

Scheme of Delegation 2026-27

Document Control

Document Information

	Information
Document Name	Scheme of Delegation
Version	7.0
Document Author	S Edwards
Document Approval	ELAN Trust Board
Document Status	Final
Publication Date	July 2026
Review Date	July 2027
Distribution	Board/LGBs/Central/Schools

Version Control

Version	Issue Date	Amended by	Comments
1.0	January'19	L Winter	New document
2.0	June'20	L Winter	No update
3.0	May 2022	L Winter	Updated to reflect trust practice and feedback received from stakeholder groups
4.0	July 2023	S Edwards	Updated governance structure to include new school joined. Added CFO appointment to HR section.
5.0	July 2024	S Edwards	Annual review. Updated to reflect trust practice and procedure. Reviewed against Academy Trust Handbook and DfE Academy Trust Governance Guidance. Consulted with key stakeholder groups
5.1	Sept 2024	S Edwards	Corrected error in HR section for senior leadership redeployments.
6.0	July 2025	S Edwards	Update to Asset and Premises Maintenance Strategy
7.0	July 2026	S Edwards	No update – a detailed review of the scheme of delegation will be undertaken at the start of 2026/27

Purpose of this document

The purpose of this Scheme of Delegation is to set out the lines of responsibility and accountability in the Extend Learning Academies Network Multi-Academy Trust so that roles and responsibilities in the governance and executive structures are clear. The delegations laid out in this document are also reflected in the Terms of Reference for the Board of Trustees and Local Governing Bodies (LGBs).

The quality and effectiveness of our governance is fundamental in ensuring that we are successful in delivering our vision and strategic priorities.

ELAN Vision

We are dedicated to providing an EXTRAORDINARY education that empowers our children and staff to achieve their best and always be proud of who they are and what they do.

ELAN Values

- We embrace individuality.
- We do the right thing.
- We work together.

Our Governance Structure

Members

ELAN members fulfil the requirements of company law (receiving accounts, appointing further members, changing the memorandum etc.). They are tasked with assessing if the board of trustees is performing well and, as such, are ensuring that the purpose of the trust is being met and its charitable object is being fulfilled. Each member will bring knowledge and expertise in his or her specific areas of practice including practical guidance where relevant. The members hold and attend an annual general meeting (AGM) once a year.

Board of Trustees

ELAN trustees have overall responsibility and ultimate decision-making authority for all the work of the trust. The trustees will oversee the educational standards, performance and finances of all the academies in the trust and meet the government guidelines on safeguarding, equality and diversity. It will be up to the board of trustees to decide what matters to delegate to the local governing body through the scheme of delegation.

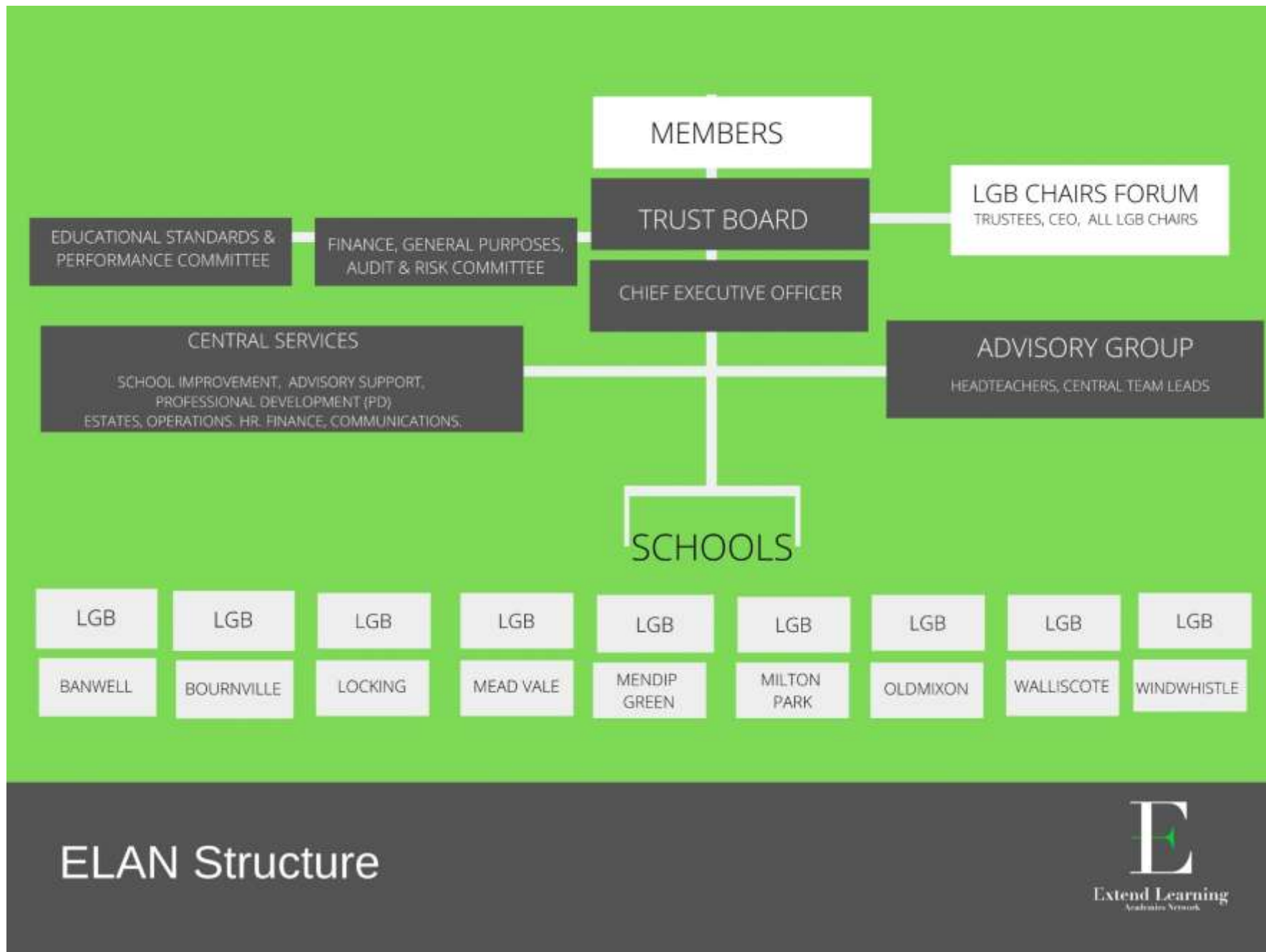
Trust Board sub - committees

The board will establish sub-committees as it considers necessary. Membership of these committees will come from the board of trustees who will form the majority of committee members, additional expertise will be brought into the committees through other individuals who have the requisite skills.

Local Governing Bodies

Each school within the Extend Learning Academies Network (ELAN) has a Local Governing Body (LGB) who have defined delegated responsibilities. LGBs perform an essential role in providing local governance as well as providing important accountability information and local knowledge which assists the trustees in the fulfilment of their duties. The remit of the LGB includes:

- Maintaining an overview of the standards and educational performance of the school.
- Providing support and challenge to the headteacher and leadership team.
- Monitoring the financial performance of the school to ensure that its money is well spent as appropriate to the scheme of delegation.



In this Scheme of Delegation, the phrases used have the following meanings:

Approve: The individual/group has responsibility for approving/authorising an action

Comply: the individual/group will follow agreed policies and procedures.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed

Report: the individual/group that has responsibility for reporting on the delivery of tasks.

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately

To assist interpretation of the matters delegated the table below provides additional comment as appropriate.

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
	STRATEGY & LEADERSHIP						
STRATEGY AND LEADERSHIP	Ratify Articles of Association and Memorandum	Approve					
	To establish and review Trust governance structure	Consult	Develop Deliver	Recommend	Consult	Consult	
	To construct the scheme of delegation & exercise this delegation to individuals, academies & committees to ensure responsibility for all key functions are performed and communicated appropriately	Consult	Determine Approve	Develop	Consult	Consult Comply	Comply
	Establish governance terms of reference and review annually (Board, committees, LGBs)		Determine Approve	Develop	Consult	Consult Comply	
	Set The Vision and objectives of the Trust – Produce the Trust Strategic Plan	Consult	Determine Approve	Develop Deliver	Consult	Consult	
	Set and deliver strategic Vision and objectives of the schools		Review	Approve		Develop Approve	Develop Deliver
	Deliver strategic objectives of the Trust		Review	Deliver	Review		Deliver

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
STRATEGY & LEADERSHIP	Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs	Review progress of the Trust & Academies	Review progress of the Trust & Academies Deliver Scrutiny	Review progress of the Trust & Academies Report progress of the Trust & Academies Deliver Scrutiny	Review educational strategy and outcomes	Review progress of the School Report progress to the CEO Deliver Scrutiny	Report progress of the School to the LGB
	Compliance: Funding Agreement comply with all obligations including the Academy Trust Handbook		Review	Deliver Report		Review	Deliver Report to LGB & CEO
	Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety		Review	Deliver Report to the Board		Review	Deliver Report to LGB & CEO
	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds		Determine policies to ensure compliance Review	Deliver Report to the Board		Review	Deliver Report to LGB & CEO
	Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		Determine policies to ensure compliance Deliver	Deliver Report		Deliver	Deliver
	Appointment / removal of Members	Deliver					
	Appointment / removal of trustees ensuring processes are in place for appointment of trustees with the skills needed to run the Trust	Deliver Members may appoint up to 7 trustees	Deliver Appointment of co-opted trustees Review the Board's own performance				

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
	Appointment / removal of Governors ensuring processes in place for appointment of governors with the skills needed for effective governance		Determine policies and criteria for the selection / removal of governors Review performance of the LGBs	Report to the Board on the performance of the LGBs Review annually the size, structure and composition and skill of LGBs Recommend , if appropriate, changes to the size and composition of the LGBs		Review & Deliver procedures for the election of staff and parent governors and the appointment / removal of co-opted members of the LGB Review the LGB own performance	
	Appointment of the Accounting Officer and Audit Committee		Deliver appoint Accounting Officer and (if necessary) the Audit Committee	Deliver the Accounting Officer role			
	Appointment of the Company Secretary		Deliver	Recommend			
	Appointment of Governance Professionals – Board and LGBs		Deliver for Board	Recommend		Deliver for LGB	
	Policies – review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)		Approve	Develop present policies to the Board for approval Deliver Report non-compliance to the Board	Consult	Comply with all policies approved by the Board. Report non-compliance to CEO/Board	Comply with all policies approved by the Board. Report non-compliance to CEO/Board Report non-compliance to the LGB and CEO
	Training programmes for Leadership and Governance		Review	Develop Deliver	Consult	Review	Develop Deliver

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
	EDUCATION & CURRICULUM						
EDUCATION & CURRICULUM	Trust Education Plan (Setting Key Performance Indicators and reviewing performance of the Trust)		Determine Review	Develop Deliver with education team leads	Consult Develop	Review	Consult Develop School Development Plan in line with the trust development plan Deliver
	Continuous School Improvement plan (CSI) for each school (aligned with Trust strategic aims) – Inc. reviewing performance against KPIs			Review Approve		Consult Review	Develop Deliver Review
	Quality of Education - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		Review the work of the CEO	Review Deliver supporting the schools and intervening where appropriate Report to Trustees and LGBs	Consult Develop Review	Review school performance	Deliver an effective quality of education (QoE) Review QoE Develop QoE Report outcomes
	Curriculum – setting the curriculum for the schools and reviewing its effectiveness		Review effectiveness of the curriculum across Trust	Deliver with School improvement lead Review	Consult Develop Review	Review	Deliver Develop Review
	Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap		Review	Deliver Report on effectiveness of use of the Pupil Premium	Consult Develop	Review how Pupil Premium is spent at the School	Develop Deliver Report on effectiveness of use of the Pupil Premium
	Set admissions policy		Deliver	Develop	Consult	Consult Comply	Consult Comply

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
EDUCATION & CURRICULUM	Admission decisions					Deliver	Consult
	Collective worship arrangements for school without religious character					Review	Deliver
	Pupil issues (including attendance, exclusions, punctuality and disciplinary matters for each School)		Review	Review Recommend		Review Report to the Board and CEO	Deliver Report to the LGB and CEO
	Term Dates and School Hours setting the opening and closing times for the schools		Approve	Develop	Consult	Consult	Deliver Comply
	School lunch-ensure provided to appropriate nutritional standards		Review	Deliver	Consult	Review	Comply
	Provision of free school meals to those meeting criteria		Review	Review		Review	Deliver Report

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
	FINANCIAL						
FINANCIAL	Funding Model - agreeing a funding model across the Trust (and develop an individual funding model for the schools) to secure the Trust's financial health in the short term and the long term		Determine Approve	Recommend a funding model to the Board for approval. Advised by the CFO Review Deliver	Consult	Consult Review compliance with the overall financial plan for the School	Consult Comply
	Trust Annual Budget – formulating and setting the Trust wide budget	Review	Determine Approve	Deliver preparation of Trust budget and present to the Board for approval. Review submission of Trust budget to the ESFA Report	Consult		
	School Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each School (including uses of contingency funds/ balances)		Approve	Develop undertaken by the CFO in consultation with Head/LGB and presented to the Board for approval. Review submission of school budgets to the EFA	Consult	Consult Comply	Consult Deliver Comply
	In Year Budget Monitoring and financial reporting		Review	Review Report Deliver		Review	Review Report Deliver
	Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the School's		Determine	Deliver recommend financial limits to the Board. CFO advise Review effectiveness of limits		Review Delivery (school) Comply adherence to limits	Comply adherence to limits

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
FINANCIAL	Financial Policies – establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements		Recommend Approve	Develop Review compliance with policies. Advised by the CFO. Report any issues or non-compliance to the Board. Deliver	Consult	Review compliance within policies Report any issues or non-compliance to the CEO	Comply
	Approving annual accounts	Review Members to formally receive the annual accounts at the AGM	Approve	Deliver arrange for auditing and filing of annual report and accounts. Advised by the CFO		Comply by keeping proper records in respect of the school and providing such information to assist the Trust in preparation of the annual accounts.	Comply by keeping proper records in respect of the school and providing such information to assist the Trust in preparation of the annual accounts.
	Appoint/remove internal auditors		Review Approve	Recommend to the Board for approval. Advised by the CFO			
	Appoint/remove external auditors	Approve at AGM	Review	Recommend to the Board/Members for approval. Advised by the CFO			
	Receive and respond to internal and external Audit		Review Approve	Review Deliver		Comply	Comply
	Corporate Risk Register		Review Determine Approve	Deliver management of corporate risk register. Advised by the CFO and central leads Report		Review school risk register	Deliver management of school risk register
	Investments – agreeing the investment policy in line with the Academy Trust Handbook and any internal policies and controls		Determine Review Approve	Deliver Report			

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
	HR						
HR	Appoint and dismiss CEO (in line with recruitment policy)	Consult	Deliver advised by head of HR or external consultant				
	Appoint and dismiss CFO (in line with recruitment policy)		Deliver advised by head of HR or external consultant	Consult Recommend			
	Appoint and dismiss Hub Leads/Executive Headteacher (in line with recruitment policy)		Consult Approve	Recommend Deliver		Consult to be determined by the CEO	
	Appoint and dismiss Headteacher / Head of School (in line with recruitment policy)		Approve	Recommend Deliver		Consult at least one representative to sit on the appointment panel with the CEO	
	Appoint and dismiss Deputy Headteacher / Assistant Headteacher (in line with recruitment policy)			Consult HR to be kept informed of staffing changes and central input to the interview process		Consult at least one representative to sit on the appointment panel	Recommend Deliver
	Appoint and dismiss Central Leads (in line with recruitment policy)		Consult Review	Deliver	Consult		
	Appoint and dismiss school Staff (in line with recruitment policy)			Consult Approve via HR		Consult LGB to be kept informed of staffing changes and given the opportunity to participate in interview/dismissal processes	Recommend Deliver
	Senior Leadership redeployments (in line with recruitment policy)			Recommend Approve via HR Deliver		Consult LGB to be kept informed of staffing changes	Consult

	Staff redeployments (in line with recruitment policy)			Recommend Deliver Approve in consultation with HR		Consult LGB to be kept informed of staffing changes	Consult Deliver
	Determine the Trust's staffing structure		Approve	Recommend Deliver	Consult		
	Determine the school's staffing structure			Consult Approve via HR		Consult	Recommend Deliver
	Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations		Recommend Approve	Recommend Deliver	Consult	Review	Consult Comply
	Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's policies and all statutory regulations)		Review Recommend Approve	Deliver Comply Review Report annually on appraisal arrangements and outcomes	Consult	Consult Review	Comply Review Report annually on appraisal arrangements and outcomes
	Setting Terms and Conditions of Employment and Staff Code of Conduct		Determine Approve	Recommend Deliver	Consult		Comply
	Reviewing discipline and grievance policy		Review Approve	Recommend Deliver	Consult	Review	Comply
	Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academy Trust Handbook and the Trust's procurement policy		Recommend Approve	Develop Deliver	Consult	Comply	Comply

		Members	Trustees	CEO	Advisory Group (Heads/Central Leads)	LGB	Headteacher
	BUSINESS OPERATIONS						
Business Operations	Determining and allocating central services provided to the Schools by the Trust		Approve Review	Deliver	Consult		Consult
	Overseeing the effectiveness of services provided centrally by the Trust		Review Determine	Deliver Report	Consult	Report	Consult
	Asset and Premises Maintenance Strategy – determining use of School premises and ensuring premises are adequately maintained		Review	Determine–advised by the central team Deliver	Consult	Review delivery of school plan	Deliver in accordance with Trust policy Report to LGB and CEO
	Acquiring and disposing of Trust land	Consult	Determine Approve (DfE agreement required)	Recommend	Consult	Consult	
	Changing use of Assets	Consult	Determine Approve (DfE agreement required)	Recommend		Recommend to the Board of any changes to fixed assets used by the school	Recommend to the Board of any changes to fixed assets used by the school
	Arranging insurance for the Trust		Review Approve	Deliver	Consult		
	Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community		Review	Deliver trustwide activities (advised by the central team)	Consult	Comply	Comply
	School Prospectus			Review Approve		Review Recommend	Develop Deliver
	Trust Prospectus and website		Review	Deliver	Consult	Consult	