Endeavour Partnership Trust

Excellence Through Partnership







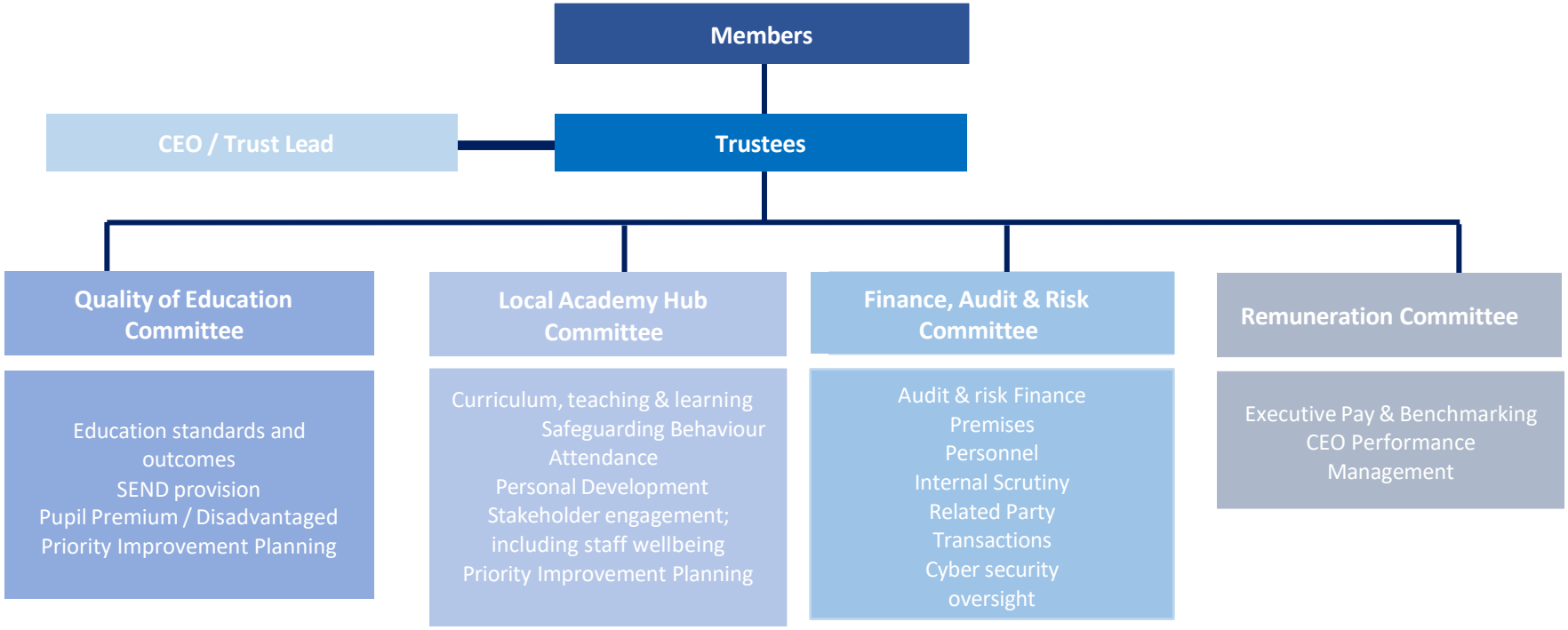
Scheme of Delegation – September 2026

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Version	**Date issued**	**Author**	**Update information**	
V1.1	1-9-24	CEO	Reviewed & updated delegated powers to reflect operational needs.	
V1.2	1-7-25	M Green	Rewritten to reflect new governance & committee structure for the Trust. New, simplified levels of delegated powers written – reduced from 7 delegated powers to 4 delegated powers. NGA model scheme of delegation used as a guide to inform re-write.	
V1.3	7-7-25	M Green	Amendments following Trustee feedback.	
V1.4	28-9-26	CEO/Gov Professional	Amendments following new ATH 2026/27	

Introduction

1.1. Governance at Endeavour Partnership Trust comprises of the following tiers of governance:

- Members
- Trustees (the Trust Board)
- Chief Executive Officer (Trust Lead) / Accounting Officer, Chief Financial Officer and the Trust Leadership Team. "TBM" means the Trust Business Manager. Where the Trust Business Manager has formally been appointed as Chief Financial Officer, references to the CFO in this document apply to the TBM. Where the roles are held by different individuals, CFO responsibilities must not be treated as generic TBM responsibilities.
- Sub-committees of the Trust Board – Quality of Education Committee & Finance, Audit & Risk Committee and Renumerations Committee. The sub-committee structure also includes the local tier of governance – known as the Local Academy Hub which currently collectively represents the views of the three schools within the Trust


Members
CEO / Trust Lead
Trustees
Quality of Education Committee
Education standards and outcomes
SEND provision
Pupil Premium / Disadvantaged
Priority Improvement Planning
Local Academy Hub Committee
Curriculum, teaching & learning
Safeguarding Behaviour
Attendance
Personal Development
Stakeholder engagement; including staff wellbeing
Priority Improvement Planning
Finance, Audit & Risk Committee
Audit & risk Finance
Premises
Personnel
Internal Scrutiny
Related Party Transactions
Cyber security oversight
Remuneration Committee
Executive Pay & Benchmarking
CEO Performance Management

1.2. The Scheme of Delegation and Decision-Making Matrix provides the Trust with a written framework for governance and provides operational clarity around the delegated powers - those that the Trustees retain and those that have been formally delegated, including their roles and responsibilities. The Scheme of Delegation applies to all Members, Trustees, Local Academy Hub Committee Members and Staff. The Scheme of Delegation promotes a culture of honesty, transparency and accountability.

1.3. Under normal on-going Trust activities the Members do not get involved with the day-to-day operations of the Trust Board or the leadership activities of the CEO. Members keep a 'watching brief' through their meetings with the Trust Board Chair and the CEO. Members hold the Trust Board to account for the effective governance of the Trust, but they have a minimal impact on the running of the Trust. Members are essential to the integrity of an academy trust structure. They are the last line of defence from the failure of governance and failure to uphold the charitable objects of the organisation.

1.4 The Accounting Officer has personal responsibility for assuring the Board that the trust complies with the requirements of regularity, propriety, value for money and feasibility. The Accounting Officer must act with candour and transparency, raise relevant concerns with the Board and advise the Board in writing where any action or policy is considered incompatible with the Academy Trust Handbook, the funding agreement or the trust's charitable objects. Where the trust's ability to continue as a going concern is at risk, the Accounting Officer must notify the Board promptly so that trustees can take ownership of the issue, take necessary action and notify DfE where required.

1.5. Despite any delegation, the board remains accountable and it is essential that the communication mechanisms are set up to ensure seamless reporting.

1.6. Where the Trust Board has decided a level of delegation, any such delegation may be revoked or altered at any time.

1.7. In developing this Scheme of Delegation and Decision-Making Matrix, the Trust has drawn upon National Governance Association (NGA) guidance.

1.8. This document should be **read in conjunction with the Trust's Governance Structure & Purpose document.**

Key to the Decision-Making Matrix

2.1. The different levels of delegated powers are listed below:

2.1.1. **A Accountable (and/or approver):** Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.

2.1.2. **R Responsible:** Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.

2.1.3. **C Consulted:** Needs to be involved before the decision is made. Communication is two-way, these are important stakeholders or have relevant specialist knowledge

2.1.4.**M Monitored**: Monitoring whether or not something has been implemented, its effectiveness and impact. Also monitor for adherence to compliance.

2.2. In this document the term Academy relates to an individual school within the Trust

Decision-Making Matrix

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
1.	**Board Business**											
1.1	Members: Appoint and remove Members in accordance with the Articles of Association		A/R									
1.2	Member-appointed Trustees: Appoint and remove		A/R									
1.3	Trustees: Appoint and Remove Co-opted Trustees			A/R								
1.4	Trust Board Chair and Vice-Chair: Appoint and Remove			A/R								
1.5	Trust Board Committee Chairs: Appoint and Remove			A/R								
1.6	Trust Governance Structure: Establish and Review			A/R				C	C			C
1.7	Trust growth, due diligence and approval of an academy or trust joining EPT	C	C	A	R/C	R/C			R	R		C
1.8	Change the name of the Trust: Ratify		A/R									
1.9	Wind up the Company: Ratify		A/R									
1.10	Significant Change Requests as defined by the DfE	C		A					R	R		
1.11	Named Safeguarding Trustee: Agree			A/R					C			C
1.12	Named Inclusion / SEND Trustee Lead: Agree			A/R					C			C
1.13	Trust-wide inclusion strategy and oversight arrangements: Agree			A		R/M			R			R
1.14	Local Academy Hub Chair & Vice Chair: Appoint and Remove			A/R								
1.15	Academy Hub Committee Members: Appoint and Remove			A/R					C			C
1.16	Governance Professional / Clerking Arrangements (advice on guidance, regulatory compliance, maintenance of records and meeting admin): Agree			A					R	C		
1.17	Articles of Association: Review			A					R	C		C
1.18	Articles of Association: Ratify	C	A/R									
1.19	Trust Board Committees Terms of References: Agree			A/R	C	C	C	C	C			
1.20	Annual Review of Scheme of Delegation			A/R	C	C	C	C	C	C		

	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
1.21	Governance Arrangements on Trust and academy websites: Publish			A/M						R		
1.22	Trust website is compliant, accurate and up to date: Ensure			A/M					R	R		
1.23	Annual statement explaining how funds are distributed across academies: Prepare, approve and publish			A	M/R			I	R	R		
1.24	Academy websites are compliant and effective: Ensure							A/M	R			R
1.25	Ensuring Compliance (e.g. including safeguarding, H&S, employment law, premises compliance, cyber security, data protection and information governance): agree auditing and reporting arrangements			A/M	M/R	M/R		M	R	R	R	R
1.26	Funding-agreement breaches, DfE directions and Notices to Improve: Identify, report, respond and monitor compliance			A/M	R/M	R/M		M	R	R	R	R
1.27	Annual Report on the performance of the Trust to Members: Submit and Publish (AGM)			A					R	R		
1.28	External Review of Board effectiveness: Commission			A/R								
1.29	Annual Board, committee and local governance skills audits and training-needs assessment: Complete			A	R	R	R	R	C			
1.30	Trustee and committee financial training: Commission, complete and record			A	R	R			C	S/R		
1.31	Finance, Audit and Risk Committee membership, financial expertise and audit-assurance experience: Review and maintain			A	R				C	S/C		
1.32	Keep Declarations of Interest up to date		R	R	R	R	R	R		A/R		
1.33	Committee meeting minutes. Review and approve			M/I	A/R	A/R	A/R	A/R	M	R		

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
2. Vision and Strategy												
2.1	Trust vision, strategy and key priorities, including inclusion, collaboration, sustainability and digital development: Determine			A/R				C	C	C		C
2.2	Trust-wide approach to inclusion: Develop, approve, implement and review			A/M		R/M		M/C	R			R
2.3	Cooperation with local authorities, safeguarding partners and other agencies on inclusion, SEND, admissions and place planning: Ensure			A/M		M		C/I	R			R
2.4	Trust's Vision and Strategy: Apply			M		M		M	R	R		R
2.5	Trust-Wide Policies: Determine			A	C	C	C	C	R	R	R	
2.6	Academy-Level Policies: Determine							A	C			R
2.7	Academy-Level Policies: Monitor the effectiveness							A/M	R			R
2.8	Trust risk-management framework and risk register: Establish, maintain and review at least termly			A/M	R/M	C/M			R	R		R
2.9	Business Continuity Plan: Establish and Review			A/M	M				M	R		
2.10	Ofsted Inspection Areas of Improvement: Ensure implementation					A/M			R			R
2.11	Determine Annual Scrutiny focus			A	R				C	C		
2.12	Appointment of internal scrutiny auditors			A	R/C				C	C		
2.13	Internal Scrutiny Reports: Receive and monitor implementation of recommendations			A/M	R/M				R	R		
2.14	Annual Assurance Report: Review and recommend to Trustees			A	R				C	C		

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
3. Finance												
3.1	External Auditors: Appoint and Remove		A/R	R	R/C				C	C		
3.2	Trust's Scheme of Financial Delegation (Financial Decision-Making Matrix): Establish and Review			A	C				R	R		
3.3	Chief Financial Officer: Appoint, verify and maintain the qualifications, skills and experience required by the Academy Trust Handbook and notify DfE of any required exception			A	C				R			
3.4	External Auditor's Report			A/M	R/M				R	R		
3.5	Recommendations made by External Auditors: Action			M	A				R	R		
3.6	Annual Report and Accounts			A	R				R	R		
3.7	DfE Required Reports and Returns: Submit			A/M	M				R	R		
3.8	Trust three-year budget plan, developed through integrated curriculum, workforce and financial planning to support trust strategic priorities: Recommend and approve			M	A	C			R	R		
3.9	Trust one-year budget plan, developed through integrated curriculum, workforce and financial planning: Recommend and approve			M	A	C			R	R		
3.10	Academy three-year budget plan, developed through integrated curriculum, workforce and financial planning to support academy priorities: Agree			M	A	C		C	R	R		R
3.11	Academy one-year budget plan, developed through integrated curriculum, workforce and financial planning: Agree			M	A	C		C	R	R		R
3.12	Trust and academy budgets, cash flow, forecasts and financial sustainability: Monitor			M	A				R	R		
3.13	Risk to the trust's ability to operate as a going concern: Identify, report, take ownership and notify DfE where required			A/R	M/R				R	R		R
3.14	Trust-wide arrangements for economy, efficiency, effectiveness, benchmarking, savings and value for money: Establish, evidence and review			A/M	R/M				R	R		S/R

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
3. Finance continued												
3.15	Reporting and Monitoring Arrangements for Trust and Academy Budgets: Agree			M	A				R	R		C
3.16	Trust Interim Year End Accounts			M	A				R	R		
3.17	Trust Annual Accounts			A	R				R	R		
3.18	Academy Interim Year End Accounts			M	A				R	R		R
3.19	Academy Annual Accounts			M	A				R	R		R
3.20	Academy Year to Date Monitoring Reports			M	A				R	R		R
3.21	Trust Academies Account Return to DfE				A				R	R		
3.22	Response to Auditor's Management Letter			C	A/R				R	R		
3.23	Related-party transactions: Identify, manage conflicts, approve internally and notify or obtain prior DfE approval where required			A	R/M				R	R		
3.24	Chief Financial Officer: Performance manage and review capacity, independence and access to the Board and committees			A	C				R			
3.25	DfE purchasing opportunities: Consider and record decision-making for each relevant procurement			A/M	M				R	R		R
3.26	Supply-staff procurement: Use the required government agreement or document a compliant, value-for-money alternative			A/M	M				R	R		R
3.27	Energy procurement: Use DfE Energy for Schools or a DfE-approved energy deal unless a comparable alternative has been sourced and documented			A/M	M				R	R		R
3.28	Management Information System contracts: Ensure transition to and compliance with the DfE MIS framework by September 2027			A/M	M				R	R		R
3.29	Alternative pension arrangements: Obtain prior DfE approval before offering an alternative to TPS or LGPS			A/M	M				R	R		R
3.30	Electric-vehicle salary-sacrifice scheme: Approve only where ATH, tax, pension, employment and financial-risk conditions are met			A/M	M				R	R		R

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
4. Human Resources												
4.1	CEO/Accounting Officer: Appoint Suspend and/or Remove			A/R								
4.2	CEO/Accounting Officer: Performance Manage			A/M			R					
4.3	CEO/Accounting Officer remuneration: Review and recommend within the executive and senior pay framework, including affordability, performance, benchmarking, proportionality, value for money, justification, pay-growth controls and publication requirements			A			R			C		
4.4	Executive Pay Policy: Review annually and recommend to the Board and confirm whether any proposal requires DfE approval			A			R					
4.5	Executive and senior pay proposals requiring prior DfE approval: Identify and obtain approval before implementation			A			R			R	R	
4.6	Staff Performance Management: Conduct			M					A/R	R	R	R
4.7	CPD of Staff: Ensure			M				M	A/R	R	R	A/R
4.8	Trust Staff Appraisal Procedure and Pay Progression: Review and Agree				C/M				A/R	C		
4.9	Academy Staff Appraisal Procedure and Pay Progression: Review and Agree							C/M		C		A/R
4.10	Trust Leadership Team Staffing Structure: Determine & Implement			A					R	C	C	C
4.11	Trust Staffing Structure: Determine & Implement			A					R	C	C	C
4.12	Academy staffing structure: Determine and implement through integrated curriculum, workforce and financial planning			C				C	A/R	C		R
4.13	Headteacher: Appoint, Suspend and/or Remove			A				C/M	A/R		R	
4.14	Teaching & Support Staff: Appoint, Suspend and/or Remove			M				M	A/R	C	R	R
4.15	Redundancy of Staff			A	C/M			C	R	R	R	R
4.16	Staff Restructure			A	C/M			C	R	R	R	R/C
4.17	Trust appraisal and pay-progression policy: Approve			A			R		R	C	C	C
4.18	Academy appraisal and pay-progression decisions: Implement and monitor								A/M	S/M		R

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
4.19	Disciplinary and Capability Policies: Determine			A					R	C	C	C
4.20	CEO Disciplinary and Capability Procedures: Implement			A/R								
4.21	Trust Disciplinary and Capability Procedures: Implement			A					A/R	R	R	
4.22	Academy Disciplinary and Capability Procedures: Implement			M					A/R			R
4.23	Statutory and contractual termination payments: Approve within policy and delegated authority	Where required		A	R/C		C		R	C	R	
4.24	Settlement agreements and severance payments: Approve following HR, legal and financial scrutiny	Where required		A	R/C		C		R	C	R	
4.25	Special staff severance payments: Approve, evidence value for money and obtain prior DfE approval where required	Where required		A	R/C		C		R	C	R	
4.26	Confidentiality clauses in settlement or severance agreements: Approve and obtain prior DfE approval where required	Where required		A	R/C		C		R	C	R	
4.27	Conduct Headteacher performance management								A/R			
4.28	Conduct Trust Leadership Team Performance Management								A/R			
4.29	Complete and maintain and periodically audit the Single Central Record (SCR)			M				M	A		R	R

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
5. Education												
5.1	Trust-wide inclusion strategy and framework: Approve and monitor			A/M		R/M		M	R			R
5.2	Setting the framework for the academy sessions and Academy term dates (including holidays): Approve			A		A		C	R		R	R
5.3	Academy lunch nutritional standards are met: Ensure							M		R		R
5.4	Trust curriculum framework and statutory curriculum policies: Approve and monitor			A		R/M			R			C
5.5	Academy curriculum and subject procedures: Determine and implement within the trust framework					M		M	M/R			A/R
5.6	Relationships and Sex Education Policy: Approve					A/M						R
5.7	Curriculum including reasonable adjustments, access and inclusive curriculum provision: Delivery					A/M			M			A/R
5.8	High Standards of Teaching and Learning: Ensure					M			M			A/R
5.9	Trust & Academy Pupil Outcome Targets: Set			A/M		M		M	R			R
5.10	Academy priority plans, incorporating educational, inclusion, workforce and financial priorities: Develop, approve and monitor					M		A/M	C/M			R
5.11	Academy Behaviour Policy: Agree							A/M	C/M			R
5.12	Academy behaviour policy and associated pupil conduct procedures: Implement and evaluate							M	M			A/R
5.13	Suspension decisions: Make, record and report			M				M	M			A/R
5.14	Permanent exclusion decisions, review panels and independent review arrangements			M				R	M			A/R
5.15	Admissions Policy: Develop, Agree & Implement			A/M		C		C/M	R		R	R
5.16	Complaints Policy reporting annual trend analysis to Trustees: Develop, Agree & Implement			A/M					R	R	R	R
5.17	Trust SEND and inclusion policy: Approve and monitor			A		R/M		C	R			C
5.18	Academy SEN Information Report: Prepare, approve, publish and review					M		A/M	C/M			R
5.19	SEND and inclusive provision: Implement and evaluate					M		M	R/M			A/R
5.20	Access, participation and outcomes for pupils with SEND, disadvantaged pupils and pupils known to social care: Monitor and evaluate			A/M		R/M		M	R			R

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
5. Education continued												
5.21	Local-authority and system collaboration on SEND, admissions, place planning and sufficiency: Coordinate			A/M		M		C	R			R
5.22	Personal Development – including Spiritual, Moral, Social, Cultural (SMSC): Monitor, Review and Evaluate							A/M	M			A/R
5.23	Change of Academy Age Range			A		C		C	R			R
5.24	Change of Academy PAN			A		C		C	R			C

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
6.	**Community**											
6.1	Trust-wide stakeholder and system partnerships, including collaboration with local authorities, safeguarding partners, parents, communities and other schools: Develop and evaluate			A/M					R	C	C	R
6.2	Academy-level stakeholder partnerships and meaningful engagement with pupils, parents, staff and the local community: Develop and evaluate			M				A/M	R	C		R

			EPT Governance						EPT Operational			
	Activity	DfE	Members	Trustees	Finance, Audit & Risk	Q of E	Remun	LAHC	CEO	CFO	TOM / HR	HTs
7.	**Operational**											
7.1	Monitor academy estates to ensure they are safe, compliant, sustainable and well maintained in accordance with the School Estate Management Standards			A/M					R	R		R
7.2	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the Trust				A/M					R		
7.3	Agree premises management documents, including estate vision, estate strategy, asset-management plan, sustainability priorities and climate action plan			A/M					M	R		
7.4	Sustainability lead and climate action plan: Appoint, develop, implement and review			A/M	M				R		R	R
7.5	Appoint a data protection officer (DPO)			A/M					M	R		
7.6	Digital and technology standards, cyber-security strategy, filtering and monitoring, incident management and ransomware response, including working towards the six core DfE digital and technology standards by 2030			A/M	R/M	M			R	R		R

Financial Decision-Making

		EPT Governance			EPT Operational		
	Activity	Trust Board	Finance, Audit & Risk	LAHC	CEO	CFO	HT / Budget Holder
1.	**Expenditure Limits within Budget**						
1.1	Expenditure or Contracts up to Lower Limit (£10k)				M	M	A/R
1.2	Expenditure or Contracts from Lower Limit to Upper Limit (£50k)		M		A	R/C	C
1.3	Expenditure or contracts above £50,000 and below the applicable Procurement Act threshold		A		R	R	C
1.4	Expenditure or contracts at or above the applicable Procurement Act threshold	A	R				
1.5	Compensation payments: Approve within ATH delegated authorities and obtain prior DfE approval where required. All payments must be supported by a documented legal and value-for-money business case.	A	R				
2.	**Premises Expenditure**						
2.1	Commissioning of Repairs or Works up to £10,000				M	M/C	A/R
2.2	Commissioning of Repairs or Works from £10,001 to £49,999		A	C	R		C
2.3	Commissioning of Repairs or Works over £50,000	A	R	C	R	C	C
3.	**Bad Debts & Disposal**						
3.1	Disposals or Write Off of Stock, Assets or Debts up to Lower Limit		M		A	R	R
3.2	Disposals or Write Off of Stock, Assets or Debts From Lower Limit up to Upper Limit		A/M		R	R	R
3.3	Disposals or Write Off of Stock, Assets or Debts Over Upper Limit (up to ATH Limit)		M		A	R	R
4.	**Expenses**						
4.1	Approval of CEO expenses	A/R	M			R	
4.2	Approval of Staff expenses				A/R		A/R
4.3	Approval of Trustee/Local Academy Hub Committee Member expenses	A	M			R	
4.4	Approval of Chair of Trustees expenses	A				R	
5.	**Gifts and Hospitality**						
5.1	Gifts and hospitality offered, given or received above the policy threshold: Declare, approve and record	A (for gov colleagues)	M		A (for staff other than CEO)	R	

Policy Approval		
Trust Board	**Quality of Education Committee**	**Local Academy Hub Committee**
Pay & Renumeration Policy	EYFS Policy	Attendance Policy
Executive Pay Policy	SEND Policy	Pupil Behaviour Policy
Professional Development & Appraisal Policy	SEN Information Report	Academy Trips Policy
Disciplinary Policy	Teaching & Learning Policy	Academy Uniform Policy
Grievance Policy	Curriculum / Subject Level Policies	Academy Prospectus
Capability Policy	Relationships & Sex Education Policy	Academy Website compliance
Whistleblowing Policy	Pupil Premium Strategy	Academy Priority Plan
Re-structuring & Redundancy Policy	Academy Priority Plan	Academy Equality Objectives
Child Protection & Safeguarding Policy	PE & Sports Premium	
Complaints Policy		
Persistent Complaints Policy		
Admissions Policy		
Asset Management Policy		
Health & Safety Policy		
Trustee Expenses Policy		
Trust Equality Objectives		
Early Careers Teacher Policy		
Cyber Security policy		
Information Security policy		
Risk Management policy		
Trust wide inclusion strategy / policy		
Procurement policy		
Finance Policy / Scheme of Financial delegation		
Reserves Policy		
Investments and savings policy		
Related Party transactions policy / procedure		
Special Severance and Settlement Agreements Procedure		
Sustainability/Climate Action Plan		
Digital and Technology Strategy		
Data Protection Policy		
Freedom of Information Policy		



Endeavour Partnership Trust

C/O 2 Bentham Road
Thamesmead, SE28 8AR
020 8310 0157

www.endeavourpartnershiptrust.org