the Trust

At the highest level of governance in the Trust are the Members of the Academy Trust, who have an overview of the governance arrangements of the Trust. The Members are the guardians of the governance of the Trust and hold the Board of Trustees to account for the governance of the Trust

The Members are the people who formally established the Trust, as the subscribers to the Memorandum of Association, and any other individuals subsequently appointed by the Members.

The Members have statutory rights and powers to:

- Appoint additional Members (1).
- Remove a Member where they believe it is in the interests of the Trust (1)
- Appointing up to 11 Trustees (2).
- Remove a Trustee before the expiration of their term of office (2).
- Amend the Trust's Articles, subject to any consents required from the Charity Commission and the Secretary of State for Education (via the Education and Skills Funding Agency) (1).
- Appoint, and may remove, the Trust's external auditors (2).
- Receive the Trust's audited annual accounts.
- Issue a direction to the Board of Trustees to take a specific action (2).

(1) - by means of a special resolution, i.e. a 75% majority vote.

(2) - by means of a normal resolution, i.e. a simple majority vote.

All other powers and duties about the management and governance of the Trust are vested in the Board of Trustees.

The Members meet once per year at the Annual General Meeting and may call additional General Meetings.

3 The Board of Trustees

The Board of Trustees is responsible for strategic decision-making for the Trust and is accountable for the statutory functions of the Trust and for the operation and performance of all academies in the Trust.

The Board delegates functions to Committees including Local Governing Boards as set out herein but retains formal responsibility for any such delegated functions.

The Board of Trustees retains responsibility for:

- Ensuring clarity of vision, ethos and strategic direction of the Trust as a whole and approving the Trust's vision, mission and values.
- Reviewing and approving the Trust's governance arrangements.
- Approving the Trust Budget and the Annual Report & Financial Statements of the Trust, and the annual budget of each academy and the directorate budgets of the central services.
- Approving the Trust's strategic plans, including plans for growth, financial and educational strategy, and annual operating plans.
- Overseeing the financial and educational performance of the academies in the Trust and the central services.
- Appointment and performance management of the CEO and Trust Executive Leadership Team.
- Holding the Trust's executive leaders to account for the financial and educational performance of the Trust as a whole.
- Agreeing Trust and academy policies and procedures, unless otherwise delegated, to ensure that the Trust fulfills its statutory responsibilities, and the oversight, monitoring and review of the implementation of those policies.

The composition and terms of reference of the Board of Trustees are set out in the **Beckmead Constitution**. (Appendix A)

Further information on powers retained by the Board of Trustees, and the powers delegated to Committees including Local Governing Boards, and to individual Trustees and governors and executive officers, is contained in the **Accountability Schedule**. (Appendix B), the **Scheme of Financial Delegation** (Appendix C), and the **Terms of Reference for the Shared and Single Local Governing Boards**.

4. Local Governing Boards

The Board of Trustees has established a Local Governing Board for each academy, or group of academies (shared local governing boards) in the Trust. The purpose of the Local Governing Board is to carry out governance functions for that academy or group of academies, on behalf of the Board of Trustees. The membership of the LGBs is noted in the Accountability Schedule.

The Board of Trustees has delegated the responsibility to each Local Governing Board to:

- Ensure clarity of vision, ethos and strategic direction of the academy(ies).
- Oversee the provision of education and care of the academy(ies) - reporting risk to the Trust Board
- Hold the Headteacher(s) to account for the education and care of the academy(ies) and its(their) pupils, and for the performance management of staff. Uphold the ethos of the academy(ies) and the Trust and ensure that the academy(ies) operates in accordance with the policies and procedures of the academy(ies) and the Trust.
- A school level financial synopsis is provided for information to LGB's.
- The Governance and Growth Committee (GGC) takes the place of a Local Governing Body

(LGB) with regard to those governance responsibilities if no LGB is in place.

The Local Governing Board may report to and make recommendations to the Board of Trustees on the governance and operation of the academy. The Local Governing Board will consider any other matters referred to it by the Board of Trustees and must take account of any advice given to it by the Board of Trustees or CEO.

The Board of Trustees has given delegated authority to the Performance Management Review Committee (PMRC) of the Local Governing Body for decisions on pay and performance of the Headteacher and the academy's (ies)' Senior Leadership Team(s), in accordance with Trust HR policies and procedures.

The Local Governing Board has no other standing committees but may have ad-hoc committees in accordance with clause 6.2.

Any powers or functions delegated to the Local Governing Board, or a Local Governing Board Committee, cannot be further delegated.

Further information setting out the delegated powers of the Local Governing Board is contained in the **Accountability Schedule**.

The preferred position of the Board of Trustees is for Local Governing Boards to have full delegated authority to exercise governance functions and take decisions as set out in this Scheme of Delegation and in the Accountability Schedule and in accordance with the Policies and Procedures of the Trust. However, the Board of Trustees reserves the right to vary, or to place restrictions or conditions on, all or any aspect of that delegated authority, at any time, and as it feels appropriate to the capacity and/or performance of the Local Governing Board and/or the academy(ies) for which it is responsible.

In the event that a decision by a Local Governing Board conflicts with that of the Trust Board, the two boards will endeavour to settle the matter between themselves. If the two boards are unable to agree on a mutually acceptable decision, the decision of the Trust Board shall prevail.

The composition and terms of reference of each Local Governing Board established by the Board of Trustees are set out in the **Beckmead Constitution**.

5. Board Committees

The Board of Trustees has established the Board Committees set out here in clause 5 to which it has delegated responsibility for the specific powers and functions set out herein; in addition, the Committee will consider any other matters referred to by the Board of Trustees.

Further information setting out the delegated powers of the Committees is contained in the **Accountability Schedule**.

Any powers or functions delegated to the Committee cannot be further delegated.

The composition and terms of reference of each Committee are set out in the **Beckmead Constitution**.

5.1 Finance and Operations Committee (FOC)

The purpose of the Finance and Operations Committee is to oversee the budgets and the business functions of the Trust and its academies on behalf of the Board of Trustees.

The Board of Trustees has delegated responsibility to the Finance and Operations Committee to:

- Provide detailed oversight and scrutiny of the Trust's business and financial plans and budgets.
- Monitor and review the budgets and budgetary performance of Trust academies, the central services and the Trust as a whole.
- Calculate the cost to academies for central services and hold central team directors accountable for ensuring these services provide 'value for money.'
- Approve and review the Trust's financial performance management and reporting framework including the format of the management accounts.
- Approve (as delegated) and Monitor the implementation of the Board's financial and business-related policies and procedures.
- Review the financial and business support needed by academies in the Trust and the financial and business support provided through the Shared Services.
- Approving the statement of Going Concern
- Review of the Trustees report for the Annual Financial Report.
- Report to and make recommendations to the Board of Trustees on the above.
- Monitor and review the business functions of all **Assets** held by the Trust and its academies
- Monitor and review all aspects of estates and technology management and development
- Approve the Annual **Capital Development Programme** in line with identified risks and propriety ratings
- Annually review the Asset Register and approve the Depreciation Policy for the Trust
- Monitor and review the Capital budget and budgetary performance of all Capital Income and Expenditure for the Trust.
- Ensure **Devolved Capital** budgets are utilised in accordance with the Capital Development Program.

Risk register: Financial Risk Register

Estates Risk Register

Technology and Cyber security Risk Register

Risks should align the Priorities on the Capital Development Programme

5.2 Audit and Risk Committee (ARC)

The purpose of the Audit Committee is to provide assurance to the Board on the Trust's financial risk management arrangements, and that risks to internal financial control are being adequately identified and managed across the Trust and in its individual academies.

The Board of Trustees has delegated responsibility to the Audit Committee to:

- Oversee the Trust's internal control framework, including financial and non-financial controls and the management of financial risks for the Trust and its constituent academies. (Financial Policy & Financial Risk Register Review)
- Monitor and review the Trust's Financial risk register, Compliance risk register and the operational 'Top 10' risks.
- Annually update and review '**The Musts**' in line with the latest version of the Academies Financial Handbook
- Set out and agree the annual programme of Internal Scrutiny to provide assurance testing as part of the Trust's internal audit for the financial year.

- Monitor and review the external and internal audit programmes, receive reports from those carrying out the work, review the appropriateness of management's response to those reports, and monitor implementation of action in response to them.
- Receive and review any other reports received from and required to be submitted to third parties including the DfE related to assurance and risk.
- Provide assurance to the Board that the Trust and its academies are complying with its Funding Agreements and appropriate accounting standards and Financial Regulations. (This is covered by the Accounting Officer Regularity Checklist alongside the review of 'The Musts')
- Review of the Trust's Management letter and Financial Statements.
- Report to and make recommendations to the Board on any of the above.

Risk Register: - Financial Risk Register
 Compliance Risk Register
 Top 10 operational risks

5.3 People and Pay Committee (PPC)

The purpose of the People and Pay Committee is to oversee Trust's Human Resources responsibilities and the performance and remuneration of Trust staff and to take decisions on pay and performance of the CEO, the Trust Senior Executive and Headteachers, in accordance with Trust HR policies and procedures.

The Board of Trustees has delegated responsibility to the People and Pay Committee to:

- Monitor and review the Trust's workforce and oversee the Trust's responsibilities as the 'single employer'.
- Monitor and review staff welfare, absence, turnover, recruitment and retention.
- Monitor and review staff remuneration and terms and conditions, and strategies to incentivise staff and reward good performance.
- Monitor the implementation of the Trust's Human Resources strategy, and approve (as delegated) and monitor HR policies and procedures.
- Oversee the performance management review and appraisal of the CEO and Trust Senior Executive and Headteachers and agree increments/progression accordingly.
- Annually agree pay increases for Teaching Staff and Support staff respectively
- Agree the performance objectives of the CEO and monitor and review the performance of the CEO against the objectives.
- Take decisions on the pay and pay progression of the CEO and Trust Senior Executive and Headteachers in accordance with Trust Human Resources policies and procedures.
- Annually agree recommendations from Headteachers and LGB's to increase staff increments/progression points in line with Performance Management policies.
- Report to and make recommendations to the Board regarding any of the above.

Risk Register: - People & Pay Risk Register

5.4 Education and Care Performance Committee

The purpose of the Education and Care Performance Committee is to oversee the educational performance of the Trust and its academies on behalf of the Board of Trustees.

The Board of Trustees has delegated responsibility to the Education Performance Committee to:

- Monitor and review the educational performance of Trust academies.

- Monitor and review the residential provision, where applicable.
- Oversee the development and quality of teaching, learning and assessment; safeguarding; academy culture; achievement and admissions.
- Monitor and review the support needs of Trust academies and the additional support that is provided to them.
- Approve (as delegated) and Monitor the implementation of the Board's educational policies and procedures.
- Review the education and care support needed by academies in the Trust and provided through school-to-school collaboration and the Shared Services.
- Report to and make recommendations to the Board of Trustees on the above.

Risk register: Education and Care Risk Register

5.5 Governance and Growth Performance Committee

The purpose of the Governance and Growth Performance Committee is to oversee the governance of the Trust and its strategies for growth on behalf of the Board of Trustees.

The Board of Trustees has delegated responsibility to the Governance and Growth Performance Committee to:

- Monitor and review the effectiveness of the Trust's governance arrangements including the Trust's governance policies and procedures and its Scheme of Delegation.
- Monitor and review the performance of the Trust's Committees, which include Local Governing Boards.
- Monitor and review the support, training and development needs and recruitment of Trustees, local governors and members of the Trust Panel.
- Monitor and review plans for Trust growth, including the process for and outcomes of due diligence on prospective academies and the establishment of new academies.
- Monitor and review plans for Trust level development e.g. the formation of a new Directorate
- Oversee on behalf of the Board of Trustees any Trust academies that are not under the oversight of a Local Governing Board, on a temporary basis and until they are put under the oversight of a Local Governing Board.
- Report to and make recommendations to the Board of Trustees on the above.

Risk Register: Governance & Growth Risk Register

6 Ad-hoc Committees

6.1 Ad-hoc Committees of the Board of Trustees

The Board of Trustees has given delegated authority to the following ad hoc Committees of the Board where they are required to consider matters relating to specific individuals or incidents in accordance with the Trust's policies, and where they have been established in accordance with this **Scheme of Delegation**, the **Beckmead Constitution** and the appropriate Trust policies and procedures:

- **Pay & Performance Appeals Committee** – to consider appeals against decisions on pay and performance matters relating to staff of the Trust Senior Executive and Shared Services.
- **Staff Discipline, Grievance & Redundancy, first committee** – to consider matters of discipline, grievance, redundancy, redeployment and early retirement relating to staff of the Trust Senior

Executive and Shared Services.

- **Staff Discipline, Grievance & Redundancy, second committee** – to consider matters at the second stage of discipline, grievance, redundancy, redeployment and early retirement relating to staff of the Trust Senior Executive and Shared Services.
- **Appointments Committee, Senior Staff** – to carry out the process of recruitment and appointment of members of the Trust Senior Executive.
- **Appointments Committee, CEO** – to carry out the process of recruitment of the CEO and recommend an appointment to the Board of Trustees.
- **Complaints Against the Trust Committee** – to consider complaints against the Trust.
- **Trustee & Governor Disciplinary Committee** – to consider disciplinary matters concerning a governor or Trustee, including removal.

The composition and terms of reference of these ad-hoc Committees are set out in the **Beckmead Constitution**.

6.2 Ad-hoc Committees of the Board

The Board of Trustees has given delegated authority to the following ad hoc Committees of the Local Governing Boards where they are required to consider matters relating to specific individuals and incidents relating to the academy(ies) over which they have oversight, in accordance with the Trust's policies, and where they have been established in accordance with this **Scheme of Delegation**, the **Beckmead Constitution** and the appropriate Trust policies and procedures:

- **Pay & Performance Appeals Committee** – to consider appeals against decisions on pay and performance matters relating to staff of the academy(ies).
- **Staff Discipline, Grievance & Redundancy, first committee** – to consider matters of discipline, grievance, redundancy, redeployment and early retirement relating staff of the academy(ies).
- **Staff Discipline, Grievance & Redundancy, second committee** – to consider matters at the second stage of discipline, grievance, redundancy, redeployment and early retirement relating to staff of the academy(ies)
- **Appointments Committee, Senior Staff** – to carry out the process of recruitment and appointment of members of the academy Leadership Team(s).
- **Appointments Committee, Headteacher** – to carry out the process of recruitment of a Headteacher and recommend an appointment to the Local Governing Body and Board of Trustees.
- **Complaints Against the Academy Committee** – to consider complaints against the academy.

The composition and terms of reference of these ad-hoc Committees are set out in the **Beckmead Constitution**.

7. Trust Executive

The Board of Trustees has delegated to the Chief Executive Officer (CEO) responsibility for delivery of the Trust's strategy, for the implementation of the policies of the Trust, and for the day-to-day running, internal organisation, management and control of the Trust, all the academies in the Trust and the central services.

The CEO is responsible for the performance management of the Trust DCEO, the Directors of the Central Services team and the Headteachers of the Trust's academies.

The CEO may delegate any of their responsibilities to an appropriate executive officer of the Trust but retains formal accountability for any such delegated decisions.

The CEO has delegated to the Headteacher of each academy in the Trust responsibility for the day-to-day running of their academy, including the internal organisation, management and control of the academy, the performance management of academy staff, and the implementation of the policies of the Trust and the academy's Local Governing Body.

The Headteacher may delegate any of their responsibilities to an appropriate member of the academy staff or executive officer of the Trust but retains formal accountability for any such delegated decisions.

8. Individual Trustees and governors

The Board of Trustees has given delegated authority to the Chair of the Board of Trustees to take a decision on behalf of the Board in cases of urgency where delay until the next meeting of the Board would be harmful to the Trust. The Board of Trustees has given delegated authority to the Vice Chair of the Board of Trustees to exercise that delegated authority if the Chair is unable to do so. Any such decision must be reported to the board as soon as is reasonably practicable to the next meeting of the Board of Trustees.

The Board of Trustees has given delegated authority to the Chair of each Local Governing Board, in consultation with other governors and/or the Chair of the Board of Trustees as appropriate, to take decisions on behalf of the Local Governing Board where such action is required as a matter of urgency and it would not be in the interests of the academy(ies) or the Trust to delay such action until the next available meeting of the Local Governing Board or its appropriate committee. The Board of Trustees has given delegated authority to the Vice-Chair of the Local Governing Board to exercise that delegated authority if the Chair is unable to do so. Any such decision must be reported to the Local Governing Board as soon as is reasonably practicable. the next meeting of the Local Governing Body.