

## Scheme of Delegation

This Scheme of Delegation attempts to show where the accountability, and thus decision-making, lies within the Trust. It is intended to be simple and clear.

It uses three colours which represent those people who:

- are working on something (green)
- must decide on something (purple)
- must oversee decisions and in certain circumstances can challenge them (grey).

Where more than one cell is in green, the decision about who is going to work on an action sits amongst those groups and should be agreed between them.

Anything not mentioned in the SoD is assumed to be done at local school level.

There is a separate financial SoD setting out authorisation limits in the Finance Policy – that should be followed exactly. These two SoDs should be taken together. If there is a specific policy on an area within the SoD then it should be read in conjunction with that policy.

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Strategic Direction of the Trust	Head Teacher / Local Committee	CEO (Supported by Exec Board)	Trust Board	Members
Approve the values, vision of the Trust	●	●	●	
Approve three year strategic plan for the Trust	●	●	●	
Agree to new schools joining the Trust	●	●	●	●
Change Articles of Association	●	●	●	●
Change the name of the Trust and propose changes to the DfE for approval	●	●	●	●
Act to wind up the Trust if this is believed to be necessary	●	●	●	
Change Scheme of Delegation	●	●	●	
Elect or remove Chairs of Local Committees	●		●	
Appoint or remove Members	●	●	●	●
Appoint or remove Trustees	●	●	●	●
Appoint and remove the Clerk to the Trust Board	●	●	●	
Determine the committee structure for the Board	●	●	●	
Generate Terms of Reference for all committees and approve annually	●	●	●	
Organise the calendar of Members' meetings	●	●	●	●
Plan the schedule of meeting and work for the Board	●	●	●	
Approve the Trust's School Improvement Strategy	●	●	●	
Establish or amend the Admission Policy for the Academies	●	●	●	
Set a curriculum which meets the Academy's specific needs	●	●		
Monitor and evaluate the implementation of each academy's SDP/ SIP.	●	●		
Quality assure each academy's self evaluation of the current level of performance (areas of strength and weakness) within each academy.	●	●		
Make significant changes to an academy's day or year	●	●	●	

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Financial (To be read in conjunction with Finance Policy)	Head Teacher / Local Committee	CEO (Supported by Exec Board)	Trust Board	Members
Ensure that the Trust complies with all external financial regulatory requirements	●	●	●	
Ensure economy, efficiency and effectiveness (value for money) in the use of the Trust's funds and the management of its assets.	●	●	●	
Appoint and dismiss external auditors		●	●	●
Appoint, dismiss and direct internal auditors		●	●	
Review and respond appropriately to reports from internal audit	●	●	●	
Ensure appropriate insurance arrangements are in place for all academies and the Trust		●	●	
Approve draft annual budget for individual academy	●	●	●	
Approve consolidated annual draft budget for Trust		●	●	
Approve consolidated three year draft budget for Trust		●	●	
Approve annual report and accounts		●	●	
Ensure that management accounts are shared with the chair of trustees monthly and with trustees at least six times per year.		●	●	
Approve expenditure on capital projects above the thresholds set out in the Finance policy scheme of financial delegation.	●	●	●	
Approve operating lease contracts	●	●	●	
Approve a written scheme of delegation of financial powers		●	●	
Approve ALL transactions with related parties before the product or service is provided, to enable the Trust Board to seek permission from the ESFA in good time	●	●	●	
Ensure that decisions about executive pay are transparent, proportionate and justifiable.		●	●	

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Risk Management	Head Teacher / Local Committee	CEO (Supported by Exec Board)	Trust Board	Members
Ensure that the Trust complies with all external risk management regulatory requirements	●	●	●	
Approve entries in consolidated risk register and actions to manage and mitigate significant (RAG) risks		●	●	
Approve entries in individual academy risk register and actions to manage and mitigate significant (RAG) risks	●	●		
Approve contingency and business continuity plans for the Trust	●	●	●	

Premises and Estates	Head Teacher / Local Committee	CEO (Supported by Exec Board)	Trust Board	Members
Approve applications for CIF bids or other grants for capital projects	●	●	●	
Ensure compliance with Health and Safety legislation	●	●	●	

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Human Resources	Head Teacher / Local Committee	CEO (Supported by Exec Board)	Trust Board	Members
Approve the appointment of Headteachers / HoS / CEO / DFO	●	●	●	●
Approve the overall staffing structure for each Academy	●	●		
Approve the staffing structure for the MAT Central Team		●	●	
Performance manage CEO including pay recommendations			●	
Performance manage Headteachers / HoS	●	●		
Performance manage DFO / DPSI		●		
Approve changes to employment contracts for MAT employees	●	●	●	
Ensure that staff representative bodies / Unions are consulted on matters relating to changes to employee terms and conditions	●	●	●	
Suspend or dismiss Headteachers / Heads of School / DFO	●	●	●	●
Suspend or dismiss CEO			●	●
Approve any leaving payments / compromise agreements to max threshold of £50,000 (above this level ESFA must approve)	●	●	●	
Approve MAT statutory and non-statutory policies, as set out in MAT list of policies		●	●	
Approve Academy statutory and non-statutory policies, as set out in MAT list of policies	●			
Ensure that statutory documents are in place in each Academy.	●	●		
Ensure that all statutory documents are in place for the MAT.		●	●	
Ensure that MAT website contains all statutory documents		●	●	