



Diocese of Chelmsford Vine Schools Trust

# Vine Schools Trust Scheme of Delegation

This policy is a mandatory policy for all Vine schools and must be implemented with no amendments.

**"I am the vine; you are the branches.  
If you remain in me and I in you, you will bear much fruit"  
(John 15:5)**

The Diocese of Chelmsford Vine Schools Trust	
Approved by:	The Vine Schools Trust
Signature:	Tim Rose Chairman
Date:	27 November 2020

Policy Reference:	AO13 Trust Scheme of Delegation
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Diocese of Chelmsford Vine Schools Trust

## Vision & Values

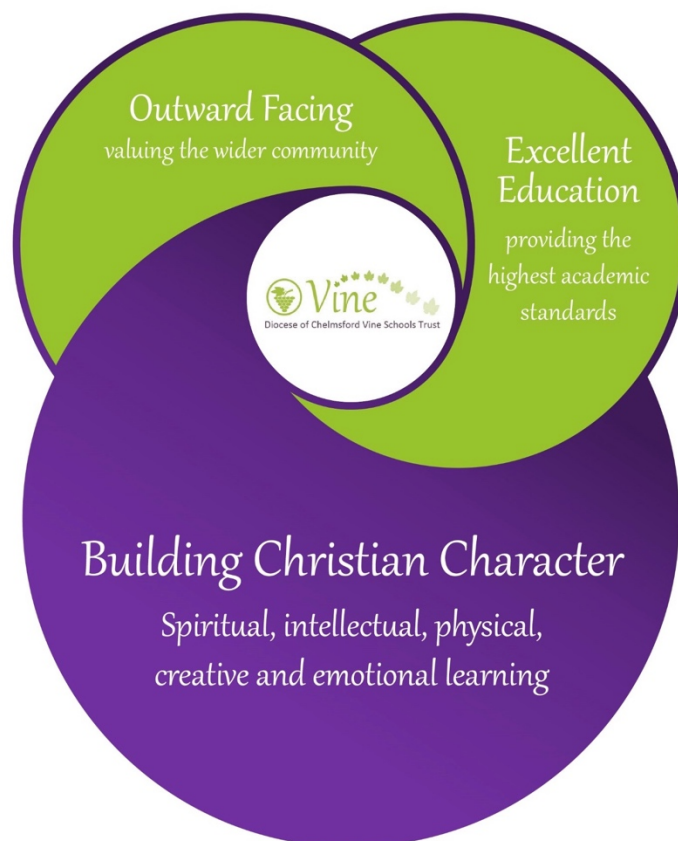
**V**  
**I**  
**N**  
**E**

**Valuing every person**

**Inspiring great teaching**

**Nurturing academic excellence and Christian Character**

**Excelling, unlocking great potential**



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## General Introduction

- 1.1 The overarching responsibility for the governance of the Trust and its schools lies with the Vine Board of Directors. The Directors are responsible for setting and monitoring strategic objectives, as well as compliance with charity and company law and the Vine Trust funding agreement.
- 1.2 The Board of Directors fulfil the three core functions of governance:
  - Ensuring clarity of vision, ethos and strategic direction;
  - Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
  - Overseeing the financial performance of the organisation and making sure its money is well spent.
- 1.3 Responsibility and accountability to the Trust Board of Directors for the three functions lies with the Chief Executive Officer and the day to day operational running of schools is delegated to the headteacher of each school.
- 1.4 The responsibilities of the Trust Board, Chief Executive Officer, Chief Operating Officer and headteachers are the main subject of this Vine Schools Trust Scheme of Delegation.
- 1.5 To enable the Directors to fulfil their responsibility eight regional Local Schools Board's work on behalf of the Vine Trust Board of Directors and undertake some delegated governance of between 2 and 4 four schools. The **Governance Scheme of Delegation** which is part of the Local Schools Board Terms of Reference is incorporated into and shown in this overall **Trust Scheme of Delegation**.
- 1.6 All policies referred to in this Scheme of Delegation means the current policy by that title as published at [www.vineschoolstrust.org](http://www.vineschoolstrust.org)
- 1.7 Where any uncertainty exists in the interpretation of this scheme of delegation or if any responsibility or decision making appears not to be covered then the CEO/COO should consult with the Chair of the Board of Directors and the Headteacher or Chair of the Local Schools Board should consult with the CEO/COO.

# Trust Scheme of Delegation

This scheme shows the primary delegated responsibility whilst the operational aspect is often/usually the responsibility of the CEO/COO and Headteacher. All accountability lies with the Vine Trust Board of Directors even where delegated to the Local Schools Board that acts as a committee on behalf of the Board of Directors.

Level 1: Vine Trust Board (VTB)

Level 2: CEO of the Trust

Level 3: COO of the Trust

Level 4: Headteacher

Level 5: Local Schools Board

	Key Priorities	1	2	3	4	5
1.	<b>Priority 1: Church School, Religious Education and Collective Worship</b>					
1.1.	Reference and apply the Church of England Vision for Education in all discussions and decisions.					
1.2.	To establish a Religious Education Policy					
1.3.	Responsibility for ensuring provision of RE in line with the agreed syllabus					
1.4.	To establish a Collective Worship Policy					
1.5.	Maintain and develop the Christian distinctive foundation of the school including links with the linked church(es).					
1.6.	Ensure clarity of vision, ethos and strategic direction set by the Vine Trust Board along with the individual school visions.					
1.7.	Continue to support the wellbeing of the Executive Headteacher/headteachers in particular and staff and children in each school in general.					
1.8.	Responsibility for ensuring the provision of RE is in line with the Vine agreed syllabus.					
1.9.	Ensure the arrangements for Collective Worship are in line with the Vine policy					
2.	<b>Priority 2 : School Improvement</b>					
2.1.	Appoint a School Improvement Consultant and Specialist Leaders in Education					
2.2.	Ensuring each school is aiming at least a 'good' level of education to all pupils.					
2.3.	Ensuring (or at least working towards) 'good' academic progress and standards.					









7.7.	To make payments					
7.8.	Miscellaneous financial decisions					
7.9.	Capital Programmes					
7.10.	Income generation					
7.11.	Investments					
7.12.	Accept and implement all Vine Trust financial policies which can be found on the Vine Website.					
7.13.	Notify the Vine Chief Operations Officer (COO) of any financial concerns/vulnerabilities.					
7.14.	Ensure that an annual school budget has been provided by the Vine Trust for each school.					
7.15.	Supporting the headteachers in responding to budget concerns raised by the COO.					
8.	<b>Priority 8: General Matters</b>					
8.1.	Buildings insurance and personal liability					
8.2.	Developing school buildings strategy or master plan and contributing as required to Trust Asset Management Planning arrangements					
8.3.	Procuring and maintaining buildings including developing a properly funded maintenance plan					
8.4.	Determine health and safety policy					
8.5.	Ensure the implementation of Vine Health & Safety Policy & review annual professional reports.					
8.6.	Setting times of school sessions, term dates and holidays in line with Vine Trust guidance.					
8.7.	To ensure school meets for 380 sessions in the school year					
8.8.	To ensure the school meals where provided are nutritious and value for money					
8.9.	Prepare and publish school prospectus					
8.10.	To ensure the provision of FSM to qualifying pupils					
8.11.	Adopt home-school agreements					
8.12.	The Chair to receive any complaints under the Vine Complaints Policy and report them to CEO and support any process as appropriate.					
8.13.	Provide panel members for complaints and other panels when possible for any school in the Vine Schools Trust.					
8.14.	Ensure that the Risk Register is reviewed and updated at least termly.					

END