

Lux Mundi Catholic Academy Trust Scheme of Delegation

Board Core functions is to provide						
<ul style="list-style-type: none"> • Strategic Catholic leadership of the academy trust: the board defines the trust's 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, Catholic character, 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. The following statements expand on this. 						
Local governance functions:						
<ul style="list-style-type: none"> • Ensure clarity of school's Catholic vision, ethos and strategic direction • Hold senior school leaders to account for the Catholic character and educational performance of the school and its pupils, including performance management of staff • Oversee the financial performance of the school and make sure its money is well spent <p>Date for review, June 2025</p>						
ACCOUNTABLE	RESPONSIBLE	CONSULTED		INFORMED		
A	R	C		I		
Catholic Life		Board	Committee	CEO	LGB	EHT/ Head
Trust and School Catholic Character		A	R	R	R	I
Ensure that CAT offers an effective Catholic education of the highest quality complaint with the Curriculum Directory and Trust Policy, including full parity with other core subjects and a Diocesan approved RE specification		A	R	R	R	A
Ensure compliance with requirements in accordance with the rites, practices, disciplines and liturgical norms of the Catholic church for Daily collective act of worship and Trust Policy a and take action to address any issues, as appropriate		A	R	R	R	A
Ensure that each school offers an effective Catholic education of the highest quality		A	R	R	R	R
Ensure provision of 10% RE time in each school		A	R	R	R	R
Follow CES guidance on the right of withdrawal from RE & collective worship		A	R	R	R	R
Relationship and Sex Education: Ensure compliance with statutory requirements & the requirements of the Diocesan Bishop and Trust policy.		A	R	R	R	R
Ensure there is an RE & Catholic Mission link local governor or sub-committee with responsibility to monitor & report on policy & practice		A			A	R
Ensure that all pupils follow the Curriculum Directory including full parity with other core subjects and a Diocesan approved RE specification.		A			A	R
Ensure teaching in the light of the Gospel values and active promotion of the spiritual and moral development of pupils and delivers the Curriculum of the school, including all requirements of the National Curriculum:		A			A	R

Governance	Board	Committee	CEO	LGB	EHT/Head
Review Scheme of Delegation and Delegation Matrix: (<i>Changes to the Scheme to be approved by Diocese</i>)	A/R	C	C	C	I
Change name of academy (<i>Changes to be approved by Diocese</i>)	A/R		C	C	
Agree, vary and review Articles of Association(<i>Changes to be approved by Diocese</i>)	A		C		
Members: Appoint/Remove – Members A/R	I				
Foundation Directors: Remove Members A/R	I				
Other Directors: Remove Members A/R	I				
Appoint Chair & Vice Chair of Board of Directors	A/R		I		
Appoint/remove Board of Directors Committee Chairs	A	I	I		
Appoint/remove Company Secretary/Clerk to Board of Directors:	A		R		
Agree terms of reference annually of Board committees (including audit) & lead director roles	A		R		
Governance procedures: Establish, review & approve annually (e.g. code of conduct, payment of allowances, conflicts of interest)	A				
Consider regularly & take action re Director succession planning	A/R		R		
Review & agree Central services spend of CAT	A/R	R	C	C	C
Establish LGB	A/R				
Appoint/remove Local GB Chairs & Vice Chairs	A		C	R	
Appoint/remove Local GB Foundation Governors (Appointed and removed by the Bishop)	I				
Appoint/remove Local GB non-Foundation Governors	I				
Appoint/remove Local GB staff/parent Governors				A/R	
LGB Sub-Committee Chairs: Appoint/ remove	A		I	A/R	
Appoint/remove Clerk to Local GB	A/R			A/R	C
LGB sub-committees & link governor roles: Agree terms of reference annually			I	A	
Local GB skills audit: complete and devise training programme to meet the needs of the school	A/R		I	R	
Consider regularly & take action Local governor and succession planning	A		C	R	
Directors' skills audit: Complete & recruit to fill gaps ensuring a finance skills-set amongst board directors	A/R		R		
Annual self-review and external review of Local GB performance	A		I	R	C
Annual schedule of business for Local GB agreed	A/R		C	R	
Annual register of Governors' business interests to be completed and related party transactions and published	A		I	R	
Appoint and review Internal Auditors	A		C		
Appoint and review External Auditors	A		C		
Deliver Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement:	A		R		
Manage Freedom of Information and GDPR compliance	A			R	
Ensure Trust-wide policies (inc. data protection, whistleblowing, complaints, freedom of information, SEND, safeguarding, QA, finance, pay exist	A/R	C	C		
Approve, review & monitor implementation of policies	A/R	R	C		C
Management of risk; establish register, review and monitor at school level	A		I		
Management of risk; establish register, review and monitor at Trust level	A		R		

Finance and risk management	Board/	Commi ttee	CEO	LGB	EHT/Head
Appoint CEO as accounting officer	A/R				
Appoint CFO	A		R		
Ensure compliance with the requirements of the trusts Delegated Financial powers and duties and Finance polices managing financial risk and opportunity	A		R		
Agree contribution to central services	A		R	C	
Trust budget plan for financial year: Develop, approve & monitor, including delivery of monthly management accounts and forecasts	A	R	R	C	C
Recommend, Approve and Monitor annual school budget for financial year to Board for approval	A		C	R	R
Monitor School Budget plan for financial year and forecasts.	A		R/C	R	R
Ensure compliance with the ESFA Academies Handbook including requirements inc. novel, contentious and repercussive transactions, disposal of land and assets & use of condition allocations and of premises: Ensure compliance		A	R	R	
Finance manual for schools (inc. delegated authority limits for financial transactions, financial delegation, charging, remission and procurement policies,-controls framework (inc. , internal audit): Approve	A	R	R	C	I
Enter into new (non staffing) contracts, ordering goods and services in line with financial scheme of delegations			I/C	A	R
Approving applications for individual business/purchase cards			I	A	R
Review management accounts termly and support the central services	A	A	R		
Agree financial schemes of delegation (see below)	A		R	C	I
Oversee & manage Trust cash position:	A	R	R	I	I
Agree Trust-wide SLAs	A	R	R	C	C
Identify, agree and secure collective /centrally procured services	A	R	R	I	I
Review & agree school specific SLAs	A		C	R	
Appointing preferred suppliers – Trust level	A	A	R		
Appointing preferred suppliers – school level or Trust level if economies identified		I	A	A	R
Set budget objectives and reserves – trust level	A	I	R		
Set budget objectives and reserves within school budget. Where the school is not meeting agreed deficit recovery plans, this reverts to Trust.		I	A	A	R
Approve brought forward reserves – trust level	A	I	R		
Approve brought forward reserves at school level within recommend parameters		I	A	A	R
Monitor use & impact of funding including Pupil premium spend, Year 7 literacy & numeracy catch-up, PE, sports premium & other grant funds.	A	R		R	R

Ensure business is conducted ethically and in line with corporate social responsibility indicators	A		R	A	R
Agree disposal of land	A			C	
Authorising other income generating activities such as after school club and sports /using premises after hours.	A			R	C
Approving a lettings policy and charges	A			R	
Approve & review annually Trust-wide resources & policies (inc. pay policy, health and safety policy):	A	R	C	C	I
Ensure Annual report and accounts, signed statement	A	R			
Approve ISO policies annually	A	A	R	I	I
Ensure a comprehensive risk management strategy is in place to effectively identify, assess and manage risks at all levels of the organisation	A	R		I	
Review identified risks on an annual basis via agreed committee	A	R		I	

Strategy	Board	Com	CEO	LGB	EHT/HT
Determine schools' vision and strategy within the CAT's ethos and values, agreeing KPIs	A		R	I	
Approve and review the Trust Improvement Plan and targets:	A		R	I	
Approve the School Development Plan	A		R		
Set the strategy for growth and direction of the trust	A		R	I	
Review progress of the School Development Plan	A		R	I	
Developing/writing the School Development Plan			R		R
Arrange and facilitate school to school support across the Trust	A		R	I	C

Admissions	Board	Committee	CEO	LGB	EHT/Head
Admissions Policy	A		I	R	
Carry out statutory consultation on an individual school's Admissions Policy	A		I	R	
Agree school Admissions Policy	A		C	R	
Agree PAN annually Admission arrangements (Inc. PAN) compliant with Admissions Code & diocesan guidance: Monitor, review, consult & recommend to board	A		C	R	
Admission application decisions			I	A	R
Arrange Independent Admission Appeals			I	A	
Pupil recruitment & retention: Ensure effective arrangements are in place			C	A	
Monitor & report Attendance & punctuality:	A		I		A
Admission & attendance registers in accordance with regulations: Maintain	A		I		A

Staffing Pay and Performance Management	Board	Com mittee	CEO	LGB	EHT/HT
Approve, monitor and review procedures in line with CES models for Staff and HR issues including , appointment, pay, sickness absence, performance, appraisal, dismissal, capability, safer recruitment, redundancy and disciplinary policies:	A	A	R	C	I
Implement Staff HR, appointment, pay, sickness absence, performance, appraisal, dismissal, capability, safer recruitment, redundancy and disciplinary policies:	A	A	R	C	I
Approve school based policies outside the CES policies	A		C	R	I
Approve, monitor & review Executive tier structure & posts	A		R	R	
Approve, monitor & review central staffing structure and pay	A		R		
Approve Central Staff Pay, progression and rewards	A		R		
Approve, monitor & review School staffing structure (within agreed budget):	I		C	A	R
Approve School staffing structure (outside agreed budget):	A		C	R	
Monitor & review CEO and Executive pay and pay progression	A	R			
Approve, monitor & review Headteacher/Executive Headteacher pay	A		C	R	
Approve, monitor & review central staff pay and progression awards other than CEO and Executive		A	R		
Approve, monitor & review other school staff pay and progression awards:			C	A	R
Undertake CEO performance management/appraisal:	A	R			
Undertake Executive tier performance management/appraisal (excluding CEO):		A	R		
Undertake Executive Headteacher & Headteacher performance management/appraisal:	A		C	R	
Undertake Headteacher performance management/appraisal (where there is an Executive Head):	A		C	R	
Undertake Central staff performance management/appraisal:	A		R		
Undertake other school staff performance management/appraisal recommend pay progression and progression awards			I	A	R
Appoint CEO and central Executive tier	A				
Appoint Executive headteacher & headteacher	A		C	R	
Appoint Senior Catholic posts	A		C		
Appoint central staff:	A		R		
Appoint other teaching and support staff:			I	A	
Suspend/end suspension CEO & Headteachers:	A				
Suspend/end suspension Executive tier (not CEO):	A				
Suspend/end suspension/dismiss School staff (not headteacher):	A				R
All staff: dismiss	A/R				
Approving terms and conditions of employment including salary scales, benefit and allowances.	A		I		R
Approving bonuses and honorariums	A		C		R
Authorising contractual severance payments to individuals including PILON	A		C		
Authorising special severance payments to individuals	A		C		
Ensure compliance with PAYE regulations, payroll arrangements fully meet HMRCs tax and other requirements	A		R		
Establish a Remuneration subcommittee to individual annual salary reviews and pay progression in line with the academy handbook and trust policies	A		C		

Standards curriculum and assessment	Board/	Commi ttee	CEO	LGB	EHT/Head
Approve and review trust wide curriculum content and delivery	A		R	C	C
Approve individual school curriculum content and delivery			C	A	R
Set, monitor and report Trust standards targets & KPIs:	A				
Review Trust wide polices on curriculum content and delivery	A				
Determine school's Curriculum Statement			A	R	
Set, monitor and report School targets for pupil achievement & progress and KPIs:	A		R		
Produce and analyse Trust, report and publish performance data	A		R		
Review standards and outcomes for pupils in each school	A			A	R
Publish results in the required format on school websites	A			A	R
Determine intervention where cause for concern, Quality of education			R	C	C
Approve, review and quality assurance curriculum & assessment approach & policies:			A	A	R
Monitor School curriculum & assessment at all key stages in line with Trust approach			A	A	R
Review and quality assure curriculum content & delivery			A	A	R
Publish Information on school websites: about the curriculum including schemes of work			A	R	R
Teaching & learning, the curriculum, inclusion & the sharing of good practice across the Trust: Quality assure & action where issues arise		A	R		
Publish Information on Careers guidance and deliver in line with statutory requirements including Gatsby benchmarks.	A		R		
School to school support: Arrange to facilitate excellent provision across the Trust & review impact			A		R

Behaviour	Board	Com mitte	CEO	LGB	EHT/ Head
CAT Behaviour Statement	A		R		
Approve Behaviour, exclusion and welfare Policies (implement and monitor)	A		C	A/R	R
Approve & review Behaviour, welfare and exclusion policies & principles, including arrangements for directing pupils offsite:	A		C	A	R
Pupil: Review exclusion on appeal/Consider reinstatement			I	A	R
Monitor attendance data	A		A	A	R
Establish permanent exclusions: independent review arrangements	A		I	R	
Promote Pupil general well-being	A		C	R	R

Safeguarding	Board	/ Com mitte e	CEO	LGB	EHT /Head
Ensure safeguarding processes are in place	A	R			R
Set & review compliance & effectiveness regularly and undertake annual safeguarding Trust reviews take place and are reported to the Board	A	R			
Ensure all CAT schools are safe with all statutory policies in place and followed	A	R			
Complete, maintain and review a school's Single Central Record	A		I	R	
Ensure the Single Central Record is compliant, their school is safe and all safeguarding measures are in place	A		I		R
Undertake an annual review of school safeguarding and compliance including external Safeguarding audits	A		R		
Secure appropriate action where systems for safeguarding pupils are not followed	A				
Appoint Designated teacher to support looked after children and designated safeguarding lead (s) (DSL):	A		R	R	R
Appoint Trust safeguarding trustee	A		I		
Appoint an LGB safeguarding governor			I	A	
Appoint to monitor & report on policy & practice establishing a Safeguarding link local governor or sub-committee with responsibility			I	A	
Secure director and local governor safeguarding training induction and annual training	A	R	I	A	R
Ensure Safer recruitment training for directors, local governors & senior leaders (at least one director/governor on recruitment panel must have had safer recruitment training):	A	R	C	A	R
Ensure, arrange & monitor Staff safeguarding training to ensure legal compliance	A	R	I	A	R
Ratify complaints policies annually	A	R			

SEND	Board	Commi tee	CEO	LGB	EHT/ HT
Develop Trust policy to provide for and identify needs & approach to meeting children and young people's SEND requirements, including those with & without Education, Health and Care (EHC) plans	A		R	C	C
Review and monitor SEND Policy	A			A	R
Implement SEND polices at school level	A	R	€	C	R
Appoint SEND link Governor or sub-committee to have oversight of school SEND arrangements:	A		†	R	
Ensure compliance with SEND Code of Practice:	A		R	A	R
Executive report on SEND across the Trust	A	R	R	I	C
School report on SEND	A		†	R	R
Information on school websites about the implementation of the board's policy for pupils with SEND ,	A		€	A/R	R
Publish School SEND Information Reports (including the local offer on website	A		†	R	R
Appoint SENCO	A		†		R

Equality	Board	Com	CEO	LGB	EHT/HT
Comply and be aware of the duties and responsibilities under Equality law including the Equality Act	A	R	R	R	R
Establish, review & monitor compliance of Trust's equality policy:	A	R	R	R	R
Monitor compliance with Trust equality policy:	A	R	R	R	R
School equality objectives: Set every four years and monitor progress regularly	A	R	R	R	R
Review & publish School Equality information:	A	R	R	R	R
Equality information: Collect & use to inform understanding about the impact of decisions and policy on those who share a protected characteristic and those who do not	A	R	R	R	R
Equality responsibilities: Ensure that staff are aware of their responsibilities and are given appropriate training and support	A	R	R	R	R
Record and report Prejudice-related incidents including unlawful discrimination and take appropriate action	A	R	R	R	R
Establish, publish, implement, monitor & review School Accessibility Plan	A	R	R	R	R

Health & Safety, Premises, estates and insurance	Board	Com	CEO	LGB	EHT/Head
Approve school Health & Safety Policy	A		R		
Develop and approve overarching Estate Strategy and Plan	A		R		
Develop & approve Trust premises and capital strategy	A		R		
Approve overall asset management strategy	A		R		
Approve capital spending across trust	A		R		
Develop and approve School Maintenance Plan within overarching Estate Strategy and Plan	A		R		
Approve Risk Management Plan	A		R		
Ensure provision of appropriate buildings and other relevant insurance	A		R	R	
Approve insurance arrangements across CAT	A		R		
Approve premises related policies	A		I	R	
Complete premises work in line with school's maintenance plan	A		C/I	R	
Approve a School Risk Management Plan			A	R	
Monitor implementation of School Risk Management Plans and reports	A		C	A	
Ensure asset safeguarding	A		R	R	
Annual verification of academy asset inventory	A		R		
Dispose of unsaleable or obsolete equipment in line with Scheme of Delegation (School based)			I	A	
Write off lost equipment against original cost (School based)			I	A	
Determine disposals or acquisition of land	A			I	
School trips & educational visits : Approve policy & procedures compliant with safeguarding & health and safety policies	A		I	R	

Date for review, September 26

Agreed levels of delegated spending limits are contained in the Finance Handbook. For ease of reference see below:

Limits for ordering and authorising payments are set on the Scheme of Delegation, as follows:

Member of staff/ Governing Body	Expenditure Authority Secondary schools	Expenditure Authority Primary schools
Budget Holder	£1,000	£500
Director of Resources/School Business Manager	£15,000	£5,000
Headteacher	£49,000 (1)	£25,000 (1)
Governors / Chair of Governors	+£49,001	+£25,001
CFO		
CEO		
Finance & Resources Committee		
Trust Board		
<p>1 These authorities may not be applied where schools are operating a deficit recovery plan. Agreement for additional spending must be signed off by the CFO</p> <p>2 In all instances, schools are expected to operate within agreed staffing structures and additional staff spending costs other than short term supply costs require prior agreement</p> <p>3 Budget lines are pre agreed and may not be overspent without prior approval. This is noted in particular in relation to spend on supply cover costs.</p>		