

Scheme of Delegation

2018-19

This Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body or individual.

While the Scheme of Delegation is designed to be comprehensive, it will not cover every task, and each Academy may prescribe its own internal delegations to ensure the smooth running of the Academy. Where this occurs it is the responsibility of the Academy Headteacher to ensure that the Scheme of Delegation is adhered to at all times. It should also be noted that not every task requires all levels of delegated power to be defined.

REVIEW DATE: SEPTEMBER 2018

R	Responsible: Those responsible for the task, who ensure that it is done
A	Accountable: Those who are ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible
S	Support: Resources allocated to responsible. Unlike consulted, who may provide input to the task, support help complete the task
C	Consulted: Those whose opinions are sought, and with whom there is two-way communication
I	Informed: Those who are kept up to date with progress

No	Task	Members	Trust Board	CEO / CFOO	Finance, Audit, Site Committee	Appraisal Committee	Local Advisory Board	Head
GOVERNANCE FRAMEWORKS								
1.1	Members: appoint/remove	A/R	C/I					
1.2	Foundation Trustees: appoint/remove	A/R	C/I					
1.3	Trustees: appoint/remove	I	A/R					
1.4	Chair of Trust Board: appoint/remove	I	A/R					
1.5	Vice Chair of Trust Board: appoint/remove	I	A/R					
1.6	Appoint Board Advisers		A/R					
1.7	Appoint (and remove) non-elected LAB members		A/R				C	
1.8	Appoint (and remove) committee members		A/R		C	C		



No	Task	Members	Trust Board	CEO / CFOO	Finance, Audit, Site Committee	Appraisal Committee	Local Advisory Board	Head
1.9	FAS committee chair: appointed/removed by Trust Board		A/R		C			
1.10	Chair of LAB / LTB: appoint		A/R				I	
1.11	LAB chairs: remove		A/R				C	
1.12	Clerk to Board: appoint and remove		A	R			I	
1.13	Clerk to LAB: appoint and remove		A	R			I	
GOVERNANCE SYSTEMS AND STRUCTURES								
2.1	Amendment of the Articles of Association	A/R	C/I				C/I	
2.2	Governance Structure for the Trust		A/R	C			C/I	
2.3	Approve Terms of Reference of Trust Board and Committees		A/R	S	C/I	C/I		
2.4	Terms of Reference for LABs		A/R	S	C/I			
2.5	Approve Trust Scheme of Delegation		A/R					
2.6	Trustee and LAB Members Skills Audit		A/R	S	C	C	C	
2.7	Annual self-review of Trust Board and Committee performance		A/R		C	C		
2.8	Annual self-review of LAB performance		A/R				C	
2.9	Performance 360 Review: Chair of Trust		A/R				C	
2.10	Succession Plan at Trust Board and LAB level		A/R	S			C	
2.11	Approve Academies joining the Trust		A/R	S				
2.12	Establish LAB Champions						A/R	
2.13	Establish Trust Scrutiny Leads		A/R					
2.14	Organise Calendar of Trust Board and LAB meetings		A/R	S				
2.15	Approve Trustee & LAB Expenses Policy		A		R			
2.16	Agree annual cycle of business for Trust Board		A/R					
2.17	Agree annual cycle of business for Committees		A/R		C			
2.18	Agree annual cycle of business for LAB/LTB		A/R				C	
REPORTING								
3.1	Ensure Trust governance details are correct on Trust website		A	R				
3.2	Academy governance details on academy websites		A	R			C	
3.3	Register of all interests, business, pecuniary for members/Trustees/committee members/Lab/budget holders: establish and publish annually		A/R		C	C	C	
3.4	Annual report on performance of the Trust: submit to members and publish	A	R	S	S	C	C	



No	Task	Members	Trust Board	CEO / CFOO	Finance, Audit, Site Committee	Appraisal Committee	Local Advisory Board	Head
3.5	Preparation and submission of Annual Report and Accounts, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money		A	R	C/S/I			
3.6	Termly report of committees, submit to Trust		A		R	R		
3.7	Annual report of work of LAB: submit to Trust		A				R	
STRATEGIC								
4.1	Determine Trust wide policies which reflect the Trust's ethos and values		A/R	C				
4.2	Determine school level guidance documents, policies, annex of Trust policies showing local arrangements; approved by LAB, written and recommended by Headteacher & Senior Leadership Team		I	C			A	R
4.3	Engagement with stakeholders	A	R	R			R	R
4.4	Agree Trust Strategic Plan, key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured		A/R	C			C/I	I
4.5	Academy's vision and strategy: approve		A	C			R	C
4.6	Chief Executive Officer: Appoint/Dismiss		A/R					
4.7	Chief Financial and Operations Officer: Appoint/Dismiss		A/R	C	C			
4.8	Executive/Director: Appoint/Dismiss		A	R				
4.8	Academy Headteacher/Head of School : Appoint/Dismiss		A	R			C	
4.9	MAT/School Improvement Partner: Appoint		A/R	C				
PERFORMANCE, CURRICULUM AND TEACHING								
5.1	Monitor quality of teaching and learning across the Trust and agree strategies for improvement if required		A	R				
5.2	Monitor academic performance, quality of provision and quality of care in each academy		I	R			A	R
5.3	Set, agree and monitor student/pupil level targets across the Trust		A	R				
5.4	Set, agree and monitor student/pupil level targets in the academy		A	C			R	R
5.5	Approve and Review Academy School Development Plan and SEF		A	C			R	R



No	Task	Members	Trust Board	CEO / CFOO	Finance, Audit, Site Committee	Appraisal Committee	Local Advisory Board	Head
5.6	Approval of cross-MAT curriculum policies, schemes of work and development.		A	C			R	R
5.7	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment)		A	R			I	C
5.8	Teaching School: Agree strategic plans and review performance		A	R				
FINANCIAL MANAGEMENT AND GOVERNANCE								
6.1	Financial delegation & authorisation limits		A	R	R		I	I
6.2	Trust & Academy Financial procedures		I	R	A			
6.3	Appoint External Auditor	A	R	C	C			
6.4	Appoint Internal Auditor		I	R	A			
6.5	Plan and implement the internal audit programme		I	R	A			
6.6	Prepare and Submit Trust Annual Accounts		A	R/S	R			
6.7	Trustees Report for Annual Report and Accounts		A/R	S	C			
6.8	Response to Auditor's Management Letter		A	S	R			
6.9	Trust Academies Accounts Return and other statutory financial returns to ESFA		A	R/S	R			
6.10	Approval of Trust Annual and Strategic Budget		A/R	C/S	C			
6.11	Approval of Annual topslice percentage and Central Annual and Strategic Budget		A/R	C/S	C			
6.12	Approval of Academy Annual and Strategic Budget		A	R	R		C	C
6.13	Monthly Budget Monitoring			I			R	R
6.14	Termly Financial Reporting		A	R	A		I	I
6.15	Agree Chief Executive Officer Pay Award		A/R		C			
6.16	Agree Chief Financial and Operations Officer Pay Award		A/R		C			
6.17	Agree Executive/Director level Pay Award			A/R				
6.18	Agree Academy Headteacher Pay Award			A/R			C	
6.20	Staff appraisal policy, procedure and pay progression review			C		A/R		
6.21	Benchmarking and Trust wide value for money			R		A		
6.22	Ensure appropriate Insurance Arrangements in place			R	A			
6.23	Termly Review of Risk Register		A/R	R	R		C	C
6.24	Approve Trust Banking arrangements			R	A			



	Task	Members	Trust Board	CEO / CFOO	Finance, Audit, Site Committee	Appraisal Committee	Local Advisory Board	Head
6.24	Approve policies relating to the Trust's financial governance and operation		A/R	C/S	C			
6.25	Develop Trust wide procurement strategies and efficiency savings programme		I	A/R	C/I			
FINANCIAL AUTHORISATIONS								
7.1	In-budget Third Party Expenditure or Contracts up to £10,000			A/R				A/R
7.2	Third Party Expenditure or Contracts up to £50,000			A/R				
7.3	Third Party Expenditure or Contracts up to £100,000			C	A/R			
7.4	Third Party Expenditure or Contracts from £100,000+		A/R	C	C			
7.5	Capital Expenditure within Devolved Capital Budget			C				A/R
7.6	Capital Expenditure up to £50,000			A/R				
7.7	Capital Expenditure over £50,000		A/R	C	C			
7.8	Disposals or write off of stock, assets or debts up to £5,000			A/R				
7.9	Disposals or write off of stock, assets or debts – between £5,000 and £45,000 (or 1% of total annual income whichever is smaller)			C	A/R			
7.10	Disposals or write off of stock, assets or debts – £45,000+ (or 1% of total annual income whichever is smaller) with prior approval from the ESFA		A/R	C	C			
7.11	Non-Contractual Payments to Staff up to £5,000			A/R				
7.12	Non-Contractual Payments to Staff over £5,000		A/R	C				
7.13	Severance Payments, where a non-contractual element is below £50,000		A/R	C				
7.14	Severance Payments, where a non-contractual element is above £50,000 with prior approval from the ESFA		A/R	C				
STAFF PERFORMANCE AND MANAGEMENT								
8.1	Agree Central Trust staffing structure		A/R	C	C			
8.2	Agree Academy Senior Leadership structure		A/R	C			C	C
8.3	Agree Academy staffing structure			A/R			C	C
8.4	Performance management of the Chief Executive Officer		A/R					
8.5	Performance management of the Chief Financial and Operations Officer		I	A/R	I			
8.6	Performance management of Executive/Director level roles		I	A/R				



	Task	Members	Trust Board	CEO / CFOO	Finance, Audit, Site Committee	Appraisal Committee	Local Advisory Board	Head
8.7	Performance management of Academy Headteacher/Head of School		I	A/R			C	
8.8	Senior Leadership appointments			A/R				C
8.9	Teaching staff appointments			A				R
8.10	Support staff appointments			A				R
8.11	Central Services staff appointments			A/R				
8.12	Suspension/Return of Chief Executive Officer		A/R					
8.13	Suspension/Return of Headteacher/Head of School		A	R			C	
8.14	Suspension of Teaching Staff			A			C	R
8.15	Suspension of Support Staff			A			C	R
8.16	Staff Restructure programme		A	R	C		C/I	C/I
8.17	Approve Staff Redundancy (within ESFA prescribed limits)		A	C/S	R			
POLICIES AND PROCEDURES								
9.1	Trust term time calendar, holidays and INSET days		A	R			C	
9.2	Change of Academy Age Range		A/R	C			C	C
9.3	Expansion of Academy PAN		A/R	C			C	C
9.4	Extension of Academy provision		A/R	C			C	C
9.5	Child Protection & Safeguarding Policy		A/R	C			C	C
9.6	Attendance Policy & Plan							
9.7	Pupil Behaviour Policy (including exclusions)							
9.8	Short-term Exclusion							A/R
9.9	Return after short-term exclusion							A/R
9.10	Permanent Exclusions			C				A/R
9.11	Appeals against Permanent Exclusion		A/R					
9.12	Complaints Policy		A/R					
9.13	Complaints Appeals		A/R					
9.14	Admissions Policy		A/R				C	
9.15	Allocation of places against Admissions Policy						C	A/R
9.16	Admissions Appeals		A/R	C/S				
9.17	SEND Report and Policy		A/R	C			C	C
9.18	Supporting Pupils with Medical Conditions Policy		A/R	C			C	C
9.19	Asset Management Policy			S	A/R			
9.20	Health and Safety Policy (including local annexes)			S	A/R			



PAGE INTENTIONALLY LEFT BLANK