

## Lumen Learning Trust Scheme of Governance, Management and Delegation



Area	Decision	Delegation	Comment
<b>People</b>	Members: Appoint / Remove	Members	
	Directors: Appoint / Remove	Members	Directors can co-opt additional Directors. Co-opted Directors cannot be involved in the appointment of additional Directors
	Role Descriptions for Members	Members	
	Role Descriptions for Directors / Chair / Specific Roles / Committee Members	Board of Directors	CEO advisory role
	Parent Governor: appointment / election	Board of Directors	The Local Governance Board (LGB), CEO, Headteachers, advisory role
	Committee chairs / Committee Members: appoint / remove	Board of Directors	CEO advisory role
	Business and Management Committee (B&M) LGB Representative: appoint / remove	Board of Directors	LGB advisory role
	LGB chairs: appoint / remove	Board of Directors	CEO and LGB advisory role
	Clerk to Board of Directors	Board of Directors	CEO advisory role
	Clerk to the LGB	Board of Directors	CEO advisory role
<b>Systems and structures</b>	Articles of Association: agree and review	Members	Directors and CEO advisory role
	Governance structure (committees) for the Trust: establish and review annually	Board of Directors	CEO advisory role

	Annual Governance Scheme of Delegation: agree and review	Board of Directors	CEO advisory role
	Terms of Reference for Trust committees (including LGBs); agree and review annually	Board of Directors	CEO advisory role
	Recruit to fill governance vacancies	Board of Directors	CEO advisory role. Clerk to co-ordinate parent and staff governor appointments / elections to fill LGB vacancies
	Annual review of governance performance	Board of Directors	CEO / Deputy Executive Principal advisory role. Completed as part of annual LLT governance event.
	Annual schedule of business for: <ul style="list-style-type: none"> <li>Trust board</li> <li>Trust Committees</li> </ul>	Board of Directors	CEO advisory role.
	Annual schedule of business for LGB: agree	Board of Directors	CEO / Deputy Executive Principal / Education Committee advisory role.
<b>Reporting</b>	Trust Governance details on Trust and Schools websites: ensure	Board of Directors	CEO advisory role. Clerk to Directors to review website information at least annually to ensure statutory published information up to date.
	School governance details on School website: ensure	Board of Directors	CEO advisory role. Clerk to Directors to review website information at least annually to ensure statutory published information up to date.
	Annual performance of the Trust: submit to Members and publish	Board of Directors	

	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit	Board of Directors	CEO and B&M advisory role.
Being Strategic	Determine Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) including admissions; charging and remissions, complaints; expenses, health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance, pay: approve	Board of Directors	CEO advisory role. Head of Finance and Head of Operations advisory roles.
	Determine school level policies which reflect the school's ethos and values to include eg SEND, safeguarding and child protection, curriculum, behaviour: approve	CEO	Deputy Executive Principal, Headteachers and Education Committee advisory role.
	Determine school admission arrangements: approve	Board of Directors	CEO advisory role
	Central services charge: agree	Board of Directors	CEO and B&M advisory role.
	Management of risk: establish register, review and monitor	Board of Directors	CEO, Trust Committees, Headteachers, Head of Finance and Head of Operations advisory roles
	Engagement with stakeholders	All levels of governance	Headteachers produce weekly newsletters to engage local stakeholders, termly production of Illuminate, Trust staff newsletter shared with Directors and Governors
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured	Board of Directors	CEO / Deputy Executive Principal and Trust Committees advisory roles

	Schools vision and strategy agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured	Local Governance Board	CEO / Deputy Executive Principal, Director and Headteacher input
	Chief Executive Officer: Appoint and dismiss	Board of Directors	
	School Headteacher: Appoint and dismiss	CEO	Directors advisory role
	Budget plan to support delivery of Trust key priorities: Agree	Board of Directors	CEO, B&M and Head of Finance advisory roles
	Budget plan to support delivery of Schools key priorities: Agree	CEO	Headteacher, Head of Finance and School Business Manager advisory roles
	Trust's staffing structure: agree	Board of Directors	CEO advisory role
	School staffing structure: agree	CEO	Headteacher, Head of Finance and School Business Manager advisory roles
Holding to Account	Auditors: Appoint / dismiss	Members	Directors, B&M and Head of Finance advisory roles
	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree	Board of Directors	CEO, Head of Finance and Head of Operations advisory roles
	Reporting arrangements for progress on key priorities: agree	Board of Directors	CEO / Deputy Executive Principal and Headteachers advisory roles
	Performance Management of the Chief Executive Officer: undertake	Board of Directors	
	Performance Management of School Headteachers: undertake	CEO	Chair of LGB advisory role

	Director monitoring: agree arrangements	Board of Directors	CEO advisory role
	LGB monitoring: agree arrangements	Board of Directors	CEO / Deputy Executive Principal and Education Committee advisory roles
Ensuring Financial Probity	Chief Financial Officer for delivery of Trusts detailed accounting processes: appoint	Board of Directors	CEO advisory role
	Trust's scheme of financial delegation: establish and review	Board of Directors	B&M and Head of Finance advisory role
	External Auditors report: receive and respond	Board of Directors	B&M and Head of Finance advisory role
	CEO pay award: agree	Board of Directors	Undertaken by Pay Committee
	Headteacher pay award: agree	CEO	Pay Committee review of PM process
	Staff Appraisal procedure and pay progression: monitor and agree	Board of Directors	Pay Committee considers staff policies and reviews PM process, making necessary recommendations to B&M and HR and Strategy Committees prior to approval by Board of Directors
	Benchmarking and Trust wide value for money: ensure robustness	Board of Directors	CEO, Head of Finance advisory role
	Benchmarking and Trust Schools value for money: ensure robustness	B&M Committee	CEO, Education and HR & Strategy Committees advisory roles
	Develop Trust wide procurement strategies and efficiency saving programme	Board of Directors	CEO, Head of Finance, Head of Operations advisory roles