

## CALLYWITH COLLEGE TRUST – SCHEME OF DELEGATION

Area of responsibility	Decision	Members	Sponsor Body (Truro & Penwith College)	Board of Trustees	Committee	Principal	Notes
<b>People</b>	Appoint/remove Members	•					
	Appoint/remove Trustees	•	•	•			
	Election/removal of Parent Trustees			•			
	Elect Chair and Vice-Chair of Board of Trustees			•			
	Appoint Committee Chairs			•			
	Appoint Committee Vice-Chairs				•		Each committee to appoint its own Vice-Chair
	Appoint/dismiss Principal			•			
	Appoint/dismiss teaching staff					•	
	Appoint/dismiss support staff					•	
	Performance Management of Principal			•			
	Performance Management of Staff					•	

Area of responsibility	Decision	Members	Sponsor	Board	Committee	Principal	Notes
<b>Governance Systems and Structures</b>	Amend Articles of Association	•					Notify Charities Commission, RSC Office and Companies House as appropriate
	Agree governance/committee structure			•			
	Agree Standing Orders for the Board and Committees			•			
	Agree terms of Reference for Committees			•			
	Complete of annual Skills Audit			•			
	Complete of annual Self-Evaluation			•			
<b>Reporting and Compliance</b>	Publication of names of Members/Trustees on website			•			
	Publication of Register of Interests for Members/Trustees on website			•			
	Publication of Annual Accounts on website			•			Publish accounts by 31 January
	Ensure compliance with Funding Agreement					•	
	Overall responsibility for ensuring website complies with statutory requirements			•			
	File Company Accounts and Annual Confirmation Statement and ensure compliance with Companies House requirements			•			File Confirmation Statement by 30 September

Area of responsibility	Decision	Member	Sponsor	Board	Cmtee	Principal	Notes
<b>Strategy</b>	Determine educational character and mission	•		•			To be reviewed annually by Members and Trustees at AGM
	Ensure broad and balanced curriculum in place				•		
	Monitor the quality of teaching, learning and assessment				•		
	Monitor the operation of student services and quality of the student experience				•		
	Consider and approve the Annual Self-Assessment Report			•	<A		Teaching, Learning & Student Exp Cmtee to advise Board
<b>Policies and Procedures</b>	Determine the Admissions policy following consultation, as necessary			•			
	Approve rules relating to capability, conduct, discipline, suspension and dismissal of staff				•		
	Determine rules for the redress of grievances by staff				•		
	Determining student conduct and discipline policies				•		
	Consider and approve Health & Safety policies				•		
	Develop and approve a Complaints Procedure			•			
	Approve framework for pay and conditions of staff (excluding senior leaders)				•		
	Determine annual pay awards for staff				•		
	Determine pay and conditions for senior leaders				•		
	Oversee the development and implementation of policies on safeguarding, Prevent, SEN, E&D				•		

Area of responsibility	Decision	Members	Sponsor	Board	Committee	Principal	Notes
<b>Finance &amp; Audit</b>	Consider and approve the annual budget			•	<A		Finance, Employment & Audit Committee to advise Board
	Approve the annual financial statements			•	<A		Finance, Employment & Audit Committee to advise Board
	Establish and review financial and procurement procedures				•		
	Consider and approve contractual and other agreements to be entered into by the Trust				•		
	Establish a charging and remissions policy				•		
	Determine policy for the payment of expenses to Trustees				•		
	Monitor capital projects				•		
	Investigate allegations of fraud				•		
	Investigate whistleblowing allegations				•		
	Consider and recommend the appointment of auditors				•	<A	Finance, Employment & Audit Committee to advise Board
	Appoint external auditors	•					