

SCHEME OF DELEGATION –

This will be completed for each individual school in the Trust. The powers delegated will depend on the Ofsted Category of the school and the results of the Board's Due Diligence but this is a standard template for a GOOD or OUTSTANDING School

There are a number of key expectations that the Trust expects all groups to demonstrate – these are to:

- Comply with the Articles of Association and Academies Financial Handbook
- Keep up to date with demographic, political and education changes at national and local level
- Keep up to date with key performance indicators used by educational regulators.
- Support the values of the Trust
- Prepare for and actively contribute in Trust meetings
- Actively engage in the development of the Trust
- Model and engage in personal and professional development
- Support the development of others including through coaching and mentoring
- Maintain registers of Pecuniary Interests

Scheme of Delegation	Members	Board of Directors	Standards Cttee	P&P Cttee	F&F Cttee	CEO	LGB	Head
Ethos								
• Setting and monitoring over-arching key principles		X						
• Embedding and monitoring over-arching key principles							X	
• Setting and monitoring learner characteristics (CARERS)		X						
• Embedding and monitoring learner characteristics (CARERS)							X	
• Set, embed and monitor school values and traditions							X	
• Ensure appropriate communication and engagement with all stakeholders local to the school							X	
• Implement appropriate communication and engagement with all stakeholders local to the school								X
• Manage complaints against the local school							X	
Human Resources								
• Appoint new Directors of the Board/Remove Directors of the Board	X							
• Appointment of CEO as Trustee/Director	X							
• Appointment of CEO		X						
• Appointment of local school Headteacher which will include LGB representation		X						
• Appointment of local school SLT								X
• Undertake Performance Management for CEO with support of external partner		X						

Scheme of Delegation	Members	Board of Directors	Standards Cttee	P&P Cttee	F&F	CEO	LGB	Head
• Undertake Performance Management for Executive Team						X		
• Undertake Performance Management for Headteacher of local school with support of panel including Chair of LGB						X		
• Assess competency of a Local Governing Body and appoint new governors		X						
• Approve terms of reference and membership of the Trust Committees		X						
• Ensure effective Performance Management system for all staff				X				
• Oversee disciplinary matters relating to Headteacher		X						
• Manage all staff internal disciplinary matters except the Headteacher								X
• Oversee all staff internal disciplinary matters except the Headteacher							X	
• Manage staff appeals against LGB decision		X						
• Ensure effective Performance Management for Trust central staff		X						
• Appoint members of staff below SLT of a local school								X
• Monitor appointment of staff below SLT							X	
• Set the pay for the Headteacher of a local school				X				
• Make recommendations on staff pay to the Trust Pay and Personnel committee							X	
• Ensure that the school has an effective appraisal and staff development programme							X	
• Make recommendations on the schools staffing structure to the Trust Pay & Personnel committee							X	
• Monitor CPD in school							X	
• Implement CPD plan								X
• Ensure effective deployment of staff								X
• Determine the Pay and Appraisal policies for the Trust and ensure they are statutorily compliant				X				
• Review Pay Policy annually				X				
• Recommend appropriate salary ranges and starting salaries for SLT and LPs if outside current pay structure								X
• Approve appropriate salary ranges and starting salaries for SLT and LPs if outside current pay structure				X				

Scheme of Delegation	Members	Board of Directors	Standards Cttee	P & P Cttee	F & F Cttee	CEO	LGB	Head
• Approve appropriate salary ranges and starting salaries for staff below LP and SLT level								X
• To advise the Trust Board on current and future pay levels including pay ranges and allowances and the budgetary implications				X				
• Approve the staffing structures for each school, ensuring parity and equity				X				
• Approve the staffing structure for the MAT staff		X						
• Approve annual pay progression for teachers				X				
• Approve applications to be paid on the upper pay range				X				
• Approve annual pay progression for headteacher				X				
• Determine the application of national inflationary increases as required				X				
• Monitor and report on the annual pattern of pay progression at each level and the correlation with quality of teaching and outcomes				X				
• To ensure appropriate Job descriptions and person specifications are held within the Trust				X				
• To receive annual confirmation of issue of annual pay statements				X				
• Provide a report to the Trust Board following each meeting of the committee summarising pay decisions and issues arising				X				
• To oversee and review staff recruitment and appointment procedures				X				
• To oversee employment contractual matters				X				
• To oversee staff wellbeing, monitoring staff absence and retention strategies							X	
Leadership and Management								
• Ensure all school Healthcheck documentation is reviewed, completed and elevated to the Board or its Committees with the appropriate exception report							X	
• Create 3 year strategic plan for MAT						X		
• Approve and monitor 3-5 year strategic plan for MAT,		X						
• Legal responsibility for all schools within the MAT	X							
• For ensuring the effectiveness of the Board	X							

• Scheme of Delegation	Members	Board of Directors	Standards Cttee	P & P Cttee	F & F Cttee	CEO	LGB	Head
• Make changes to the Articles of Association	X							
• Make changes to the Funding Agreement	X							
• Make changes to a school's category	X							
• Recommend speed and scope of development of the MAT						X		
• Determine speed and scope of the development of the MAT		X						
• Recommend KPIs for school							X	
• Confirm KPIs for all schools		X						
• Performance manage schools via the Leadership and Management, and Ethos School Healthchecks		X						
• Performance manage schools via the Finance and Premises School Healthchecks					X			
• Performance manage schools via the Achievement, Teaching & Learning, Behaviour, Safety and Welfare School Healthchecks			X					
• Performance manage schools via the Human Resources School Healthcheck				X				
• Ensure the school meets its educational performance targets								X
• Set targets for the MAT		X						
• Set and review Risk Register for the MAT		X						
• Ensure risks for the school are identified, actions in place to address and reported to the board							X	
• Ensure risk is managed effectively in all schools in the MAT		X						
• Set and monitor annual school development plan							X	
• Approve annual school improvement plans for all schools within the MAT			X					
• Approve admissions criteria for each local school		X						
• Create and recommend admissions criteria for school							X	
• Arrange independent admissions appeals committee							X	
• Ensure appropriate record keeping in respect of students attendance, admissions etc								X
• Prepare for Ofsted inspection of school								X
• Implement preparation for Ofsted inspection of school								X
• Make recommendations on policy and strategy to the Board of Directors							X	
• Establish and Review all statutory policies		X						

Scheme of Delegation	Members	Board of Directors	Standards Cttee	P & P Cttee	F & F Cttee	CEO	LGB	Head
<ul style="list-style-type: none"> Ensure the Trust Board policies are put into practice efficiently and in a coordinated way 							X	
<ul style="list-style-type: none"> Review Terms of References for committees 		X						
<ul style="list-style-type: none"> Appoint Chair / remove Chair of committees 		X						
<ul style="list-style-type: none"> Approve Governors and the Chair of Local Governing Body 		X						
<ul style="list-style-type: none"> Elect / Remove Chair and Vice Chair of the Board of Directors 		X						
<ul style="list-style-type: none"> Approve / review the Scheme of Delegation for each local school 		X						
Finance								
<ul style="list-style-type: none"> Set financial allocations for schools within the MAT 		X						
<ul style="list-style-type: none"> Approve annual budgets for all schools within the MAT 		X						
<ul style="list-style-type: none"> Receive and recommend annual budgets for each school and the central Trust to the Board 					X			
<ul style="list-style-type: none"> Prepare annual budget for school 							X	
<ul style="list-style-type: none"> Monitor school and Trust budgets 					X			
<ul style="list-style-type: none"> Monitor school budget 							X	
<ul style="list-style-type: none"> Review Trust 3 year forecast 					X			
<ul style="list-style-type: none"> Prepare the financial statements for presentation to the Board 					X			
<ul style="list-style-type: none"> Oversee the external audit and approve management letters 					X			
<ul style="list-style-type: none"> Recommend appointment of external auditors 					X			
<ul style="list-style-type: none"> Review timely returns to ESFA in accordance with deadlines 					X			
<ul style="list-style-type: none"> Receive and review internal and external audit statements and reports 					X			
<ul style="list-style-type: none"> Appoint Auditors 	X							
<ul style="list-style-type: none"> Approve and file accounting returns and approve management statements 		X						
<ul style="list-style-type: none"> Appoint an individual for each school within the MAT to ensure internal accounting controls are effective 						X		
<ul style="list-style-type: none"> Manage the delegated budget 							X	
<ul style="list-style-type: none"> Ensure financial checks are undertaken and reported 							X	
<ul style="list-style-type: none"> Ensure financial compliance 							X	
<ul style="list-style-type: none"> Oversee financial procedures including compliance with DfE, EFSA and AfH. 					X			

Scheme of Delegation	Members	Board of Directors	Standards Cttee	P&P Cttee	F&F Cttee	CEO	LGB	Head
<ul style="list-style-type: none"> Review the register of interests of budget holders regarding 3rd party transactions 					X			
<ul style="list-style-type: none"> Monitor insurance arrangements including employers and public liability 					X			
Facilities								
<ul style="list-style-type: none"> Oversee capital developments including appointment of professional advisors 		X						
<ul style="list-style-type: none"> Oversee site and premises operational management including compliance with Health and Safety and other legal requirements 					X			
<ul style="list-style-type: none"> Implement site and premises operational management including compliance with Health and Safety and other legal requirements 								X
<ul style="list-style-type: none"> Manage day to day site and premises issues 								X
<ul style="list-style-type: none"> Review the condition survey and asset management reports 					X			
<ul style="list-style-type: none"> Oversee arrangements for repairs and maintenance 					X			
<ul style="list-style-type: none"> Make recommendations on premises related expenditure 					X			
<ul style="list-style-type: none"> Oversee premises related funding bids 					X			
<ul style="list-style-type: none"> Review plans for new build and refurbishment projects 					X			
<ul style="list-style-type: none"> Receive annual Health and Safety audit and major incident reports 					X			
Achievement								
<ul style="list-style-type: none"> Review examination data for school 							X	
<ul style="list-style-type: none"> Review examination data for Trust schools 			X					
<ul style="list-style-type: none"> Set targets for achievement at all key stages, including for micropopulations, for all schools and monitor the school's performance against them 							X	
<ul style="list-style-type: none"> Monitor the progress and attainment of disadvantaged students and other minority groups. 							X	
<ul style="list-style-type: none"> Receive and review key performance documentation from each school in the Trust and ensure local governing bodies are effectively responding to this. 			X					
<ul style="list-style-type: none"> Review all key external data for all schools 							X	
<ul style="list-style-type: none"> Review all key external data for all Trust schools 			X					
<ul style="list-style-type: none"> Receive all external reviews including Ofsted Reports for schools in the Trust. 			X					

Scheme of Delegation	Members	Board of Directors	Standards Cttee	P&P Cttee	F&F Cttee	CEO	LGB	Head
• Ensure effective Quality Assurance is in place for the performance aspects of the Trust.			X					
• Monitor the effectiveness of Trust data tracking systems			X					
• Ensure schools have effective systems for the monitoring of: the quality of teaching and learning; assessment; attendance; and inclusion/exclusion data			X					
• Monitor the attendance, behaviour and safety of all students							X	
• Review key Standards Risks identified through the Trust Risk Register.			X					
Behaviour and Safety								
• Ensure appropriate safeguarding and Prevent policies in place in schools		X						
• Ensure compliance with safeguarding and Prevent programmes							X	
• Implement safeguarding and Prevent programmes								X
• Manage student disciplinary matters and any subsequent appeals								X
• conduct student disciplinary appeals							X	
• Monitor behaviour of students in the school							X	
• Monitor SEND provision in the school							X	
Teaching and Learning								
• Ensure high standards of teaching and learning							X	
• Implement high standards of teaching and learning								X
• Prepare curriculum for each school							X	
• Ensure appropriate leadership, management and deployment of all teaching and non teaching staff within school								X
• Ensure appropriate record keeping in respect of students (admissions, attendance etc)								X

Policy Schedule	MEMBERS	DIRECTORS	STANDARDS	PAY & PERSONNEL	FINANCE & FACILITIES	LGBs
Accessibility Plan		X				
Admissions Arrangements						X
Allegations of Abuse against staff				X		
Behaviour Principles (inc Anti Bullying)		X				
Charging & Remissions					X	
Code of Conduct (Staff)				X		
Complaints				X		
Data Protection		X				
Discipline & Dismissal				X		
Early Years Foundation Stage		X				
Equality & Diversity (inc Racial Incidents)				X		
Freedom of Information Act Publication Scheme		X				
Grievance Procedure				X		
Health & Safety					X	
Home School Agreements						X
Safeguarding (inc Dealing with Extremism)		X				
Sex and Relationship Educaiton		X				
Special Educational Needs		X				
Supporting Children with Medical Needs		X				
Allowances				X		
Appraisal				X		
Art & Design						X
Assessment						X
Attendance Targets & policy						X
Finance Procedures Manual					X	
Capability				X		
Careers Education & Guidance						X
Code of Conduct (Parents/Trustees)						X
Collective Worship		X				
Curriculum						X
Display						X
Drugs & Substance Misuse						X
EAL						X
Educational Visits						X

Policy	MEMBERS	DIRECTORS	STANDARDS	PAY & PERSONNEL	FINANCE & FACILITIES	LGBs
Emergency Plan						X
Exams including Non Exam Assessment						X
Extended School						X
Eyecare						X
Feedback & Marking						X
Fire Procedures					X	
Gifted & Talented						X
ICT Policy (inc Pupil/Staff Governor/ Trustee Acceptable Use)		X				
Leave of Absence				X		
Literacy						X
Music						X
Pay Policy				X		
PE						X
Positive Handling						X
Provider Access Policy						X
PSHE						X
Recruitment				X		
Redundancy & Restructuring Procedures				X		
Religious Education						X
Retention Schedule		X				
Sickness Absence Monitoring				X		
Smoking Policy						X
Staff Development				X		
Staffing Structure (Teaching & Support)						X
Statement of Conditions for Teaching & Support Staff						X
Stewardship & Green Policy		X				
Succession Planning Policy				X		
Teaching & Learning						X
Uniform						X
Whistleblowing				X		
Whole School Food & Packed Lunch Policy						X
Agendas & Papers, Minutes for Members, Directors, Committees and LGBs						
Bullying Log						X

Policy	MEMBERS	DIRECTORS	STANDARDS	PAY & PERSONNEL	FINANCE & FACILITIES	LGBs
Racial Incident Log						X
SEND Register						X
EAL Register						X
Premises Management Log					X	
Register of Business Interests						
School information published on website						
Single Central Record						
Student Admission & Attendance Logs						