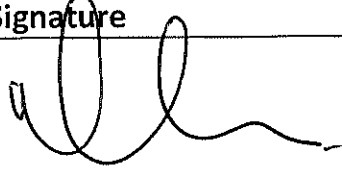



## DELEGATION FRAMEWORK

Signatories

I declare that I have read, understood and agree with the contents of this delegation framework (January 2022 update).

School Name AGGS.....

| Role                              | Name  | Signature  |
|-----------------------------------|---|--|
| Chair of the Local Governing Body | M. WILKINSON  | <br>05-05-22 |
| Principal/Head of School          | S GILL<br> | 27/4/22  |

Date of Implementation April 2022.....

## Forward

This document details the framework for effective governance at Bright Futures Educational Trust (Bright Futures). By Bright Futures we mean all of the academies within the Trust, along with the executive team and central teams that support these academies.

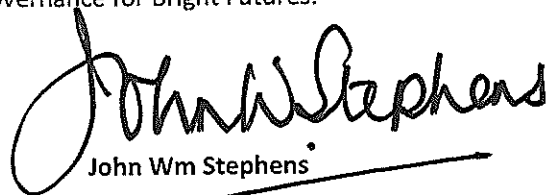
The Board of Trustees is the accountable authority as defined in the Articles of Association. However, some oversight, monitoring and decision making is delegated through the frameworks described in this document.

The Chair of the Board of Trustees and the Chief Executive Officer have approved this 2022 updated delegation framework as the appropriate approach to governance for Bright Futures.



Dan Rubín

On behalf of the Board of Trustees



John Wm Stephens

Chief Executive Officer

## The Governance Structure

### 1. Members

The Members of the Trust are the signatories to the Trust's Memorandum and Articles of Association and are responsible for approving any amendments to the Articles. Members have a distinct but limited role. It is, however, an incredibly important one. In summary, the role of Members is to act as the 'guardian' for the effective operation of the Trust assuring themselves that the Board is exercising effective leadership and governance of the organisation

Members appoint Trustees and are also able to remove Trustees if they fail to fulfil their duties properly. Whilst Members can also be Trustees, Bright Futures is mindful of the DfE's guidance contained within their Governance Handbook (October 2020) that robust governance structures will have a significant degree of distinction between the Members and the Trustees. As such, only one Member can be appointed as a Trustee and sit on the Board of Trustees.

### 2. Trustees

The Board of Trustees sets the vision and strategic direction of the Trust and is the accountable body. It may delegate some of its responsibilities to executive leaders or committees, which includes local governing bodies. In doing so it holds these executive leaders and committees to account. The Board of Trustees also oversees the financial performance of the Trust and ensures that public money is well spent.

### 3. Board Committees

The relationship between all of the elements of the governance structure is one of partnership, collaboration and accountability.

All elements, including the discharge of accountabilities associated with specific roles and bodies, work together in support of delivering the Bright Futures Strategy, which includes its vision: The best *for* everyone, the best *from* everyone.



# Bright Futures

EDUCATIONAL TRUST

The best for everyone, the best from everyone

| Decision/Activity  | Accountable for the decision   | Provide advice or input into the decision               | Reference Policies or Relevant Documents                     |
|--|--|---|--|
| Oversee compliance with Data Protection Regulations and take responsibility for reporting data breaches to the Information Commissioners Office (ICO). The DPO reports directly to the Chair of the Board. | The Trust's Data Protection Officer  | Data protection co-ordinator in each school. Principals | The Trust's Data Protection policies                         |
| Approve Trust-wide Policies  | Executive Team (note a small number eg Procurement, Health and Safety need Trustee approval) | Principal*<br>Unions for some staff policies            | The policy schedule held by the Trust's policy group members |
| Monitor Use and Implementation of all Trust Policies   | Executive Team   | Principal*  |  |
| Approve and Review School Specific Policies eg behaviour for learning, examinations, educational trips   | LGB  | Principal*  | The policy schedule held by the Trust's policy group members |
| Monitor Use and Implementation of all Policies for the School  | LGB  | Principal*  |  |
| Replace and disband an LGB with an interim School Improvement Board and vice versa.  | CEO  | Principal*<br>(To Trustees for information)             |  |
| <b>Budget and Finance</b>  |  |   |  |
| Prepare the proposed annual school budget proposal for discussion with the COO   | Principal/LGB (recommendation)   | Financial Controller/finance team                       | Finance handbook   |
| Approve individual school budgets for each academic Year   | Board of Trustees  | Chief Operating Officer (COO)                           | Bright Futures' Strategy                                     |
| Determine the proportion of the academies budget that will be a management fee for central operations  | Board of Trustees  | CEO, COO  | School's Charging and Remissions Policy                      |
| Monitor Expenditure of Individual School against agreed annual budget  | LGB  | Principal*  |  |



|  |  |   |  |
|--|--|---|--|
|  |  | Executives, Estates Consultants.  |  |
| Enter into/renew contracts or approve spend* between £180,000 - £1,000,000<br>*i.e. procure, raise the purchase order and sign the invoice | Audit & Risk Committee                                   | COO<br>Principal*   |  |
| Enter into/renew contracts or approve spend* over £1,000,000<br>*i.e. procure, raise the purchase order and sign the invoice               | Board of Trustees (All contracts)                        | Audit & Risk Committee<br>Executive Team<br>Principal*(school specific) |  |
| Open up a new bank account for a school or head office   | Board of Trustees  | COO   |  |
| Approve/Review Trust Risk Register   | Board of Trustees<br>Delegated to Audit & Risk Committee | Audit & Risk Committee<br>Executive Team<br>Principal*(school specific) |  |
| Decision/Activity  | Accountable for the decision                             | Provide advice or input into the decision                               | Reference Policies or Relevant Documents |
| Approve/Review Academy Risk Register   | LGB  | Principal*<br>Exec Team   |  |
| Appointment and removal of External Auditors   | Members  | Board of Trustees   | ESFA Academies Financial handbook        |
| Appointment and dismissal of Internal Auditors   | Audit & Risk Committee                                   | COO   |  |

## Education and Standards

|   |   |   |                     |
|---|---|---|---------------------|
| Determine the Academy's curriculum                            | Principal and senior leadership determine local school curriculum | Executive Team – (if specific input needed)<br>Parents/Carers/students and communities, LGB | National Curriculum |
| Determine the Academy's development plan and monitor progress | Principal* as above   | Executive Team<br>LGB<br>Parents/Carers/students  |                     |



# Bright Futures

EDUCATIONAL TRUST

The best for everyone, the best from everyone

| Exclusions  | Stage 1 Principal (or deputy for fixed term only)<br>Stage 2 Appeal LGB<br>Stage 3 Independent review panel --made up of independent Bright Futures leaders/governors<br>Executives | Executive team  | Bright Futures Exclusions Policy  |
|---|---|---|---|
| Excluding/Banning parents and members of the public from the school premises  | Executives  | Principal   |   |
| Appoint a Designated Safeguarding Lead (DSL) and a Deputy with accountabilities as detailed in the Trust's Child Protection and Safeguarding Policy and provide appropriate monitoring and training   | Principal*  | Chair of the Trust's DSL group<br>CEO<br>LGB  | Child Protection and Safeguarding Policy  |
| Appoint a governor with specific responsibility for safeguarding as per the Trust's Child Protection and Safeguarding Policy. Provide appropriate monitoring of policy application and training.  | LGB   | Principal*  | Statutory Guidance-Keeping Children Safe in Education   |
| Appoint a trustee with specific responsibility for safeguarding as per the Trust's Child Protection and Safeguarding Policy.  | Board of Trustees   | CEO   |   |
| Provide appropriate monitoring and training   |   |   |   |
| <b>Decision/Activity</b><br><br>Determine a Trust wide Health and Safety Policy and template procedures for schools, for Trust Board approval.<br>Appoint the Principal/Head of school as the designated Health and Safety member of staff with overall responsibility in the Academy | <b>Accountable for the decision</b><br><br>CEO<br><br>LGB   | <b>Provide advice or input into the decision</b><br><br>Exec team<br>Principals*<br>Exec Team<br>Principal* | <b>Reference Policies or Relevant Documents</b><br><br>Health and Safety at Work Act and associated regulations |



# Bright Futures

EDUCATIONAL TRUST

The best for everyone, the best from everyone

|   |  | Or External consultant/legal input                        |   |   |
|---|--|---|---|---|
| Determine Academy non-Leadership Staffing Structure as part of the budget approval process  | Principal*   | LGB<br>Executive team                                     |   |   |
| Agreed Academy Leadership Structure   | CEO or Director of Education (depending upon reporting line) | Principal*<br>LGB<br>Executive team                       |   |   |
| Determine the Trust's Operational/central services structure for Finance, Governance, HR, Digital Technologies, Communications & PR, Estates, Health & Safety, Education Psychology and Specialist Outreach (EPSO) & Data Protection. | COO  | Executive team, Principals                                |   |   |
| Approve changes to staffing structures at all levels (except for like for like appointments)  | COO  | Principal*<br>Director of HR & Strategy                   |   |   |
| Principals* Pay   | CEO  | Director of HR & Strategy<br>Director of Education<br>COO |   | Trust's School leaders and teachers' Pay policy                                     |
| Approval of Central Team remuneration (except COO and Director of Education and Director of Development, Partnerships & Teaching School Hubs )  | CEO  | Director of HR & Strategy<br>COO                          |   | Leadership (non-school) Appraisal and remuneration policy                           |
| Pay of all school staff (excluding the principal*) (the pay scales and policies are Trust approved)   | Principal*   | Director of HR & Strategy                                 |   | Trust's School leaders and teachers' Pay policy<br>Associate staff appraisal policy |
| <b>Decision/Activity</b>  | <b>Accountable for the decision</b>                          | <b>Provide advice or input into the decision</b>          | <b>Reference Policies or Relevant Documents</b>                                       |   |
| Determine the pay scales and other terms and conditions of employment for all school based staff groups   | Board of Trustees  | Executive team, Principals                                | School Teachers Terms and Conditions and Burgundy book. NJC pay scales and Green Book |   |

|  |                        |  |  |  |
|--|------------------------|--|--|--|
| Standardisation of all Statutory assessment across the Trust<br>– legionella, fire, asbestos and statutory compliance and Health and Safety Risk Insurance audits. | COO                    |  | Principal* Hub Facilities Manager                          | Health and Safety Policy and statutory regulations |
| Oversee compliance with facilities and estates management standards across all schools   | COO                    |  | Principals, hub facilities managers, Executive Team<br>LGB | ESFA Estates management guidance                   |
| Management of Trust Capital Funding  | COO                    |  | Financial Controller<br>Principal*<br>LGB                  | Schools Condition Funding Agreement                |
| Project Management for Capital Improvement Works   | Hub Facilities Manager |  | COO<br>Principal*  |  |
| Approval of any structural works or change of use of the existing school buildings.  | CEO                    |  | Principal*<br>COO<br>Hub Facilities Manager<br>LGB         | Schools Condition Funding Agreement                |
| Approval of any new rental or leased building proposal for all schools   | CEO                    |  | Principal*<br>COO<br>Hub Facilities Manager<br>LGB         | Schools Condition Funding Agreement                |