MAIDEN ERLEGH TRUST

Scheme of Delegation

2023-2024

DATE OF LAST REVIEW: JULY 2023
DATE OF NEXT REVIEW: JULY 2024

R	**Responsible:** for ensuring that the task is done
A	**Accountable:** Approval authority
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

Maiden Erlegh Trust recognises both the benefits of collaboration and the importance of allowing schools appropriate autonomy and flexibility to respond to the needs of their own communities. Whilst the Board of Trustees is legally responsible and accountable for all the major decisions within the Trust, this does not mean that they are required to make all the decisions themselves. The Trust believes that many decisions can, and should, be delegated to the Executive Leadership, to Committees, to School Advisory Boards and to individual Headteachers.

This Scheme of Delegation is the key document defining the lines of responsibility and accountability in the Trust. It is intended to be a clear and systematic way of ensuring Members, Trustees, Committees (including School Advisory Boards), Executive Leadership and Headteachers are clear about their responsibilities and accountabilities, allowing everyone to focus on improving outcomes for the young people who attend one of our schools.

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

The Trust reserves the right to place restrictions on academies that are judged to be 'Inadequate' or 'Requires Improvement'. Any restrictions on delegated authority will be determined on a case-by-case basis considering the local context and will ensure that those academies can place a high degree of focus on achieving their improvement objectives.

EXECUTIVE: Chief Executive Officer, or Executive Director of Education if so delegated to by the Chief Executive Officer

DIRECTORS: Trust SLG members where so delegated by the Chief Executive Officer

No	Task	Members	Trust Board	Trust Committees (see ToR)	Executive	Directors	School Advisory Board	Headteacher
1.0	**CORPORATE GOVERNANCE FRAMEWORK**							
1.1	Appointment and Removal of Members	A/R	I		I			
1.2	Appointment and Removal of Member appointed Trustees	A/R	I		I			
1.3	Appointment and Removal of Co-opted Trustees	I	A/R		I			
1.4	Appointment and Removal of the Chair of Trust Board		A/R					
1.5	Appointment and Removal of the Vice Chair of Trust Board		A/R					
1.6	Appointment and Removal of the Clerk to the Trust Board		A		R			
1.7	Establishment of a School Advisory Board (SAB/STB)		A/R		C			
1.8	Appointment and Removal of SAB/STB Chair		A		C		R	
1.9	Appointment and Removal of SAB members						A/R	
1.10	Establishment of Trust Committees		A/R					
1.11	Appointment and Removal of Trust Committee Chair		A/R					
1.12	Appointment and Removal of Trust Committee members		A/R					
1.13	Appointment and Removal of Clerk to Committees		A		R			
1.14	Appointment and Removal of SAB link role members						A/R	
1.15	Annual calendar of Trust Board and Committee meetings		A		R			
1.16	Amendment of the Articles of Association	A	C		R			
1.17	Approval of the governance structure of the Trust	C	A/R		C			
1.18	Approve Scheme of Delegation		A		R			
1.29	Approve Financial Delegation and Authorisation Limits		A		R			
1.20	Approve Board and Committee Terms of Reference		A		R			
1.21	Conduct annual Trustee skills audit		A/R					
1.22	Conduct annual SAB members skills audit						A/R	
1.23	Annual self-review of Trust Board and Committee performance		A/R					
1.24	Annual self-review of SAB performance						A/R	
1.24	Succession Planning (Governance)		A/R	C	C		A/R	
1.25	Ensure published governance details are correct (GIAS)		A		R			
1.26	Register of business and pecuniary interests published		A		R			
1.27	Related Party Transactions reported to ESFA		A		R			
1.28	Annual report to Members on performance of the Trust		A/R		C			
1.29	Preparation of committee reports for the Trust Board			A/R				
1.30	Appointment and Removal of External Auditor	A	R	C	C			
1.31	Appointment and Removal of Internal Auditor		A	R	C			
1.32	Plan and agree programme of internal audit			A	R			
1.33	Response to the Audit Management Letter		A	R	C			

No	Task	Members	Trust Board	Trust Committees (see ToR)	Executive	Directors	School Advisory Board	Headteacher
2.0	**STRATEGIC**							
2.1	Trust Strategic Plan		A		R	R	C	C
2.2	Approve new academies to join the Trust		A		R			
2.3	Approve re-brokerage of academies to a new Trust		A		R			
2.4	Approve formal Trust Partnerships		A		R			
2.5	Change of Academy Age Range		A		R		C	C
2.6	Change of Academy PAN		A		R		C	C
2.7	Extension of Academy provision (e.g. SEN Provision)		A		R		C	C
2.8	Approval of Statutory Policies			A	R	R		
2.9	Approval of Non-Statutory Policies			A	R	R		
2.10	Determine school level guidance and annexes to Trust policies showing local arrangements					A		R
2.11	Website Compliance					A		R
2.11	Termly Review of Trust Risk Register			A	R	R		
2.12	Termly Review of School Risk Register						A	R
2.13	Annual Risk Report		A		R			
2.14	Agree Maiden Erlegh Institute Strategic Plan, and performance review				A	R		
2.15	Monitoring school engagement with the wider community						A	R

No	Task	Members	Trust Board	Trust Committees (see ToR)	Executive	Directors	School Advisory Board	Headteacher
3.0	**PERFORMANCE, CURRICULUM AND TEACHING**							
3.1	Approval of School Improvement Plans			I	A	C	I	R
3.2	Approval of school education targets			A		R		
3.3	Approval of targets for student and staff wellbeing			A		R		
3.4	Monitoring of School Improvement Plans			A		R	C	
3.5	Monitoring of school education targets			A		R	C	
3.6	Monitoring of targets for student and staff wellbeing			A		R	C	
3.7	Approval of Pupil Premium and Sports Grant Plans and Impact Evaluations			I		A	I	R
3.8	Approval of school curriculum intent statements and implementation plans (eg: schemes of work and assessment)					A		R
3.9	Approval of term time calendar, holidays and routine CPD days				A	C		R
3.10	Approval of extra-ordinary school closures				A			R
3.11	Approve changes to length of school day				A			R
3.12	Approval of Fixed-term Exclusion				I (EDE only)	I		A/R
3.13	Approval of Permanent Exclusion				I	C (DOIS)	I	A/R
3.14	Approval of alternatives to exclusion (eg: MM and FTT, MTT)							A/R
3.15	Directing education to another establishment to improve behaviour				A (DOIS)			R
3.16	Termly review of the Single Central Record (SCR)					A	R	R
3.17	Annual Trust Safeguarding Reporting		I	I	A	R (DOIS)		C
3.18	Annual School Safeguarding Reporting					C	A	R

No	Task	Members	Trust Board	Trust Committees (see ToR)	Executive	Directors	School Advisory Board	Headteacher
4.0	**BUDGET**							
4.1	Approve Trust Annual Revenue Budget		**A**	**C**	**C**	**R** (DoF)		**C**
4.2	Approve Annual Capital Expenditure Budget		**A**	**C**	**C**	**R** (DoF)		**C**
4.3	Approve use of reserves to cover in-year deficit budget		**A**		**C**	**R** (DoF)		
4.4	Approve changes to Topslice methodology		**A**		**C**	**R** (DoF)		
4.5	Approve changes to GAG Pooling methodology		**A**		**C**	**R** (DoF)		

No	Task	Members	Trust Board	Trust Committees (see ToR)	Executive	Directors	School Advisory Board	Headteacher
5.0	**FINANCIAL REPORTING AND GOVERNANCE**							
5.1	Approve changes to Trust Banking arrangements		**A**		**R**	**R**		
5.2	Approve changes to the Financial Procedures Manual			**A**	**R**	**R**		
5.3	Statutory Financial Returns to ESFA and DfE		**I**	**I**	**A**	**R**		
5.4	Monthly Financial Report to Chair of Trust and CEO		**I**		**I**	**A/R**		
5.5	Monthly School Budget Monitoring					**A**		**R**
5.6	Monthly Trust Budget Monitoring				**A**	**R**		
5.7	Termly Budget Monitoring Deep-Dives		**I**	**I**	**I**	**A**		**C**
5.8	Preparation of Annual Report and Accounts		**I**	**A**	**R**	**R**		
5.9	Ensure appropriate insurance arrangements are in place		**A**		**R**	**R**		
5.10	Authorisation of Annual Report and Accounts	**I**	**A**	**R**	**R**			

No.	Task	Trust Board	Finance & Operations	Executive	Directors	Headteacher	Budget Holder
6.0	**Financial Scheme of Delegation – Authority Limits**						
6.1	Non-Staffing Expenditure or Contracts	**Unlimited**	**>£250k**	**>£150k**	**>£50k**	**>£25k**	**>£1k**
6.2	Revenue Budget	**Approve**	**Recommend to Trust Board**	**Propose**			
6.3	Capital Budget	**Approve**	**Recommend to Trust Board**	**Propose**			
6.4	Capital Expenditure **within DFC / SCA** budget envelope			**Unlimited**	**>£50k** Within budget	**>£25k**	
6.5	Capital Contingency **within** approved budget envelope			**Unlimited**			
6.6	Capital Reserve (Unbudgeted)	**Unlimited**	**>£250k**	**>£150k**			
6.7	Conversion of Revenue to Capital	**Unlimited**	**>£250k**	**>£150k**			
6.8	Staff Contractual Commitments (Non-TLR Allowances)	**Approve contentious**		**Unlimited**	**DoHR £2k+ in policy**	**>£2k**	
6.9	One-off Bonus Payments to Staff – up to £1,000			**>£1k**			
6.10	One-off Bonus Payments to Staff – £1,000+	**Unlimited**		**Propose**			
6.11	Severance Payments (up to ESFA prescribed limits as per ATH)			**Unlimited**	**DoHR Propose**		
6.12	Severance Payments (with pre-approval from ESFA as per ATH)	**Unlimited**		**Recommend for Approval**	**DoHR Propose**		
6.13	All Operating Leases			**CEO Signature**	**DoFin Signature**		
6.14	Disposal of Assets and Bad Debt Write-Off *Over £45k requires pre-approval from ESFA as per ATH*	**£45k+**		**>£45k**		**>£5k**	**>£1k**

No	Task	Members	Trust Board	Trust Committees (see ToR)	Executive	Directors	School Advisory Board	Headteacher
7.0	**HR & STAFFING**							
7.1	Agree Academy Senior Leadership structure				A	C		R
7.2	Agree Academy Teaching Staff structure				A	C		R
7.3	Agree Academy Support Staff structure				A	C		R
7.4	Agree MET staffing structure		A		R			
7.5	Appointment of Chief Executive Officer		A/R					
7.6	Appointment of Executive Director of Education		A		R			
7.7	Appointment of Directors		A		R			
7.8	Appointment of Headteacher		C		A/R	C	C	
7.9	Appointment of Senior Leaders				A	C	C	R
7.10	Appointment of Teaching Staff within approved structure							A/R
7.11	Appointment of Support Staff within approved structure							A/R
7.12	Appointment of Central Services Staff within approved structure					A/R		
7.13	Appointment of Trust Improvement Partner		A/R		C			
7.14	Appointment of Strategic Improvement Partners				A/R			
7.15	Chief Executive Officer performance management		A/R					
7.16	EDE performance management and pay progression				CEO			
7.17	Director performance management and pay progression				A/R			
7.18	Headteacher performance management and pay progression				A/R			
7.19	Central Services staff performance management and pay progression					A/R		
7.20	Approve Trust Pay Progression in line with Terms of Reference			A	C	R		
7.21	Suspension of Chief Executive Officer		A/R					
7.22	Suspension of Executive Director of Education		A		R			
7.23	Suspension of Director				A/R			
7.24	Suspension of Headteacher				A/R			
7.25	Suspension of Central Services staff					A/R		
7.26	Suspension of Teaching Staff					C		A/R
7.27	Suspension of Support Staff					C		A/R
7.28	Dismissal of Senior Leaders		A		R	R		
7.29	Dismissal of all other staff				A	R		C
7.30	Approve Staff Restructure programme		A		R	C		
7.31	Approve Terms and Conditions Restructure		A		R	C		
7.32	Approve Staff Redundancy (within ESFA prescribed limits)		A		R	C		
7.33	Approve Staff Termination (within ESFA prescribed limits)				A/R	C		
7.34	Job Evaluation and role grading				A	R		

No	Task	Members	Trust Board	Trust Committees (see ToR)	Executive	Directors	School Advisory Board	Headteacher
8.0	**APPEALS**							
8.1	Complaints Appeals (Stage 4)		**A/R**					
8.2	Presenting at Admissions Appeals							**R**
8.3	Exclusion Appeals						**A**	**R**

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Directors	School Advisory Board	Headteacher
9.0	**SIGNATORY AUTHORITY**							
9.1	Leases for Academy Land & Buildings		✓		✓			
9.2	Operating Leases (within delegated limits)				✓	✓		
9.3	Credit Agreements (within delegated limits)				✓	✓		
9.4	Contractual Documentation (within delegated limits)				✓	✓		
9.5	Staff Contracts				✓	✓		✓
9.6	Bank Mandates		✓		✓	✓		
9.7	All Other Legal Documentation		✓		✓			

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APPENDIX 1: STATUTORY POLICIES LIST

STATUTORY POLICY https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts	REVIEW CYCLE	MET Ref No.	MET Review Cycle
Accessibility plan	Every 3 years	AP001	Every 3 years
Admission arrangements	Annually		Annually
Behaviour in schools	Recommended annually	BE001	Annually
Capability of staff	Recommended annually	HR004	Every 3 years
Careers guidance: details of your careers programme and a provider access statement	Recommended annually	CA001	Every 3 years
Charging and remissions	Recommended annually	F002	Every 3 years
Child protection policy and procedures	Annually	SA002	Annually
Children with health needs who cannot attend school	Recommended annually	SA011	Annually
Data protection	Recommended annually	DP001	Annually
Early career teachers (ECTs)	Recommended annually	MEI01	Every 3 years
Early years foundation stage (EYFS)	Varies	TL007	Annually
Equality information and objectives (public sector equality duty) statement for publication	Every 4 years	HR009	Every 4 years
First aid in schools	Recommended annually	HS005	Every 3 years
Health and safety	Annually	HS001	Annually
Premises management documents	Recommended annually	HS001	Annually
Protection of biometric information of children in schools and colleges	Recommended annually	DP001	Annually
Register of business interests of headteachers and governors	Live document		
Register of pupils' admission to school and attendance	Live document		
Relationships education (primary) and relationships and sex education (secondary)	Recommended annually	PS001	Annually
School complaints	Recommended annually	HR005	Every 3 years
School exclusion	Recommended annually	BE001	Annually
School information published on a website	Live document		
Single central record of recruitment and vetting checks	Live document		
Special educational needs and disability	Annually	AP002	Annually
Staff discipline, conduct and grievance (procedures for addressing)	Recommended annually	HR019 HE020 HR022	Every 3 years Annually Annually
Statement of procedures for dealing with allegations of abuse against staff	Recommended annually	SA003	Every 3 years
Supporting pupils with medical conditions	Recommended annually	SA009	Every 3 years