

**MULTI ACADEMY TRUST**  
**SCHEME OF DELEGATION**

**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 and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Audit & Finance Committee
4. Other Trust Committees
5. Local Governing Body
6. Leadership Group
7. Chief Executive
8. Principal/Headteacher of individual academies

The delegated powers are broken down into different levels in line with the Trust’s principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education 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)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

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

**Trust Policies**

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. These policies may include those listed below.

<b>Academy &amp; Pupil Policies</b>	<b>Employment &amp; Staff Policies</b>
Curriculum	Pay & Remuneration
Teaching & Learning	Performance Management & Appraisal Review
Sex Education	Disciplinary
Religious Education	Re-structuring and Redundancy
Child Welfare & Safeguarding	Job Role, Grade & Salary
Attendance	Grievance
Pupil Behaviour & Exclusions	Capability
Pupil Premium	Whistleblowing
Health & Safety	Employee Health & Safety
Academy Trips	<b>Financial Policies</b>
Complaints	Financial Regulations & Procedures
	Asset Management & Register
	Procurement

#	Task	Members	Board	Audit & Finance Cttee	LGB	CEO	PRINCIPAL	CFO
<b>1.</b>	<b>Governance</b>							
1.1.	Approve Trust Board Terms of Reference	<b>A</b>				<b>R</b>		
1.2.	Approve Trust Scheme of Delegation	<b>A</b>	<b>R</b>					
1.3.	Establish Trust Committees		<b>A</b>			<b>R</b>		
1.4.	Approve Trust Committee Terms of Reference & Composition		<b>A</b>	<b>R</b>		<b>P</b>		
1.5.	Approve Local Governing Body (LGB) Terms of Reference & Composition		<b>A</b>			<b>R</b>		
1.6.	Establish LGB working groups		<b>A</b>		<b>R</b>	<b>R</b>		
1.7.	Appoint (and remove) Chair of Trust Board	<b>A</b>	<b>R</b>					
1.8.	Appoint (and remove) Chair of LGB*		<b>A</b>		<b>R</b>	<b>R</b>		
1.9.	Appoint (and remove) Chair(s) of Trust Committees		<b>A</b>			<b>R</b>		
1.10.	Appoint (and remove) Trust members	<b>A</b>	<b>R</b>					
1.11.	Appoint (and remove) Clerk to Trust Board	<b>A</b>	<b>R</b>			<b>R</b>		
1.12.	Appoint (and remove) Clerk to LGB				<b>A</b>	<b>R</b>		
1.13.	Organise calendar of Trust Board and LGB meetings		<b>C</b>		<b>C</b>	<b>A</b>		
1.14.	Approve Directors Expenses Policy		<b>A</b>			<b>R</b>		
<b>2.</b>	<b>Academy Performance, Curriculum &amp; Teaching</b>							
2.1.	Trust Strategic 3 Year plan		<b>A</b>			<b>R</b>		
2.2.	Academy Performance Targets				<b>A</b>	<b>R</b>	<b>P</b>	
2.3.	Academy Development Plan		<b>A</b>		<b>C, I</b>	<b>R</b>	<b>P, I</b>	
2.4.	Academy Performance In-Year Updates		<b>A</b>			<b>R</b>		
2.5.	Curriculum Policy		<b>A</b>		<b>R</b>	<b>P</b>		
2.6.	Teaching & Learning Policy		<b>A</b>		<b>R</b>	<b>P</b>		
2.7.	Sex Education policy		<b>A</b>		<b>R</b>	<b>P</b>		
2.8.	Religious Education policy		<b>A</b>		<b>R</b>	<b>P</b>		
<b>3.</b>	<b>Staff Policies &amp; Pay</b>							
3.1.	Pay & Remuneration Policy		<b>A</b>	<b>R</b>	<b>R</b>	<b>C</b>		<b>P</b>
3.2.	Job Role Salary & Grading Policy		<b>A</b>	<b>R</b>	<b>R</b>	<b>C</b>		<b>P</b>
3.3.	Changes to Employee Terms & Conditions or Collective Agreements		<b>A</b>	<b>R</b>	<b>R</b>	<b>C</b>		
3.4.	Adoption of Transferring Policies and Collective Agreements		<b>A</b>	<b>R</b>	<b>R</b>	<b>C</b>	<b>C</b>	<b>C</b>
3.5.	Teachers Annual Pay Award		<b>A</b>	<b>R</b>		<b>C</b>		<b>P</b>
3.6.	Support Staff Annual Pay Award		<b>A</b>	<b>R</b>		<b>C</b>		<b>P</b>
3.7.	Performance Management & Appraisal Review Policy		<b>A</b>	<b>R</b>	<b>R</b>	<b>C</b>	<b>P</b>	
3.8.	Disciplinary Policy		<b>A</b>	<b>R</b>	<b>R</b>	<b>P</b>	<b>C</b>	
3.9.	Grievance Policy		<b>A</b>	<b>R</b>	<b>R</b>	<b>P</b>	<b>C</b>	
3.10.	Capability Policy		<b>A</b>	<b>R</b>	<b>R</b>	<b>P</b>	<b>C</b>	
3.11.	Whistleblowing Policy		<b>A</b>	<b>R</b>	<b>R</b>	<b>C</b>		<b>P</b>

#	Task	Members	Board	Audit & Finance Cttee	LGB	CEO	PRINCIPAL	CFO
3.12.	Re-structuring & Redundancy Policy		A	R	R		C	P
3.13.	Employee Health & Safety Policy		A	R	R		C	P
<b>4.</b>	<b>Staff Management</b>							
4.1.	Staff complement, structure and grades				A	R	C	
4.2.	CEO/Executive Principal appointment		A					
4.3.	Principal appointment		A		C	R		
4.4.	Leadership appointments				A	C	R	
4.5.	Teaching and support staff appointments				C	A	R	
4.6.	Suspension of CEO/Executive Principal		A					
4.7.	Return of CEO/Executive Principal after suspension		A					
4.8.	Suspension of Principal		A		C	R		
4.9.	Return of Headteacher after suspension		A		C	R		
4.10.	Suspension of teaching and support staff				A	C	R	
4.11.	Return of teaching and support staff after suspension				A	C	R	
<b>5.</b>	<b>Financial Governance &amp; Management</b>							
5.1.	Trust & Academy Financial Regulations (inc. key policies)		A	R				P
5.2.	Trust & Academy Financial Procedures		A	R				P
5.3.	Trust Procurement Policy		A	R				P
5.4.	Trust 1 year Budget		A	R				P
5.5.	Trust Year End Report		A	R				P
5.6.	Trust Annual Accounts		A	R				P
5.7.	Trustees Report		A			R		P
5.8.	Trust Academies Accounts Return to EFA					A		P
5.9.	Response to Auditor's Management Letter		A	R				P
5.10.	Academy 1 year Budget		A	R	M		C	P
5.11.	Academy Year End Report		A	R	M			P
5.12.	Academy Accounts Return to EFA					A		P
<b>6.</b>	<b>Financial Authorisation</b>							
6.1.	Academy Expenditure or contracts up to £10,000					C	A	R
6.2.	Academy Expenditure or contracts from £10,000 to £75,000			A			C	P
6.3.	Academy Expenditure or contracts from £75,000 to OJEU limit		A	R			C	P
6.4.	Trust Expenditure or contracts up to £10,000					A		R
6.5.	Trust Expenditure or contracts up from £10,000 to OJEU Limit		A	R				P

#	Task	Members	Board	Audit & Finance Cttee	LGB	CEO	PRINCIPAL	CFO
6.6.	Academy or Trust Expenditure over OJEU limit		<b>A</b>	<b>R</b>				<b>P</b>
6.7.	Disposals or write off of stock, assets or debts up to £1,000				<b>A</b>	<b>R</b>	<b>C</b>	<b>P</b>
6.8.	Disposals or write off of stock, assets or debts from £1,000 to £5,000				<b>A</b>	<b>R</b>	<b>C</b>	<b>P</b>
6.9.	Disposals or write off of stock, assets or debts over £5,000 (up to AFH limit)				<b>A</b>	<b>R</b>	<b>C</b>	<b>P</b>
6.10.	Compensation payments up to £50,000		<b>A</b>	<b>R</b>			<b>C</b>	<b>P</b>
<b>7.</b>	<b>Academy Policies &amp; Procedures</b>							
7.1.	Academy times, terms and holidays				<b>C</b>	<b>A</b>	<b>R</b>	
7.2.	Expansion of Academy (PAN or NOR)		<b>A</b>	<b>R</b>	<b>C</b>	<b>P</b>	<b>C</b>	
7.3.	Extension of Academy provision (Nursery)		<b>A</b>	<b>R</b>		<b>P</b>		
7.4.	Child Welfare & Safeguarding Policy		<b>C</b>		<b>A</b>		<b>R</b>	
7.5.	Attendance Policy & Plan		<b>C</b>		<b>A</b>		<b>R</b>	
7.6.	Pupil Behaviour & Exclusions Policy		<b>C</b>		<b>A</b>		<b>R</b>	
7.7.	Fixed Term Exclusions						<b>A</b>	
7.8.	Permanent Exclusions						<b>A</b>	
7.8a	Review Decision to Permanently Exclude				<b>A</b>		<b>R</b>	
7.9.	Appeals against Permanent Exclusion				<b>A</b>		<b>R</b>	
7.10.	Complaints Policy		<b>A</b>		<b>R</b>			
7.11.	Complaints Appeals		<b>A</b>		<b>R</b>			
7.12.	Admissions Policy		<b>A</b>		<b>R</b>		<b>P</b>	
7.13.	Allocation of places against Admissions Policy		<b>C</b>		<b>A</b>		<b>R</b>	
7.14.	Admissions Appeals		<b>C</b>		<b>A</b>		<b>R</b>	
7.15.	Academy prospectus				<b>A</b>		<b>R</b>	
7.16.	Academy website				<b>A</b>		<b>R</b>	
7.17.	Academy logo & branding		<b>A</b>		<b>C</b>	<b>R</b>	<b>P</b>	
7.18.	Academy uniform		<b>A</b>		<b>C</b>	<b>R</b>	<b>P</b>	
7.19.	Academy Trips Policy		<b>A</b>		<b>R</b>		<b>P</b>	
7.20.	Extended services on-site		<b>A</b>		<b>C</b>	<b>R</b>		
7.21.	Pupil Premium Policy		<b>A</b>		<b>R</b>		<b>P</b>	
7.22.	Pupil Premium Plan				<b>A</b>		<b>R</b>	
<b>8.</b>	<b>Premises &amp; Assets</b>							
8.1.	Asset Management Policy & Plan		<b>A</b>	<b>R</b>	<b>R</b>			<b>P</b>
8.2.	Health & Safety Policy		<b>A</b>	<b>R</b>	<b>R</b>			<b>P</b>