

Scheme of delegation 2019/20



To be read in conjunction with the Articles of Association, Master Funding Agreement and ESFA Academies Financial Handbook (AFH)

GOVERNANCE				
	Members	Trustees	Leadership and Management Committee	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 Committees		
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		
5.		To appoint co-opted Trustees (Articles 58)		
6.		To appoint other Committees in line with the Articles of Association		

7.		To appoint Parent Trustees in accordance with the Articles of Association		
8.		To appoint from within its membership Trustees with specific responsibilities for SEN, child protection, and Finance		
9.		To appoint a Company Secretary and a Clerk to the Trustees		
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 Headteacher's report 3 times per year
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 implement the educational character, mission and ethos of the Trust as determined by the Trust Board
16.				To action the Trust's vision and values in the School
17.				To ensure that the Trust has a long-term vision for its future and a strategy to achieve its vision

18		To review and amend / approve the policies of the Academy Trust	To review and amend Trust policies within the committee's remit – Finance Policy (including investment), Charges & Remissions	To support the Trustees and in the preparation and implementation of policy requirements
19				To secure professional 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	Leadership and Management Committee	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 (normally the EHT)		To act as the Accounting Officer and ensure compliance with the Funding Agreement and AFH
24		To appoint a Chief Finance Officer / Head of Finance		
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	To scrutinise the annual budget and 3 year plan for the Academy Trust, and recommend to trustees for approval	To prepare the annual budget and 3 year plan for the Academy Trust
27		To receive (not less than) quarterly reports from the LMC	To monitor income, expenditure, cash flow and balance sheet of the annual budget of the Academy Trust	To monitor the income, expenditure, cash flow and balance sheet of the Academy Trust and prepare monitoring reports for the Trustees

28		To approve any changes to the approved budget	To recommend to trustees any changes to the approved budget of	To approve any changes to the approved budget, where the bottom line does not change
29		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	
30			To agree the Trust Charges and Remissions policy	To implement the Charges and Remissions policy
31		To agree the functions/remit of the LMC	To ensure proper financial controls are in place and adhered to	To ensure proper financial controls are in place and adhered to
32			Ensure compliance with the Funding Agreement and AFH	Prepare and sign the annual statement on regularity, propriety and compliance and demonstrate how the MAT has secured VFM
33		To receive audit reports on compliance and irregularities from the LMC	To provide audit reports on compliance and irregularities to trustees	
34	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
35				To ensure provision of free school meals to those pupils meeting the criteria and compliance with school food standards
36		To approve expenses for Members, Trustees and staff in accordance with the finance policy		To approve expenses in accordance with the finance policy
37				To open bank accounts and approve authorised signatories.
38		To adopt a Trust-wide procurement policy, and ensure OJEU procurement thresholds are observed		
39		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.

40			To ensure the correct process is adhered to regarding related party transactions	To report/obtain approval of all related party contracts to the ESFA in accordance with the AFH.
41			To authorise payments within agreed financial limits	To authorise payments within agreed financial limits
CURRICULUM AND STANDARDS				
	Members	Trustees	Leadership and Management Committee	Headteacher
42		Agree targets (KPIs) for the Trust	To propose financial targets (KPIs) for the Trust for approval by trustees	To provide oversight of the target setting for pupil achievement and progress and monitor against targets
43	Receive an annual report from the Trust Board and the Headteacher on standards contained within the Auditor's report	Ensure effective processes are in place for monitoring the quality of teaching and learning, the curriculum, inclusion and the sharing of good practice across the School		To provide a termly report to the Trustees regarding standards
44		Monitor the KPI figures reported from the Headteacher	Monitor the KPI figures relating to finance and business matters	Report on the KPI figures to Trustees
45		Review of Key Strategic Aims document for identification of any areas of concern	Be part of the development, monitoring and approval of the School Development Plan	Establish School improvement model and report effectiveness to the Trustees
46		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		Provides oversight of the implementation of the Trust-wide curriculum policy including compliance with any funding agreement requirements
47		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

SEN				
	Members	Trustees	Leadership and Management Committee	Headteacher
48		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
49				To ensure compliance with the Disability Discrimination Act requirements
50		Review of provision for identification of any areas of concern relating to SEN. To appoint a designated Trustee for SEN		To designate a teacher to be responsible for co-ordinating SEN provision
SAFEGUARDING				
	Members	Trustees	Leadership and Management Committee	Headteacher
51		To adopt a Trust-wide Safeguarding and Child Protection policy		To prepare a trust wide safeguarding policy and ensure compliance with statutory requirements
52				To report to the Trustees on the procedures in place for safeguarding and on matters as they arise
53		To appoint a designated Trustee for safeguarding		To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance
54		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
55		To ensure the completion of the single central record and its regular up-dating		To maintain the single central record
56		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	Leadership and Management Committee	Headteacher
57		To adopt a Trust-wide behaviour policy and review procedure for identification of any areas of concern		To prepare and implement a Trust-wide behaviour policy for adoption by the Trustees
58		To review the use of exclusions across the Trust. To convene a committee to review the exclusion of a pupil by the Headteacher		To review the overall pattern of exclusions and to report on the same to the Trustees
ADMISSIONS				
	Members	Trustees	Leadership and Management Committee	Headteacher
59		To adopt and publish Trust-wide admissions arrangements and policy		To develop and ensure compliance with a trust wide admissions policy
60		Makes arrangements for determining admissions		Provides oversight of and support of the implementation of the admissions arrangements across the Trust
61				Ensures participation in the fair access protocol
62		Follows Headteacher lead on undertaking consultation, publishing admissions criteria and determining arrangements as required in accordance 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		Provides the lead in admissions consultations Ensures effective arrangements are in place for pupil recruitment

PUPIL RELATED MATTERS				
	Members	Trustees	Leadership and Management Committee	Headteacher
63		<p>Receives a termly report from the Headteacher regarding standards (to include attendance)</p> <p>To review attendance and pupil absences (as part of the KPI report)</p>		<p>Monitors the levels of attendance in the Academy and reports termly to the Trustees</p> <p>To maintain a register of pupil attendance and report on attendance and pupil absences (as part of the KPI report)</p>
64		<p>Adopt and publish Trust-wide Complaints policy</p> <p>To hear complaints against the Headteacher as necessary</p>		To prepare a Complaints policy and to investigate / hear complaints at the relevant stage
65		To receive reports from the Headteacher regarding the level of complaints across the Trust		To review the level of complaints across the Trust
66		To monitor the impact of the pupil premium across the Trust		To monitor the impact of the pupil premium across the Trust
67		To approve 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	Leadership and Management Committee	Headteacher
68		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
69		<p>Adopt data protection policies and procedures to cover:</p> <ul style="list-style-type: none"> • the requirement to notify individuals as to how information is to be used and • the matter of safe storage 		To support the Trust on the effective safe storage of data

70				To maintain accurate and secure records for all staff and pupils
71				Ensure registration with the Information Commissioners is up to date
72		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
73		Ensure publication of all statutory information	Ensures systems and mechanisms are in place in line with the Trust's strategy 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 Trust information, ensuring that all electronic communication, including web pages, are up to date
STAFFING				
	Members	Trustees	Leadership and Management Committee	Headteacher
74		To define any overarching management structures across Academy Trust and budget and approve the staffing structure for the Trust	Monitor the agreed staffing structure for the School and for the appointment of School staff to ensure that the School is fully staffed in accordance with that structure	To propose the leadership and staffing structures for the Trust in consultation with the LMC and monitor and review staffing changes across the Trust
75		To adopt Trust wide staff policies and procedures – pay and rewards, appraisals, flexible working, pensions, staff insurance		To advise the Trustees on suitable Trust policies and procedures and to ensure their effective implementation
76		To appoint, suspend and dismiss the Headteacher, Company Secretary, Chief Finance Officer and Clerk to the Trust		To appoint, suspend and dismiss the members of the SLG
77		To ensure the performance management policy is implemented		
78		To conduct the performance management of the Headteacher		To undertake performance management as determined by the Trust Policy

HEALTH, SAFETY AND RISK				
	Members	Trustees	Leadership and Management Committee	Headteacher
79		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
80		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
81		Review the implementation of the above policy and ensure that appropriate risk assessments are being carried across the Trust	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	Monitor and support the implementation of the Trust's Health and Safety policy across the Schools
82		To receive accident reporting termly and review		To ensure accident reporting to relevant bodies and monitor accidents and agree appropriate actions
83		To approve Emergency Procedures for the School to include evacuation and lock-down		To draft Emergency Procedures for the School to include evacuation and lock-down
84			To review and approve insurance arrangements	To ensure there is adequate insurance cover
85		To review and maintain a buildings strategy and asset management planning arrangements		To prepare a buildings strategy and asset management planning arrangements
86		To approve a Trust-wide Lettings policy	To review and recommend the trust Lettings policy	To implement the Trust Lettings policy
87		To approve and monitor an accessibility plan for the School in consultation with the Headteacher		To liaise with the Trustees in relation to the accessibility plan