

Scheme of Delegation for Governance Functions

Members	Trust Members (up to 5 people, majority neither Trustee nor school committee member; cannot be a paid employee and at least 1 Member should be entirely independent of any school in the MAT). Strategic, overarching, 'hands off' role. Members control how the company operates through changes to the Articles & Trustee appointments. Members hold Trustees to account.
Board	Board of Trustees (up to 12 people, one to be the CEO / Executive Headteacher as the lead professional. Legal responsibility for governance is held by the Board of Trustees along with strategic vision and direction school performance and financial probity. Board will establish committees to undertaken detailed scrutiny. The Board is the legally accountable body for all schools in the MAT. The people here are both Charity Trustees and Company Directors.
Comm	Trust Committees Audit (A) Finance (F) – and from time to time working parties
ExecHT	Executive Headteacher
AccOff	Accounting Officer
ExecBM	Executive Business Manager / Chief Financial Officer
Head	Academy Head of School (nb. our Mem & Arts use Principals)
LGB	Local Governing Bodies – responsibilities for governance but not legally accountable for the establishment. Good governance starts here and is the foundation stone for effective governance in the MAT

Members key functions & decision making responsibilities:

- i) Control the company
- ii) Power to appoint and remove Trustees
- iii) Provide assurance that appropriate governance structures are in place
- iv) Ensure that the vision of the Trust is embedded
- v) Receive reports on the finances and the strategy of the MAT from Trustees
- vi) May amend the Articles of Association to support stronger governance arrangements
- vii) Complete a Register of Interests
- viii) May remove Auditors subject to a majority vote and provide reasons for the decision

Board of Trustees / Committees / Executive HT (CEO) / Executive SBM / Individual Academy
Decision Making, Consultation & Monitoring

Decision making

Consultation / Monitoring

- A. Governance
- B. Strategic Management
- C. Finance
- D. Staffing
- E. Premises
- F. School Management
- G. Curriculum & Teaching

Finance & Audit Committee (F &A) – combined Finance & Audit Committee until revenue >£10m per annum

Tasks	TRUST LEVEL				ACADEMY LEVEL	
	Board	Comm	ExecHT (also AccOff)	ExecBM	Head	LGB
A.Governance						
Ensure compliance with the funding agreement & articles	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Create / disband LGBs & amend delegated responsibilities	<input checked="" type="checkbox"/>					
Appoint / remove Chair & Vice Chair of LGBs	<input checked="" type="checkbox"/>					
Appoint the Clerk to the Trust Board	<input checked="" type="checkbox"/>					
Appoint the Clerk to the LGB				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appoint / Remove Governors of LGB	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Register of Interests for Trust Board	<input checked="" type="checkbox"/>					
Maintain Register of Interests for LGB				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Regular self evaluation of Trust Board's effectiveness	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
Undertake regular self-evaluation of the LGB and its effectiveness				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Determine the development needs of LGB governors				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consider whether to delegate responsibility to individual committees / individual governors	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appoint the Chief Executive Officer by ordinary resolution	<input checked="" type="checkbox"/>					
B.Strategic Management						
Set out the vision for the Trust	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
In time, determine the scope of core services to be delivered and those to be procured by individual academies	<input checked="" type="checkbox"/> (core)		<input checked="" type="checkbox"/> (individual)		<input checked="" type="checkbox"/> (individual)	<input checked="" type="checkbox"/> (individual)
Set the times of school sessions and the dates of the school terms and holidays	<input checked="" type="checkbox"/>					
Determine those policies which will be mandatory for all Academies	<input checked="" type="checkbox"/>					
Consider requests from other schools to join / leave the Trust	<input checked="" type="checkbox"/>					
Maintain a risk register	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

	TRUST LEVEL				ACADEMY LEVEL	
C. Finance						
Appoint the Accounting Officer (LVAT appoints the CEO as Accounting Officer)	✓					
Appoint the Auditors for the MAT	✓		✓	✓		
Ensure core services (centrally procured) provide value for money		✓ (F&A)				
Determine the annual top slice percentage for each academy		✓ (F&A)	✓	✓		
Approve the central MAT budget	✓		✓	✓		
Develop individual Academy budget		✓ (F&A)	✓	✓	✓	✓
Approve the individual academy budgets	✓		✓	✓		
Monitor Trust expenditure		✓ (F&A)	✓	✓		
Monitor Academy expenditure		✓	✓	✓		
Agree financial procedures and limits (if individual Academy in Special Measures, all financial procedures & limits agreed by F&A Committee)		✓ (F&A)	✓	✓	✓	✓
Establish a Charges & Remissions Policy		✓ (F&A)	✓			
Manage capital funds		✓ (F&A)	✓	✓		
Ensure compliance with Academies Financial Handbook		✓ (F&A)	✓	✓		
Monitor internal controls (LVAT Articles delegate internal controls to CEO)		✓ (F&A)	✓	✓		
D. Staffing						
Head of School appointments (Selection Panel)	✓		✓			
SLT appointments (Selection Panel)			✓		✓	✓
Appoint other Academy staff			✓		✓	✓
Appoint Senior MAT staff	✓		✓			
Appoint other MAT staff			✓			
Approve Pay Policy		✓ (F&A)	✓			
Determine pay point values (TLR) / pay ranges?		✓ (F&A)	✓			
Agree disciplinary / capability procedures	✓		✓			
Dismiss / suspend / end suspension of Executive Headteacher	✓					
Dismiss / suspend / end suspension of other staff			✓		✓	✓
Agree staffing structures			✓		✓	✓
Determine dismissal payments / early retirement		✓ (F&A)	✓			
Authorise settlement agreements except for Executive Headteacher		✓ (F&A)	✓			
Agree Performance Management Policy	✓		✓		✓	
Executive Headteacher's performance management and salary review	✓					
Academy Head of School performance management and salary review	✓		✓			✓
Academy staff performance management and salary review					✓	✓
Central MAT staff performance management and salary review		✓ (F&A)	✓			
Agree LGPS (Discretions) Policy	✓			✓		
E. Premises						
Opt in to RPA or ensure insurance sourced elsewhere for i) premises ii) liability		✓ (F&A)	✓	✓		
Developing school buildings strategy /plan	✓		✓		✓	
Premises compliance / maintenance including PFI			✓	✓	✓	✓
Agree a Health & Safety Policy				✓	✓	✓
Maintain an Asset Register		✓ (F&A)	✓	✓	✓	✓

	TRUST LEVEL				ACADEMY	LEVEL
F. School Management						
Maintain a Single Central Record			✓		✓	✓
Publish a school prospectus / information pack			✓		✓	
Ensure provision of free school meals to pupils entitled			✓		✓	
Prepare and review a Home School Agreement			✓		✓	
Agree an Admissions Policy and PAN for each Academy	✓		✓	✓		
Determine admissions arrangements and carry out a statutory consultation			✓	✓		✓
Admission application decisions			✓		✓	
Appeal against LA directions to admit pupils			✓		✓	
Agree a Behaviour Management Policy	✓		✓		✓	✓
Review the use of Exclusion / decide permanent and fixed term exclusions			✓		✓	✓
Agree a Safeguarding Policy	✓		✓		✓	
Make decisions about safeguarding issues			✓		✓	
Discharge duties in respect of pupils with SEN by appointing a responsible person			✓		✓	
Data protection and security	✓		✓	✓	✓	
Freedom of Information			✓		✓	✓
Maintain Trust website			✓	✓		
Maintain academy website			✓		✓	✓
Agree a Complaints Policy	✓		✓	✓		
Managing Complaints Policy: individual Academy			✓		✓	
Managing Complaints Policy: Central staff / governance / whole Trust			✓			
G. Curriculum & Teaching						
Agree a Curriculum Policy	✓		✓		✓	
Accountability for standards of teaching and pupil outcomes across the Trust	✓		✓			
Responsibility for standards of teaching and pupil outcomes at the individual Academy			✓		✓	✓
Responsibility for ensuring provision of sex education, RE and collective worship are in line with Trust policy	✓		✓		✓	✓
Decide to offer additional activities and what form these should take			✓		✓	✓
Manage any additional activities offered			✓		✓	✓
Establish a Charges & Remissions Policy for 'additional activities' (see DfE guidance)		✓ (F&A)	✓		✓	✓
Decide to offer nursery places			✓			
Decide whether to and what to charge for nursery places		✓ (F&A)			✓	✓

F&A Committee

i) where the trust operates a combined finance and audit committee, staff may be members but should not participate as members when audit matters are discussed; they may remain in attendance to provide information and participate in discussions

ii) to cover personnel, pay, performance, internal controls, financial reporting of each Academy & Trust financial performance and probity