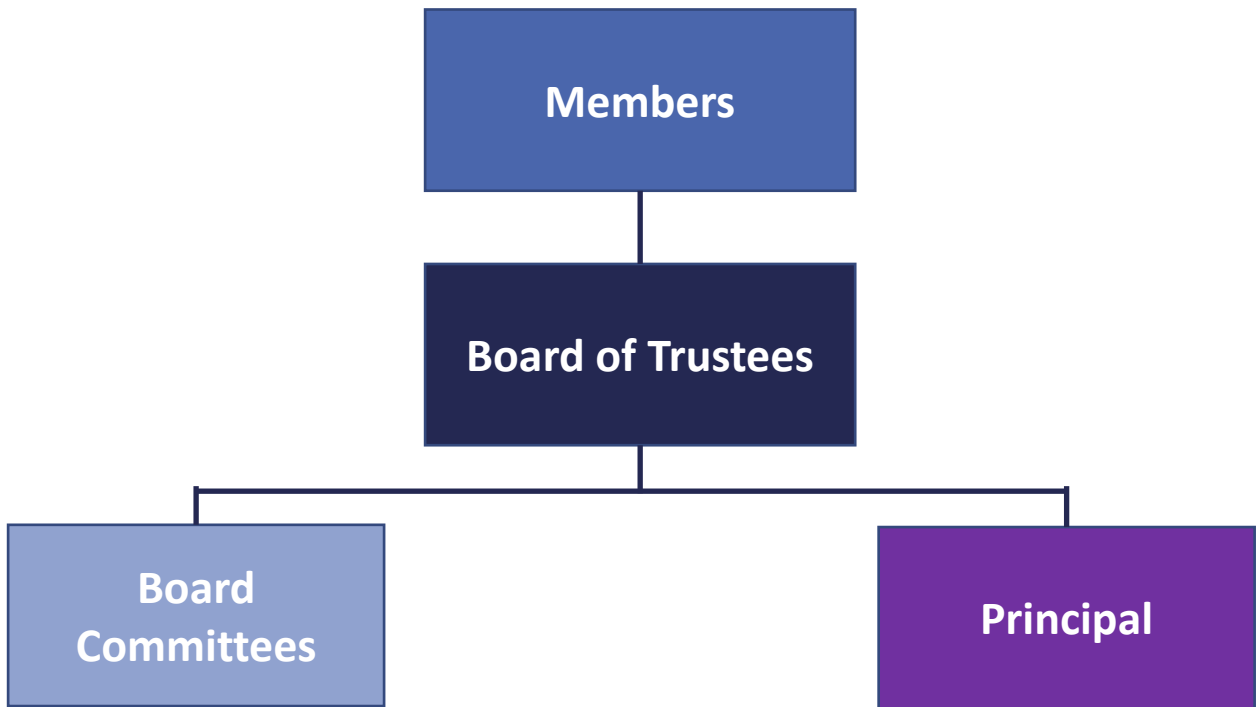




# **Esher Sixth Form College**

## **Scheme of Delegation**



## **Roles and Responsibilities**

### **The Role of the Members**

The members of the Esher Sixth Form College Academy Trust act as guardians of the governance of the Trust and are responsible for ensuring the effective delivery of the Objects. Members are not permitted to be employees of the Academy Trust.

Key responsibilities:

- To sign the Trust's first Articles of Association
- To approve any changes to the Articles of Association
- To hold an Annual General Meeting each academy financial year
- To appoint Trustees according to the terms of the Articles of Association
- To hold the Board of Trustees to account for the effective governance of the Academy Trust
- To remove Trustees, regardless of the means of appointment, in exceptional circumstances, usually relating to a failure of effective governance

### **The Role of the Trustees**

The Trustees have overall responsibility for the strategic direction and for the general control and management of the Academy Trust, including the quality strategy, financial scrutiny, the setting of budgets and the appointment of the holders of senior posts. The Board of Trustees is accountable to the Members for the performance of the Academy Trust.

Key responsibilities:

- the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- approving the quality strategy of the institution;
- the effective and efficient use of resources, the solvency of the institution and the Trust and the safeguarding of their assets;
- approving annual estimates of income and expenditure;
- the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk
- setting a framework for determining the pay and conditions of service of all other staff and for establishing arrangements for determining the conduct and professional practice of staff

The Board of Trustees may delegate their powers or functions (including the power to sub-delegate) to any Trustee, Committee, the Principal or any other holder of an executive office.

### **The Role of Committees**

Subject to the Academy Trust's Articles of Association, the Board of Trustees may establish any committee they determine necessary. The constitution, membership and proceedings of any committee shall be determined by the Board of Trustees and explained in each committee's

terms of reference. The terms of reference will also outline delegated powers specific to each committee. The permanent committees of Esher Sixth Form College Academy Trust are:

- Finance and Estates
- Strategy and Policy
- Audit
- Quality and Standards
- Remuneration

Other committees may be formed for a particular purpose, on a temporary or permanent basis, as the need arises.

### **The Role of the Principal**

The Principal is responsible for the day to day management of the Academy Trust and has the delegated responsibility for the operation of the Academy Trust's activities. In addition, the Principal is the accounting officer so has overall responsibility for the operation of the Academy Trust's financial responsibilities. The Principal is accountable to the Board of Trustees.

Key responsibilities:

- making proposals to the Board of Trustees about the educational character and mission of the institution and implementing the decisions of the Academy Trust;
- the determination of the institution's academic and other activities;
- preparing annual estimates of income and expenditure for consideration and approval by the Board of Trustees, and the management of budget and resources within the estimates approved by the Board of Trustees;
- the organisation, direction and management of the institution and leadership of the staff;
- the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Board of Trustees, of the pay and conditions of service of staff, other than the holders of senior posts and the Clerk
- maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.

### **Other Delegated Powers**

The delegation of powers on detailed financial matters are outlined in the Financial Regulations.

The delegation of powers for urgent and unbudgeted building matters are outlined in the terms of reference for the Finance and Estates Committee.

***Approved by the Board of Trustees September 2023***