



**Winckworth**  
Sherwood

**[NAME OF CATHOLIC MAT]**

The Good Shepherd Catholic Trust

**SCHEME OF DELEGATION**

**EFFECTIVE DATE: [SEPTEMBER 2024]**

**PART 1: INTRODUCTION AND EXECUTIVE SUMMARY: PURPOSE OF SCHEME OF DELEGATION**

Diocese of Brentwood template Scheme of Delegation. Draft developed for Catholic schools by the Diocesan Education Service with the support of the Diocesan solicitors, Winckworth Sherwood (contact: Andrea Squires on [asquires@wslaw.co.uk](mailto:asquires@wslaw.co.uk) or 020 7593 5039). Any significant departures from this template should be discussed with the Director of Education.

## INTRODUCTION AND EXECUTIVE SUMMARY: PURPOSE OF SCHEME OF DELEGATION

1. [Name of Catholic MAT] (referred to herein as the “**Trust**”) is a Catholic multi-academy trust, which has been established by the **Bishop of Brentwood**. It is responsible for the running of a number of Catholic schools/academies (referred to as the “**Academies**”).
2. The Academies shall at all times remain Catholic schools, conducted in conformity with any trust deed governing the use of land used by the Trust and in conformity with canon law and with the teachings of the Catholic Church. Both the Trust and the Academies must comply with and observe any advice or directive issued by or on behalf of the Bishop. This includes the **Diocesan Memorandum of Understanding** and the **Diocesan Protocols**, as updated from time to time.
3. The Trust is a company limited by guarantee and a charity, whose objects are the advancement of the Catholic religion through the provision of a Catholic education. The Trust is not a registered charity but an “exempt” charity, regulated by the Secretary of State for Education, who acts as the principal regulator.
4. The Trust’s constitution is set out in its **Articles of Association**, which delegate responsibility for the governance and management of the Trust to the **Trustees**.
5. In association with the **Members**, the Trustees have put in place this **Scheme of Delegation** to provide clarity as to the roles and responsibilities of those involved in the governance of the Academies and how decisions are made.
6. The purpose of good governance is to:
  - 6.1. determine the vision and values of the Trust;
  - 6.2. support leadership in determining and fulfilling the strategic direction of the Trust;
  - 6.3. hold leadership to account and ensure staff well-being; and
  - 6.4. oversee the financial performance of the Trust ensuring there are systems in place to manage risk and ensure money is well spent.
7. An overview of the governance structure is set out in the attached structure chart.
8. The Members of the Trust oversee the Board of Trustees (the “**Trust Board**”), holding the Trustees to account and ensuring that the values and ethos of the Trust are upheld and the distinctiveness of the Academies is preserved.
9. The Members are:
  - 9.1. the **Bishop of Brentwood**;
  - 9.2. the **Brentwood Roman Catholic Diocesan Trust** (the corporate trustee of the Diocese); and
  - 9.3. the **Episcopal Vicar for Education**.
10. The Trust Board is made up of both **Foundation Trustees** appointed by the Bishop (who shall always be in the majority by at least 2) and **Co-opted or Non Foundation Trustees** appointed by the Trust Board itself with the approval of the Diocese. Whilst Foundation Trustees are appointed for a term of 4 years, Co-opted Trustees are appointed for a 1 year term and are generally appointed for a specific purpose. In exceptional circumstances, the Trust Board may seek the approval of the Diocese to appoint a “Non

Foundation Trustee”, who must uphold the Catholic mission of the Trust but are not expected to be practising Catholics. If approved, a Non Foundation Trustees will be appointed for a 4 year term. Both Co-opted and Non Foundation Trustees can be removed by the Members on the recommendation and in consultation with the Trust Board.

11. The Trust Board is the accountable body within the Trust and is responsible for the good governance of the Trust and its Academies.
12. The Trust Board delegates aspects of governance and the day to day oversight of school leadership to a local governing committee (referred to as the “**Local Governing Committee**”).
13. To ensure effective collaboration and the dissemination of good practice, headteachers meet as a **Leadership Group** and some strategic decision-making responsibility is vested in this group. It is intended that this group meet regularly and Chairs of Local Governing Committees will be invited to attend occasionally to provide an opportunity to consider the impact of the Trust as a whole and how it is meeting the needs of its communities with the view to supporting the Trust Board in making strategic decisions about the future priorities for the Trust and its Academies.
14. A **Summary of Key Delegated Responsibilities** is attached.
15. A **Leadership and Governance Decision Planner** is attached to aid swift decision making.
16. This Scheme of Delegation applies to each Academy. Its effective date is noted on the first page and it will be reviewed from time to time by the Trust Board in discussion with the Diocesan Education Service. Whilst the Scheme cannot take the form of a legally binding contract and is subject to the overriding duty on the Trustees to act freely and in the best interest of the Trust, in so far as the Trustees are able they agree to abide by the provisions of it and will consult the Local Governing Committees on any significant changes.
17. This Scheme of Delegation is formed of a number of component parts, effectively comprising a Trust governance and leadership handbook. By way of summary, it contains or references the following:
  - 17.1. Part 1 - This Introduction and Executive Summary: Purpose of the Scheme of Delegation;
  - 17.2. Part 2 - The Trust’s Governance Principles: Vision and Values
  - 17.3. Part 3 - Governance and Management Structure: Roles and Responsibilities
  - 17.4. Part 4 - Supervision and Intervention: Accountability
  - 17.5. Trust Structure Chart
  - 17.6. Tables of Key Delegated Responsibilities
  - 17.7. Leadership and Governance Decision Planner
  - 17.8. Financial Regulations Manual/Finance Policy
  - 17.9. Committee Terms of Reference

17.9.1. [Finance & Resources, Audit and Risk]

17.9.2. [Teaching & Learning, Standards and Intervention]

17.9.3. Leadership Group

17.9.4. Local Governing Committee

17.10. Trustee and Governor Codes of Conduct

17.11. Diocesan Memorandum of Understanding