

Scheme of governance delegation

Create Learning Trust



Adapted from the NGA matrix

Approved by	Date	Review Schedule	Date of Review
The Board of Trustees	07 March 2025	1 year	March 2026

A - Accountable (and approver) Answerable for the task being delivered. Delegates the task to those responsible. Only one group/person accountable for each task/decision.	R – Responsible Responsible for delivery and does the work to achieve the task. Delegated to key role as per job description.	C – Consulted Needs to be involved before the decision is made.	* represents Statutory expectation or necessary to comply with articles of association or funding agreement
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Delegation matrix for governance at Create Learning Trust

		Members	Trust board	CEO	Local Governance Committee	Executive headteacher / headteacher / head of school
Board business						
1.1	Appoint/remove members	*A/R				
1.2	Appoint/remove trustees	*A/R	*A/R			
1.3	Elect chair of trustees		*A/R			
1.4	Appoint and remove board committee chairs (BRA and QofE)		*A/R			
1.5	Determine powers of chair in urgent situations		A/R			
1.6	Establish and review trust governance structure		*A/R	C		
1.7	Agree named safeguarding trustee		*A/R			
1.8	Agree named trustee for special educational needs and disabilities		*A/R			
1.9	Appoint/remove local governance committee chairs		*A/R		C	
1.10	Appoint/remove local governance committee members		*A/R		C	
1.11	Appoint trust governance professional		*A	R		
1.12	Agree local governance committee clerking arrangements		*A/R		C	
1.13	Articles of association: review		*A/R			
1.14	Articles of association: ratify changes	*A/R				
1.15	Agree committee terms of reference		*A/R	C	C	C
1.16	Complete annual review of scheme of delegation		*A	R	C	C
1.17	Commission external review of trust board effectiveness every 3 years	C	A/R	C		
1.18	Complete annual trust board self-review		A/R		C	
1.19	Complete review of local governance		A/R	R	C	C
1.20	Publish governance arrangements on trust and academy websites		*A	R		
1.21	Ensure trust website is compliant and effective		*A	R		
1.22	Ensure academy websites are compliant and effective		*A			R

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		Members	Trust board	CEO	Local Governance Committee	Executive headteacher / headteacher / head of school
1.23	Submit annual report on the performance of the trust to members		A	R		
Vision and strategy						
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C	C
2.2	Ensure engagement with stakeholders regarding vision, values and strategic priorities		A	R	R	R
2.3	Apply trust vision and strategy to individual academies		A	R	C	R
2.4	Agree trust growth plans		A/R	R		
2.5	Determine trust-wide policies		*A	R		
2.6	Determine academy level policies		*A	R	C	R
2.7	Establish risk register and conduct regular review		*A/R	R		
2.8	Determine a programme of internal audit in line with the risk register and monitor its delivery		*A/R			
Finance and operations						
3.1	Appoint and remove external auditors	*A/R	C			
3.2	Appoint and performance manage chief financial officer		*A	R		
3.3	Produce trust's scheme of financial delegation		*A	R		
3.4	Receive external auditor's report	*A/R				
3.5	Action recommendations arising from audits		*A	R		R
3.6	Produce annual report and accounts		*A	R		
3.7	Submit ESFA required reports and returns		*A	R		
3.8	Agree budget plan to support delivery of trust strategic priorities		A	R		
3.9	Agree budget plan to support delivery of academy strategic priorities		*A	A	C	R
3.10	Monitor trust budget		*A/R	R		
3.11	Carry out benchmarking and trust-wide value for money evaluation		C	A/R	C	C

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		Members	Trust board	CEO	Local Governance Committee	Executive headteacher / headteacher / head of school
3.13	Agree reporting and monitoring arrangements for trust and academy budgets		*A/R	R	C	C
3.14	Monitor academy estates to ensure safe and well maintained		*A		R	R
3.15	Agree data protection policy (and privacy notice)		*A	R	C	C
3.16	Agree health and safety policy		*A	R	C	C
3.17	Agree premises management documents, including <i>Estate vision, Estate strategy and Asset management plan</i>		*A	R	C	C
Workforce						
4.1	Appoint and dismiss CEO/Accounting Officer		*A/R			
4.2	Performance manage CEO		*A/R			
4.3	Agree CEO remuneration		*A/R			
4.4	Conduct executive team performance management		C	A/R		
4.5	Conduct executive / headteacher / head of school performance management		A	R	C	
4.6	Agree executive / headteacher / head of school remuneration			A/R	C	
4.7	Review and agree academy staff appraisal procedure and pay progression		A	R		C
4.8	Determine executive team staffing structure		A	R	C	C
4.9	Determine academy staffing structure			A	C	R
4.10	Headteacher appointments and dismissal		C	A/R	C	
4.11	Trust wide pay policy, terms and conditions of employment		*A	R		
4.12	Determine disciplinary, grievance and capability policies		*A	R		
4.13	Undertake panel hearings for disciplinary and capability matters relating to the CEO		A/R			

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4.14	Undertake panel hearings for disciplinary, grievance and capability matters relating to the central team		A/R			
4.15	Undertake panel hearings for disciplinary, grievance and capability matters relating to academy staff		A	C	R	C
4.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A/R	C		
4.17	Agree whistleblowing policy		*A/R			
Pupils and learning						
5.1	Agree safeguarding and child protection policy		*A	R	C	C
5.2	Agree attendance policy		*A	R	C	C
5.3	Agree school uniform policy		*A	R	C	C
5.4	Agree policy for pupils with SEND		*A	R	C	C
5.5	Agree policy for supporting pupils with medical conditions		*A	R	C	C
5.6	Agree charging and remissions policy		*A	R	C	C
5.7	Agree behaviour policy		*A	R	C	C
5.8	Agree careers provider access policy statement		*A	R	C	C
5.9	Agree relationships education (primary)		*A	R	C	C
5.10	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		*A/R	R	C	C
5.11	Approve academy curriculum		A	C	C	R
5.12	Ensure high standards of teaching and learning		A	R	C	R
5.13	Set targets for trust outcomes		A	R		
5.14	Plan and deliver individual academy improvement interventions and strategies			A	C	R
5.15	Determine & monitor use of pupil premium and sports premium		A	R	C	C

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5.16	Ensure provision of religious education		A	C	C	R
5.17	Set the dates of school terms and holidays		A	R	C	C
5.18	Set the times of school sessions		A	C	C	R
5.19	Review headteacher decision to suspend/exclude pupils		*A/R		R	
5.20	Monitor rates of suspension and exclusion across the trust		A/R	R	C	C
5.21	Agree admissions policy		*A	R	C	C
5.22	Implement admissions appeal process		*A	R	C	C
5.23	Determine complaints procedure		*A/R	C	C	
5.24	Implement complaints procedure		*A	R	R	R
5.25	Review complaints at panel stage		A/R		R	
Community						
6.1	Develop stakeholder partnerships across the trust		A/R	C	C	C
6.2	Develop stakeholder partnerships at academy level			C	A	R

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Contact details

Chief Executive Officer	Sarah Woodward ceo@createlearning.co.uk 01270 360030
Chair of the Trust	Faye Russell frussell@createlearning.co.uk 01270 360030
Chief Finance Officer	Jenni Goodwin cfo@createlearning.co.uk 01270 360030
Director of Operations	Kier Glover operations@createlearning.co.uk 01270 360030
Trust Solicitor	Cook Lawyers www.cooklawyers.co.uk / 01625 725 000
Clerk to governance	Julie White (Second2None)
Chair of Sandiway LGC	Emma Zouhbi ezouhbi@sandiway.cheshire.sch.uk Sandiway Primary School, 84 Weaverham Road, Sandiway CW8 2ND
Headteacher at Sandiway Primary School	Deborah Bertram head@sandiway.cheshire.sch.uk
Chair of Cuddington LGC	John Swindley jswindley@cuddington.cheshire.sch.uk Cuddington Primary School, Ash Road, Cuddington CW8 2NY
Executive Headteacher at Cuddington Primary School	Beth Hacking head@cuddington.cheshire.sch.uk
Chair of Little Leigh LGC	Ryan Tomlinson rtomlinson@littleleighprimary.cheshire.sch.uk Little Leigh Primary School, Shutley Lane, Little Leigh, Northwich CW8 4RN
Head of School at Little Leigh Primary School	Rebecca Challinor head@littleleighprimary.cheshire.sch.uk
Chair of Hartford LGC	Katherine Ottewell kottewell@createlearning.co.uk Hartford Primary School, Riddings Lane, Hartford CW8 1NA
Acting Headteacher at Hartford Primary School	Lindsay Cade head@hartfordprimary.cheshire.sch.uk
Create Learning Trust Offices	Cuddington Primary School, Ash Road, Cuddington CW8 2NY