



'Stronger Together'

Shaping futures through knowledge, aspiration and courage.

**Scheme of Delegation
2024 to 2025**

INTRODUCTION

1. Vision & Values of the Trust

Synergy is a Multi-Academy Trust that aims to transform children's lives through education and believes that 'we are stronger together'. Our shared whole trust values are those of **Inclusion, Collaboration and Ambition**.

We want to be a strong Trust:

- where our schools work with each other to ensure all pupils, regardless of their background, develop the skills and qualities they need to succeed in life and thrive as individuals;
- that is underpinned by a culture that is aspirational, outward-looking, inclusive and caring;
- that puts the quality of education at the core of our work, with a high-quality curriculum in each school, underpinned by a clear pedagogical approach;
- that develops all its staff, while paying close attention to wellbeing;
- that enables schools to focus on the quality of education by providing efficient and effective central services;
- that provides strong governance at all levels of the organisation;
- that fulfils our wider purposes of public benefit and civic duty.

We will achieve our aims by:

- reinforcing high aspirations that lead to successful outcomes for all our students;
- developing a strong culture of safeguarding within our Trust;
- providing high-quality collaborative continuous professional development to ensure best practice across our Trust;
- building a proactive network for joint working across our schools for staff at various career stages;
- promoting the highest standards of behaviour and conduct through clear expectations and positive relationships;
- facing outwards and working in collaboration with other organisations and stakeholders at a local, national and international level;
- building a centralised team that supports academy leaders to focus on their core business.

All our schools will:

- provide excellent teaching and high-quality inclusive education;
- provide a broad, balanced, equitable, evidence-based curriculum that is knowledge rich and builds sequentially and cumulatively from year to year;
- provide a curriculum that ensures aspiration for pupils and a global perspective;
- provide significant opportunities to learn beyond the classroom;
- know and value every child, and ensure exemplary behaviour;
- build strong links with their community.

2. Summary of Governance Structure

Within the Trust, the overarching approach to delegation for each governance tier is as follows:

- **Members** – Members have responsibility for ensuring the purpose of the Trust is met, determining the Trust’s constitution and governance structure, and appointing and removing Trustees. As outlined in the Department for Education’s (DfE) Governance Handbook, this is a strategic ‘eyes on, hands off’ role. This document sets out areas where the Trust Board delegates functions and as such does not include the roles or responsibilities of the Members.
- **Trust Board** – The Trust Board holds ultimate legal **accountabilities** for all aspects of operational delivery, as well as being **responsible** for Trust policy and decision-making. Trustees oversee the management and administration of the Trust and the academies run by the Trust and delegate authority and responsibility to others, including the Executive team and Academy leadership teams who undertake the day-to-day management of the academies. Key matters reserved to the Board include strategic direction, vision and values, and approval of the Trust business plan, policies, and educational targets.
- **Trust Board Committees** – the Trust Board is supported by four main sub-committees that deliver detailed scrutiny and make delegated decisions on behalf of, or make recommendations to, the Board. These are the Curriculum & Standards Committee, the Finance and Resources Committee, the Audit and Risk Committee, and the Pay & Remuneration Committee. Each academy within the Trust also has its own Governing Board, which operate as further sub-committees of the Trust Board.
- **Executive Team** – this is the central team of the Trust, consisting of the senior leaders **responsible** for the operational running of the organisation, supporting individual academies with operational matters to meet the core object of the Trust, to advance education for public benefit, and to achieve strategic targets as set by the Trust Board. The membership of the Executive Team includes the Chief Executive/Accounting Officer, the Director of Finance, the Director of People and the Academy Headteachers / Heads of School. The Accounting Officer may identify and recommend the addition of further members of the Executive Team.

3. Overview of the Scheme of Delegation

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within Synergy Multi-Academy Trust (“the Trust”) – the Trust Board, Executive Team, Academy Headteachers / Heads of School and Local Governing Boards. This Summary is written according to the Responsible Accountable Consulted Informed (RACI) framework, outlining who is **responsible** for delivery, **accountable**, **consulted** or **informed** in relation to the key delivery areas within the Trust, defined as follows:

- **Responsible** – these are the “doers” of the task. They must complete the task or objective or make the decision. Several people can be either jointly responsible or responsible for delivering a specific aspect of the task. For example, while one person may be responsible for delivering an objective, others may be responsible for monitoring or scrutinising that delivery or preparing information and reporting on that delivery.
- **Accountable** – this person or body is the “owner” of the task. They must sign off or approve when the task, objective or decision is complete. This person or body must make sure that responsibilities are assigned in the matrix for all related activities. There is only one person or body accountable.
- **Consulted** – the individuals or bodies who are active participants who will be consulted as part of the process of completing a task. Their input is required before the task can be completed and signed-off. While those responsible and accountable are not obliged to accept the views put forward, they must be actively considered.
- **Informed** – the individuals or bodies who need to be kept “in the picture.” They need updates on progress or decision, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

This Summary is designed for use by governance stakeholders within the Trust and external regulators, including Ofsted and the Education & Skills Funding Agency (“ESFA”). In line with the requirement outlined in the Academy Trust Handbook (formerly known as the Academies Financial Handbook), it is also made available on the Trust’s website and can be viewed by parents, community members and the wider public. It should be read alongside Trust Committee Terms of Reference and the Trust’s Finance Regulations.

The Trust is a charitable educational trust and a company limited by guarantee. Company number **08198980**. Details of Trust Members, Trustees, Executive and Local Governing Board members, including business interests and attendance at meetings, can be found on the Trust’s website.

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trust Board	Finance Committee	Audit & Risk Committee	Pay & Remuneration	Curriculum & Standards	LGB	Chief Executive	Chief Finance Officer	Director of People	Headteacher/ Head of School Deputy CEO
Governance											
Appointment and removal of Members	R	I									
Appointment and removal of Trustees	R	C					I	I			
Appointment and removal of the Chair of the Trust Board	I	R					I	I			
Appointment and removal of Trust Committee Chairs		R					I	I			
Appointment and removal of Governance Professional to Trust Board		R					I	I			I
Appointment and removal of LGB Chairs		R					I	I			I
Appointment and removal of LGB Vice Chairs		A					R	I			I
Appointment and removal of LGB Governance Professional		A					R				C
Appointment and removal of members of an LGB		R					C	I			C
Approval of parent and staff members of an LGB		R					C	C			C
Systems & Structures											
Review and approve Articles of Association	R	C					C	C			I
Review and approve Scheme of Delegation		R					C	C			I
Review and approve Terms of Reference of the Trust Board		R					I	C			I
Review & approve Terms of Reference of Committees (exc. LGBs)		R					I	C			I
Review and approve Terms of Reference of LGBs		R					C	C			I
Agree schedule of governance business and calendar		R					C	C			I
Convene at least three Trust Board meetings in any year		R					I	C			I
Establish and maintain Trust register of business interests		R	C				I		C		I
Establish a Governors' and Trustees' expenses policy		R	C				I		C		I
Establish code of conduct for Members, Trustees and Governors		R					C	C			I
Establish and implement complaints policy		R					I	C			I

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trust Board	Finance Committee	Audit & Risk Committee	Pay & Remuneration	Curriculum & Standards	LGB	Chief Executive	Chief Finance Officer	Director of People	Headteacher Head of School Deputy CEO
Strategic Leadership											
Trust Strategic Plan including Vision and Values	I	A	C	C	C	C	C	R	C	C	C
Academy Improvement Plans							A	C	C	C	R
Approval of Trust wide policies		A	R	R	R	R	I	C	C	C	I
Trust Board assurance and risk management		A	R	R			I	R	R	R	C
Academy Management of Risk including Academy Risk Register							A	C	C	C	R
Conduct Trust performance review		A				R	I	R	C	C	I
Growth Strategy											
Set vision and targets for Trust growth	I	R					I	C	I	I	i
Undertake due diligence process on schools joining the Trust	I	A					I	R	R	R	I
Approve new schools joining the Trust	A	R					I	C	C	C	I
Governance Reporting											
Trust Website – Content and Compliance		A						R	C	C	
Academy Websites – Content and Compliance							A	C			R
Trust Board Annual Report and Accounts	I	A	R					R	R		C
ESFA required reports and returns		A	R						R		C
Prepare and Publish Academy Prospectuses							A				R
Academy Performance Reports		A				A	R	R		R	C
Governance Procedures											
Establish and monitor FOI Request Policy		A					I	R			I
Establish and monitor Single Equalities Act policy		A					I	R			I
Establish & monitor Data Protection policy		A					I	R			I
Establish & monitor Social Media policy		A					I	R			I
Establish and monitor an Acceptable Use policy for ICT		A					I	R			I

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trust Board	Finance Committee	Audit & Risk Committee	Pay & Remuneration	Curriculum & Standards	LGB	Chief Executive	Chief Finance Officer	Director of People	Headteacher Head of School Deputy CEO
Financial Accountability											
Appointment of External Auditors	A		R					C	C		
Appointment of Internal Auditors	I		A					R	R		
Agree Finance Scheme of Delegation inc. spending limits		A	R	C			I	C	C	I	C
Receive and respond to External Audit	I	A	R	C			I	C	R	I	I
Develop & implement a Trust 3-year budget plan		A	R				I	C	R	I	I
Approve first formal budget plan in each financial year		A	R				I		C	I	I
Benchmarking value for money		A		I	I			C	R	I	I
Manage conflict of interests and related party transactions		A	R				I	C	R		R
Ensure compliance with ESFA requirement		A	R				I	C	R		R
Ensure adequate insurance cover is in place		A		R				C	C	C	
Maintain Trust risk register		A		R				R	C	C	R
Maintain Academy risk register				A			C	R	I	R	R
Finance and Resources											
Set Trust and Academy Budgets		A	R				I	R	R	R	C
Deliver monthly management accounts and forecasts			A				I	I	R	I	I
Monitor and report monthly academy expenditure			I				I	I	R	I	R
Manage cash position		A	R				I	I	R	I	I
Develop Finance Policies including charging and remissions		A	R					C	R	I	I

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trust Board	Finance Committee	Audit & Risk Committee	Pay & Remuneration	Curriculum & Standards	LGB	Chief Executive	Chief Finance Officer	Director of People	Headteacher Head of School Deputy CEO
Standards, Curriculum and Assessment											
Set Academy day time, terms and holidays		A					I	R			C
Set INSET days and staff training sessions							A	C		C	R
Develop and monitor statutory curriculum policies inc RE & Worship		A				R	I	R			R
Set Trust and Academy academic targets Inc for specific cohorts		A				R	I	R			C
Establish and monitor Teaching & Learning Policy							A	C			R
Establish and monitor SEND & Inclusion Policy for the Trust		A				R	I	C			R
Review and monitor Teaching & Learning Policy							A	C			R
Determine Sex & Relationships Education Policy for the Trust		A				R	I	C			C
Establish and monitor Prevent Strategy							A	C			R
Delivery of Careers guidance							A	C			R
Review the Attendance Policy for the Trust		A				R		R		C	C
Implement and monitor attendance plans in Academies							A	C			R
Pupil Premium Policy, Plan & Review in Academies							A	C	C		R
Academy Self-evaluation							A	R			R
Monitor and assess quality of teaching							A	R			R

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trust Board	Finance Committee	Audit & Risk Committee	Pay & Remuneration	Curriculum & Standards	LGB	Chief Executive	Chief Finance Officer	Director of People	Headteacher Head of School Deputy CEO
Safeguarding, Inclusion and Admissions											
Setting of Safeguarding Practices and Policies		A					I	R		R	C
Support for LAC, Disadvantaged and SEN students		A				R	A	R	R	C	R
Monitoring amount and effect of additional grants		A				R	A	R	R	C	I
Setting and monitoring of Behaviour Policy for the Trust		A				R	I	R		C	C
Monitoring of Behaviour Policy in academies							A	C			R
Monitoring suspension/PEX and managing appeals							A	C			R
Monitoring of Single Central Record							A			R	C
Statutory Safeguarding Employment checks		A			I		I			R	
Setting Admission Policies		A					I	R			I
Managing Admission Decisions and Appeals		A					R	C			R
Keep Admission and Attendance Registers		A					I	C		R	R
Estates and Operational Compliance											
Develop Trust Estates strategy		A		R				R	C		C
Approval of significant capital projects		A		C			I	C	C		C
Set Health & Safety Policy and Monitoring		A		R			A	R	R	R	C
Facilities capacity growth and improvement report		A		R			I	R	R	R	C
Cybercrime and Ransomware management report		A		R			I	R	I	I	C
Cyclical Maintenance report		A		R			I	R	C	R	C
Site Compliance report		A		R			I	R	C	R	C
Fire Risk Assessment report		A		R			I	R	I	R	I
Asbestos Management report		A		R			I	R	C	R	I
Water Management report		A		R			I	R	I	R	I
Catering Compliance report		A		R			I	C	I	R	I
Contractual Arrangements report		A		R				R	R		I

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trust Board	Finance Committee	Audit & Risk Committee	Pay & Remuneration	Curriculum & Standards	LGB	Chief Executive	Chief Finance Officer	Director of People	Headteacher Head of School Deputy CEO
Pay, People and Performance											
Appointment of Chief Executive Officer (CEO)	C	A			R		I			C	
Suspension and dismissal of CEO	C	A			R		I			C	
Appointment of Chief Finance Officer (CFO)		A			R		I	C		C	
Suspension and dismissal of CFO		A			R		I	C		C	
Appointment of Central Services staff		A						R		C	
Suspension and dismissal of Central Services staff		A						R		C	
Appointment of Academy Headteachers / Heads of School	I	A			C		C	C		C	R
Suspension and dismissal of Academy Headteachers / Heads of School	I	A			C		C	R		C	R
Appointment of Academy Deputy Headteachers & SLT					C		A	C		C	R
Suspension and dismissal of Academy DTs and SLT					C		A	R		R	R
Appointment of other academy based teaching and support staff					C		A	C		C	R
Suspension and dismissal of other academy based staff					C		A	R	R	R	R
Determining staff complement in Central Services		A			C			R	C	C	
Determining retirement/dismissal payments in Central Services		A			C			R	C	R	
Determining staff complement in academies					C		A	R		R	R
Determining retirement/dismissal payments in academies		A			C			R		R	
Review, approve and implement Teachers' Pay Policy (inc UQT)		A			R		I	C	C	R	R
Establish role, salary and grading determination for Central Services		A			R			R	C	C	
Establish role, salary and grading determination for academy staff					C		A	C	C	R	R
Review Restructuring and Redundancy policy		A			C			R	C	R	
Determine and implement Appraisal Policy		A			R		I	R	C	R	C
Conduct annual Review of Appraisal Policy		A			R		I	R	C	R	C

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trust Board	Finance Committee	Audit & Risk Committee	Pay & Remuneration	Curriculum & Standards	LGB	Chief Executive	Chief Finance Officer	Director of People	Headteacher Head of School Deputy CEO
Conduct Performance Review of the Chief Executive		A			R					I	
Conduct Performance Review of Headteachers / Heads of School					A		C	R		C	
Conduct Performance Review of the Central Services staff					A			R		C	
Receive annual recommendations on salary in academies					A		R			C	C
Conduct appeals arising from pay and performance management		A			C				R	R	R
Set executive pay levels including CEO		A			R					C	
Establish staff disciplinary and capability procedure		A			C		I			R	I
Review and implement HR policies including whistleblowing		A			C		I			R	I
Monitoring of grievances and disciplinary matters		A			C		I	C		R	C