Northern Arch
LEARNING PARTNERSHIP

Scheme of Delegation

Autumn 2026

Overview

An 'academy trust' is a charitable company limited by guarantee and an independent legal entity. Its governance requirements are set out in the Articles of Association. The Trust's model of governance is designed to support the object, purpose, vision and values of the Trust and the needs identified by its academies, i.e. schools and colleges within the Trust.

Northern Arch Learning Partnership was established in April 2024 and the Trust Board is constituted under its Articles of Association.

Purpose of the Scheme of Delegation

The Scheme of Delegation details the delegation of governance functions to Northern Arch's Members, Trust Board, Board Committees, Local Governing Bodies, CEO and Headteachers/Principal, so that all are clear about their responsibilities. It complies with statutory documentation including the Trust's Articles of Association, Funding Agreement and the Academy Trust Handbook.

The Trust Board is able to delegate identified functions to a Committee of the Board. When decisions have been delegated, they must be reported back to the Trust Board at the next meeting. Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Trust Board meeting, action may be agreed with the Chair of the Board. This must be reported to the Trust Board at the next meeting.

The Trust Board is able to delegate identified functions to Local Governing Bodies. The Trust Board will often be reliant on information and advice from, and be guided by, Local Governing Bodies. The Trust Board considers that there is often a powerful case for local involvement in decision making. Where there is a shared responsibility for decision-making between the Trust Board and its academies, the Trust Board has the ultimate responsibility.

Amendment of the Scheme of Delegation

The Scheme of Delegation will be subject to formal review annually, however if the Trust Board deems it appropriate, changes will be made in year. The Trust Board has the absolute discretion to review, amend and/or terminate the Scheme at any time and as it sees fit (subject to complying with the legal requirements upon it), but welcomes comments on the operation of the Scheme from members of the LGBs, including Headteachers/Principal, where it is felt that revisions should be made.

Vision and Values

During the Summer Term 2024, Northern Arch carried out a consultation exercise which was initiated with an event for Members, Directors, Governors and senior colleagues. This was followed by a broader consultation by academy leaders, which included staff and students. As a result of the opinions and ideas gathered in this process, the following vision and values were developed:

Our Vision

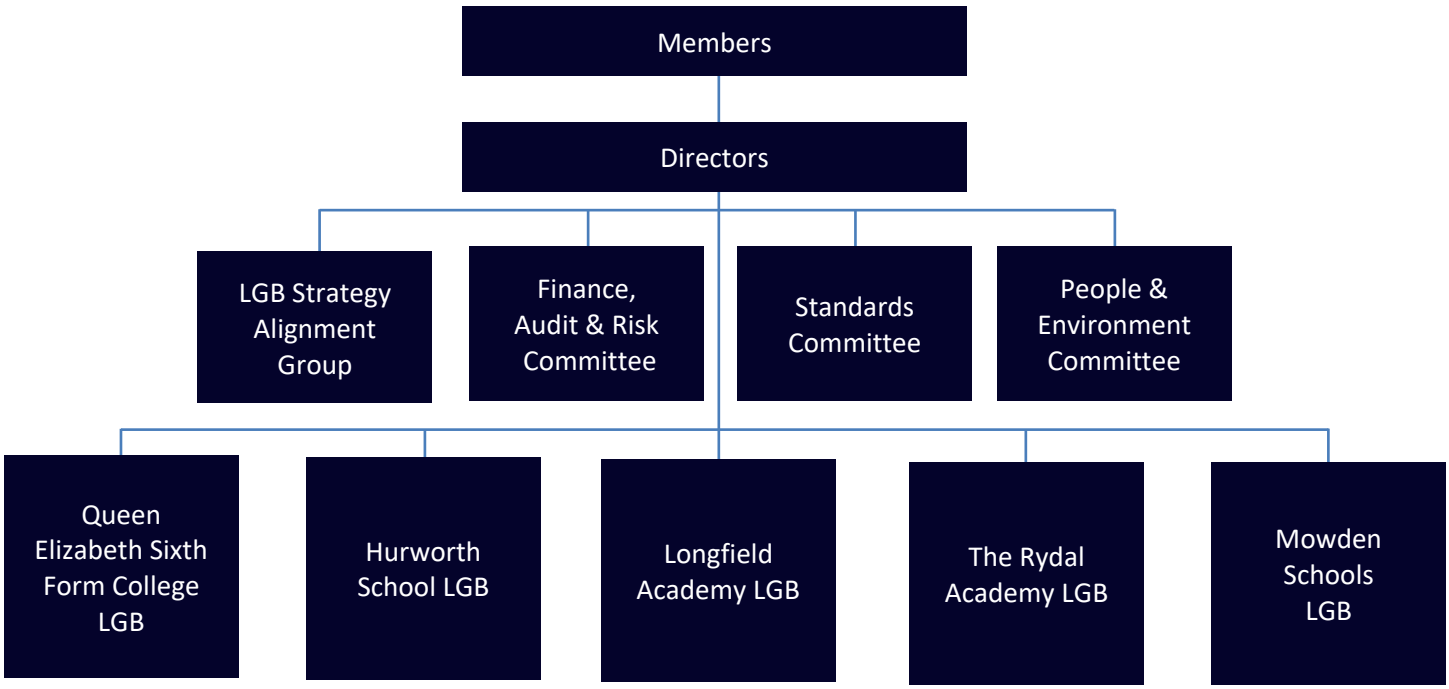
To build a learning community that shapes young people's development into happy, productive, independent adults.

Our Shared Values

Whilst the character and individuality of each academy is celebrated within Northern Arch, we share collective values through our commitment to:

- **Aspiration**
- **Inclusion**
- **Collaboration**
- **Empowerment**

Governance Structure & Accountability



Summary of Roles within the Governance Structure

- **Members** do not have a legal responsibility for the Trust's operation, but oversee its operation and monitor its performance.
- **The Trust Board (Board of Directors)** has overarching responsibility for the operation and management of the Trust, and is legally accountable for all statutory functions and performance of all academies within the Trust.
- **LGBs and Committees** assist the Trust's operation. The Trust Board delegates powers and functions to the LGBs and its other Committees.

Role of Members

Members are the 'Guardians of Governance' and hold the Trust Board to account for the effective governance of the Trust. They ensure that the Trust's charitable objective, which can be summarised as 'advancing education for the public benefit', is being met.

Members are responsible for:

- amending the Memorandum and Articles of Association
- appointing Members and Directors
- appointing and removing auditors
- receiving the Annual Report and Accounts
- directing the Trust Board
- dissolving the Trust

Role of Directors (Trustees)

The Trust is a charitable company and therefore Directors are both Charity Trustees and Company Directors.

The Directors sit on the Trust Board, which has collective accountability and strategic responsibility for the Trust and the three core governance functions:

- strategic leadership
- accountability and assurance
- strategic engagement

The Trust Board also has strategic and statutory responsibility for:

- safeguarding and special educational needs and disabilities (SEND) arrangements within and across the Trust, ensuring the promotion of pupil welfare
- for keeping their estates safe and well-maintained

Directors:

- determine the vision and values for the Trust
- work with senior leaders to develop a strategy for achieving the vision
- ensure that stakeholders are involved, consulted and informed as appropriate
- ensure that all academies in the Trust deliver a broad and balanced curriculum, such that pupils are well prepared for the next stage of their education and adult life
- take ownership of the Trust's financial sustainability and ensure effective resource management across the Trust
- ensure robust risk management procedures are in place and that risk control measures are appropriate and

effective
- agree the Trust's staffing structure and keep it under review to ensure it supports delivery of the strategy
- appoint and appraise the CEO and make pay recommendations

Directors should also refer to the core duties and obligations set out in the Academy Trust Handbook.

Role of Trust Board Committees

To ensure the Trust operates effectively, the Trust Board has established Committees to carry out some of its governance functions. It has delegated responsibility for making certain decisions, although any decisions made will be deemed decisions of the Trust Board.

The Trust Board has established the following Committees:

- Finance, Audit & Risk Committee
- Standards Committee
- People & Environment Committee
- LGB Strategy Alignment Group
- Local Governing Body for each Academy

The membership and responsibilities of each Committee are set out in each Committee's Terms of Reference. Each Committee (other than Local Governing Bodies) must contain a majority of Trustees but may also include other people the Trust Board chooses to appoint. The Trust Board will ensure that Committee members have the necessary skills, background and experience to properly fulfil the relevant Committee functions and will develop these where required.

Role of the Local Governing Bodies (LGBs)

Each academy is served by its own Local Governing Body. The membership of the LGBs and delegated authority is decided by the Trust Board.

Local Governing Bodies will:

- Serve as the key link between the academy, parents/carers and the local community
- Focus on key areas including safeguarding; special educational needs and disabilities; standards and stakeholder engagement
- Contribute, when required, to panels in order to:
  - hear staff grievances and disciplinary matters
  - review decisions to exclude pupils
  - deal with formal complaints in line with the trust's complaints procedure

Role of CEO

The Chief Executive Officer is an ex-officio Director and the Trust's Accounting Officer (responsibilities as outlined in the DfE Academy Trust Handbook).

The CEO:

- is responsible for day-to-day management of the Trust
- leads and manages the Trust Executive Team and the academy Headteachers/Principal
- reports to the Trust Board and its Committees
- can further delegate responsibilities to the executive team and academy Headteachers/Principal

Role of the Chair of the Trust Board

The Chair leads the Trust Board, with the support from the Vice Chair, to ensure it fulfils its functions. The Chair will ensure the Board focuses on strategy, while not overlooking compliance functions nor duties to staff.

The Chair is first among equals but has no defined individual power. The Trust Board is a corporate entity; the power and authority rests with the Trust Board as a whole, however the Chair may need to take Chair's action in an emergency, reporting such action to the Trust Board as soon as possible.

Role of the Headteachers/Principal

The Headteachers/Principal:

- Are responsible for the day-to-day leadership and management of the Trust's academies
- Share information with the LGB about how the academy operates to enable monitoring and scrutiny of key policies and improvement plans.

Scheme of Delegation Matrix Summary

The Scheme of Delegation Matrix clearly identifies the entity accountable for each of the governance functions listed.

The attached Policy Schedule lists the Trust's statutory and required policies, and identifies which are to be approved by the Board.

Northern Arch Learning Partnership
Scheme of Delegation Matrix
Approved Autumn 2026

	Activity	Members	Trust Board	Finance, Audit & Risk Committee	Standards Committee	People & Environment Committee	CEO (or CEO to delegate)	CFO	Trust Governance Professional	Academy committees (LGBs)	Headteacher/ Principal
	1. Trust Governance										
1.1	Appoint/remove members	✓									
1.2	Appoint/remove trustees	✓	(co-opted Trustees)								
1.3	Elect chair/vice chair of trustees annually		✓								
1.4	Appoint committee chairs annually and remove when necessary		✓								
1.5	Determine powers of chair of trustees in urgent situations		✓								
1.6	Establish and review trust governance structure		✓								
1.7	Agree named safeguarding trustee		✓								
1.8	Agree named trustee for special educational needs and disabilities (SEND)		✓								
1.9	Agree named careers trustee *(required in secondary schools)*		✓								
1.10	Appoint trust governance professional		✓								
1.11	Undertake trust governance professional appraisal annually		Chair								
1.12	Articles of association: review		✓								
1.13	Articles of association: ratify changes	✓									
1.14	Agree scheme of delegation and complete annual review		✓								
1.15	Agree committee terms of reference (including academy committees) and complete annual review		✓								
1.16	Agree role description for link governor/trustee areas		✓								
1.17	Agree trust board and committee meeting dates and agendas		✓								
1.18	Commission external review of trust board effectiveness every three years		✓								
1.19	Complete annual trust board self-evaluation, including a review of skills and diversity to ensure effective governance and succession planning		✓								
1.20	Publish governance arrangements on trust and academy websites								✓		
1.21	Ensure trust and academy websites are compliant and effective						✓				
1.22	Maintain compliance on Get Information About Schools (GIAS) and Companies House						✓		✓		✓
1.23	Submit annual report on the performance of the trust to Members		✓								
1.24	Maintain register of interests								✓		
1.25	Maintain a trustee/governor expenses policy		✓								

	Activity	Members	Trust Board	Finance, Audit & Risk Committee	Standards Committee	People & Environment Committee	CEO (or CEO to delegate)	CFO	Trust Governance Professional	Academy committees (LGBs)	Headteacher/ Principal
1.26	Approve statutory policies (policy matrix below)		✓								
1.27	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust						✓				
1.28	Appoint/remove academy committee chairs		✓								
1.29	Appoint/remove academy committee members (local governors) and non-trustee committee members		✓								
1.30	Agree academy committee clerking arrangements						✓				
1.31	Appoint and dismiss local clerks						✓				
1.32	Agree academy committee meeting dates and agendas, ensuring trust-wide consistency								✓		
1.33	Complete periodic review of local governance		✓								
1.34	Set clear expectations on monitoring and visits to schools		✓								
1.35	Ensure board reporting channels are established		✓								
1.36	Agree remit and constitution of any working party established to support trust's strategic objectives		✓								
	2. Vision and Strategy										
2.1	Determine trust's vision, strategy, ethos/culture and key priorities		✓								
2.3	Develop engagement channels with key stakeholders in line with trust vision and priorities						✓				✓
2.4	Agree trust growth strategy		✓								
2.5	Determine non-statutory trust-wide policies						✓				
2.6	Determine academy level policies										✓
	3. Finance										
3.1	Appoint and performance manage chief financial officer (CFO)						✓				
3.2	Produce trust's financial manual (Finance Policy) to further expand on processes relating to delegated financial powers, including Part 5 (Delegated Authorities) of the ATH			Committee to approve				✓			
3.3	Produce annual report and accounts in line with statutory guidance, including Part 4 of the ATH; the Charity Commission's Statement of Recommended Practice (SORP) and DfE's Accounts Direction		Trust Board to approve	Committee to recommend			✓	✓			
3.4	Submit required financial reports and returns							✓			
3.5	Agree budget plan to support delivery of trust strategic priorities		✓	Committee to recommend							
3.6	Agree budget plan to support delivery of academy strategic priorities						✓				
3.7	Monitor trust budget			✓							
3.8	Approve long term financial plans		✓	Committee to recommend							
3.9	Develop and submit three-year budget forecast						✓	✓			

	Activity	Members	Trust Board	Finance, Audit & Risk Committee	Standards Committee	People & Environment Committee	CEO (or CEO to delegate)	CFO	Trust Governance Professional	Academy committees (LGBs)	Headteacher/ Principal
3.10	Carry out benchmarking and trust-wide value for money evaluation						✓	✓			
3.11	Agree reporting and monitoring arrangements for trust and academy budgets		✓	✓				✓			
3.12	Prepare management accounts every month setting out the Trust's financial performance and position, to be shared with Chair of Board and Finance Committee every month and to be shared with the Trust Board at each meeting							✓			
3.13	Approve expenditure/contracts above a specified threshold and ensure requirements for competitive tendering are adhered to			✓							
	4. Operations										
4.1	Appoint and remove external auditors in line with ATH requirements, retendering the external audit contract at least every 5 years	✓									
4.2	Receive external auditor's report	✓									
4.3	Ensure ATH requirements of the FRA Committee relating to oversight and findings of the external audit (ATH 2025: 4.15) are adhered to.			✓							
4.4	Taking advice from the FRA committee, ensure there is an appropriate, reasonable and timely response by the trust's management team to findings by external auditors, taking opportunities to strengthen systems of financial management and control.	✓									
4.5	Action recommendations arising from internal audits						✓				
4.6	Ensure adherence to Part 3 of the Academy Trust Handbook with regards to Internal Scrutiny			✓							
4.7	Agree risk management policy		Trust Board to approve	✓							
4.8	Oversee the risk register and undertake a full review at least annually		✓								
4.9	Undertake termly review of risk register			✓							
4.10	Manage and report on risk mitigation strategies						✓				✓
4.11	Maintain trust contingency and business continuity plans						✓				
4.12	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level					✓					✓
4.13	Monitor implementation of, and compliance with, relevant estates safety and management guidance (ATH 2025: 1.20)					✓					
4.14	Agree premises management documents, including estate vision, estate strategy, asset management plan and strategic review process					✓					
4.15	Monitor academy estates to ensure they are safe and well-maintained										✓

	Activity	Members	Trust Board	Finance, Audit & Risk Committee	Standards Committee	People & Environment Committee	CEO (or CEO to delegate)	CFO	Trust Governance Professional	Academy committees (LGBs)	Headteacher/ Principal
4.16	Ensure that there is suitable expert support on health and safety						✓				
4.17	Oversee the Trust's approach to sustainability leadership and climate change action planning					✓					
4.18	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the Trust						✓				
4.19	Monitor implementation of, and compliance with, the DfE Digital and Technology Standards					✓					
4.20	Develop a cyber security framework						✓				
4.21	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓							
4.22	Ensure there is adequate company secretarial support		✓								
4.23	Appoint a data protection officer (DPO)						✓				
4.24	Complete and maintain Single Central Record (SCR)						✓				✓
4.25	Receive routine reports on the status of the SCR				✓						
	5. Workforce										
5.1	**Appoint/dismiss** - CEO/Accounting Officer		✓								
5.2	As above - other executive team staff						✓				
5.3	As above - Headteachers/Principal						✓				
5.4	As above - Academy level staff members										✓
5.5	**Performance management** - CEO		Chair								
5.6	As above - other staff members of executive team						✓				
5.7	As above - Headteachers/Principal						✓				
5.8	As above - Academy level staff members										✓
5.9	**Determine pay -** CEO		✓								
5.10	As above - other staff members of executive team					✓					
5.11	As above - Headteachers/Principal					✓					
5.12	As above - Academy level staff members										✓
5.13	**Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters** - CEO		✓								
5.14	As above - other staff members of executive team		✓								
5.15	As above - Headteachers/Principal		✓								
5.16	As above - Academy level staff members		(if required)				✓				
5.17	Determine executive team staffing structure		✓								
5.18	Determine academy level staffing structure						✓				✓
5.19	Ensure appointment of DSLs and deputy DSLs						✓				✓
5.20	Ensure appointment of SENDCOs						✓				✓
5.21	Ensure there is effective school improvement capacity within, or accessed by, the trust						✓				
5.22	Monitor compliance with safer recruitment requirements					✓	✓				✓

	Activity	Members	Trust Board	Finance, Audit & Risk Committee	Standards Committee	People & Environment Committee	CEO (or CEO to delegate)	CFO	Trust Governance Professional	Academy committees (LGBs)	Headteacher/ Principal
5.23	Monitor staff wellbeing and workload					✓	✓				✓
5.24	Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD					✓	✓				✓
	6. Curriculum										
6.1	Approve trust-wide curriculum						✓				
6.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓								
6.3	Ensure the promotion of British values		✓				✓				✓
6.4	Deliver provision of statutory careers education (secondary)										✓
6.5	Monitor the inclusiveness of the curriculum				✓						✓
	7. Pupils and Learning Support										
7.1	Ensure high standards of teaching and learning						✓				✓
7.2	Set targets for pupil outcomes and monitor in-year data termly										✓
7.3	Agree academy improvement strategies						✓				
7.4	Determine use and monitor impact of pupil premium				✓						✓
7.5	Monitor impact of PE and sports premium, including sign-off by the Chair				✓						✓
7.6	Set the dates of academy terms and holidays						✓				✓
7.7	Set the times of academy sessions						✓				✓
7.8	Monitor admissions, attendance and persistent absence of pupils				✓		✓			✓	✓
7.9	Ensure effective and compliant trust-wide SEND provision				✓		✓				
7.10	Regularly monitor compliance with SEND code of practice										✓
7.11	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements						✓			✓	✓
7.12	Monitor progress and attainment for all vulnerable children				✓		✓			✓	✓
7.13	Monitor support for looked after and previously looked after children				✓		✓			✓	✓
7.14	Monitor pupil behaviour data across different pupil groups				✓		✓			✓	✓
7.15	Ensure careers provider access across trust				✓						
7.16	Review headteacher decision to suspend/exclude pupils		(if required)							✓	
7.17	Monitor rates of suspension and exclusion across the trust				✓		✓				
7.18	Monitor compliance with school food standards for pupils				✓						
7.19	Ensure free school meal provision is adequately implemented										✓
7.20	Ensure the provision of universal infant free school meals										✓
7.21	Deliver inclusive extra-curricular activities										✓
7.22	Monitor children's wellbeing and how this is actively supported, including supporting pupils with medical conditions				✓		✓			✓	✓

	Activity	Members	Trust Board	Finance, Audit & Risk Committee	Standards Committee	People & Environment Committee	CEO (or CEO to delegate)	CFO	Trust Governance Professional	Academy committees (LGBs)	Headteacher/ Principal
7.23	Monitor provision and outcomes for EAL pupils				✓		✓			✓	✓
7.24	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.				✓		✓			✓	✓
	8. Parents and community										
8.1	Implement admissions appeal process	(Local Authority Service Level Agreement)									
8.2	Review complaints at panel stage		✓							(if required)	
8.3	Monitor all complaints at stage 2 or above raised (including through external agencies e.g. LA, DfE and Ofsted) across the trust,		✓				✓				
8.4	Oversee and ensure engagement with key stakeholders at whole Trust level		✓								
8.5	Engage with key stakeholders at academy level									✓	✓

Key:

✓ = responsible for action

Statutory and required policies, plans and reports for Trust Boards - Schedule

Area	Policy/Report/Procedure	Approved by:	Date for Review	Level
Staffing	Appraisal policy	People & Environment Committee	Autumn term	Trust
	Code of Conduct and Addendum (inc. gifts & hospitality) policy	People & Environment Committee	Autumn term	Trust
	Capability policy	People & Environment Committee	Autumn term	Schools/College
	Disciplinary policy	People & Environment Committee	Autumn term	Schools/College
	Executive Pay Report	Report to People & Environment Committee	Autumn term	Trust
	Gender Pay Gap Report	Report to People & Environment Committee	Autumn term	Trust
	Grievance policy	People & Environment Committee	Autumn term	Schools/College
	Pay policy (inc. Executive Pay)	People & Environment Committee	Autumn term	Trust
	Safer Recruiting Policy	People & Environment Committee	Summer Term	Trust
	Whistleblowing procedure	Board	Summer term (every 2 years)	Trust
Finance & Resources	Annual Report & Financial Statements	Board (via Finance, Audit & Risk Committee)	Autumn term 2	Trust
	Charging & Remissions policy	**LGBs** (noted by Finance, Audit & Risk Committee)	Summer term	Academy
	Finance policy and Financial Scheme of Delegation	Finance, Audit & Risk Committee	Autumn term	Trust
	Health & Safety policies (including First Aid)	People & Environment Committee	Summer term	Academy
	Health & Safety – Trust Statement of Intent	People & Environment Committee	Summer term	Trust
	Investments policy	Finance, Audit & Risk Committee	Spring term	Trust
	Premises Management documents *	People & Environment Committee	Summer term	Trust
	Reserves policy	Finance, Audit & Risk Committee	Autumn term	Trust
	Risk Management Policy	Board	Summer term	Trust
Pupils & Learning	Accessibility Plan	**LGBs** (noted by Standards Committee)	Spring term	Academy
	Admissions Arrangements policy	Finance, Audit & Risk Committee	Spring term	Academy
	Allergen Policy	Standards Committee	Autumn Term	Academy
	Attendance policy	Standards Committee	Early Autumn/ Autumn term 2**	Academy
	Behaviour policy (inc. Susp. & Excl. and Child on Child Abuse/Anti-Bullying)	Standards Committee	Early Autumn/ Autumn term 2**	Academy
	Careers: Programme (secondary and post-16)	**LGBs** (noted by Standards Committee)	Early Autumn/Autumn term 2**	Academy
	Careers: Provider Access Policy Statement (secondary and post-16)	**LGBs** (noted by Standards Committee)	Spring term	Academy
	Inclusion Strategy Statement	**Standards Committee**	Early Autumn/ Autumn term 2**	Academy
	PE & Sport Premium (primary) – to be signed by Chair	**LGBs** (noted by Standards Committee)	Autumn term 2	Academy
	Pupil Premium Strategy Statement (primary & secondary)	Standards Committee	Early Autumn/ Autumn term 2**	Academy
	Relationships & Sex Education & Health Education policy	**LGBs** (noted by Standards Committee)	Early Autumn/Autumn term 2**	Academy
	Reasonable Force Policy	Standards	Summer term	Trust
	Safeguarding & Child Protection policy	Standards Committee	Early Autumn/ Autumn term 2**	Academy
	School Food policy and compliance report	Standards Committee	Spring term	Trust
	School Uniform policy	**LGBs** (noted by Standards Committee)	Summer term	Academy
	Special Educational Needs & Disability (SEND) policy and Report	Standards Committee	Early Autumn/ Autumn term 2**	Academy
	Supporting Pupils with Medical Conditions policy	**LGBs** (noted by Standards Committee)	Early Autumn/Autumn term 2**	Academy
Stakeholders	Complaints policy	Board	Spring term	Trust
	Data Protection (GDPR) policy	People & Environment Committee	Spring term	Trust
	Data Retention & Destruction policy	People & Environment Committee	Spring term	Trust
	Equality Information (including diversity of Board/LGBs)	Report to Board	Autumn term 2	Trust
	Equality objectives	Board	Autumn term 2 (every 4 yrs)	Trust
	Freedom of Information policy and Publication Scheme	People & Environment Committee	Spring term (every 3 years)	Trust
	Governance Information	Trust Governance Professional	As required	Trust
	Governance Code of Conduct (inc. gifts & hospitality)	Board	Autumn term	Trust
	OFSTED Report	Board	As required	Academy
	Privacy Notices	People & Environment Committee	Spring term	Trust

	Sustainability Leadership and Climate Action Plan	Report to Board	Autumn term 2	Trust
	Vision & Values	Board	Spring term (every 3 years)	Trust

Updated Autumn 2026

**To include Estates Vision; Estates Strategy; Asset Management Plan; Strategic Review Process*
***Policies to be reviewed and approved ahead of the meetings in Autumn and then noted at the Autumn Term 2 Standards Committee.*

Additional Notes:

- Once the Trust's annual turnover reaches £36m, we will need to produce an annual Modern Slavery Statement.

- Non-statutory/required policies and procedures are to be approved either by the Trust Executive Team or the Headteacher/Principal, unless delegated to another appropriate colleague. These include, amongst others:

  - Business continuity plans
  - Cyber response and recovery plans