

# The City of London Academies Trust

## Scheme of Delegation

### Key

- 1 **Members** - Oversight meeting about once a year unless there is a crisis
- 2 **The Board of Trustees** - Meeting four times a year, really the Directors of the Trust receiving reports from the CEO and looking at strategic MAT issues
- 3 **Chief Executive Officer/Senior Executive Team** - Operating on behalf of the Trustees. Responsible for MAT strategy, operations and delivery. Including the accountability framework, support, challenge as well as wider educational development of the family of schools
- 4 **Local Governing Body** - (Recommended delegation although agreed local delegation may vary between LGBs and Headteachers)
- 5 **Headteacher/Principal or Executive Principal** - (Recommended delegation although agreed local delegation may vary between LGBs and Headteachers)

Function	Task	1	2	3	4	5	Notes
Trust Governance	1 Approve changes to the Company's constitution i.e. the Articles of Association	✓					
	2 Recommend to the Members any changes to Company's Articles of Association		✓				
	3 Approve and/or remove Board Trustees if required	✓					
	4 Establish and approve changes to the Scheme of Delegated Authority		✓				
	5 Appoint the Chair and Vice Chair of the Company Board		✓				
	6 Appoint the Chairs of Committees of the Company Board		✓				
	7 Appoint Company Secretary and Clerk to the Board of Trustees		✓				
	8 Set up Register of Directors' and Governors' Business Interests			✓			
	9 Approve Director's and Governors Expenses scheme		✓				
	10 Appoint a Chief Executive Officer		✓				
	11 Appoint Accounting Officer		✓				
	12 Appoint Chairs of MAT sub-committees		✓				
	13 Approve Company Budget plans for the coming year		✓				
	14 Recommend Company Budget plan for financial year		✓				
	15 Propose MAT expansion opportunities	✓	✓	✓	✓	✓	
	16 Consider/Agree MAT expansion in under due diligence + Sponsorship Agreement		✓				
	17 Approve company development plan		✓				
	18 Review progress against company development plan		✓				
19 Approve the appointment of the Chairs of LGBs in consultation with LGB		✓				Consultation to ensure the appointment of effective CoG	
Oversight of Local Governance	20 Appoint the Chairs of sub committees				✓		
	21 Appoint Clerk to LGBs				✓		
	22 Appoint appropriate Governors for LGBs (excluding staff/parent govts)				✓		
	23 Approve the appointment of staff and parent governors to LGBs				✓		
	24 Review performance of LGB		✓				
	25 Suspend and/or dismiss LGB governors		✓				
	26 Propose changes to the Scheme of Delegated Authority		✓	✓	✓	✓	All stakeholder able to propose changes. Approval lies with Trust (4)
Finance	27 Recommend LGB Budget Plan for financial Year				✓		
	28 Approve LGB Forecast for Current Year & Budget Plan for following year		✓				
	29 Monitor Company Budget at least termly		✓				
	30 Monitor LGB Budget at least termly				✓		
	31 Monitor academy monthly expenditure					✓	
	32 Agree budget adjustments up to £100,000 within the annual approved budget				✓		Agreed to extend the limit to £100K to allow more flexibility for LGBs
	33 Agree LGB budget adjustments over £100,000		✓				
	34 Approve financial, accounting and procurement policies		✓				
	35 Enter into contracts (up to £100,000) except salaries				✓		
	36 Enter into contracts (above £100,000) except salaries		✓				So MAT can examine potential economies of scale
	37 Tender and Approve the appointment of auditors subject to relevant member approval		✓				
Company Staffing and Performance	38 Approve MAT banking arrangements		✓				
	39 Produce and review year end accounts		✓				
	40 Performance review of Chief Executive Officer		✓				
	41 Suspend/end the suspension of the Chief Executive Officer		✓				
	42 Dismiss the Chief Executive Officer		✓				
	43 Approve changes to company staffing structure including recruitment		✓				
	44 Approve school Principal/Executive /Headteacher of academy appointments		✓				
	45 Approve staff, HR, pay, performance and disciplinary policies		✓				
	46 Appointment of company staff (Executive)			✓			
	47 Participate in the appointment of company staff		✓				Trustees will be involved in the appointment of senior staff
School Leader Appointments, Performance and Accountability	48 Set targets/objectives for school Headteachers/Executive Headteachers				✓		
	49 Actively participate in the performance review of Headteachers/Executive Headteachers			✓			
	50 Approve targets and objectives set for school Headteachers/Executive Headteachers		✓				
	51 Monitor targets and objectives set for Headteachers/Executive Headteachers termly				✓		
	52 Participate in target/objective monitoring of Headteachers/ Executive Headteachers			✓			
	53 Recommend appointment of school Pr/Exec Head/Headteacher				✓		
	54 Participate in the appointment of school Pr/Exec Head/Headteacher				✓		
	55 Approve the appointment of school Pr/Exec Head/Headteacher		✓				
	56 School Deputy Headteacher appointment (subject to prior LGB approval)					✓	
	57 Advise and recommend the Deputy Headteacher appointment					✓	The CEO is accountable to the Trust Board for the educational outcomes of all the Academies in the Trust. They will therefore be expected to participate in the performance management of Headteachers and Principals in conjunction with the Chair of Governors/ Headteachers pay panel in each school or group of schools. S/he will also, on behalf of the Board, need to be involved in any decision to appoint, suspend or dismiss the Headteacher/Principal. A separate line on dismissal has been removed and included in processes defined by item 59-61.
	58 Approve Deputy Headteacher appointment				✓		
	59 Propose to suspend/end suspension/ dismiss a school Headteacher/Executive Headteacher				✓		
	60 Advise on the suspension/end of suspension/dismissal of a Headteacher				✓		
	61 Approve suspension/end of suspension/dismissal of a Headteacher/Exec Headteacher		✓				
	62 Teaching staff appointments					✓	
	63 Propose staff, HR, pay, performance and disciplinary policies					✓	
	64 Approve changes to school staffing structure (within budget approved by Trustees)					✓	
65 Liaise with CEO if any staff undergo disciplinary proceedings likely to lead to dismissal					✓	To ensure support is given where needed and risk of ETs are managed.	
66 Suspension of other staff					✓		
67 Ending suspension of other staff					✓		
68 Dismissal of other staff					✓		
69 Propose dismissal payments/early retirement					✓	Given 63 then the Headteacher/Principal and LGB must not take action which presents a financial liability to the Trust without the knowledge and approval of the Trust. Up to 50K that will be with the approval of the CEO above 50K would need the approval of the Trust. All such payments have to reported in the annual accounts.	
70 Approve dismissal payments/early retirement up to 50K			✓				
71 Performance review of other staff					✓		
Curriculum	72 Approve school development plan				✓		
	73 Review progress against school development plan				✓		
	74 Report progress across company against all Academy Development Plans			✓			Progress against KPIs need to be reported to the Trust
	75 Review progress across company against all Academy Development Plans		✓				
	76 Approval of curriculum policy					✓	
	77 Establish and implement curriculum policy					✓	
	78 Propose performance and curriculum policies					✓	

Performance	79	Responsibility for standards of teaching					✓	
	80	Provision of sex education					✓	
	81	Arrangements for collective worship					✓	
	82	Propose targets for pupil achievement					✓	
	83	Approve LGB targets for pupil achievement and recommend to Board				✓		Trust should be able to scrutinise and challenge targets/performance
	84	Monitor targets for pupil achievement					✓	
Discipline	85	Report, monitor & if necessary intervene to support the delivery of pupil achievement				✓		Trust through CEO will monitor in line with the agreed accountability framework
	86	Approve pupil behaviour policies					✓	
	87	Monitor implementation of pupil behaviour policies					✓	
	88	Monitor issues implementation of pupil behaviour policies & take relevant actions arising					✓	
	89	Exclude a pupil more than 15 days or permanently					✓	
	90	Review exclusion on appeal				✓		
Admissions	91	Direct re-instatement of excluded pupils after appeal				✓		Trust will need to convene and manage appeals against LGB decisions to exclude
	92	Propose admissions policy					✓	
	93	Consult on an admissions policy					✓	
	94	Approve admissions policy				✓		The Trust will need to be satisfied that the policy is legal and fair
	95	Approve PAN annually, consulting with LGBs				✓		
	96	Admissions: application decisions					✓	
Premises/Insurance	97	Approve admissions prospectus					✓	
	98	Approval of appropriate buildings and other relevant insurance (including Governors)				✓		
	99	Develop and recommend to the MAT Board the capital strategy					✓	
	100	Develop and recommend to the MAT Board the school maintenance strategy					✓	Executive CEO/CFO will assess capital stock, depreciation and future need. Trust will approve.
	101	Approve Trust wide capital development strategy				✓		
	102	Approve Trust school maintenance strategy				✓		
Health and Safety	103	Approve academy premises related policies					✓	
	104	Approve local health and safety policy					✓	
	105	Monitor implementation of health and safety policy					✓	
	106	Approve a school risk management plan					✓	
	107	Monitor school risk management plan					✓	
	108	Monitor implementation of school risk management plans					✓	
	109	Approve company risk management plan				✓		
	110	Monitor company risk management plan				✓		
	111	Approve business continuity plans				✓		
	112	Monitor implementation of school business continuity plans					✓	
	113	Review company-wide implementation of school continuity plans				✓		
Acad Organisation	114	Recommend dates of school terms and holidays					✓	
	115	Approve dates of school terms and holidays					✓	
	116	Monitor school holiday dates on behalf of the trust				✓		Trust will need to ensure dates are considered strategically
	117	Ensure that school meets a minimum number of sessions in a school year					✓	
School Meals	118	Ensure that school lunch nutritional standards are met					✓	
	119	Responsibility for provision of free school meals, reporting back to the Trust as required					✓	
	120	Ensure the provision of universal free school meals offering to infant age pupils					✓	
	121	Approval of additional activities					✓	
Extend Provision	122	Monitoring the delivery of services , reporting back to the MAT Board as required					✓	
	123	Approval of Extended Services					✓	
	124	Cease providing extended school provision					✓	
Safe-guarding	125	Complete and maintain Single Central Record					✓	
	126	Appoint safeguarding governor					✓	
	127	Annual approval of school safeguarding review					✓	
	128	Undertake annual review of school safeguarding and report to MAT Board as required					✓	