

Tandridge Learning Trust

MULTI ACADEMY TRUST SCHEME OF DELEGATION

A =Accountable for, must Approve P = Propose C = Consult R = Responsible for doing/ Implement M = Monitor I = Inform		MEMBERS	TRUST BOARD	Standards committee	Resources Committee	Audit Committee	CEO/AO	LOCAL COMMITTEE	EXECUTIVE BOARD	HEADTEACHER	CFO/COO	SBM
Key Function	Task		1			3	4					
Governance strategy and structure	Vision and values - trust	I	A			C/R	C	C	C			
	Vision and values - at academy level		A			C	R		C			
	Trust self evaluation	I	A			P/R	C	C	C	C		
	Academy self evaluation		A			C	R		C	C	C	
	Trust growth and development plan	I	A			P/R		C		C		
	Academy development plans		A			C	R	C	C	M	C	
	Approve (changes to) the Articles of Association	A	P			C	C	C				
	Approve (changes to) the name of the Trust	A	P			C	C	C				
	Approve (changes to) the scheme of delegation		A			C/P	C	C	I	I		
	Approve new academies joining the Trust	I	A			P/R	C	P	C	C		
	Establish Trust committees and approve Terms of Reference		A			P/C		C		C		
	Establish Local Committees and approve Terms of Reference		A			C	R		C	C	C	
	Appoint Chair of the Trust	I	A									
	Appoint 'Member appointed' Trustees	A	P									
	Remove Trustees	A	P						P			
	Appoint Chair of Local Committees		A					P				
	Remove Chair of Local Committees		A					P				
	Appoint (& dismiss) the Clerk to the Trust		A									
	Appoint (& dismiss) the Clerk to the Governors (Local)		A					P				
	Appoint local committee members - staff/parents		A									
	Appoint non-elected local committee members		A					P				
	Remove Local committee members		A				P	P	P			
	Review of governance structure of the Trust		A				C		C			
	Review of governance structure at local committee		A				C	R				
	Skills audit and professional development of TB		A				C	C	C			
	Skills audit and professional development of local committee		A				C	R	C			
	Organise calendar of Members' meetings	A	C				C		C			
	Organise calendar of Trust meetings	C	A				C		C			
Organise calendar of Local Committee meetings		C				C	A		C			
Set up Register of Governors' Business Interests		A					R			C		

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	Set up Register of Trustees' Business Interests		R								C	
	Set up Trustees' Expenses Scheme		A								C	
	Approve & set up Governors' Expenses Scheme		A				C				C	
Financial governance and management	Appoint external auditors		A			P	C				C	
	Dismiss external auditors		A			P	C				C	
	Set up Register of Budget Holders' Business Interests		M					A			R/M	R
	Trust & Academy Financial Regulations (including key policies)		A				C/R				C	
	Trust & Academy Finance Procedures		A				C/R			C	R/M	R
	Trust Procurement Policy		A				C/R				R	
	Trust 3 year Forecast/budget plan - Annual Budget Cycle Appendix E of the Finance Policy		A				C		C		R	C
	Trust 1 year budget plan - Annual Budget Cycle Appendix E of the Finance Policy		A				C		C		R	C
	Trust consolidated Budget updates		I	A			C		I		R	
	Trust consolidated Financial statements			A			C		I		R	
	Trustee's report - annual report and accounts		I	A			C/R?		I		R?	
	Trust Academies accounts return to EFA		I	A			C				R	R
	Academy 3 year budget plan			A			C	P		R	C/M	R
	Academy 1 year budget			A			C	P		R	C/M	R
	Trust internal financial reporting			A			R		I		R	I
	Academy internal financial reporting (Primary/Secondary)			M			M	M		R	C/R/M	R
	Expenditure not included in the approved Budget Plan (Primary/Secondary)			A			A/C	A/M		R	C/R/M	R
Oversight and evaluation of risks (Primary/Secondary)			A			C	C	C/M	R	C/R/M	R	

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Key Function	Task		1				3	4				
Financial Authorisation	Expenditure or award of Academy contracts up to SBM/BSM limit							M		C/A	C/M	R/A
	Expenditure or award of Academy contracts up to HT/CFO (Primary/Secondary) limit							M		C/A	C/A/M	R
	Expenditure or award of Academy contracts from HT/CFO (Primary/Secondary) limit to LC limit		M					A		C	C/R/M	R
	Expenditure or award of Academy contracts from LC limit to OJEU limit		A				M	C	C	C	R	C
	Expenditure over OJEU limit		A				M	C	C	C	R	C
	Authorising operating leases		A				M	M		R	C/R	R
	Tender processes - as per Procurement Policy		A				M	M		C	C/R/M	R
	Disposal or Write off of Stock, assets or debts up to SBM/BSM limit		M					A		C	C/M	R
	Disposal or Write off of Stock, assets or debts up to CFO limit		M					A		C	R	C
	Disposal or Write off of Stock, assets or debts from CFO limit up to LC limit		M					A		C	R	C
	Disposal or Write off of Stock, assets or debts From LC limits up to AFH Book limit		A				M	C		C	R	C
	Compensation /Staff Severance Payments up to £49,999 (AFH limit)		A				C	M		R	C	C
	Compensation /Staff Severance Payments over £50,000 / Ex Gratia payments/Novel, contentious and repercussive transactions - ALWAYS EFA APPROVAL		P				C	M		R	C	C
	Guarantees, letters of comfort or indemnities consent											
Significant changes to an academy	Expansion of Academy (physical rather than PAN)	I	A				C			C		
	Increase/Reduction in PAN	I	A				C			C		
	Extension/Reduction of age range	I	A				C			C		
	Extension/Reduction of Academy Provision (Nursery/6th form)	I	A				C			C		

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Key Function	Task		1			3	4					
Staffing	Appointment of CEO	I	A						C			
	Appointment of CFO	I	A						C			
	Head Teacher appointment and salary		A			R	C	R		C		
	Deputy Head and Business Manager appointments		A			R	R		C	P		
	Appointment of Trust staff (shared services)					A		C		C		
	Teaching staff & Support staff appointments - within approved budget								A		C	
	Teaching staff & Support staff appointments - exceeding approved budget		I				A	C	C	R	C	
	Certifying Pay Documents/variations/over time etc. - within approved budget									A		C
	Certifying Pay Documents/variations/over time etc. - exceeding approved budget		I				A	C	C	P	A	C
	Set annual teachers pay policy		A				C	C	R		I/P	C
	Undertake CEO Performance review		A									
	To determine formal appeals against pay policy/performance management decisions		I					A			C	
	To determine Head teachers salary review		I				C	R			C	
	Undertake Head teachers Performance review		I				C	A				
	Suspension of CEO/CFO		A									
	Suspension of a Head teacher		A				P	R				
	Suspension of a central Trust staff						A					
	Suspension of school staff						I	C		A		
	Ending suspension of CEO/CFO		A									
	Ending suspension of a Head teacher		A				P	R				
	Ending suspension of a central Trust staff						A					
	Ending suspension of school staff						I	C		A		
	Dismissal of Head teacher		A				C	I				
	Dismissal of central Trust staff		A				A		C		C	
	Dismissal of school staff		I				I	C		A	C	
	Determining staffing requirements for Trust		A				P		C		C	
	Determining staffing requirements for each school							C		A		
	Reviewing performance management across the trust		I				R		R			
Approve dismissal payments, Comprise agreements and early retirement. Academy/Trust		A				C			C	A		

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Key Function	Task		1				3	4				
	Consultation with representatives of the staff associations and unions on matters affecting their employment		A				C			C	R	
	Formal meetings for central Trust staff re discipline, sickness absence, capability, grievance and special leave of absence						A				R	
	Formal meetings for school based staff re discipline, sickness absence, capability, grievance and special leave of absence									A	M	R
Curriculum	All students receive a broad, balanced and relevant education to their ability		A	M			A	M	C	R		
	Annual strategic review of curriculum		A	M			R	C	C	R	C	
	To consider and respond to all Curriculum complaints from parents									A		
	To approve all syllabi and ensure subjects have appropriate work schemes, teaching methodologies and lesson planning							M		A		
	Decide which subject options will be taught including activities outside the school day							C		A		
	To prohibit political indoctrination & ensuring a balanced treatment of political issues		A					M		R		
Learning outcomes	Set and publish targets for student achievement		I	I			M	M	M	A		
	Monitor pupil performance		A	I			M	M		R		
Discipline & Exclusions	To determine formal appeals against student discipline determinations							M		A		
	Provide panels as required for staff discipline and grievance and the Appeals panels, if required, in line with the agreed policies (consider Governors on the Personnel Committee in the first instance)							R		A		
	Review use of exclusion & decide whether or not to confirm permanent & fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination							M		A		
	Direct reinstatement of excluded students							M		A		
Admissions	Access and review application decisions							M		A		
Premises, assets & Insurance	Approve buildings insurance & personal liability cover		A				C	M		C	C/R/M	R
	Approve Trust buildings strategy		A				R	M		C	R	C
	Procure & maintain buildings, including properly funded maintenance plan (Primary/Secondary)		A				C	M		C	C/R/M	R
	Implement and Monitor Health & Safety Policy (Primary/Secondary)		A				C	M		R	C/R/M	R
	Asset management plan (Primary/Secondary)		A				C	M		C	C/R/M	R
	Approve lettings rates							A		C	C/R/M	R

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School Organisation	Set times of Academy day & dates of Academy terms & holidays						I	I	C	A		
	Ensure the Academy meets 380 sessions in a school year						I	I	C	A		
Information for parents	Prepare & publish the Academy prospectus	I	A				C		C			
	Ensure provision of free school meals to those students meeting the criteria									A		
	Adopt & review home school agreements								C	A		
	Inform parents of their right to appeal against any application decision, and how to process the appeal									A		
POLICY SECTION X = To Approve Policy M = To Monitor / Implement if appropriate												
Policy Approval (Central Policies)	Admissions		X					M				
	Asset management policy		X								M	
	Complaints		X									
	Data Protection		X					M				
	Dealing With Extremism		X					M				
	Freedom of Information		X				M					
	Gift & Hospitality		X					M				
	Health & Safety		X									
	ICT Acceptable Use (Staff)		X				M			M		
	Photography in School		X							M		
	Record Management		X									M
	School Major Incident Plan		X					M				
	SEND							X		M		
	Trips & Visits Policy		X					M				
	Twitter/Social Media Usage		X							M		
	Whistleblowing		X									

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Policy Approval (Financial Policies)	Finance Policy		X					M			M	
	Capitalisation & Depreciation		X					M			M	
	Charging and Remissions		X					M			M	
	Investment & Reserves		X				M				M	
	Lettings		X					M			M	
	Local Government Pension Scheme Discretionary		X									
	Strategy against Fraud and Corruption		X				M				M	
	Risk Management		X				M				M	
	Procurement/Tender Policy & Procedure		X					M			M	
Policy Approval (Staffing Policies)	Absence Management		X							M		
	Capability of Staff		X							M		
	Cover, PPA & Gained Time		X							M		
	Equality & Diversity in Employment		X							M		
	Flexible Working		X							M		
	Grievance Policy & Procedure		X					M		M		
	Leave of Absence		X							M		
	Lone Working & Out of Hours		X							M		
	Pay Policy		X				M			M		
	Performance Management- Teachers		X							M		
	Performance Management-Support Staff		X							M		
	Probation Policy & Procedures		X							M		
	Recruitment		X				M		M	M		
	Redundancy & Restructure		X				M			M		
	Staff Code of Conduct		X							M		
	Staff Discipline & Dismissal (Procedure & Guidance)		X					M		M		
Staff Professional Development & Accountability		X					M		M			
Statement Dealing with allegations of abuse against staff		X							M			

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Policy Approval (Teaching Learning and Pastoral Policies)	16-19 Bursary Policy							X		M	M	
	Accessibility Plan							X		M		
	Assessment, Marking, & Target Setting							X		M		
	Behaviour Principles STATEMENT (Statutory)							X		M		
	Careers Education and Independent Advice and Guidance policy							X		M		
	Child Protection							X		M		
	Drugs Education							X		M		
	Early Years							X		M		
	Education of Children in Public Care							X		M		
	Equality & Diversity Policy & Objectives							X		M		
	GCSE Controlled Assessment Policy							X		M		
	Gifted & Talented							X		M		
	Home-school agreement document							X		M		
	Homework							X		M		
	Literacy Across the Curriculum							X		M		
	Numeracy							X		M		
	Pupil Premium							X		M		
	Sex & Relationship Education							X		M		
	Student Attendance Policy							X		M		
	Student Behaviour Policy							X		M		
Student Support and Inclusion							X		M			
Supporting Students with Medical Conditions							X		M			
Uniform & Presentation							X		M			