



# **Scheme of Delegation**

**January 2025**

**Transforming the lives of  
children and their communities**

## **Introduction**

Our Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the MAT Trust and our member schools.

The bodies include:

1. Members
2. Board of Trustees
3. Trust Finance and Resources Committee
4. Trust Quality of Education Committee
5. Trust Strategy Committee
6. Chief Executive Officer
7. Local Governing Bodies
8. Our headteachers

Our scheme of delegation is the key document defining which functions are delegated and to whom. It ensures our Members, Trustees, committees (including LGBs), CEO and our headteachers are clear about who has responsibility for making which decisions in our Trust. This overarching Scheme, covering all decision making in our Trust, should not be confused with the written scheme of financial powers (Financial Regulations) referred to in the Academies Financial Handbook. In this Scheme our Trustees delegate responsibility for the performance of our

Trust, including the performance of our member schools, to our CEO and committees including LGBs. The powers and decision-making functions delegated to committees can be amended or revoked at the discretion of our Trustees.

This means that as our CEO is accountable to the Board for the performance of our Trust as a whole, our CEO will report to our Trustees on the performance of our Trust including on the performance of our member schools, although this may be supplemented by monitoring reports from committees. Our CEO is performance-managed by our Trustees and in turn the CEO performance-manages the Executive Leadership Team and our Headteachers alongside the relevant governing body chair.

### **The role of the Members**

Our Members of our Trust have a different status from our Trustees. Originally, they will have been the signatories to the memorandum of association and will have agreed our Trust's articles of association (a document which outlines the governance structure and how our Trust will operate). The articles of association will also describe how our Members are recruited and replaced, and how many of our Trustees, our Members can appoint to our Trust Board. Our Members appoint Trustees to ensure that our Trust's charitable object is carried out and so must be able to remove Trustees if they fail to fulfil this responsibility. Accordingly, our Trust Board submits an annual report on the performance of our Trust to our Members. Members are also responsible for approving any amendments made to our articles of association.

In order to retain separation of powers between our Members and our Trustees, and in line with DfE expectations, none of our Members will be Trustees. There is no concentration of influence. Members and Trustees are not permitted to be employees of the academy trust.

### **The role of our Trustees**

Our Trustees are charity trustees (within the terms of section 177(1) of the Charities Act 2011) as well as Directors of the company limited by guarantee and are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the memorandum and articles of association. Our Trustees are the accountable body for the performance of all academies within our Trust and as such must:

- Ensure clarity of vision, ethos and strategic direction
- Hold the executive to account for the educational performance of the schools and their pupils, and the performance management of staff
- Oversee the financial performance of our Trust and make sure its money is well spent

Because Trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably. Our Trust Board is permitted to exercise all the powers of the academy trust. Our Trustees have delegated all responsibility for the day to day operations of our Trust to our CEO and our headteachers. Our Trustees can determine whether to delegate any governance functions.

Our Trust has the right to review and adapt its governance structure at any time, including the removal of delegated powers. Our trust has the right to adapt it's governance structure at any time, including the removal of delegated powers?

### **The role of committees**

Our Trustees may establish committees either with delegated authority to make decisions or for the purpose of providing advice and support, informing the overall work of our Trust Board. However, these committees are not

legally responsible or accountable for statutory functions – our Trust Board retains overall accountability and responsibility. The responsibilities of our Board committees are set out in their terms of reference; the responsibilities for academy governing committees are set out in our Scheme and terms of reference. Our Trust Board may appoint committee members and committee chairs.

### **The role of our headteachers**

Our Headteachers are responsible for the operational management of their academy. Their delegated responsibilities are clearly set out in our Scheme.

### **The role of the Local Governing Body (LGB)**

The role of our LGBs is important in providing focussed governance for each individual academy at a local level. It monitors the academy's key performance indicators and acts as a critical friend to our headteachers and their senior leadership teams, providing support and challenge as appropriate.

Our LGBs carry out their functions in relation to their respective academy on behalf of our Trustees and in accordance with policies determined by our Trustees. Our Scheme sets out clearly the delegation of powers, duties and responsibilities. Our Trust Board has ultimate responsibility and accountability and retains the right to overrule a decision of the LGB and/or to remove delegated powers should they consider it to be in the best interest of our schools or our Multi Academy Trust.

<b>Key</b>	
Column 1	Members
Column 2	Board of Trustees
Column 3	Trust Finance and Resources Committee
Column 4	Trust Quality of Education Committee
Column 5	Trust Strategy Committee
Column 6	Chief Executive Officer
Column 7	Local Governing Bodies
Column 8	Our headteachers
✓	Action to be undertaken at this level
<b>R</b>	Provide recommendation, advice and/or support to those accountable for decision making

Our Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While our Scheme is designed to be comprehensive it will not cover every task. This list is not exhaustive. The list will be reviewed and revised once a year by the Trust Board.

Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
People	Members: Appoint/Remove	✓	R				R		
	Trustees: Appoint/Remove	✓	R				R		
	Role descriptions for trustees/chair/specific roles committee members: agree		✓				R		
	Board committee chairs: Appoint/Remove		✓				R		
	Named safeguarding trustee: Appoint/Remove		✓				R		
	Named safeguarding local governor: Appoint/Remove							✓	R
	Named SEND trustee: Appoint/Remove		✓				R		
	Named SEND local governor: Appoint/Remove							✓	R
	Ensuring financial skill set on the trust board		✓				R		
	LGB Chairs: Appoint/Remove		✓				R		R

Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
People	Approve LGB Terms of Reference		✓				R	R	R
	Academy committee (LGB) governors: Appoint/Remove		✓				R	R	R
	Clerk to the Trust Board: Appoint/Remove		✓				R		
	Clerk to the LGB: Appoint/Remove							✓	R
	Staff complement, structure and grades						✓		✓
	CEO and Executive appointments		✓				R		R
	MAT STAFF appointment		✓				R		R
	Trust leadership structures						✓		R
	Headteacher appointment						✓	✓	
	School Senior leadership appointments						R	R	✓



Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
People	Teaching and support staff appointments								✓
	Suspension of CEO		✓						
	Return of CEO after suspension		✓						
	Dismissal of CEO		✓						
	Suspension of Headteacher						✓	R	
	Return of Headteacher after suspension		✓				R	R	
	Dismissal of Headteacher						✓	R	
	Suspension of teaching and support staff								✓
	Return of teaching and support staff after suspension							✓	R
	Redundancy of staff		✓	R	R	R	R	R	R

		Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Area	Decision								
People	Restructuring of staff		✓	R	R	R	R	R	R
	Approving variations to staff appointments								✓

Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Systems and Structures	Articles of Association: Review and Agree	✓	R				R		
	Governance structure (committees) for the trust: Establish and review annually		✓				R		
	Terms of Reference for board committees and scheme of delegation: agree annually		✓				R		
	Skills audit: Trustees to complete and recruit to fill gaps		✓				R		
	Skills audit: Local Governors to complete and recruit to fill gaps							✓	R
	Annual self-review of trust board and committees		✓	R	R	R			
	Annual self-review of LGBs							✓	R
	Chairs' performance: Carry out 360 review annually		✓				R	✓	R
	Trustee/LGB member contribution: Review annually		✓				R	✓	R
	Governor succession plan		✓				R	✓	R

Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Systems and Structures	Annual schedule of governance business		✓	✓	✓	✓	R	✓	R
	Carry out disclosure and barring service (DBS) checks						✓		✓
Reporting	Publication on trust and schools' websites of all required details on governance arrangements						✓		✓
	Check that websites are fully compliant with all requirements		✓					R	R
	Annual self-review / triannual external review of board effectiveness: submit to members		✓				R	R	R
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and companies house		✓				R		
	ESFA required reports and returns submit		✓				R		
	Annual report on the work of LGB: submit to trust and publish							✓	R
	Determine trust wide policies which reflect the trusts ethos and values: approve		✓	R	R	R	R		R

Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Reporting	Termly report on the Quality of Education provided		✓		✓				✓
HR Policies	Pay Policy		✓				R		R
	Approve Annual Awards		✓				R		R
	Social Media policy and Guidance		✓				R		R
	Changes to Employee Terms & Conditions		✓				R		R
	Adoption of Transferring Policies & Collective Agreements		✓				R		R
	Teachers Annual Pay Award		✓				R	R	R
	Support Staff Annual Pay Award		✓				R		R
	Individual Performance Pay Awards		✓				R		R
	Appraisal Policy		✓				R		R

Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
HR Policies	Disciplinary and Dismissal Policy		✓				R		R
	Grievance, Bullying and Harassment Policy and Procedure		✓				R		R
	Capability Policy and Procedure		✓				R		R
	Whistleblowing Policy and Procedure		✓				R		R
	Restructuring and Redundancy Policy and Procedure		✓				R		R
	Employee Health and Safety Policy		✓				R		R
	Leave of Absence Policy and Procedure		✓				R		R
	Maternity, Paternity and Adoption Policies Parental Leave and Shared Parental Leave Policies		✓				R		R
	Staff Well-Being Policy		✓				R		R
	Code of Conduct for School Staff		✓				R		R

Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
HR Policies	Allegations against adults and low-level concerns		✓				R		R
	Staff Attendance Management Policy		✓				R		R
	Flexible working Policy and Procedure		✓				R		R
	Homeworking Policy		✓				R		R
	Lone Working Policy		✓				R		R
	Probationary Policy and Procedure		✓				R		R

Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Academy Policies and Procedures	Academy times, terms and holidays (Agreed Geographically)							✓	R
	Change of Academy Age Range		✓				R	R	R
	Expansion of Academy PAN		✓				R	R	R
	Extension of Academy provision		✓				R	R	R
	Safeguarding Policy		✓				R	R	R
	Pupil Attendance Policy and Plan							✓	R
	Pupil Premium Policy		✓				R		R
	Pupil Premium Strategy							✓	R
	Academy Educational Visits Policy							✓	R
	Relational Inclusion Policy		✓				R		R



Area	Decision	Delegation							
		Members	Trust Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Academy Policies and Procedures	Exclusion and Suspension Policy							✓	R
	Complaints Policy and Procedure		✓				R		R
	Data Protection Policy and Procedure		✓				R		R
	Equality Policy		✓				R		R
	Admissions Policy		✓						
	Academy prospectus							✓	R
	Academy website							✓	R
	Academy logo & branding							✓	R
	Academy uniform							✓	R
	Extended services on site		✓				R	R	R

Area	Decision	Delegation							
		Members	Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Academy Policies and Procedures	Trust Website		✓				R		
	Other Statutory Academy Policies							✓	R
	Freedom of Information Policy							✓	R
Being Strategic	Oversight of arrangements of local implementation of trust policies		✓				R		R
	Determine school level policies: Report and Approve		✓				R	✓	R
	Central spend		✓	R			R		
	Establish Trust Risk register and monitor		✓	R	R	R	R		
	Management of risk; establish school register, review and monitor and report						R	✓	R
	Review engagement with stakeholders		✓				R		
	Local LGB to ensure engagement with stakeholders						R	✓	R

Area	Decision	Delegation							
		Members	Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Being Strategic	Determine Trust vision and strategy and key priorities		✓	R	R	R	R		
	Setting Trust Culture and Values		✓				R		
	Determine School's vision, strategy and key priorities						R	✓	R
	Vision alignment check						✓		
	Trust Budget Plan to support delivery of Trusts key priorities		✓	R			R		
	School's Budget Plan to support delivery of school's key priorities							✓	R
	Ensuing compliance e.g safeguarding, Health and Safety, employment, equalities: agree auditing and reporting arrangements		✓				R		
	Committee oversight of compliance an impact of e.g safeguarding, Health and Safety, employment, equalities: agree auditing and reporting arrangements			✓	✓	✓	R		
	Ensuring controls are in place for Trust Safeguarding Practices		✓				R		

Area	Decision	Delegation							
		Members	Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Holding to Account	Delivering support for Looked After Children							✓	✓
	Monitoring progress on Key Trust Priorities		✓	R	R	R	R		
	Monitoring progress on key School Priorities				✓			✓	R
	Confirm Trustees attendance at Trust Ofsted Reviews		✓				R		
	Confirm Trust and LGB attendance at School Ofsted Reviews						✓		✓
	Performance Management of the CEO		✓						
	Performance Management of the School Headteacher						✓	✓	
	Setting Trust approach curriculum and assessment				✓		R		R
	Setting Trust Approach to Early Years Foundation				✓		R		R
	Setting and Delivering School Curriculum and Assessment in line with Trust Approach						R		✓

Area	Decision	Delegation							
		Members	Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Holding to Account	Oversight and impact assessment of curriculum policies and delivering school curriculum							✓	R
	Analysis of attainment data				✓		R	R	R
	Ensuing compliance of SEND Code of Practice				✓		R	R	R
	Keeping admissions and attendance registers								✓
	External auditors: appoint	✓							

Area	Decision	Delegation							
		Members	Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Financial Oversight	Trust's scheme of financial delegation: establish, monitor and review		✓	R			R		
	External auditors' report: receive and respond		✓	R			R		
	CEO pay award: agree		✓	R					
	Academy Headteacher pay award: agree			R			✓	✓	
	Staff appraisal procedure and pay progression: review and agree		✓	R			R	✓	R
	Benchmarking and value for money: assurance framework, ensure robustness		✓				R		
	Monitoring budget: agree reporting			✓			R		
	Develop Trust wide procurement strategies and efficiency savings programme			✓			R		R
	Establishing controls framework including internal auditors			✓			R		
	Delivering monthly management accounts and forecasts for Trustee review		✓	R			R		

Area	Decision	Delegation							
		Members	Board	Finance and resources	Quality of Education	Strategy Committee	CEO	LGB	Head
Financial Oversight	Managing cash position			✓			R		
	Monitoring Academy Trust Pupil Premium Spend							✓	R
	Developing financial policies			✓			R		
	Managing conflicts of interest and related party transactions		✓				R		R
	Ensuring compliance with ESFA requirements		✓				R		
	Ensuring adequate insurance cover is in place			✓			R		R