

# Scheme of delegation 2019/20

(Note: This version is only applicable whilst Carina Cuddington is acting as CAO)



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	Accounting Officer	Chief Executive Officer	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 of Association	To make recommendations to the Member Board on appointments/removal of Trustees					

	<b>Members</b>	<b>Trustees</b>	<b>Finance and Audit Committee</b>	<b>Accounting Officer</b>	<b>Chief Executive Officer</b>	<b>LGB members</b>	<b>Headteacher</b>
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 Executive finance report 6x per year	To attend meetings of the Trustees and to provide an Executive education report 3x per year		To attend meetings of the LGB and to provide a Headteacher report 3X per year

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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 CEO	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	To review and amend Trust policies within		To support the Trustees and the	To review, amend and approve School policies	To review and implement School and

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		the Academy Trust	the committee's remit – Finance Policy (including investment), Charges & Remissions, Extended Services		Academies in the preparation of Trust-wide and School specific policy requirements	and key documents	Trust-wide policies.
19.				To secure professional business / financial advice on behalf of the Trustees as required	To secure professional educational 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	Accounting Officer	Chief Executive Officer	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		To act as the Accounting Officer and ensure compliance with the Funding Agreement and AFH			

	Members	Trustees	Finance and Audit Committee	Accounting Officer	Chief Executive Officer	LGB members	Headteacher
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 advise on the School Development Plans during budget setting process	To approve the draft annual budget for each School for submission to the CEO and AO	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 budget of the Academy Trust and individual Schools	To monitor the income, expenditure, cash flow and balance sheet of the Academy Trust and individual Schools		To monitor the income, expenditure and cash flow of the School (may be achieved by designated monitoring governors)	To monitor the income, expenditure and cash flow of a School
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	To recommend to Trustees any changes to the approved budget of individual Schools in excess of 2% of the total expenditure of that	To approve any changes to the approved School budget below 2% and where the changes maintain a surplus position			

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		<p>or</p> <p>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</p>	<p>individual budget</p> <p>or</p> <p>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</p>				
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			

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				demonstrate how the MAT has secured VFM			
34.		To receive audit reports on compliance and irregularities from the finance and audit committee	To provide audit reports on compliance and 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	

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						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	Accounting Officer	Chief Executive Officer	LGB members	Headteacher
43.		Agree targets (KPIs) for the Trust and individual Schools	To recommend financial targets (KPIs) for the Trust and individual Schools for approval by Trustees	To propose financial KPI's and targets for the Trust and individual Schools.	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 CEO 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	To provide a termly report to the LGB regarding standards



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						practice across the School	
45.			Monitor the KPI figures relating to finance and business matters		Monitor the KPI figures relating to standards	Monitor the educational KPI figures reported from the Head Teachers relating to standards	Reports bi-termly educational KPI figures to the CEO 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 CEO 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		Ensure implementation of the Trust-wide curriculum policy complies with the funding agreements.	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 CEO (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 collective acts of worship				Monitors the implementation of the policy for RE and collective acts of worship at the School	

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<b>SEN</b>							
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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
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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
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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
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<b>SAFEGUARDING</b>							
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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
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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	Accounting Officer	Chief Executive Officer	LGB members	Headteacher
58.		To adopt a Trust-wide behaviour policy and			To prepare a Trust-wide behaviour policy	To adopt and ensure the implementation of a	To prepare and implement a

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		review procedure for identification of any areas of concern			for adoption by the Trustees	behaviour policy for the School	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 CEO

#### ADMISSIONS

	Members	Trustees	Finance and Audit Committee	Accounting Officer	Chief Executive Officer		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 CEO lead on undertaking consultation, publishing admissions criteria and determining arrangements as required in accordance			Provides the lead in admissions consultations	Ensures effective arrangements are in place for pupil recruitment	

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		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					
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**PUPIL RELATED MATTERS**

	Members	Trustees	Finance and Audit Committee	Accounting Officer	Chief Executive Officer	LGB members	Headteacher
64.		Receives a termly report from the CEO 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 CEO 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 CEO regarding the level of complaints across the Trust			To review the level of complaints relating to individual Schools across the Trust		

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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 School terms and holidays ensuring compliance with Trust and legislative requirements				To recommend the times of School sessions and the dates of School terms and holidays ensuring compliance with Trust and legislative requirements	To propose the times of School sessions and the dates of School terms and holidays ensuring compliance with Trust and legislative requirements

#### INFORMATION MANAGEMENT

	Members	Trustees	Finance and Audit Committee	Accounting Officer	Chief Executive Officer	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.		<p>Adopt data protection policies and procedures to cover:</p> <ul style="list-style-type: none"> <li>the requirement to notify individuals as to how information is to be used; and</li> <li>the matter of safe storage</li> </ul>			To support the individual Schools on the effective safe storage of data		

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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 established)	To ensure the publication of School information, ensuring that all electronic communication, including web pages, are up to date

## STAFFING

	Members	Trustees	Finance and Audit Committee	Accounting Officer	Chief Executive Officer	LGB members	Headteacher
75.		To define any overarching management structures		Is responsible to the Trustees for the day to day organisation,	To propose the leadership and staffing structures for the Trust	Monitor the agreed staffing structure for the School and for the	To determine staffing requirements within each School and

	Members	Trustees	Finance and Audit Committee	Accounting Officer	Chief Executive Officer	LGB members	Headteacher
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		across Academy Trust and budget and approve the staffing structure for the MAT		staffing and management of the Academy	and each School in consultation with the LGBs and monitor and review staffing changes across the Trust	appointment of School staff to ensure that the School is fully staffed in accordance with that structure	budget in consultation with the CEO
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 business / finance policies and procedures and to ensure their effective implementation	To advise the Trustees on suitable Trust educational 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 AO, CEO, Company Secretary, Chief Finance Officer and Clerk to the Trust		Approving recruitment to posts within the approved staffing structure	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 CEO (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 AO / CEO			To undertake performance management interviews as determined by the Trust Policy		To ensure the performance management of staff in the School



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<b>HEALTH, SAFETY AND RISK</b>							
	Members	Trustees	Finance and Audit Committee	Accounting Officer	Chief Executive Officer	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	To draft Emergency Procedures for the

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						School to include evacuation and lock-down	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 CEO	To liaise with the CEO in relation to the accessibility plan for the School