



## **SCHEME OF DELEGATION 2025-26 v1.1**

### **Introduction**

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and member schools.

The bodies may include:

1. Members
2. Trust Board
3. Finance, Audit and Risk Committee
4. Infrastructure Committee
5. People Committee
6. Education Committee
7. Salary Review Committee
8. Pupil Disciplinary Committee
9. CEO
10. Academy Committee
11. Executive Group
12. Headteachers of individual schools

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 schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, 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)
- Propose (P)
- Monitor & Report (M)
- Implement (I)
- Recommend (R)
- Develop (D)
- Consulted (C)

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.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Trust Board	FAR Cttee	Infr Cttee	People Cttee	Edu Cttee	Salary Cttee	CEO	AC	Executive Group	Headteacher
<b>1.</b>	<b>Governance</b>											
1.1.	Trust Vision and Values		A						R		D	
1.2.	Trust Articles of Association	Members approve changes	R									
1.3.	Trust Board Terms of Reference		A						R			
1.4.	Trust Scheme of Delegation		A						R		C	
1.5.	New schools joining the Trust	Subject to criteria and due diligence	A	R					P		C	
1.6.	Establish Trustee Committees		A						R		C	
1.7.	Approve Trustee Committee Terms of Reference		A	I	I	I	I	I	R		C	
1.8.	Approve Academy Committee Terms of Reference		A						R	CI	C	
1.9.	Establish Academy sub-committees	Panels for complaints and pupil exclusions as and when required								I		
1.10.	Decision to intervene in school governance		A						R			
1.11.	Appoint Chair of Trust Board		A									
1.12.	Appoint (and remove) Chair(s) of Trust Committees including Academy Committees		A	R	R	R	R			R		
1.13.	Remove Vice Chair of Academy Committee	*Trustees in exceptional circumstances only	A*							A		
1.14.	Appoint Academy Committee members	Trust appointed Governors According to Governor Election and Appointment Procedures				A				R		
1.15.	Remove Academy Committee members	In exceptional circumstances				A				R		
1.16.	Appoint Vice Chair of Academy Committee	Trustees in exceptional circumstances	A							A		
1.17.	Appoint (and remove) Trustee Committee members		A									
1.18.	Appoint (and remove) Clerk to Trust Board		A						R			
1.19.	Appoint (and remove) Clerk to Academy Committee					A			R	C		
1.20.	Appoint Accounting Officer		A									
1.21.	Trust Policy Matrix		A						R		P	
1.22.	Trust Governance Calendar		A						R		C	

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1.23.	Trustee / Governor Expenses Policy	Trust Policy	A									
1.24.	Appoint a Company Secretary	Not mandatory	A									
1.25.	Approve school's ethos and vision statement								A	CM		DI
1.26.	Trust website	Compliance			A				R		C	
<b>2.</b>	<b>Trust &amp; School Performance &amp; Planning</b>											
2.1.	Trust Strategic Plan		AM						R		P	
2.2.	Trust 1 Year Plan		AM						R		P	
2.3.	Quality of education						M		M	M	M	DI
2.4.	School Improvement Plan								A	CM		DI
2.5.	Primary and Secondary Improvement Plans						M		A		DI	I
2.6.	School Self Evaluation						M		M	C		DI
2.7.	Curriculum						M			M	DM	I
2.8.	Teaching, learning and assessment strategies						M				DM	I
2.9.	Attendance strategies						M			M	DM	DI
2.10.	Behaviour strategies						M			M	DM	DI
2.11.	Pastoral support strategies						M			M	DM	
2.12.	Safeguarding arrangements						M			M	DM	DI
2.13.	Co-curricular opportunities						M			M	DM	DI
2.14.	Promote good stakeholder relations		I			IM			I	IM		DI
2.15.	Decision to intervene in school management	*AC may propose but is not required to	A						R	P*		
2.16.	Trust Inset Days	See 7.1									A	
2.17.	Trust Communications Strategy				A				P*		D	
2.18.	Trust Contingency and Business Continuity Planning				AM				I		D	
2.19.	School Contingency and Business Continuity Planning										A	DI

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2.20.	Risk Register	As per published process (and training provided)	M	AM					I		M	M
2.21.	Health and Safety oversight	As per Health and Safety Policy	M		M						M / D	M
<b>3.</b>	<b>Staff Policies and Pay</b>											
3.1.	HR, Employment & Staff related policies	Trust Policies: See policy matrix				A			P	M	D	C
3.2.	Employee Terms & Condition changes		A			R			P		DC	C
3.3.	Employee T&Cs for new academies		A			R			P		D	C
3.4.	Teachers Annual Pay Award	Trust Policy	A			R			P		MC	DC
3.5.	Support Staff Annual Pay Award	Trust Policy	A			R			P		MC	DC
3.6.	CEO Performance Pay Award							A				
3.7.	Trust Executive Performance Pay Awards							A	R			
3.8.	Headteacher Performance Review & Pay	Chair of AC involved and consulted							A			
3.9.	Individual Performance Pay Awards	As per Trust Policy. CEO to oversee and Trust Board to receive annual overview report. People Cttee to receive individual appeals.	M			*			M			A
3.10.	Gender Pay Gap Report					M			I		I	
<b>4.</b>	<b>Staff Management</b>											
4.1.	CEO appointment		A									
4.2.	Trust executive central team structure & complement	*Committees may approve if authority is specifically delegated by the Trust Board	A	R/A*		R/A*			P		C	
4.3.	Trust central team vacancies								A			
4.4.	School staff structure & complement	Within SIP							A		C	R
4.5.	Headteacher appointment	Delegated to Trust /AC panel	A						R	C		
4.6.	Senior leadership vacancies								A	C		R

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4.7.	Teaching and support staff vacancies	Vacancy Filler allows CFOO to ensure affordability and compliance										A
4.8.	Decision to intervene in school staff management	This does not apply in cases of potential reputational and / or financial compliance impact. In such cases, Headteachers must inform and seek approval, in advance of any action, from the CEO.	A						R			
4.9.	Suspension of CEO		A									
4.10.	Return of CEO after suspension		A									
4.11.	Dismissal of CEO		A									
4.12.	Suspension of Headteacher or member of executive team	As per Disciplinary policy Approval by Chair in first instance then notified to TB	A*						R			
4.13.	Return of Headteacher after suspension or member of executive team	As per Disciplinary policy Approval by Chair in first instance then notified to TB	A*						R			
4.14.	Dismissal of Headteacher or member of Executive Team	As per Disciplinary policy Approval by Chair in first instance then notified to TB	A*			C			R	C		
4.15.	Suspension of school staff	As per policy							C		A/C	A
4.16.	Suspension of central staff (non-executive)	As per policy							C		A	
4.17.	Return of school staff after suspension	As per policy							C			A
4.18.	Return of central staff after suspension	As per policy	C						A			
4.19.	Dismissal of school staff	As per policy				M			M		C/A	A
4.20.	Dismissal of central staff	As per policy	M			M			A			
4.21.	Staff settlement agreements	As per policy		M		M			A			
4.22.	Code of Conduct for Trustees / Governors		A						R	A		

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<b>5.</b>	<b>Financial Governance &amp; Management</b>											
5.1.	Trust Finance Manual	Trust Policy		A					P			
5.2.	Trust Financial Procedures	Trust Policy							A			
5.3.	Decision to intervene in school financial management		A						R			
5.4.	Appoint external auditors	Appointed by Members	R	R					P			
5.5.	Appoint Internal auditors			A					P			
5.6.	Trust 3 year Budget Plan		A	R					P		C	
5.7.	Trust In-year Budget Changes	As per Finance Manual	A	R					P		C	
5.8.	Trust services to individual academies		A	R					P		D	
5.9.	Trust charges to individual academies		A	R					P		C	
5.10.	Trust Budget Reports			M					M			
5.11.	Trust Annual Report and Financial Statements		A	R								
5.12.	Trust Accounts Return to ESFA								A			
5.13.	School Resource Management Self Assessment Tool (SRMSAT) Return to DfE	* Delegated to the CFOO		A					R*			
5.14.	Budget Forecast Return three-year (BFR3Y) to DfE	* Delegated to the CFOO		A					R*			
5.15.	Response to Auditor's Management Letter		A	R					P			
5.16.	Individual academy 3 year Budget Plan		A	R					P			C
5.17.	Individual academy in-year Budget Changes	As per Finance Manual		A					C			P
5.18.	Individual academy Budget Reports	Budget updates shared with ACs as part of HT Report							M			M
5.19.	Banking Arrangements		A	R					P			
5.20.	Land and Buildings Collection Tool (LBCT) submission	* Delegated to the CFOO			M							
5.21.	Asset Management Policy	Trust Policy	A		R				P		D	
5.22.	Asset Management Plan				M				A		D	
5.23.	Insurance Cover			AM							D	

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5.24.	Internal Scrutiny Report		A	R								
<b>6.</b>	<b>Financial Authorisation</b>											
6.1.	Individual Academy Expenditure up to £50,000	As per Finance Manual							A			P
6.2.	KAT Central Expenditure up to £50,000	As per Finance Manual							A		P	
6.3.	Individual Academy Expenditure over £50,000	As per Finance Manual		A	A				R			R
6.4.	KAT Central Expenditure over £50,000	As per Finance Manual Committee as applicable		A	A				R		P	
6.5.	Compensation payments up to £50,000					M			A		C	P
6.6.	Compensation payments over £50,000	Over £50,000				C			A		C	P
<b>7.</b>	<b>Academy Policies &amp; Procedures</b>											
7.1.	Academy times, terms and holidays		A						R		C	D
7.2.	Change of Academy Age Range		A						R		C	P
7.3.	Adjustment of Academy 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.	Safeguarding Policy	Trust Policy	A						R		D	
7.7.	Academy Statutory Policies	As per policy matrix									C	
7.8.	Academy non-Statutory Policies	As per policy matrix									C	
7.9.	Suspensions (issuing of)											A
7.10.	Off-site direction of a pupil	See Suspensions and Exclusions Policy										A
7.11.	Permanent Exclusions and Suspensions requiring review	*See Pupil Disciplinary Committee ToR	A*							A*	A*	R
7.12.	Complaints Policy		A						R			
7.13.	Admissions Policy		A						R		C	P
7.14.	School Food				M							
7.15.	School prospectus								A*			R
7.16.	School website								A*		C	R

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7.17.	School logo & branding								A*		MC	R
7.18.	School uniform								A			R

Agreed by the Trust Board at its meeting on 8 July 2025



Claire Higgins  
(Chair of the MAT Board)

Date of signature: 8 July 2025