

# Scheme of Delegation 2025-26

Approve (A)  
Recommend (R)  
Propose (P)  
Ratify (Ra)

Develop (D)  
Monitor (M)  
Consulted (C)  
Implement (I)



1	Governance	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				Finance & Audit	Human Resources	Standards								
1.1	Approve MAT Articles of Association	Members only	R											
1.2	Approve MAT Board Terms of Reference		A				R							
1.3	Approve MAT Scheme of Delegation		A				R							
1.4	Approve new convertor or sponsored schools joining MAT		A				R	C					C	
1.5	Establish MAT Committees		A	R	R	R	R							
1.6	Approve MAT Committee Terms of Reference		A	I	I	I	R							
1.7	Approve Local Governing Body (LGB) Terms of Reference		A				R	C				P		
1.8	Establish LGB sub-committees		A				R					R		
1.9	Decision to intervene in school governance		A				R							
1.10	Appoint Chair of MAT Board		A											
1.11	Appoint Chair and Vice Chair of LGB		A									R		
1.12	Remove Chair or Vice Chair of LGB	Exceptional circumstances	A				R					R		
1.13	Appoint LGB members	Trust Governors	A									R		
1.14	Remove LGB members	Exceptional circumstances	A									R		
1.15	Appoint (and remove) Chair(s) of MAT Committees		A											
1.16	Appoint (and remove) MAT Committee members		A											
1.17	Appoint (and remove) Clerk to MAT Board		A				R							
1.18	Appoint (and remove) Clerk to LGB		A				R							
1.19	Appoint Accounting Officer		A											
1.20	MAT Policy Matrix		A				R						C	
1.21	MAT Governance Calendar		A				R	C						
1.22	Approve Directors Expenses Policy	MAT Policy	A											
1.23	Appoint a Company Secretary	Not mandatory	A											
1.24	Trust website		A				R	C						

2	MAT & School Performance & Planning	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
2.1	MAT Strategic Plan		AM				R	C					C	
2.2	MAT 1 Year Plan		AM				R	C					C	
2.3	School Performance Targets		AM			R	P			P			C	M
2.4	School Performance Review		M				M			M				C
2.5	School Improvement Plan					M	A	M				M		P
2.6	Decision to intervene in school management		A				R	C						
2.7	MAT Staff Development Plan	Within MAT 1 Year Plan	A				R	C					C	
2.8	School Staff Development Plan	Within School 1 Year Plan					A		C	C				P
2.9	School Inset Days	See 7.1	A				R	C					C	P
2.10	School Risk Registers		M				R	M				M		C
2.11	MAT Risk Registers		M				R	M						

3	Staff Policies and Pay	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
3.1	HR, Employment & Staff related policies	MAT Policies: See policy matrix	A		R		P	C				M	C	
3.2	Employee Terms & Condition changes		A		R		P	C					C	
3.3	Employee T&Cs for new schools		A		R		P						C	
3.4	Teachers Annual Pay Award	MAT Policy	A	R			P		C					
3.5	Support Staff Annual Pay Award	MAT Policy	A	R			P		C					
3.6	CEO Performance Review & Pay	MAT sub-group	A		R									
3.7	Headteacher Performance Review & Pay	MAT/LGB subgroup	A		C		R					C		
3.8	Individual Performance Pay Awards	As per MAT policy										A		R

4	Staff Management	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
4.1	CEO appointment		A											
4.2	MAT staff structure & complement		A				R	C					C	
4.3	MAT staff appointments		A				R	C						
4.4	School staff structure & complement	Within School 1 Year Plan					A	C				M		P
4.5	Headteacher appointment	MAT/LGB panel	A				R		C			C		
4.6	Senior leadership appointments ( <i>deputy and assistant heads</i> )						A		C	C		M		P
4.7	Teaching and support staff appointments													A
4.8	Decision to intervene in school staff management		A				R	C						C
4.9	Suspension of CEO		A											
4.10	Return of CEO after suspension		A											
4.11	Dismissal of CEO		A		C									
4.12	Suspension of Headteacher	As per policy	A				R					C		
4.13	Return of Headteacher after suspension	As per policy	A				R					C		
4.14	Dismissal of Headteacher		A		C		C					C		
4.15	Suspension of teaching and support staff						C							A
4.16	Return of teaching and support staff after suspension						C					C		A
4.17	Redundancy of school staff		A	C	C		R	C				C		C
4.18	Restructuring of school staff				A		R	C				C		C

5	Financial Governance & Management	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
5.1	MAT & School Financial Regulations	MAT Policy	M	M			M		M					
5.2	MAT & School Financial Procedures	MAT Policy	M	M			M		M			M		M
5.3	Decision to intervene in school financial management		A	R			P		C					
5.4	Appoint MAT auditors	*Auditors formally appointed by Members	A	R					P					
5.5	MAT 3 year Budget Plan		A	R			R		P					
5.6	MAT 1 year Budget		A	R			R		P					
5.7	MAT Services to schools		A	R			P	C					C	
5.8	MAT Charges to schools		A	R			P	C					C	
5.9	MAT Budget Reports		AM	RM			RM		P					
5.10	MAT Annual Accounts		A	R			C		C					
5.11	Trustees Report		A	R			P		C					
5.12	MAT Accounts Return to DfE						A		P					
5.13	Response to Auditor's Management Ltr		A	R			P		C					
5.14	School 1 year Budget		A	R			R		P			P		C
5.15	School Budget Reports			M			M		P			M		M
5.16	Asset Management Policy	MAT Policy	A	R			P	C						
5.17	Asset Management Plan		A	R			P	C						C

6	Financial Authorisation	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
6.1	Expenditure or contracts up to Lower Limit (10k)	Limits as per Finance Regulations					A	P						C/P
6.2	Expenditure or contracts from Lower Limit to Upper Limit (10-15k)		A			R	P							C/P
6.3	Expenditure or contracts from Upper Limit to (Find a Tender) limit (£207,720) And over 50k must be competitive tendering		A			R	P							C/P
6.4	Expenditure over (Find a Tender) limit		A	R			P	P						C/P
6.5	Compensation payments up to £50,000		A	C	C		R	C						

7	School Policies & Procedures	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resource	Standards								
7.1	School times, terms and holidays		A				R	C				C	C	C
7.2	Change of School Age Range		A				R	C				C		C
7.3	Expansion of School PAN		A				R	C				C		C
7.4	Extension of School provision		A				R	C				C		C
7.5	Extended services on-site		A				R	C				C		C
7.6	Child Welfare & Safeguarding Policy	MAT Policy	AM				R					M		M
7.7	School Statutory Policies	See policy matrix	A									M	C	P
7.8	School non-Statutory Policies	See policy matrix	A									M	C	P
7.9	Short-term Suspension													A
7.10	Return after short-term Suspension													A
7.17	Permanent Exclusions											A		R
7.12	Appeals against Permanent Exclusion	Independent Panel	I											
7.13	Complaints Policy	MAT policy	A				R	C						
7.14	Complaints Appeals	Independent Panel	I											
7.15	Admissions Policy	School Policy	A				R							
7.16	Admissions allocation of places	As per Admissions Policy					I							
7.17	Admissions Appeals	Independent Panel	I											
7.18	School prospectus											C		R
7.19	School website		A				C	C				C		R
7.20	School logo & branding		A				C	C				C		R
7.21	School uniform		A				C	C				C		R