INSPIRE
PARTNERSHIP

Scheme of Delegation



CONTENTS

1. Summary **3**
2. Introduction. **3**
3. Governance Structure and Accountability. **3**
4. Roles and Responsibilities **4**
Members 4
Trustees 5
Chief Executive Officer (CEO) 5
Local Governing Bodies (LGBs) 5
Headteachers 5
5. Scheme of Delegation Framework. **6**
6. Scheme of Delegation Table. **7**

1. Summary

The Scheme of Delegation is the key document that defines lines of responsibility and accountability within Inspire Partnership Multi-Academy Trust (MAT) to ensure that Members, Trustees, Local Governing Bodies (LGBs), Executive Leadership and Academy Headteachers understand their respective roles and responsibilities. This document aims to provide clarity and transparency in the Trust's governance arrangements.

2. Introduction.

As a Multi Academy Trust (MAT), the Trust Board of Inspire Partnership is legally accountable for all major decisions concerning its academies. While the Trust Board holds this ultimate accountability, it is not required to carry out all of the Trust's governance functions. Many of these functions can, and should, be delegated to the CEO & Executive Team and local governors or school leaders. The decision to delegate a function rests with the Trust Board. Without such delegation, an individual or group does not have the authority to act.

This Scheme of Delegation (SoD) is the central document that clearly outlines the lines of responsibility and accountability throughout Inspire Partnership. Its purpose is to ensure that Members, Trustees, Local Governing Bodies, Executive Leadership, and Academy Headteachers have a clear understanding of their respective roles and responsibilities within the Trust's governance framework. This overarching SoD for decision-making within the Trust should be understood as distinct from any separate written Scheme of Delegation of Financial Powers that Inspire Partnership may have, which typically aligns with guidance from the relevant education funding agency.

3. Governance Structure and Accountability.

The governance structure of Inspire Partnership Multi-Academy Trust is designed to ensure effective oversight and management of its academies. The Trust Board is responsible for the core governance functions. The purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with:

- the trust’s charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement

The Trust Board appoints the Chief Executive Officer (CEO), to whom it delegates responsibility for delivering the Trust's vision and strategy. The CEO is held accountable for the conduct and performance of the Trust, including the performance of the academies and for financial management.

The Trust Board may establish board committees with specific delegated powers. The specific names and remits of these committees would be defined in their Terms of Reference. Additionally, Inspire Partnership may establish Local Governing Bodies (LGBs) for its academies, which operate under clear Terms of Reference detailing their responsibilities and meeting requirements.

4. Roles and Responsibilities

The following outlines the general roles and responsibilities of key stakeholders within Inspire Partnership Multi-Academy Trust. Specific details would be further defined in the Trust's Articles of Association, Terms of Reference for committees, and individual job descriptions.

Members

The Members of Inspire Partnership hold the ultimate oversight of the Trust. They appoint Trustees to ensure the Trust’s charitable objects are fulfilled and have the power to remove Trustees if they fail in this duty. Members are also responsible for approving any changes to the Trust's Articles of Association. There must be a separation of powers between the Members and the Trust Board, and Members cannot be employees of the Academy Trust.

Trustees

As a Multi-Academy Trust, Inspire Partnership is a charitable company, and its Trustees are both charity trustees and company directors, bound by both charity and company law. The Trustees are responsible for the overall control and management of

the Trust's administration. They are legally responsible and accountable for all statutory functions, the performance of all schools within the Trust, and the approval of a written Scheme of Delegation of financial powers that ensures robust internal control arrangements. The Trust Board is legally accountable to the relevant education authorities and has the authority to review and modify its governance structure, including the delegation of powers.

Trustees may establish committees to carry out specific governance functions. These committees may have delegated decision-making powers, although all decisions made by committees are ultimately deemed decisions of the Trust Board. The membership and responsibilities of each Board Committee are detailed in their respective Terms of Reference. The current committees for Inspire Partnership are Finance, Audit and Risk; Quality of Education; and People and Culture Committee.

Trustee Leave of Absence & Governance Continuity

Where a trustee takes an approved period of leave (such as maternity, parental, or long-term medical leave), formal approval is minuted by the Trust Board at the point of request, and the trustee is recorded in subsequent meetings as *Absent with Consent*. Unless formally stepping down, the trustee remains a statutory company director and charity trustee, retaining legal responsibility for board decisions. Statutory registers (e.g., GIAS, Companies House) do not require updating. The board must monitor committee quorum and overall capacity during periods of leave and may consider appointing associate members to board committees where specialist skills are required.

Chief Executive Officer (CEO)

The CEO has delegated responsibility for the day-to-day operation of the Trust, including the performance of its academies. The CEO leads the Trust's Executive Team and is accountable for its performance. The CEO serves as the Accounting Officer with overall responsibility for the Trust's financial management. The Executive Leadership Team supports the CEO in the strategic and operational management of the Trust.

Local Governing Bodies (LGBs)

If established, LGBs are formal committees of the Trust Board with a remit to review and challenge performance at the local level within each academy, operating independently of the Trust's central management.

Local Governor Leave of Absence & Governance Continuity

Where a local governor takes an approved period of leave (such as maternity, parental,

or long-term medical leave), formal approval is minuted by the local governing board at the point of request, and the governor is recorded in subsequent meetings as *Absent with Consent*. Statutory registers (e.g., GIAS) do not require updating. The board must monitor committee quorum and overall capacity during periods of leave and may consider appointing associate members to board committees where specialist skills are required.

Headteachers

Headteachers are responsible for the day-to-day management of their individual academies. They report to the Executive Leadership Team and, where applicable, to the relevant Local Governing Body on matters delegated by the Trust Board.

5. Scheme of Delegation Framework.

The Trust Board of Inspire Partnership holds the authority to delegate specific powers to various levels of governance within the Trust. This Scheme of Delegation outlines how these delegations are structured to ensure clear and transparent governance arrangements. It aligns with Inspire Partnership's Articles of Association, internal Terms of Reference, and relevant government guidance issued by the Department for Education (DfE) and other relevant agencies.

This Scheme of Delegation is structured using a framework similar to the Approve – Consult - Inform model, outlining who is responsible to:

- **A** Approve
- **C** Consult
- **I** Inform

for each of the key areas of activity within Inspire Partnership Multi-Academy Trust.

The table below details the delegation of responsibilities across key delivery areas between the Trust Board, CEO (Executive Team), Local Governing Bodies (LGBs), and Headteachers. The Members' role is also included where relevant.

6. Scheme of Delegation Table.

A= Approve, C= Consult, I = Inform	Members	Trust board	CEO (executive team)	Local Governing Boards (LGBs)	Headteacher
CULTURE AND STRATEGY					
Setting the trust vision		A	C		
Setting the trust culture and values		A	C		
Admission of new school to Trust		A	C		
Setting the trust strategy		A	C		
Reviewing progress against the strategy		A	C		
Setting school improvement plans in line with trust priorities			A	C	C
GOVERNANCE					
	A	I			

Appoint and remove members					
Appoint and remove trustees	A	C			
Elect chair and vice chair of trustees		A			
Approve appointment or removal of chairs of LGBs		A	C	I	
Approve appointment or removal of vice chairs of LGBs		A	C	I	
Fallback Appointment of LGB Officers (In the event of an inquorate LGB meeting)		A	A (if delegated)		
Appoint and remove local governors		I		A	
Approve terms of references for committees of the board of trustees		A			
Approve terms of reference for the LGBs		A		I	
Appoint or remove chairs for committees of the board of trustees		A			
		A			

Approve membership and composition of committees of the Board of Trustees					
Approval of statutory policies		A	C		
Appoint external auditors	A	I	C		
Approve the annual schedule for internal audit		A	I		
Approve the Governance Code of Conduct		A			
Approval of local governor / trustee leave of absence (e.g. maternity/long-term leave)	I	A	C	I	
Contingency planning when governor / trustee numbers dip below threshold (leave)		A	C	I	
FINANCIAL MANAGEMENT AND GROWTH					
Set vision and targets for Trust growth		A	C		
Undertake due diligence review process on potential schools joining Trust		A	C		
Approve new schools joining Trust		A	C		
Develop and approve annual budget and three-year outturn		A	C		

Approve delegated limits for financial transactions		A	C		
Approve statutory financial policies and procedures		A	C		
Receive monthly management accounts in line with Academy Trust Handbook requirements		A	C		
Oversee cash position inc. reporting on cashflow & internal 'loans'		A	C		
Oversee procurement exercises in line with compliance requirements		A	C		
PREMISES AND ESTATES					
Oversee the Trust estate strategy		A	C		
Approve significant new building projects		A	C		
Procure new buildings in line with procedures and regulations		A	C		
Oversight of estates maintenance, inc. properly funded maintenance programme		A	C		
Approve Health and Safety strategy and statutory policies, as appropriate		A	C	I	C
		A			C

Oversight of Health and Safety incidents in schools					
Ensure the Trust has suitable oversight of Health & Safety, including first aid		A			C
STANDARDS IN EDUCATION					
Approval of curriculum policy and plan		A	C	I	
Approval of school targets			A	I	C
Monitoring of school targets			A	I	C
Approval and monitoring of individual pupil targets			A	I	C
Approval of school improvement and quality improvement framework			A	I	C
Consider reinstatement of a pupil suspended for more than 15 days or permanently excluded				A	C
Monitoring and oversight of safeguarding arrangements and policies		A	C	C	C
Oversight for pupils with Special Educational Needs and Disability		A	C	C	C
Oversight of pupils in the care of the local authority		A	C	C	C
Monitoring of pupil premium spend and effectiveness				A	C
Oversight pupil attendance and approval of policy/strategy		I	C	A	C

Oversight of pupil behaviour and approval of policy		A	C	C	C
RISK MANAGEMENT					
Approve the trust risk management framework		A	C		
Approve the strategic risk appetite level		A	C		
Receive and review the Trust's Strategic Risk Register		A	C		
APPOINTMENTS/DISMISSALS AND DESIGNATIONS					
Appoint/dismiss/suspend the Chief Executive Officer (CEO)	C	A			
Appoint/dismiss/suspend a member of the Executive Leadership Team		C	A		
Appoint/dismiss/suspend a Headteacher, Assistant Headteacher, or Deputy Headteacher		I	A	I	
Appoint/dismiss/suspend school staff below Assistant Headteacher			C	I	A
HOLDING TO ACCOUNT					
Undertake performance management of the Chief Executive Officer	I	A			
Undertake performance management of the Executive Leadership Team		C	A		
		I	A		

Undertake Performance management of Headteachers					
Determine the pay progression / award for the Chief Executive Officer		A			
Determine the pay progression / award for the Executive Leadership Team		A	C		
Determine pay progression for Headteachers			A		
Determine pay progression for school-based employees			C	I	A
PEOPLE & HR					
Approve HR Policies		A	C		
Approve the Trust's People Strategy		A	C		
Oversight of employee wellbeing, workload and conditions		A	C		

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