

## Scheme of Delegation

Delegation Key: A= Approve R = Recommend C = Consult M = Monitor and Report I = Implement

Strategy and Leadership	Members	Trustees	Audit and Risk Committee	Finance Committee	Teaching & Learning Committee	Remunerations Committee	Local Governing Bodies	Executive Head Teacher
Determine the Trust's vision, values and ethos (in accordance with the Articles of Association)	A	R						
Determine the Trust's strategic plan, key priorities and key performance indicators against which progress towards achieving the vision can be measured and agree reporting arrangements to monitor effectiveness.		A					I	M/I/R
Approve a five year asset management and estate management plan		A		R			C	
Agree Trust expansion plan and due diligence procedures		A	C	C	C			M/I/R
Consider requests from other schools to join the MAT having regard to the views of the LGB's		A					C	R
Decide on a change of school category	A	R						
Review and agree Articles of Association	A	R						
Review annually the Scheme of Delegation and Terms of Reference		A	R	R	R	R	R	R/I
Publish annually the Scheme of Delegation and Terms of Reference		A						I
Determine Trust committee structures		A	C	C	C	C	C	
Ensure committees are appropriately serviced and supported		C	C	C	C	C	C	A
Trustee and LGB Code of Conduct		A/M					C/R/	
Register of Interests - update and publish		A/I					I	M/I
Lead the development of the Trust's governance arrangements including liaison with the Trust's legal advisers		A						
Review Strategic risk register including a contingency and business continuity plan		A	M/R					
Receive and review Executive Head Teacher reports for each Trust board meeting		A						I
Receive and review report from head of school for each local governing body meeting							A/R	
Receive the Schools' development plans and / or improvement plans in line with overall Trust vision							A/R	M
Schedule of meetings and format of agendas, reports and other key documents of the Board		A						I
Approval of Board minutes		A						
Annual report on performance of the Trust: submit to Members	A	R						
Annual self-review of the Trust Board and effectiveness		A/I						
Ensure robust processes are in place for panels for exclusions, disciplinary, capability, complaints, appeals		A					C	I
Review of Trust Board skills and qualities and take action to ensure gaps are filled		A/M						
Plan for Trustee and LGB succession		A					C	
Agree a Trustee and Governor Training and Development Programme		A					C	I
Monitor complaints to the Trust in line with the complaints policy		A						
Oversight of complaints about the schools in line with the Complaints Policy and escalation to the Board of any issues that might reasonably be thought to present risks to the function/reputation of the MAT		A					C/R	M/I

<b>Appointments</b>	<b>Members</b>	<b>Trustees</b>	<b>Audit and Risk Committee</b>	<b>Finance Committee</b>	<b>Teaching &amp; Learning Committee</b>	<b>Remunerations Committee</b>	<b>Local Governing Bodies</b>	<b>Executive Head Teacher</b>
Appoint/remove Members in accordance with the Trust's Articles of Association	A							
Appoint/remove Trustees in accordance with the Trust's Articles of Association	A	R						
Elect Chair of Trust Board annually in accordance with the Trust's Articles of Association		A						
Appoint (annually), remove and suspend Committee Chairs		A	C	C	C	C	C	
Appoint, dismiss, suspend Executive Head Teacher		A						
Support on the appointment, dismissal, suspension of central senior leadership staff members		C						A/I
Appoint, remove, suspend Trust Clerk		A						C/I
Appointment of external auditor at the Annual General Meeting	A	R	C / R					I
Appointment of internal auditor and receive report			A					I
Support on the appointment, dismissal, suspension of Heads of school		C					C	A
Lead on the recruitment and appointment of the Executive and Senior Leadership Teams								A
Appointment and Management of all staff at SLT level and below in line with agreed Human Resource policies								A
Arrangements for election of parent and staff governors for LGBs							A	I
Appoint, remove, suspend local governing body community members		A					R/M	
Appoint, remove, suspend clerk to local governing body							A	

<b>Human Resources</b>	<b>Members</b>	<b>Trustees</b>	<b>Audit and Risk Committee</b>	<b>Finance Committee</b>	<b>Teaching &amp; Learning Committee</b>	<b>Remunerations Committee</b>	<b>Local Governing Bodies</b>	<b>Executive Head Teacher</b>
Make recommendations to the Trust Board as to an annual process for the appraisal of the performance of senior staff within the MAT, taking into account best practice, relevant legislation and MAT policies		A				R/M/I		C/I
Consider and make recommendations to the Trust Board concerning any in-year adjustments to the remuneration for senior staff posts		A				R/M/I		C/I
Receive the outcome of the appraisal processes and make proposals to the Trust Board on appropriate remuneration for those posts		A				R/M/I		
Approval of the procedure for the appraisal of the Executive Head Teacher		A				R/M/I		
Approve performance pay awards for Executive Head following recommendations from appraisal panel		A						
Undertake the appraisal of the Heads of School								A
Approval of Human Resources Policies including terms and conditions of employment, Reward and Remuneration Strategy, annual pay award, disciplinary conduct and grievance		A	C			R		M/I
Set objectives for the Executive Head, managing their performance and making recommendations regarding their level of remuneration.		A						
Set objectives for the Central Leadership Team and Heads of School, managing their performance and making recommendations regarding their level of remuneration.								A

<b>Education &amp; Achievement</b>	<b>Members</b>	<b>Trustees</b>	<b>Audit and Risk Committee</b>	<b>Finance Committee</b>	<b>Teaching &amp; Learning Committee</b>	<b>Remunerations Committee</b>	<b>Local Governing Bodies</b>	<b>Executive Head Teacher</b>
Approve the Trust's Education Policy		A			R			I
Approve the Trust's Quality Assurance Framework		A						M/R/I
Ensure accountability structures are in place for the Headteacher to effectively manage the schools and other initiatives in line with policy/quality and standards		A						I
Advise LGBs on national education policy								I
Receive the SEND report							A	
Ensure effective arrangements are in place for student recruitment and allocation of places in line with admissions policy, including a process for appeals		A			R		C	M/I
Appoint a designated Trustee for safeguarding		A/I						
Appoint a designated governor for safeguarding							A/I	
Review attendance & student absence					M/R/I		M/R	
Promote high standards of education achievement in line with the strategic direction of the Trust		A			M/R		M/R	I
Promote the highest standards of safety and welfare of students in line with the strategic aims of the Trust		A			M/R		M/R	I
Ensure that the curriculum is appropriate, balanced and broadly operates within the context of the school's statement of values and ethos as agreed by the Trust		A			M/R		M/R	M/I
Agree school term dates with Executive Head Teacher								A/I

<b>Internal Control &amp; Risk Management</b>	<b>Members</b>	<b>Trustees</b>	<b>Audit and Risk Committee</b>	<b>Finance Committee</b>	<b>Teaching &amp; Learning Committee</b>	<b>Remunerations Committee</b>	<b>Local Governing Bodies</b>	<b>Executive Head Teacher</b>
Ensure the Trust and its academies are compliant with its statutory and contractual duties		A	A/M/R					
Establish a risk register. Review and monitor financial and non financial risk three times per annum		A	A/M/R					
Agree auditing and reporting arrangements for compliance (e.g. safeguarding, H&S, employment)		A	M/R				M/R	
Approval of Information Systems Strategy & Policy		A	M/R					M/I
Review of School Health & Safety reports and decision on action required							A / R	I
Maintain school risk register and escalate to the Trust Board any risks deemed significant under the MAT's Strategic Risk Management Strategy		A	M/R				A/R	
Ensure compliance with the Gifts, Hospitality and Bribery Policy and Procedures		A	M/R					I
Review of external auditor's management letter and decision on actions and arising issues		A	M/R					I
Ensure level of insurance cover and oversight and advice to the Trust Board on legal/insurance issues			M/R					
Decision making on any other matter or prospective transaction which might reasonably be expected to expose the Trust to significant, reputational, business, financial, legal or other risk.		A	M/R	C			M/R	M/R
Ensure compliance with UK GDPR and Data Protection Policy and Procedures		A	M/R					M/R/I
Agree Trust contingency and business continuity plans		A	M/R					M/R/I
Ensure Trust website is compliant		A	M/R					R/M/I
Ensure School websites are compliant		M	M/R				A	M

<b>Finance</b>	<b>Members</b>	<b>Trustees</b>	<b>Audit and Risk Committee</b>	<b>Finance Committee</b>	<b>Teaching &amp; Learning Committee</b>	<b>Remunerations Committee</b>	<b>Local Governing Bodies</b>	<b>Executive Head Teacher</b>
Overall responsibility of Trust funds		A		M/R				M/R/I
Agree budget plan to support delivery of Trust key priorities		A		M/R				M/R/I
Amend future funding agreements		A		C				
Scrutinise, challenge and evaluate Trust performance value for money		A		M/R				M/R/I
Detail scrutiny and advice to Trust on Financial Regulations & Standing Orders		A		M/R				
Detail scrutiny and advice on use of capital		A		M/R			C	
Approve Trust budget in accordance with ESFA requirements and timeframes		A		M/R				
Review the method of sharing the cost of the central team and shared resources		A		M/R				
Approval of investment providers and products and detailed scrutiny of investment performance		A		M/R				
Detailed scrutiny of the Trust's asset management strategy and performance		A		M/R				
Approval and format of management accounts		A		M/R				
Ensure the school operates within the income and expenditure limits approved by the Trust Board		A					M	
Ensure compliance with the DfE's/ESFA's financial regulations as set out in the Academy Trust Handbook		A		M/R				I
Review the performance of the Trust against Trust budgets		A		M/R				M/R/I
Receive and respond to external auditors report		A	C	M/R				
Submit externally audited accounts to ESFA by 31 <sup>st</sup> December, publish on Trust website by 31 <sup>st</sup> January and file with Companies House by 31 <sup>st</sup> May		A		M/R				I
Agree and publish strategy and impact of grant funding – pupil premium, catch up funding							A	M/I
Agree and submit annual report and accounts to Members		A						
Approval of the sale or disposal of any capital asset > £50K value in line with provisions of the funding agreement		A						
Approval of Opening & Closing of Bank Account, Cheque Signatories		A		M/R				
Approval of within budget expenditure > £50K		A		M/R				
Approval of all unbudgeted expenditure >£25K		A		M/R				
Responsibility for contributing to the Trust's capital in winding up to the legal limit of the guarantee set out in the Articles	A							

<b>Policies</b>	<b>Members</b>	<b>Trustees</b>	<b>Audit and Risk Committee</b>	<b>Finance Committee</b>	<b>Teaching &amp; Learning Committee</b>	<b>Remunerations Committee</b>	<b>Local Governing Bodies</b>	<b>Executive Head Teacher</b>
Review and agree statutory policy changes		A	C	C	C	C		M/I
Review and agree non statutory policy changes		A	C	C	C	C		M/I
Facilitate discussions with unions and other appropriate bodies								I
Determine school level policies which reflect the Trust's ethos and values		A	M/R	C	C	C	M/R/I	R
Determine other policy requirements as set out in the Trust's Articles		A	C	C	C	C		M/I