

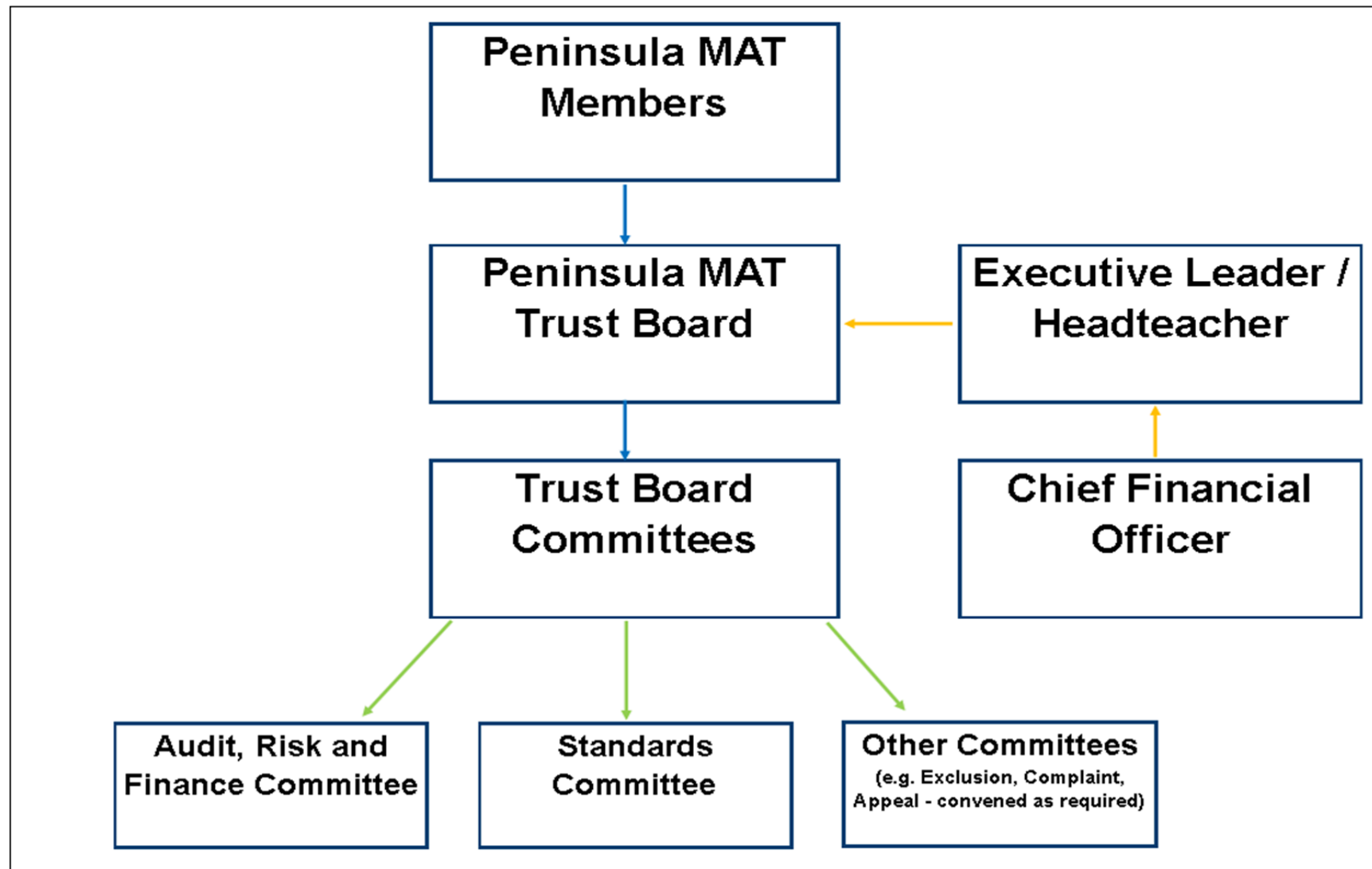
Peninsula / Weatherhead High School Trust: Scheme of Delegation (2026-27)

As of April 2026

Weatherhead
High School

 **Peninsula**
MULTI ACADEMY TRUST

Peninsula / Weatherhead High School Trust Governance & Leadership Structure



AIMS OF THIS SCHEME OF DELEGATION

This Scheme of Delegation defines the governance and decision-making framework for **Peninsula / Weatherhead High School Trust**, a multi-academy trust operating one secondary academy.

In order to ensure clarity, efficiency, and strong accountability, the Trust has resolved that no Local Governing Board (LGB) will operate. All governance functions are exercised by the Trust Board, with defined delegation to Trust Board committees and executive leadership.

The Trust Board retains ultimate accountability for all decisions.

Governance arrangements will be kept up to date on the Peninsula / Weatherhead High School Trust website, as well as with the DfE's Get Information About Schools (GIAS) site and Companies House.

THE ROLE OF MEMBERS AND TRUSTEES

MEMBERS

The Members appoint Trustees to ensure that the Trust's charitable objects are carried out. They are able to remove Trustees if they fail to fulfil this responsibility. There must be **at least three** Members, although the Department for Education's (DfE) strong preference is that Trusts should have **at least five** members. There must be a separation of powers between the Members and the Trust Board. In order to retain a degree of separation of powers between the Members and the Trust Board, and in line with DfE expectations, Members will be independent of the Trust Board. Members are not permitted to be employees of the Trust or to be related to employees of the Trust.

There are no terms of office for the Members of the Peninsula /Weatherhead High School Trust and the circumstances surrounding the appointment and removal of Members is set out in the Articles of Association.

Members have the ultimate responsibility for ensuring the Trust fulfils its obligations, as described in its Funding Agreement with the Secretary of State for Education and its Articles of Association (a document which outlines the governance structure and how the Trust will operate). The Articles of Association stipulate arrangements for the appointment and removal of Members and Trustees. Under Article 50 of the Articles of Association, the Members are able to appoint up to eight Trustees to ensure that the Trust's charitable objects are carried out.

The Members must meet at least annually, and will receive from the Trust Board an annual report on the performance of the Trust which includes the audited accounts. The Members will be responsible for appointing the Trust's external auditors.

In summary, the Members' four main functions are (i) ultimate control over the performance of the Trust Board, with the ability to appoint and remove Trustees, (ii) the right to amend the Trust's Articles of Association, (iii) responsibility for the Trust achieving its charitable objectives (including financial) and (iv) appointing auditors.

TRUSTEES

The DfE Academy Trust Handbook (September 2025) states the following about the role of the Trust Board within an academy trust:

The academy trust is the legal entity with the board having collective accountability and responsibility for the academy trust and assuring itself that there is compliance with regulatory, contractual, and statutory requirements. The academy trust board provides:

- **Strategic leadership of the academy trust:** the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy, including determining what, if any, governance functions are delegated to the local tier.
- **Accountability and assurance:** the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well-maintained.
- **Engagement:** the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement.

The Trust is a charitable company and so Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and Company Directors. Trustees are bound by both charity and company law. The terms 'Trustee' and 'Director' are often used interchangeably. Peninsula / Weatherhead High School Trust uses the term 'Trustee'. The Trustees are responsible for the general control and management of the administration of the Trust and, in accordance with the provisions set out in the Memorandum and Articles of Association, its Funding Agreement and the Academies Trust Handbook, they are legally responsible and accountable for all statutory functions, for the performance of all academies within the Trust, and for the approval of a written Scheme of Delegation of financial powers that maintains robust internal control arrangements. The Trust Board is legally responsible and accountable to the Department for Education (DfE).

The Board of Trustees has the right to review and adapt its governance structure at any time which includes approving or removing delegation. Trustees are appointed for their knowledge, skills and experience, ensuring an appropriate balance of expertise. The Trust Board meets termly, providing non-executive leadership for the Trust and having overall legal responsibility for the operation of the Trust. It is the accountable Board for the performance of all academies within the Trust and as such must:

- Ensure clarity of vision, ethos and strategic direction.
- Hold the Executive Leader to account for the educational performance of the academies and their students, and the performance management of staff.
- Oversee the financial performance of the Trust and make sure its money is well spent.
- Comply with provisions set out in the Articles of Association of the Trust, the Master Funding Agreement, Supplemental Funding Agreements and the Academy Trust Handbook.
- Determine a Scheme of Delegation.

The Trust Board is the employer of all staff and therefore is the final appeal board in matters of pay and staff discipline. Trustees will also agree the annual budget for any academy within the Trust. It is also responsible for determining the Executive Leader's pay and any pay progression decisions.

The composition of the Trust Board and the appointment of Trustees will be in accordance with the conditions set out in the Articles of Association. In addition, the operational arrangements for the Trust Board are set out in the Articles of Association. The Trust Board will meet on a termly basis and will hold an annual general meeting prior to the first meeting of the academic year. The work of the Trust Board will be supported by a Clerk / Governance Professional.

TRUST BOARD MEMBERSHIP

The Trust Board shall comprise:

- A minimum of three Trustees and a maximum of 12 Trustees
- Trustees can be appointed through a combination of:
 - Members' appointments
 - Board appointments (co-opted)
 - Parent elections

The composition of the Trust Board shall be up to:

- Five Member appointed Trustees
- Five Co-opted Trustees
- Two Parent Trustees

The quorum shall be three Trustees.

The Board will seek to maintain a diverse membership with a broad range of relevant skills, including (but not limited to):

- Education and school improvement
- Finance and audit
- Legal and compliance
- HR and organisational leadership
- Safeguarding and child protection

Trustees shall be appointed for a term of four years. Trustees may be reappointed, subject to satisfactory performance and continued eligibility.

A person shall be disqualified from serving as a Trustee if they:

- Are disqualified under the Companies Act 2006 or charity law
- Are subject to a relevant safeguarding prohibition
- Fail to meet eligibility requirements set out in the Academy Trust Handbook

Trustees may be removed in accordance with the Trust's Articles of Association.

The Board will elect a Chair and Vice Chair annually from amongst the Trustees.

TRUST BOARD COMMITTEES

The Trust Board has established committees with delegated powers. The purpose of the committees is to make decisions in line with their delegated powers, to review and monitor the impact of decisions made and to report back to the Trust Board. All Trustees are required to sit on at least one Trust Board Committee.

Audit, Risk and Finance Committee

The purpose of this committee is to be responsible for financial oversight and scrutiny, ensuring sound management of the Academy's finances and resources, including proper planning, monitoring and probity. The committee will scrutinise the annual proposed budget in detail, making a recommendation for approval to the Trust Board, and will closely monitor the management of the budget during the financial year. The committee will advise the Trust Board on matters relating to the Trust's finance and audit arrangements, systems of internal control and risk management. It will assist the Trust Board in ensuring sound management of the Trust's finances and resources, including proper planning, monitoring and probity. It has oversight of internal scrutiny and is responsible for the appointment of the internal scrutiny auditors. This committee will also consider and have oversight of the Trust's estate, ensuring the good maintenance and upkeep. The Audit, Risk and Finance Committee is responsible to the Trust Board. Terms of reference set out the delegated powers of the committee in more detail.

Standards Committee

The committee's specific function is to support the Trust Board, Executive Leader and relevant members of the Executive Team in their responsibilities for the educational performance of the Trust and its students in the context of the Trust's strategy. The committee has oversight of all aspects of educational performance, including curriculum offer, attainment & progress data and provision for students with SEND. In addition, the committee will monitor data related to safeguarding, behaviour, attendance and the well-being of students, enabling the Trust to identify areas of strength and those requiring improvement. The Standards Committee is responsible to the Trust Board. Terms of reference set out the delegated powers of the committee in more detail.

Ad Hoc Committees

The Trust Board may establish ad hoc committees on a time-limited basis to carry out specific functions or consider defined matters where it is appropriate to do so.

Examples of task and finish committees may include, but are not limited to:

- **Pay and Appraisal Panels** – to consider pay and appraisal appeals.
- **Complaints Panels** – to hear formal complaints in accordance with the Complaints Policy.
- **Disciplinary or Grievance Panels** – to consider staff disciplinary or grievance matters.
- **Recruitment Panels** – to oversee the appointment of senior leaders.
- **Exclusion Review Panels** – where required under statutory guidance.

Each ad hoc committee will operate under terms of reference approved by the Board, will have clearly defined delegated authority, and will disband once its purpose has been fulfilled.

THE ROLE OF THE CHIEF EXECUTIVE OFFICER (CEO)

In the Peninsula / Weatherhead High School Trust the Chief Executive Officer is referred to as Executive Leader. [This person is also the Headteacher of Weatherhead High School.](#) The Trust Board appoints the Executive Leader to whom it delegates responsibility for delivery of the vision and strategy of the Trust. The Executive Leader is held to account for the conduct and performance of the Trust, including the performance of any academies within the Trust, and for financial management.

The Executive Leader is the Accounting Officer so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money.

Representatives from the Trust Board, supported by an independent advisor, will be responsible for the Executive Leader's performance management and will make any recommendation for pay progression to the Trust Board.

The details of the Executive Leader's roles and responsibilities are set out in the Executive Leader job description.

Executive Leader / Headteacher Appraisal Committee

The Board will appoint a panel of Trustees to carry out the annual appraisal of the Executive Leader / Headteacher, supported by an external adviser where appropriate. The Appraisal Panel will make recommendations to the Board in relation to appraisal outcomes and any associated pay decisions.

The Board may review this delegation arrangement periodically and may establish a Pay and Performance Committee in the future if it considers this to be in the best interests of effective governance.

THE ROLE OF THE CHIEF FINANCIAL OFFICER (CFO)

The Chief Financial Officer (CFO) is responsible for the strategic leadership, management, and oversight of the Trust's financial operations, ensuring financial sustainability, compliance, and value for money. Reporting to the CEO and accountable to the Board, the CFO shall develop and implement the Trust's financial strategy, maintain robust financial controls, and ensure accurate and timely financial reporting in accordance with statutory and regulatory requirements. The CFO will oversee budgeting, forecasting, audit, and risk management functions, and advise the Board on financial planning and resource allocation to support the Trust's objectives. The CFO is also responsible for ensuring propriety and regularity in the use of public funds, securing economy, efficiency, and effectiveness, and maintaining strong governance frameworks across all financial activities.

PAY, PERFORMANCE & APPRAISAL

The Board of Trustees retains full responsibility for all matters relating to pay, remuneration and performance management, and does not delegate these functions to a separate committee.

In exercising these responsibilities, the Board will:

- Approve and regularly review the Trust's Pay Policy, ensuring compliance with the School Teachers' Pay and Conditions Document (STPCD), current employment law, and the Academy Trust Handbook.
- Determine and approve:
 - pay progression and salary awards for all staff.
 - discretionary and additional payments, where applicable.
 - starting salaries and changes to pay arrangements.
- Ensure that any performance-related pay decisions are:
 - evidence-based and linked appropriately to appraisal outcomes or other relevant assessment criteria.
 - affordable and represent value for money.
 - fair, transparent and consistently applied.
- Consider and approve pay and appraisal outcomes for the Executive Leader / Headteacher. The Executive Leader / Headteacher shall not be present for any discussion or decision relating to their own appraisal or pay.
- Ensure that conflicts of interest are properly managed. Any Trustee who is employed by the Trust, or who has a personal interest in a pay decision, must withdraw from the meeting for that item and take no part in discussion or decision-making.
- Ensure appropriate confidentiality is maintained and that accurate records are kept to evidence decisions.
- Establish appropriate arrangements for pay and appraisal appeals.

DELEGATION TO EXECUTIVE LEADERSHIP

Headteacher / Senior Leadership Team

The Headteacher and Senior Leaders are responsible for:

- Day-to-day leadership and management
- Delivery of curriculum and examination outcomes
- The quality of teaching and learning
- Line management of staff
- Behaviour systems and pastoral care
- Safeguarding arrangements
- Health & safety arrangements
- Deployment of resources within approved budgets
- Engagement with parents, the Local Authority and external agencies

The Headteacher and Senior Leaders must:

- Report regularly to the Trust Board on performance
- Escalate significant risks immediately
- Operate within Trust policies and financial limits

SCHOOL-LEVEL OVERSIGHT WITHOUT A LOCAL GOVERNING BOARD

To ensure strong local oversight, the Trust Board will:

- Receive regular Headteacher reports
- Appoint Link Trustees in key areas (e.g. safeguarding, SEND, behaviour) and to oversee school improvement priorities
- Conduct regular structured school visits
- Monitor:
 - Parent and student voice
 - Staff well-being
 - Complaints and concerns

VISITING THE SCHOOL

Visiting the school is an essential part of the Trustee role. Feedback and learning from visits allow the Board to monitor how their strategy is being delivered, how policies are being implemented and to identify strengths and areas for development. Visits raise the profile of the Board and provide Trustees with valuable insight into school life and culture. Visits should be focused on a specific area or priority and carried out by the Trustee who has been given responsibility for monitoring that area and reporting back to the Board. There is an expectation that Trustees visit the school at least twice over the academic year.

REVIEW

This Scheme of Delegation will be reviewed annually and updated following any regulatory or structural change. At each review it will be approved by the Trust Board.

DELEGATION AND DECISION MAKING

Members	Trust Board	Trust Committees	Executive Leader / Headteacher	Chief Finance Officer
M	TB	TC	CEO	CFO

Decision making responsibility	Make recommendation	Consulted prior to decision taken	Responsible for implementation	Responsible for monitoring
D	R	C	I	M

Governance Function: governance framework – people	M	TB	TC	EL/HT	CFO
Members: appoint and remove	D				
Trustees: appointment under Article 50	D				
Trustees: appointment as Co-opted Trustees		D			
Trustees: removal	D				
Trust Board Chair / Vice Chair: appoint		D			
Trust Board Chair / Vice Chair: remove	D				
Trust Board committee chairs: appoint and remove		D		R	
Named Safeguarding Trustee: appoint and remove		D		R	
Named SEND Trustee: appoint and remove		D		R	
Ensuring there is a suitable financial skill set on the Trust Board		D		R	
Governance Professional: appoint and remove		D		R	

Governance Function: governance framework – systems and structures	M	TB	TC	EL/HT	CFO
Articles of Association – review and agree periodically	D				
Determine and review annually the governance structure for the Trust, including the committee structure		D		C	

Establishment of an Audit, Risk & Finance Committee and assignment of suitable Trustees		I		R	
Establishment of other committees within the Trust governance structure and assignment of suitable Trustees		I		R	
Annual review of Trust committees terms of reference		D	C/I	R	
Annual review of the Scheme of Delegation		D		R	
Annual schedule of governance business		D		R	
Annual self-review of Trust Board and committees, submitted to Members		I		I	
Triennial external review of Trust Board effectiveness, submitted to Members		I		I	
Periodic 360° review of Chair of Trust Board's performance		I		I	

Governance Function: governance framework – reporting	M	TB	TC	EL/HT	CFO
Publish governance arrangements on Trust and academies' websites		M		I	I
Annual report on the performance of the trust: submit to Members and publish		M		I	I
Annual report and accounts, including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money, submitted to Members and Companies House	M	I		I	I
DfE reports and returns, submitted as required		M	M	I	I
Register of Business Interests for Members and Trust Board, updated annually	I	I		I	I

Governance Function: being strategic	M	TB	TC	EL/HT	CFO
Set the Trust's vision, strategy and key priorities		D		I	I
Set the Trust's ethos and values		D		I	
Determine the Trust Strategic Development Plan		D/M	M	R/I	R
Engagement with stakeholders, including parents, students and local communities		M	M	I	
Ensure compliance with equalities legislation, including the development and implementation of Trust-wide policies		D/M	D/M	I	I

Development and approval of Trust-wide policies, reflecting the trust's ethos and values (in accordance with the policies scheme of delegation)		D/M	D/M	I	I
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Governance Function: people & human resources	M	TB	TC	EL/HT	CFO
Executive Leader / Headteacher: appoint and dismiss	C	D			
Central Services Team member: appoint and dismiss				D	D
Deputy Headteacher & Assistant Headteacher: appoint and dismiss		C		D	
Other staff in the school: appoint (within agreed budget)		C		D	D
Trust's staffing structure: agree			D	R/I	R
Determine approach to staff appointment and dismissal with regard to statutory requirements		D/M		R/I	
Performance management of Executive Leader / Headteacher		M	I		
Determine arrangements for appraisal and performance management of all other staff		D/M	D/M	R/I	
Set pay levels, including executive pay		D/M	D/M	R/I	
Pay progression decisions for Executive Leader / Headteacher		D	R		
Determine Trust-wide HR policies		D/M	D/M	R/I	
Early retirement, redundancy and settlement agreements: agree		D		C/R/I	R/I

Governance Function: quality of education	M	TB	TC	EL/HT	CFO
Establish the Trust's curriculum, assessment, attendance, behaviour and pastoral care framework, ensuring the meeting of statutory requirements		D	M	R/I	
Set and deliver the school's approach to curriculum provision, assessment, attendance, behaviour and pastoral care, in line with the agreed Trust framework		M	M	I	
Set attainment, progress and attendance targets		M	D	R/I	
Analyse high-quality and timely performance data, enabling leaders to be held to account (attainment, progress, attendance, behaviour and safeguarding)		M	M	I	
Develop curriculum, assessment, behaviour and pastoral care policies as required		D/M	D/M	R/I	
Ensure suitable Careers provision with due regard to statutory guidance		M	M	I	

Ensure compliance with the SEND Code of Practice		M	M	I	
Promotion of a culture of good behaviour		M	M	I	
Management of approach to exclusions and direction to off-site provision		D/M	M	R/M/I	
Compliance with requirements for admissions and attendance registers		M	M	I	

Governance Function: financial oversight	M	TB	TC	CEO	CFO
Appoint Chief Executive Officer as Trust Accounting Officer		D			
Appoint Trust Chief Financial Officer to whom responsibility for the Trust's detailed financial procedures is delegated		D		R	
Determine the scope of mandatory core central services to be delivered by the Trust, including the level of centrally retained funding		D	R	R/I	R/I
Develop budget plan and determine annual Trust budget to support delivery of Trust's key priorities		D	M	R/I	R/I
Deliver monthly management accounts and forecasts		M	M	I	I
Manage the Trust's cash position			M	M	I
External auditors: appoint and remove	D	R		R/I	R/I
Prepare and submit Trust annual report and accounts in accordance with Charity Commission's Statement of Recommended Practice and DfE's Accounts Direction		D	R	I	I
Trust scheme of financial delegation, establishing authority limits for financial transactions: establish, monitor and review			D	R/I	R/I
Develop finance policies (for example, charging, remission, procurement, etc)			D/M	R/I	R/I
Trust Financial Procedures Manual: establish, monitor and review			D	R/I	R/I
Controls framework and internal scrutiny: establish, monitor and review			D	R/I	R/I
Manage conflicts of interest and related party transactions			M	I	I
Internal auditors: appoint and remove			D	R/I	R/I
DfE capital funds (School Condition Allocation / Condition Improvement Fund): allocate			D/M	R	R/I

Ensure compliance with DfE requirements (for example, novel, repercussive & contentious transactions, disposal of land and assets, maintenance of an asset register, use of premises)			M	I	I
Benchmarking and trust wide value for money: ensure robustness			M	M	I
Monitor Pupil Premium and other grant funding			M	I	I
Management of financial risk: establish register, review and monitor			D/M	R/I	R/I

Governance Function: safeguarding / health & safety	M	TB	TC	EL/HT	CFO
Determine the Trust's safeguarding framework and policies, with regard to statutory guidance, including appointing a Trust Designated Safeguarding Lead (DSL)		D/M	D/M	I	
Ensure effective safer recruitment practices, including DBS and other statutory pre-employment checks, are undertaken and a suitable Single Central Record is maintained		M	M	I	
Monitor arrangements for Children Looked After (CLA), including ensuring the appointment of a Designated Teacher for CLA			M	I	
Set the Trust's Health & Safety Policy and procedures, ensuring compliance with health & safety legislation (including first aid, fire safety, food safety and supporting children with additional health needs)		D	M	I	I
Ensure compliance through statutory testing			M		I
Develop a costed Estates Management Strategy to ensure the strategic and effective management of the academy estate and the maintenance of safe working conditions			D/M	R/I	R/I
Ensure suitable buildings, contents and indemnity insurance is in place across the Trust			M	I	I
Management of risk: establish register, review and monitor			D/M	R/I	R/I

Governance Function: school organisation	M	TB	TC	EL/HT	CFO
Term dates: agree		D		R/I	
Session times: agree		D		R/I	
Planned Admission Number (PAN): agree		D		R/I	
Admissions Policy and arrangements		D		R/I	

Management of complaints (school)		M		I	
Management of complaints (Trust)		M/I		R	
Daily act of collective worship: implement and monitor		D		R/I	
Academy websites: ensure compliance		M		I	
Data protection legislation / GDPR: ensure compliance		M		I	

Policies Scheme of Delegation

(* denotes a statutory policy)

Trust Board Approval		Trust Committee Approval	
		Standards	Audit, Risk & Finance
* Admissions Policy / Arrangements	Records Management Policy	Accessibility Plan	Anti Bribery Policy
Bereavement Policy	Recruitment & Selection Policy	Anti Bullying Policy	Anti Fraud Policy
* Child Protection & Safeguarding Policy	* Safeguarding Concerns & Allegations Policy	Artificial Intelligence (AI) Policy	* Charging & Remission Policy
CCTV Policy		Assessment Policy	Financial Procedures Manual
* Complaints Policy	Staff Anti Bullying & Harassment Policy	* Attendance & Punctuality Policy	Investment Policy
Cover Policy	Staff Appraisal Policy	* Behaviour Policy	Lockdown Policy
Cyber Security Policy	Staff Capability Policy	* Careers Policy (inc Provider Access Statement)	Reserves Policy
Data Protection Policy	Staff Code of Conduct	Curriculum Policy	Travel, Expenses and Other Allowances Policy
* Data Protection (privacy notices)	* Staff Discipline Policy	Designated Teacher for CLA Policy	
Early Career Teacher (ECT) Policy	Staff Flexible Working Policy	Drugs Policy	
* Equality Information & Objectives Policy	* Staff Grievance Policy	Foundational Knowledge Policy	

Gender Questioning Children Policy	Staff Leave of Absence Policy	Homework Policy	
* Health & Safety Policy	Staff Mat, Pat, Parental & Adoption Leave Policy	Marking & Feedback Policy	
IT Network Policy	Staff Menopause Policy	Mobile Phone Policy	
Medicines Policy	Staff Neonatal Policy	Online Safety Policy	
Mobile Phone Policy	Staff Probationary Policy	Pupil Premium Policy	
Organisational Change Policy	Staff Sickness Absence Policy	* Relationships & Sex Education Policy	
Parent, Carer & Visitor CoC	Staff Stress Management Policy	*School Uniform Policy	
Positive Handling Policy	Whistleblowing Policy	*SEND Policy	
Prevent Policy	Whole Staff Pay Policy	* Supporting Students with Medical Conditions Policy	
		* Suspension & Exclusion Policy	
		Young Carers Policy	