



Scheme of Delegation 2017/18

Reviewed: September 2017
Next Review: September 2018

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 and member academies.

The bodies may include:

- Trust Members
- Trust Board of Directors
- Trust Finance and Audit Committees
- Trust HR & Pay Committee
- Local Governing Bodies
- Trust Chief Executive
- Headteacher of each school

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 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)
- Informed (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.

A final list of statutory and mandatory Trust and Academy/School policies is to be updated and this Scheme of Delegation and associated Terms of Reference to be revised as appropriate'. Initial guidance is provided in the *Notes* column.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Informed (I), Execute (E)	Notes	Board	Fin Cttee	HR C'ttee	LGB	CEO	HT
1.	Governance							
1.1.	Approve Trust Articles of Association	Members only	R				R	
1.2.	Approve Trust Board Terms of Reference		A				R	
1.3.	Approve Trust Scheme of Delegation		A				R	
1.4.	Approve new convertor or sponsored academies joining MAT		A				R	
1.5.	Establish Trust Committees		A				R	
1.6.	Approve Trust Committee Terms of Reference		A				R	
1.7.	Approve Local Governing Body (LGB) or HEB Terms of Reference		A			P	R	
1.8.	Establish LGB working groups					A		
1.9.	Appoint Chair of Trust Board		A					
1.10.	Appoint Chair/Vice Chair of LGB		A				R	
1.11.	Remove Chair/Vice Chair of LGB		A					
1.12.	Appoint (and remove) Chair of LGB							
1.13.	Appoint (and remove) LGB members		A			R	R	
1.14.	Appoint (and remove) Chair(s) of Trust Committees		A				R	
1.15.	Appoint (and remove) Trust Committee members		A				R	
1.16.	Appoint (and remove) Clerk to Trust Board		A				R	
1.17.	Appoint (and remove) Clerk to LGB					R	A	
1.18.	Trust Governance Calendar		A				R	C
1.19.	Approve Directors Expenses Policy	Trust Policy	A					
2.	Trust & Academy Performance, Curriculum and Teaching							
2.1.	Trust Strategic Plan		A				R	C
2.2.	Academic Performance Targets		AM			RM	C	P
2.3.	Academy Performance Review e.g. SEF		A			R	C	P
2.4.	Academy 3 year plan		A			RM	C	P
2.5.	Academy 1 Year Plan					AM	C	R
2.6.	Teaching & Learning Policy	School Policy				AM	C	R
2.7.	Curriculum Policy	School Policy				AM	C	R
2.8.	Sex Education policy	School Policy				AM	C	R
2.9.	Religious Education policy	School Policy				AM	C	R
2.10.	SEN & Inclusion policy	School Policy				AM	C	R
2.11.	Trust Staff Development Plan				C		A	
2.12.	Academy Staff Development Plan					C		A
2.13.	Trust Inset Days		A				R	C
3.	Staff Policies and Pay							
3.1.	Pay & Remuneration Policy	Trust Policy			AM		R	C
3.2.	Job Role Salary & Grading Policy	Trust Policy			AM		R	C
3.3.	Employee Terms & Condition changes		A		R		P	
3.4.	Trust Staff Annual Pay Award	Trust Policy	A		R			
3.5.	Teachers Annual Pay Award	Trust Policy	A	C	R		P	
3.6.	Support Staff Annual Pay Award	Trust Policy	A	C	R		P	
3.7.	Individual Performance Pay Awards	As per Policy				A	C	R
3.8.	Performance Management Policy	Trust Policy			A	M	R	C
3.9.	Disciplinary Policy	Trust Policy			A	M	R	C

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3.10.	Grievance Policy	Trust Policy			A	M	R	C
3.11.	Capability Policy	Trust Policy			A	M	R	C
3.12.	Whistleblowing Policy	Trust Policy			A	M	R	C
3.13.	Recruitment Policy	Trust Policy			A	M	R	C
3.14.	Re-structuring & Redundancy Policy	Trust Policy			A	M	R	C
3.15.	Employee Health & Safety Policy	Trust Policy			A	M	R	C
4.	Staff Management							
4.1.	Trust staff plan		A	C			R	
4.2.	Trust CEO appointment		A					
4.3.	Trust staff appointment		C				A	
4.4.	School staff plan					A	C	R
4.5.	EHT appointment							
4.6.	Headteacher appointments		A			R	C	
4.7.	Senior leadership appointments					C	A	R
4.8.	Teacher appointments					C		A
4.9.	Support staff appointments					C		A
4.10.	Suspension of CEO	As per policy	A					
4.11.	Return of CEO after suspension		A					
4.12.	Dismissal of CEO		A					
4.13.	Suspension of EHT	As per policy						
4.14.	Return of EHT after suspension							
4.15.	Dismissal of EHT							
4.16.	Suspension of Headteacher	As per policy				C	A	
4.17.	Return of Headteacher after suspension					C	A	
4.18.	Dismissal of Headteacher		A			C	R	
4.19.	Suspension of teaching and support staff	As per policy						A
4.20.	Return of teaching and support staff after suspension					A		R
4.21.	Redundancy of school staff		A		C	C	R	P
4.22.	Restructuring of school staff		A		C	C	R	P
5.	Financial Governance & Management							
5.1.	Trust & Academy Financial Regulations	Audit C'ttee on compliance	A	RM		M	P	
5.2.	Trust & Academy Financial Procedures	Audit C'ttee on compliance	A	RM		M	P	
5.3.	Appoint Trust auditors	Audit C'ttee	A	R				
5.4.	Trust 3 year Budget Plan		AM	RM			P	
5.5.	Trust 1 year Budget		AM	RM			P	
5.6.	Trust Interim Year End Accounts			A			R	
5.7.	Trust YTD reports		AM	RM			P	
5.8.	Trust Annual Accounts		A	R			P	
5.9.	Trustees Report		A	R			P	
5.10.	Trust Academies Accounts Return to EFA			A			R	
5.11.	Response to Auditor's Management Ltr	Audit C'ttee	A	R				
5.12.	Academy 3 year Budget Plan		AM	RM		PM	CM	D
5.13.	Academy 1 year Budget		AM	RM		PM	CM	D
5.14.	Academy YTD reports			AM		RM	CM	P
5.15.	Academy Interim Year End Accounts			A		R	P	D
5.16.	Academy Accounts Return to EFA	New academies		A			R	
6.	Financial Authorisation							

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6.1.	Expenditure or contracts up to Lower Limit	As per policy						A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit	As per policy				A	R	P
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	As per policy		A			R	P
6.4.	Expenditure over OJEU limit	As per policy	A	R			P	
6.5.	Compensation payments up to £50,000	EFA threshold	A	C	C		R	
7.	Academy Policies & Procedures							
7.1.	Academy times, terms and holidays					A	C	R
7.2.	Change of Academy Age Range		A			R	C	P
7.3.	Expansion of Academy PAN		A			R	C	P
7.4.	Extension of Academy provision		A			R	C	P
7.5.	Extended services on-site					A	C	R
7.6.	Child Welfare & Safeguarding Policy	Trust policy	A		C	C	R	C
7.7.	Attendance Policy	School policy				A	C	R
7.8.	Attendance Plan	School policy				A	C	R
7.9.	Pupil Premium Policy	School policy				A	C	R
7.10.	Pupil Premium Plan	School policy				A	C	R
7.11.	Academy Trips Policy	School policy				A	C	R
7.12.	Pupil Behaviour & Exclusions Policy	School policy				A	C	R
7.13.	Short-term Exclusion					A	C	R
7.14.	Return after short-term exclusion					A	C	R
7.15.	Permanent Exclusions					A	C	R
7.16.	Appeals against Permanent Exclusion	Independent panel req.						E
7.17.	Complaints Policy	Trust policy	A				R	
7.18.	Complaints Appeals	Independent panel req.					E	
7.19.	Admissions Policy		A			R	C	P
7.20.	Admissions allocation of places							E
7.21.	Admissions Appeals	Independent panel req.						E
7.22.	Academy prospectus	As per Trust				C		A
7.23.	Academy website	Brand g/lines				C		A
7.24.	Academy uniform					C		A
8.	Premises & Assets							
8.1.	Asset Management Policy			A			R	
8.2.	Asset Management Plan			A		C	R	C
8.3.	Health & Safety Policy		A				R	

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