

Scheme of Delegation

2024-2025

DATE OF LAST REVIEW: JULY 2024

DATE OF NEXT REVIEW: JULY 2025

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.

CEO: Chief Executive Officer

EXECUTIVE LEADERSHIP: Director of Education, Chief Finance Officer, Chief Operations Officer

DIRECTORS: School Improvement Directors who report into the Director of Education

1.0 CORPORATE GOVERNANCE FRAMEWORK

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
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	I	A/R		I				
1.5	Appointment and Removal of the Vice Chair of Trust Board		A/R		I				
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	I
1.9	Appointment and Removal of SAB members							A/R	I
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	I
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	C			
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	
1.25	Succession Planning (Governance)		A/R	C	C			A/R	
1.26	Ensure published governance details are correct (GIAS)		A		R				
1.27	Register of business and pecuniary interests published		A		R				
1.28	Related Party Transactions reported to ESFA		A		R				
1.29	Annual report to Members on performance of the Trust		A/R		C				
1.30	Preparation of committee reports for the Trust Board			A/R					
1.31	Appointment and Removal of External Auditor	A	R	C	C	C			
1.32	Appointment and Removal of Internal Auditor		A	R	C	C			
1.33	Plan and agree programme of internal audit			A	R	C			
1.34	Response to the Audit Management Letter		A	R	C	C			

2.0 STRATEGIC

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

3.0 PERFORMANCE, CURRICULUM AND TEACHING

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

4.0 BUDGET, FINANCIAL PERFORMANCE MONITORING AND FINANCIAL GOVERNANCE

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
4.1	Approve Trust Annual Revenue Budget		A	C	C	R (CFO)			C
4.2	Approve Annual Capital Expenditure Budget		A	C	C	R (CFO)			C
4.3	Approve use of reserves to cover in-year deficit budget		A		R	C (CFO)			
4.4	Approve changes to Topslice methodology		A		R	C			
4.5	Approve changes to GAG Pooling methodology		A		R	C			
4.6	Approve changes to Trust Banking arrangements		A		R	R			
4.7	Approve changes to the Financial Procedures Manual			A	R	R			
4.8	Statutory Financial Returns to ESFA and DfE		I	I	A	R			
4.9	Monthly Financial Report to Chair of Trust and CEO		I		I	A/R			
4.10	Monthly School Budget Monitoring					A			R
4.11	Monthly Trust Budget Monitoring				A	R			
4.12	Termly Budget Monitoring Deep-Dives		I	I	I	A			C
4.13	Preparation of Annual Report and Accounts		I	A	R	R			
4.14	Ensure appropriate insurance arrangements are in place		A		R	R			
4.15	Authorisation of Annual Report and Accounts	I	A	R	R				

5.0 FINANCIAL SCHEME OF DELEGATION – AUTHORITY LIMITS

No.	Task	Trust Board	Finance & Operations	CEO	Executive Leadership	Headteacher	Budget Holder
5.1	Non-Staffing Expenditure or Contracts	Unlimited	>£250k	>£150k	CFO/COO >£50k	>£25k	>£1k
5.2	Revenue Budget	Approve	Recommend to Trust Board	Propose			
5.3	Capital Budget	Approve	Recommend to Trust Board	Propose			
5.4	Capital Expenditure within DFC / SCA budget envelope			Unlimited	CFO/COO >£50k	>£25k	
5.5	Capital Contingency within approved budget envelope			Unlimited	CFO >£25k		
5.6	Capital Reserve (Unbudgeted)	Unlimited	>£250k	>£150k			
5.7	Conversion of Revenue to Capital	Unlimited	>£250k	>£150k			
5.8	Staff Contractual Commitments (Non-TLR Allowances)	Approve contentious		Unlimited		>£2k	
5.9	One-off Bonus Payments to Staff – up to £1,000			>£1k			
5.10	One-off Bonus Payments to Staff – £1,000+	Unlimited		Propose			
5.11	Severance Payments (up to ESFA prescribed limits as per ATH)			Unlimited	CFO/COO Propose		
5.12	Severance Payments (with pre-approval from ESFA as per ATH)	Unlimited		Recommend for Approval	CFO/COO Propose		
5.13	All Operating Leases			CEO Signature	CFO/COO Signature		
5.14	Disposal of Assets and Bad Debt Write-Off Over £45k requires pre-approval from ESFA as per ATH	£45k+		>£45k		>£5k	>£1k

6.0 HR AND STAFFING

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
6.1	Agree Academy Senior Leadership structure				A	R			C
6.2	Agree Academy Teaching Staff structure				C	A			R
6.3	Agree Academy Support Staff structure				C	A			R
6.4	Agree Central staffing structure		A		R	C			
6.5	Appointment of Chief Executive Officer	I	A/R						
6.6	Appointment of Executive Leadership posts		A		R				
6.7	Appointment of Directors		A		R				
6.8	Appointment of Headteacher		C		A	R	C	C	
6.9	Appointment of School Senior Leaders				A	A	C	C	R
6.10	Appointment of Teaching Staff within approved structure								A/R
6.11	Appointment of Support Staff within approved structure								A/R
6.12	Appointment of Central Staff within approved structure					A/R			
6.13	Appointment of Trust Improvement Partner		A		R	C			
6.14	Appointment of Strategic Improvement Partners				A	R			
6.15	Chief Executive Officer performance management		I	A/R					
6.16	Executive performance management and pay progression		I	A/R	C				
6.17	Director performance management and pay progression				A	R			
6.18	Headteacher performance management and pay progression					A/R		C	
6.19	Central Services staff performance management and pay progression					A/R			
6.20	Approve Trust Pay Progression in line with Terms of Reference			A	C	R			C
6.21	Suspension of Chief Executive Officer		A/R						
6.22	Suspension of an Executive Leader		C		A/R				
6.23	Suspension of a Director				C	A/R			
6.24	Suspension of a Headteacher				C	A/R			
6.25	Suspension of Central Services staff				C	A/R			
6.26	Suspension of Teaching Staff					C			A/R
6.27	Suspension of Support Staff					C			A/R
6.28	Dismissal of Senior Leaders		A		R	R			
6.29	Dismissal of all other staff				A	R			C
6.30	Approve Staff Restructure programme		A		R	C			C
6.31	Approve Terms and Conditions Restructure		A		R	C			
6.32	Approve Staff Redundancy (within ESFA prescribed limits)		A		R	C			
6.33	Approve Staff Termination (within ESFA prescribed limits)				A/R	C			
6.34	Job Evaluation and role grading					A/R			

7.0 APPEALS

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
7.1	Complaints Appeals (Stage 3)		A/R						
7.2	Presenting at Admissions Appeals								R
7.3	Exclusion Appeals							A	R

8.0 SIGNATORY AUTHORITY

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
8.1	Leases for Academy Land & Buildings		✓		✓				
8.2	Operating Leases (within delegated limits)				✓	✓			
8.3	Credit Agreements (within delegated limits)				✓	✓ (CFO)			
8.4	Supplier Contractual Documentation (within delegated limits)				✓	✓			
8.5	Staff Contracts				✓	✓			✓
8.6	Bank Mandates		✓		✓	✓ (CFO)			
8.7	All Other Legal Documentation *		✓		✓				

* Note: Most legal documentation requires the signature of a Director (i.e. a Trustee or the CEO) and/or the Company Secretary.