The Rivers
C.of E. Academy Trust

Scheme of Delegation

Committee	Board of Trustees
Approved	October 2026
Category	Statutory - DfE
Next Review	Annually – Autumn 2027
Officer Responsible	CEO/CFOO

This document sets out the regulations for the MAT and all member academies

Contents

Contents **2**
Definition of terms **3**
1. Introduction **4**
2. Roles within the governance structure **4**
2.1 Members 4
2.2 Trustees 4
2.3 Executive Officers 4
2.4 Board Committees 4
2.4.1 Advocates 5
3. RACI framework **5**
4. Scheme of Delegation **6**

Definition of terms

'Board of Trustees' – This refers to either Rivers full Board of Trustees or its relevant sub-committees or officers with delegated authority, in accordance with our Scheme of Delegation.

'Executive Officers' – This refers to members of the executive team whose job titles include 'executive officer'.

1. Introduction

The Scheme of Delegation (SoD) sets out how authority and accountability are distributed within the Trust. It provides clarity about where decisions are made, who is responsible for delivery and how the different layers of governance and executive leadership work together.

The SoD applies from Members and Trustees through to the Trust's Executive Officers. It focuses on formal authority and governance accountability and is not intended to describe every aspect of operational leadership or management.

The SoD is supported by two separate internal documents: the Leadership and Management RACI, which sets out responsibilities for leadership and delivery across central, hub and school teams; and the Policy Delegation Schedule, which identifies responsibility for approving, maintaining and supporting policies and documents. Neither forms part of this published document.

2. Roles within the governance structure

2.1 Members

Members are the guardians of the Trust's constitution and have a limited but important role in ensuring that the Trust remains true to its charitable purpose. In accordance with the Articles of Association, they have specific constitutional powers, including the appointment and removal of Trustees/Directors and oversight of changes to the Trust's constitution. They hold the Board of Trustees to account for the effective governance of the Trust but do not undertake the Board's governance functions.

2.2 Trustees

Trustees are the charity trustees and company directors of the Trust and are collectively accountable for its governance. The Board sets the Trust's strategic direction, ensures financial and educational accountability and holds the executive leadership to account. It may delegate responsibilities and decision-making authority but retains overall accountability for the Trust.

2.3 Executive Officers

Executive Officers are responsible for the leadership and management of the Trust within the authority delegated to them by the Board. They translate the Trust's strategic direction into action, make executive decisions within their delegated authority and ensure effective implementation across the Trust.

2.4 Board Committees

Board Committees support the Board in carrying out its responsibilities through more detailed scrutiny, oversight and assurance in defined areas. The Board delegates responsibilities and, where appropriate, decision-making authority to its committees in accordance with their Terms of Reference and this Scheme of Delegation. Committees remain accountable to the Board and

do not alter the Board's collective accountability for the governance of the Trust.

2.4.1 Advocates

Advocates provide valuable insight and evaluation information to Trustees, bringing school-level perspectives to inform strategic oversight and decision-making. The Trust does not operate Local Governing Bodies and Advocates do not hold delegated decision-making authority; they are therefore not assigned a RACI designation within the Scheme of Delegation. Their role strengthens the connection between Trustees and individual schools and ensures that local experience and stakeholder perspectives inform Trust-wide governance.

3. RACI framework

The SoD uses a RACI framework to show the role of each person or body:

- **Responsible (R)** – leads or carries out the activity or work required.
- **Accountable (A)** – holds the formal authority and ultimate accountability for the decision or outcome. There should normally be only one Accountable designation for each activity.
- **Consulted (C)** – provides input or advice before a decision is made or action taken.
- **Informed (I)** – is kept informed of decisions, actions or outcomes.

Delegation does not remove accountability. Where authority or responsibility is delegated, the person or body delegating it retains the oversight necessary to assure itself that it is being exercised appropriately.

4. Scheme of Delegation

The Rivers C of E Academy Trust

Scheme of Delegation

Formal authority and governance accountability

RACI Key:
Responsible - Those responsible for the task, who ensures that it is done
Accountable - Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible
Consulted - Those whose opinions are sought, and with whom there is two-way communication
Informed - Those who are kept up-to-date on progress

		Delegation							
		Board and Committees						Executive Officers	
		Members	Board of Trustees	Audit, Risk & Compliance	Finance & Operations	People, Pay & Performance	Quality of Education	Chief Executive Officer (CEO)	Chief Financial & Operations Officer
Governance									
1	Members appointment and removal	AR							
2	Trustees appointment and removal - Article 50 (7 trustees)	AR	C					C	
3	Trustees appointment and removal - Article 51 (up to 5 additional trustees)	A	R					C	
4	Chair of Trustees - appointment and removal	I	AR					C	
5	Approval of terms of reference for trustees' committees and for advocacy groups		A	I	I	I	I		
6	Appointment and removal of committee chairs		A	C	C	C	C	C	I
7	Appointment and removal of advocates		A					R	
8	Revision and agreement of Articles of Association and other governing documents	A	R					C	
9	Determine and update Scheme of Delegation		A					R	R
10	Determine the responsibilities of central, hub and school leaders (Leadership and Management RACI)							A	R
11	Determine trust framework for policy approval		A					R	C
12	Appointment of the external auditors	A		R				R	R
13	Internal audit strategy and annual plan for scrutiny		A	R					
14	Governance skills audit, succession and training		A					R	
15	Manage conflict of interests and related party transactions		A	R				R	R
Strategic									
16	Trust Vision and core values		A					R	
17	Overall strategy of the trust including trust wide objectives		A					R	R
18	Setting the vision for trust growth		A					R	
19	Capacity assessment before growth approval		A					R	R
20	Due diligence review process for schools joining the trust		A					R	R
21	Approve new academies/sponsored schools joining the trust		A					R	C
22	Approve funding agreements, property leases and other significant legal arrangements for relating to new schools joining the trust		A		C			R	R
23	Setting the vision for the income generation strategy		A					R	
24	Determine risk management strategy		A	R	C	C	C	R	R
25	Determine strategic vision for investment priorities		A	C	C	C	C	R	R
26	Oversight of the Trust's complaints policy and assurance on its effectiveness		A				R	R	
27	Formal complaints panel arrangements		A				R	R	R
Safeguarding									
28	Safeguarding assurance and oversight		A	R	R	R	R	R	R

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			Members	Board of Trustees	Audit, Risk & Compliance	Finance & Operations	People, Pay & Performance	Quality of Education	Chief Executive Officer (CEO)	Chief Financial & Operations Officer
Education / Curriculum										
29	Approval of Trust-wide ambitions and assurance on educational performance			A				R	R	
30	Assurance on school improvement, educational standards and pupil wellbeing			A				R	R	
31	Assurance of curriculum entitlement and quality			A				R	R	
32	Assurance of SEND and inclusion			A				R	R	
33	Term dates								AR	I
34	Length/organisation of the school day								AR	
35	Trust-wide oversight of exclusions			A				I	R	
36	Consideration of reinstatement following suspension or permanent exclusion			AR				R		
37	Determination of school admission and admission appeals arrangements			A				R	R	
38	Significant changes including pupil admission number (PAN) and age range			A		C		C	R	R
Finance										
39	Statutory reporting	Completion and approval of annual accounts	I	AR	C	I			R	R
40		Oversight of timely and accurate statutory financial returns		A	R				R	R
41	Accounting Officer	Assurance on regularity, propriety, value for money and compliance with the funding agreement and Academy Trust Handbook		I					AR	R
42		Completion and signing of the annual Accounting Officer statement on regularity, propriety and compliance		I					AR	R
43		Written advice to the Board on proposed action or failure to act that breaches requirements, and escalation to DfE where required		I					AR	C
44	Internal control	Approval of financial regulations and delegated financial limits		A		R				R
45		Assurance over internal financial controls		A	R					R
46	Budget & Management reporting	Approval of trust annual budget, school allocations and central/hub contributions		A		R			R	R
47		Approval of budget virement limits and escalation requirements		A		I			R	R
48		Financial performance, sustainability and budget monitoring				A			R	R
49	Purchasing & Procurement	Approval of procurement limits and contracts requiring reserved authority				A				R
50		Approval of commitments requiring reserved authority				A				R
51	Banking authority &	Approval to borrow money		A	C	R			R	R
52		Approval of treasury/banking arrangements and limits				A				R
53	Oversight of payroll controls and assurance				A					R
54	Approval of debt write offs requiring reserved authority (see finance policy)					A				R
55	Fixed assets	Approval of capital expenditure and assurance on project delivery				A				R
56		Oversight of asset management and approval of disposals requiring reserved authority				A				R
57	Oversight of insurance arrangements and assurance				A					R

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			Members	Board of Trustees	Audit, Risk & Compliance	Finance & Operations	People, Pay & Performance	Quality of Education	Chief Executive Officer (CEO)	Chief Financial & Operations Officer
Human Resource										
Decision-makers and appeal panels are appointed in accordance with the relevant policy. Appeals are heard by persons who have not been involved in the original decision, and individuals must not handle cases concerning themselves.										
58	Staff structure	Oversight of workforce affordability and sustainability				A			R	R
59		Approval of the workforce framework and significant restructures outside delegated authority				C	A		R	R
60	Recruitment and onboarding	Recruitment and appointment of CEO		AR						
61		Recruitment and appointment of Executive Officers				C	C	C	AR	C
62		Oversight of recruitment, safer recruitment and appointment arrangements						A	R	R
63	TUPE	Approval and oversight of workforce implications of transfers and Trust growth		A			C		R	R
64	Succession planning	CEO succession planning		A			R			
65		Assurance on executive and wider leadership succession					A		R	
66	Pay	Approval of the pay policy and framework		A			R		R	R
67		Determination of CEO remuneration		A			R			
68		Determination of other executive remuneration		A			R		R	
69		Approval of special severance and compensation payments within delegated limits and applicable DfE requirements		A		I	R		R	R
70	Suspension or Dismissal	Delegated authority for suspension and dismissal of Headteachers and other staff, in accordance with the disciplinary policy					I		AR	R
71		Suspension and dismissal of Executive Officers other than the CEO, including separate appeal arrangements		AR					R	
72		Suspension and dismissal of the CEO, including separate appeal arrangements		AR						
73	Grievance / Fairness & Dignity	Delegated arrangements for handling grievances concerning Headteachers and other staff, including appeals					I		AR	R
74		Arrangements for handling grievances concerning Executive Officers other than the CEO, including appeals		AR					R	
75		Arrangements for handling grievances concerning the CEO, including appeals		AR						
76	Oversight of whistleblowing arrangements and handling of concerns on their effectiveness			A	R				R	R
77	Oversight of whistleblowing arrangements and handling of concerns involving executive leadership			AR						
78	Flexible working request for CEO and appeal authority			AR			R			
79	Objective setting and performance appraisal for CEO			AR						
80	Capability - formal procedure for CEO and appeal authority			AR			R			
81	Ending of Fixed Term Contract for CEO and appeal authority			AR			R			

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Health, Safety and Estates Assurance									
82	Oversight and assurance of health, safety and estates statutory compliance, including incident reporting		A	R					R
83	Oversight and assurance of safe operational practice, estate investment priorities and critical incident and business continuity preparedness		A		R			R	R
Data Protection and Information Governance									
84	Approval of the policy framework and assurance on data protection and information governance compliance		A	R					R
85	Appointment of the DPO and assurance of their independence, resources and reporting access		A	R					R
Relationships, Marketing and Other Compliance									
86	Oversight of pupil recruitment, stakeholder engagement and marketing arrangements, including operating model and investment priorities		A		R			R	R
87	Oversight and assurance on statutory publication requirements across Trust and school websites		A	R					R