

Scheme of delegation 2019/20



To be read in conjunction with the Articles of Association, Master Funding Agreement and ESFA Academies Financial Handbook (AFH)

	GOVERNANCE					
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
1.	To review and amend the Articles of Association in line with the Master Funding Agreement	To agree, review and amend the Scheme of delegation				
2.		To agree, review and amend the Constitution and any Terms of Reference of Local Governing Bodies		To ensure that LGBs operate within the policy requirements of the Trust		
3.	To appoint and remove Members in line with the Articles of Association					
4.	To appoint and remove Trustees in line with the Articles	To make recommendations to the Member Board on appointments/removal of				

	of Association	Trustees				
5.		To appoint co-opted Trustees (Articles 58)				
6.		To appoint LGBs or any other Committee in line with the Articles of Association			To appoint Parent Governors in accordance with the Articles of Association	
7.		To appoint (and remove) Chairs of Governors				
8.					To appoint from within its membership Governors with specific responsibilities for SEN, child protection, and Finance	
9.		To appoint a Company Secretary and a Clerk to the Trustees and LGBs				
10.	To change the name of the Academy Trust and ultimately to wind up the Trust	To approve proposals to expand, alter or amend the format, and / or membership of the MAT				
11.	To hold an annual general meeting to receive the annual report from the Trustees			To attend meetings of the Trustees and to provide an EHT report 3x per year		To attend meetings of the LGB and to provide a Headteacher report 3X per year
12.			To ensure compliance with the AFH			

13.		Approve statutory returns to the ESFA and Companies House	To comply with obligations regarding statutory returns to Companies House and the ESFA	To prepare statutory returns (with the CFO) to the ESFA in accordance with the AFH and Articles of Association		
14.		To determine the Board's Reserved Matters				
15.		To determine the educational character, mission and ethos of the Trust			To determine the educational character, mission and ethos of a particular School to ensure consistency with the Trust and in collaboration with the EHT	To implement the educational character, mission and ethos of a particular School (to ensure consistency within the Trust) as determined by the LGB
16.					To action the Trust's vision and values in the School	
17.					To ensure that the School has a long-term vision for its future and a strategy to achieve its vision	
18.		To review and amend / approve the policies of the Academy Trust	To review and amend Trust policies within the committee's remit – Finance Policy (including investment), Charges & Remissions, Extended Services	To support the Trustees and the Academies in the preparation of Trust-wide and School specific policy requirements	To review, amend and approve school policies and key documents	To review and implement school and Trust-wide policies.
19.				To secure professional advice on behalf of the Trustees as required		

20.					To implement a system for the School to receive and respond to parental feedback	
21.					To establish and maintain a relationship with the local community	
		FINANCE				
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
22.	To appoint (and remove) external auditors	To appoint internal auditors /internal audit service	To establish a programme of internal scrutiny to ensure systems are effective and compliant			
23.		To appoint an Accounting Officer (normally the EHT)		To act as the Accounting Officer and ensure compliance with the Funding Agreement and AFH		
24.		To appoint a Chief Finance Officer / Business Manager				
25.	To receive and sign off annual accounts and reports	To approve annual accounts and reports (including executive pay information) and submit to Members for signing off		To prepare the trustees' annual report for Members		
26.		To approve the annual budget and 3 year plan for the Academy Trust, including budgets for individual schools	To scrutinise the annual budget and 3 year plan for the Academy Trust, including budgets for individual schools, and recommend to trustees for approval	To prepare the annual budget and 3 year plan for the Academy Trust	To approve the draft annual budget for each School for submission to the EHT	Responsible for the preparation of the draft annual budget for the School with the Business Manager
27.		To receive (not less than) quarterly reports from the finance & audit committee	To monitor income, expenditure, cash flow and balance sheet of the annual	To monitor the income, expenditure, cash flow and balance sheet of the	To monitor the income, expenditure and cash flow of the School (may be	To monitor the income, expenditure and cash flow of a School

			budget of the Academy Trust and individual schools	Academy Trust and individual schools	achieved by designated monitoring governors)	
28.			To scrutinise the budgets for its Academies	To prepare monitoring reports for the Trustees		To prepare monitoring reports for the LGB
29.		To approve any changes to the approved budget of individual schools in excess of 2% of the total expenditure of that individual budget or To approve any changes to the overall combined expenditure of the approved budget where the combined changes to individual budgets equate to 2% or more of total expenditure for the combined Trust budgets	To recommend to trustees any changes to the approved budget of individual schools in excess of 2% of the total expenditure of that individual budget or To recommend to trustees any changes to the overall combined expenditure of the approved budget where the combined changes to individual budgets equate to 2% or more of total expenditure for the combined Trust budgets	To approve any changes to the approved school budget below 2% and where the changes maintain a surplus position		
30.		To approve annually the trust Finance Policy including all levels of financial delegation	To review annually the trust Finance Policy and agree all levels of financial delegation			
31.			To agree the trust Charges and Remissions policy			To implement the Charges and Remissions policy
32.		To agree the functions/remit of the Finance & Audit committee	To ensure proper financial controls are in place	To ensure proper financial controls are in place	To ensure proper financial controls are in place at the school and ensure school staff fully comply with the Academy Trust processes	To ensure proper financial controls are in place at the school and ensure school staff fully comply with the Academy Trust processes
33.			Ensure compliance with the Funding Agreement and AFH	Prepare and sign the annual statement on regularity, propriety and compliance and demonstrate how the MAT has secured VFM		
34.		To receive audit reports on compliance and irregularities	To provide audit reports on compliance and			

		from the finance and audit committee	irregularities to trustees			
35.	To maintain a register of business interests relating to Members	To maintain a register of business interests relating to Trustees		To maintain a register of business interests relating to relevant staff	To maintain a register of business interests relating to the individual school	
36.					To monitor provision of free school meals to those pupils meeting the criteria and compliance with school food standards	To ensure provision of free school meals to those pupils meeting the criteria and compliance with school food standards
37.		To approve expenses for Members, trustees, local governors and staff in accordance with the finance policy		To approve expenses in accordance with the finance policy		To approve expenses in accordance with the finance policy
38.				To open bank accounts and approve authorised signatories.		To recommend signatories to the academy bank account. To act as a signatory of a School specific bank account
39.		To adopt a Trust-wide procurement policy, and ensure OJEU procurement thresholds are observed			To support the Trust Board in its monitoring and evaluation of the delivery of any central services and functions provided or procured by the Trust for the School	
40.		To enter into contracts up to the limits of delegation as detailed within the finance policy.	To set the delegated levels of authority for contracts (detailed within the Finance policy)	To enter into contracts up to the limits of delegation as detailed within the finance policy. budget	To enter into contracts up to the limits of delegation as detailed within the finance policy	To enter into contracts up to the limits of delegation as detailed within the finance policy
41.		To approve contracts which constitute related party transactions		To report all related party contracts to the ESFA in accordance with the AFH.		
42.		To authorise payments within agreed financial limits		To authorise payments within agreed financial limits	To authorise payments within agreed financial limits	To make payments within agreed financial limits

		CURRICULUM AND STANDARDS				
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
43.		Agree targets (KPIs) for the Trust and individual schools	To propose financial targets (KPIs) for the Trust and individual schools for approval by trustees	To provide oversight of the target setting for pupil achievement and progress and monitor against targets		Propose targets for pupil achievement and progress and monitors against targets
44.	Receive an annual report from the Trust Board and the CEO on standards contained within the Auditor's report	Receive a termly report from the Executive Headteacher regarding standards		To provide a termly report to the Trustees regarding standards	Ensure effective processes are in place for monitoring the quality of teaching and learning, the curriculum, inclusion and the sharing of good practice across the School	To provide a termly report to the LGB regarding standards
45.			Monitor the KPI figures relating to finance and business matters	Monitor the KPI figures relating to standards	Monitor the KPI figures reported from the Executive Headteacher relating to standards	Reports bi-termly KPI figures to the Executive Headteacher and the LGB relating to standards
46.		Review of Key Strategic Aims document for identification of any areas of concern		Establish School improvement model and report effectiveness to the Trustees	Be part of the development, monitoring and approval of the School Development Plan	Prepares a draft School Development Plan for approval by the Executive Headteacher and LGB
47.		Determine a Trust-wide curriculum policy to ensure provision of a balanced and broad based curriculum which actively promotes British Values and equality of opportunity for all and includes a prohibition on political indoctrination; a balanced treatment of political issues and a written statement on sex and relationship education		Provides oversight of the implementation of the Trust-wide curriculum policy including compliance with any funding agreement requirements	Approves and monitors the curriculum proposed by the Headteacher and Executive Headteacher (to the extent that it is consistent with the Trust policy)	Responsible for the curriculum delivered at the School
48.		Determine a Trust-wide policy on religious education and			Monitors the implementation of the	

		collective acts of worship			policy for RE and collective acts of worship at the school	
	SEN					
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
49.		To determine a Trust-wide SEN and Disability Discrimination Act statement and agree annually the Trust-wide SEN policy		To provide oversight of the implementation of the Trust-wide SEN statement and policy	To review and maintain the School's SEN policy	To implement the School's SEN policy
50.				To ensure compliance with the Disability Discrimination Act requirements within the Academies	To provide oversight of the implementation of the policy within the School and compliance with the Disability Discrimination Act requirements	To ensure compliance with the Disability Discrimination requirements within the School
51.		Review of provision for identification of any areas of concern relating to SEN			To appoint a designated governor for SEN	To designate a teacher to be responsible for co-ordinating SEN provision
		SAFEGUARDING				
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
52.		To adopt a Trust-wide Safeguarding and Child Protection policy		To prepare a trust wide safeguarding policy and ensure compliance with statutory requirements	To provide oversight of the implementation of the policies within the School	To implement the policies within the school
53.				To report to the Trustees on the procedures in place for safeguarding and on matters as they arise		
54.				To ensure that each School has appointed a designated teacher to support looked after children	To appoint a designated governor for safeguarding	To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory

						guidance
55.		Review of provision for identification of any areas of concern relating to Safeguarding		To make arrangements for safeguarding audits to be conducted by independent personnel		
56.					To ensure the completion of the single central record and its regular up-dating	To maintain the single central record
57.		To adopt a Trust-wide policy regarding school trips			To approve off site visits of pupils for longer than 24 hours, have a heightened risk factor or are abroad	To approve off-site visits for pupils of less than 24 hours
BEHAVIOUR						
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
58.		To adopt a Trust-wide behaviour policy and review procedure for identification of any areas of concern		To prepare a Trust-wide behaviour policy for adoption by the Trustees	To adopt and ensure the implementation of a behaviour policy for the School	To prepare and implement a behaviour policy for the School for adoption by the LGB
59.		To review the use of exclusions across the Trust		To review the overall pattern of exclusions and to report on the same to the Trustees	To convene a committee to review the exclusion of a pupil by the Headteacher	To exclude a pupil for a fixed term or permanently with agreement from the EHT
ADMISSIONS						
	Members	Trustees	Finance and Audit Committee	Executive Headteacher		Headteacher
60.		To adopt and publish Trust-wide admissions arrangements and policy		To develop a trust wide admissions policy		To ensure compliance with the Trust-wide admissions policy
61.		Makes arrangements for determining admissions		Provides oversight of and support of the implementation of the admissions arrangements across the Trust		
62.				Ensures participation in the fair access protocol		

63.		Follows Executive Headteacher lead on undertaking consultation, publishing admissions criteria and determining arrangements as required in accordance with the School Admissions and Appeals Codes and ensuring that the impact of any proposed changes to a School's admission arrangements are considered in light of the other Academies in the region		Provides the lead in admissions consultations	Ensures effective arrangements are in place for pupil recruitment	
	PUPIL RELATED MATTERS					
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
64.		Receives a termly report from the Executive Headteacher regarding standards (to include attendance)		Monitors the levels of attendance in the Academies School and reports termly to the Trustees	To review attendance and pupil absences (as part of the KPI report)	To maintain a register of pupil attendance and report on attendance and pupil absences (as part of the KPI report)
65.		Adopt and publish Trust-wide Complaints policy To hear complaints against the EHT as necessary		To prepare a School complaints policy consistent with the Trust policy for adoption by the LGBs and to investigate / hear complaints at the relevant stage	To adopt a School Complaints policy (consistent with the Trust policy) and to hear complaints at the relevant stage	To investigate complaints at the relevant stage
66.		To receive reports from the Executive Headteacher regarding the level of complaints across the Trust		To review the level of complaints relating to individual schools across the Trust		
67.				To monitor the impact of the pupil premium across the Trust	To monitor the impact of the pupil premium in the School	To ensure effective deployment of the Pupil Premium and to monitor its impact
68.		To approve times of School sessions and the dates of			To recommend the times of School sessions and the	To propose the times of School sessions and the

		School terms and holidays ensuring compliance with Trust and legislative requirements			dates of School terms and holidays ensuring compliance with Trust and legislative requirements	dates of School terms and holidays ensuring compliance with Trust and legislative requirements
	INFORMATION MANAGEMENT					
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
69.		Ensure compliance with data protection legislation including GDPR and approval of relevant policies		To ensure compliance with all data protection legislation and good practice across the Schools	Ensure the effective implementation of the data protection policies and procedures in the School	To ensure compliance with all data protection legislation and good practice in the School
70.		Adopt data protection policies and procedures to cover: <ul style="list-style-type: none"> • the requirement to notify individuals as to how information is to be used and • the matter of safe storage 		To support the individual schools on the effective safe storage of data		
71.				To maintain accurate and secure staff records for the SLT		To maintain accurate and secure records for the School (Staff and pupils)
72.				Ensure registration with the Information Commissioners is up to date		
73.		Ensure statutory returns are accurate and submitted on time e.g. Staffing Census		Ensure statutory returns are accurate and submitted on time e.g. Pupil Census		
74.		Ensure publication of all statutory information			Ensures systems and mechanisms are in place in line with the Trust's strategy at the School for effective communication with pupil, parents or carers, staff and the wider community including the support of a local parent teacher association (if	To ensure the publication of School information, ensuring that all electronic communication, including web pages, are up to date

					established)	
	STAFFING					
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher
75.		To define any overarching management structures across Academy Trust and budget and approve the staffing structure for the MAT		To propose the leadership and staffing structures for the Trust and each School in consultation with the LGBs and monitor and review staffing changes across the Trust	Monitor the agreed staffing structure for the School and for the appointment of School staff to ensure that the School is fully staffed in accordance with that structure	To determine staffing requirements within each School and budget in consultation with the Executive Headteacher
76.		To adopt Trust wide staff policies and procedures – pay and rewards, appraisals, flexible working, pensions, staff insurance		To advise the Trustees on suitable Trust policies and procedures and to ensure their effective implementation	Ensure the Academy Trust's policies on all HR matters are implemented in the School.	To implement the Trust policies and procedures in the School
77.		To appoint, suspend and dismiss the Executive Headteacher, Company Secretary, Chief Finance Officer and Clerk to the Trust		To appoint, suspend and dismiss the Heads of School and members of the SLTs (save as reserved to the Board)	Participate in the process to appoint the Headteacher as requested by the Executive Headteacher (with the authority of the Trust Board)	To appoint, suspend and dismiss teaching and non-teaching staff within the agreed staffing structure
78.		To ensure the performance management policy is implemented				
79.		To conduct the performance management of the Executive Headteacher		To undertake performance management interviews as determined by the Trust Policy		To ensure the performance management of staff in the School
	HEALTH, SAFETY AND RISK					
	Members	Trustees	Finance and Audit Committee	Executive Headteacher	LGB members	Headteacher

80.		Annually review and approve the Trust Risk Register	To approve, review and maintain a Trust risk register	Preparation of the risk register for the Academy Trust	To review the risk register of the School	Preparation of the risk register for the LGB
81.		To adopt a Trust wide Health and Safety policy and Business Continuity Plan		To propose a Trust Health and Safety policy for the Trustees' approval	To adopt the Trust's Health and Safety policy for the School including any school specific appendices	To prepare school specific Health and Safety policy appendices for the School (in line with the Trust policy) for adoption by the LGB
82.		Review the implementation of the above policy and ensure that appropriate risk assessments are being carried across the Trust		Monitor and support the implementation of the Trust's Health and Safety policy across the Schools	To monitor all aspects of Health and Safety through Governance Reports, including implementation of the policy and that appropriate risk assessments are being carried out in the School (including site inspections)	To ensure suitable risk assessments are prepared and appropriate actions taken (including statutory inspections and assessments)
83.					To receive accident reporting termly and review	To ensure accident reporting to relevant bodies and monitor accidents and agree appropriate actions
84.					To approve Emergency Procedures for the School to include evacuation and lock-down	To draft Emergency Procedures for the School to include evacuation and lock-down
85.			To review and approve insurance arrangements	To ensure there is adequate insurance cover		
86.		To review and maintain a buildings strategy and asset management planning arrangements		To prepare a buildings strategy and asset management planning arrangements		
87.		To approve a Trust-wide Lettings policy	To review and recommend the trust Lettings policy			To implement the Trust Lettings policy
88.				To liaise with the LGB and Heads of Schools in relation to the accessibility plan	To approve and monitor an accessibility plan for the School in consultation with the Executive Headteacher	To liaise with the Executive Headteacher in relation to the accessibility plan for the School

