



LANCASTER UNIVERSITY
SCHOOL OF MATHEMATICS

Lancaster University

School of Mathematics

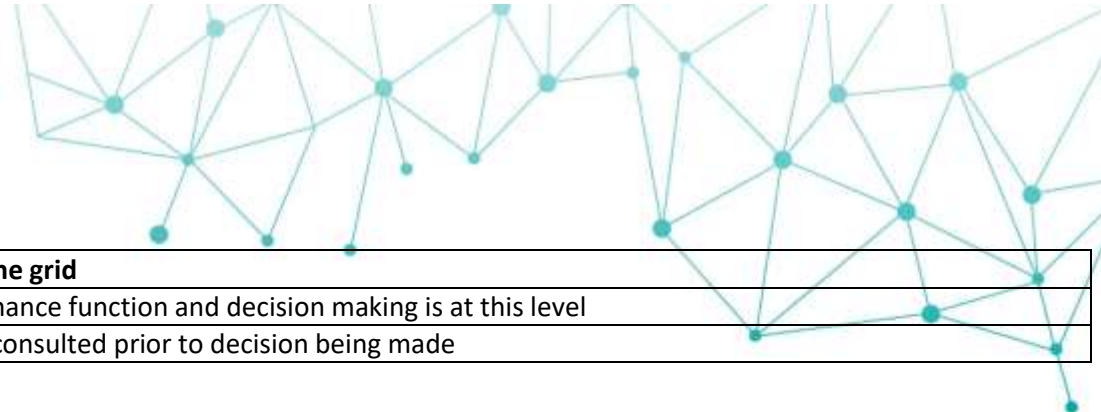
Scheme of Delegation



Title	Scheme of Delegation
Review Date	September 2023
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The Rigby Education Trust was set-up to operate and oversee the Lancaster University School of Mathematics.

The Rigby Education Trust is an academy trust and a charity. The Lancaster University School of Mathematics is the charitable activity of the academy trust. Therefore, in this document references to the Maths School apply to the Rigby Education Trust.



Reading the grid
✓ - governance function and decision making is at this level
C - to be consulted prior to decision being made

Governance function		Members	Trust/board committees	Executive principal/ accounting officer	Head of School	Other
Governance framework: people	Trustees: appoint					Lancaster University; Cardinal Newman College
	Trustees: remove	✓	✓			
	Parent trustees: appoint when elected		✓			
	Trustees' committee chairs: appoint and remove		✓			
	Named Link Trustees: appoint and remove		✓			
	Clerk/governance professional: appoint and remove		✓			
Governance framework: systems and structures	Articles of association: review and agree	✓				
	Governance structure for the trust: establish and review annually		✓			
	Committee terms of reference and scheme of delegation: agree annually		✓			
	Annual schedule of governance business: agree		✓			
	Self-review of trust board and committees: complete annually		✓			
Governance framework: reporting	Publish governance arrangements on trust and schools' websites: ensure					Clerk/governance professional
	Annual report on the performance of the trust: submit to members and publish		✓			

Governance function		Members	Trust/board committees	Executive principal/ accounting officer	Head of School	Other
	Annual self-review/triannual external review of board effectiveness: submit to members		✓			
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓			
	ESFA required reports and returns submit		✓			
Being strategic	Determine policies which reflect the trust's ethos and values: approve		✓	C	C	
	Management of risk: establish register, review and monitor		✓	C	C	
	Engagement with stakeholders: ensure		✓	✓	✓	
	Determine trust's vision, strategy and key priorities: approve		✓	C	C	
	Chief executive officer: appoint and dismiss		✓			
	Accounting officer: appoint and dismiss		✓			
	Head of School: appoint and dismiss		✓	C		
	Budget plan to support delivery of key priorities: agree		✓	C	C	
	Trust's staffing structure: agree		✓	C	C	
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C	C	
	Monitoring progress on key priorities: agree reporting arrangements		✓	C	C	

Governance function		Members	Trust/board committees	Executive principal/ accounting officer	Head of School	Other
	Performance management of the Executive Principal: undertake		✓			
	Performance management of Head of School: undertake		✓	✓		
Financial oversight	External auditors: appoint	✓				
	Chief financial officer: appoint		✓	C	C	
	Trust's Financial Regulations (including delegated authorities): establish, monitor and review		✓	C	C	
	External auditors' report: receive and respond		✓			
	CEO pay award: agree		✓			
	Head of School's pay award: agree		✓			
	Staff appraisal procedure and pay progression: review and agree		✓			
	Benchmarking and value for money: ensure robustness			✓	C	
	Monitoring budget: agree reporting		✓	C	C	