



## **Scheme of Delegation**

September 2023

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### **Introduction**

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust (MAT) and member schools.

The bodies may include:

1. Members
2. Trustees
3. Audit, Risk, People & Finance Committee
4. Achievement & Curriculum Committee
5. CEO
6. Local Governance Committee
7. Headteachers

The delegated powers are broken down into different levels in line with the MAT's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the MAT to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

### **MAT & School policies**

A policy matrix identifies the range of statutory, regulatory and necessary policies and whether they are Trust or School policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. To ensure consistency all statutory policies will be approved by Trustees with non-statutory policies being implemented by local schools and approved with the Local Governance Committees.

### **Principles of Governance**

The Trustees and Local Governance Committees will work collaboratively and in partnership at all times.

Good performing schools with their Local Governance Committees will have maximum delegation of responsibility and decision-making responsibility unless statutory academy documents do not permit it. The anchoring principles of the Trust must be maintained throughout all decision making across

the Trust whether this is at Board, Local Governance Committee or staff level. Where Local Governance Committees make recommendations to the Board it should be noted that the Board, having seriously delegated this to the LGC must remain as the approving body to ensure compliance with the expectations detailed in the Articles of Association, Funding Agreement and Companies House regulation.

The Board will put in place effective arrangements for monitoring and evaluating the performance of the Local Governance Committees and schools to ensure the Trust meets its core business function of providing quality teaching and learning to all its children.

The Board will consult Local Governance Committees before putting in place any arrangements which have a direct affect at local level and on individual schools.

	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor (M), Consult (C), Implement (I)	Members	Trustees	Audit, Risk, People & Finance Committee	Achievement & Curriculum Committee	CEO	Local Governance Committee	Headteacher
<b>1</b>	<b>Governance</b>							
1.1	Appoint/Remove Members	A						
1.2	Approve Articles of Association	A	R					
1.3	Appoint/Remove Trustees							
1.4	Approve Committee Terms of Reference		A			R		
1.5	Approve Scheme of Delegation		A			R	M	
1.6	Approve new convertor or sponsored schools joining MAT Subject to criteria and due diligence		A			R		
1.7	Establish & review Committees, including Local Governance Committees		A	R		R		
1.8	Appoint/remove Chair of Trustees		A					
1.9	Appoint/remove Chair & Vice Chair of LGC		A				R	
1.10	Appoint/remove LGC members		A				R	
1.11	Appoint Governance Professional		A			R		
1.12	Appoint and remove Clerk to LGC					A	C	
1.13	Appoint Accounting Officer		A					
1.14	Determine Policy Matrix at Trust & School Level		A			R	M	
1.15	Set annual schedule of governance		A			R		
1.16	Approve Directors Expenses Policy		A					
1.17	Ensure Trust website compliance			A		R		
1.18	Ensure School website compliance					A	M	
1.19	Establish & review Risk register			A		M	M	
1.20	Appoint Trust Safeguarding Lead		A					
1.21	Appoint Trust SEND Lead		A					
1.22	Commission External Governance Review							
1.23	Annual review of local governance		A			R	C	C
<b>2.</b>	<b>Vision and Strategy</b>							
2.1	Determine Trust vision & values		A			R	C	C
2.1.	Determine Trust wide policies		A			R	C	
2.2.	Determine School level policies		A					
2.3.	Determine Trust Strategic Plan		A			R		
2.3.	Establish school Strategic Vision (aligned with Trust Strategic Plan)					A	M	D
2.4.	Establish school Strategic Improvement Plan					A	M	D
2.5.	Set Trust Inset Days					A	C	P
<b>3</b>	<b>People Resources</b>							
3.1	Establish HR & Employment policies			A		P	M	I
3.2	Agree employee Terms & Condition changes		A			P		C
3.3	Agree Teachers Annual Pay Award			A		P		
3.4	Agree Support Staff Annual Pay Award			A		P		D
3.5	Appointment of CEO		A					
3.6	Conduct CEO Performance Review & Pay		A	R				
3.7	Conduct Executive leaders/Headteacher performance management					A		

	<b>Task</b> Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor (M), Consult (C), Implement (I)							
		<b>Members</b>	<b>Trustees</b>	<b>Audit, Risk, People &amp; Finance Committee</b>	<b>Achievement &amp; Curriculum Committee</b>	<b>CEO</b>	<b>Local Governance Committee</b>	<b>Headteacher</b>
3.8	Agree Trust Executive Performance Pay awards			A		R		
3.9	Agree Headteacher Performance Review & Pay			A		R	C	
3.10	Agree Individual Performance Pay Awards					A		R
3.11	Monitor Gender Pay Gap Report			M		I		
3.12	Code of Conduct for all adults			A		R	P	C
3.13	Determine Trust senior leader staff structure		A	R		P		
3.14	Conduct Trust central team appointments					A		
3.15	Determine School staff structure & complement					A	C	R
3.16	Conduct Headteacher appointment					A	C	
3.17	Conduct school Senior leadership appointments					C	C	A
3.18	Conduct Teaching and support staff appointments						M	A
3.19	Implement disciplinary or capability procedures for CEO		A					
3.20	Implement disciplinary or capability procedures for Executive Team/Headteacher					A	C	
3.21	Implement disciplinary or capability procedures for teaching and support staff					C	M	A
3.22	Redundancy of staff		A	C		R	C	P/D
3.23	Restructuring of school staff					A	C	P/D
3.24	Restructuring of central team					A		
<b>4</b>	<b>Finance &amp; Estate Management</b>							
4.1	Determine Trust & School Financial Regulations			A		R		
4.2	Decision to intervene in school financial management			A		R		
4.3	Appoint Trust auditors	A	R			P		
4.4	Appoint Internal auditors			A		P		
4.5	Receive External audit report	A						
4.6	Agree Trust & school Budget Plans		A	R		P		
4.7	Agree In-Year Budget changes over £xx			A		P		
4.8	Agree Trust core offer to schools		A	R		P		
4.9	Determine annual Trust charge to schools		A	R		P		
4.10	Review Trust budget reports		A	RM		P		
4.11	Ensure Trustees Annual Report & Financial Statement published		A	R		P		
4.12	Ensure statutory returns to EFSA					A		
4.13	Determine Management Response to Audit		A	R		P		
4.14	Approve reserves requests			A		C		P
4.15	Monitor & review monthly management accounts			M		C		C
4.16	Establish & review Asset Management Policy		A	R		P		
4.17	Asset Management Plan			M		A		C
4.18	Approve Trust Insurance Cover		A			P		
4.19	Review internal & external audit report		A	R		P		
4.20	Expenditure or contracts up to Lower Limit					A		A
4.21	Expenditure or contracts from Lower Limit to Upper Limit					A		P
4.22	Expenditure or contracts from Upper Limit to OJEU limit			A		R		P
4.23	Expenditure over OJEU limit		A	C		R		
4.24	Approve compensation payments up to £50,000		A	C		R		P

	<b>Task</b> Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor (M), Consult (C), Implement (I)	<b>Members</b>	<b>Trustees</b>	<b>Audit, Risk, People &amp; Finance Committee</b>	<b>Achievement &amp; Curriculum Committee</b>	<b>CEO</b>	<b>Local Governance Committee</b>	<b>Headteacher</b>
4.25	Agree legal agreements such as external grant agreements, license to occupy, lessor agreement		M			A	R	P
<b>5</b>	<b>Education</b>							
5.1	Approve trust/school curriculum		A			R		I
5.2	Establish & review Pupil Premium strategy					A	M	
5.3	Set targets for school performance					A		
5.4	Determine & deliver system led support for schools					A	C	
5.5	Set School times, terms and holidays		A			R	C	D
5.6	Change of School Age Range		A			R	C	P/D
5.7	Agree expansion of School PAN		A			R	C	P/D
5.8	Agree extension of School provision		A	R		C	C	P/D
5.9	Agree extended services on-site					C	A	R
5.10	Determine Pupil Premium Strategy							
5.11	Establish & review SEND & inclusive education offer							
5.12	Child Welfare & Safeguarding Policy		A			R	M	
5.13	School Statutory Policies		A	R		P	M	C
5.14	School non-Statutory Policies				A	C	A/M	R
5.15	Short-term Suspension					C	M	A
5.16	Permanent Exclusions					C	A	R
5.17	Review appeals against Permanent Exclusion		I					
5.18	Determine the Complaints Policy		A			R	M	
5.19	Implement Complaints Appeals		I					
5.20	Agree Admissions Policy		A			R	M	P
5.21	Admission approval as part of a managed move							A
5.22	Hear Admissions Appeals		I					
5.23	Agree School prospectus					A	M	R/D
5.24	Review School website compliance					A	M	R/D
5.25	Agree School logo & branding					A	M	R/D
5.26	Agree School uniform					A	M	R/I
5.27	Agree local marketing plan					A	M	P/D