



University Technical College Warrington (UTCW)
SCHEME OF DELEGATION

The Trust's Scheme of Delegation

Key

✓ = level of delegation

A = advisory role

< or > = direction of advice

AREA	DECISION	DELEGATION			
		Members	Trust Board	Audit & Risk	Principal
People	Members: Appoint/Remove	✓			
	Trustees: Appoint/Remove	✓			
	Trustees: Co-opt appointments/removals		✓		
	Role descriptions for Trustees/Chair/specific roles/committee members: agree		✓		
	Committee chairs: appoint and remove		✓		
	Clerk to Trust Board: appoint and remove		✓		

AREA	DECISION	DELEGATION			
		Members	Trust Board	Audit & Risk	Principal
	Principal: Appoint/Dismiss		✓ through disciplinary committee		
	Principal: pay and appraisal		✓ through ad-hoc committee		
	Senior Leadership Team: appointment				✓
	Senior Leadership Team: dismissal		✓ (if disciplinary committee required)		✓
	Senior Leadership Team: pay and appraisal				✓
	Teaching Staff: appointment/dismissal				✓
People	Teaching staff: pay and appraisal				✓
	Support staff: appointment/dismissal		✓ (if disciplinary committee required)		✓
	Support staff: pay and appraisal				✓

AREA	DECISION	DELEGATION			
		Members	Trust Board	Audit & Risk	Principal
Systems and Structures	Articles of Association: adopt by special resolution	✓			
	Articles of Association: agree and review		✓		
	Governance structure (committees) for the Trust: establish and review annually		✓		
	Terms of Reference for Trust committees, agreed annually		✓		
	Skills audit: complete and recruit to fill gaps		✓		
	Annual self-review of Trust Board and committee performance: complete annually		✓		
	Succession: plan		✓		
	Annual schedule of business for Trust Board: agree		✓		
	Establish and keep under review the UTC Emergency & Contingency Plan			✓	
	Review and maintained the fixed asset register			✓	
	Trust governance details on Trust and academies' websites: ensure compliance with law and statutory guidance		✓		

AREA	DECISION	DELEGATION			
		Members	Trust Board	Audit & Risk	Principal
Reporting	Register of all interests, business, pecuniary, loyalty for Members/Trustees/Governors/commit members: establish and publish		✓		
	Annual report on performance of Trust: submit to Members and publish		✓	<A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A	
Being Strategic	Determine Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) expenses; Health and Safety, premises management data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓		
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; Safeguarding and Child Protection; curriculum; behaviour: approve		✓		<A
	Management of risk: establish register, review and monitor		A>	✓	<A

AREA	DECISION	DELEGATION			
		Members	Trust Board	Audit & Risk	Principal
	Engagement with stakeholders		✓		✓
	Trusts' vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓		<A
	School's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine				✓
	Budget plan to support delivery of trust key priorities: agree		✓		<A
	School staffing structure: agree		✓		<A
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. Safeguarding, H&S, employment): agree		✓		
	Reporting arrangements for progress on key priorities: agree		✓		
	Trustee monitoring: agree arrangements		✓		
	Scheme of financial delegation: establish and review		✓		

AREA	DECISION	DELEGATION			
		Members	Trust Board	Audit & Risk	Principal
Ensuring Financial probity	Financial procedures: develop and approve		✓	<A	
	External auditors' report: receive and respond			✓	
	Staff appraisal procedure and pay progression: monitor and agree		✓		
	Benchmarking and value for money: ensure robustness			✓	
	Benchmarking and value for money: ensure robustness			✓	
	Develop procurement strategies and efficiency savings programme		✓	<A	
Admissions	Determine admissions arrangements annually		✓		<A
	Ensure compliance with admissions law and compliance		✓		<A
	Ensure Independent Panels are arranged for those appealing refusal to offer place		✓		
	Deal with the Schools Adjudicator's queries and objection enquiries				✓

AREA	DECISION	DELEGATION			
		Members	Trust Board	Audit & Risk	Principal
Behaviour/Exclusions	Develop a behaviour policy for pupils				✓
	Approve behaviour policy		✓		
	Permanently or fixed term exclude a pupil				✓
	Review an exclusion		✓ (through an ad-hoc committee)		
Complaints	Develop a complaints policy				✓
	Approve complaints policy		✓		
	Preparing annual list of complaints to review				✓
SEND	Review of EHCP and other SEN requirement fulfilment		✓		<A
Pupil Premium	Approve Pupil premium statement/policy		✓		<A
	Approve plan for pupil premium expenditure		✓		<A