

CASTLEMAN ACADEMY TRUST SCHEME OF DELEGATION

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Castleman Academy Trust and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance & Audit Committee
4. Trust HR Committee
5. Local Governing Body
6. Trust Chief Executive & Executive Headteacher
7. Leadership group of Headteachers
8. Headteacher of individual academies

The delegated powers are broken down into different levels in line with the Trust’s principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House. The Scheme of Delegation will also need to take into consideration any requirements of the Dioceses of Exeter and Salisbury.

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.

Trust Policies

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. These policies may include those listed below.

<u>Academy & Pupil Policies</u>	<u>Employment & Staff Policies</u>
Child Welfare & Safeguarding	Pay & Remuneration
Pupil Behaviour & Exclusions	Performance Management & Appraisal Review
Health & Safety	Disciplinary
Academy Trips	Re-structuring and Redundancy
Complaints	Job Role, Grade & Salary
	Grievance
	Capability
	Whistleblowing
	Employee Health & Safety
	<u>Financial Policies</u>
	Financial Regulations & Procedures
	Asset Management

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	Fin Cttee	HR Cttee	LGB	CEO/EHT	Ldr Grp	HT
1.	Governance								
1.1.	Approve Trust Articles of Association	Members only	R						
1.2.	Approve Trust Board Terms of Reference		A	P	P		P		
1.3.	Approve Trust Scheme of Delegation		A	P	P		P		
1.4.	Approve new convertor or sponsored academies joining MAT	Due Diligence report by CEO	A				R P		
1.5.	Establish Trust Committees		A	P	P		P		
1.6.	Approve Trust Committee Terms of Reference		A	P	P		P		
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A			R			
1.8.	Establish LGB working groups		C			A			R
1.9.	Appoint Chair of Trust Board		A						
1.10.	Appoint Chair of LGB					A			
1.11.	Remove Chair of LGB	In exceptional circumstances	A			R			
1.12.	Appoint Vice Chair of LGB Remove	In exceptional circumstances	A			A R			
1.13.	Appoint (and remove) LGB members	In exceptional circumstances	A			A			
1.14.	Appoint (and remove) Chair(s) of Trust Committees	Cttee to appoint. Board power to remove	A	R	R				
1.15.	Appoint (and remove) Trust Committee members	As per agreed composition	A						
1.16.	Appoint (and remove) Clerk to Trust Board		A						
1.17.	Appoint (and remove) Clerk to LGB		A						
1.18.	Organise calendar of Trust Board meetings		A				R		
1.19.	Organise calendar of LGB Meetings		A			R			
1.20.	Approve Directors Expenses Policy		A						
2.	Trust & Academy Performance, Curriculum and Teaching								
2.1.	Trust Strategic Plan		A				R	D	
2.2.	Academic Performance Targets		A			RM	P	C	D
2.3.	Academy Performance Review <i>e.g. SEF</i>		A			R	P	C	D
2.4.	Academy 3 year plan		M			AM	R	CM	PM
2.5.	Academy 1 Year Plan		M			AM	P	CM	DM
2.6.	Teaching & Learning Policy	Trust policy	AM			RM	PM	CM	DM
2.7.	Curriculum Policy	Trust policy	AM			RM	PM	CM	DM
2.8.	Sex Education policy	Trust policy	AM			RM	P		D
2.9.	Religious Education policy	Trust policy	AM			RM	P		D
3.	Staff Policies and Pay								
3.1.	Pay & Remuneration Policy	Trust policy	A		R	I	P		
3.2.	Job Role Salary & Grading Policy	Trust policy	A		R	I	P		
3.3.	Changes to Employee Terms & Conditions or Collective Agreements		A		R		P		C
3.4.	Adoption of Transferring Policies and Collective Agreements	Trust policy	A		R		P		
3.5.	Teachers Annual Pay Award	National agreement	A	C	R		P		

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3.6.	Support Staff Annual Pay Award		A	C	R		P		
3.7.	Individual Performance Pay Awards	As per relevant policy. Appeals heard by Trust.	M			A	R		P
3.8.	Performance Management & Appraisal Review Policy	Multi-LA	A		R	M	P		I
3.9.	Disciplinary Policy	Trust policy	A		R	M	P	C	I
3.10.	Grievance Policy	Trust policy	A		R	M	P	C	I
3.11.	Capability Policy	Trust policy	A		R	M	P	C	I
3.12.	Whistleblowing Policy	Trust policy	A		R	M	P	C	I
3.13.	Re-structuring & Redundancy Policy	Trust policy	A		R	M	P	C	I
3.14.	Employee Health & Safety Policy	Trust policy	A		R	M	P	C	I
4.	Staff Management								
4.1.	Staff complement, structure and grades	Aligned to budget	A			P	R	C	D
4.2.	Exec Headteacher appointment		A						
4.3.	Trust leadership structure	Implications for consultation & definition of roles	A	C	C		R	C	C
4.4.	Headteacher appointment	LGB led panel inc. Exec HT	A			P	R		
4.5.	Senior leadership appointments					A	R		P
4.6.	Teaching staff appointments					C	C		A
	Support staff					C			A
4.7.	Suspension of CEO/Exec Headteacher	As per relevant policy	A	C	C	C			
4.8.	Return of CEO/Exec Headteacher after suspension	As per relevant policy	A						
4.9.	Dismissal of CEO/Exec Headteacher	As per relevant policy	A						
4.10.	Suspension of Headteacher	As per relevant policy	C				A		
4.11.	Return of Headteacher after suspension	As per relevant policy	A			R	R		
4.12.	Dismissal of Headteacher	As per relevant policy	A			R	R		
4.13.	Suspension of teaching staff	As per relevant policy				M	C	I	A
	Support					M	C	I	A
4.14.	Return of teaching and support staff after suspension	As per relevant policy					A		R
4.15.	Redundancy of staff	As per relevant policy	A	C	R		P D		C
4.16.	Restructuring of staff	As per relevant policy	A	C	R	C	D P		C
4.17.	Trust Staff Development plan				A		R	C	P
4.18.	Academy Staff Development plan				A	R	P	C	D
4.19.	Trust inset days	Align to term dates						A	C
5.	Financial Governance & Management								
5.1.	Trust & Academy Financial Regulations		A	R			P		
5.2.	Trust & Academy Financial Procedures		A	R			P		
5.3.	Appoint Trust auditors		A	R			I		

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5.4.	Trust 3 year Budget Plan		A	R			P		
5.5.	Trust 1 year Budget		A	RM			P		
5.6.	Trust Interim Year End Accounts			A			R		
5.7.	Trust Annual Accounts		A	R			I		
5.8.	Trustees Report		A	R					
5.9.	Trust Academies Accounts Return to EFA			A					
5.10.	Response to Auditor's Management Letter		A	R			I		
5.11.	Academy 3 year Budget Plan		A	R			P		D
5.12.	Academy 1 year Budget		A	R			P		D
5.13.	Academy YTD reports					M	M		M
5.14.	Academy Interim Year End Accounts			A		R			
5.15.	Academy Accounts Return to EFA			A			R		
6.	Financial Authorisation								
6.1.	Expenditure or contracts under £2,000	As per relevant policy							A
6.2.	Expenditure or contracts under £5,000	As per relevant policy					A		P
6.3.	Expenditure or contracts from £5,000 to OJEU limit	As per relevant policy		A			R		P
6.4.	Expenditure over OJEU limit	As per relevant policy	A	R			P		
6.5.	Disposals or write off of stock, assets or debts up to Lower Limit	As per relevant policy							A
6.6.	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit	As per relevant policy		A			R		
6.7.	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)	As per relevant policy		A			R		
6.8.	Compensation payments up to £50,000	As per relevant policy	A						
7.	Academy Policies & Procedures								
7.1.	Academy times, terms and holidays		A			C	R	C	P
7.2.	Change of Academy Age Range		A			C	P	C	D
7.3.	Expansion of Academy PAN		A			C	P	C	D
7.4.	Extension of Academy provision (EYFS)		A			C	P	C	D
7.5.	Child Welfare & Safeguarding Policy	Trust policy	A			RM	P	C	I
7.6.	Attendance Policy & Plan	Trust policy	A			M	R	C	PI
7.7.	Pupil Behaviour & Exclusions Policy	Trust policy	A			RM	P	C	I
7.8.	Short-term Exclusion								A
7.9.	Return after short-term exclusion								A
7.10.	Permanent Exclusions					A	R		P
7.11.	Appeals against Permanent Exclusion					A	R		P
7.12.	Complaints Policy		A			R	R		
7.13.	Complaints Appeals		I						
7.14.	Admissions Policy	Trust policy	A			C	P	C	
7.15.	Allocation of places against Admissions Policy					AI	P		R
7.16.	Admissions Appeals		I						
7.17.	Academy prospectus					R	A		P
7.18.	Academy website					R	A		P

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7.19.	Academy logo & branding					R	A		P
7.20.	Academy uniform					R	A		P
7.21.	Academy Trips Policy	Trust policy	A				R		I
7.22.	Extended services on-site		A			R	R		P
7.23.	Pupil Premium Policy		A			R	R		P
7.24.	Pupil Premium Plan					R	A		P
8.	Premises & Assets								
8.1.	Asset Management Policy	Trust policy		AM		CM	P		
8.2.	Health & Safety Policy	Trust policy		AM		CM	P		
8.3.	Commissioning of repairs or works up to £10,000			A		C	R		P
8.4.	Commissioning of repairs or works from £10,000 to £49,999		A	R		C	P		D
8.5.	Commissioning of repairs of works over £50,000		A	R		C	P		D