

Scheme of Delegation

✓ Action to be taken at this level

✓ Action to be taken at this level (School requiring Intervention)

A provide advice and support to those accountable for decision making

<> Direction of advice and support

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Function cannot be legally carried out

Area	Decision	Delegation				
		Members	Trustees	CEO / Executive Headteacher	Local Governing Board	Academy Headteacher
Education and Curriculum	Establish and approval of the curriculum policy and provision for RE and a daily act of collective worship				✓	✓
	Implement curriculum policy			✓	✓	✓
	Monitoring quality of teaching			✓	✓	✓
	Set targets for pupil achievement			✓	✓	✓
	Approve all educational targets			✓	✓	✓
	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term/would lose the opportunity to sit a public exam			✓	✓	✓
	Establish and approve discipline policy			✓	✓	✓
	Implement discipline policy			✓	✓	✓
	Headteacher appointments		A	✓	✓	
	Deputy Headteacher appointments			✓	✓	✓

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		Members	Trustees	CEO / Executive Headteacher	Local Governing Board	Academy Headteacher
Staffing	SLT and all other staff				✓	✓
	Academy staffing structure: agree			✓	✓	✓
	Suspension / Dismissal of Headteacher		✓	✓	✓	
	Appeals panel for dismissal of Headteacher		✓	✓	✓	
	Establish disciplinary / capability policies and procedures (including conduct and grievance)		✓	<A	* in consultation	* in consultation
	Suspension / Dismissal of other staff (including ending suspension)			✓	✓	* in consultation
	Ending suspension of Headteacher		✓	✓	✓	
	Determining dismissal payments / early retirement		✓	✓	✓	* in consultation

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		Members	Trustees	CEO / Executive Headteacher	Local Governing Board	Academy Headteacher
Strategy and Leadership	Determine trust wide policies which reflect the trust's ethos and values (discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; SEND, admissions, staffing policies including: pay, appraisal, and pay and conditions.		✓	✓	* in consultation	* in consultation
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve			✓	✓	✓
	Central spend / top slice: agree		✓	✓	* in consultation	* in consultation
	Management of risk: establish register, review and monitor	✓	✓	✓	✓	✓
	Engagement with stakeholders	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	✓	* in consultation	* in consultation

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	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			✓	✓	✓
	Chief executive officer: Appoint and dismiss	✓	✓			
	Implement performance management policy			✓	✓	✓
Systems and structures	Articles of association: agree and review	✓	✓			
	Governance structure (committees) for the Trust: establish & review annually	✓	✓	<A		
	Terms of reference for Trust committees (incl audit if required, scheme for schools committees): agree and review annually		✓	<A		
	Recruitment and appointment of Trustees.	✓	✓	* in consultation	* in consultation	* in consultation
	Terms of reference for LGB committees: agree and review annually		✓	✓	* in consultation	* in consultation
	Skills audit: complete and recruit to fill gaps		✓	<A>	✓	A

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	Annual self review of trust board and committee performance: complete annually		✓			
	Annual self review of LGB performance: complete annually				✓	
	Periodically evaluate the Chairing of meetings against set criteria		✓		✓	
	Director / committee member contribution: review annually		✓	A	✓	A
	Set up register of LGB Business Interests	✓				
	Set up register of Trustees Business Interests	✓				
	Approve and set up Trust Board Expenses Scheme	✓				
	Approve and set up LGB Expenses Scheme	✓				
	Discharge duties in respect of students with SEND by appointing a responsible person				✓	✓
	Consider whether or not to delegate functions to individual or LGB.		✓	✓	✓	✓

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	Annual schedule of business for trust board: agree		✓	A		
	Annual schedule of business for LGB: agree			✓	✓	✓
	Hold a full Local Governing Board (LGB) at least 3 times year.			✓	✓	✓
	To regulate the LGB procedures and terms of reference where not set out in law			✓	✓	✓
	To ensure the Trust academies meet the statutory amount of daily teaching time and 190 days of opening.	✓	✓			
	To set the times of the school sessions and the working days for the academy.				✓	✓
	To prepare and publish the school prospectus (refer to MAT)			✓	✓	✓
	To appeal against LA direction to admit pupils			✓	✓	✓
	To ensure provision of FSM to those pupils meeting the criteria				✓	✓
	Admissions application decisions and appeals				✓	

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Ensuring Financial Probity	Appoint Chief Financial Officer for evaluating financial probity	✓	✓	✓		
	Trust's scheme of financial delegation and Handbook: establish and review		✓	✓		
	School's scheme of financial delegation and Handbook: establish and review		✓	✓		
	Appoint audit committee		✓			
	External auditors' report: receive and respond		✓	✓		
	CEO pay award: agree	✓				
	Academy headteacher pay award: agree			✓	✓	
	Benchmarking and trust wide value for money: ensure robustness		✓	✓		
	Benchmarking and academy value for money: ensure robustness			✓	✓	✓

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	Develop trust wide procurement strategies and efficiency savings programme		✓	✓		* in consultation
	Carry out financial processes in line with the financial policies and the EFA and Financial Handbook					✓
	To appoint the Responsible Officer		✓			
	Trust's Budget plan to support delivery of school key priorities: agree		✓			
	Individual school's Budget plan to support delivery of school key priorities: agree			✓	✓	
	Monitor monthly expenditure and virements			✓	✓	✓
Reporting	Trust governance details on the Trust's page on the school's websites			✓		
	Academy governance details on academy website			✓	✓	✓
	Register of all Trusts interests, business, pecuniary, loyalty (attendance) for members/Trustees/committee members: establish and publish		✓	✓		

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	Register of all interests LGB, business, pecuniary, loyalty (attendance) for members/Trustees/committee members: establish and publish			✓	✓	✓
	Annual report on performance of the trust: submit to members and publish		✓	✓		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit	✓	✓	✓	✓	✓
	Annual report work of LGB committees: submit to trust and publish				✓	✓
Holding to	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	✓	✓	✓
	Reporting arrangements for progress on key priorities: agree		✓	✓	✓	✓

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Account	Performance management of the Chief Executive Officer: undertake		✓			
	Performance management of academy headteacher : undertake			✓	✓	
	Director monitoring: agree arrangements	✓				
	LGB member monitoring agree arrangements		✓			
Premises, H&S	Buildings insurance and public liability		✓	✓	✓	✓
	Liability for an operational H&S policy		✓	✓	✓	✓
	Procure and maintain buildings, including properly funded maintenance plan		✓	✓	✓	✓
	Develop an academies building strategy		✓			
	Ensure H&S regulations are followed		✓	✓	✓	✓
	Members: Appoint/Remove Trustees and Members	✓				

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Trust	Agree role descriptions for Trustees/chair/ specific roles/ committee members	✓	✓	<A		
	Committee chairs: appoint and remove	✓	✓	<A		
	LGB chairs: appoint and remove		✓	<A		
	To consider requests from other schools to join the MAT	✓	✓	✓		* in consultation
	Clerk to board: appoint and remove		✓	<A		
	Clerk to LGB: appoint and remove		✓	<A		
	To determine the proportion of the overall budget to be delegated to individual academies		✓	✓	✓	✓