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Introduction

The Scheme of Delegation (SoD) includes the structure for governance of The Diamond Learning Partnership Trust (the Academy Trust), the terms of reference of the committees within that structure and the delegation of financial and HR authority agreed by the Trustees of the Trust

The aim of The Diamond Learning Partnership Trust (the Academy Trust) is to create schools where every child achieves the highest possible standards through a relentless focus on high quality teaching and learning.

We believe that distinctiveness of our schools is a key strength of our Trust. Each of our schools has an identity and place in the local community; this enables them to make conscious decisions about the curriculum offered. Each school follows the National Curriculum and provides a rich, broad and balanced curriculum which is used as a vehicle to deliver a high-quality education to their pupils.

The Diamond Learning Partnership Trust works collaboratively with its Headteachers and Senior Leadership Teams; empowering them to develop and embed strategies that will produce the best outcomes for the children in their individual schools. With an outstanding education, every child has the freedom to choose their own future. As a Trust we work with partners across the sector to seek out, develop, implement and share best practice. We believe passionately in sector led improvement and embrace world class systems, maximise sharing of resources, expertise, knowledge and opportunity within the Diamond family and beyond.

The Trust is a Charitable Company, and the Trustees are also Directors of the company. The Trustees are appointed by the Members of the Trust¹ in accordance with the Articles of Association or may be co-opted by the Trustees in accordance with the Articles of Association. The Articles of Association permit the appointment of 12 Trustees by Members.

The Articles of Association describe the powers of the Trustees. The SoD is one of the most important documents within the DLPT governance framework and sets out the roles and responsibilities of those who contribute to the governance of Academies and the trust itself, enabling the Trust to operate efficiently and transparently. The SoD sets out the powers that have been formally delegated by the Trustees to officers and committees throughout the Trust along with the accountability and reporting requirements arising from those delegations.

This SoD sets out the extent to which the Trustees have delegated responsibilities within the governance structure of the Trust. All those with governance, leadership and management responsibilities must be familiar with this SoD. The Board of Trustees retains ultimate responsibility for the governance of the Trust and is held to account for all its activities.

This SoD applies to all of the Academies within the Trust. From time to time the Trustees may need to intervene to determine bespoke governance arrangements and individualised support for an academy to ensure the objectives and outcomes set for that academy are achieved. The Board of Trustees reserves the right (in its absolute discretion) to review and alter this Scheme of Delegation and the level of delegated responsibility at any time.

¹ The Articles of Association allow for a minimum of 3 Members with a preference for 5, the majority of which are not Trustees.

The SoD will be reviewed for its effectiveness on at least an annual basis.

Trustee Board

Purpose:

The academy trust board provides:

- Strategic leadership of the academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier
- Accountability and assurance: the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well-maintained
- Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement.

Responsibility for the operation of the Trust is delegated to the CEO subject to the exceptions and limits in this document. The CEO will update the Board with regards to the HR Department.

Structure

The governance structure of the Trust comprises the Board of Trustees and several committees of the Board. These are:

- Standards committee
- Finance & Audit committee
- Local Governing Bodies
- School Transition committee²

The Board will normally establish a Local Governing Body for each academy school but in some circumstances one LGB will be responsible for multiple schools.

The Board may also establish ad hoc committees in accordance with the Articles of Association. Trustee Board.

Membership:

All Trustees are appointed by resolution of the Members, in accordance with the Articles of Association. The Trust Board aims to maintain a balanced membership that brings a wide range of expertise and experience, while also ensuring effective governance of the Trust.

An annual skills audit is conducted and updated to reflect the Trust's strategic priorities. When vacancies arise, the Chair of the Board and the CEO will lead a formal recruitment process.

Each applicant will undergo two screening interviews with members of the Executive Team and existing Trustees. Following this, a recommendation for appointment will be submitted to the Board.

² New in this context means creation of a school rather than an established school joining the Trust

Approval may be sought either electronically or during a Board meeting, depending on timescales. A majority vote is required to progress the candidate for consideration by the Members.

The Board may co-opt the proposed Trustee on a temporary basis. However, co-opted Trustees will not have voting rights until formally appointed by the Members.

All Trustees are members of the Board. The Chair and deputy Chair of the Board will be appointed by the Trustees and will be elected each school year.

The Board may appoint a co-opted Trustee ahead of a Member vote on appointment to the board or to bring relevant skills to the board for a short period of time.

Governance Professional:

The Trustees appoint the Governance Professional (Clerk to the Board) in conjunction with the CEO.

Quorum:

The quorum is 3 Trustees excluding executive Directors employed by the Trust.

Training:

All Trustees must engage in regular training and development to ensure they have the knowledge, skills, and understanding necessary to fulfil their responsibilities effectively.

This includes induction for new Trustees, annual safeguarding training, and ongoing training in areas such as governance, education standards, finance, risk, and strategic oversight. Training should be informed by Trust priorities, sector developments, and individual skills audits.

Training may be delivered internally or via recognised external providers, and participation will be monitored to ensure the Board remains compliant, informed, and effective in delivering its core functions.

Meetings:

Meetings will be held on a regular basis with a minimum of 4 meetings a year. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting. The Clerk will be responsible for calling the meetings and producing minutes.

Where urgency is required in decision making, a virtual meeting can be held remotely but the normal rule of quoracy for the Board / Committee would apply. Five working days' notice must be given for this meeting.

Term of Office for Trustees:

The standard term of office for a Trustee (excluding executives) is 4 years. Any Trustee may be re-appointed at a General Meeting or AGM by the Members of the Trust. It is recommended each Trustee serves for a maximum of 2 terms.

Voting Procedures

At meetings of the Trust Board, decisions shall be determined by a majority of those members present and entitled to vote. Each member shall have one vote. In circumstances where the votes are tied, the Chair of the Trust Board shall exercise a casting vote to determine the outcome. Co-opted Trustees do not have voting rights.

Delegated responsibilities:

The following items are not delegated to the CEO or any of the committees and decisions related to them must be taken in properly convened and recorded meetings of the Trustees. The Trustees may appoint a Trustee or a working group of two or more Trustees with specific terms of reference to prepare a proposal for consideration by the Trustees

- Appointment of the Chief Executive Officer
- Appointment of Headteachers where schools are considered red in our risk assessment
- Appointment of Internal Auditors
- Appointment of LGB members, Chair and Clerk of Local Governing Bodies
- Approval of the Scheme of Delegation
- Approval of the Business Plan
- Approval of the budgets for regulated and non-regulated funds
- Approval for schools to join or leave The Diamond Learning Partnership Trust
- Approval of a recovery plan for an academy school and the appointment of an Executive Headteacher
- Approval of recommendation to Members at AGM on appointment of External Auditors
- Approval of policies not delegated to the CEO
- Pay policy
- Pay policy for CEO
- Admissions policy
- Special Educational Needs and Disability policy
- Safeguarding policy
- Children with medical needs

Standards Committee

Purpose:

- To hold to account the CEO and LGB of each academy school to ensure that all children are making rapid progress towards achieving the full extent of their potential and that this is supported by a broad and balanced curriculum and appropriate policies.
- To promote academy schools working collaboratively

Membership:

The Trustees will decide the membership of the committee on an annual basis. There will be a minimum of 4 members. Only Trustees may be members of this committee. Employees of the Trust may not be members of this committee. A resolution approving the membership of the committee or committees will be recorded in the minutes of the first Trustees meeting of each academic year. The Chair and Deputy Chair of the committee will be appointed by the Trustees annually. The CEO will attend the meetings. The CEO may nominate additional attendees.

Governance Professional:

The Trustees appoint the Governance Professional (Clerk to the Board) in conjunction with the CEO.

Quorum:

The quorum is 3 members of the committee excluding executive Directors employed by the Trust.

Training:

Standards Committee members must attend annual, tailored training focused on their responsibilities, including curriculum, educational performance, safeguarding, and statutory requirements. This training should reflect the current educational landscape and the specific context of the Trust's schools and may be delivered internally or through recognised governance training providers.

Meetings:

Meetings will be held at least once each term. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting. The Clerk will be responsible for calling the meetings and producing minutes.

Delegated responsibilities:

- To monitor the standards, achievements, and progress of all children in each school and by relevant groups including any for which hypothecated funding is given.
- To monitor the standards of attendance, behaviour and safety of all children and the effectiveness of teaching, leadership, and management in each school.
- To monitor targets for each academy school and the effectiveness of plans to achieve those targets.
- To consider Ofsted and other reports that relate to the schools.
- To monitor the curriculum offered by academy schools
- To monitor the quality and development of teaching and learning including the process and impact of performance management in each school and the training of students
- To review in the first term of each school year the performance of the committee in delivering these responsibilities.
- To review the effectiveness of LGB arrangements on improving children's outcomes.
- To require action by the CEO or LGB of a school wherever deficiencies are identified.
- To report to the Board at the meeting following each meeting of the committee.

Finance and Audit Committee

Purpose:

- To hold to account the CEO and each academy school to ensure that the financial resources of the Trust are deployed in accordance with the DfE Academy Trust Handbook and in the most effective manner so that the purpose of the Standards committee can be achieved, and that all information submitted to the DfE and EFSA that affects funding is accurate and complies with funding criteria.

Membership:

The Trustees will decide the membership of the committee on an annual basis. There will be a minimum of 4 members. Only Trustees may be members of this committee. Employees of the Trust may not be members of this committee. A resolution approving the membership of the committee will be recorded in the minutes of the Trustees meeting.

The Chair and Deputy Chair of the committee will be appointed by the Trustees annually.

The CEO and Trust Finance Manager will attend the meetings. The CEO may nominate additional attendees.

Governance Professional:

The Trustees appoint the Governance Professional (Clerk to the Board) in conjunction with the CEO.

Quorum:

The quorum is 3 members of the committee excluding executive Directors employed by the Trust

Training:

All members of the Finance and Audit Committee must attend annual, tailored training relevant to their responsibilities. This includes training on financial oversight, safeguarding, budgeting, internal scrutiny, risk management, compliance with the Academy Trust Handbook, and the regulatory and assurance frameworks governing academy trusts.

Training should reflect current statutory requirements and the specific financial and risk context of the Trust and may be delivered internally or through recognised governance training providers.

Meetings:

Meetings will be held at least once each term. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting. The Clerk will be responsible for calling the meetings and producing minutes.

Voting Arrangements:

For meetings of the Finance and Audit Committee, decisions shall be determined by a majority of committee members present and entitled to vote, with each member having one vote. Executive officers attending the committee, including the Chief Executive Officer and other staff, shall not be entitled to vote on any matter. In the event of an equality of votes, the Chair of the Finance and Audit Committee shall have a casting vote.

Delegated responsibilities:

External Audit:

To review external audit reports, and action plans arising from them

To assess the effectiveness of the external auditor and to report to the board on the adequacy of the internal control framework.

To recommend to the Board a proposal for external audit arrangements for approval by the Members at the AGM, considering expertise, remuneration and value for money of the proposal.

Internal Audit:

To consider the internal scrutiny activity and agree a programme of work that reflects the risks to the Trust.

To review internal audit reports, and action plans arising from them to assess the effectiveness of the internal audit arrangements.

To recommend to the Board a proposal for internal audit arrangements for the following year for approval

To ensure the Financial Procedures manual is consistent with the Scheme of Delegation and reflects any amendments arising from audit actions

Finance:

To review the annual report and accounts and report to the Board.

To monitor the management accounts and propose remedial action if necessary.

To review with the LGB the financial management of every school. The frequency of the reviews will reflect the financial risk RAG rating of the school.

To ensure that all money is spent in accordance the relevant regulations.

To approve the form and content of monthly management accounts to be provided to the Trustees that as a minimum satisfy the requirements of the DfE.

To review policies for financial management including those for purchasing, service agreements charges, remissions, and expenses.

To review reports on financial benchmarking and advise the Board accordingly.

To ensure that the Trust meets all the requirements of the Academy Handbook Schedule of Musts and review on a regular basis.

Risk:

To review the risks to internal financial control and to agree a programme of work that will address these risks, inform the statement of internal control and so far as is possible, provide assurance to the external auditors

Estates and Compliance:

To review internal and external reports on the land and buildings leased to or otherwise used by the Trust including considerations of safety, compliance and condition.

To agree and monitor programmes of work arising from the reports.

To ensure that the operation and asset management of the Trust's estate is delivered appropriately

To ensure process and procedures are in place to achieve compliance with health and safety, HR and financial regulation and reporting.

Procurement and Asset Management:

To review and monitor strategies for development, procurement, implementation of ICT across the Trust, including MIS and teaching and learning technology.

General:

To require action by the CEO or LGB of a school wherever deficiencies are identified.

Local Governing Body

Purpose

- To ensure that all children at the academy school are receiving a high-quality education and are making rapid progress towards achieving the full extent of their potential and that the resources available to the academy school are appropriate and deployed effectively.
- Each school normally has an LGB but one LGB may be responsible for multiple schools (please refer to the Appendices).

Membership:

The Trustees will appoint all members of the Local Governing Body. The membership for a single school LGB will be between seven and nine members including the Headteacher, Chair, two parent members, two staff members and up to three Community members. For a multi school LGB, there will be two parents from each school, one staff member per school and three community members – up to a total of eleven members. In both cases, to allow for succession planning, the LGB may co-opt LGB members for a period of up to one year ahead of a vacancy. Any co-opting should follow the Trust appoint process and be signed off by Trustees.

The Staff and Parent members will be selected by elections within the staff and parent bodies of the school. If the Local Governing Body is responsible for two or more schools, then as far as possible one Parent member and one Staff member will be appointed from each school, and the total number of members permitted will be increased to eleven.

Parent Members:

To be eligible as a Parent member the applicant must have a child at the school at the time of appointment. The member can continue until the end of their term once the child has left the school. The appointment of a Parent member will be terminated if the qualifying child is removed from the school.

Staff Members:

To be eligible as Staff member the applicant must be employed to work at the school for at least 50% of the normal working week. The member will no longer be part of the LGB if employment ceases. The staff member cannot be the safeguarding or SEND governor.

Community Members:

It is preferable that Community members are drawn from the wider community. Employees of the Trust and Parents who have a child in the school may not be Community members. The CEO has the discretion to allow additional parent governors where there are a shortfall of community members and there is a risk to the meeting being quorate. Appointment will be for a year maximum and remain subject to normal appointment processes.

Each member is appointed for four years from date of appointment and must always adhere to the Code of Conduct for LGB members. The appointment of a member will become effective only after the completion of DBS checks.

The Chair and Deputy Chair of the LGB will be appointed by the Trustees, normally on the recommendation of the LGB. The attendees will appoint a chair for that meeting if the Chair is unable to attend.

Clerk:

The Trustees will appoint a Clerk to the LGB.

Quorum:

The quorum is the Headteacher and 3 other members of the LGB.

Training:

All members of LGBs must participate in ongoing training to ensure they can effectively discharge their delegated responsibilities.

Training will be provided by the Trust and may also be sourced from external, recognised providers. It will include, but is not limited to, safeguarding, governance, curriculum, data, and understanding the LGB's role within the wider MAT structure.

Induction training is mandatory for all new governors, and ongoing training requirements will be informed by regular skills audits and the specific needs of each LGB.

Meetings:

- Meetings will normally be held once each term. One meeting per year must be held face-to-face. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting.
- The Clerk will be responsible for calling the meetings and producing minutes.
- An LGB may choose to meet more frequently or may be required by the Board to meet more frequently if the school requires rapid improvement.

Delegated responsibilities:

- To monitor the standards, achievements, and progress of all the children in the academy school and by relevant groups including any for which hypothecated funding is given, the standards of attendance, behaviour and safety of all children and the effectiveness of teaching, leadership and management in the academy school and any additional areas that may be considered by Ofsted during an inspection
- To review the safeguarding of children and staff
- To nominate a Safeguarding member of the LGB
- To consider Ofsted and other reports on the school
- To monitor the targets proposed by the Headteacher, the plan to achieve those targets and the achievement and impact of the agreed plan
- To monitor the relationship between the school and the community including parents and propose any action necessary
- To consider the whether the resources of money, staff and buildings available to the academy school are appropriate and are deployed effectively
- To ensure that the school website contains all information required by law, DfE or TDLPT and is up to date
- To require action by the Headteacher wherever deficiencies are identified
- To report to the Trustees after each meeting in accordance with the appendix LGBs Reporting to Trustees

- To review (with Trustees if appropriate) the appeal of any suspension of pupils to ensure they are lawful, reasonable, and fair, following the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.

School Transition Committee

Purpose

- To supervise and oversee the establishment and operation of each new³ School until such time as it is established in permanent premises and is operating in such a way that the governance requirements can be fully satisfied by an LGB operating in accordance with the standard Terms of Reference for such a committee.
- To provide intervention for a short period of time for schools where there is a need for significant leadership and governance intervention. Any intervention will be reviewed on a termly basis.

Establishing:

The establishment of a school transition committee will be initiated through a report from the CEO to the Trust Board. This report will outline the context and requirements for this governance arrangements, success criteria and timescales for implementation. The committee will be established if the majority of Trustees agree.

Membership:

The membership will comprise the CEO, three non-executive Trustees, and the Headteacher responsible for the school. Only members that are also Trustees will be entitled to vote on any issue. Other members can be appointed where relevant expertise is required.

In the case of a new school, the Headteacher, once appointed, will be required to attend meetings. Other members of staff may be invited to attend from time to time

The Trustees will appoint one of the Trustee members of the committee as Chair.

Clerk:

The Trustees will appoint a Clerk to the committee.

Quorum:

The quorum is three members of the committee.

Training:

All members of the Transition Committee must undertake tailored training to ensure they are equipped to oversee the establishment, development, and governance of new or intervention-stage schools.

This training will cover areas such as new school start-up governance, risk management, temporary leadership oversight, compliance, safeguarding, and rapid school improvement strategies.

³ New in this context means creation of a school rather than an established school joining the Trust.

Where the Transition Committee is deployed in an intervention role, training will also include relevant updates on school improvement frameworks, leadership evaluation, and governance recovery planning.

Training will be delivered by the Trust and/or external providers and will be updated termly in line with the scope of the committee's current intervention or establishment work.

Compliance with the training requirement will be monitored by the Chair of the Trust and reported back, if appropriate, to the Board.

Meetings:

- Meetings will be held at least once each term depending on context. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting. The Clerk will be responsible for calling the meetings and producing minutes. The minutes must include a record of all decisions taken under delegated authority.

Delegated authority and responsibilities:

- All those responsibilities delegated to a Local Governing Body in these Terms of Reference.
- To prepare a plan for the establishment of the substantive LGB, to make recommendations of prospective members of the LGB, and to transfer responsibilities to the LGB at appropriate times.
- To recommend the cessation of the activities of the committee from time to time
- To consider and procure such external advice as is necessary.
- To approve and authorise on behalf of the Board such proposals, plans, programmes, budgets, expenditure, submissions, appointments, and other matters as are necessary to expedite the opening and successful establishment of the Free School and to report on all approvals and authorisations to the next Board meeting provided always that the financial implication of such approval and authorisation do not exceed the financial authority delegated to the CEO acting alone.
- To report to the Trustees as required.

Financial Delegation

The CEO can reduce the amounts delegated at any time but must issue a notice to the person or people affected and to the Finance and Audit committee at their next meeting. They must issue a further notice to the recipients of the first notice when any reduction is further varied.

The financial limits given below apply to any individual transaction and the aggregate of any series of related transactions. The splitting of a large transaction into smaller transactions to enable authorisation at a lower level is not permitted.

Current and capital expenditure and virements above £50,000 (excluding VAT) must be authorised by either the Board of Trustees or the Finance & Audit committee. Any expenditure authorised by the Finance and Audit committee must be reported to the next meeting of the Board of Trustees.

The Trust Board can increase delegated authority around a decision in the case of an emergency / time constraint. The process for procurement is outlined in the Trust's financial procedures.

Contracts, expenditure and virements not covered by the delegations below must be authorised by the CEO subject to a maximum limit of £50,000 (excluding VAT).

For capital purchases where three quotes cannot be obtained, the CEO can approve such purchase up to £50,000 (excluding VAT).

Individual payments that exceed £50,000 (excluding VAT) under a contract approved by the Board of Trustees or the Finance & Audit committee may be authorised by the CEO subject to a maximum limit of £100,000. Variations to such a contract may be authorised by the CEO up to an aggregate limit for all variations of £50,000.

The CEO will ensure our investments / cash reserves are held in line with our treasury management approach. A report will be taken to the Finance and Audit Committee on a regular basis.

The CEO delegates the following to Headteachers for their operation of their budget responsibilities –

- Authorisation of expenditure up to £5,000 within the limits set by the budget for that class of expenditure. This applies to all budget headings for the school except for utilities, insurance, and other services.
- In relation to debt, amounts up to £100 per pupil debt per annum may be approved by the Headteacher for write off or to be placed on a payment plan. Debt between £101 and £1,000 require approval by the CEO. Such approval will only be given after a recommendation from the Trust Finance Manager. The writing off debt of a value over £1,000 must be approved by the Finance & Audit Committee. The Department for Education (DfE) requires the Trust to obtain prior approval for the writing off of debts or losses that are over £45,000 per transaction. The Trust Finance Manager will prepare any case to go to the DfE after agreement. All debts will be charged back to the nominal code where the income was received. The Trust Finance Manager must be notified of any debt write off and the Trust will retain a bad debt write-off summary, and this will be reported annually to the Trust board.

Headteachers are accountable for all expenditure in school but devolve allocation of budget to phase leaders, subject leaders, staff with other specific responsibilities, and class teachers. Any arrangement for devolving need to be clearly documented. Responsibility for the oversight and spending of the central team budget rests with the CEO. All budgets are subject to any under or overspends being rolled forward to the next financial year and appropriate action taken to address any deficit.

Where the CEO is unable to undertake their role for a period in excess of 24 hours, all delegations for financial processes pass to the Deputy CEO with agreement of the Trust Board Chair.

Personnel Delegation

The CEO can remove any delegated authority at any time but must issue a notice to the person or people affected, to the Deputy CEO and to the Finance and Audit committee at their next meeting and must issue a further notice to the recipients of the first notice when any delegated authority is further varied.

Authority to make appointments and other employment decisions as listed below is given to the substantive post holders of the following positions. These authorities are not automatically conferred on those holding the positions on a temporary basis or when deputising for the substantive post holder. All those with the authority to make appointments or suspend or dismiss employees may at their discretion consult other employees, Local Governing Body or Trustees of the Trust, or external advisors.

The CEO has the authority to appoint any person reporting directly or indirectly to the CEO in accordance with Trust policies and procedures except for Headteachers. The agreed recruitment process is included in the appendix. A report on the position with People will be included termly at the Board.

The Headteacher has the authority to appoint any person reporting directly or indirectly to the Headteacher in accordance with Trust policies and procedures, and to authorise others to undertake selection processes and make a recommendation for appointment to the Headteacher.

The Headteacher will consult with the CEO on the appointment of any Deputy Headteacher, Assistant Headteacher or equivalent position. The Headteacher will consult with the CEO on any changes to the management and reporting structure within the school.

The CEO has the authority to appoint any person reporting to the CEO in accordance with Trust policies and procedures, and to authorise others to undertake selection processes and make a recommendation for appointment to the CEO.

The CEO has the authority to suspend or dismiss any person employed by the Trust. This can be delegated to the Trust HR manager / Headteacher to deliver via the Trust policies. In the absence of the CEO, the Deputy CEO has the authority to suspend any person employed by the Trust.

Appendices

The Appendices do not describe any delegated responsibilities but are included as Appendices to the Scheme of Delegation for convenience.

Appoint of Members Process:

1. When a resignation is received, existing Members and Trustees are informed and invited to submit nominations.
2. If no nominations are received, the CEO advertises appropriately to attract potential candidates.
3. Applications are collated and shared with Members at the next biannual Members' meeting.
4. Members review the applications and select a preferred candidate for appointment at that meeting.

Appointment of Trustee Process:

1. A skills audit is undertaken to identify areas for development or additional expertise on the Board.
2. The CEO advertises for new Trustees in appropriate locations depending on the identified skill needs.
3. Applications or nominations are initially reviewed by the CEO and Chair of the Trust through an informal interview or discussion.
4. Suitable candidates are then interviewed informally by a minimum of two Trustees.
5. The candidate's CV and pen portrait are circulated to the full Board for consideration.
6. The Board votes on the recommendation to appoint, with a simple majority required.
7. The proposed Trustee may be co-opted to the Board pending formal Member approval.
8. Final appointment is ratified by Members at either the AGM or the six-monthly Members' Review Meeting.

Appointment of Headteachers Process:

1. The CEO notifies the Board when a Headteacher resignation is received and outlines the recruitment timeline.
2. A Trustee and the Chair of the Local Governing Body is invited to sit on the final interview panel for all Headteacher appointments.
3. Trustees review the school's RAG rating to determine the level of delegation:
 - a. Green or Yellow Schools: Decision delegated to the CEO and Chair, with a Trustee on the panel. The Board is updated at the next meeting.
 - b. Red Schools: Recommendation to be returned to the Board for sign-off. A paper outlining the candidate and the reasons for the decision will be shared. The decision will either take place at the next full Board meeting; or electronically, with all Trustees required to respond for the decision to be binding. A majority decision applies.

RAG rating of schools:

The RAG rating of schools represents an informal assessment of risk to the school. The RAG rating is used to communicate the assessment of the school by the CEO and executive team to the school, the Trustees, Standards and Finance & Audit committees and the LGB of the school. It is used to

determine the extent of support provided to the school and the frequency of school specific oversight by the Standards and Finance & Audit committees.

The CEO will report the current RAG rating of schools at each meeting of the Board of Trustees

The support provided to the school relates directly to the concerns that caused the RAG rating. Concerns may include actual or potential weakness in the Senior Leadership Team, inadequate local financial control, current or potential Ofsted rating below Good, or failure to secure needed improvements at sufficient pace; this is not intended to be a definitive list.

Oversight will involve routine discussion in both Standards and Finance & Audit committees and may include the committees requesting a review or audit of any aspect of the school's operations, or a discussion with the Headteacher.

It is anticipated that the majority of the interviews will be held remotely using video meeting technology.

The aggregate RAG rating of all schools will be included in the overall assessment of risk when considering additional schools joining the Trust.

Terms used with the Scheme of Delegation for Governance Roles:

For clarity, the following roles are defined within this scheme –

- 'Members' (upper case M) are defined by the AoA as Members of the Company
- Trustees and Directors of the Company are synonymous and also defined by the AoA
- 'LGB members' are defined by the SoD as participants in the LGBs
- Governors is a commonly used term to refer to members of the LGB (by Ofsted among others) but in reality the Trustees are the Governors of the Trust and all academies.

Chairs meeting:

This meeting is a committee of The Diamond Learning Partnership Trust and has no delegated responsibilities.

Chairs Meeting

Purpose:

To provide a forum for communication and discussion of matters of general interest to academies within the Trust.

Membership:

The members of this committee will be the Chairs of the Board of Trustees, Standards and Finance & Audit committees and all LGBs, and the CEO.

The Chair of the meeting will be the Chair of the Board of Trustees.

Clerk:

The Trustees will appoint a Clerk to the committee.

The agenda will be agreed by the Chair of the Trust and the CEO. Chairs can request items to be considered as part of this process.

Multi-school LGBs

The default position and the preference of the Trustees is that each academy school will have its own LGB. Any school joining the Trust and any new school established by the Trust will immediately have its own LGB.

There are some circumstances in which the Trustees are willing to consider a single LGB being responsible for two or more schools.

- Two LGBs must make an application to the CEO and the Board of Trustees.
- The CEO supports that application.

There are no specific criteria that must be satisfied but as the principal role of the LGB, as stated in the Purpose, is to ensure that children are receiving a high-quality education then the application must show how this would be enhanced by the two LGBs joining together. Trustees can consider financial approaches to shared arrangements on an ad hoc basis including sharing costs, funding and the retention of balances.

LGBs Reporting to Trustees

Introduction:

Throughout the Diamond Learning Partnership Trust (DLPPT) there are two important components; the staff who collectively deliver education to the children in our care and the Trustees and members of Local Governing Bodies who collectively provide governance of those activities.

Governance can be defined in many ways. A practical way of defining it is: "Making sure that collectively the staff are doing the right things and doing them well".

The Trustees have established a Scheme of Delegation that explains who has responsibility for particular activities. Almost all the activities that staff undertake are delegated by the Trustees to the CEO. The CEO decides how all the tasks necessary to deliver education are split between the staff. The Scheme of Delegation also explains how governance is provided.

The law relating to education says that overall, the Trustees are the governors for all the schools in the Trust. To provide overall governance the Trustees need help from committees that they have established including the LGBs. Among other things they need the LGBs to be their eyes and ears in the schools.

LGB reporting to the Board:

The Scheme of Delegation explains all the things that the LGB should do including reporting to the Trustees as required. The Trustees will change this responsibility to ask LGBs to report to the Board after every meeting.

The Trustees already have access to the minutes of the meetings of the LGBs and that provides good information about the matters that LGBs discuss and the questions and answers that arise during the meeting. However we would like to know a little more than that.

What do the Trustees want to know about?

We would like to know how you feel about the school.

What are you pleased or proud about? What are recent achievements? Is anything causing you concern? How is the school regarded by parents and the community? Is there a question you would like the Trustees to answer? Does the LGB need support to fulfil its responsibilities?

These are only suggestions; members of the LGB may want to tell the Trustees about other things and that is just fine. There are no constraints.

How will this work?

Clerks will be asked to include **Report to the Trustees** on every agenda. This will be to summarise any points that have already arisen and to check whether anything not so far discussed should be included. The Chair will report these items to the Clerk to the Board of Trustees within three days of the LGB meeting and the Clerk to the LGB will include this summary in the Minutes of the LGB meeting. The Clerk to the Board of Trustees will include all submissions in the papers for the following Board meeting. The Board will consider these. Very often no action will be required but the Board will be better informed. Sometimes it will be appropriate to share ideas or achievements with other schools or take other action.

We will review these arrangements from time to time and seek the opinion of LGBs on this reporting process.

We do not want this to be an onerous duty. The reports should be short – not more than a few lines. They can be a paragraph of text or a series of bullet points, or any format relevant to what you want to report.

Role description: Safeguarding: nominated Trustee and LGB member role

The Trustees have overall responsibility for ensuring that children are safe and that the policies and practices of the Trust and its schools are effective. Limited responsibility is delegated to Local Governing Bodies. The Trustees and each LGB will nominate a Safeguarding member.

Safeguarding embraces all possible sources of harm to the child and so embraces pre-employment and pre-appointment checks and Codes of Conduct for adults associated with the school or trust, those aspects of the curriculum that address actual or potential harms to the child as well as the Child Protection and Prevent duties. Everything that could cause harm to a child is included.

It is usually not necessary for the appointed member to know the level of detail that could identify a child, but in any event the appointed member has an absolute obligation to keep confidential any such information that may become known to them.

Purpose:

To ensure that the safeguarding responsibilities of the Trust or LGB are fulfilled.

Appointment:

The nominated trustee or member will be the chair of the Trustees or of the LGB unless another member has been proposed and approved by a majority vote of the Trustees or LGB as the case may be. The appointed member may resign at any time. The term of the appointment will be until the first meeting of the Trustees or LGB in a new school year. A member of school / Trust staff are not eligible to be the safeguarding nominated member.

Role:

- To understand the arrangements for keeping children safe, the context of the whole school or Trust and the influence that has on safeguarding, and any specific factors that need to be considered including but not limited to children with any kind of disability or limited communication skills. Maintain an awareness and understanding of the most up-to-date versions of 'Keeping children safe in education' (KCSIE) and 'Working Together to Safeguard Children'.
- Keep up to date with the Child Protection and Safeguarding Policy and how this is evaluated to ensure compliance with KCSIE.
- Ensure that the annual report from the DSL on the implementation of the school's safeguarding policies and procedures. is distributed to the CEO, LGB and LA.
- To be satisfied that the arrangements for a Designated Safeguarding Lead, and any deputy or alternative arrangements, including provision of time, training and other resources are adequate.
- To be satisfied that staff are adequately trained and there are good records of training.
- To be satisfied that pre-employment or pre-appointment checks happen in a timely way and that the Single Central Record is always up to date.
- To be satisfied that concerns about children are raised, logged, and followed through, and that concerns are reported, escalated when necessary, and pursued to a conclusion, and that all activity is properly recorded
- To review the curriculum arrangements that enable children to behave in a way that promotes their safety.
- To discuss all these matters with the DSL and agree if any action is required.
- To report to the Trustees or LGB on any matters of concern.
- To report to the Board of Trustees if additional action is required or if matters of concern are not being addressed.

Trustee Expenses Statement

Trustees of the academy trust are entitled to claim expenses incurred in the performance of their duties, provided such expenses are reasonable, necessary, and appropriate. Allowable expenses may include UK based travel, subsistence, and other costs directly related to fulfilling their responsibilities as trustees. These claims must be supported by valid receipts and processed in accordance with the trust's agreed policy for expenses. The Trust Finance Manager will oversee the reimbursement of any expense claims.

This approach is aligned with the *Academy Trust Handbook*, which requires trusts to ensure that public funds are used appropriately and demonstrate value for money. It also reflects the principles set out by the Charity Commission, which permit the reimbursement of legitimate expenses incurred by trustees in carrying out their role, while emphasising that trustees must not benefit financially

from their position. All trustee expenses will be subject to oversight and scrutiny to ensure transparency and accountability.