

## **MULTI ACADEMY TRUST SCHEME OF DELEGATION (Vo.1)**

### **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 member schools.

The bodies may include:

1. MAT Members
2. MAT Board of Directors
3. MAT Finance and Audit Committee
4. MAT Personnel & People Committee
5. CEO
6. Local Governing Body
7. Leadership group of Headteachers
8. Headteachers of individual schools

The delegated powers are broken down into different levels in line with the MAT's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the MAT 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)
- Ratify (Ra)
- Develop (D)
- 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.

### **MAT & School policies**

A key task for the MAT Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are MAT or School policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify key MAT or School policies.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Trustees	F&A Cttee	HR C'ttee	CEO	LGB	Ldship Grp	Headteacher
<b>1.</b>	<b>Governance</b>								
1.1.	Approve MAT Articles of Association	Members only	R						
1.2.	Approve MAT Board Terms of Reference		A			R		C	
1.3.	Approve MAT Scheme of Delegation		A			R		C	
1.4.	Approve new convertor or sponsored schools joining MAT	Subject to criteria and due diligence	A			R		P	
1.5.	Establish MAT Committees		A	R	R	R		C	
1.6.	Approve MAT Committee Terms of Reference		A	I	I	R		C	
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A			R	P	C	
1.8.	Establish LGB sub-committees						A		
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		
1.12.	Remove Chair or Vice Chair of LGB	In exceptional circumstances	A				A		
1.13.	Appoint LGB members	Trust Governors	A				R		
1.14.	Remove LGB members	In 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	C		
1.19.	Appoint Accounting Officer		A						
1.20.	MAT Policy Matrix		A			R		P	
1.21.	MAT Governance Calendar		A			R		P	
1.22.	Approve Directors Expenses Policy	MAT Policy	A						
1.23.	Appoint a Company Secretary	Not mandatory	A						
1.24.	Trust website	Compliance	A			R		C	
<b>2.</b>	<b>MAT &amp; School Performance &amp; Planning</b>								
2.1.	MAT Strategic Plan		AM			R		P	
2.2.	MAT 1 Year Plan		AM			R		P	
2.3.	School Performance Targets		AM			P	RM	P	D
2.4.	School Performance Review		A			P	R	P	D
2.5.	School Strategic Plan		A			P	R	P	D
2.6.	School 1 Year Plan					R	AM	P	D
2.7.	Decision to intervene in school management		A			R		C	C
2.8.	MAT Staff Development Plan	Within MAT 1 Year Plan	A			R		P	
2.9.	School Staff Development Plan	Within School 1 Year Plan						C	A
2.10.	MAT Inset Days	See 7.1						A	

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<b>3.</b>	<b>Staff Policies and Pay</b>								
3.1.	HR, Employment & Staff related policies	MAT Policies: See policy matrix	A		R	P	M	C	
3.2.	Employee Terms & Condition changes		A		R	P		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 sub-group	A			C	R		
3.8.	Individual Performance Pay Awards	As per MAT policy					A	C	R
<b>4.</b>	<b>Staff Management</b>								
4.1.	CEO appointment		A						
4.2.	MAT staff structure & complement		A			R		P	
4.3.	MAT staff appointments		A			R		C	
4.4.	School staff structure & complement	Within School 1 Year Plan				R	A	R	P
4.5.	Headteacher appointment	MAT/LGB panel	A			R	R	C	
4.6.	Senior leadership appointments					C	AC	C	P
4.7.	Teaching and support staff appointments								A
4.8.	Decision to intervene in school staff management		A			R			
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				A		
4.13.	Return of Headteacher after suspension	As per policy	A				C		
4.14.	Dismissal of Headteacher		A		C		C		
4.15.	Suspension of teaching and support staff								A
4.16.	Return of teaching and support staff after suspension						C		A
4.17.	Redundancy of school staff		A	C	C		R	C	P
4.18.	Restructuring of school staff						A	C	P
<b>5.</b>	<b>Financial Governance &amp; Management</b>								
5.1.	MAT & School Financial Regulations	MAT Policy	A	RM		P	M		
5.2.	MAT & School Financial Procedures	MAT Policy	A	RM		P	M		
5.3.	Decision to intervene in school financial management		A	R		P			
5.4.	Appoint MAT auditors		A	R					
5.5.	MAT 3 year Budget Plan		A	R		P		C	
5.6.	MAT 1 year Budget		A	R		P		D	
5.7.	MAT Services to schools		A	R		P		D	
5.8.	MAT Charges to schools		A	R		P		D	
5.9.	MAT Budget Reports		AM	RM		PM			
5.10.	MAT Interim Year End Accounts			A		R			
5.11.	MAT Annual Accounts		A	R					
5.12.	Trustees Report		A	R					

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5.13.	MAT Accounts Return to EFA					A			
5.14.	Response to Auditor's Management Ltr		A	R		P			
5.15.	School 1 year Budget		A	R		Ra	P	C	D
5.16.	School Budget Reports			M		M	AM		RM
5.17.	School Interim Year End Accounts			AM		R	M		P
5.18.	Asset Management Policy	MAT Policy	A	R		P		C	
5.19.	Asset Management Plan						A		R
<b>6.</b>	<b>Financial Authorisation</b>								
6.1.	Expenditure or contracts up to Lower Limit	Limits as per Finance Regulations				A			A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit			A		R	A		R
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	Limits as per Finance Regulations		A		R	R		P
6.4.	Expenditure over OJEU limit		A	R		P			
6.5.	Compensation payments up to £50,000		A	C	C	R		C	P
<b>7.</b>	<b>School Policies &amp; Procedures</b>								
7.1.	School times, terms and holidays	See 2.14	A			R	C	P	
7.2.	Change of School Age Range		A				R	C	P
7.3.	Expansion of School PAN		A				R	C	P
7.4.	Extension of School provision		A				R	C	P
7.5.	Extended services on-site						A		R
7.6.	Child Welfare & Safeguarding Policy	MAT Policy	A			R		P	
7.7.	School Statutory Policies	See policy matrix					A	C	P
7.8.	School non-Statutory Policies	See policy matrix					A	C	P
7.9.	Short-term Exclusion								A
7.10.	Return after short-term exclusion						A		R
7.11.	Permanent Exclusions						A		R
7.12.	Appeals against Permanent Exclusion	Independent Panel	I						
7.13.	Complaints Policy	MAT policy	A			R			
7.14.	Complaints Appeals	Independent Panel	I						
7.15.	Admissions Policy	School Policy	A				R	C	P
7.16.	Admissions allocation of places	As per Admissions policy				I			
7.17.	Admissions Appeals	Independent Panel	I						
7.18.	School prospectus						A		R
7.19.	School website						A		R
7.20.	School logo & branding						A		R
7.21.	School uniform						A		R