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| **CALLYWITH COLLEGE TRUST – SCHEME OF DELEGATION** | | | | | | | |
| **Area of responsibility** | **Decision** | **Members** | **Sponsor Body**  **(Truro & Penwith College)** | **Board of Trustees** | **Committee** | **Principal** | **Notes** |
| **People** | Appoint/remove Members | ● |  |  |  |  |  |
| Appoint/remove Trustees | ● | ● | ● |  |  |  |
| Election/removal of Parent Trustees |  |  | ● |  |  |  |
| Elect Chair and Vice-Chair of Board of Trustees |  |  | ● |  |  |  |
| Appoint Committee Chairs |  |  | ● |  |  |  |
| Appoint Committee Vice-Chairs |  |  |  | ● |  | Each committee to appoint its own Vice-Chair |
| Appoint/dismiss Principal |  |  | ● |  |  |  |
| Appoint/dismiss teaching staff |  |  |  |  | ● |  |
| Appoint/dismiss support staff |  |  |  |  | ● |  |
| Performance Management of Principal |  |  | ● |  |  |  |
| Performance Management of Staff |  |  |  |  | ● |  |
| **Area of responsibility** | **Decision** | **Members** | **Sponsor** | **Board** | **Committee** | **Principal** | **Notes** |
| **Governance Systems and Structures** | Amend Articles of Association | ● |  |  |  |  | Notify Charities Commission, RSC Office and Companies House as appropriate |
| Agree governance/committee structure |  |  | ● |  |  |  |
| Agree Standing Orders for the Board and Committees |  |  | ● |  |  |  |
| Agree terms of Reference for Committees |  |  | ● |  |  |  |
| Complete of annual Skills Audit |  |  | ● |  |  |  |
| Complete of annual Self-Evaluation |  |  | ● |  |  |  |
| **Reporting and Compliance** | Publication of names of Members/Trustees on website |  |  | ● |  |  |  |
| Publication of Register of Interests for Members/Trustees on website |  |  | ● |  |  |  |
| Publication of Annual Accounts on website |  |  | ● |  |  | Publish accounts by 31 January |
| Ensure compliance with Funding Agreement |  |  |  |  | ● |  |
| Overall responsibility for ensuring website complies with statutory requirements |  |  | ● |  |  |  |
| File Company Accounts and Annual Confirmation Statement and ensure compliance with Companies House requirements |  |  | ● |  |  | File Confirmation Statement by 30 September |

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| **Area of responsibility** | **Decision** | **Member** | **Sponsor** | **Board** | **Cmtee** | **Principal** | **Notes** |
| **Strategy** | Determine educational character and mission | ● |  | ● |  |  | To be reviewed annually by Members and Trustees at AGM |
| Ensure broad and balanced curriculum in place |  |  |  | ● |  |  |
| Monitor the quality of teaching, learning and assessment |  |  |  | ● |  |  |
| Monitor the operation of student services and quality of the student experience |  |  |  | ● |  |  |
| Consider and approve the Annual Self-Assessment Report |  |  | ● | <A |  | Teaching, Learning & Student Exp Cmtee to advise Board |
| **Policies and Procedures** | Determine the Admissions policy following consultation, as necessary |  |  | ● |  |  |  |
| Approve rules relating to capability, conduct, discipline, suspension and dismissal of staff |  |  |  | ● |  |  |
| Determine rules for the redress of grievances by staff |  |  |  | ● |  |  |
| Determining student conduct and discipline policies |  |  |  | ● |  |  |
| Consider and approve Health & Safety policies |  |  |  | ● |  |  |
| Develop and approve a Complaints Procedure |  |  | ● |  |  |  |
| Approve framework for pay and conditions of staff (excluding senior leaders) |  |  |  | ● |  |  |
| Determine annual pay awards for staff |  |  |  | ● |  |  |
| Determine pay and conditions for senior leaders |  |  |  | ● |  |  |
| Oversee the development and implementation of policies on safeguarding, Prevent, SEN, E&D |  |  |  | ● |  |  |

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| **Area of responsibility** | **Decision** | **Members** | **Sponsor** | **Board** | **Committee** | **Principal** | **Notes** |
| **Finance & Audit** | Consider and approve the annual budget |  |  | ● | <A |  | Finance, Employment & Audit Committee to advise Board |
| Approve the annual financial statements |  |  | ● | <A |  | Finance, Employment & Audit Committee to advise Board |
| Establish and review financial and procurement procedures |  |  |  | ● |  |  |
| Consider and approve contractual and other agreements to be entered into by the Trust |  |  |  | ● |  |  |
| Establish a charging and remissions policy |  |  |  | ● |  |  |
| Determine policy for the payment of expenses to Trustees |  |  |  | ● |  |  |
| Monitor capital projects |  |  |  | ● |  |  |
| Investigate allegations of fraud |  |  |  | ● |  |  |
| Investigate whistleblowing allegations |  |  |  | ● |  |  |
| Consider and recommend the appointment of auditors |  |  | ● | <A |  | Finance, Employment & Audit Committee to advise Board |
| Appoint auditors | ● |  |  |  |  |  |