



# **SCHEME OF DELEGATION 20/21**

## **Introduction**

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust (MAT) and its constituent schools.

The bodies may include:

1. Trust Members
2. Trust Board of Trustees (Board)
3. Trust Finance and General Purposes Committee (F&GP)
4. Trust Educational Standards Committee (ES)
5. Trust Compliance Committee (CC)
6. Chief Executive Officer (CEO)
7. Executive Head (EHT)
8. Secondary Board (SB)
9. Local Academy Board (LAB)
10. Headteachers of individual schools (HTs)
11. Heads of Schools (HoSch)

The delegated powers are broken down into different levels in line with the MAT's principles of governance, leadership and operation. The delegated authority for individual schools is aligned with the need for the MAT to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Roles & Responsibilities Matrix and the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

### **MAT & School policies**

The Trust Board has developed a policy document identifying the range of statutory, regulatory and necessary policies and whether they are Trust or School policies. In conjunction with this Scheme of Delegation this sets out the responsibility for approval and monitoring of these policies.

### **School Leadership**

The trust has different 'categories' of school leader:

Executive Head – fully accountable for the activity and outcomes of more than one school and the legal Headteacher of the schools, with day-to-day running of the individual schools delegated to Heads of School. Accountable to the Secondary Board and CEO.

Heads of School – delegated responsibility for running one school, accountable to the LAB for that school and the EHT.

Headteacher – legal Headteacher for a school and accountable to the LAB for the school and CEO.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	F&GP Cttee	Educational Standards	Compliance Cttee	CEO	RC LAB	RC Headteacher	Secondary Board + JM FZ LABs	Executive Head	Head of School
<b>1.</b>	<b>Governance</b>											
1.1.	Approve changes to Trust Articles of Association	Members only	R									
1.2.	Approve Trust Board operating principles		A				R					
1.3.	Appoint Trustees	Members only	R									
1.4.	Approve Trust Scheme of Delegation		A				R	C	C	C	C	C
1.5.	Approve school status (level of autonomy/authority)		A				R	C		C		
1.6.	Approve new convertor or sponsored schools joining MAT	Subject to due diligence	A				R					
1.7.	Establish and approve Terms of Reference for MAT Committees including LABs and SB	Subject to school autonomy status	A				R					
1.8.	Establish LAB sub-committees and their terms of reference							A	C			
1.9.	Appoint Chair/Vice Chair of Trust Board		A									
1.10.	Remove Chair/Vice Chair of Trust Board		A									
1.11.	Appoint Chair and Vice Chair of LAB		A					P				
1.12.	Remove Chair or Vice Chair of LAB	In exceptional circumstances	A					P				
1.13.	Appoint Chair and Vice Chair of SB		A							R P		
1.14.	Remove Chair or Vice Chair of SB	In exceptional circumstances	A							R P		
1.15.	Appoint Trust Governors to LAB		A					R				

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1.16.	Remove Governors from LAB	In exceptional circumstances	A					R				
1.17.	Appoint Trust Governors to SB		A							R		
1.18.	Remove Governors from SB	In exceptional circumstances	A							R		
1.19.	Appoint (and remove) Chair(s) of Trust Committees		A	R	R	R						
1.20.	Appoint (and remove) Trust Committee members		A	R	R	R						
1.21.	Appoint (and remove) Clerk to Trust Board		A				R					
1.22.	Appoint (and remove) Clerk to LAB		A				R	C				
1.23.	Appoint (and remove) Clerk to SB		A				R			C		
1.24.	Appoint Accounting Officer	Within CEO job description	A									
1.25.	Trust Policy Matrix		A				R	C		C		
1.26.	Trust Governance Calendar		A				R	C		C		
1.27.	Approve Trustees & Governors Expenses Policy	Trust Policy	A				C					
1.28.	Appoint a Company Secretary or allocate responsibilities	Company Secretary not mandatory	A				R					
<b>2.</b>	<b>Trust &amp; School Planning &amp; Performance</b>											
2.1.	Trust Strategic Plan		A M	M	M	M	R/I	C	C	C	C	C
2.2.	Devise trust-wide Curriculum Statement				A		R		D I		D I	D I
2.3.	Trust 1 Year Development Plan		A M	M	M	M	R/I					
2.4.	Set School Performance Targets		A				R	P	D	P	D	D
2.5.	School Performance Review				A		I					

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2.6.	Secondary Phase/School Strategic Plans	Aligned to Trust Strategic Plan		C	C		A	R/M	D/I	R/M	D/M/I	D/I
2.7.	School 1 Year Development Plan							A	R	A	R	D
<b>3.</b>	<b>Staff Policies and Pay</b>											
3.1.	HR, Employment & Staff related policies	Trust Policies: See policy matrix	A			M	R	M	I	M	I	I
3.2.	Employee Terms & Condition changes		A				R					
3.3.	Employee T&Cs for new schools		A				R					
3.4.	Teachers' Annual Pay Award	Trust Policy		A			R					
3.5.	Associate Staff Annual Pay Award	Trust Policy		A			R					
3.6.	CEO Performance Review & Pay	Trustee sub-group	A									
3.7.	Executive Headteacher Performance Review & Pay	CEO + 2 SB governors		A			I/R	I/R		I/R		
3.8.	Headteacher Performance Review and Pay			A			I/R					
3.9.	Head of School Performance Review and Pay			A						I/R	I/R	
3.10.	Individual Performance Pay Awards	As per Trust policy		A			R	R	P	R	P	P
<b>4.</b>	<b>Staff Management</b>											
4.1.	CEO appointment		A									
4.2.	Trust staff structure & complement		A				R					
4.3.	Trust staff appointments		A				R					

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4.4.	School staff structure & complement	Within School 1 Year Plan					A	P	P	P	P	P
4.5.	Executive Headteacher appointment	Trust/CEO panel	A				R			P		
4.6.	Headteacher appointment	LAB/CEO panel					A	P				
4.7.	Head of School appointment	LAB/Exec Hd panel					A			R	P	
4.8.	Senior leadership appointments						C	A	P	A	P	P
4.9.	Teaching and support staff appointments						C				A	A
4.10.	Suspension of CEO		A									
4.11.	Return of CEO after suspension		A									
4.12.	Dismissal of CEO		A									
4.13.	Suspension of Executive Headteacher/Headteacher/Head of School	As per policy					A	C		C		
4.14.	Return of Executive Headteacher/Headteacher/Head of School after suspension						A	C		C		
4.15.	Dismissal of Executive Headteacher/Headteacher/Head of School		A				R	C		C		
4.16.	Suspension of teaching and support staff						C		A		A	
4.17.	Return of teaching and support staff after suspension						C		A		A	
4.18.	Redundancy of school staff	Financial implications	A				R	C	P	C	P	

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4.19.	Restructuring of school staff	Without financial implication					A	R	P	R	P	
4.20.	Trust Inset Days	See also 7.1					A		P		P	
<b>5.</b>	<b>Financial Governance &amp; Management</b>											
5.1.	Trust & School Financial Regulations	Academies Financial Handbook, Trust Policies,	A	RM			P	M	I	M	I/M	I
5.2.	Trust & School Financial Procedures	Trust Policy, Trust Manual	A	RM			P	M	I	M	I/M	I
5.3.	Annual review of Trust Risk Register	Academies Financial Handbook		AM	AM	AM	PI					
5.4.	Annual review of School Risk Register	Academies Financial Handbook					M			AM	PI	PI
5.5.	Appoint Trust auditors	Members	R	P								
5.6.	Trust 3 year Budget Plan		A	R			P					
5.7.	Trust 1 year Budget			A			R					
5.8.	Trust Central Charges to schools		A	R			P	C		C		
5.9.	Trust Budget Reports			AM			PM					
5.10.	Trust Interim Year End Accounts			A			R					
5.11.	Trust Annual Accounts		A	R								
5.12.	Trustees Annual Report		A	R	C	C	P	C	C	C	C	C
5.13.	Trust Accounts Return to ESFA						A					
5.14.	Response to Auditor's Management Letter			A			R/I					

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5.15.	School 3 year budget plans	Annually		A			R	P	D	P	P	D
5.16.	School Budget Reports	Monthly		M			MA	M	M	M	M	M
5.17.	School Interim Year End Accounts			MA			MA	MR	PM	MR	PM	PM
<b>6.</b>	<b>Financial Authorisation</b>											
6.1.	Expenditure or contracts up to Lower Limit	Limits as per Finance Regulations					A		A		A	
6.2.	Expenditure or contracts from Lower Limit to Upper Limit			A			R	A	R	A	R	
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	Limits as per Finance Regulations		A			R	P	P	P	P	
6.4.	Expenditure over OJEU limit		A	R			P					
6.5.	Compensation payments up to £30K	ESFA guidance has changed	A	C			R C		P		P	
<b>7.</b>	<b>Policies &amp; Procedures</b>											
7.1.	School times, terms and holidays	See 4.20	A				R	C	P	C	P	P
7.2.	Change of School Age Range		A				R	P	D	P	D	D
7.3.	Expansion of School Pupil Admission Number (PAN)		A				R	P	D	P	D	D
7.4.	Extension of School provision		A				R	P	D	P	D	D
7.5.	Extended services on-site						A	P	R			
7.6.	Child Welfare & Safeguarding Policy	Trust Policy INDIVIDUAL SCHOOL ADAPT LOCALLY	A			M	R	A (local adapt) M	I	M	IM	I
7.7.	School Statutory Policies	See policy matrix	A			M	M	M	I	M	IM	I
7.8.	School non-Statutory Policies							AM	P/I	AM	P M	DP/I
7.9.	Fixed-term exclusion (FTE)						M	M	PI	M	I	P



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7.10.	Return after short-term exclusion								A		A	
7.11.	Permanent Exclusions						C	A	R	A	R	P
7.12.	Appeals against Permanent Exclusion	LA Independent Panel					M	I		I		
7.13.	Complaints Policy	Trust policy	A			M	R	M	I	M	I	I
7.14.	Complaints Appeals	Independent Panel	I			M	R	I		I		
7.15.	Admissions Policy	School Policy	A			M	R	C	P	C	P	D
7.16.	Admissions allocation of places	As per Admissions policy						AM	I	M	A	I
7.17.	Admissions Appeals	Independent Panel				M	C	A	I	A	I	I
7.18.	School prospectus	Refers to overall branding and image guidelines					C	A	D R	A	R	D
7.19.	School website	Refers to overall branding and image guidelines					C	A	D R	A	R	D
7.20.	School logo & branding	Refers to overall branding and image guidelines					C	A	D R	A	R	D
7.21.	School uniform	Refers to overall branding and image guidelines					C	A	D R	A	R	D

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7.22.	Trust branding	Refers to overall branding and image guidelines	C				A					
<b>8.</b>	<b>Premises &amp; Assets</b>											
8.1.	Asset Management Policy	Trust Policy	A	R			P	C		C		
8.2.	Asset Management Plan			A			R	A	R	A	R	D

*DECLARATION The Trust Board of the Abingdon Learning Trust, at its meeting on XXXXX 2020 resolved to adopt this Scheme of Delegation. A copy has been forwarded to the Clerk for the formal Trust Board records and is available on the Trust's website. This scheme will be reviewed annually.*

Signature:

(Chair of the Trust Board)

Date of signature: