Sutton Grammar School Trust

Trust – scheme of delegation and decision making – from 1 October 2026

Notes

The scheme of delegation is based on the requirements for an academy trust as set out or referenced in the Academy trust handbook 2026.

The duties of key people responsible for running academy trusts – members, trustees, the accounting officer (the Headteacher), the chief financial officer (DFO) and the governance professional – are set out in the Handbook.

Guidance on strategic leadership and the governance of an academy are set out in Academy trusts: governance guide.

Reading the grid
✓ - governance function and decision making is at this level
Note: Decisions delegated to the trust board may be delegated to a board committee but not the HT

	Task	Members	FGPC (including audit & risk)	Education committee	Trust board/other committees	HT (may delegate to SLT/suitable person as appropriate)	DFO/ Company Secretary	Governance professional
1.	**Trust governance**							
1.1	Members: appoint/remove	✓						
1.2	Trustees: appoint/remove	✓			✓			
1.3	Chair/vice-chair of trust board: elect annually/remove				✓			
1.4	Committee chairs: appoint annually/remove				✓			

1.5	Governance structure for the trust (including scope of chair's urgent actions): establish and review annually				✓			
1.6	Safeguarding trustee: appoint				✓			
1.7	Trustee for special educational needs and disabilities (SEND): appoint				✓			
1.8	Careers trustee: appoint				✓			
1.9	Governance professional: appoint and (if employee) appraise annually				✓		✓	
1.10	Articles of association: keep under review						✓	
1.11	Articles of association: approve changes	✓						
1.12	Agree scheme of delegation annually				✓			
1.13	Committee terms of reference: approve at first board meeting in autumn term				✓			
1.14	Agree committee membership, trustee roles and responsibilities (including codes of conduct): agree annually				✓			
1.15	Agree framework and expectations for trustees' monitoring and school visits				✓			
1.16	Trust board and committee meeting dates and agendas (annual governance schedule): approve				✓	✓		✓
1.17	External review of trust board effectiveness: commission every three years				✓			
1.18	Annual trust board and committees plus chair self-evaluation and review of skills: complete annually				✓			

1.19	Publish up to date governance arrangements on trust website						✓	
1.20	Ensure trust website is compliant and effective					✓		
1.21	Maintain compliance on GIAS and Companies House						✓	
1.22	Submit annual report (from annual self evaluation or triennial external review) on the performance of the trust to members				✓			
1.23	Maintain register of interests				✓			
1.24	Maintain a trustee expenses policy				✓			
1.25	Approve statutory policies				✓			
1.26	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust Determine and approve school policies that reflect trust's ethos and values (Board to approve or note as appropriate)					✓		
1.27	Set and promote a culture of diversity and inclusion				✓	✓		
1.28	Ensure stakeholder voices are heard in decision-making processes				✓	✓		
1.29	Ensure board reporting channels are established				✓			✓
1.30	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 including school development priorities, and monitor progress against school development priorities (outcomes and evaluations to be reported through the SEF (self-evaluation form).				✓	✓		
2.2	Develop engagement channels with key stakeholders in line with trust vision and priorities					✓		
2.3	Agree trust growth strategy				✓	✓		
3.	**Finance**							
3.1	Appoint and (by HT only) performance manage director of finance and operations (DFO)				✓	✓		
3.2	Produce trust's financial policy to further expand on processes relating to delegated financial powers				Trust board to approve		✓	
3.3	Produce annual report and accounts including accounting policies, signed statement on regularity, propriety and				Trust board to approve	✓	✓	

	compliance, incorporating governance statement demonstrating value for money; submit to members and Companies House							
3.4	Submit required financial reports and returns to EFSA						✓	
3.5	Agree budget plan to support delivery of trust strategic priorities				✓	✓	✓	
3.6	Monitor trust budget		✓		✓	✓	✓	
3.7	Approve long term financial plans				✓			
3.8	Develop and submit three-year budget forecast					✓	✓	
3.9	Carry out benchmarking and value for money evaluation					✓	✓	
3.10	Agree reporting and monitoring arrangements for trust budget				✓	✓	✓	
3.11	Prepare management accounts every month setting out the trusts financial performance and position				To be shared with chair of trustees/FGPC every month and circulated at every full trust board meeting		✓	

3.12	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	Undertake a termly review of the risk register relating to elements of strategic risks so that over the course of the year, all				✓			

	strategic risks are reviewed.							
4.8	Undertake a termly review of the risk register relating to elements of operational risks so that over the course of the year all operational risks are reviewed.		✓					
4.9	Manage risk mitigation strategies and report on those strategies to trust board for strategic risks and FGPC for operational risks.					✓		
4.10	Maintain trust contingency and business continuity plans					✓		
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures.					✓		
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan					✓		
4.13	Ensure that there is suitable expert support on health and safety					✓		

4.14	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust					✓		
4.15	Develop a cyber security framework					✓		
4.16	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes		✓			✓		
4.17	Ensure there is adequate company secretarial support				✓			
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	Headteacher/Accounting Officer: appoint/dismiss and (with help of school development partner) performance manage and determine pay/pay progression				✓			
5.2	Members of SLT: appoint/dismiss, and (by				✓	✓		

	HT only) performance manage							
5.3	Staff members: appoint/dismiss, performance manage and determine pay/pay progression					✓		
5.4	Staff members on upper pay range - Remuneration committee (reporting to Board) to determine leadership pay ranges and pay progression onto and on upper pay range having regard to recommendation of HT				✓	✓		
5.5	Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters (Board for HT, Board and HT for members of SLT and HT for other staff members)				✓	✓		
5.6	Ensure appointment of DSLs and deputy DSLs					✓		
5.7	Ensure appointment of SENDCOs					✓		
5.8	Ensure there is effective school improvement capacity within, or accessed by, the trust					✓	✓	

5.9	Monitor compliance with safer recruitment requirements				✓	✓		
5.10	Monitor staff welfare and wellbeing and workload			✓		✓		
5.11	Monitor staff training on H&S		✓			✓		
5.12	Monitor staff statutory training (safeguarding, prevent)				✓	✓		
5.13	Monitor impact of CPD			✓		✓		
6.	**Curriculum**							
6.1	Approve 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	Deliver provision of statutory careers education					✓		
6.7	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 and monitor in-year data termly					✓		
7.3	Agree school improvement strategies					✓		
7.4	Determine use and monitor impact of pupil premium				✓	✓		
7.5	Set the dates of school terms and holidays				✓	✓		
7.6	Set the times of school sessions				✓	✓		
7.7	Monitor attendance and persistent absence of pupils including among different groups of pupils				✓	✓		
7.8	Ensure effective and compliant SEND provision			✓	✓	✓		
7.9	Regularly monitor compliance with SEN code of practice					✓		
7.10	Monitor effectiveness of SEND provision ensuring compliance with relevant policies and statutory requirements			✓	✓	✓		

7.11	Monitor progress and attainment for all vulnerable children			✓	✓	✓		
7.12	Monitor support for looked after and previously looked after children			✓	✓	✓		
7.13	Monitor pupil behaviour data across different pupil groups			✓	✓	✓		
7.14	Review headteacher decision to suspend/exclude pupils through panel				✓			
7.15	Monitor rates of suspension and exclusion, including among different groups of pupils				✓	✓		
7.16	Ensure school food standards are met for pupils					✓		
7.17	Ensure free school meal provision is adequately implemented					✓		
7.18	Deliver inclusive extra-curricular activities, monitor attendance and report to board					✓		
7.19	Monitor pupil's wellbeing and how this is actively supported			✓		✓		
7.20	Monitor provision and outcomes for all pupils, including among			✓		✓		

	different groups of pupils							
7.21	Monitor safeguarding arrangements, ensuring compliance with relevant policies and statutory requirements.				✓	✓		
8.	**Parents and community**							
8.1	Set admissions policies				✓	✓		
8.2	Implement admissions appeal process					✓		
8.3	Monitor all complaints raised (including through external agencies eg LA, ESFA and Ofsted)				✓	✓		
8.4	Engage with key stakeholders, including reporting on governance to parents and ensuring effective arrangements are in place for gathering pupil and parents' views				✓	✓		