

DRAFT OUTLINE SCHEME OF DELEGATION

to be reviewed annually or as required

September 2018 version

This Scheme of Delegation shows the level of usual delegated responsibility and functions. The Trust is in the process of setting up a 'Chairs' Forum'. This will review Trust performance and be the forum for resolving any issues arising between LGBs and Trustees.

- Key:**
- Level 0:** Members
 - Level 1:** Trust Board of Directors (also known as Trustees)
 - Level 2:** Trust Finance and Personnel Committee
 - Level 3:** Accounting Officer
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 - Level 5:** Head teachers' group
 - Level 6:** Head teacher

Tasks	Level of Delegated Responsibility						
	0	1	2	3	4	5	6
Strategic vision and appointments to the Trust Board							
To agree, and review where necessary, the strategic vision for the Trust.	√						
To appoint Trustees/Directors to the Trust Board.	√						
Review of Trust performance including 'conflict resolution' between LGB and Trust Board (delegated to Chairs' Forum)							
Finance and budgets							
To agree and sign the Trust Annual Report and Statement of Account	√						
To scrutinise the Trust Annual Report and Statement of Account		√					
To prepare the Trust Annual Report and Statement of Account			√				
To send the Trust Annual Report to Education Funding Agency (EFA)			√				
To send the Trust Annual Report to Companies House			√				
To receive the grant from EFA to be allocated to the Academies.		√					
To distribute EFA academy funding to individual academies			√				
To set individual academy budgets, and monitor throughout the year					√		
To review academy spend each quarter and any significant mid-year adjustments for the academies in each financial year			√				

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	0	1	2	3	4	5	6
To enter into Trust contracts up to £40,000				√			
To make recommendations to Trust Board for large-value contracts (usually above £40,000) across the Trust						√	
To enter into individual academy contracts within agreed budget allocations (if value more than £5,000 responsibility lies with local governing body)							√
To receive reports on and agree large-value contracts or commissioned services (usually above £40,000) across the Trust			√				
To contribute to reviews of large-value contracts or commissioned services (usually above £40,000) across the Trust					√		
To propose Trust commissioned and central services, and its funding allocation from budgets, taking account of recommendations of Headteacher group				√			
To agree Trust commissioned and central services, and their funding allocation from budgets			√				
To review Trust commissioned and central services, and their funding allocation from budgets						√	
To oversee the Audit Committee or fulfil the role of the Audit Committee			√				
To appoint Trust Auditors			√				
To make payments within agreed financial limits and agreed budget headings. (See Manual of Internal Procedures).							√
To designate a named individual as the Trust Accounting Officer		√					
To assure the Company Directors that the requirements of the Academies Financial Handbook, the Funding Agreements and all relevant aspects of Company law and Charity law are being satisfied.				√			
To be able to assure Parliament and the EFA the Trust is meeting high standards of probity in management of public funds.				√			
To comply with all the requirements as specified in the Academies Financial Handbook, to include the requirement to ensure <i>regularity, propriety and value for money</i> .				√			
To advise the Directors/Trustees of the MAT in writing if, at any time, in his or her opinion: 1. the Board appears to be failing to act where required to do so by the terms and conditions of the Academies' Financial Handbook or the Trust's funding agreement 2. any action or policy under consideration by them is incompatible with the terms of the Academies' Financial Handbook or the Trust's funding agreement				√			
To consider the reasons the Directors of the MAT provide if they wish to proceed to act against the Accounting Officer's advice (as noted above)				√			

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To follow the mandatory requirement to advise the EFA's accounting officer if the Directors of the MAT intend to proceed to act against the Accounting Officer's advice (as noted above)				√			
To establish with head teachers any Trust financial policies and procedures, consulting with local governing bodies as needed e.g. Charging and remissions policy				√			
To agree any Trust financial policies and procedures			√				
Staffing Matters							
Appointment of each Academy's Head teacher, taking strong account of LGB views				√			
Appointment of senior leaders in each academy							√
Appointment of other teachers in each academy							√
Appointment of support staff in each academy							√
Appointment of other staff working across the Trust, taking account of HT views				√			
Implementing Trust pay policy for each school across the Trust							√
Quality assurance of pay awards made in each academy					√		
Quality assurance of pay awards made across all academies in the Trust			√				
Hearing appeals about pay awards in individual academies					√		
Hearing appeals about pay awards across the Trust			√				
Proposing staff complement in each academy							√
Approving staff complement in each academy					√		
To establish the staff performance appraisal scheme						√	
To implement the staff performance appraisal scheme							√
To review annually the staff performance appraisal scheme in each academy					√		

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To review annually the staff performance appraisal scheme across the Trust			√				
Performance management of individual Academy staff							√
Performance Management of the Academy Head Teachers, taking account of LGB views				√			
Performance Management of the Chief Accounting Officer/Chief Executive		√					
Contribute to performance management of Trust staff							√
Responsible for performance management of Trust staff				√			
Maintaining a central record of recruitment and vetting checks							√
Suspending the Accounting Officer		√					
Suspending Academy Head Teachers, taking account of views of LGB				√			
Suspending other individual academy staff							√
Suspending other Trust staff				√			
Ending suspension of the Accounting Officer		√					
Ending suspension of Academy Head Teachers, taking account of LGB views				√			
Ending suspension of other staff							√
Determining discretionary dismissal payments							√
Determining discretionary early retirement decisions							√

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Policies and Procedures							
To ensure that the Local governing bodies implement the minimum statutory policies as required by legislation.		√					
To prepare and effect the individual Academy Accessibility Plan							√
To produce and monitor Trust Health and Safety policy				√			
Pay policy for the academies			√				
Establishing attendance/disciplinary/capability procedures						√	
Charging and Remissions policy		√					
School behaviour policy							√
Sex Education Policy							√
Special Educational needs					√		
Staff discipline, conduct and grievance procedures			√				
To produce and review the Complaints Procedure statement				√			
To establish equality objectives and publish information annually in relation to equality duty					√		
Safeguarding, child protection policy and procedures					√		
Statement of procedures for dealing with allegations of abuse against staff						√	
Supporting pupils with medical conditions					√		
To ensure required information is published on the website and in the prospectus					√		
Production of the Register of pupils' admission to academy							√

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Production of the Register of pupils' attendance at the academy							√	
To ensure the operation of procedures for self-evaluation of the academies						√		
To appoint a designated lead for LAC							√	
Compliance with Freedom of Information legislation (statement)				√				
Compliance with data protection legislation (statement)				√				
Curriculum and Standards								
Ensure appropriate curriculum taught to all pupils and to consider any disapplication for pupil(s)					√			
Responsibility for ensuring provision of RE in line with locally agreed syllabus					√			
Ensure all pupils take part in an act of daily collective worship					√			
Monitoring the standards of teaching					√			
Responsible for standards of teaching							√	
To prohibit political indoctrination and ensuring the balanced treatment of political issues							√	
Monitoring pupils' progress by cohort, including the more able and those eligible for Pupil Premium funding					√			
Monitoring of school attendance data					√			
To monitor standards of behaviour and review procedures as appropriate					√			
To monitor recorded accidents and review procedures as appropriate					√			
To review any permanent exclusion and/or fixed term exclusion where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (usually delegated to a subcommittee comprising at least three governors)					√			
To direct reinstatement of excluded pupils (usually delegated to a subcommittee comprising at least three governors)					√			

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Admissions							
To decide if consultation is required before setting an admissions policy, to review the consultation outcome and determine the admissions policy					√		
Admissions: application decisions, to ensure an appeals process in place					√		√
Premises and Insurance							
To ensure buildings and all necessary insurances are in place			√				
Developing Multi-Academy Trust buildings' strategy or master plan			√				
Procuring and maintaining all Trust buildings, including developing a properly funded maintenance plan		√					
Ensure maintenance of relevant premises management documents		√					
Local Governing Bodies							
To appoint and dismiss the clerk to the LGB					√		
To elect/appoint the chair of the LGB					√		
To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing body as often may require					√		
To set up a Register of LGB members' Business Interests					√		
To approve and set up a Directors/Trustees' and LGB Members' Expenses Scheme			√				
To determine the development needs of governors and put in place an appropriate programme					√		
To ensure the working of the LGBs is subject to monitoring and review		√					
To consider requests from other schools to join the MAT		√					
To agree any local governing body committees					√		
Planning							
Long term Trust strategic plan		√					
3 year individual academy plan					√		
Link governors (agree and discharge roles)					√		

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