

## Scheme of Delegation & Roles and Responsibilities -2025/26

### Members

Sam Atkins  
Kirsty Doyle  
Sian Wade  
Rob Pitman



### Trustees

**Chair of Board of Trustees - Rob Pitman**

Vice-Chair of Board- Jessica Gilbert

**Chair of FAR Committee – Jessica Gilbert**

Vice-Chair of FAR Committee – Ruth Pearson

Parent Trustee - Holli Vorster

Parent Trustee -VACANCY

Co-opted Trustee - Rob Pitman

Co-opted Trustee – Jessica Gilbert

Co-opted Trustee - VACANCY

Co-opted Trustee - Andy Whitelaw

Co-opted Trustee- Jacob Fay

Co-opted Trustee- Lauren Pickett

Headteacher ex-officio - Lucy Wilson

Governance Professional -Nikki Gascoigne

Key	
<b>A</b> 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.
<b>R</b> Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
<b>C</b> Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
<b>*Highlighted</b>	Statutory expectation or necessary to comply with articles of association or funding agreement.

	Members	Trust Board	FAR	HT
<b>1. BOARD BUSINESS</b>				
Appoint/remove members	*A/R			
Appoint/remove trustees	*A/R	*A/R		
Elect chair of trustees		*A/R		
Appoint and remove board committee chairs		*A/R		
Establish and review trust governance structure		*A/R		C
Agree named safeguarding trustee		*A/R		
Agree named SEND trustee lead		*A/R		
Appoint/remove board committee chairs		*A/R	C	
Appoint/remove board committee members		*A/R	C	
Appoint trust governance professional		*A		R
Articles of association: review		*A/R		
Articles of association: ratify	*A/R			
Agree committee terms of reference		*A/R		
Complete annual review of scheme of delegation		*A		
Complete annual trust board self-review and skills audit		*A/R		
Publish governance arrangements on trust and schools' websites		*A		R
Ensure trust/school website is compliant and effective		*A		R
Submit annual report on the performance of the trust to members and publish		A		R
Commission external review of board effectiveness every three years	C	A/R		C
<b>2. VISION AND STRATEGY</b>				
Determine trust's vision, strategy and key priorities		A/R		R
Determine trust-wide policies which reflect the trust's ethos and values		*A		R

Establish risk register and conduct regular review		*A		R
Ensure engagement with stakeholders		A		R
<b>3. FINANCE AND ESTATES</b>				
Appoint and remove external auditors	*A/R	C		
Appoint and performance manage chief financial officer		*A		R
Produce trust's scheme of financial delegation		*A		R
Receive external auditors report	*A/R			
Action recommendations made by external auditors		*A		R
Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A		R
Submit ESFA required reports and returns		*A		R
Agree budget plan to support delivery of trust strategic priorities		*A	C	R
Monitor trust budget		*A	C	R
Carry out benchmarking and trust-wide value for money evaluation		C		A/R
Agree reporting and monitoring arrangements for trust budgets		*A	C	R
Approve trust-wide estate vision, strategy and asset management plan		*A/R	C	R
Monitor school estate to ensure it is safe and well maintained		*A	R	R
Review monthly management accounts				
<b>4. HUMAN RESOURCES</b>				
Appoint and dismiss CEO/accounting Officer		*A		R
Performance manage CEO		*A/R		
Agree CEO pay and reward		*A/R		
Review and agree staff appraisal procedure and pay progression		A		R
Determine school staffing structure		C	C	A/R
Trust wide pay policy, terms and conditions of employment		*A		R
Determine disciplinary and capability policies		*A		R

Implement disciplinary and capability procedures – CEO		A/R		
Implement disciplinary and capability – all staff		A		R
Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A		C
<b>5. EDUCATION</b>				
Approve trust curriculum/school curriculum and curriculum policy		A	R	
Ensure high standards of teaching and learning		A	R	
Delivery of curriculum			A	
Set targets for trust outcomes		A	R	
Plan and deliver individual school improvement interventions and strategies			A	
Agree trust behaviour policy		C	A/R	
Implement behaviour policy			A	
Review permanent and fixed term exclusions		*A/R		
Agree admissions policy		*A	R	
Admissions appeal process		*A	R	
Determine complaints policy		*A/R	C	
Implement complaints procedures		*A/R	R	
<b>6. COMMUNITY</b>				
Developing stakeholder partnerships across the trust		A	R	
Developing stakeholder partnerships at school level			C	

<b>Full Board of Trustees</b>				
Oversight of all of school's work, in accordance with the school's Articles - Memorandum of Understanding (MOU), Cycle of Governance and Scheme of Delegation, including:				
<ul style="list-style-type: none"> <li>● Strategic Priorities</li> <li>● Financial matters</li> <li>● Health and Safety</li> <li>● Curriculum Development - Assessment and progress</li> <li>● Teaching and Learning policy and practice</li> </ul>				

- Welfare and development of children, including Safeguarding & KCSIE
- Building repairs, maintenance, development

Supporting documentation can be found on the trustee shared drive folders:

[https://drive.google.com/drive/u/2/folders/13C8lakRi4JIAQwSWus\\_W-WlqGhGt\\_BiN](https://drive.google.com/drive/u/2/folders/13C8lakRi4JIAQwSWus_W-WlqGhGt_BiN)

### FAR (Finance, Audit & Risk) Committee

The main duties of the Committee are as follows:

- Fulfil its responsibilities as set out in the TOR: in line with the Academy's Funding Agreement, MOU, Academies Accounts Direction and the Academy Trust Handbook. Copies of these documents can be found in the trustee e-library resource:  
<https://drive.google.com/drive/u/2/folders/1IEVgUjeg2L5qBedYUWohuUCRiXRUhlMu>
- Ensure sound management of the Academy's finances and resources including proper planning, monitoring, probity and value for money.
- Advise the Board on the adequacy and effectiveness of the Academy's governance, risk management, internal control and value for money systems and frameworks.
- Advise the Board on the appointment, re-appointment, dismissal and remuneration of the external auditor.

Panels	Trustee(s)
Headteacher Appraisal, Performance & Pay Committee	Rob Pitman, Jessica Gilbert and Andy Whitelaw + external
Disciplinary Panel	To be determined as required
Appeals Panel	To be determined as required
Admissions/Exclusion Appeals Panel	To be determined as required

Strategic Priority 2025-26	Trustee Leads	School Leads
<b>Note: Trustee Monitoring visits 3 x per year, except for Safeguarding &amp; Finance which are required 6 x per year.</b>		
<b>Strategic Priority 1: Achievement and Curriculum- Writing</b>	Ruth Pearson <a href="mailto:rpearson@btinternet.com">rpearson@btinternet.com</a>	Jessica Lees <a href="mailto:Jessica.lees@bracebridge.lincs.sch.uk">Jessica.lees@bracebridge.lincs.sch.uk</a>

<b>Strategic Priority 2: Early Years</b>	Jessica Gilbert <a href="mailto:jessica.gilbert@bracebridge.lincs.sch.uk">jessica.gilbert@bracebridge.lincs.sch.uk</a>	Molly-Ann Burnett <a href="mailto:mollyann.burnett@bracebridge.lincs.sch.uk">mollyann.burnett@bracebridge.lincs.sch.uk</a>
<b>3. Inclusion and Emotional Regulation</b>	Lauren Pickett <a href="mailto:lauren.pickett@bracebridge.lincs.sch.uk">lauren.pickett@bracebridge.lincs.sch.uk</a>	Stefanie O Halloran <a href="mailto:Stefanie.ohalloran@bracebridge.lincs.sch.uk">Stefanie.ohalloran@bracebridge.lincs.sch.uk</a>
<b>4 Curriculum and Teaching</b>	Andy Whitelaw <a href="mailto:andyscottwhitelaw@hotmail.com">andyscottwhitelaw@hotmail.com</a>	Lucy Wilson <a href="mailto:lucy.wilson@bracebridge.lincs.sch.uk">lucy.wilson@bracebridge.lincs.sch.uk</a>
<b>Safeguarding, Financial Management</b>	Safeguarding and Financial Management -Rob Pitman <a href="mailto:rob.pitman@bracebridge.lincs.sch.uk">rob.pitman@bracebridge.lincs.sch.uk</a>	Safeguarding: Lucy Wilson (DSL)/Jess Lees/Molly Ann Burnett <a href="mailto:lucy.wilson@bracebridge.lincs.sch.uk">lucy.wilson@bracebridge.lincs.sch.uk</a> <a href="mailto:Jessica.lees@bracebridge.lincs.sch.uk">Jessica.lees@bracebridge.lincs.sch.uk</a> <a href="mailto:mollyann.burnett@bracebridge.lincs.sch.uk">mollyann.burnett@bracebridge.lincs.sch.uk</a>  Finance: Nikki Gascoigne <a href="mailto:nikki.gascoigne@bracebridge.lincs.sch.uk">nikki.gascoigne@bracebridge.lincs.sch.uk</a>
<b>Health and Safety</b>	Jacob Fay <a href="mailto:jacob.fay@bracebridge.lincs.sch.uk">jacob.fay@bracebridge.lincs.sch.uk</a>	Health & Safety: Dean Wilson/Nikki Gascoigne <a href="mailto:Dean.wilson@bracebridge.lincs.sch.uk">Dean.wilson@bracebridge.lincs.sch.uk</a> <a href="mailto:nikki.gascoigne@bracebridge.lincs.sch.uk">nikki.gascoigne@bracebridge.lincs.sch.uk</a>
<b>SEND and Pupil Premium</b>	Holli Vorster <a href="mailto:holli.vorster@bracebridge.lincs.sch.uk">holli.vorster@bracebridge.lincs.sch.uk</a>	Stefanie O Halloran <a href="mailto:Stefanie.ohalloran@bracebridge.lincs.sch.uk">Stefanie.ohalloran@bracebridge.lincs.sch.uk</a>