Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
GOVERNANCE				
Accountability	Trustees have ultimate accountability for the trust and its schools, ensuring legal responsibilities under company and charity law are discharged by the board and carried out effectively where they are delegated.	CEO is publicly accountable as Accounting Officer for the trust.	Headteacher is publicly accountable as Headteacher of the school.	Councillors support Trustees in discharging their accountability, by providing a local community perspective on the school.
Scheme of Delegation	Approve the Scheme of Delegation, and Terms of Reference for Board and Committees annually, or following a change in trust management or organisational structure. Trustees ensure they act within the Scheme of Delegation.	Ensure all those within the leadership & governance structure are aware of the Scheme of Delegation. Provide professional advice on its implementation. Trust Leaders ensure they act within the Scheme of Delegation.	School Leaders ensure they act within the Scheme of Delegation.	Councillors ensure they act within the Scheme of Delegation.
Compliance with Articles, Funding Agreements & DfE Handbooks	Ensure that the trust is compliant with its charitable objects and Articles of Association. Recommend amendments to the trust's Articles, name or charitable structure to Members for approval, subject to Charity Commission & DfE processes.	Ensure the trust is compliant with the Funding Agreement and DfE Academy Trust Handbook (ATH). Advise Trustees in writing if incompatible action is considered & advise DfE in writing if incompatible action is taken (CEO). Ensures the trust is compliant with the DfE Academy Trust governance guide.		
Appointment of Members	Support the recruitment, induction & training of Members in accordance with the Articles of Association.			

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
	Liaise with the DBE in relation to the appointment, induction and training of Members.			
Appointment of Trustees	Appointment & removal of Trustees within the requirements of the Articles: ● Up to 5 Trustees appointed by Members ● 5 Trustees appointed by The Bath & Wells DBE Trust provided the proportion of DBE appointed Trustees does not exceed 50% ● CEO appointed as a Trustee by Members ● Up to 2 Trustees co-opted by Trustees with the consent of the DBE. Ensure trustees are suitably skilled and effective through recruitment, induction and training. Elect Chair and Vice-Chair of Board and Committee Chairs annually.	Support the recruitment, induction & training of Trustees. Liaise with the DBE in relation to the appointment, induction and training of Trustees.		
Appointment of Councillors	Following annual recommendation from the CEO: ● Approve composition of Community Councils, in accordance with the requirements of the Articles of Association in relation to formerly VC and VA Church schools. ● Appoint community councillors ● Appoint chairs annually	Support the recruitment, induction & training of councillors. Provide professional advice on the process for electing parent and staff councillors. Recommend composition of community councils and recommend the appointment of community councillors and chairs.		Ensure councillors are suitably skilled and effective through recruitment, induction and training. Oversee elections for parent and staff councillors.

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
		Liaise with the DBE in relation to the appointment, induction and training of Councillors in church schools.		
Appointment to professional governance roles	Appoint a Chief Executive, and with their permission recommend to Members their appointment as a Trustee. Inform the RD of an anticipated CEO vacancy. Appoint a suitably qualified Chief Financial Officer following recommendation by the CEO. Appoint a governance professional as Company Secretary to support the board of trustees following recommendation by the CEO.	Recruitment, induction & training of a high quality governance professionals to support trust board committees, school hearings and other formal meetings as required.		
Governance planning	Agree an annual governance planner for board, committees and Community Councils. Chairs responsible for agenda setting in conjunction with clerks and trust leaders.	Draft the annual governance planner. Trust leaders provide timely & accurate information to trustees.	School leaders provide timely and accurate information to trust leaders and community councils.	Chairs responsible for agenda setting in conjunction with Headteachers, within the scope of the terms of reference.
Governance review	Conduct an annual review of skills, effectiveness, leadership & impact, and report to Members. Undertake annual performance review of clerk (Chair). Commission an independent external review of the effectiveness of the board, every 3-5 years or in	Provide professional support to annual reviews.		Conduct an annual review of effectiveness and report to the Board.

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
	anticipation of significant changes.			
Related Party Transactions & Declarations of Interest	Ensure arrangements for the management of related party transactions are in place across the trust in compliance with ATH. Ensure statutory requirement is met: Declaration of Interests. Manage declarations of interest & related party transactions for trustees. Approve a Conflicts of Interest Policy incorporating related party transaction requirements Approve supplies to the trust from related parties over £40,000 (Board with DfE approval) .	Ensure a Register of Interests is maintained & published in compliance with ATH. Oversee arrangements for the management of declarations of interest & related party transactions. Provide professional advice to trustees, governors, trust & school leaders (CFO). Manage declarations of interest & related party transactions for trust-based staff Disclosure of related party transactions in the Annual Accounts, per Academies Accounts Direction (CFO).	Manage declarations of interest & related party transactions for school-based staff.	
Transparency		Ensure information is published on trust & school websites in compliance with ATH and the Freedom of Information Act. Ensure information is available for public inspection in compliance with ATH. Ensure governance information is up to date on the DfE Register (GIAS).		
Accountability	Accountable for compliance with all regulatory requirements.	Develop a policy schedule that ensures compliance with all regulatory requirements.		

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
Policies	Review and note amendments to trust policies (Board) Review implementation and effectiveness of policies, including through the consideration of Annual Reports (Board & Committees)	Develop, revise and update policies in line with policy schedule. Inform trustees of policy amendments. Provide guidance to trustees and school leaders on the implementation of policies. Produce annual reports requested by Trustees, including in respect of Information Governance, Safeguarding, Special Educational Needs and Disabilities (SEND), Complaints and Health & Safety	Ensure school compliance with processes and procedures	
Frameworks	Review	Approve	Support development	
Legal		Obtain legal & professional advice on behalf of trustees and school leaders.		
Equality Duty	Ensure statutory requirements are met: Equality Act 2010: advice for schools, including the approval of Equality Objectives and the Accessibility Plan, and the monitoring of progress thereon.	Development and implementation of Equality Objectives. Publication of EDI information and data.		
CHURCH SCHOOLS				
Christian Distinctiveness	Uphold the Christian distinctiveness of the church schools within the trust (Trustees) Ensure the trust's Church schools live up to their foundation and enable pupils and adults to flourish (Ethos Committee)	Provide overall leadership of church school distinctiveness within the trust (CEO and Director of Primary)	Provide overall leadership of Christian distinctiveness within the school (Headteacher)	Uphold the Christian distinctiveness of the school (Councillors) Ensure the school lives up to its Church foundation and enables pupils and adults to flourish.

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
Diocese & Parish	Support the partnership between the trust and the Church at diocesan level. Ensure that training and guidance is provided to Trustees, in conjunction with the Diocese.	Develop the partnership between the trust and the Church at diocesan level. Ensure that training and guidance is provided to Leaders, in conjunction with the Diocese.	Develop the partnership between the school and the Church at parish level. Ensure that training and guidance is provided to Staff, in conjunction with the Diocese.	Support the development of the partnership between the school and the Church at parish level. Ensure that training and guidance is provided to Councillors, in conjunction with the Diocese.
SIAMS	Receive and review SIAMS reports.	Support Headteachers in preparing for SIAMS inspections.	Prepare for SIAMS inspections.	Support the Headteacher in SIAMS inspections.
STRATEGY				
Vision & Values	Agree the trust's overall vision & values (long-term strategy) following input from Members.	Support trustees in the development of the trust's vision & values.		
Strategic Aims	Approve the trust's Strategic Aims (medium-term strategy).	Develop and propose Strategic Aims. Monitor progress & report to the board.	Support Trust Leaders in the development of Strategic Aims.	Support Trust Leaders in the development of Strategic Aims.
Annual Objectives	Approve the trust's Annual Objectives (short-term strategy).	Develop and propose Annual Objectives. Monitor progress & report to the board.		
Termly Priorities	Review the trust's Termly Priorities (implementation plans).	Develop Termly Priorities. Monitor progress & report to the board.		
Performance Indicators	Agree performance indicators against which strategy implementation will be monitored Review school & trust performance in relation to agreed indicators and targets	Develop performance indicators, produce regular school and trust summary reports. Agree performance targets for each school, provide support & challenge to school leaders in achieving them, monitor progress & report to the	Monitor school progress and report to trust leaders.	Receive summary information about school's performance.

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		board.		
Growth of the Trust	Approve admission of new schools to the trust subject to DfE consent.	Liaise with schools that may wish to join Pathway, undertake due diligence, and make recommendations to Trustees.		
Support for Schools Outside the Trust	Consulted.	Enter into Service Level Agreements to provide support to other schools and organisations where governance will not be the responsibility of Pathway Trustees (CEO).		
SCHOOL IMPROVEMENT				
Accountability	Hold trust leaders to account for the educational performance of pupils in the trust's schools. Ensure robust accountability, oversight and assurance is in place for education standards across the trust.	Hold school leaders to account for the educational performance of pupils in the trust's schools.	Hold school staff to account for the educational performance of pupils in the school.	Councillors support Trustees in discharging their accountability, by providing a local community perspective on education standards in the school.
Education Frameworks	Review the Education Frameworks (EdC).	Develop and implement robust Education Frameworks providing a coherent trust approach to curriculum, teaching & assessment.	Develop and implement the school's curriculum in line with the Education Frameworks.	
Improvement Stage	Receive a summary.	Moderate and agree termly the Improvement Stage for each school. Ensure additional support is in place for schools in the 'Stabilise' and 'Repair' stage, and that schools in the 'Improve' and 'Sustain' phases are contributing to improvement across the trust.	Accurately evaluate the school termly against the Improvement Stage criteria.	Receive a summary.

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School Improvement Objectives & Priorities	Receive a summary of the Annual Objectives.	Approve Annual Objectives and Termly Priorities. Ensure schools set challenging targets, and provide professional support & challenge to ensure they are met.	Propose Annual Objectives and Termly Priorities for school improvement.	Receive a summary of the Annual Objectives.
Standards & Priorities Reviews		Undertake a termly Standards & Priorities Review for each school to ensure there is an aligned understanding of the performance of each school and its improvement priorities.	Headteacher & school leaders report on school improvement to the Standards & Priorities Review.	
Data & Performance	Receive summary data for each school & analysis of trust-wide themes (EdC).	Analyse data for each school against agreed targets and national benchmarks.	Have a detailed and accurate understanding of pupil performance supported by evidence.	Receive summary data.
School Evaluation	Receive a summary.	Moderate and agree the termly School Evaluation against Inspection Framework	Accurately evaluate the school termly against the Inspection Framework criteria	Receive a summary.
Inspection	Participate in governance discussion with inspectors (Chair or representative). Receive inspection reports.	Provide support to school leaders in preparation for and during inspections. Participate in governance discussion with inspectors (CEO). Ongoing liaison with Ofsted relating to trust & individual schools (CEO).	Prepare for inspections, ensuring all staff and governors are aware of inspection requirements. Liaison with Ofsted during an inspection (Headteacher).	Chair invited to participate in governance discussion with inspectors.
CURRICULUM, TEACHING & ASSESSMENT				
Accountability for Curriculum & Teaching	Ensure that a high quality, broad and balanced curriculum is in place, and resources are being used effectively to deliver a curriculum	Accountable for the impact of the curriculum across the trust. Provide guidance, support and challenge to schools on the planning and	Accountable for the impact of the curriculum in the school.	

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	that enables all children to succeed.	implementation of the curriculum for KS1 to KS5 including qualifications.		
School Curriculum Plan		Approve the school's annual curriculum plan.	Prepare an annual school curriculum plan within the Education Frameworks.	Review the annual curriculum plan from a community perspective.
Religious Education			Ensure compliance with SACRE agreed syllabus	
Extra-Curricular			Develop an extra-curricular offer and monitor engagement.	
Accountability for Teaching	Ensure that the quality of teaching is monitored and evaluated and resources are being used effectively to achieve continuous improvement in teaching.	Accountable for the quality of teaching across the trust.	Accountable for the quality of teaching in the school.	
Quality of Teaching	Receive summary reports (EdC)	Analyse school data to identify trust-wide themes. Support and challenge school leaders to continuously improve the quality of teaching.	Have a detailed and accurate understanding of the quality of teaching supported by evidence. Take effective action to continuously improve the quality of teaching.	
Assessment	Receive summary reports (EdC)	Analyse school data to identify trust-wide themes and provide support & challenge to school leaders to continuously improve outcomes.	Implement robust assessment practice within the Education Frameworks. Ensure compliance with statutory testing and examination requirements.	
Early Years Foundation Stage (EYFS)	Receive summary reports (EdC)	Ensure statutory requirements are met: Early Years Foundation Stage Monitor statutory compliance with	Ensure high quality EYFS provision, and monitor impact.	

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		respect to EYFS, review performance data, provide support & challenge.		
Special Educational Needs & Disabilities (SEND)	Ensure statutory requirements are met: SEND code of practice: 0 to 25 years	Develop the Pathway SEND Policy. Provide professional support & challenge to schools in delivering high quality provision for SEND pupils. Review the SEND Information Report for the school prior to publication. Produce on annual report on SEND at the Trust for consideration by Trustees	Implement the Pathway SEND Policy, ensuring high quality provision for SEND pupils. Appoint a suitably qualified SENDCo. Publish annually a SEND Information Report for the school.	
Pupil Premium		Monitor effective deployment of Pupil Premium across trust. Approve Pupil Premium Plans.	Propose an annual Pupil Premium Plan, ensuring effective financial and educational impact, and publish summary on school website.	
Sport Premium		Monitor effective deployment of Sports Premium across trust. Approve Sports Premium Plans.	Propose an annual Sports Premium Plan, ensuring effective financial and educational impact, and publish summary on school website.	
INCLUSION				
Accountability	Ensure that highly effective inclusion practice is in place, and resources are being used effectively to enable all children to access education.	Accountable for the impact of the inclusion practice across the trust.	Accountable for the impact of inclusion practice in the school.	

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Attendance	Ensure statutory requirements are met: working together to improve school attendance Review summary data (EdC).	Collate attendance data for all schools. Analyse school data to identify trust-wide themes. Provide professional advice to schools to ensure high levels of attendance for all groups. Liaise with local authorities and ensure compliance with area processes.	Have a detailed and accurate understanding of attendance patterns for individual pupils and groups supported by evidence. Take timely action to ensure high levels of attendance. Liaise with local authorities in relation to individual children.	Receive summary reports.
Behaviour	Ensure statutory requirements are met: behaviour in schools Review summary data (EdC)	Monitor attendance, behaviour and suspension/exclusion rates. Analyse school data to identify trust-wide themes. Provide professional advice to school leaders to ensure high levels of behaviour for all groups. Liaise with local authorities and ensure compliance with area processes.	Have a detailed and accurate understanding of behaviour and attendance supported by evidence. Take timely action to ensure high levels of attendance. Liaise with local authorities in relation to individual children.	Receive summary reports.
Suspensions and Exclusions	Ensure statutory requirements are met: School suspensions and permanent exclusions - GOV.UK	Provide professional advice to Headteachers, & provide professional support to panel hearings, to ensure suspension/exclusion processes are compliant with DfE guidance, arrange independent appeals. Liaise with local authorities and ensure compliance with area processes.	Issue Suspensions. Issue Permanent Exclusion following professional review. Liaise with local authorities in relation to individual children.	Review Permanent Exclusions and Suspensions ≥15 days
Children Looked After (CLA)		Ensure statutory requirement is met: Designated teacher for looked-after and previously looked-after children - GOV.UK	Appoint a Designated Teacher for Looked after Children. Liaise with local authorities in	

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
			relation to individual children.	
Relationships & Sex Education (RSE) & Health Education	Ensure statutory requirements are met: relationships and sex education (RSE) and health education	Develop a policy for Relationships & Sex Education (RSE) & Health Education	Implement the policy.	Provide a community perspective on the implementation of the policy.
Spiritual, Moral, Social & Cultural Development (SMSC)			Ensure compliance with requirement to provide Spiritual, Moral, Social & Cultural Development	
Careers Education, Independent Advice & Guidance (CEIAG)	Ensure statutory requirements are met: careers statutory guidance		Ensure compliance with requirement to provide Careers Education, Independent Advice & Guidance (CEIAG)	
Medical Conditions	Ensure statutory requirements are met: supporting pupils with medical conditions at school			
SAFEGUARDING				
Accountability	Trustees accountable for ensuring a culture of safeguarding across the trust and promoting the welfare of children.	CEO accountable for safeguarding and welfare of all children in the trust's schools.	Headteacher accountable for safeguarding and welfare of all children in the school.	
Safeguarding Policy	Ensure statutory requirements are met: keeping children safe in education	Develop and propose a Child Protection and Safeguarding Policy to ensure compliance with statutory and local guidance. Provide guidance to school leaders on its implementation.	Ensure implementation of the Child Protection and Safeguarding Policy within the school, identifying and taking action to reduce risks, and developing a culture of safeguarding within the school.	Monitor implementation of the policy and provide feedback to trustees through the Safeguarding Group.

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Safeguarding Governance	Appoint a named Safeguarding Trustee, who leads the Pathway Safeguarding Group, which reports back to the Pathway Board.	Appoint a trust lead for safeguarding. Provide professional advice to the Safeguarding Group.		Appoint a named Safeguarding Councillor, who provides a local perspective on safeguarding & participates in the Pathway Safeguarding Group.
Designated Safeguarding Leads (DSL)		Director of Inclusion provides professional support & challenge to the Designated Safeguarding Leads.	Appoint a suitably qualified Designated Safeguarding Lead.	
Local Safeguarding Board Audits	Receive a summary of the audit findings.	Review the local Safeguarding Board annual audit prior to submission. Collate local safeguarding board annual audits & provide professional support in addressing required actions (Director of Inclusion).	Prepare the local Safeguarding Board annual audit (DSL).	Summary shared with Council (Safeguarding Councillor).
Safer Recruitment	Ensure the suitability of staff, supply staff, volunteers, contractors and proprietors. Ensure statutory requirement is met: Single central record of recruitment and vetting checks	Ensure a clear process for managing the Single Central Record (SCR) is in place. Provide professional advice (Director of People). Independently check the SCR & monitor compliance with safer recruitment requirements (Director of Inclusion). Ensure enhanced DBS certificates are obtained for all staff and supply staff. Ensure enhanced criminal records certificates are obtained for members, trustees and governors (Director of People). Monitor compliance with safer	Ensure the school SCR is accurate & school is compliant with safer recruitment requirements for school-based appointments (Headteacher).	

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
		recruitment requirements (Director of People). Ensure trust is compliant with safer recruitment requirements for trust-based appointments. Ensure the Partnership Team SCR is accurate (Director of People).		
Prevent			Ensure compliance with Home Office and DfE guidance relating to the Prevent duty.	
SCHOOL ORGANISATION				
Term Dates & INSET Days		Agree term dates and INSET days following consultation with Headteachers (CEO).		
School Day		Approve changes to the school day (CEO).	Propose changes to the school day (Headteacher).	Review changes to the School Day prior to approval.
Admissions	Ensure statutory requirements are met: school admissions code Annual determination of Admissions Arrangements (Board). Approve changes to Published Admission Number (PAN) subject to consultation and DfE approval.	Draft Admissions Policy, liaise with local authorities and other bodies, and ensure compliance with Admissions Code. Establish admissions administrative processes & ensure compliance. Provide professional advice on admissions. Arrange admissions appeals. Approve breaches of Published Admission Number (CEO).	Make admissions decisions within the Pathway policy (Headteacher).	Review changes to admissions arrangements prior to approval.

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Census	Summary received. Review pupil numbers termly.	Professional review of census. Summary of census information collated. Termly update on pupil numbers collated.	Approve the school census for submission, following professional review (Headteacher).	
Temporary School Closure		Provide professional advice (CEO).	Decision to make a temporary full or partial school closure on safety grounds, having sought professional advice whenever possible (Headteacher).	Informed.
Educational Visits		Oversee Educational Visits processes & provide professional advice. Approve high risk Educational Visits (CEO).	Appointment a suitably qualified Educational Visits Coordinator. Approve low/medium risk Educational Visits (Headteacher).	
Uniform	Ensure statutory requirements are met: statutory guidance on cost of school uniforms and guidance on school uniforms	Approve changes to school uniform & supply arrangements (CEO).	Propose changes to school uniform & supply arrangements (Headteacher).	Review changes to school uniform & supply arrangements prior to approval.
COMMUNICATION & COMMUNITY ENGAGEMENT				
Vision & Strategy	Ensure that trustees' vision and strategy is being communicated effectively within and outside the trust.	Ensure staff understand the trust's vision and strategy.		
Reputation		Manage the reputation of the trust with external stakeholders.	Manage the reputation of the school with external stakeholders.	
Communication between	Ensure regular engagement between trustees, trust and school	Ensure strong communication between trustees, trust and school	Ensure councillors are well informed about the school's	Ensure councillors' views are communicated to the trustees and

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
trustees, leaders & councillors	leaders, and councillors.	leaders, and councillors. Ensure councillors are well informed about the trust's activities.	activities.	trust leaders including through participation in the Community Council Chairs Group (Chair).
Communication & engagement with staff, parents and pupils	Understand and respond to views of staff, parents and pupils		Communicate proactively with staff, parents and pupils	Review effectiveness of school's communication & engagement with staff, parents and pupils
Communication & engagement with local communities	Understand and respond to views of local communities.	Ensure schools are communicating effectively with their communities. Collaboration with other schools, trusts, community organisations and employers	Develop effective links with the wider school community	Review effectiveness of school's links with the wider school community & identify opportunities for engagement.
Websites		Ensure statutory requirement is met: What academies, free schools and colleges must or should publish online - GOV.UK Ensure Trust website is compliant and accurate. Develop a School Website template & professional guidance.	Ensure School website is compliant and accurate.	
Media		Liaise with national and regional media (CEO). Provide professional advice to schools.	Liaise with local media (Headteacher)	
Social Media		Oversee trust social media accounts.	Oversee school social media accounts.	
School Associations		Provide professional advice to school leaders on association activities that require trust/school	Maintain links with formal groups associated with school (eg Friends, PTA, Foundations).	

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
		approvals.		
COMPLAINTS				
Accountability	Accountable for promoting a culture in which complaints are positively received and seen as important developmental feedback			
Policy	Ensure statutory requirements are met: setting up an academies complaints procedure	Develop and recommend a Complaints Policy that is compliant with DfE requirements & Education (ISS) Regulations 2010.	Implement the Complaints Policy.	
Professional guidance		Provide guidance and training to trustees, governors, trust and school leaders on handling complaints.		
Complaints process	Manage and hear complaints appeals within process.	Manage and hear complaints appeals within process.	Respond to complaints effectively, escalating where necessary in line with the policy.	Manage and hear complaints appeals within process.
Reporting	Annual review of complaints.	Collate data on complaints and provide an annual report to Trustees.		
Complaints from external agencies & organisations		Receive complaints and investigation requests from external agencies and partner organisations, ensuring a timely response.	Receive complaints and investigation requests from external agencies and partner organisations, ensuring a timely response.	
PEOPLE, PAY & PERFORMANCE				
Accountability	Trustees accountable for performance of CEO	CEO accountable for performance of Trust Leadership Team &	Headteacher accountable for performance of school-based staff.	

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
	(Remuneration Committee).	Headteachers. Trust Leadership Team accountable for performance of trust-based staff		
Policy	Ensure statutory requirements are met: Staffing and employment: advice for schools - GOV.UK			
People Strategy	Review the People Strategy (People Cttee)	Develop and implement a robust People Strategy that ensures the trust recruits, trains & retains high quality leaders, teachers and professional support staff. Provide a professional HR service to support trustees, trust leaders and schools with recruitment, induction, professional development, training, talent development and succession planning (Director of People)		
Staffing Structure	Agree structure for the Trust Leadership Team & Headteachers.	Propose structure for the Trust Leadership Team & Headteachers (CEO). Approve staffing structure for School Leadership Teams & school-based staff (CEO). Approve trust-based staffing structure (CEO). Ensure clear line management structure is in place (Director of People).	Propose staffing structure for each school within guidance.	

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Chief Executive	Appoint the Chief Executive, in consultation with the Diocese of Bath & Wells. Manage performance of the Chief Executive.			
Trust Leadership Team (Directors)	Participate in recruitment of the Trust Leadership Team and the Head of Governance.	Appoint within agreed structure & manage performance of Trust Leadership Team (CEO).		
Trust-based staff		Appoint within agreed structure & manage performance of trust-based staff (Directors).		
Headteachers	Participate in recruitment of Headteachers.	Appoint within agreed structure & manage performance of Headteachers (CEO).		Participate in recruitment of Headteachers.
School Leadership Team (Deputy & Assistant Headteachers)		Participate in recruitment of school leaders.	Appoint within agreed structure & manage performance of School Leadership Team (Headteacher).	Participate in recruitment of school leaders.
School-based staff		Approve staff appointments outside agreed staffing structure for school (CEO).	Appoint within agreed structure & manage performance of school staff (Headteacher).	
Reporting	Review trust summary.	Develop metrics for the evaluation of staffing effectiveness, collate data & analyse trends.		
Equality	Monitor compliance with Equality Act 2010 to prevent discrimination against protected characteristics	Ensure compliance with employment law.		
Professional		Agree annual CPD plan.	Develop and propose an annual	

Pathway Scheme of Delegation APPROVED 14.07.26	**Board of Trustees** supported by Board Committees	**Chief Executive** supported by Trust Leadership Team	**Headteachers** supported by School Leadership Teams	**Community Councils**
Development			CPD plan aligned with the school's improvement objectives. Ensure all staff benefit from school and where appropriate trust opportunities for professional development.	
Performance Management	Review Staff Performance & Review Policy.	Develop Staff Performance & Review Policy. Provide professional support for performance management to trustees, trust and school leaders	Implement performance management policy.	
Pay	Approve Staff Pay Policy. Approve Executive Pay Policy. Approve annual pay awards (Board). Undertake role of pay panel to approve pay decisions for all staff, exc. the CEO and Trust Leaders (People Committee). Approve pay for the CEO and Trust Leaders in line with ATH requirements (Board approval upon recommendation from Remuneration Committee)	Develop Staff Pay Policy (Director of People) Develop Executive Pay Policy (Director of People) Endorse pay recommendations to People Committee. Provide benchmarking report on pay for the CEO and Trust Leaders to Remuneration Committee (Director of People)	Implement pay policy. Make pay recommendations to pay panel.	
Restructuring	Approval for restructure affecting >20 posts or redundancy.	Approval for restructure affecting <20 posts.		
Absence		Provide professional advice on staff absence. Approve Leave of	Manage staff absence. Endorse Leave of Absence and	

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		Absence and Secondment requests.	Secondment requests.	
Disciplinary & Grievance	Hear appeals in grievance, capability or disciplinary process for central Trust Staff.	Provide professional advice to Headteachers, Councillors and Trustees. Manage grievance, capability or disciplinary process for central Trust Staff.	Manage grievance, capability or disciplinary process for School Staff	Hear appeals in grievance, capability or disciplinary process for School Staff
Whistleblowing	Ensure processes are in place for whistleblowing to protect staff who report individuals they believe are doing something wrong or illegal. Review the Whistleblowing Policy.	Develop the Whistleblowing Policy. Ensure it is published on the trust website. Ensure all staff are aware of the process, who they can approach & how concerns will be managed (Director of People / Head of Governance). Report to Risk & Audit Committee on whistleblowing cases received (Head of Governance)		
FINANCE				
Accountability	Legal accountability for the trust's assets, accounts and statutory compliance.	The Accounting Officer has oversight of financial transactions (CEO). Chief Financial Officer ensures effective financial management arrangements are in place and compliance with DfE and external financial requirements e.g. HMRC, pensions, banks, auditors. Complete the School Resource	Headteacher accountable for expenditure within the agreed budget	

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		Management (SRM) self-assessment checklist and submit to DfE (CEO).		
Compliance	Maintain robust oversight in accordance with the DfE Academy Trust Handbook.	Ensure the trust is compliant with the DfE Academy Trust Handbook and in particular, Part 8 Schedule of requirements (CEO).		
Financial Strategy	Approve and monitor the implementation of a 3 year financial strategy, ensuring the trust is maintained as a going concern (Board). Approve the DfE 3 year financial plan (BFR3Y) Approve key financial performance indicators & measure performance against them	Develop a 3 year financial strategy to support the trust's overall strategies. Prepare the DfE 3 year financial plan (BFR3Y) and submit once approved by the Board.		
Budget Approval	Approve the annual budget parameters (Finance & Operations Committee). Approve annual revenue and capital budgets following detailed review and recommendation by Finance & Operations Committee (Board).	Prepare the annual budget parameters, including any schemes for the pooling of funds, and recommend them to trustees (Director of Finance). Develop annual revenue and capital budgets within the approved budget parameters in conjunction with Headteachers, and recommend to trustees for approval (Director of Finance). Ensure budgets reflect an integrated approach to curriculum and financial planning (Director of	Propose annual budgets within the budget parameters, ensuring the school's budget reflects the best use of resources to maximise educational opportunities (Headteacher).	

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		Finance).		
Budget Monitoring	All trustees receive Management Accounts monthly. The Finance & Operations Committee considers Management Accounts at each meeting. Ensure appropriate action is being taken to maintain financial viability.	Prepare monthly management accounts, including an income & expenditure account, variation to budget report, cash flows & balance sheet and reserves (Director of Finance).	Monitor monthly management accounts, ensuring school is operating within agreed budgets (Headteacher).	
Unbudgeted expenditure	Approve unbudgeted in-year expenditure that will affect the end-of-year surplus/deficit, following consideration of a business case.	Approve unbudgeted in-year expenditure that will not affect the end-of-year surplus/deficit. Propose unbudgeted in-year expenditure that will affect the end-of-year surplus/deficit.	Propose unbudgeted in-year expenditure that will not affect the end-of-year surplus/deficit.	
Capital Investment	Approve the capital investment programme. (Board)	Establish a sound basis for capital business case planning, financial management and reporting - linking with medium term financial planning and cashflow forecasting (Director of Finance). Ensure effective planning and delivery of building and IT capital schemes (Director of Estates & Facilities, Director of IT).		
Reserves	Approve a Reserves Policy	Propose a Reserves Policy and manage funds to ensure that it is achieved (Director of Finance). Ensure investment is properly managed & seek DfE approval for novel, contentious or repercussive expenditure (Director of Finance).		

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Financial Systems	Approve the Financial Management Framework annually (Finance & Operations Committee)	Prepare and implement the Financial Management Framework. Ensure training on procedures for budget holders (Director of Finance). Provide accounting, financial planning, treasury and financial systems for schools (Director of Finance).	Ensure compliance with the Financial Management Framework	
Cash, debtors, creditors and Banking	Appoint bankers & opening/closing of bank accounts (Finance & Operations Committee). Approval of bank loan or overdraft (Board with DfE approval).	Prepare cashflow forecasts and manage cash balances. (Director of Finance) Ensure timely payment of supplier accounts within stated terms and in accordance with public sector payment policy (30-days) (Director of Finance). Ensure timely billing and effective collection of third party debt. Reporting performance to the Finance Cttee (Director of Finance) Manage day to day banking relationship and recommend changes to banking arrangements (Director of Finance).		
Gifts & Hospitality	Approve a Gifts & Hospitality Policy (Board)	Communicate policy requirements to members, trustees and staff. Maintain a Gifts & Hospitality register.	Ensure compliance with policy	
Contracts		Enter into Contracts within		

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		approved budgets and financial processes.		
Grant Applications		Submit Grant Applications		
Authorisation to commit to Expenditure within approved budget	Board - Over £500,000 Finance & Operations Committee - £173,100 (or the public tender threshold) to £500,000	CEO & Director of Finance - Up to £173,100 (or up to the public tender threshold) Trust Leadership Team - Up to £10,000 Trust Finance Team - Up to £5,000	Headteacher - Up to £10,000 Budget Holder - Up to £5,000	
Special Payments	Staff Severance & Compensation over £50,000 with DfE approval (Board via People or Remuneration Committee). Ex-gratia payments (Board with DfE approval).	Staff Severance & Compensation up to £50,000 (CEO).		
Expenses	Approval of CEO & Trustee expenses (Chair).	Approval of Chair and Director expenses (CEO). Approval of central team & headteacher expenses (Directors).	Approval of school staff expenses (Headteacher).	
Leases	Granting a lease on land or buildings, taking up a finance lease, taking up a leasehold on land & buildings with lease terms over 7 years (Board with DfE approval). Taking up a leasehold on land & buildings with lease terms of up to 7 years (Board).	Taking up an operating lease of up to 3 years and total cost (Director of Finance).		
Write-Offs &	Writing off debts & losses which	Writing off debts & losses which		

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Liabilities	exceed £45,000 individually, or £250,000 cumulatively (Board with DfE Approval).	exceed £500 individually, or £5,000 cumulatively (CEO). Writing off debts & losses up to £500 individually, or £5,000 cumulatively (Director of Finance).		
Acquisition & Disposal of Assets	Acquiring/disposing of a freehold on land & buildings, disposing of heritage assets (Board with DfE approval). Disposing of other assets above fair value of £5,000 (Board).	Disposing of other assets below fair value of £5,000 (Director of Finance).		
Charging	Ensure statutory requirements are met: charging for school activities	Approve charges for premises hire and school meals (CEO) Review charges & remissions to ensure equity (Director of Finance)	Approve school charges & remissions (Headteacher)	
AUDIT, SCRUTINY & RISK MANAGEMENT				
Accountability	Ensure sound internal controls, risk management and assurance processes are in place.			
Appointment of External Auditor	Recommend the appointment of an External Auditor to Members (Board on recommendation of RAC).	Provide professional support in the appointment of an External Auditor (Director of Finance).		
Annual Audit & Accounts	Receive the Annual Audit report and approve the Annual Report and Accounts. Provide the Annual Report and Accounts to be received by Members (Board).	Prepare the Annual Report and Accounts in conjunction with the External Auditor, ensuring following approval that they are submitted, published & filed (Director of Finance).		

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Appointment of Internal Auditor	Appoint the Internal Auditor, agree the annual audit programme, and receive and review reports from the internal auditor (RAC).	Recommend the appointment of an Internal Auditor. Recommend an annual audit programme with reference to the risk register.		
Risk Management	Review annually the principal risks, risk appetite, risk management approach and reporting (Board)	Develop a Risk Management Policy.		
Risk Register	Review the appropriateness of the risk register, ensure internal scrutiny is in place, assure trustees on the effectiveness of risk management & review unforeseen events (Risk & Audit Committee).	Review and update the Risk Register monthly, ensure internal controls are embedded, develop and report on action plans to manage risks.		
Emergency Plan	Ensure contingency & business continuity arrangements are in place (Risk & Audit Committee)	Develop and implement the Emergency Plan	Implement the Emergency Plan	
Insurance	Appoint Insurers for land, buildings, employer liability & other major risks (Finance & Operations).	Recommend appointment of Insurers (Director of Finance).	Appoint Insurers for educational visits, transport & other minor risks not covered by Trust Insurers (Headteacher)	
HEALTH & SAFETY				
Accountability	Under the Health & Safety at Work Act 1974, the trust is responsible for the health & safety of its staff, pupils and visitors. Trustees are accountable for ensuring a culture of health & safety across the trust and for ensuring sufficient resources are in place to discharge the trust's health & safety duties.	Ensure the trust is compliant with DfE and HSE guidance. Appoint a competent health & safety professional to develop policy and monitor performance. Produce an annual Health & Safety assurance report for the Board	Accountable for health & safety within the school (Headteacher).	

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Policy	Ensure statutory requirements are met: health and safety: advice for schools (monitored by Finance & Operations Committee with exceptions reported to Board)	Develop a Health & Safety Policy. Provide Health & Safety advice to trust and school leaders.	Implement the Health & Safety Policy.	
Staff		Ensure central staff have the training, information, instruction and supervision needed to meet statutory requirements and fulfil their duties safely.	Ensure school staff have the training, information, instruction and supervision needed to meet statutory requirements and fulfil their duties safely.	
Data	Review health & safety data and performance (Finance & Operations Committee with exceptions reported to Board)	Identify health & safety metrics and reporting mechanisms & collate data centrally. Report breaches.		
ESTATES & FACILITIES				
Accountability	Review Estates & Facilities Management Procedures (Finance & Operations Committee).	Develop Estates & Facilities Management Procedures. Provide professional support and challenge to school leaders on the implementation of the Estates & Facilities Management Procedures.	Accountable for maintenance of school facilities within Estates & Facilities Management Procedures.	
Capital Improvements	Approve the trust capital strategy and annual capital plan (SCA).	Develop and propose the trust capital strategy and annual capital budget.	Make recommendations for estates improvement and capital investment.	
Compliance	Ensure statutory requirements are met: good estate management for	Manage asbestos effectively in compliance with Control of		

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	schools	Asbestos Regulations 2012.		
Lettings		Coordinate school lettings.		
School Food	Ensure statutory requirements are met: school food standards	Ensure arrangements are in place to provide school meals in compliance with statutory requirements	Monitor local arrangements	
INFORMATION TECHNOLOGY				
Accountability		Accountable for effectiveness of IT systems.		
Framework	Review the IT Strategy (Finance & Operations Committee).	Develop and implement an IT strategy, providing effective and secure IT services to schools.		
Policies		Ensure policies are in place in line with regulatory frameworks.		
Training		Ensure adequate training in place for staff.		
Reporting		Monitor service levels.		
Capital	Approve the trust IT capital strategy and annual capital plan	Develop and propose the trust capital strategy and annual capital budget	Make recommendations for IT improvement and capital investment	
INFORMATION & DATA PROTECTION				
Accountability	Accountable for statutory compliance	Monitor statutory compliance		
Data Protection		Appoint a suitably qualified Data	Identify a named Data Protection	

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Officer (DPO)		Protection Officer.	Lead for each school.	
Policies	Ensure statutory requirements are met: data protection: privacy notice model documents	Prepare data protection policies. Provide advice to schools on implementation. Implement data protection policies ensuring trust compliance with regulatory requirements. Provide an annual assurance report on information governance to the Board.	Implement data protection policies ensuring school compliance with regulatory requirements.	
Reporting	Review performance (Risk & Audit Committee with exceptions reported to Board).	Review breaches and where required report to the Information Commissioner Office (ICO)		
Training		Ensure all central Trust staff are trained.	Ensure all school staff are trained.	
Freedom of Information		Review Freedom of Information (FoI) responses prior to submission within the required timescales..	Submit Freedom of Information responses.	