

## Scheme of Delegation Working Party

Minutes: 20 September 2017

### Present:

Iain Grafton (IG) Trust Director, Chair of Stds & Curr Committee

Nicky Dunford (ND) CEO of the Trust

Tony Callcut (TC) EP of the Trust

Anna Neville (AN) Chair of Totnes LGB, lead Safeguarding Governor and Link Governor for Diptford

Cat Radford (CR) Totnes Hub Parent Governor and link Governor for Harbertonford

Barnaby Harris (BH) Vice Chair of Totnes LGB, Parent Governor and Link Governor for Landscope

Sue Howard (SH) Clerk of the Trust

IG welcomed everyone to the meeting and clarified the purpose of this meeting is to lead in drafting a revised and finalised version of the Trust Scheme of Delegation which will then go to the Trust Board of Directors for approval. Those present introduced themselves.

ND explained she was tasked by the Chair of the Board to work on a draft version, this was tabled at the meeting.

AN feedback from the Totnes LGB their views for the new SoD

- Understanding and clarity of the structure of the Trust is needed
- Who is accountable and liable and for what
- Clarity over TC and ND individual responsibilities as these have evolved since we converted
- Staff recruitment should involve a local governor in the interview process

It was proposed at the meeting that

- The LGB's should have sight of the budgets with the recommendation that a governor sit on the F&GP Committee
- Headings for levels of delegation on new draft document will read
  - Members
  - Trustees
  - CEO
  - CFO (FD)
  - EP
  - Trustee Committees
  - LGB's
  - HoS
- Possibility of an explanation, rather than just a tick, for some areas E.g. appointing a new member of central staff, LGB's would like to have the opportunity to give an opinion on this in a consultation process
- Written description at the beginning of the document explaining the different roles within the Trust
- Signpost the final version to all (incl staff and parents) to ensure transparency

Conclusion:- ND to produce a revised draft document to include the proposals and discussions from this meeting and SH to circulate to all as soon as possible. In the meantime, working party members to review tabled document and itemised SoD grids, ready for comment at next meeting.

Next meeting – Monday 9 October 2017 5.30pm Landscope School house