

SENDAT

Special Educational Needs & Disabilities
Academies Trust

SENDAT Scheme of Delegation

Incorporating the Record of Financial Responsibility (RFR)

This policy is reviewed annually by the Full Board

Ref:	09-2023
Author:	S Prickett / L Chapman
Issued:	September 2023
Reviewed by:	Finance Committee
Changes	V11 thorough review and inclusion of the RFR. RFR updated September 2023 in line with changes to reporting requirements and increased academies
Approved by:	
Next review:	Summer term 2024

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 Finance Committee (inc. Audit and Pay Committee)
4. Trust Provision, Standards and attainment Committee
5. Local Academy Boards
6. Trust Leadership Group comprising Trust Heads of Service including:
 - a CEO
 - b School Improvement Leads
 - c Heads of School/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 "ower'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 I
- Propose (P)
- Monitor & Report (M)
- ConsultI(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), Delegated (C), Implement (I)	Notes	Board	CEO/Account Officer	Finance committee	Provision, Standards &	LAB	Leadership Group	School improvement	Head of School
1.	Governance									
1.1.	Approve/Adopt Trust Articles of Association	Members only	R				C	C		
1.2.	Approve Trust Board Terms of Reference		A					R		
1.3.	Approve Trust Scheme of Delegation		A		R			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	R		
1.8.	Establish LAB Task & Finish Groups						A	R		
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		C	C				
1.14.	Appoint (and remove) Trust Committee members		A		R	R				
1.15.	Appoint (and remove) Clerk to Trust Board		A	P						
1.16.	Appoint (and remove) Clerk to LAB		A	P			R			
1.17.	Organise calendar of Trust Board and LGB meetings	With Clerk to Board	A	P	C	C	C			
1.18.	Approve Directors Expenses Policy		A		R					
2.	Trust & Academy Performance, Curriculum and Teaching									
2.1.	Trust Strategic Development Plan (TSDP) Inc 1-3 years Academy Plans		AM	CM	C	C	C	IR	I	I
2.2.	Academic Performance Targets		AM	M		C	R	IR	I	I

#	Task Key: Approve (A), Recommend/Review (R) Propose (P), Monitor & Report (M), Clutted (C), Implement (I)	Notes	Board	CEO/Account Officer	Finance committee	Provision, Standards &	LAB	Leadership Group	School improvement	Head of School
2.3.	Individual Academy Performance Review e.g. SEF		AM	R			R	R		P
2.6.	Teaching & Learning Policy	Trust policy	AM			AM	M	RI	R	PI
2.7.	Curriculum Policy	Trust policy				A	CM	PRI		RI
2.8.	Sex Education policy	Trust policy				A	CM	CM		PI
2.10.	Inclusion policy	Trust policy				AM	CM	C I		i
3.	Staff Policies and Pay (NB: This list is not exhaustive)									
3.1.	Pay & Remuneration Policy	Trust policy	A		R	C	PM	P		I
3.2.	Performance Management Policy	Trust policy	A			RM	M	R	CPI	I
3.3.	Disciplinary Policy	Trust policy	A			RM	M	R	C	I
3.4.	Capability Policy	Trust policy	A			RM	M	R	C	I
3.5.	Whistleblowing Policy	Trust policy	A		R	R M	M	R	C	I
3.6.	Adoption of Transferring T&Cs		A		R	R				
4.	Staff Management									
4.1.	CEO/Exec Headteacher, CFOO & Head of Specialism appointment		A	C	C	C		C		C
4.2.	Trust Centre staff structure & complement		A	P	R	P	C	C		
4.3.	Trust Central staff appointments	Within approved complement		A		C		C		
4.4.	Academy staff structure & complement		A	R		P	C	P	P	I
4.5.	Teaching and support staff appointments						CM	C		A
4.67.	Suspension of CEO/Exec Headteacher		A	P		R				
4.7.	Return of CEO/Exec Headteacher after suspension		A	P		R				
4.8.	Dismissal of CEO/Exec Headteacher		A	P		R				
4.9.	Suspension of Heads of Specialism & Senior Leadership	As per policy	A	A						PC
4.10.	Return of Heads of Specialism & Senior Leadership after suspension		A	A						PC
4.11.	Dismissal of Heads of Specialism & Senior Leadership		A	A						PC

#	Task Key: Approve (A), Recommend/Review (R) Propose (P), Monitor & Report (M), Cluttered (C), Implement (I)	Notes	Board	CEO/Account Officer	Finance committee	Provision, Standards &	LAB	Leadership Group	School improvement	Head of School
4.12.	Suspension of teaching and support staff			A						R
4.13.	Return of teaching and support staff after suspension	As per policy		A						R
4.14.	Redundancy of staff		A	R	C	R	C	R	C	CI
4.15.	Restructuring of staff		A	R	CR	CR	M	R		I
5.	Financial Governance & Management									
5.1.	Trust & Academy Financial Regulations & Procedures	Some are statutory	A	MI	R	C		CI		I
5.2.	Appoint Trust auditors	MEMBERS	R		P					
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		A	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	R			CI		CI
5.11.	Individual Academy 1 year Budget		A	CM	R			CI		CI
5.12.	Academy Management Accounts		A	CM	AM					CI
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	A			C		P
6.4.	Expenditure over OJEU limit	As per RFR	A	R	R					
6.5.	Compensation/settlement payments up to £15,000		M	A	M					C

#	Task Key: Approve (A), Recommend/Review (R) Propose (P), Monitor & Report (M), Clutted (C), Implement (I)	Notes	Board	CEO/Account Officer	Finance committee	Provision, Standards &	LAB	Leadership Group	School improvement	Head of School
6.6	Compensation/settlement payments above £15,000 up to £50,000		A	P	R					C
7.	Academy Policies & Procedures (NB: This list is not exhaustive)									
7.1.	Academy times, terms and holidays			A		R	C	PC	C	
7.2.	Change of Academy Age Range		A	R		R	C	C		C
7.3.	Expansion of Academy PAN		A	R	C	R	C	C		C
7.4.	Extension of Academy provision		A	R	R		C	C		C
7.5.	Extended services on-site			A				R	C	R
7.6.	Child Welfare & Safeguarding Policy	Trust policy	A	RM		A M	C M	R	M	CI
7.7.	Attendance Policy	Trust policy	A	RM		A		R		MCI
7.8.	Attendance Plan		A	RM		A		R		MCI
7.9.	Pupil Premium Policy	Trust policy	A	RM		A		R		MCI
7.10.	Pupil Premium Plan		A	RM	A			R		MCI
7.11.	Academy Visits Policy	Trust policy	A	RM		R		C	M	I
7.12.	Pupil Behaviour & Exclusions Policy	Trust policy	A	RM		R		C	M	I
7.13.	Short-term Exclusion	As per policy		A		M	M		P	R
7.14.	Return after short-term exclusion			A						R
7.15.	Permanent Exclusions			A		M	M			R
7.16.	Appeals against Permanent Exclusion	Panel req.	I A	C						C
7.17.	Complaints Procedure	Trust policy	A	RM		AM	M	C		C
7.18.	Complaints Appeals	Panel req.	I A	M		M				
7.19.	Admissions Policy	Trust policy	A	R		R	M	C		P
7.20.	Admissions allocation of places			A						P I
7.21.	Admissions Appeals	Tribunal		ARM		M				
7.22.	Academy prospectus			A			C	R		RC
7.23.	Academy website	Trust Minimum Specification	M	AI		M	M	R		PRI
7.24.	Academy logo & branding	Trust Minimum Specification	M	AI		M	M	R		P I

#	Task Key: Approve (A), Recommend/Review (R) Propose (P), Monitor & Report (M), Cluded (C), Implement (I)	Notes	Board	CEO/Account Officer	Finance committee	Provision, Standards &	LAB	Leadership Group	School improvement	Head of School
7.25.	Academy uniform	Trust Minimum Specification		M		A	C	R		P I
8.	Premises & Assets									
8.1.	Premises Management/Development Plan	Trust plan	A	R	RM		C	R		C
8.2.	Health & Safety Policy	Trust policy	A	RM		RM	CM	R	R	I