



Diocese of Chelmsford Vine Schools Trust

Vine Schools Trust Scheme of Delegation

This policy is a mandatory policy for all Vine schools and must be implemented with no amendments.

**“I am the vine; you are the branches.
If you remain in me and I in you, you will bear much fruit”
(John 15:5)**

The Diocese of Chelmsford Vine Schools Trust	
Approved by:	The Vine Schools Trust
Signature:	Tim Rose Chairman
Date:	27 November 2020

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Diocese of Chelmsford Vine Schools Trust

Vision & Values

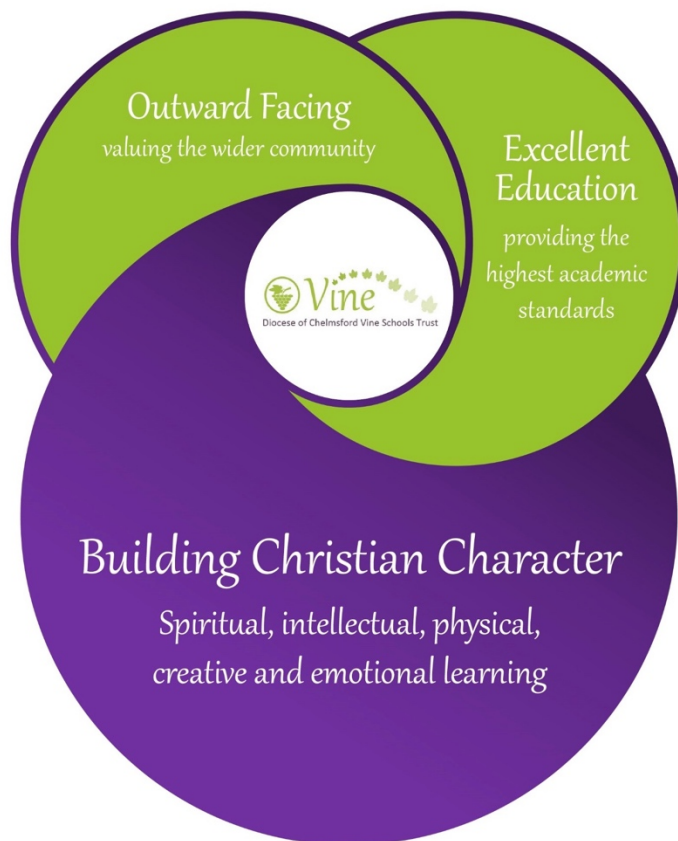
V
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Valuing every person

Inspiring great teaching

Nurturing academic excellence and Christian Character

Excelling, unlocking great potential



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General Introduction

- 1.1 The overarching responsibility for the governance of the Trust and its schools lies with the Vine Board of Directors. The Directors are responsible for setting and monitoring strategic objectives, as well as compliance with charity and company law and the Vine Trust funding agreement.
- 1.2 The Board of Directors fulfil the three core functions of governance:
 - Ensuring clarity of vision, ethos and strategic direction;
 - Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
 - Overseeing the financial performance of the organisation and making sure its money is well spent.
- 1.3 Responsibility and accountability to the Trust Board of Directors for the three functions lies with the Chief Executive Officer and the day to day operational running of schools is delegated to the headteacher of each school.
- 1.4 The responsibilities of the Trust Board, Chief Executive Officer, Chief Operating Officer and headteachers are the main subject of this Vine Schools Trust Scheme of Delegation.
- 1.5 To enable the Directors to fulfil their responsibility eight regional Local Schools Board's work on behalf of the Vine Trust Board of Directors and undertake some delegated governance of between 2 and 4 four schools. The **Governance Scheme of Delegation** which is part of the Local Schools Board Terms of Reference is incorporated into and shown in this overall **Trust Scheme of Delegation**.
- 1.6 All policies referred to in this Scheme of Delegation means the current policy by that title as published at www.vineschoolstrust.org
- 1.7 Where any uncertainty exists in the interpretation of this scheme of delegation or if any responsibility or decision making appears not to be covered then the CEO/COO should consult with the Chair of the Board of Directors and the Headteacher or Chair of the Local Schools Board should consult with the CEO/COO.

Trust Scheme of Delegation

This scheme shows the primary delegated responsibility whilst the operational aspect is often/usually the responsibility of the CEO/COO and Headteacher. All accountability lies with the Vine Trust Board of Directors even where delegated to the Local Schools Board that acts as a committee on behalf of the Board of Directors.

Level 1: Vine Trust Board (VTB)

Level 2: CEO of the Trust

Level 3: COO of the Trust

Level 4: Headteacher

Level 5: Local Schools Board

	Key Priorities	1	2	3	4	5
1.	Priority 1: Church School, Religious Education and Collective Worship					
1.1.	Reference and apply the Church of England Vision for Education in all discussions and decisions.					
1.2.	To establish a Religious Education Policy					
1.3.	Responsibility for ensuring provision of RE in line with the agreed syllabus					
1.4.	To establish a Collective Worship Policy					
1.5.	Maintain and develop the Christian distinctive foundation of the school including links with the linked church(es).					
1.6.	Ensure clarity of vision, ethos and strategic direction set by the Vine Trust Board along with the individual school visions.					
1.7.	Continue to support the wellbeing of the Executive Headteacher/headteachers in particular and staff and children in each school in general.					
1.8.	Responsibility for ensuring the provision of RE is in line with the Vine agreed syllabus.					
1.9.	Ensure the arrangements for Collective Worship are in line with the Vine policy					
2.	Priority 2 : School Improvement					
2.1.	Appoint a School Improvement Consultant and Specialist Leaders in Education					
2.2.	Ensuring each school is aiming at least a 'good' level of education to all pupils.					
2.3.	Ensuring (or at least working towards) 'good' academic progress and standards.					

2.4.	Ensuring the National Curriculum taught to all students and to consider any disapplication.				Red	Yellow
2.5.	Ensuring a curriculum policy and curriculum policies are in place and are being implemented.				Red	Yellow
2.6.	Implement action to maintain teaching standards				Red	
2.7.	Determination of which subject options are to be taught, given the available resources				Red	
2.8.	Responsibility for each child's education				Red	
2.9.	To set and publish targets for student achievement				Red	
2.10.	Review progress against the School Improvement Plan.				Red	Yellow
2.11.	Challenge outcomes and progress in meeting the School Improvement Leads Reports.					Yellow
2.12.	Review and challenge ongoing pupil assessment and pupil outcomes data.					Yellow
2.13.	Review the impact of Pupil and Sports Premium Grants.					Yellow
2.14.	Provide an overarching Relationships and Sex Education Policy	Green				
2.15.	Determine the Relationships and Sex Education Policy for each school in line with the Vine policy.				Red	Yellow
2.16.	Review the implementation of Relationship and Sex Education Policy.					Yellow
2.17.	Review the implementation of British Values.					Yellow
3.	Priority 3: Safeguarding	Yellow	Yellow	Yellow	Yellow	Yellow
3.1.	Ensure that safeguarding is compliant and effective in all schools	Green				
3.2.	Ensure that the Safeguarding and Child Protection Policy is being followed in practice.					Yellow
3.3.	Ensure that records are kept securely and in one place.					Yellow
3.4.	Ensure that there are appropriate safeguards in place for students placed with Alternative Providers.					Yellow
3.5.	Ensure that there is appropriate monitoring and tracking in place for vulnerable students.					Yellow
3.6.	Ensure that there is a consistent approach to safeguarding and child protection across the school.					Yellow
3.7.	Ensure that the curriculum for safeguarding reflects the risks for the young people in the area.					Yellow
3.8.	Ensure that safer recruitment processes are in place.					Yellow
3.9.	Ensure that the Single Central Record is compliant for each school.					Yellow
4.	Priority 4 : Staffing	Blue	Blue	Blue	Blue	Blue
4.1.	Headteacher appointments are undertaken by the Vine Schools Trust and usually the Chair will be on panel.		Pink			Yellow

4.26.	Determine application from employee for special leave for revision					Red	
4.27.	Staffing adjustment decision to consult - school staff; consider response		Pink	Cyan			
4.28.	Staffing adjustment decision to consult – central staff; consider response	Green					
4.29.	Staffing adjustment decisions following consultation – school staff					Red	
4.30.	Staffing adjustment decisions following consultation – central staff		Pink	Cyan			
5.	Priority 5: Behaviour and Discipline						
5.1.	To establish a behaviour and discipline policy	Green					
5.2.	Ensure the Vine Schools Trust Behaviour Policy is being implemented.						Yellow
5.3.	Keep under review the level of exclusions in each school.						Yellow
5.4.	Review any permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit public examinations.						Yellow
5.5.	Obtain support from the Trust in arranging a panel hearing where and when the duty to consider an exclusion becomes necessary.		Pink				Yellow
6.	Priority 6: Admissions						
6.1.	To establish a Vine Trust Admissions policy	Green					Yellow
6.2.	To consult annually before setting an Admissions Policy, including with the Vine Trust Board.						Yellow
6.3.	To consult before amending the Admissions Policy, including with the Vine Trust Board.						Yellow
6.4.	To establish an Admissions Policy in line with the Vine Schools Trust Admissions Policy and approved by the Vine Trust Board.	Green					Yellow
6.5.	Admissions; appeals					Red	Yellow
7.	Priority 7: Finance						
7.1.	To recommend the first formal budget plan in each financial year to the VTB	Green		Cyan			
7.2.	To approve the first formal budget plan in each financial year and prepare the annual Budget Forecast Return	Green		Cyan			
7.3.	To approve interim/revised budget plans			Cyan			
7.4.	To monitor monthly income and expenditure against budget plans					Red	
7.5.	To establish a charging and remissions policy					Red	
7.6.	To enter into contracts	Green		Cyan		Red	

END