



## The Hive College Scheme of Delegation (September 2023)



### Introduction

This Scheme of Delegation has been developed to clarify the responsibilities and powers of the Trustees at The Hive College and their relationship with the Member (EIAT) in respect of key aspects of the leadership and management of The Hive College to ensure compliance with legal requirements. It draws directly from The Charity Commission guidance.

It sits alongside the Hive College Financial Regulations Manual which covers all financial delegations and the suite of policies through which EIAT and The Hive operates that further define individual and collective roles and responsibilities.

### Vision and Values

This document is underpinned by EIAT and The Hive College's mission to ensure our student are provided with a great education which prepares them for success in their future lives. EIAT and The Hive College are proud to be open and inclusive.

There is an expectation that all involved with governance of EIAT are committed to undertake their roles in line with the Nolan principles of public life: [selflessness, integrity, objectivity, accountability, openness, honesty and leadership](#).

### Governance Model

The Hive College is a charity and has 2 layers of governance: the member of the charity (EIAT) and the board of trustees.

## Delegation and Decision Making at The Hive College

The Hive College has one set of Articles which governs it.

The table below shows how The Hive College Trust Board operates in four key strategic ways (similar to how the EIAT (the member) operates.) This ensures the focus remains on the most important elements.

Key areas	
Vision, Values and Motto	Ensure that The Hive College is operating in a manner consistent with the key EIAT values, the motto and the vision. Develop and enhance Hive specific approaches that run alongside, and are consistent with, the EIAT approach.
Safeguarding	Have responsibility for ensuring that safeguarding procedures are effective in their establishment. Hive College DSLs to work with EIAT Designated Safeguarding Lead to manage risks.
Quality of Education	Analyse the provision through the Executive Principal, and SLT, reports and other relevant and specific information. Engage with key areas of provision and work alongside the SLT to support and challenge. Ensure that there is effective collaboration with EIAT, and other organisations, to improve the quality of education
Finance	The Budget is approved by The Hive College Trust Board. Finance is monitored through regular review of Management Accounts and meetings. The Hive College set their spending priorities in conjunction with EIAT. The Executive team of EIAT will be actively involved in the construction of budgets and any assumptions that underpin them. The Hive College adopts the same assumptions as the rest of EIAT for budgeting purposes.

<b>Reading the grid</b>
✓ - governance function and decision-making are at this level
C - to be part of the decision making process and given opportunities to make recommendations that may influence the outcome

Governance function		Member	The Hive College Trust board	CEO and Executive Team	EP
Governance framework: people	Trustees: appoint/remove	✓	C		C
	Board chairs: appoint and remove		✓		
	Clerk to Trust board: appoint and remove		✓		C
Governance framework: systems and structures	Articles of association: review and agree	C	✓	<u>C</u>	
	Governance structure for the college: establish and review	C	✓	C	
	The Hive College scheme of delegation: agree annually	C	✓	C	
	The Hive College Annual Agenda Planner (overview): agree		✓	C	
	Self-review of trust board	C	✓	C	
Governance framework: reporting	Ensure The Hive College website is maintained and compliant with statutory requirements		C	✓	✓
	Complete Annual report and accounts and submit to Member and Charities Commission	C	✓	C	
Being strategic	Determine policies which reflect the college's ethos and values: approve		✓	C	C
	Management of risk: review and monitor		✓	C	
	Determine the college's strategy and key priorities: approve		✓	C	C
	EPs: appoint and dismiss		C	✓	
	Budget plan to support delivery of the college' key priorities: agree		✓	C	C
	Establishment staffing structure: appointments to the Leadership Group		C	✓	C
	Staff appointments: Decision to recruit and or replace a vacancy or not			✓	C
	Establishment appointments: Decisions on who to appoint				✓

Governance function		Member	The Hive College Trust board	CEO and Executive Team	EP
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C	C
	Monitoring progress on Hive College key priorities: agree reporting arrangements		✓	C	C
	Performance management of EP: undertake		C	✓	
	Decision to embark on formal staff disciplinary proceedings			✓	C
	Monitor number of exclusions and suspensions in establishments		✓	C	C
	Decision to make emergency closures of establishments		C	✓	C
Financial oversight	External auditors: appoint	✓	C		
	College's Financial Regulations Manual which includes the scheme of financial delegation: establish, monitor and review	C	✓	C	
	External auditors' report: receive and respond	C	✓	C	
	Executive Principal's pay award within structure: agree		C	✓	
	Staff appraisal procedure and pay progression: review and agree		✓	C	C
	Benchmarking and value for money: ensure robustness		C	✓	C
	Approve college budget		✓	C	C
	Monitoring college budget		✓	C	C

## Appendices

### Appendix 1

#### Governance Model

##### The role of the member

- The members of the trust are guardians of the governance of the trust and must ensure it carries out its charitable objective.
- The member is an organisation (see pg.16 of the Articles of Association). Our member is Education Impact Academy Trust (EIAT).
- The members agree the trust's articles of association, appoint trustees and appoint the trust's external auditors.
- The members should receive information about the trust's business and receive the annual report and accounts. If they have concerns that the trust is not carrying out its charitable objective (to advance education for public benefit), members should remove trustees that are failing to fulfil this responsibility.

##### The role of the trustees

- 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 (within the terms of the Companies Act 2006).
- Trustees are bound by both charity and company law so the terms 'trustees' and 'directors' are often used interchangeably. NGA uses the term trustee as it avoids the possible confusion caused when executive leaders are called directors but are neither company directors nor trustees. The use of trustee also serves to highlight the overarching charitable purpose of the organisation, distinguishing it from other directorships that may be held in the private sector.
- Trustees are responsible for the general control and management of the college, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement are legally accountable for all statutory functions and for the performance of all the schools within the college; they do this by carrying out the core governance functions.

- The board of trustees must approve a written scheme of financial. At The Hive College the scheme of financial delegation is called the Financial Regulations Manual.

### **The role of the chief executive**

- The trustees delegate the day-to-day management of the trust which the college is part of to the chief executive, line managing them in line with the trust's appraisal and performance management policies.
- The chief executive will be responsible for the leadership and management of the central executive team and the schools' executive headteachers and will report to the trust board and its committees.

### **The Role of Executive Principal**

- The chief executive delegates the day-to-day management of the college to the Executive Principal line managing them in accordance with the colleges appraisal and performance management policies.
- The Executive Principal shares information about how they are managing the college with the Board of Trustees so that members build an understanding about how the college operates and are enabled to monitor and scrutinise how key policies and improvement plans are working in practice.