

# 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

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

## Delegation matrix for governance at Create Learning Trust

		Members	Trust board	CEO	Local Governance Committee	Executive headteacher / headteacher / head of school
<b>Board business</b>						
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 QoE)		*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

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

| 3

		<b>Members</b>	<b>Trust board</b>	<b>CEO</b>	<b>Local Governance Committee</b>	<b>Executive headteacher / headteacher / head of school</b>
1.23	Submit annual report on the performance of the trust to members		A	R		
<b>Vision and strategy</b>						
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			
<b>Finance and operations</b>						
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

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

| 4

		<b>Members</b>	<b>Trust board</b>	<b>CEO</b>	<b>Local Governance Committee</b>	<b>Executive headteacher / headteacher / head of school</b>
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			

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

| 5

		<b>Members</b>	<b>Trust board</b>	<b>CEO</b>	<b>Local Governance Committee</b>	<b>Executive headteacher / headteacher / head of school</b>
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			
<b>Pupils and learning</b>						
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

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

| 6

		<b>Members</b>	<b>Trust board</b>	<b>CEO</b>	<b>Local Governance Committee</b>	<b>Executive headteacher / headteacher / head of school</b>
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	
<b>Community</b>						
6.1	Develop stakeholder partnerships across the trust		A/R	C	C	C
6.2	Develop stakeholder partnerships at academy level			C	A	R

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

## Contact details

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