



North Star Academy Trust: Scheme of Delegation 2025-26

Responsible (R): Does the work

Accountable (A): Owns the outcome (the one who says "yes")

Consulted (C): Provides input, feedback, or expertise (two-way communication)

Informed (I): Kept updated on progress or completion (one-way communication)

Governance	Members	Trust Board	Trust Committee	CEO	Executive Team	Local Governing Body	Headteacher
Review and amend the Trust's Articles of Association	A	R		C	I		
Change the name of the Trust	A	R		C	I		
Wind up the Trust	A	R		I			
Appoint Members (Article 15A)	A	I		I			
Remove Members (Article 16)	A	I		I			
Appoint via ordinary resolution up to nine Trustees (Article 46a)	A	R					
Co-opt Additional Trustees (Article 58)	A	R		C	I		
Remove Trustees by ordinary resolution at a Members meeting. (Article 66)	A			C			
Approve, review, amend and publish the Scheme of Delegation (Annually)		A C		R	I		
Determine the mission and ethos of the Trust		A	C	R	C		
Hold the Executive Leaders to account for the educational performance of the schools and the effective and efficient performance management of staff.		A		R	C		
Overseeing the financial performance of the schools and making sure that the money is well spent.			R FARR	A	C		

Review and approve the Committee Terms of Reference (Annually)		A		C	C		
Review and approve the Trustees & Governor Code of Conduct (Annually)		A		C		C	I
Elect the Chair and Vice Chair of the Trust Board (Annually)		A		C			
Remove the Chair of the Trust Board	A	R		C	I		
Elect the Chair of Trust Board Subcommittees (Annually)		A		C			
Elect the Chair of the LGB				A	R	C	
Remove the Chair of the LGB		A		R	C		
Appoint LGB members					A	R	C
Ensure trustees are compliant with Companies House regulations		A					
Devise a Trust five-year Trust strategic plan		A Approves / owns		R Develop / delivers	C		I
Monitor progress against the Trust strategic plan.		A		R	C		
Implement the ethos, vision and values of the school, ensuring consistency with that of the Trust				A	R		
Ensure the ethos, vision and values of the school, is promoted to all stakeholders in collaboration with the Headteacher.				A	R	I	C
Appoint/Remove Trust Board Governance Professional		A	I	C			
Appoint/Remove LGB Governance Professionals		A				R	C
Appoint a Whistleblowing Trustee		A					
Attend meetings of Trust Board and Committee meetings and provide executive reports as required.				R	R		
Secure professional advice on behalf of the trustees as may be requested				A	C		
Support and challenge the school to improve and develop links, and communication with parents				A	R	R	I
Undertake an annual skills audit or similar performance review		A	I		R		R



Ensure that Stakeholder feedback is collected			I		A		R
Review stakeholder feedback for trends and ensure that the SEF and SDP are updated accordingly			A		R		R
Produce annual report on performance of the Trust and present to the Members.		A			R		

Safeguarding	Members	Trust Board	Trust Committee	CEO	Executive Team	Local Governing Body	Headteacher
Appoint a Designated Safeguarding Officer for the Trust		R		A			
Appoint a Lead Safeguarding Officer for the school (DSL)					A		R
Appoint a Designated Safeguarding Governor		A	C			A	
Appoint a Designated Safeguarding Trustee		A			C		
Provide safeguarding and child protection guidance for all schools		I		I	A		R
Responsible for safeguarding and child protection within the school, ensuring that robust and accurate records are kept.			R		C	I	A
Monitor safeguarding data in the school and identify trends and resolution					A		R
Monitor safeguarding data across the Trust and identify trends and resolution		A		R	C		
Ensure all staff are appropriately trained in Safeguarding and Child Protection		I			A	C	R
Ensure Safeguarding policies are adhered to within the school and take action to mitigate potential risks.					A	C	R
Ensure all governance members have the appropriate child protection checks and are recorded on the Central Team Single Central Record		R				C	
Maintain Single Central Record for their school						A	R
Monitor the Single Central Record for their school 3x a year						A	
Maintain Single Central Record for Trust			A		R		
Recommend the permanent exclusion of a pupil					C	A	R
Responsible for the decision to permanently exclude a pupil.		I		A		R	
Support the Headteacher in deciding whether to permanently exclude a pupil				A	R		



Monitor and challenge suspensions and exclusions in line with DfE Guidance.						R	
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Education & Curriculum	Members	Trust Board	Trust Committee	CEO	Executive Team	Local Governing Body	Headteacher
Hold executive leaders to account for the educational performance of the NSAT Trust and its pupils		A		R			
Create robust accountability, oversight and assurance of educational performance			A ESPC Committee		R	I	
Ensure a broad and balanced curriculum is being delivered to all pupils.			I		A	I	R
Address areas of weakness and improve academic performance, drawing on the best available evidence.			I		A	I	R
Reports to Trustees on schools' performance against targets			I	A	R		
Monitor and evaluate the quality of teaching within the Trust and ensure that sufficient resources are allocated			A ESPC Committee	I	R		
Proposes and develop the strategic pillars and expectations that deliver the Trust's strategy		A		R	C		
Responsible for delivering a high-quality curriculum in line with Trust expectations			A	I	R		R
Hold schools accountable for the implementation of their curriculum in line with the Trust expectations				A	R		C
Responsible for monitoring statutory curriculum compliance on behalf of the Board			A ESPC Committee		R		C
Responsible for the quality of teaching in the school					A	I	R
Receive a 1 year School Development Plan in line with Trust protocols and based on the Self-Evaluation.					I	A Approves	R Develops
Monitor progress against the School Development Plan					R	I	A

Approve times of the school day and dates of school terms and holidays				A	R		I
Monitor school attendance and the application of the school attendance policy					R	I	A
Appoint a designated teacher to be responsible for coordinating CiC provision at their school					A		R
Publish equality objectives, at least every four years				A	R	I	C
Publish an annual SEND Report via the school's website						I	R
Set equality objectives to support compliance with the Public sector equality duty						A	R

Finance, Audit & Risk	Members	Trust Board	Trust Committee	CEO	Executive Team	Local Governing Body	Headteacher
Maintain a register of business interests		I			A		
Prepare the annual budget for the Trust		I			A		
Review and scrutinise annual budget for the Trust			A FARR		R		
Approve the annual budget for the Trust.		A	I		R		
Monitor the income, expenditure, cash flow and balance sheet.			A FARR		R		
Oversee the financial performance of the trust and ensure that its income is spent appropriately		A	C		R		
Provide assurance to the Trust Board on financial systems and operational controls		I	A FARR		R		
Ensure appropriate buildings, employer, public liability and other insurance is in place		I	A FARR		R		
Prepare an annual draft budget for each school			I		A		C
Review finance update to ensure expenditure aligns to the SDP					I	A	R
Scrutinise Pupil Premium Plan - ensure published on website					I	A	R
Scrutinise Sports Premium Plan - ensure published on website					I	A	R
Review the ATH Musts (annually)		I	A FARR		R		
Scrutinise consolidated management information monthly		A			R		
Scrutinise the annual report and accounts		I	A FARR		R		
Approve the annual report and accounts for submission to Companies House by 31 st December.		A					
Receive the annual report and accounts.	A						
Recommend appointment of External Auditors to Members		A					
Appoint/Remove External Auditors and agree remuneration		A					

Recommend Internal Auditors and monitoring schedule to Trust Board			A FARR		R		
Maintain the Risk Register for the Trust			I	A	R		
Monitor risk mitigations for the Trust		A	I	R	R		
Maintain the Risk Register for the school					A	C	R
Monitor the risk mitigations for their school					A	C	R
Remove an LGB and establish and Interim Governing Board		A				C	I
Ensure a Health & Safety 'Competent Person' is appointed.		A			R		I
Draft the Trust wide Business Continuity Plan					A		
Draft a sustainability strategy for the Trust					A		
Ensure the Trust has a sustainability strategy in place		A Approves / owns		R Develop / delivers			
Ensure website compliance			A FARR		R		

Performance and Pay	Members	Trust Board	Trust Committee	CEO	Executive Team	Local Governing Body	Headteacher
Undertake performance appraisal of CEO		A		C			
Undertake appraisal of Central Team Staff			I	A	C		
Undertake the Headteacher's appraisal				A	C		I
Undertake appraisal of all school staff					C	I	A
Recommend annual pay award of CEO to Trust Board			A Pay Committee	I			
Ratify the CEO's Pay		A		I			
Manage an appeal by the CEO in respect of pay via Appeal Committee			A Appeal Committee				
Determine the Pay Scales for all Trust employees		R	A FARR	C	I		
Approve recommendations from the Headteachers for pay progression of all teaching and learning school staff.				A	C		
Manage appeals against pay decisions in schools, via Appeal Committee.					C	A Appeal Committee	I
Approve the CEO's recommendations for pay progression for members of the Central Team and Headteachers			A Pay Committee	R			
Manage appeals against pay decisions for members of the Central Team, via Appeal Committee			A Appeal Committee	R	I		

Staffing	Members	Trust Board	Trust Committee	CEO	Executive Team	Local Governing Body	Headteacher
Appoint the CEO		A					
Appoint members of the Executive Team		A		R			
Appoint the CFO		A		R			
Appoint members of the Central Team				A			
Suspend, discipline and dismiss the CEO or CFO		A					
Manage an appeal by the CEO or CFO			A				
Suspend, discipline and dismiss members of the Central Team				A	C		
Manage a dismissal appeal by Central Team			A				
Appoint a Headteacher		A Approve		R Lead	R	A Participate	
Discipline, suspend or dismissal of a Headteacher				A Lead	R	C Informed/ Approve dismissal	
Manage a dismissal appeal by a Headteacher		A					
Discipline or suspend staff within their school					C		A
Dismiss staff within their school					C		A
Appoint Senior Leadership Staff in School					C	A	R
Appoint school staff					C		A
Appoint a Company Secretary		A					
Ensure that appraisal has taken place for all school staff							A
Monitor that appraisal has taken place for all school staff			A Pay Committee				

Panel Hearings	Members	Trust Board	Trust Committee	CEO	Executive Team	Local Governing Body	Headteacher
Responsible for handling and monitoring complaints at Stage 1							A
Undertake investigations as required in the Complaints Process					A		
Responsible for responding to Stage 1 Complaints					A		
Responsible for responding to Stage 2 Complaints					A		
Responsible for forming a Stage 3 Complaint Hearing		A			R		
Ensure the Suspension and Exclusion Policy is adhered to						A	R
Responsible for forming a Suspension Representation Hearing					C	A	R
Responsible for convening a Permanent Exclusion Hearing						A	R
Responsible for convening a panel re school staff absence/disciplinary						A	R
Responsible for convening a panel re a Headteacher's absence/disciplinary		C		A	R	C	

Inspections (OFSTED)	Members	Trust Board	Trust Committee	CEO	Executive Team	Local Governing Body	Headteacher
Ensure all staff and governors understand the inspection process					A		R
Provide advice and training in advance of an inspection					A		R
Support the school during and after inspection					A	R	
Engage with the inspection process when required					A	C	R
Review inspection reports and mitigating action plans		A			A	C	R
Include the recommendations of the school's last inspection in the SDP					A		R
Monitor the school's response to the recommendations of its last inspection					A	C	R