



SENDAT Scheme of Delegation

Incorporating the Record of Financial Responsibility (RFR). NB: RFR removed for publication on website

This policy is reviewed annually by the Full Board

Ref:	044-2018
Author:	L Chapman
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Changes	V9 thorough review and inclusion of the RFR
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Introduction

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

The bodies may include:

1. Trust Board of Directors
2. Chief Executive Officer as Accounting Officer
3. Trust Resources Committee (inc. audit)
4. Trust Provision Committee
5. Local Academy Boards
6. Trust Leadership Group comprising Trust Heads of Service including:
 - a CEO
 - b Heads of Specialism
 - c Heads of Academy/Centre

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 academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Skills 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/Review (R)
- Propose (P)
- 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.

#	Task Key: Approve (A), Recommend/Review (R) Propose (P), , Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	CEO/Accting Officer	Resources	Provision	LAB	Leadership Group	Heads of Specialism	Head of Centre
1.	Governance									
1.1.	Approve/Adopt Trust Articles of Association	Members only	R				C	C		

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1.2.	Approve Trust Board Terms of Reference		A						R	
1.3.	Approve Trust Scheme of Delegation		A					P		
1.4.	Approve new convertor or sponsored academies joining MAT		A				C	R		
1.5.	Establish Trust Committees		A		R	R				
1.6.	Approve Trust Committee Terms of Reference		A		R	R	C	C		
1.7.	Approve Local Academy Boards (LAB) Terms of Reference		A				R			
1.8.	Establish LAB Task & Finish Groups						A			
1.9.	Appoint Chair of Trust Board		A							
1.10.	Appoint Chair/Vice Chair of LAB		A				R			C
1.11.	Remove Chair/Vice Chair of LAB	In exceptional circumstances	A				R			C
1.12.	Appoint (and remove) LAB members		A				R			C
1.13.	Appoint (and remove) Chair(s) of Trust Committees		A							
1.14.	Appoint (and remove) Trust Committee members		A		R	R				
1.15.	Appoint (and remove) Clerk to Trust Board		A							
1.16.	Appoint (and remove) Clerk to LAB		A				R			
1.17.	Organise calendar of Trust Board and LGB meetings		A	C	C	C	C			
1.18.	Approve Directors Expenses Policy		A							
2.	Trust & Academy Performance, Curriculum and Teaching									
2.1.	Trust Strategic Development Plan (TSDP)		AM	CM				R	I	I
2.2.	Academic Performance Targets		AM	M			R	R	I	I
2.3.	Individual Academy Performance Review <i>e.g. SEF</i>		AM				R	R		P
2.4.	Individual Academy 3 year Development plan	Must link to TSDP		CM		M	AM	RM		P
2.5.	Individual Academy 1 Year Development Plan	Must link to TSDP		CM		M	A	RM	P	C
2.6.	Teaching & Learning Policy	Trust policy	AM			AM	M	R	R	PI
2.7.	Curriculum Policy	Trust policy					CM	A		RI
2.8.	Sex Education policy	Trust policy					AM	CM		PI
2.9.	Religious Education policy	Trust policy				AM	AM		C	PI
2.10.	Inclusion policy	Trust policy				AM	CM	C		i
2.11.	Trust wide Staff CPD Development Plan		C			C		A		RI

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2.12.	Academy Staff CPD Development Plan						A	C		RI
2.13.	Trust Inset Days	Trust minimum expectation					C	A		RI
3.	Staff Policies and Pay (NB: This list is not exhaustive)									
3.1.	Pay & Remuneration Policy	Trust policy	A			R	PM	P		I
3.2.	Performance Management Policy	Trust policy				AM	RM	R	C	I
3.3.	Disciplinary Policy	Trust policy				AM	RM	R	C	I
3.4.	Capability Policy	Trust policy				AM	RM	R	C	I
3.5.	Whistleblowing Policy	Trust policy				AM	RM	R	C	I
3.6.	Adoption of Transferring T&Cs		A			R				
4.	Staff Management									
4.1.	CEO/Exec Headteacher, CFOO & Head of Specialism appointment		A				C	C		C
4.2.	Trust Centre staff structure & complement		A		R	P	C	cC		
4.3.	Trust Central staff appointments	Within approved complement		A		C		C		
4.4.	Academy staff structure & complement		A			P	C	P	P	I
4.5.	Teaching and support staff appointments						CM	C		A
4.67.	Suspension of CEO/Exec Headteacher		A							
4.7.	Return of CEO/Exec Headteacher after suspension		A							
4.8.	Dismissal of CEO/Exec Headteacher		A							
4.9.	Suspension of Heads of Specialism & Senior Leadership	As per policy	A	C			R			C
4.10.	Return of Heads of Specialism & Senior Leadership after suspension		A	C			R			
4.11.	Dismissal of Heads of Specialism & Senior Leadership		A	C			C			
4.12.	Suspension of teaching and support staff			C						A
4.13.	Return of teaching and support staff after suspension	As per policy					A			R
4.14.	Redundancy of staff		A			R	P	C	C	CI
4.15.	Restructuring of staff		A			R	RM	R		I
5.	Financial Governance & Management									
5.1.	Trust & Academy Financial Regulations & Procedures	Some are statutory	A		R	C		C		I
5.2.	Appoint Trust auditors	MEMBERS	R		P					

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5.3.	Trust overarching 3-5 year Budget Plan		A	PM	R					
5.4.	Trust overarching 1 year Budget		AM	PM	RM					
5.5.	Trust Management Accounts			M	AM					
5.6.	Trustees' Report & Annual Statutory Accounts		A	P	R					
5.8.	Trust Academies Accounts Return to ESFA			A						
5.9.	Response to Auditor's Management Letter		A	C	R					
5.10.	Individual Academy 3-5 year Budget Plan		A	CM	R2		R1	C		PI
5.11.	Individual Academy 1 year Budget		A	CM	R2		R1	C		PI
5.12.	Academy Management Accounts		M	CM	AM		RM	C		PI
6.	Financial Authorisation for full details refer to Record of Financial Responsibility									
6.1.	Expenditure or contracts identified within approved budget plan	As per RFR						C		A
6.2.	Expenditure or contracts identified outside approved budget plan	As per RFR			A		R			P
6.4.	Expenditure over OJEU limit	As per RFR	A		R		P	P		
6.5.	Compensation/settlement payments up to £15,000		M	A	M	M	R			P
6.6.	Compensation/settlement payments above £15,000 up to £50,000		A	P	R	R				C
7.	Academy Policies & Procedures (NB: This list is not exhaustive)									
7.1.	Academy times, terms and holidays		A			R	P	C	C	R
7.2.	Change of Academy Age Range		A		R		R	R		P
7.3.	Expansion of Academy PAN		A		R		R	C		P
7.4.	Extension of Academy provision		A		R		R	C		P
7.5.	Extended services on-site						A	R	C	P
7.6.	Child Welfare & Safeguarding Policy	Trust policy				A	R	P	M	CI
7.7.	Attendance Policy	Trust policy				A	R	P	M	CI
7.8.	Attendance Plan					A	R	C	M	CM
7.9.	Pupil Premium Policy	Trust policy				A	R		M	CI
7.10.	Pupil Premium Plan						A	C	M	RI
7.11.	Academy Visits Policy	Trust policy			A		R	C	M	I
7.12.	Pupil Behaviour & Exclusions Policy	Trust policy				A	RM	C	P	RI
7.13.	Short-term Exclusion	As per policy								A
7.14.	Return after short-term exclusion									A
7.15.	Permanent Exclusions						A			R
7.16.	Appeals against Permanent Exclusion	Panel req.	I							

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7.17.	Complaints Procedure	Trust policy	A				CM	C		
7.18.	Complaints Appeals	Panel req.	I							
7.19.	Admissions Policy	Academy policy					AM	C		P
7.20.	Admissions allocation of places						A			P I
7.21.	Admissions Appeals	Independent Panel req.	I							
7.22.	Academy prospectus						A	R		P
7.23.	Academy website	Trust Minimum Specification	M	M			A	R		P
7.24.	Academy logo & branding	Trust Minimum Specification					A	R		P
7.25.	Academy uniform	Trust Minimum Specification					A	R		P
8.	Premises & Assets									
8.1.	Premises Management/Development Plan	Trust plan			AM		CM	C		I
8.2.	Health & Safety Policy	Trust policy	A			RM	CM	P	R	I

