

Scheme of Delegation 2019-20

REVIEW DATE: OCTOBER 2019

R	Responsible: Those responsible for the task, who ensure that it is done
A	Accountable: Those who are ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible
S	Support: Resources allocated to responsible. Unlike consulted, who may provide input to the task, support help complete the task
C	Consulted: Those whose opinions are sought, and with whom there is two-way communication
I	Informed: Those who are kept up to date with progress

Maiden Erlegh Trust recognises both the benefits of collaboration and the importance of allowing schools appropriate autonomy and flexibility to respond to the needs of their own communities. Whilst the Board of Trustees is legally responsible and accountable for all the major decisions within the Trust, this does not mean that they are required to make all the decisions themselves. The Trust believes that many decisions can, and should, be delegated to the Executive Leadership, to sub-committees, to local advisory boards and to individual Headteachers.

This scheme of delegation is the key document defining the lines of responsibility and accountability in the Trust. It is intended to be a clear and systematic way of ensuring members, trustees, committees (including local advisory boards), executive leadership and academy Headteachers are clear about their roles and responsibilities, allowing everyone to focus on improving outcomes for the young people who attend one of our schools.

This Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body or individual.

The Trust reserves the right to place some restrictions on academies that are judged to be in 'Special Measures' or 'Requires Improvement'.

These restrictions will be determined on a case-by-case basis taking into account the local context and will ensure that those academies can place a high degree of focus on achieving improvement objectives.

No	Task	Members	Trust Board	CEO / CFOO Directors	Finance & Operations	Standards	Audit & Risk	Local Advisory Board	HT
1.0	GOVERNANCE								
1.1	Appointment and Removal of Members	A/R	I						
1.2	Appointment and Removal of Foundation Trustees	A/R	I						
1.3	Appointment and Removal of Co-opted Trustees	I	A/R						
1.4	Appointment and Removal of the Chair of Trust Board	I	A/R						
1.5	Appointment and Removal of the Vice Chair of Trust Board	I	A/R						
1.6	Appointment and Removal of the Clerk to the Trust Board		A	R					
1.7	Establishment of a Local Advisory Board (LAB)		A	R					I
1.8	Appointment and Removal of LAB Chair		A/R					I	I
1.9	Establishment a Local Transition Board (LTB)		A	R					I
1.10	Appointment and Removal of LTB Chair		A/R					I	I
1.11	Appointment and Removal of Committee members		A/R	C	C	C	C	C	I
1.12	Appointment and Removal of Committee Chair		A		R	R	R		
1.13	Appointment and Removal of Clerk to Committees			A/R	I	I	I	I	I
1.14	Establishment of LAB Champions		A					R	
1.15	Appointment of LAB Champions		I	I				A/R	C
1.16	Annual calendar of Trust Board and Committee meetings		A	R	C	C	C	I	I
1.17	Agree annual cycle of business for Trust Board		A/R	I	I	I	I	I	I
1.18	Agree annual cycle of business for Committees		A	C	R	R	R		
1.19	Agree annual cycle of business for LAB/LTB/IEB		A	C				R	C
1.20	Approval of new Academies joining the Trust		A	R					
1.21	Amendment of the Articles of Association	A	R	C					
1.22	Approval of the governance structure of the Trust	I	A	R	I	I	I	I	I
1.23	Approve Scheme of Delegation		A	R					
1.24	Approve Financial Delegation and Authorisation Limits		A	R			R		
1.25	Approve Board and Committee Terms of Reference		A	R	I		I		
1.26	Conduct annual Trustee and LAB members skills audit		A	R	C	C	C	C	
1.27	Annual self-review of Board and Committee performance		A	R	C	C	C	C	
1.28	Key governance roles succession plan		A/R					C	
1.29	Ensure published governance details are correct		A	R					
1.30	Register of business and pecuniary interests published		A	R	C	C	C	C	
1.31	Related Party Transactions reported to ESFA		A	R					
1.32	Annual report to Members on performance of the Trust	A	R	C					



1.33	Preparation of committee reports for the Trust Board		A		R	R	R	R	
1.34	Appointment and Removal of External Auditor	A	R	C			R		
1.35	Appointment and Removal of Internal Auditor		A	R			R		
1.36	Plan and agree programme of internal audit		A	R			R		
1.37	Response to the Audit Management Letter		A				R		

APPROVED

No	Task	Members	Trust Board	CEO / CFOO Directors	Finance & Operations	Standards	Audit & Risk	Local Advisory Board	HT
2.0	STRATEGIC								
2.1	Determine Trust policies that reflect the Trust's ethos and values		A	R					
2.2	Determine school level guidance documents, policies, annex of Trust policies showing local arrangements; approved by LAB, written and recommended by Headteacher & Senior Leadership Team		I	C				A	R
2.3	Approval of new academies joining the Trust		A	R					
2.4	Change of Academy Age Range		A	R				C	C
2.5	Change of Academy PAN		A	R				C	C
2.6	Extension of Academy provision		A/R	C				C	C
2.7	Agree Trust Strategic Plan, key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured		A	R					
2.8	Ensure appropriate insurance arrangements in place			R	A				
2.9	Termly Review of Risk Register		A	R			R	C	C
2.10	Development of Marketing and Communications strategy			A/R				C	C

No	Task	Members	Trust Board	CEO / CFOO Directors	Finance & Operations	Standards	Audit & Risk	Local Advisory Board	HT
3.0	PERFORMANCE, CURRICULUM AND TEACHING								
3.1	Approval and monitoring targets for student achievement and attendance		A	R		C		C	C
3.2	Approval and monitoring of targets for quality of teaching and learning		A	R		C		C	C
3.3	Approval and monitoring of targets for student and staff wellbeing		A	R		C		C	C
3.4	Approval of School Improvement Plans			A		R		C	C
3.5	Approval of School Pupil Premium and Sports Grant Plans and Impact Evaluations		I	C		I		A	R
3.6	Approval of Trust curriculum intent statement.		I	R		A		C	C
3.7	Approval of school curriculum intent statements and implementation plans (eg: schemes of work and assessment).		I	I		C		A	R
3.8	Approval of term time calendar, holidays and routine CPD days.		I	A				C	R
3.9	Approval of extra-ordinary school closures.		I	A				C	R
3.10	Approve changes to length of school day		A/R	C					
3.11	Agree Teaching School strategic plan and review performance		A	R					
3.12	Approval of Fixed-term Exclusion			I				I	A/R
3.13	Approval of Permanent Exclusion		I	C				A	A/R
3.14	Allocation of places against Admissions Policy		I	C				A	R
3.15	Termly review of the Central Record			A		I		I	R

No	Task	Members	Trust Board	CEO / CFOO Directors	Finance & Operations	Standards	Audit & Risk	Local Advisory Board	HT
4.0	BUDGET SETTING								
4.1	Propose Academy Annual Budget			C	C			A	R
4.2	Propose Central Services Budget			R	A				
4.3	Approve Trust Annual Budget		A	C	R				
4.4	Approve Annual Capital Expenditure Budget		A	C	R				
4.5	Propose Academy 3-year Strategic Budget			C	C			A	R
4.6	Propose Central Services 3-year Strategic Budget			R	A				
4.7	Propose Trust 3-year Budget		A	C	R				
4.8	Approve use of reserves to cover in-year deficit budget		A/R	C	C				
4.9	Approve Topslice methodology		A	C	R				
5.0	EXPENDITURE								
5.1	Non-Staffing Expenditure or Contracts up to £25,000								A/R
5.2	Non-Staffing Expenditure or Contracts up to £50,000							A	R
5.3	Non-Staffing Expenditure or Contracts up to £100,000		I	A/R					
5.4	Non-Staffing Expenditure or Contracts up to £150,000		I	R	A				
5.5	Non-Staffing Expenditure or Contracts from £150,000+		A	R					
5.6	Capital Expenditure within Devolved Capital Budget							A	R
5.7	Conversion of Revenue to Capital			R	A				
5.8	Disposals or write off of stock, assets or debts up to £5,000							A	R
5.9	Disposals or write off of stock, assets or debts – between £5,000 and £45,000 (or 1% of total annual income whichever is smaller)			R	A				
5.10	Disposals or write off of stock, assets or debts – £45,000+ (or 1% of total annual income whichever is smaller) with prior approval from the ESFA		A	C	R				
5.11	Non-Contractual recurring payments to staff up to £2,000							A	R
5.12	Non-Contractual recurring payments to Staff over £2,000+		A	C	R				
5.13	Non-Contractual one-off payments to staff (any value)			A/R					
5.14	Severance Payments, where a non-contractual element is below £50,000		A	C	R				
5.15	Severance Payments, where a non-contractual element is above £50,000 with prior approval from the ESFA		A	C	R				
5.16	Approval of Operating Leases			A/R					



No	Task	Members	Trust Board	CEO / CFOO Directors	Finance & Operations	Standards	Audit & Risk	Local Advisory Board	HT
6.0	FINANCIAL GOVERNANCE AND REPORTING								
6.1	Approve changes to Trust Banking arrangements		A	R	C				
6.2	Approve changes to the Financial Procedures Manual			R	A				
6.3	Statutory Financial Returns to ESFA and DfE		A	R					
6.4	Monthly Financial Report to Chair of Trust and Trustees		A	R					
6.5	Monthly Budget Monitoring			R	A			C	C
6.6	Preparation of Annual Report and Accounts			R			A		
6.7	Authorisation of Annual Report and Accounts	I	A				R		

APPROVED

No	Task	Members	Trust Board	CEO / CFOO Directors	Finance & Operations	Standards	Audit & Risk	Local Advisory Board	HT
7.0	HR & STAFFING								
7.1	Agree Academy Senior Leadership structure			A/R				C	C
7.2	Agree Academy staffing structure			A/R				C	C
7.3	Agree Central Services staffing structure			A/R					
7.4	Appointment of Chief Executive Officer		A/R						
7.5	Appointment of Chief Financial and Operations Officer		A	R					
7.6	Appointment of Director(s)		R	A					
7.7	Appointment of Headteacher		R	A				C	
7.8	Dismissal of Senior Staff		A/R						
7.9	Appointment of Academy Senior Leadership posts			A				C	R
7.10	Appointment of Academy Teaching Staff								A/R
7.11	Appointment of Academy Support Staff								A/R
7.12	Appointment of Central Services Staff			A/R					
7.13	Appointment of Trust Improvement Partner		A/R	I					
7.14	Appointment of Strategic Improvement Partners			A/R					
7.15	Performance management of the Chief Executive Officer		A/R						
7.16	Performance management of the Chief Financial and Operations Officer		I	A/R					
7.17	Performance management of Director(s)		I	A/R					
7.18	Performance management of Academy Headteacher		I	A/R				C	
7.19	Approve Chief Executive Officer Pay Award		A/R						
7.20	Approve Chief Financial and Operations Officer Pay Award		A	R					
7.21	Approve Director(s) Pay Award			A/R					
7.22	Approve Headteacher Pay Progression			A/R				C	
7.23	Approve Teaching Staff Pay Progression						A		R
7.24	Suspension of Chief Executive Officer		A/R						
7.25	Suspension of Chief Financial and Operations Officer		A	R					
7.26	Suspension of Director(s)		A	R					
7.27	Suspension of Headteacher		A	R				C	
7.28	Suspension of Central Services staff			A/R					
7.29	Suspension of Teaching Staff			C				A	R
7.30	Suspension of Support Staff			C				A	R
7.31	Staff Restructure programme		A	R	C			C/I	C/I



7.32	Terms and Conditions Restructure		A	R	C				
7.33	Approve Staff Redundancy (within ESFA prescribed limits)		A	R	C			C/I	C/I
7.34	Job Evaluation and role grading			A/R				I	I

APPROVED

No	Task	Members	Trust Board	CEO / CFOO Directors	Finance & Operations	Standards	Audit & Risk	Local Advisory Board	HT
8.0	POLICIES – DETERMINE AND UPDATE								
8.1	Local Annexes to Trust Policies		I	A					R
8.2	Child Protection and Safeguarding Policy		A	C		R			
8.3	Anti-Bullying Policy		A	C		R			
8.4	Charging and Remissions Policy		A	C	R				
8.5	Behaviour & Exclusion Policy		A	C		R			
8.6	Attendance Policy		A	C		R			
8.7	Sex Education Policy		A	C		R			
8.8	Data Protection Policy		A	C			R		
8.9	Health and Safety Policy		A	C	R				
8.10	Admissions Arrangements		A	C	R				
8.11	Complaints Policy		A	C	R				
8.12	Supporting Students With Medical Conditions		A	C				C	R
8.13	Freedom of Information Policy		A	C	R				
8.14	Early Years Foundation Stage		A	C		R			
8.15	Trustee & LAB Expenses Policy		A	C			R		
8.16	Equality Policy		A	C		R			
8.17	Trust Equality Objectives		A	R					
8.18	Staff Disciplinary Policy and Procedures		A	C	R				
8.19	Whistleblowing Policy		A	C			R		
8.20	Capability Policy		A	C	R				
8.21	Appraisal Policy		A	C			R		
8.22	Pay Policy		A	C	R				
8.23	Staff Grievance / Anti-Harassment Policy and Procedures		A	C	R				
8.24	Staff Code of Conduct		A	C	R				
8.25	Special Educational Needs Information Report		A	C				C	R
8.26	School Accessibility Plan		A	C				C	R
8.27	School Equality Objectives			C				A	R
8.28	Home School Agreement			C				A	R
8.29	School guidance documents and local policies			C				A	R



No	Task	Members	Trust Board	CEO / CFOO Directors	Finance & Operations	Standards	Audit & Risk	Local Advisory Board	HT
9.0	APPEALS								
9.1	Complaints Appeals		A	R					C
9.2	Admissions Appeals		A	C				R	R
9.3	Exclusion Appeals		A/R	C				R	C

APPROVED



APPROVED

PAGE INTENTIONALLY LEFT BLANK