ACHIEVING TOGETHER

FOUR STONES GATEWAY TRUST

SCHEME OF DELEGATION

DATE APPROVED	14.10.2026
DATE TO BE REVIEWED	AUTUMN 2027
MEMBER OF STAFF WITH RESPONSIBLIITY FOR REVIEW	CFOO

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1. INTRODUCTION

As a Multi Academy Trust (the Trust), the Trust Board of Four Stones Gateway Trust (FSGT) is legally accountable for all major decisions concerning the Trust and its family of schools.

However, the Trust Board is not required to undertake every task or make every decision itself. Many governance functions are delegated and this Scheme of Delegation (SoD) sets out these delegated responsibilities clearly.

The SoD is a key document that defines the lines of responsibility and accountability in the Trust. It ensures that Members, Trustees, Trust Board Committees, Local Academy Boards, Executive leadership and Headteachers understand their roles and responsibilities.

This document should be read alongside the Trust's Terms of Reference which detail governance delegation and the Trust's Financial Procedures Manual and the policy approval schedule. All of these documents are reviewed at least annually by the Trust Board to ensure they reflect current legislation, best practice, and the evolving needs of the Trust.

2. PURPOSE OF THE SCHEME OF DELEGATION

The purpose of this document is to:

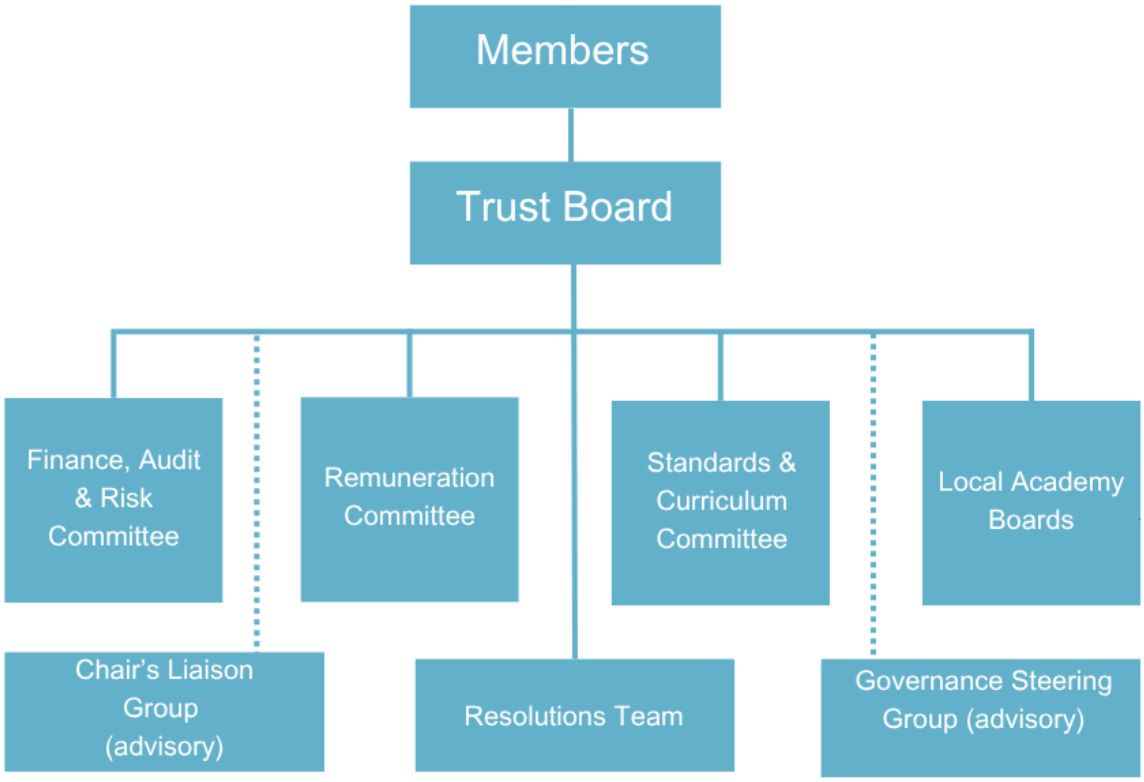
- Set out delegations for specific areas of activity or decision-making in a clear, accessible format.
- Provide clarity, consistency, transparency, and avoid duplication or overlap in governance.
- Ensure governance decisions are made as close as possible to the point of impact.
- Empower senior and executive leaders with appropriate autonomy and flexibility to meet the needs of their school communities.

FSGT's approach to governance is designed to be flexible and responsive to the differing needs of its schools. In exceptional circumstances, the Trust Board may choose to withdraw specific delegated authorities. This would typically occur in response to significant concerns such as issues relating to safeguarding, finance, educational performance or an adverse Ofsted inspection.

All delegations are made with the expectation that functions will be carried out in line with the Trust's Articles of Association, agreed policies and procedures, and all relevant compliance requirements. Where significant concerns arise, these may be escalated to the Trust Board or other stakeholders, in line with Trust policies and regulatory obligations.

3. FSGT GOVERNANCE STRUCTURE

Four Stones Gateway Trust Governance



4. DEFINITIONS

The delegated duties used in this document are:

A = Approve
Holds final decision-making authority and is answerable for the decision. Only one body or role should normally be accountable for each matter

C = Consult
Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge in the subject whose contributions *may* inform the approach or decision.

D = Deliver
Operationally responsible for the delivery. Does the work to achieve the task. It is recognised that the individual responsible for delivering specific areas of work may draw on other resources or work with other colleagues/groups.

I = Inform
Those to be kept up to date on progress. Communication is one-way and may be updated only when the decision has been taken or the task completed.

5. ACRONYMS AND ROLE DEFINITIONS

The following acronyms are used in this document:

Acronym	Full Title	Role
CEO	Chief Executive Officer/ Accounting Officer	Leads the Trust's strategy and vision, ensuring high standards across all academies.
CFO	Chief Finance & Operations Officer	Oversees finance and operations, ensuring resources support educational excellence
CTB	Chair of Trust Board	Leads the Trust Board ensuring effective governance and strategic oversight of the Trust
DBE	Diocesan Board of Education. Diocese of Hereford	Provides guidance and oversight for Church of England school, ensuring alignment with Christian values and ethos.
DCL	Director of Curriculum & Learning	Oversight of secondary curriculum, teaching and learning practices and professional development
DFE	Department for Education	National government department
EHT	Executive Headteacher	Oversees the day-to-day running of multiple schools, ensuring high-quality education and student wellbeing.
HET	Headteacher	Leads the day-to-day running of an individual school ensuring high-quality education and student wellbeing.
HOE	Head of Estates	Manages estates ensuring safe, compliant, and effective learning environments.
HOG	Head of Governance	Manages governance, compliance, and policy across the Trust
HOIT	Head of IT Services	Oversees IT systems and strategy, ensuring a secure and effective digital infrastructure.
HOP	Head of People	Leads HR strategy, supporting recruitment and staff wellbeing.
LAB	Local Academy Board	Linked to individual schools. Supports and challenges an individual school focusing on safeguarding, SEND, standards and stakeholder engagement. Known as governors.
MEM	Members	Holds the Trust to account by appointment of Trustees and ensuring the Trust's charitable objectives are met.
REM	Remuneration Committee	Oversees executive performance and pay, ensuring transparency and alignment with national and Trust policies.
RES	Resolutions Team	A pool of professionals, affiliates, governors, and trustees who are appointed to sit on ad hoc panels
SCI	Director of SCITT	Leads the School-Centered Initial Teacher Training Programme
TSL	Trust Senior Leadership Team	Trust-wide senior leadership team responsible for operational and educational matters. The team consists of the following roles: CEO, Executive Headteachers, Headteachers, Chief Financial Operations Officer, Head of Finance, Head of People, Head of IT Services, Head of Governance, Director of Curriculum & Learning, Director of SCITT and Director of Teaching School. Not all members of the team will be needed to: 'approve,' 'be consulted,' 'deliver' or 'be informed' within specific tasks or decisions.
TSH	Director of Teaching School	Leads the Teaching School Hub
TRB	Trust Board	Responsible for the strategic direction, financial oversight, and educational performance of the Trust.

A	Trust vision, culture, values, and governance				
A1	**Trust Vision & Values**	**Approve**	**Consult**	**Deliver**	**Inform**
A1.1	Vision, culture & values	TRB	TSL	CEO	LAB
A2	**Trust Governance**	**Approve**	**Consult**	**Deliver**	**Inform**
A2.1	Articles of Association	MEM	TRB / DBE	HOG	
A2.2	Scheme of Delegation	TRB	CEO/CFO	HOG	TSL
A2.3	Governance Structure	TRB	CEO/CFO	HOG	TSL
A2.4	Annual schedule of governance business	TRB	CEO	HOG	HET/LAB
A2.5	Committee Terms of Reference	TRB	CEO/CFO	HOG	TSL/LAB
A2.6	Admission of new schools joining the Trust, including funding agreements.	TRB	CFO/EHT	CEO	TSL
A3	**Trust Appointments & Removal from office**	**Approve**	**Consult**	**Deliver**	**Inform**
A3.1	Members	MEM	CEO	HOG	
A3.2	Trustees: Member appointed	MEM	CEO	HOG	TSL
A3.3	Trustees: Diocesan appointed	DBE	TRB	HOG	TSL
A3.4	Trustees: Chair & Vice Chair for Board and Committees	TRB	CEO/CFO	HOG	TSL
A3.5	Trustees: Link for Safeguarding, SEND, EYFS & other links as deemed necessary	TRB	CEO	HOG	TSL
A3.6	Trustees: Board committee membership	TRB	CEO	HOG	
A3.7	LAB Chair	TRB	CEO/HET/ LAB	HOG	TSL
A3.8	LAB Governors other than parents	TRB	HET	HOG	LAB
A3.9	Company Secretary	CEO	CFO/CTB	HOG	TSL
A4	**Trust Compliance**	**Approve**	**Consult**	**Deliver**	**Inform**
A4.1	Trust website	CEO	TSL	HOG	
A4.2	School website	HET	EHT		
A4.3	Statutory Policy	TRB	CEO/CFO	HOG	TSL
A4.4	Trust RPA Insurance	CFO		HOE	

A4.5	Register of Interests	CEO	CFO	HOG	
A4.6	Related Party Transactions (RPT)	TRB	CFO/CEO	HOG	TSL
A5	**Trust Strategy & Educational Standards**	**Approve**	**Consult**	**Deliver**	**Inform**
A5.1	Trust Strategy & Plan	TRB	TSL	CEO	
A5.2	School, SCITT, TSH & Maths Hub Development Plan	CEO/EHT		SCI/HET/ TSH	LAB
A5.3	Post-Ofsted action plan if any are graded 'needs attention' or 'urgent improvement'	TRB	CEO	EHT / HET	LAB
A5.4	Effective quality assurance & school improvement processes.	TRB	CEO	EHT/ HET	LAB
A6	**Risk Management**	**Approve**	**Consult**	**Deliver**	**Inform**
A6.1	Risk Management Policy & Strategy	TRB	CEO	CFO	TSL
A6.2	Trust-wide Risk Register	TRB	TSL	CFO	

B	Staffing & HR				
B1	**Staff Structure**	**Approve**	**Consult**	**Deliver**	**Inform**
B1.1	Structure of Executive & Central Team	TRB	CFO	CEO	TSL
B1.2	Structure of schools, SCITT and TSH	CEO	EHT/HET	HET	TSL
B1.3	Significant changes to employee terms & conditions or collective agreements	TRB	CEO	HOP	TSL
B2	**Recruitment**	**Approve**	**Consult**	**Deliver**	**Inform**
B2.1	Chief Executive Officer/Accounting Officer appointment	TRB	DBE/HOP	CTB	TSL
B2.2	Chief Financial Officer appointment	TRB	HOP	CEO	TSL
B2.3	Trust Senior Leadership Team appointments	CEO	TRB	HOP	TSL
B2.4	Headteacher appointments	TRB	CEO/EHT /LAB	HOP	TSL
B2.5	Headteacher appointment in church school	DBE	CEO/EHT /LAB	HOP	TSL
B2.6	Deputy Headteacher & Assistant Headteacher appointments in each school	CEO	EHT/HET	HOP	LAB
B2.7	Other teaching & support staff appointments	HET	EHT	HOP	
B3	**Pay**	**Approve**	**Consult**	**Deliver**	**Inform**
B3.1	Pay Policy	TRB	CEO	HOP	
B3.2	Pay range for CEO.	TRB	REM	HOP	
B3.3	Pay Range for CFO and Executive Leaders	TRB	REM /CEO	HOP	
B3.4	Pay range for other members of the Trust Senior Leadership Team	CEO	CFO	HOP	
B3.5	Pay range for Headteachers and those on performance related pay.	TRB	REM/CEO	HOP	
B3.6	Pay range for all leadership group posts in each school below HET.	CEO	EHT/HET	HOP	
B3.7	Teacher and support staff pay award	TRB	CEO/ CFO	HOP	
B4	**Restructure / redundancy**	**Approve**	**Consult**	**Deliver**	**Inform**
B4.1	Formal restructure /redundancy plans for the following: Trust Senior Leadership Team	TRB	CEO	HOP	
B4.2	Appeals regarding formal restructure/redundancy plans for: Trust Senior Leadership Team	RES	CEO	HOP/HOG	
B4.3	Formal restructure /redundancy plans for all other members of staff	TRB	CEO	HOP	

B4.4	Appeals regarding formal restructure/redundancy plans for all other members of staff	RES	CEO	HOP/HOG	
B5	**Professional Development Reviews & Pay Progression**	**Approve**	**Consult**	**Deliver**	**Inform**
B5.1	CEO PDR	TRB		TRB	
B5.2	Trust Senior Leadership team PDR	REM	CEO	HOP	
B5.3	Headteacher PDR	REM	CEO	EHT	LAB
B5.4	Appeal of CEO or Trust Senior Leadership Team	TRB		HOP	
B5.5	CEO Pay Progression	TRB	REM	HOP	
B5.6.	Executive and TSL staff on performance related pay	TRB	REM /CEO	HOP	
B5.7	Headteacher Pay Progression	TRB	REM/CEO	HOP	
B6	**Staffing Disciplinary**	**Approve**	**Consult**	**Deliver**	**Inform**
B6.1	Suspension and return of CEO	CTB		HOP	TRB
B6.2	Dismissal or formal sanction of CEO	RES		HOP	TRB
B6.3	Appeal of CEO against dismissal or formal sanction	RES		HOP	TRB
B6.4	Suspension and return from suspension of Trust Senior Leadership Team	CEO/ CFO		HOP	TRB
B6.5	Suspension and return from suspension of school based SLT.	EHT /HET		HOP	
B6.6	Suspension and return from suspension of other school staff	HET		HOP	
B6.7	Suspension and return from suspension of Central Trust Staff	CEO /CFO		HOP	
B6.8	Dismissal or formal sanction of Trust Senior Leadership Team	CEO /CFO		HOP	TRB
B6.9	Dismissal of school based SLT.	EHT /HET	CEO	HOP	
B6.10	Dismissal of other school staff	HET		HOP	
B6.11	Dismissal of Central Trust Staff	CEO /CFO	TSL	HOP	
B6.12	Appeals of dismissal or formal sanction of Trust Senior Leadership Team	RES	CEO/EHT	HOP	TRB
B6.13	Appeals of dismissal of school based SLT	RES		HOP	
B6.14	Appeals of dismissal of other school staff	RES		HOP	
B6.15	Appeals of dismissal of Central Trust Staff	RES		HOP	

C	Education & Curriculum				
C1	**Admissions**	**Approve**	**Consult**	**Deliver**	**Inform**
C1.1	In-year allocation of places against the Admissions Policy	RES		HET	
C1.2	Any significant change including expansion of a school (PAN), age range, designation etc.	TRB	CEO/EHT/ HET	HET	LAB
C2	**Curriculum**	**Approve**	**Consult**	**Deliver**	**Inform**
C2.1	Approach to and key principles in curriculum, teaching & learning, and assessment	TRB	CEO/EHT/ DCL	HET	LAB
C2.2	Pupil Premium Plan	EHT		HET	LAB
C2.3	Sports Premium Plan (primary)	EHT		HET	LAB
C2.4	EYFS provision in line with statutory requirements (primary)	HET	CEO/EHT		LAB
C2.5	Careers provision in line with statutory requirements (secondary)	HET	CEO/EHT		LAB
C3	**School Operations**	**Approve**	**Consult**	**Deliver**	**Inform**
C3.1	School term dates & length of school day	TRB	TSL	CEO	LAB
C3.2	School Uniform	EHT	CEO	HET	LAB
C4	**Safeguarding**	**Approve**	**Consult**	**Deliver**	**Inform**
C4.1	Appointment of a Trust Safeguarding Lead (TSL)	CEO	TSL		TRB
C4.2	Compliance, auditing, and reporting arrangements	TRB	CEO	EHT (TSL)	
C4.3	Trust safeguarding training & action plan	EHT	TSL		TRB
C4.4	School safeguarding training & action plan	EHT		HET	LAB
C5	**SEND, LAC & Vulnerable Students**	**Approve**	**Consult**	**Deliver**	**Inform**
C5.1	Appointment of a Trust SEND Lead (TSEN)	CEO	TSL		TRB
C5.2	Compliance, auditing, and reporting arrangements	TRB	CEO	EHT (TSEN)	
C5.3	SEND Offer for each school	EHT (TSEN)		HET	LAB
C5.4	Appointment of a designated teacher to support LAC in each school	HET			
C6	**Behaviour, Exclusions & Suspensions**	**Approve**	**Consult**	**Deliver**	**Inform**
C6.1	School Behaviour Protocols	HET	EHT		LAB

C6.2	Suspensions	HET	EHT		LAB
C6.3	Permanent Exclusions	HET	CEO/EHT		LAB /HOG
C6.4	Alternative Provision	EHT	CEO	HET	LAB
C6.5	Off-Site Direction	HET	EHT		LAB
C6.6	Managed Move	HET	EHT		LAB

D	**Premises, Estates & IT**				
D1	**Estates & IT Management**	**Approve**	**Consult**	**Deliver**	**Inform**
D1.1	Estates Management Strategy	TRB	CEO/CFO	HOE	TSL
D1.2	IT Management Strategy	TRB	CEO/CFO	HOIT	TSL
D1.3	Compliance, auditing, and reporting arrangements	TRB	CFO	HOE	
D2	**Health & Safety**	**Approve**	**Consult**	**Deliver**	**Inform**
D2.1	Statutory compliance, auditing, and reporting arrangements regarding Health & Safety	TRB	CEO/CFO	HOE	
D2.2	Emergency closures	HET	CEO/EHT		LAB
D2.3	Off-site trips & visits of more than 24 hours	HET			
D2.4	Overseas trips & high-risk visits	HET	CEO		
D3	**Fixed Assets**	**Approve**	**Consult**	**Deliver**	**Inform**
D3.1	Acquisition and disposal of freehold land & buildings	TRB /DBE	CEO/CFO	HOE	
D3.2	Fixed Asset register	TRB		CFO	

E	Financial Regulations				
E1	**Financial and Statutory Reporting**	**Approve**	**Consult**	**Deliver**	**Inform**
E1.1	Appointment of External Auditors	MEM	TRB	CFO	
E1.2	Annual programme of work for the internal scrutiny	TRB	CEO	CFO	TSL
E1.3	Approve Annual Accounts	TRB		CFO	
E1.4	Approve submission of BFR	CEO		CFO	
E2	**Budget and Management Reporting**	**Approve**	**Consult**	**Deliver**	**Inform**
E2.1	Approve the annual and three year budget	TRB	CEO	CFO	TSL
E2.2	Determine how central services will be funded	TRB	CEO	CFO	TSL
E2.3	Monitor monthly management accounts and outturn forecast	TRB	CEO	CFO	
E2.4	Approve use of reserves in line with the Reserves Policy (as part of annual budget process)	TRB	CEO	CFO	
E2.5	Investments (in line with policy)	TRB	CEO	CFO	
E2.6	Approve changes to budgets including virements and non-budgeted expenditure	CEO		CFO	
E3	**Systems of Internal Financial Control including authorisation**	**Approve**	**Consult**	**Deliver**	**Inform**
E3.1	Adopt Trust Financial Regulations	TRB		CFO	TSL
E3.2	Management response to external audit/internal scrutiny recommendations	TRB	CEO	CFO	
E3.3	Approval of payroll	HOP	HOF	HOP	
E3.4	Ex gratia/compensation payments	TRB	CEO/ CFO	HOP	
E3.5	Special staff severance payment within Trust authority	TRB	CEO/ CFO	HOP	
E3.6	Special staff severance payment requiring prior external approval	DFE	TRB	HOP	
E4	**Purchasing and Procurement**	**Approve**	**Consult**	**Deliver**	**Inform**
E4.1	Set Trust-wide procurement policies for suppliers including auditors, HR, Payroll Providers & solicitors in accordance with the funding agreement and ATH	TRB	CEO	CFO	TSL
E4.2	Set delegated levels of authority for the awarding of goods and contracts	TRB	CEO	CFO	TSL
E5	**Banking, Borrowing & Fiscal**	**Approve**	**Consult**	**Deliver**	**Inform**
E5.1	Open bank accounts & set the approved signatories	TRB	CEO	CFO	
E5.2	Authorise applications for purchasing cards & changes to card and school credit limits	CFO			
E6	**Leasing**	**Approve**	**Consult**	**Deliver**	**Inform**
E6.1	Take up a finance lease	TRB	CEO	CFO	
E6.2	Take up a leasehold or tenancy agreement on land and buildings	TRB	CFO/ CEO	HOE	

F	Church of England School only	Approve	Consult	Deliver	Inform
F1.1	Compliance with Section 48 inspection framework	TRB	DBE/ CEO	HET	LAB
F1.2	Clarity of Christian ethos, vision, and strategic direction	TRB	DBE/ CEO	HET	LAB
F1.3	Effectiveness of the RE curriculum (as set out in the Church of England Statement of Entitlement for RE). Understand the distinctive role and purpose of RE and monitor standards	TRB	EHT/ CEO	HET	DBE / LAB
F1.4	Impact of collective worship and ensure it enables students and adults to flourish spiritually.	TRB	EHT/ CEO	HET	DBE/ LAB