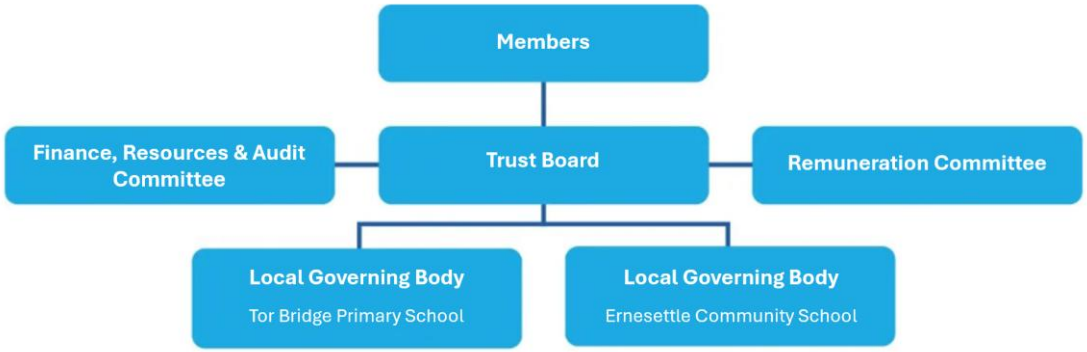
The Inspire Multi Academy Trust (South West)

Scheme of Delegation

Approved by Trust Board:
Reviewed: September 2026

Governance Structure



Roles and Responsibilities

Role	Description and Duties
Members	• Guardians of the governance of the Trust, ensuring the charitable objective is fulfilled • Agree the Trust's Articles of Association, appoint Trustees and external auditors • Receive the annual report, accounts and other information
Trustees	• Legally accountable for all statutory functions and performance of all the schools within the Trust • The Trust creates information pathways between the Trust board, the academy committees and the Chief Executive Officer
Trust Board	• Trustees delegate some governance functions to board committees. The Trust has a Finance, Resources and Audit Committee and a Remuneration Committee. The Finance, Resources and Audit Committee have Terms of Reference and the Remuneration Committee's remit is governed by the Pay Policy • The Trust delegates detailed scrutiny of financial management to the Finance, Resources and Audit Committee • School performance is monitored by Trust board and LGB levels.
Local Advisory Boards	• The role of a Local Governing Body is to secure school improvement through effective and accountable governance, challenge and support. • Each Local Governing Body will monitor their school's key performance indicators and will act as a critical friend to the Headteacher and the senior leadership team, providing challenge and support where appropriate. Its role is to facilitate school improvement at a local level, covering: standards, stakeholders, safeguarding and SEND
Chief Executive	• Responsible for day-to-day management of the Trust • Lead and manage the central executive team and the schools' Headteachers • Report to the Trust board and its committees
Headteacher	• Day-to-day management of a Trust school • Share information with the academy committees about how the school operates to enable monitoring and scrutiny of key policies and improvement plans

Scheme of Delegation: Responsibilities Matrix

	Task	Members	Trust board	Audit, Finance & Risk committee	CEO/ Executive Team	CFO	Governance Clerk	Local Governing Boards	Headteachers
1. Trust governance									
1.1	Appoint/remove members	✓							
1.2	Appoint/remove Trustees	✓	✓						
1.3	Elect chair/vice chair of Trustees annually		✓						
1.4	Appoint committee chairs annually and remove when necessary		✓						
1.5	Determine powers of Chair of Trustees in urgent situations		✓						
1.6	Establish and review Trust governance structure		✓						
1.7	Agree named safeguarding Trustee		✓						
1.8	Agree named Trustee for special educational needs and disabilities (SEND)		✓						
1.09	Appoint Trust governance clerk		✓						
1.10	Undertake Trust governance professional appraisal annually				✓				
1.11	Articles of association: review		✓						
1.12	Articles of association: ratify changes	✓							
1.13	Agree scheme of delegation and complete annual review		✓						

1.14	Agree committee terms of reference (including local governing bodies) and complete annual review		✓						
1.15	Agree role description for link governor/Trustee areas		✓						
1.16	Agree Trust board and Local Governing Board committee meeting dates and agendas		✓		✓				
1.17	Commission external review of Trust board effectiveness every three years		✓						
1.18	Complete annual Trust board self-evaluation		✓						
1.19	Publish governance arrangements on Trust and academy websites						✓		
1.20	Ensure Trust and academy websites are compliant and effective				✓				
1.21	Maintain compliance on GIAS and Companies House				✓				
1.22	Submit annual report on the performance of the Trust to members		✓		✓				
1.23	Maintain Register of Interests		✓						
1.24	Maintain a Trustee/governor expenses policy		✓						
1.25	Approve statutory policies - recorded on policy tracker		✓						
1.26	Ensure there is a clear approach to Trust-wide policies and the maintenance and adoption of these across the Trust				✓				
1.27	Appoint/remove local governing board committee chairs							✓	
1.28	Appoint/remove local governing board committee members (local governors)							✓	

1.29	Agree local governing board committee clerking arrangements						✓	✓	
1.30	Appoint and dismiss local clerks				✓				
1.31	Agree academy local governing board committee meeting dates and agendas, ensuring Trust-wide consistency								✓
1.32	Complete periodic review of local governance		✓						
1.33	Set clear expectations on monitoring and visits to schools		✓						
1.34	Ensure board reporting channels are established		✓				✓		
1.35	Agree remit and constitution of any working party established to support Trust's strategic objectives		✓						
2. Vision and strategy									
2.1	Determine Trust's vision, strategy, ethos/culture and key priorities		✓		✓				
2.2	Develop engagement channels with key stakeholders in line with Trust vision and priorities				✓				✓
2.3	Agree Trust growth strategy		✓						
2.4	Determine non-statutory Trust-wide policies				✓				
2.5	Determine academy level policies				✓				✓
3. Finance									
3.1	Appoint and manage chief financial officer (CFO) Service Level Agreement				✓				
3.2	Produce Trust's financial manual to further expand on processes relating to delegated financial powers		Trust board to approve			✓			
3.3	Produce annual report and accounts		Trust board to approve		✓	✓			

3.4	Submit required financial reports and returns					✓			
3.5	Agree budget plan to support delivery of Trust strategic priorities		✓		✓	✓			
3.6	Agree budget plan to support delivery of academy strategic priorities				✓	✓			
3.7	Monitor Trust budget		✓	✓	✓	✓			
3.8	Approve long term financial plans		✓						
3.9	Develop and submit three-year budget forecast				✓	✓			
3.10	Carry out benchmarking and Trust-wide value for money evaluation				✓	✓			
3.11	Agree reporting and monitoring arrangements for Trust and academy budgets		✓		✓	✓			
3.12	Prepare management accounts every month setting out the Trust's financial performance and position		To be shared with Chair of Trustees every month and circulated at every full Trust board meeting			✓			
3.13	Approve expenditure/contracts above a specified threshold		✓						
4. Operations									
4.1	Appoint and remove external auditors		✓						
4.2	Receive external auditor's report	✓	✓						
4.3	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to			✓		✓			
4.4	Action recommendations arising from internal audits				✓				
4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third parties to support the Trust			✓	✓				

4.6	Agree risk management policy		Trust board to approve	✓	✓				
4.7	Oversee the risk register and undertake a full review at least annually		✓						
4.8	Undertake termly review of risk register			✓					
4.9	Manage and report on risk mitigation strategies				✓				✓
4.10	Maintain Trust contingency and business continuity plans				✓				
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level				✓			✓	✓
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan				✓				
4.13	Monitor academy estates to ensure they are safe and well-maintained							✓	✓
4.14	Ensure that there is suitable expert support on health and safety				✓				
4.15	Secure suitable insurance [commercial and/or the Risk Protection Arrangement (RPA)] for the Trust				✓				
4.16	Develop a cyber security framework				✓				
4.17	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓	✓				
4.18	Appoint a data protection officer (DPO)				✓				

4.19	Complete and maintain Single Central Record (SCR)				✓				✓
4.20	Receive routine reports on the status of the SCR		✓						
5. Workforce									
5.1	Appointing/dismissing: CEO/Accounting Officer		✓						
5.2	Appointing/dismissing: other Executive Team staff				✓				
5.3	Appointing/dismissing: Headteacher		✓		✓				
5.4	Appointing/dismissing: academy level staff members				✓				✓
5.5	Performance management & determining pay/progression: CEO		✓						
5.6	Performance management & determining pay/progression: other staff members of executive team				✓				
5.7	Performance management & determining pay/progression: Headteacher				✓			✓	
5.8	Performance management & determining pay/progression: Academy level staff members								✓
5.9	Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters: CEO		✓						
5.10	Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters: other staff members of executive team		✓						
5.11	Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters: Headteacher				✓			✓	

5.12	Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters: academy level staff members							✓	
5.13	Determine Executive Team staffing structure				✓				
5.14	Determine academy level staffing structure				✓				✓
5.15	Ensure appointment of DSLs and deputy DSLs				✓				✓
5.16	Ensure appointment of SENCOs				✓				✓
5.17	Ensure there is effective school improvement capacity within, or accessed by, the Trust				✓	✓			
5.18	Monitor compliance with safer recruitment requirements		✓		✓				✓
5.19	Monitor staff wellbeing and workload		✓		✓			✓	✓
5.20	Monitor staff statutory training (Child Protection & Safeguarding, Prevent, H&S etc) and impact of CPD		✓		✓			✓	✓
6. Curriculum									
6.1	Approve Trust-wide curriculum				✓				
6.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓		✓				
6.3	Ensure provision of Religious Education				✓				✓
6.4	Ensure delivery of Collective Worship				✓				✓
6.5	Ensure compliance with SMSC requirements including the promotion of British values		✓		✓				✓

6.6	Monitor the inclusiveness of the curriculum							✓	✓
7. Pupils and learning support									
7.1	Ensure high standards of teaching and learning				✓				✓
7.2	Set targets for pupil outcomes across Trust and monitor in-year data termly				✓				
7.3	Agree school improvement strategies				✓				✓
7.4	Determine use and monitor impact of Pupil Premium funding				✓			✓	✓
7.5	Determine use and monitor impact of Sports Premium funding				✓			✓	✓
7.6	Set the dates of school terms and holidays		✓		✓				
7.7	Set the times of school sessions		✓		✓				
7.8	Monitor attendance and persistent absence of pupils				✓			✓	✓
7.9	Ensure effective and compliant Trust-wide SEND provision		✓		✓				
7.10	Regularly monitor compliance with SEN code of practice				✓				
7.11	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements				✓			✓	✓
7.12	Monitor progress and attainment for all vulnerable children	✓			✓			✓	✓
7.13	Monitor support for looked after and previously looked after children				✓			✓	✓
7.14	Monitor pupil behaviour data across different pupil groups				✓			✓	✓
7.15	Review Headteacher decision to suspend/exclude pupils				✓			✓	
7.16	Monitor rates of suspension and exclusion across the Trust				✓				

7.17	Ensure school food standards are met for pupils		✓		✓				✓
7.18	Ensure free school meal provision is adequately implemented				✓				✓
7.19	Ensure the provision of universal infant free school meals				✓				✓
7.20	Deliver inclusive extra-curricular activities								✓
7.21	Monitor children's wellbeing and how this is actively supported				✓			✓	✓
7.22	Monitor provision and outcomes for EAL pupils				✓			✓	✓
7.23	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.		✓		✓			✓	✓
8. Parents and community									
8.1	Implement admissions appeal process		✓						✓
8.2	Review complaints at panel stage				✓			✓	✓
8.3	Monitor all complaints raised (including through external agencies e.g. Local Authority, DfE and Ofsted) across the Trust		✓		✓				
8.4	Engage with key stakeholders at academy level							✓	✓