

Odyssey Collaborative Trust

KEY	
A	Approval
R	Recommend
C	Consult
M	Monitor
D	Deliver

Scheme of Delegation		ESFA	Local Authority	Members	Board of Trustees	Chair of Trustees	Resources & Audit Committee	Education Committee	Pay & Remuneration Committee	CEO Performance Management	Chief Executive Officer (Accounting Officer)	Chief Finance Officer	Chief Operating Officer	Governance Professional	School Improvement Lead	Local Governing Board	Chair of LGB	Headteacher	Other roles (see notes)	SBM	Notes
Governance																					
Governance	Trust Articles of Association			A	R																
Governance	Strategic vision for the trust				A						R	C	C			C		C			
Governance	Strategic vision for the school										C					A		R			Each school vision must align with the overall trust vision
Governance	Appoint/remove Trustees			A	R																
Governance	Trust Board, Committee & Local Terms of Reference			M	A																
Governance	Trust Scheme of Delegation			M	A						C	C	C	C	C	C	C	C			
Governance	Admitting new schools joining the Trust				A						R	R	R		R	C	C	C			
Governance	Establish Local Governing Body (LGB) Terms of Reference				A						C					C		C			
Governance	Establish Trust Board committees				R/A									C							
Governance	Appoint (election) (and remove) Chair of Trust Board				A																
Governance	Appoint (election) (and remove) Vice Chair of Trust Board				A																
Governance	Appoint Audit Committee				A		R														
Governance	Appoint, remove and performance manage Governance Professional (LGB)										C					A		C			
Governance	Appoint (and remove) Governance Professional for the Trust Board				A						R					C					
Governance	Appoint Chair of LGB				C						C					A					CEO and Trust Board to be consulted.
Governance	Appoint Vice Chair and members of LGB				C						C					A					CEO and Trust Board to be informed.
Governance	Remove local governor				A						C			C		R	C	C			
Governance	Election of Staff members of an LGB				C						C					A			D		Delivered by clerk to LGB.
Governance	Election of Parent members of an LGB				M						M					M			D		Delivered by clerk to LGB.
Governance	Organise calendar of Trust Board and LGB meetings				A						C			D		C		C			
Governance	Trust Strategic Improvement Plan				A						R/D	R/D	R/D		R/D	C	C	C			
Governance	Annual review of trustees' contributions/succession planning/skills audits			A	C		C	C	C					D							

Education	Safeguarding provision, including the handling of bullying, discrimination and peer-on-peer abuse			M	M	M	M	M	M	D/A	CEO and Safeguarding governors to monitor the provision put in place by the Headteacher.
	Staff Policies and Pay										
Staff Policies and Pay	Changes to Employee Terms and Conditions or Collective Agreements		A	R	R	R	R	R	R	C	
Staff Policies and Pay	Local staff performance pay award						A	R	C	R	
Staff Policies and Pay	Central team excluding CEO pay award							A	R	C	
Staff Policies and Pay	CEO pay award/setting of CEO pay for new appointments										
Staff Policies and Pay	Headteacher performance pay award, other than annual increments within range									R	
Staff Policies and Pay	Allowances (Teaching and Learning Responsibility awards, SEND), setting of leadership pay scales, Main Pay Scale to Upper Pay Scale									C	COO to seek HR advice if necessary. Headteachers recommend decisions from their school, recommendations about headteacher pay come from performance management panel thus from
Staff Policies and Pay	Consideration and/or adoption of national pay and conditions		A							C	
Staff Policies and Pay	Review application of the Pay Policy and Performance Management process										
	Staff Management										
Staff Management	CEO appointment		A							C	Decision by trustees is delegated to the five trustees on the panel. Majority decision of panel.
Staff Management	CFO/COO and other executive-level appointment										Trustees involvement delegated to trustees on panel alongside CEO and COO/CFO (whoever is not being appointed). Majority decision of panel. CEO to have veto as the line manager.
Staff Management	Executive Headteacher appointment		A							C	
Staff Management	Central team appointment (not executive-level)										
Staff Management	Headteacher appointment		A							C	The recommendation will come from the recruitment panel. Majority decision of panel. CEO to have veto as the line manager.
Staff Management	School appointments to leadership scale										The recommendation will come from the recruitment panel of headteacher, CEO, SIL and two members of LGB. Majority decision of panel. Headteacher to have veto as the line manager.
Staff Management	Appointments of new roles outside of approved budget		A							R	Chairs action for trustees if urgent. This is for roles rather than specific staff.

Financial Authorisation	Non-contractual settlements/compensation payments over £50,000	A		R																
Financial Authorisation	Capital projects funded by Condition Improvement Fund	A																		Professional advice sought for recommendation
Financial Authorisation	Capital projects funded by School Capital Allocation			A			R													Professional advice sought for recommendation
	School Procedures and Admissions																			
School Procedures and Admissions	Permanently changing the start and finish times of the school day			A																Headteachers to set the school day timings with consultation with LGBs. CEO to ensure minimum teaching times are adhered to.
School Procedures and Admissions	School term dates and holidays			A																LGBs to be consulted, CEO to recommend, trustees to approve.
School Procedures and Admissions	Change of School PAN		C	A				C												trustee decision with local governors as consultees. Possible consultation with Regional Director (Formally BCF)
School Procedures and Admissions	Change of age range		C	A				C												trustee decision with local governors as consultees
School Procedures and Admissions	Extension of School provision (e.g. Nursery, MAB, SEN base)			A				C												CEO to consult with heads and LGBs- trustee decision. Possible consultation with Regional Director (Formally BCF)
School Procedures and Admissions	Trust logo and branding			A																
School Procedures and Admissions	School logo and branding																			
School Procedures and Admissions	School uniform																			LGBs to set own policies following consultation with heads. CEO to ensure policies are in line with DfE guidance.
School Procedures and Admissions	Decision to use LA admissions service			A																
	Operations																			
Operations	Estates Management Strategy			A				R/M												
Operations	Health and safety							M												Trust central team to employ H&S experts to make visits. School to ensure actions from visits happen.
Operations	Risk Management Strategy			A				R/M	C											
Operations	Sale of freehold land	A		R				R												
Operations	ESFA Land and Building Valuation			A				R												
Operations	ESFA SCA - School Condition Allocation Return							A												
Operations	ESFA CDC - Condition Data Return / Building Condition Survey							A												
Operations	Delivery of capital projects																			Professional advisors, advising and overseeing, contractors delivering

