

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			<u> </u>	1	1	1	
1.1.	Approve Trust Articles of Association	Members only	R			R		
1.2.	Approve Trust Board Terms of Reference		Α			R		
1.3.	Approve Trust Scheme of Delegation		Α	R	R	R		
1.4.	Approve new convertor or sponsored		Α			R		
	academies joining MAT		.			_		
1.5.	Establish Trust Committees		Α	R		R		
1.6.	Approve Trust Committee Terms of Reference		А	R		R		
1.7.	Approve Local Governing Body (LGB) Terms of Reference		Α		С	R		
1.8.	Establish LGB working groups		Α		R	R		
1.9.	Appoint Chair of Trust Board		Α					
1.10.	Appoint Chair of LGB		Α		R			
1.11.	Remove Chair of LGB	In exceptional circumstances	А		R			
1.12.	Appoint (and remove) Vice Chair of LGB	In exceptional circumstances	Α		R			
1.13.	Appoint (and remove) LGB members	In exceptional circumstances	Α					
1.14.	Appoint (and remove) Chair(s) of Trust Committees		A	R		R		
1.15.	Appoint (and remove) Trust Committee members		Α	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		Α			R		
1.18.	Organise calendar of Trust Board and LGB meetings		Α			R		
1.19.	Approve Directors Expenses Policy		Α					
2.	Trust & Academy Performance, Curriculu	ım and Teachir	ng					
2.1.	Trust Strategic Plan		AM	С		R		
2.2.	Academic Performance Targets		AM		RM	Р	С	D
2.3.	Academy Performance Review e.g. SEF		AM		RM	Р	С	D
2.4.	Academy 3 year plan		Α		RM	Р	С	D
2.5.	Academy 1 Year Plan		Α		RM	Р	С	D
2.6.	Teaching & Learning Policy	Academy Policy			AM	Р	С	D
2.7.	Curriculum Policy	Academy Policy	-		AM	P	С	D
2.8.	Sex Education policy	Academy Policy	1		AM	Р	С	D
2.9.	Religious Education policy	Academy Policy Academy Policy	1		AM	Р	С	D
2.10.	SEN & Inclusion policy	Academy Policy	-		AM	Р	С	D
2.11.	Trust Staff Development Plan		-			Α	С	
2.12.	Academy Staff Development Plan		_			A	С	R
2.13.	Trust Inset Days		Α		С	R	С	

Scheme of Delegation Page 2 of 5 September 2016



## Task Region (A) Recommend (R) Propose (P), Repell (P) Report (M), Consulted (C), Repell (P), Monitor & Report (M), Consulted (C), Repell (P), Monitor & Report (M), Consulted (C), Repell (P), Re									
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Scheme of Delegation Page 3 of 5 September 2016



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#	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
5.6.	Trust Interim Year End Accounts		Α	R		Р		
5.7.	Trust Annual Accounts	Audit C'ttee	Α	R				
5.8.	Trustees Report	Audit C'ttee	Α	R				
5.9.	Trust Academies Accounts Return to EFA			Α				
5.10.	Response to Auditor's Management Ltr	Audit C'ttee	Α	R				
5.11.	Academy 1 year Budget		Α	R	Р	D	C	C
5.12.	Academy 3 year Capital Plan		Α	R	Р	D	С	
5.13.	Academy Budget reports		AM	RM	PM	DM		
5.14.	Academy Interim Year End Accounts		Α	R	Р	D		
5.15.	Academy Accounts Return to EFA		Α	R		Р		
6.	Financial Authorisation							
6.1.	Expenditure or contracts up to Lower Limit	As per policy						А
6.2.	Expenditure or contracts from Lower Limit to Upper Limit	As per policy				Α		R
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	As per policy		Α	R	Р		D
6.4.	Expenditure over OJEU limit	As per policy	Α	R	С	Р	С	
6.5.	Disposals or write off of stock, assets or	As per policy				Α		
	debts up to Lower Limit							
6.6.	Disposals or write off of stock, assets or	As per policy		Α	R	Р		
	debts from Lower Limit to Upper Limit							
6.7.	Disposals or write off of stock, assets or	As per policy	Α					
	debts over Upper Limit (up to AFH limit)							
6.8.	Compensation payments up to £50,000	EFA threshold	Α	С		R		
7.	Academy Policies & Procedures							
7.1.	Academy times, terms and holidays		Α		С	R	С	
7.2.	Change of Academy Age Range		Α		R	Р	С	D
7.3.	Expansion of Academy PAN		Α		R	Р	С	D
7.4.	Extension of Academy provision		Α		R	Р	С	D
7.5.	Extended services on-site		Α	С	R	Р	С	D
7.6.	Child Welfare & Safeguarding Policy	Trust policy	Α		М	R		
7.7.	Attendance Policy & Plan	Academy policy			AM	Р	С	D
7.8.	Pupil Premium Policy	Academy policy			AM		С	D
7.9.	Pupil Premium Plan			İ	AM	R	İ	D
7.10.	Academy Trips Policy	Trust policy	Α	İ	М	R	İ	
7.11.	Pupil Behaviour & Exclusions Policy	Academy policy			AM	Р	С	D
7.12.	Short-term Exclusion	As per policy		İ			İ	Α
7.13.	Return after short-term exclusion	As per policy		İ			İ	Α
7.14.	Permanent Exclusions	As per policy			Α	R		Р
7.15.	Appeals against Permanent Exclusion		I					
7.16.	Complaints Policy	Trust policy	Α		М	R		
7.17.	Complaints Appeals		I					
7.18.	Admissions Policy	Trust policy	Α		М	R		
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Scheme of Delegation Page 4 of 5 September 2016



#	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
7.19.	Admissions allocation of places					М		1
7.20.	Admissions Appeals	Independent Panel	I					
7.21.	Academy prospectus				Α	R	C	Р
7.22.	Academy website				Α	R	С	Р
7.23.	Academy logo & branding				Α	R	C	Р
7.24.	Academy uniform				Α	R	С	Р
8.	Premises & Assets							
8.1.	Asset Management Policy	Trust policy	Α	R	М	Р		
8.2.	Asset Management Plan	See 5.12			Α	R	С	Р
8.3.	Health & Safety Policy	Trust policy	Α	R	М	Р		

Scheme of Delegation Page 5 of 5 September 2016