

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

Each column below identifies the appropriate power and the action that will be taken at each level. These are:

DO - CONSULT - RECOMMEND - APPROVE - MONITOR

DO	This person or body completes the activity to a high standard and seeks approval
CONSULT	This person or body is fully consulted in a meaningful way on the activity
RECOMMEND	This person or body confidently presents material following review to a more senior person or body
APPROVE	This person or body receives and has the final decision making power
MONITOR	This person or body actively engages in quality assuring the activity or task

The CEO may delegate tasks to either the Director of Operations or Education where appropriate

Scheme of Delegation	Head	LGB	CEO	Standards Cttee	P&P Cttee	F&F Cttee	Board	Members
ETHOS								
a. Set over-arching key Trust Vision and Ethos	C	C	D & R				A	C
b. Embed over-arching key Trust Vision and Ethos	D	M	D				M	M
c. Set school values and traditions	D & R	A	C				C	
d. Embed school values and traditions	D	M	M				M	
e. Ensure appropriate means of communication and engagement with all stakeholders local to the school	D	M	C				M	
f. Complete annual surveys for key stakeholders	D & R	M			M		M	
g. Ensure British Values are taught and understood in school	D	M	C	M				
h. Manage first stage complaints against the local school	D	M						
i. Manage second stage complaints against the local school	D	D & R	C				M	
j. Ensure safeguarding is compliant at school level	D	D	C		M			
k. Maintain Academy Website	D	M	M				M	
l. Maintain Academy Prospectus	D	M	M				M	
HUMAN RESOURCES								
a. Appoint new Directors of the Board/Remove Directors of the Board			C				R/D	DA
b. Appoint CEO as Trustee/Director							R	DA
c. Appoint / suspend / dismiss CEO							DA	C
d. Appoint /suspend / dismiss local Executive Head/Head of School with LGB representation		C	R				DA	
e. Appoint / suspend / dismiss local school SLT	D	D	C				M	
f. Undertake Performance Management for CEO with support of external partner							D	
g. Undertake Performance Management for Executive Team with support of external partner		C	D & R		C & M			
h. Undertake Performance Management for Headteacher of local school with support of panel including Chair of LGB and external partner		C	D					
i. Ensure effective Performance Management for Trust central staff			D		M			
j. Ensure effective Performance Management system for all staff	C		D		M			
k. Assess competency of a Local Governing Body		C	C				DA	
l. Approve terms of reference for Trust Committees and Local Governing Bodies			R				D & A	
m. Approve membership of Trust Committees			R				D & A	

Scheme of Delegation	Head	LGB	CEO	Standards Cttee	P&P Cttee	F&F Cttee	Board	Members
m. Oversee disciplinary matters relating to Headteacher supported by the Board		C	D		M		M	
n. Manage all staff internal disciplinary matters except the Headteacher	D	M	C		M			
o. Manage staff appeals against LGB decisions			C				D	
p. Manage Academy Employees request for Leave of Absence	D							
q. Manage Headteacher request for Leave of Absence		C	D					
r. Manage Trust Employees request for Leave of Absence			D					
s. Manage Academy Employees Appeals against Leave of Absence decisions	R	D						
t. Manage Headteachers Appeals against Leave of Absence decisions			R				D	
u. Manage Trust Employees Appeals against Leave of Absence decisions			R				D	
v. Set the pay for the Headteacher of a local school		C	R		D			
w. Ensure that the school has an effective staff development programme	D	M	C		M			
x. Ensure effective deployment of school staff	D	M			M			
y. Determine the Pay and Appraisal policies for the Trust and ensure they are statutorily compliant	C	C	R		D			
z. Review Pay Policy annually	C		R		D			
aa. Determine appropriate salary ranges and starting salaries for SLT and LPs if outside current pay structure	R	C	C		D			
bb. Determine appropriate salary ranges and starting salaries for staff below LP and SLT level	D	C	M		M			
cc. Determine school's staffing structure annually	R	R	C		D A			
dd. Determine Central Trust staffing structure annually			R		D A			
ee. Appoint / suspend / dismiss Trust Staff Employee			D/A		C			
ff. Appoint / suspend / dismiss Academy Employee	R	D						
gg. Approve annual pay progression for teachers	R	C	C		D			
hh. Approve applications to be paid on the upper pay range	R	C	C		D			
ii. Approve annual pay progression for headteacher		R	R		D			
jj. Approve annual pay progression for support staff	R				D			
kk. Determine the application of national inflationary increases as required			R		D			
ll. Ensure appropriate Job descriptions and person specifications are held for each post	D		C		A			

Scheme of Delegation	Head	LGB	CEO	Standards Cttee	P&P Cttee	F&F Cttee	Board	Members
mm. Receive annual confirmation of issue of annual pay statements			R		D			
nn. Oversee staff recruitment and appointment procedures	C	C	D		M			
oo. Oversee employment contractual matters	C	C	D		M			
pp. Ensure staff wellbeing and retention strategies are in place at school level	D	M	M		M			
qq. Ensure staff absence is tracked and managed effectively	D	M			M			
rr. Ensure SCR is compliant	D	M			M			
ss. Ensure good staff morale	D	M			M			
tt. Make Redundancy / Restructure staff	R	C	D		A			
LEADERSHIP & MANAGEMENT								
a. Ensure all school Healthcheck documentation is completed effectively and efficiently	D	D	C	M	M	M	M	
b. Ensure strong 3 year strategic plan for Trust in place	C	C	D & R				A	M
c. Retain legal responsibility for all schools within the MAT			D				D	
d. Ensure the effectiveness of the Board							C	D
e. Ensure Skills audits are completed for all Governors		D	C				M	
f. Make changes to the Articles of Association			R to				D & R to	A
g. Make changes to the Funding Agreement							R	D
h. Make changes to a school's category		R	C				R	D
i. Determine speed and scope of development of the Trust			R				D	
j. Determine educational KPIs for schools	D & R to	R to	D & R	A				
k. Performance manage schools via the Ethos School Healthchecks			D				D	M
l. Performance manage schools via the Finance and Premises School Healthchecks			D			A		M
m. Performance manage schools via the Quality of Education, Personal Development, Behaviour & Attitudes, and Leadership & Management School Healthchecks			D	A				M
n. Performance manage schools via the Human Resources School Healthcheck			D		A			M
o. Ensure the school meets its educational performance targets	D	D	M	M				
p. Set KPIs for the Trust			R				D	M
q. Set and review Risk Register for the MAT			R				D	M
r. Ensure risks for the school are identified and actions in place to address and reported to the board	D & R	D & R	C				M	

Scheme of Delegation	Head	LGB	CEO	Standards Cttee	P&P Cttee	F&F Cttee	Board	Members
s. Ensure risk is managed effectively in all schools in the MAT			D				A	M
t. Create school development plan template for schools	C	C	D	M				
u. Create school development plan	D & R to	R to	C	M				
v. Approve annual school development plans for all schools			R	A				
w. Approve admissions criteria for each local school	R	R	C				A	
x. Arrange independent admissions appeals committee		D						
y. Ensure appropriate record keeping in respect of pupils attendance, admissions etc	D	M		M			M	D
z. Prepare for Ofsted inspection and SIAMS inspections where appropriate of schools	D	M	M	M				
aa. Ensure all statutory policies are in place	C		D & R				A	
bb. Ensure the Trust Board policies are put into practice efficiently and in a coordinated way	D	D	C					
cc. Elect / Remove Chair and Vice Chair of the Board of Directors							C	D
dd. Appoint Chair / remove Chair of Trust committees							D A	C
ee. Approve / Remove Governors of Local Governing Body with advice from the Chair	R	R	C				A	
ff. Approve / review the Scheme of Delegation for each local school			R				D A	
gg. Ensure GDPR Compliance in school	D	M					M	
hh. Facilitate new convertor or sponsored academies joining MAT			R to				A	
ii. Establish Trust Committees			R to	C	C	C	A	
jj. Establish LGB Working Groups	R to	D	C					
kk. Appoint / Remove Chair / Vice Chair of LGBs			C				D	
ll. Appoint / Remove Trustees of the Board							C	D
mm. Appoint / Remove Clerk to Trust Board			C				D	
nn. Appoint / Remove Clerk to LGBs	C	D	C				C	
oo. Create Trust Governance Calendar	C	C	D	C	C	C	A	
pp. Set Academy Inset Days	R to	A	C				M	
qq. Set Academy Times, Terms and Holidays	R to	A	C				M	
rr. Expand PAN	R to	R to	C				A	
FINANCE (AUDIT COMMITTEE)								
a. Agree Central Trust contribution from schools		C	R			D		
b. Set financial allocations for schools within the MAT		C	R			D	A	
c. Approve annual budgets for all schools within the MAT		C	R				A	

Scheme of Delegation	Head	LGB	CEO	Standards Cttee	P&P Cttee	F&F Cttee	Board	Members
d. Review annual budgets for each school and the central Trust			D			R	A	
e. Prepare annual budget for school	D	C	C					
f. Monitor school and Trust budgets			D			D		
g. Monitor school budget						D		
h. Review Trust 3 year forecast			R			D&R	A	
i. Prepare the financial statements including Internal Audit reports for presentation to the Board			D					
j. Oversee the external audit and approve management letters			D & R			R	A	
k. Recommend appointment of external auditors			R to				R to	C
l. Appoint Auditors			R				R	A
m. Submit timely returns to ESFA in accordance with deadlines			D			C	A	
n. Agree the annual programme of internal audit, review individual and annual reports			D			A		
o. Approve and file accounting returns and approve management statements			D			R	A	
p. Appoint an internal auditor for each school within the MAT to ensure internal accounting controls are effective			R			A		
q. Manage the delegated budget	D & R	D & M	M			M		
r. Ensure financial checks are undertaken and reported			D			M		
s. Ensure financial compliance			D			A		
t. Oversee financial procedures including compliance with DfE, EFSA and AfH.			D			M	A	
u. Review the register of interests of budget holders regarding 3 rd party transactions			D			A		
v. Monitor insurance arrangements including employers and public liability		M	D			M		
FACILITIES								
a. Manage and determine capital developments including appointment of professional advisors			D			A		
b. Receive reports on significant capital developments in individual schools			R			D		
c. Oversee site and premises operational management including compliance with Health and Safety and other legal requirements	D	M	M			A		
d. Implement site and premises operational management including compliance with Health and Safety and other legal requirements	D	M	M					
e. Manage day to day site and premises issues	D	M	M					

Scheme of Delegation	Head	LGB	CEO	Standards Cttee	P&P Cttee	F&F Cttee	Board	Members
f. Review the condition survey and asset management reports		M	D			M		
g. Oversee arrangements for repairs and maintenance	D	M	M					
h. Make recommendations on premises related expenditure	D	A	C					
i. Oversee premises related funding bids	C	C	D			M		
j. Review plans for new build and refurbishment projects	C	C	R			D		
k. Receive annual Health and Safety audit and major incident reports			R			D		
QUALITY OF EDUCATION								
a. Ensure an appropriate and up to date curriculum policy in individual school	D & R	R	C	A				
b. Ensure a broad and balanced curriculum which promotes high standards for all in individual school	D & R	R	C	A				
c. Set targets for achievement at all key stages in individual school, including for micro-populations	D & R	R	C	A				
d. Review of outcomes data for individual school	D & R	D	D					
e. Review of outcomes data for all Trust schools			D & R	D & A				
f. Review the progress and attainment of disadvantaged pupils and other targeted groups in an individual school.	D & R	D	C					
g. Review the progress and attainment of disadvantaged pupils and other targeted groups in all Trust schools.			D & R	D & A				
h. Ensure high standards of teaching and learning in individual school	D	D						
i. Ensure high standards of teaching and learning in all Trust schools			D & R	D & A				
j. Ensure all teachers receive appropriate professional development to secure high standards	D & R	D & R	D & R	A				
k. Ensure an appropriate and up to date marking and assessment policy for individual school	D & R	A	C	M				
l. Ensure that the school's extra-curricular offer is accessible to all and that pupil take up is inclusive	D & R	A	M	M				
m. Ensure moderation and standardisation in place for all schools			D & R	A				
n. Participate in moderation and standardisation exercises to quality-assure standards	D & R	A	C	M				
o. Complete Quality of Education Healthcheck	D & R	D	C	A				

Scheme of Delegation	Head	LGB	CEO	Standards Cttee	P&P Cttee	F&F Cttee	Board	Members
BEHAVIOUR & ATTITUDES								
a. Ensure an appropriate and up to behaviour policy	C	C	D &R	A				
b. Provide a safe environment in school where standards of behaviour are excellent	D	M & A	M	M				
c. Ensure an appropriate system is in place for tracking pupil behaviour	D	M & A	C	M				
d. Track the standard of behaviour in the school, including by groups, subject and location	D & R	D	C	M				
e. Ensure a clear anti-bullying programme in the school	D & R	M	C	M				
f. Ensure due consideration is given to the mental health and wellbeing of pupils and staff in school	D & R	M & A	M	M				
g. Track rates of exclusion by groups	D & R	D	D & R to	M & A				
h. Track the attendance and persistent absence rates of all groups in the school	D & R	D	D & R	M & A				
i. Track the punctuality rates of all groups in the school	D & R	D	D & R to	M & A				
j. Complete Behaviour and Attitudes Healthcheck	D & R	D & R to	C	A				
k. Manage pupil disciplinary matters and any subsequent appeals	D	A		M				
l. conduct pupil disciplinary appeals		D		M				
m. Determine Academy Uniform	D & R to	A	C				M	
PERSONAL DEVELOPMENT								
a. Ensure all pupils have a broad range of opportunities to develop spiritually, within the curriculum and extra-curricular	D & R	A	C	M				
b. Track the success of the spiritual development offer and the participation of all groups of pupils	D & R	A		M				
c. Ensure all pupils have a broad range of opportunities to develop morally, within the curriculum and extra-curricular	D & R	A		M				
d. Track the success of the moral development offer and the participation of all groups of pupils	D & R	A		M				
e. Ensure all pupils have a broad range of opportunities to develop socially, within the curriculum and extra-curricular	D & R	A		M				
f. Track the success of the social development offer and the participation of all groups of pupils	D & R	A		M				
g. Ensure all pupils have a broad range of opportunities to develop culturally, within the curriculum and extra-curricular	D & R	A		M				

Scheme of Delegation	Head	LGB	CEO	Standards Cttee	P&P Cttee	F&F Cttee	Board	Members
h. Track the success of the cultural development offer and the participation of all groups of pupils	D & R	A		M				
i. Ensure pupils are prepared for life in modern Britain, having been taught the fundamental British values	D & R	A		M				
j. Ensure the school is an inclusive environment which promotes equality and diversity	D & R	A		M				
k. Ensure pupils are prepared for the next steps in their education or career	D & R	A		M				
l. Ensure pupils develop an understanding of healthy lifestyle choices, including the safe use of social media	D & R	A		M				
m. Ensure pupils develop an awareness of such concerns as gangs, FGM, sexual exploitation and Prevent	D & R	A		M				
n. Ensure pupils follow the new relationships and sex education and health education curriculum.	D & R	A		M				
o. Ensure the Trust offers a broad enrichment programme			D & R	A				
p. Complete Personal Development Healthcheck	D & R	D & R	C	A				

TRUST Policy	MEMBERS	DIRECTORS	STANDARDS	PAY & PERSONNEL	FINANCE & FACILITIES	LGBs
Accessibility Plan		A				
Admissions Arrangements			A			C M
Agendas & Papers, Minutes for Members, Directors, Committee and LGBs		A				A
Allegations of Abuse Against Staff				A		
Allowances				A		
Appraisal				A		M
Behaviour Principles (inc Anti-Bullying and Exclusion) Policy Statement Trustwide, each school uses own procedures		A				C M
Bullying						A
Capability				A		M
Careers Guidance - details of careers programme & provider access statement						A
Charging & Remissions					A	
Children With Health Needs who cannot attend school			A			
Code of Conduct				A		
Complaints				A		M
Data Protection (including Protection of Biometric Information)		A				
Designated Teacher for Looked After and Previously Looked After children		A				
Discipline & Dismissal				A		M
EAL Register						A
Early Years Foundation Stage		A				
Equality & Diversity (inc Racial Incidents)				A		
Eyecare				A		

TRUST Policy	MEMBERS	DIRECTORS	STANDARDS	PAY & PERSONNEL	FINANCE & FACILITIES	LGBs
Finance Procedures Manual					A	
First Aid						A
Freedom of Information Act Publication Schedule		A				
Grievance Procedure				A		M
Gender Pay Gap Statement				A		
Health & Safety					A	M
Home School Agreements						A
ICT Policy (inc. Pupil /Staff acceptable use)			A			
Leave of Absence				A		
NQTs Policy			A			
Pay Policy				A		
Premises Management						D
Racial Incident			M			A
Recruitment				A		M
Redundancy & Restructuring Procedures				A		M
Register of Business Interests		D				D
Reserves Policy					A	
Retention Schedule					A	
Safeguarding (inc, Dealing with Extremism) Policy Statement Trustwide, each school uses LA Safeguarding Policy		A				M
School information published on website						M
SEND Register						M
Sex and Relationship Education		A				M
Sickness Absence Monitoring				M		D
Single Central Record						D
Special Educational Needs & Disability			A			M
Statement of Conditions for Teaching and Support Staff						X
Stewardship & Green		A				

TRUST Policy	MEMBERS	DIRECTORS	STANDARDS	PAY & PERSONNEL	FINANCE & FACILITIES	LGBs
Student Admission and Attendance						C A M
Succession Planning Policy				A		
Supporting Children with Medical Needs			A			
Whistleblowing				A		M

LOCAL Policy	MEMBERS	DIRECTORS	STANDARDS	PAY & PERSONNEL	FINANCE & FACILITIES	LGBs
Art & Design						A
Assessment						A
Asset Management Policy/Plan						C A M
Collective Worship						A
Curriculum						C A M
Display						A
Drugs & Substance Misuse						A
Educational Visits						C A M
Emergency Plans						A
Exams including Non Exam Assessment						A
Extended School						A
Feedback and Marking						A
Fire Procedures						A
Gifted & Talented						A
Literacy						A
Music						A
PE						A
Positive Handling						A
Provider Access Policy						A
Pupil Premium Plan / Statement						C A M
PSHE						A
Religious Education						C A M
Smoking Policy						A
Staff Development				A		

Staff Structure (Teaching & Support)						A
Teaching & learning						C A M
Uniform						A
Whole School Food & Packed Lunch Policy						A