



SCHEME OF DELEGATION (September 2016)

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:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance and Audit Committees
4. Other Committees
5. Local Governing Body
6. Trust Chief Executive Officer/ Executive Principal
7. Leadership group of Principals
8. Principals 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 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 & Academy policies

A key task for the Trust Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are Trust or Academy policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify whether they are Trust or Academy policies.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	F&A Cttee	LGB	CEO/Exec P	Ldship Grp	Principal
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	R	R		
1.4.	Approve new convertor or sponsored academies joining MAT		A			R		
1.5.	Establish Trust Committees		A	R		R		
1.6.	Approve Trust Committee Terms of Reference		A	R		R		
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A		C	R		
1.8.	Establish LGB working groups		A		R	R		
1.9.	Appoint Chair of Trust Board		A					
1.10.	Appoint Chair of LGB		A		R			
1.11.	Remove Chair of LGB	In exceptional circumstances	A		R			
1.12.	Appoint (and remove) Vice Chair of LGB	In exceptional circumstances	A		R			
1.13.	Appoint (and remove) LGB members	In exceptional circumstances	A					
1.14.	Appoint (and remove) Chair(s) of Trust Committees		A	R		R		
1.15.	Appoint (and remove) Trust Committee members		A	R		R		
1.16.	Appoint (and remove) Clerk to Trust Board	Propose one Clerk across Trust & LGB	A			R		
1.17.	Appoint (and remove) Clerk to LGB		A			R		
1.18.	Organise calendar of Trust Board and LGB meetings		A			R		
1.19.	Approve Directors Expenses Policy		A					
2.	Trust & Academy Performance, Curriculum and Teaching							
2.1.	Trust Strategic Plan		AM	C		R		
2.2.	Academic Performance Targets		AM		RM	P	C	D
2.3.	Academy Performance Review <i>e.g. SEF</i>		AM		RM	P	C	D
2.4.	Academy 3 year plan		A		RM	P	C	D
2.5.	Academy 1 Year Plan		A		RM	P	C	D
2.6.	Teaching & Learning Policy	Academy Policy			AM	P	C	D
2.7.	Curriculum Policy	Academy Policy			AM	P	C	D
2.8.	Sex Education policy	Academy Policy			AM	P	C	D
2.9.	Religious Education policy	Academy Policy			AM	P	C	D
2.10.	SEN & Inclusion policy	Academy Policy			AM	P	C	D
2.11.	Trust Staff Development Plan					A	C	
2.12.	Academy Staff Development Plan					A	C	R
2.13.	Trust Inset Days		A		C	R	C	

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2.14.								
3.	Staff Policies and Pay							
3.1.	Pay & Remuneration Policy	Trust Policy	A		M	R		
3.2.	Job Role Salary & Grading Policy	Trust Policy	A		M	R		
3.3.	Performance Management Policy	Trust Policy	A		M	R	C	
3.4.	Disciplinary Policy	Trust Policy	A		M	R	C	
3.5.	Grievance Policy	Trust Policy	A		M	R	C	
3.6.	Capability Policy	Trust Policy	A		M	R	C	
3.7.	Whistleblowing Policy	Trust Policy	A		M	R	C	
3.8.	Re-structuring & Redundancy Policy	Trust Policy	A		M	R	C	
3.9.	Recruitment Policy	Trust Policy	A		M	R	C	
3.10.	Employee Health & Safety Policy	Trust Policy	A		M	R	C	
3.11.	Employee Terms & Condition changes	Consulted as per policy	A			R		
3.12.	Terms & Conditions for new academies	Due Diligence	A			R		
3.13.	Teachers Annual Pay Award	As per Pay Policy	A	C		R	C	
3.14.	Support Staff Annual Pay Award	As per Pay Policy	A	C		R	C	
3.15.	Individual Performance Pay Awards	As per Pay Policy			A	R	C	P
4.	Staff Management							
4.1.	CEO/Executive Principal appointment	As per policy	A					
4.2.	Trust staff structure & complement		A			R		
4.3.	Trust staff appointments		A			R	C	
4.4.	Academy staff structure & complement		A		R	P	C	D
4.5.	Principal & Dep. Principal appointment	As per policy	A		R	P		
4.6.	Senior leadership appointments	As per delegated authority			A	R		P
4.7.	Teaching and support staff appointments	As per policy				A		R
4.8.	Suspension of CEO/Exec Principal	As per policy	A					
4.9.	Return of CEO/Exec Principal after suspension		A					
4.10.	Dismissal of CEO/Exec Principal		A					
4.11.	Suspension of Headteacher	As per policy	A		C	R		
4.12.	Return of Headteacher after suspension		A		C	R		
4.13.	Dismissal of Headteacher		A		C	R		
4.14.	Suspension of teaching and support staff				C	A		R
4.15.	Return of teaching and support staff after suspension	As per policy			A	R		P
4.16.	Redundancy of staff		A		R	P	C	D
4.17.	Restructuring of staff		A		R	P	C	D
5.	Financial Governance & Management							
5.1.	Trust & Academy Financial Regulations	Trust Policy	A	RM	M	P		
5.2.	Trust & Academy Financial Procedures	Trust Policy	A	RM	M	P		
5.3.	Appoint Trust auditors	Audit C'tee	A	R				
5.4.	Trust 3 year Budget Plan		A	R		P		
5.5.	Trust 1 year Budget		A	R		P		

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

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7.19.	Admissions allocation of places					M		I
7.20.	Admissions Appeals	Independent Panel	I					
7.21.	Academy prospectus				A	R	C	P
7.22.	Academy website				A	R	C	P
7.23.	Academy logo & branding				A	R	C	P
7.24.	Academy uniform				A	R	C	P
8.	Premises & Assets							
8.1.	Asset Management Policy	Trust policy	A	R	M	P		
8.2.	Asset Management Plan	See 5.12			A	R	C	P
8.3.	Health & Safety Policy	Trust policy	A	R	M	P		