



Scheme of Delegation

(Adapted and Extended from C of E and CST Guidance)

Introduction

This Scheme of Delegation outlines the governance structure and decision-making authority for the Belong Church of England Multi Academy Trust (Belong CE MAT). Rooted in our Christian values of Hope, Love, Community, and Compassion, the scheme aims to enable effective, inclusive, and ethical leadership in line with the Diocese of Liverpool and DfE expectations.

The scheme sets out clearly delegated responsibilities across the Members, Directors, Chief Executive Officer (CEO), Chief Financial Officer (CFO), Local Governing Boards (LGBs), and Headteachers. It is reviewed annually and revised following Trust growth, structural change, or national policy reform.

One light, one trust





Governance Structure



Members

- Oversee the Trust's governance structure
- Appoint and remove Directors
- Approve changes to the Articles of Association
- Receive audited annual accounts
- Ensure the Trust acts in accordance with its charitable objects



Board of Directors

- Strategic oversight and accountability for all academies
- Approval of policies, budgets, and performance targets
- Appointment of the CEO
- Oversight of safeguarding, SEND, equality, and health & safety across the Trust
- Set and monitor adherence to Trust culture, vision, values, and Articles of Association
- Maintain oversight of stakeholder engagement and community impact
- Maintain and review the Trust's Risk Register and internal audit processes
- Ensure data protection, information security, whistleblowing, and FOI compliance
- Final arbiter for complaints unresolved at LGB level
- Ratify decisions made at school level regarding curriculum, term dates, school hours, and admissions
- Assign link Trustees for Safeguarding, SEND, Careers, and Inclusion
- Establish and oversee Trust committees, including annual review of committee structure in line with Trust growth



Terms of Reference: Directors

- Ensure compliance with statutory and regulatory duties as set out in the Academy Trust Handbook and Articles of Association
- Provide strategic direction and vision across the Trust
- Monitor performance outcomes and strategic risks
- Review and approve the Trust's financial plans, budgets, and statutory submissions
- Evaluate the effectiveness and appropriateness of delegated authorities
- Maintain oversight of senior appointments and line management of the CEO
- Review the Scheme of Delegation and Terms of Reference for all committees annually



Chief Executive Officer (CEO) (Accounting Officer)

- Executive leadership of the Trust
- Appraisal structure of Headteachers
- Line management and recruitment of central team
- Oversight of school improvement, finance, HR, and operations
- Ensure compliance with statutory requirements and DfE guidance
- Ensure stakeholder voice is considered in Trust operations and improvement

Chief Financial Officer (CFO)

- Strategic leadership of Trust-wide financial management
- Preparation and oversight of monthly management accounts and financial forecasts
- Coordination of annual budget setting and longer-term financial planning
- Ensure compliance with DfE financial requirements and the Academy Trust Handbook
- Lead on procurement strategy and financial risk management
- Maintain financial procedures and internal control systems
- Support the Directors and Finance and Risk Committee with financial reporting and external audit

Local Governing Boards (LGBs)

- Community-level engagement and monitoring
- Support and challenge Headteachers
- Monitor safeguarding, attendance, curriculum implementation, and pupil outcomes
- Determine school admissions arrangements for ratification by the Directors
- Set school curriculum for ratification by the Directors
- Set school term dates and hours for ratification by the Directors
- Uphold Trust values, including equality, inclusion, and wellbeing
- Monitor school-level risks and escalation where needed
- Review community and parental engagement





Trust Committees



Audit and Risk, Finance and Staffing Committee:

Provides scrutiny and assurance on financial planning, compliance, internal control, audit, Core Functions

Financial Assurance

- Monitor financial performance, ensure statutory compliance, and review budgets and forecasts for sustainability.

Audit & Internal Control

- Oversee internal and external audits, review findings, and maintain strong internal controls to prevent fraud.

Risk Management

- Review the Trust Risk Register, assess emerging risks, and escalate significant risks with mitigation strategies.

Policy & Delegation

- Recommend financial policies, control frameworks, and delegation levels to maintain clarity and accountability.

Staffing Oversight

- Monitor workforce planning, pay policies, and senior leadership recruitment for compliance and strategic alignment.



Educational Standards, Governance and Ethos Committee:

Oversees educational performance, governance quality, and the Christian ethos across all Trust schools.

Core functions

Christian Ethos

- Promote and preserve the Trust's Christian character; monitor SIAMS outcomes, RE, collective worship, and spiritual development.

Educational Standards

- Monitor Ofsted inspections, school performance data, and pupil personal development; ensure robust School Improvement Plans.

School Improvement

- Review progress against improvement targets and feedback from central team.

Governance Quality

- Ensure Local Governing Bodies are fully populated and trained; review LGB training to guarantee effective support and challenge.

The structure and remit of all committees are reviewed annually by the Trust Board to reflect the Trust's development and strategic priorities.



Section 1: Governance and Culture

Ref	Area	Members	Directors	CEO	CFO	LGB	Headteacher
1.1	Setting Trust Vision and Strategic Aims	Informed	Approve, monitor and review	Recommend		Consulted	Consulted
1.2	Christian Ethos and Values	Informed	Approve, monitor and review	Recommend		Review	Implement
1.3	Code of Conduct for Directors and Governors		Approve	Recommend and Implement			Implement
1.4	Trust Equality, Diversity and Inclusion Strategy	Informed	Approve	Recommend and Implement, review and monitor		Consulted, review and monitor	Consulted, implement, review and monitor
1.5	Stakeholder Engagement Strategy		Approve and review	Recommend & monitor and review		Monitor and review	Implement, monitor and review
1.6	Governance Structure & Delegations	Informed	Approve	Recommend		Consulted and implement	Consulted and implement
1.7	Governance Reviews (Trust and LGB)		Approve and review	Recommend & Implement		Consulted	Consulted
1.8	Publication of Governance and Statutory Information		Review & monitor	Implement		Monitor	Implement



Section 2: Executive Leadership and People

Ref	Area	Members	Directors	CEO	CFO	LGB	Headteacher
2.1	Appointment of CEO	Informed	Approve and recommend			Consulted	Consulted
2.2	Performance Management of CEO		Approve, implement and monitor				
2.3	Staff Wellbeing and Workload Strategy		Approve & review	Recommend Implement and monitor		Consulted and monitor	Consulted, implement and monitor
2.4	Executive Pay and Remuneration Policy		Approve	Recommend	Implement	Informed	Informed
2.5	Pay Policy (Trust-wide)		Approve	Recommend	Implement	Monitor	Implement
2.6	HR Policies (disciplinary, grievance, capability)		Approve	Recommend, implement and review		Monitor	Consulted and implement
2.7	Appoint of Senior Trust Posts		Approve	Recommend		Consulted	Consulted

Section 3: Educational Provision and Curriculum

Ref	Area	Members	Directors	CEO	CFO	LGB	Headteacher
3.1	Trust Curriculum Vision	Inform	Approve	Recommend		Consulted	Consulted, implement and monitor
3.2	School curriculum intent & provision incl. EYFS and 6th form		Review	Approve and review		Consulted, monitor and review	Recommend, implement and monitor
3.3	School Improvement plans		Review	Approve and review		Consulted, monitor and review	Recommend, implement and monitor
3.4	Assessment & Pupil Data Analysis and target setting		Informed & review	Recommend		Monitor	Implement, monitor and review

Section 4: Safeguarding, SEND and Inclusion

Ref	Area	Members	Directors	CEO	CFO	LGB	Headteacher
4.1	Safeguarding Policy		Approve and review	Recommend, monitor and review		Consulted, monitor and review	Consulted, implement, monitor and review
4.2	Appoint DSL and Designated Teacher		Informed	Recommend and review		Approve	Recommend, monitor and review
4.3	Trust SEND Strategy		Approve and review	Recommend, monitor and review		Consulted, monitor and review	Consulted, implement, monitor and review
4.4	Trust Mental Health and Wellbeing Strategy		Approve	Recommend, monitor and review		Consulted, monitor and review	Consulted, implement, monitor and review
4.5	Trust Behaviour, Exclusions Strategy (inc Policy)		Approve	Recommend, monitor and review		Consulted, monitor and review	Consulted, implement, monitor and review

Section 5: Finance, Risk, Audit and Estates

Ref	Area	Members	Directors	CEO	CFO	LGB	Headteacher
5.1	Financial Regulations, financial and asset management policies and procedures to ensure compliance across Trust and schools		Approve and review	Review and monitor	Recommend, implement, monitor and review	Monitor & review	Implement
5.2	Setting budgets within the Trust		Approve and review	Review and monitor	Recommend, implement, monitor and review	Consulted	Consulted
5.3	Monitoring and reporting on Trust and school budgets		Review and monitor	Review and monitor	Implement, review and monitor	Review and monitor	Consulted
5.4	Procurement and Delegated Limits		Approve and review	Review and monitor	Recommend, implement, monitor and review	Consulted, review and monitor	Implement and consulted
5.5	Appointment and oversight of Auditors		Approve	Review and monitor	Recommend	Informed	Informed
5.6	Develop and Oversight of Trust Risk Register		Approve	Recommend, review and monitor	Recommend, review and monitor	Consulted, monitor and review	Consulted, monitor and review
5.7	Capital Projects and Investment		Approve	Recommend	Recommend	Consulted and informed	Consulted and informed

Section 6: Compliance, Data and Information

Ref	Area	Members	Directors	CEO	CFO	LGB	Headteacher
6.1	Data Protection and GDPR Policy		Approve, monitor and review	Recommend, review and monitor		Informed	Consulted and implement
6.2	Freedom of Information (FOI) Policy		Approve, monitor and review	Recommend, review and monitor		Informed	Consulted and implement
6.3	Whistleblowing Policy		Approve, monitor and review	Recommend, review and monitor		Informed	Consulted and implement
6.4	Complaints Policy		Approve, monitor and review	Recommend, review and monitor		Informed	Consulted and implement
6.5	Website Statutory Compliance		Review and monitor	Review and monitor		Monitor	Implement

Key:

- **Recommend:** Suggest a course of action or decision for approval by the appropriate authority. The recommendation is advisory, not binding.
- **Implement:** Carry out or execute an approved decision, policy, or plan. This is about putting the agreed action into practice.
- **Consulted:** Provide input or feedback before a decision is made. The consulted party shares expertise or perspective but does not make the final decision.
- **Informed:** Receive communication about a decision or action after it has been made or completed. No input is required—just awareness.
- **Review:** Examine and evaluate a decision, policy, or process to ensure it remains effective, compliant, and aligned with objectives. Often periodic.
- **Monitor:** Track and oversee progress or performance against agreed standards or targets. This involves ongoing observation and reporting.

One light, one trust

