



LIGHTHOUSE

SCHOOLS PARTNERSHIP

Scheme of Delegation (2026-27)

MEMBERS' RESPONSIBILITIES	
Function	Action
1 Annual Report & Accounts (approved by Trust Board)	Receive
2 Articles of Association	Review and agree
3 Direction to trustees to take specific action	By special resolution
4 External Auditors	Appoint
5 Failing Trust	Dissolve <i>(in conjunction with the DfE)</i>
6 Members <i>(additional)</i>	Appoint/remove
7 Trustees <i>(up to 3)</i>	Appoint/remove
8 Foundation Trustees (up to 6) <i>DBEs may appoint observer to attend/vote until filled</i>	Appoint/remove
9 Name of Organisation	Change

Key	✓	Function/decision-making are at this level	C	In consultation with, prior to decision-making	CFO	Chief Finance Officer	TBF	Trust Board Finance Committee
	R	Recommend	CF	Chairs Forum	COM	Trust Board committee	DoE	Director of Education
	P	Propose	SLT	Senior Leadership Central Team	TB A&R	Trust Board Audit & Risk Committee	HT	Headteacher
	CEO	Chief Education Officer	TB S&P	Trust Board People & Culture Committee	TB	Trust Board	HTR	Headteacher reference group
	LGB	Local Governing Body			TB SC	Trust Board Succession Committee	DIO	Diocese if CoE schools

VISION, ETHOS AND STRATEGY												
Function			Action	TB	COM	SLT	CF	LGB	HTR	HT	DIO	
Admissions	Policy (by 28 February)		Set & Approve	✓								
	Appeals		Ensure in line with Appeals Code	✓								
	Admissions Criteria		Consider, consult & propose					✓		C	C	
	Deferred entry requests		Approve							✓		
	Delayed entry requests (at normal points of entry)		Approve					✓				
	Oversubscription of places		Approve allocation of places					✓				
Age Range Change			Consider, consult & propose	✓		C		C		C		
Business Continuity Plans (Exceptional School Closures)		All	Develop/establish			✓						
		Trust	Monitor effectiveness	✓								
		School	Monitor effectiveness					✓				
Chaplaincy & Parish/Deanery Links (Consult relevant DBE before establishing/changing chaplaincy arrangements; maintain links with local CoFE parish/deanery)			Consult			✓					✓	
Diocese Annual Meeting			Ensure completed	✓		✓						
Engagement with Stakeholders and religious authorities (inc. annual survey of staff, pupils, and parents)		Trust	Ensure completed	✓		✓				C		
		School	Review	✓				✓				
		Expansion	Approve	✓		R	C	C	C		✓	

Expansion of the Trust		Closure	Approve	✓		R		C		C	✓
		Federation / Defederation	Approve	✓				C		C	✓
Fostering equality, diversity and inclusion (including building diverse boards)		Trust	Ensure overall compliance with legislation	✓	TB P&C						
			Review equality objectives (4-yearly)		TB P&C						
		School	Implement						✓		
			Monitor								
Name Changes		School level	Consult and Approve	✓							C
PAN (Published Admission Number) Change		School	Consider, consult & propose	✓		C		C		C	
Policies (Delegation of Policies Schedule)		Trust wide	Write			✓					
			Approve (board or TL, according to policy schedule)	✓		✓					
			Implement							✓	
			Monitor	✓							
			Publish online (as required)			✓					
		School level	Write							✓	
			Approve (LGC or head, according to policy schedule)						✓		✓
			Implement								✓
			Monitor						✓		
			Publish online (as required)								✓
School Day Length & Structure		Propose			C			C	✓		
		Approve					✓				
Strategic Plan and Key Priorities (fostering Equality, Diversity & Inclusion and considering wellbeing & workload)		Trust	Set	✓		R	C		C		
			Communicate			✓					
			Review progress	✓		✓					
		School	Set			✓	C		C	C	
			Communicate								✓
Term Dates and Inset days		Review progress					✓				
		Set & approve	✓		C		C		✓		
Set					C				✓		
		Vision, Values and Positive Culture Aligning to the Christian Foundation and character of Church of England schools and including the promotion of fundametal British Values .		Trust	Set	✓		C			
Communicate					✓						
		School	Set	R		C		✓		C	
			Communicate								✓
Whistleblowing Procedures			Set	✓							
			Publish on trust’s website				✓				
GOVERNANCE: PEOPLE											
Function			Action	TB	COM	SLT	CF	LGB	HTR	HT	DIO
Accounting Officer			Appoint & dismiss	✓							
			Duties (inc DfE escalation)	✓		✓					
Chair & Vice Chair (elected annually at first meeting of academic year)		Trust Board	Elect (annually)	✓							C
		LGB	Elect (annually subject to TB approval)				✓				
			Approve LGC Chair	✓							
Appoint / remove link Trustees and Governors for Safeguarding, Careers, SEND, H & S		Trustee	Appoint/remove	✓							C
		Governor						✓			

Appoint/remove the Company Secretary		Appoint/remove	✓								
Disbanding or Suspending LGB delegation		Decision	✓								✓
Evaluation of governance (self evaluation / external review)	Trust Board	Complete (2-yearly)	✓								
	LGB				✓		C				
Finance Trustee (must have relevant skill set / experience of financial matters, and record Trustee financial literacy/skills in the annual governance statement)		Ensure appointed	✓								
Governance Professional (clerk)	Trust Board	Appoint/remove	✓								
	LGB				✓						
Local Governors (not applicable for elected parent & staff governors)		Appoint/remove	✓				R				✓
LGB Foundation ratio compliance		Ensure Compliance	✓								
Local Governor Election (parent & staff governors)		Ensure appointed (2 per LGB or on TB)	✓				✓				
		Arrange					C			✓	
Object and character descriptions (Ensure all Trustees declare uphold of company Object; all LGB members declare uphold of Object; Church Academy LGB members sign undertaking to uphold religious character)		Ensure Compliance			✓						
Succession Planning	Trust Board	Review	✓	TBSC							
	LGB			TBSC			✓				
Trust Board Committee Chairs		Appoint/remove	✓								
Trust Board Finance, Audit & Risk Committee		Appoint	✓								
Trustees (co-opted only) *see Members' section re appointing other trustees (front page)		Appoint/remove	✓								
GOVERNANCE: FUNCTION											
Function		Action	TB	COM	SLT	CF	LGB	HTR	HT	DIO	
Annual Report on Trust Performance		Submit to members & publish on website (annually)	✓								
Articles of Association		Ensure compliance with	✓							C	
Obtain written consent of the DBEs and the relevant Site Trustee(s) before any amendment affecting a Church of England Academy site											
Code of Conduct for Trustees & Governors (expectations)		Set (annually)	✓								
DfE Reports and Returns Requirements		Delivery			✓						
		Ensure compliance	✓								
Freedom of Information Publication Scheme		Ensure in place			✓ ECM						
GDPR and Data Protection/Retention (regulatory compliance)	Trust	Ensure	✓	TBA&R							
	School	Monitor					✓				
Gifts, Hospitality Policy		Ensure maintained & published on trust website	✓		✓		✓				
Governance Arrangements, Meeting Attendance & Register of Interests (Members, Trustees, Governors and Senior Leaders)	Trust Board	Ensure maintained & published on trust website	✓		✓						
	LGB				✓		C		C		
Governance Structure for the Trust (ensuring transparency)		Establish/review	✓								
Admissions	Ofsted	Ensure parents notified							✓		
	Ofsted & SIAMS (S48)	Attend (if/when required)	✓		✓		✓		✓		
		Preparation			✓				✓		
		Ensure report shared with parents								✓	
Risk Register (managing risks to ensure the effective operation of the trust)	Trust	Oversight of strategic risks across the trust	✓	TBA&R							
	School	Oversight of school-level risks (at least termly)			✓		✓		C		
Scheme of Delegation		Review (annually)	✓		C	C		C			

Terms of Reference			Trust Board committees	Review & approve <i>(annually)</i>	✓										
			LGB		✓				C						
Trust Board Meeting Frequency (at least three times per year)				Ensure	✓										
Website Compliance			Trust	Monitor statutory compliance			✓								
			School						✓						
SAFEGUARDING															
Function				Action		TB	COM	SLT	CF	LGB	HTR	HT	DIO		
Designated Safeguarding Lead			School	Ensure appointed						✓					
			Trust		✓										
Designated Teacher for Looked After Children			School	Ensure appointed								✓			
Ensuring safer recruitment checks, appointment checks, induction and training inc Disclosure & Disbarring Service Checks (DBS) & Section 128 Checks			Trust wide	Ensure carried out	✓					✓					
			Trustees		✓					✓					
			School		✓				✓			✓			
Safeguarding			Audit	School	Ensure completed <i>(min annually)</i>			✓		✓		✓			
				Trust		✓									
			Keeping Children Safe in Education (KCSIE) policy		Set & approve trust-wide policy	✓		✓							
					Approve local version of policy						✓				
					Implement			✓						✓	
			Compliance	Trust	Oversight/monitor	✓									
				School	Oversight/monitor							✓			
			Training (staff, volunteers, trustees, governors)		Ensure completed/compliance <i>(at appropriate level)</i>	✓			✓			✓			✓
Single Central Record			Trust	Monitor completion of SCR	✓										
			School							✓					
EDUCATION, CURRICULUM AND STANDARDS															
Function				Action		TB	COM	SLT	CF	LGB	HTR	HT	DIO		
SEND <i>(Code of Practice / policy / staff training)</i>				Ensure compliance with statutory requirements	✓										
				Implement <i>(at school level)</i>									✓		
				Monitor <i>(at school level)</i>							✓				
Vulnerable Learners			Trust wide	Monitor	✓			C							
				Develop				✓							
			School	Responsible for				✓					✓		
				Monitor							✓				
School Development Plan <i>(in line with trust priorities)</i>			School	Write				✓				✓			
				Challenge local context						✓					
				Approve				✓							
				Monitor impact					✓						
			Trust			✓									
ESTATES MANAGEMENT, HEALTH & SAFETY, Services and IT															
Function				Action		TB	COM	SLT	CF	LGB	HTR	HT	DIO		
Acquiring and Disposing of Freehold Land <i>Church of England Academy sites, subject to the consent of the relevant Site Trustee(s) in accordance with the Church Supplemental Agreement</i>				Determines	✓					R		C	C		
				Delivers				✓							
Buildings Insurance and Personal Liability Insurance				Ensure in place	✓	TB A&R									
Capital Allocations (Devolved Formula Capital)				Review school estates plan	✓	TB A&R				C		C			

(Small schools DFC expenditure is actioned by Hub Estates leads)			Monitor trust estates strategy	✓	TB A&R							
			Approve projects £100k+	✓	TB F							
			Approve projects up to £100k			✓						
Changing Use of assets and Building Alterations			Determines/ Reviews	✓		✓					C	
Community Use of School Premises and Grounds			Set and Review Policy	✓								
			Approve individual lettings within policy								✓	
Health and Safety <i>(Legal duty of care to protect the health, safety and welfare of employees and that non-employees are not exposed to risks to their health & safety)</i>	Annual school H&S audits		Check completed & recommendations implemented	✓	TB A&R	C ECM						
	Awareness		Ensure staff aware of responsibilities			✓					✓	
	Culture	Trust	Develop across trust			C ECM						
		School	Develop across school								✓	
	Governance	Trust	Monitor effectiveness of policy & implementation <i>(H&S trustee)</i>	✓	TB A&R							
		School	Monitor effectiveness of policy & implementation <i>(H&S governor)</i>					✓				
	Implementation		Implement policy								✓	
	Policy		Review and approve	✓	TB A&R							
	Regulatory compliance	Trust	Ensure	✓	TB A&R	C ECM						
		School	Monitor			C ECM		✓				
	Statutory training	Trust	Ensure up-to-date and compliant			✓						
		School									✓	
Monitoring & Filtering Provision		School	Ensure reviewed annually					✓				
IT Strategic Plan (including 6 core digital and technology standards)			Set & approve			✓						
			Monitor	✓	TB A&R							
Cyber security standards & ransomware prohibition			Ensure	✓	TB A&R							
Sustainability lead and a climate action plan in place			Ensure and Monitor	✓				✓				
School Buildings Strategy / Master plan		Trust Wide	Review	✓	TB A&R							
		School	Review annually with ECM			✓		C			✓	
		School	Annual site walk <i>(ECM & H&S gov)</i>			✓		✓				
School Lunches		Contractors	Decision	✓		✓					C	
		Provision <i>(inc. FSM and standards)</i>	Monitor					✓			✓	
Adopt a Trust-wide Procurement Policy Refer to DfE procurement opportunities		Trust	Determine and review	✓								
			Deliver			✓					C	
		School	Determine	✓								
			Deliver			✓						✓
Central Services Allocation & Effectiveness		Central services provided to the Schools		✓		✓	C			C	C	
		Effectiveness of centrally provided services				✓		C			✓	
								✓			C	
		Non-Core Shared Services				✓					C	
Asset and Premises Maintenance Strategy			Determines	✓		R						
			Review				✓					
			Deliver								✓	
Capital Allocations		Trust Wide	Review	✓	TB A&R							
		School	Review annually with ECM			✓		C			✓	
		School	Annual site walk <i>(ECM & H&S gov)</i>			✓		✓				

FINANCE												
Function			Action	TB	COM	SLT	CF	LGB	HTR	HT	DIO	
Annual Report & Audited Accounts			Approve and present to members	✓								
Auditors (<i>external</i>)		<i>Appointment</i>	Recommend to members	✓								
Auditors' Report (<i>external</i>)			Receive and respond	✓								
Delegated Budgets and Finances (<i>to support delivery of key priorities</i>) Budget Plans	<i>School</i>	Prepare future budget plans & review for trust approval				✓		C		✓		
		Review & propose to Trust Board for approval	✓	TB F								
		Approve (<i>annually - July</i>)	✓									
		Manage school budget								✓		
		Monitor budget performance				✓		✓				
Corporate Risk Register	<i>Trust (central)</i>	Approve	✓	TB F								
		Deliver management of				✓						
Funding Model (Core Services Charge)			Review and determine (<i>annually</i>)	✓	TB F	✓						
Funds Distribution Statement			Prepare and Publish by 31 January	C		✓						
Investments agreeing the investment policy			Approve	✓								
			Deliver			✓						
Financial Reporting and KPIs including DfE required reports and returns			Ensure submitted	✓								
Financial Procedures and policies			Approve	✓	TB F	C						
			Implement at school level							✓		
Maintain schools financial reserves			Policy	✓	TB F							
			Monitor / deliver			✓				✓		
			Report and Review			✓		✓				
Produce and maintain scheme of financial delegation (SoFD)			Approve	✓	TB F					✓		
			Deliver			✓						
Internal Audit Plan & Controls (<i>annual programme of internal scrutiny – financial & non-financial</i>)			Approve	✓	TB F							
			Monitor (<i>trust wide - for assurance</i>)	✓								
			Monitor (<i>school level – for assurance</i>)									
Monitor Monthly Accounts at Trust level and account Value for Money <i>AO to notify Trust Board immediately if going concern is at risk, so trustees can act and notify DfE</i>			Receive (<i>monthly</i>)	✓	TB F							
			Approve & review	✓	TB F							
Novel, Contentious or Repercussive Transactions			Approval from DfE in advance of transaction	✓		✓						
Related Party Transactions			Approve in advance of transaction			✓						
Support Fund (<i>Category 3, Innovation, collaboration and good practice sharing</i>)			Approve request			✓		✓				
Trust Annual Budget (<i>budget to be set with explicit reference to the Trust's agreed curriculum offer and staffing model</i>)			Determine	✓		✓	C		C			
HUMAN RESOURCES/ PEOPLE												
Function			Action	TB	COM	SLT	CF	LGB	HTR	HT	DIO	
Appeals: HR-related			Consider	At one level above the initial decision maker								
		<i>Central team</i>	Appoint			✓						
		<i>Trust Leader (CEO)</i> <i>Role designated a Genuine Occupational Requirement (GOR) post — sympathetic to the role of the CofE in Education (Equality Act 2010)</i>	Appoint (<i>with DBE consultation and consent required</i>)	✓							✓	

Appointments	Chief Finance Officer: Must hold/be working towards a recognised accountancy qualification		Appoint	✓								
	Headteachers: Panel to be 2 x LGB, 2 x Trustee, 1 x SIP. For CofE Academies: DBE Diocesan Director of Education consent required; Diocesan Representative to take part (not vote) on panel, appointed at DDE's discretion; person specification must be explicit about Christian distinctiveness; only persons sympathetic to the Christian character of the academy to be considered		Appoint	✓		C		2 from LGB			C	
			Recommend appointment (on behalf of recruitment panel)			✓						
			Senior leadership team	Appoint			C		C		✓	
			Teachers and support staff	Appoint			C				✓	
		Supply Staff (Use Affinity workforce solutions supply framework)	Decision			✓				C		
Dismissal (to take a decision to dismiss an employee from the Trust, the panel must have representation from a Trustee, CEO, CFOO and the Trusts's Director of People)	Trust Leader		Dismiss	✓								
	Headteacher PANELs		Dismiss	✓		C		C				
	Other staff (school)	Gross misconduct	Dismiss	✓		C		C		C		
		Misconduct				C		C		✓		
	Other staff	Gross misconduct		✓		C						
		Misconduct		✓		C						
Pay policy, terms and conditions of employment (including executive pay) (DfE approval required prior to advertising any post ≥£174k or agreeing performance pay ≥£25k)			Approve	✓	TB F							
Pension Schemes (any arrangement other than TPS/LGPS requires prior DfE approval)			Approve	✓								
Performance Management	Policy & procedure		Approve and review	✓	TB P&C							
	CEO		Ensure undertaken	✓								
	Central team		Ensure undertaken			✓						
	Headteacher/exec head/ head of school)		Ensure undertaken			✓		C				
	School staff		Ensure undertaken							✓		
Salary Review Recommendations	Trust Leader		Approve	✓								
	Headteacher/exec head/ head of school/school improvement leads)		Approve	✓		C		C				
	Teachers		Approve			C				✓		
Settlement Agreements			Approve (in accordance with DfE requirements and in liaison with Director of People)	✓		C				C		
Staffing Contractual Changes	School		Consider and implement (in liaison with CEO/Director of People/SLT)			C				✓		
	Central team		Consider and implement (in liaison with CEO/Director of People)			✓						
Staffing Structure	School		Approve structure developed by head			✓		C				
	Central team		Approve structure	C		✓						
Disciplinary, grievance and capability procedures	Policy & procedure		Determine	✓	TB P&C							
	CEO		Implement	✓								
	Headteacher		Implement	C		✓		C				
	All other staff (school)		Implement			C		C		✓		

		<i>All other staff (central team)</i>	Suspend	C		✓					
	Staff Wellbeing, Workload & Working Conditions		Oversee	✓	TB P&C			✓			