Rise
Flourish & Succeed

Scheme of Delegation 2026/2027

Introduction

The Scheme of Delegation is a key document that sets out the decision-making framework for Rise Multi Academy Trust. It provides clarity regarding the roles, responsibilities and levels of authority delegated to Members, the Board of Directors, Board Committees, Local School Advisory Committees, school leaders and executive leaders across the Trust.

The purpose of the Scheme is to ensure that governance and leadership operate efficiently, transparently, and in accordance with the Trust's Articles of Association, Funding Agreement and statutory responsibilities. It establishes clear lines of accountability, enabling decisions to be taken at the most appropriate level while ensuring that the Board of Directors retains oversight of educational standards, financial performance, risk management and strategic direction.

This document supports effective collaboration between governance and leadership by defining where responsibility sits, who is responsible for implementation and where recommendations should originate before decisions are made. It promotes consistency across all Trust schools whilst recognising the important role of local school advisory committees in providing community insight, challenge and support.

The Scheme of Delegation should be read alongside the Trust's Articles of Association, Terms of Reference for Committees, governance policies and relevant statutory guidance. It will be reviewed annually by the Board of Directors to ensure it remains fit for purpose and reflects the evolving needs of the Trust.

Decision Making Matrix

Responsible: the body, individual or team that carries the accountability for this area and is the decision maker where decisions or formal approval is required.

Deliver (Implement): the body, individual or team responsible for implementing and delivering the work in this area in line with the agreed policy or plan.

Recommend: the body, individual or team that makes recommendations in this area to the decision maker or decision-making body.

Area	Key responsibilities	Board of Directors	Executive Leadership Team	Executive Headteacher/ Headteacher
Strategic Leadership				
Vision and culture	Trust statements of vision, values, ethos and mission	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Trust strategic direction, development priorities and associated KPIs/metrics by which progress will be assessed	Responsible	Recommend Deliver	Deliver for the academy(ies)
Governance function (General)	Holding the Executive Leadership Team to account for their performance and organisational performance overall, including the effective implementation of the Trust strategy and operating plan	Responsible Deliver		
	Scheme of Delegation	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Board and Committees (including Local Schools Advisory Committees) Terms of Reference	Responsible	Recommend	
	Trust policies	Responsible	Recommend Deliver	Deliver for the academy(ies)
	School policies			Recommend (to Local Schools Advisory Committees) Deliver
	Monitoring of implementation of policies to ensure compliance	Responsible	Deliver	Deliver for the academy(ies)

Governance function (General)	Recording and publishing pecuniary and business interests	Responsible	Deliver	Deliver (or the academy(ies)
	Changes to the Trust Articles of Association	Recommend		
	Self and external review of the effectiveness of governance	Responsible		
	School or academy trust joining RISE	Responsible	Recommend	

	Due diligence for schools potentially joining the Trust	Responsible	Recommend Deliver	
	Restrict responsibilities of a Local School Advisory Committees	Responsible	Recommend	
	Board induction, training and review	Responsible Deliver	Recommend Deliver	
	Succession planning for Board and CEO	Responsible		
	Succession planning for Executive Leadership Team posts (except CEO)		Responsible Deliver	
	Appointment and removal of Board Chair and Vice-Chair	Responsible		

Governance Function (Appointments)	Board Committee membership: appointment and removal of Committee members and Chairs	Responsible		
	Appointment and removal of Chairs of Local School Advisory Committees	Responsible	Recommend	
	Appointment and removal of Clerk to the Trust Board	Responsible	Recommend	
	Appointment and removal of Clerks to Local School Advisory Committees		Responsible	Recommend
	Appointment of independent internal auditors	Responsible	Recommend	
Equalities	Meet requirements of equalities legislation and guidance including the equality duty	Responsible	Recommend Deliver	Deliver for the academy(ies)

Area	Key responsibilities	Board of Directors	Executive Leadership Team	Executive Headteacher/ Headteacher
Accountability and Assurance				
Provision of Education	Pupil standards and achievement	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Curriculum model for the academy(ies)		Responsible	Recommend Deliver
	Assessment processes		Responsible	Recommend Delivers
	Pupil attendance	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Pupil behaviour	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Christian distinctiveness (Church academies only)	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Trust improvement strategy	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Academy targets and improvement plans		Responsible	Recommend Deliver
	Academy self-evaluation processes		Responsible	Deliver
	Legal responsibilities regarding SEND	Responsible	Deliver	Deliver for the academy(ies)

Inclusion and SEND	SEND policy, local offer and implementation	Responsible	Recommends Delivers	Deliver for the academy(ies)
	Safeguarding and Prevent policies, processes and compliance	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Policies and processes for children at risk	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Develops multi-agency links to support vulnerable pupils		Responsible Deliver	Responsible Deliver for the academy(ies)
Risk	Management of Risk, including the Trust Risk Register, risk controls and mitigating actions	Responsible	Recommend Deliver	
	Compliance with regulatory, contractual, and statutory requirements, including safeguarding	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Academy Risk Register including mitigating actions			Responsible Deliver
	Linking relevant academy risks into the Trust Risk Register		Responsible Deliver	
	Taking actions to address issues identified in internal and external audit reports	Responsible	Deliver	
	Financial performance and sustainability of the Trust	Responsible	Recommend Deliver	
	Assurance of the integrity of the financial information	Responsible	Deliver	
	Trust wide financial compliance and probity	Responsible	Deliver	

Finance	Financial policies, process and levels of financial authority	Responsible	Deliver	
	Setting of annual and three-year Trust Budgets	Responsible	Recommend	
	Setting of annual academy budgets		Responsible	Recommend
	Trust procurement policy and processes	Responsible	Deliver	
	Financial transactions and quotation approvals as indicated in the Financial Authority documentation	Responsible	Responsible	Responsible
	ESFA financial returns and annual report	Responsible	Deliver	
	Accountable for effective use of earmarked funding e.g. SEND, Pupil Premium, Sports Premium, catch-up funding	Responsible	Deliver	Deliver for the academy(ies)
Premises, estates and assets	Health and Safety across the Trust, including policy procedures and monitoring including audits	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Reporting on statutory requirements e.g. RIDDOR	Responsible	Responsible Deliver	Deliver for the academy(ies)
	Strategic management and maintenance of the Trust estate	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Compliance on capital projects	Responsible	Recommend Deliver	

People	Trust staff structure and complement	Responsible	Recommend Deliver	
	School/Cluster staff structure		Responsible	Recommend
	Appointment and removal of CEO	Responsible		
	Appointment and removal of Executive Leadership Team	Responsible	Recommend	
	Appointment and removal of Executive Headteacher/Headteacher/Head of School		Responsible	
	Appointment and removal of school staff			Responsible
	Quality of leadership and management across the Trust	Responsible	Deliver	
	Compliance with employment legislation	Responsible	Recommend	Deliver for the academy(ies)
	Professional development and performance management of the CEO including setting clear objectives	Responsible Deliver		
	Professional development and performance management of the Executive Leadership Team		Responsible (CEO) Deliver	
	Professional development and performance management of Executive Headteachers/Headteachers and the Central Team		Responsible Deliver	
	Professional development and performance management of academy staff			Responsible Deliver
	Shared or Cluster roles		Responsible	Recommend Deliver
	Pay and remuneration, for central executive pay to include central QTS employees and Executive Headteachers/Headteachers	Responsible (Performance Management committee recommend CEO)	Recommend (except CEO) (CEO recommend for DOE)	
	Pay and remuneration, for school based QTS employees and unqualified teachers		Responsible Through Pay Moderation Board	Recommend for the academy(ies)

Area	Key responsibilities	Board of Directors	Executive Leadership Team	Executive Headteacher/ Headteacher
Strategic engagement with stakeholders				
Admissions	Legal compliance, including schools' admissions policies	Responsible	Recommend Deliver	Deliver
	Admissions appeals	Responsible		Outsourced to DBE
	Formal request to amend PANs			DfE
Exclusions	Exclusions policy	Responsible	Recommend	Deliver for the academy(ies)
	Fixed term and permanent exclusions (permanent exclusions and those that take a pupil above the 15-day limit go to a Local School Advisory Committee discipline panel)			Responsible Deliver
Data and Freedom of Information	Requirements of the General Data Protection Regulations (GDPR)	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Requirements under SAR and FOI	Responsible	Recommend Deliver	
	Website compliance	Responsible	Recommend Deliver	Deliver for the academy(ies)
	GIAS and Companies House compliance	Responsible	Deliver	Responsible
Complaints	Complaints policy and procedures	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Complaint against the CEO, a Director or Local School Advisory Committee Member	Deliver		
	Complaint against a Headteacher/Executive Headteacher or member of the Executive Leadership Team		Deliver	
	Complaint against school staff			Deliver
	Complaint against central Trust staff		Deliver	
Relationships with Stakeholders and Communications	Strategic relationships with stakeholders	Responsible Deliver	Recommend Deliver	Deliver for the academy(ies)
	Communications strategy to engage stakeholders	Responsible	Recommend Deliver	Deliver for the academy(ies)
	Obtain the views of various stakeholder groups	Responsible	Recommend Deliver	Deliver for the academy(ies)

Scheme of Delegation: Members

The Members have the following specific responsibilities:

- To ensure the Directors are exercising effective governance of the Academy Trust
- To appoint and remove Directors
- To appoint and remove Members
- By special resolution, to issue direction to Directors to take specific action
- To make amendments to the Articles of Association, subject to any restrictions created by the funding agreement or charity law. This requires special resolution by 75% of members: the Leicester Diocesan Board of Education and DfE must also agree)
- To appointment and remove the Trust's External auditors

The Members have the power to change the name of the charitable company and ultimately to wind up the Trust
To carry out their functions the Members must meet annually at the Annual General Meeting (AGM, and may meet on other occasions, should they determine, that additional meetings will enable them to better carry out their role.

At the AGM, the Members must:

- Receive the annual audited accounts
- Receive an annual update on the progress of the Trust from the Chair of the Board And at the AGM Members should:
- Consider issues that emerge from the annual audited accounts and the update on the progress of the Trust

Members should note that the attendance of three Members is required for the meeting to be quorate.

Scheme of Delegation: Local School Advisory Committees

Local School Advisory members work is defined by their Terms of Reference. They also have a number of decision-making roles as per Rise policies:

- Local School Advisory members may form part of a panel convened to uphold or rescind the Headteacher's decision to permanently exclude a pupil, working in line with trust policy and national guidance. They may also be called to consider reinstatement of a pupil who has been suspended within certain conditions
- Support with school level **complaints** in accordance with the relevant policies

Terms of Reference: Local School Advisory Committees

Local School Advisory Committees provide assurance, insight and constructive challenge to support the Board of Directors in understanding the effectiveness of each school. They do this by:

- Developing a deep understanding of the school's context, strengths and areas for development
- Providing locally grounded insight into the experiences of pupils, staff and families
- Supporting the Trust in ensuring that its vision, values and priorities are lived out in practice
- Acting as ambassadors for the school and Trust within the community

Local School Advisory Committees are not decision-making bodies, except where specific functions are delegated for statutory purposes

Role and Scope:

The role of the Local School Advisory Committee is to:

- Know and understand the school's performance, context and priorities
- Provide constructive challenge and feedback to school leaders
- Contribute to Trust assurance processes by offering local insight and perspective
- support effective engagement with stakeholders and the wider community

Committees do not duplicate Trust level monitoring or operational oversight, and instead rely on Trust reporting and assurance processes.

The Committee will operate across the following five focus areas:

Ethos, Vision and Values

- Understand how the school's ethos, vision and values are developed and embedded
- Know how these are experienced by pupils, staff and the wider community
- Understand how the school prepares pupils for life in the modern world

School Effectiveness:

- Know high-level performance information and the school's context
- Understand self-evaluation processes and improvement priorities
- Understand how the school supports all pupils, particularly vulnerable groups

Safety and Wellbeing:

- Understand how safeguarding systems operate and how a strong safeguarding culture is maintained
- Know how the school promotes pupil and staff wellbeing
- Understand how behaviour systems support a safe and positive environment

Equity, Diversity and Inclusion:

- Understand how the school promotes equality and inclusive practice
- Support assurance that Trust equality objectives are effectively implemented

Community Links:

- Support the school in building and maintaining links with the local community
- Represent the school and Trust positively
- Contribute to stakeholder engagement and communication

Christian Distinctiveness (C of E Schools Only)

- Challenge and support leaders to **ensure the distinctive character of worship and religious education** of the academy
- Support and challenge leaders to ensure that the school's **Christian Vision** and values are rooted in the local context and community and lived

Committees to carry out their role through:

Formal Meetings:

- A structured annual cycle of meetings
- Agendas aligned to the Terms of Reference
- Opportunities to question and discuss key aspects of school performance
- Actions recorded and monitored

School Visits:

- Planned visits linked to priority areas
- Joint visits with Trust representatives where appropriate
- Key findings shared with the full committee

Briefing Papers and Reports:

- Use of Trust produced briefing papers to provide summarised information
- Focus on understanding and questioning rather than duplication analysis

Local School Advisory Committees will:

- Contribute to a continuous feedback loop between schools and the Trust
- Engage with Trust leaders and link directors as appropriate
- Support the Board by providing assurance through informed insight rather than direct oversight

The Governance Professional supports the effective operation of Local School Advisory Committees by:

- Acting as the central point of coordination and communication
- Managing the distribution of papers and documentation
- Ensuring that information is shared with appropriate stakeholders across the Trust

Where required, the Trust may delegate specific statutory responsibilities to Local School Advisory Committees or panels, including:

- Participation in exclusion or reinstatement panels
- Participation in complaints processes

These functions are:

- Undertaken in line with Trust policy and statutory guidance