

2018



SCHEME OF DELEGATION

Esteem Multi-Academy Trust

What is the Scheme of Delegation?

This scheme of delegation shows the responsibilities and decision making within Esteem MAT for good and outstanding schools. Schools that are graded as 'Requires Improvement', by Ofsted, or are in special measures, will require an individual scheme of delegation following a process of due diligence and SWOT analysis.

Specific policies and details are needed to underpin this overview.

The Trust Board, who are the directors of all the academies in Esteem MAT, have the right to alter an academy's level of delegated responsibilities, if the school's local governing board (LGB) is a cause for concern, as defined by the Trust.

The Key

AC X	Ultimately accountable to external authority and decision maker
AC	Ultimately accountable and delegates the decision to those responsible
R+	Primarily responsible where more than one is responsible
R	Responsible for task and ensures it is done
X	Decision maker
A	Advisor
C	Those who are consulted

Members

The members are like the shareholders of a company. They have ultimate control of the Trust, with the ability to appoint some of the trustees and amend the Trust's Articles of Association. They ensure that they are kept informed about how the Trust Board is performing.

Who's responsible and how are decisions made?

Trust Board

The Trustees are the trust's directors and are ultimately accountable, with the CEO, to external government agencies, including the Charity Commission and the Department for Education, for the quality of education that the schools in the Trust provide. They are required to have systems in place through which they can assure themselves of the quality, safety and financial probity of the Trust.

Executive Team

The headteachers of each school in the Trust sit on the Executive Team. They work with the CEO to lead the day to day work of the Trust, as well as advise and make recommendations to the Trust Board.

Local Governing Bodies

Each school in the Trust has its own local governing body, which has functions delegated to it by the Trust Board, for local governance in many areas such as: the school budget; staffing and the curriculum. However, the Trust Board still retains overall accountability for these functions.

Area	Function	Delegation					
		Members	Trust Board	Executive Team	Local Governing Body	Head	Notes
Budget & Finance	To approve the formal budget plan each financial year		X	A			
	To agree the annual levy for central services. This will include the % contribution that each school makes to the MAT, for agreed central services.		X	A	A		
	To monitor monthly expenditure (overseen by Chief Financial Officer).		AC	R			Executive team to provide report to Trustees Board to confirm if budget spend is within the approved limits.
	Ensure all schools receive their funding as per EFA/DFE funding formula including: -GAG - Pupil Premium, - Sports Premium, - LAC, - Post LAC, - SEN, - Forces Premium. The LA will continue to be responsible for the allocation of High Level Needs Funding		X				Less the % top-slice
	To formulate a resource plan across the MAT and construct options for central services budget.		AC	R	A		To be led by the FD
	To determine and review a financial scheme of delegation across the MAT		AC	R	A		To be led by the FD

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Budget & Finance	Take miscellaneous financial decisions as per MAT scheme of financial delegation		R	R	R	R	
	Approve each individual school budget.		X				
	Prepare and propose the individual school budget.		AC		X	R	LGB to set balanced budget in line with Trust strategic aims. Trustees must approve.
	To monitor monthly expenditure within the trust.		X R	R			To be led by the FD
	To monitor monthly expenditure at each individual school.				R	A	
	To establish, publish and review a trust charging and remissions policy		X	R			One trust policy with variations approved by LGBs To be led by the FD
	To establish a school charging and remission policy in line with the trust aims				X		
	Decide how school budget carry forward is spent.		AC X	A	R	A	Subject to trustee approval. Not to be unreasonably withheld
	Staff pension responsibilities		X				
Staffing							
	Manage selection process and appoint CEO		X	C	C		

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Staffing	Appoint selection panel and appoint headteacher for each school (LGB represented)		X	A	A		
	Appoint selection panel for Leadership Group (Headteacher represented)		C	C	X	A	On the basis that some leadership posts may have a role across the trust.
	Appoint selection panel for other members of the senior leadership team.		C	C	X	A	
	Appoint other teachers				X	A	
	Appointment of MAT-wide teachers		X	A			
	Appointment of MAT-wide teaching assistants		X	A			
	Appoint non-teaching staff					X	
	To put in place a trust pay & performance management policy for schools		X	R	A	R	Variations for TUPE transferring staff to be recognised at local level
	To make pay decisions in line with the pay & performance management policy and legal requirements for the CEO and each headteacher.		X		A		
	To make pay decisions in line with the pay & performance management policy and legal requirements for each schools staff excluding the headteachers.				X		
	Establish and review procedures for addressing staff discipline, conduct and grievance.		X		A		

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Staffing	Dismissal of headteacher & Chief Executive		X				
	Suspending head & CEO		X				TB to make decision to suspend HT and exec team to investigate.
	Suspending other school staff				X	R	
	Ending suspension (head)		X				
	Ending suspension other school staff				X	R	
	Setting the overall staffing structure of the MAT.		X	A	C		Recommendation from executive team
	Setting the overall staffing structure of individual schools.		AC X		R	A	Recommendation from headteacher
	Determining dismissal payments/ early retirement		X	C	C		
	To produce and maintain a central record of recruitment and vetting checks – for staff, all governors/trustees and volunteers		AC X		R+	R	
	To audit and monitor schools' SCR		AC X			R	

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Curriculum	To establish and monitor a curriculum policy			C	X	A	
	To consider any disapplication for pupil(s)					X	
	Responsibility for standards of teaching and progress for each child		AC X	A	R+	R	As shown on previous page re: SCR
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				C	X	This changes from X/C to make it clearer
	Establish publish and review a school sex education policy (including in primary schools where the LGB must decide whether to teach sex education) and ensure that parents are informed of their right to				X	R	
	Establish publish and review a Trust wide policy to prohibit political indoctrination and uphold British Values		AC	R+	R	R	Change from previous all Rs. Again, shows difference between responsibility and ultimate accountability

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Religious Education Collective Worship Extra-curricular provision	Responsibility for ensuring that provision of RE meets statutory requirements.				X		
	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.					X	
	To decide whether to offer additional activities and what form these should take				X	A	
	To put into place the additional services provided				X	R	
	To decide whether to stop providing additional activities.				X		
Performance Management	Performance Management						
	To formulate an overall Trust performance management policy		X	A	C		
	To appoint the panel to carry out the appraisal of the CEO		X				
	To appoint the panel to carry out the appraisal of the headteacher (at least 1 LGB rep and 1 trustee and CEO).		A		X		To be co-ordinated by Governance Officer/clerk to trustees.

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Performance Management	To carry out appraisal of other teachers.					X R	
	To establish appropriate CPD for all staff			A	A	X R	
Discipline & Exclusions							
Discipline & Exclusions	To establish a Trust exclusion and behaviour policy		X	A			As per statutory guidance
	Establish publish and review a behavior and exclusion policy that reflects the Trust's ethos that is suitable for each individual school				X	A	
	To act within the SEND Code of Practice 2015, regarding exclusions		X		R	R	

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Premises, Health & Safety	All insurances—school trips and motor usage		AC		X	R	To be confirmed by SBM/FD report
	To develop a school asset management policy – with specific reference to school premises		X	A	R	A	To facilitate grant applications for CIF
	To secure suitable Trust insurance		X	R			
	Establish, publish and review a Trust health and safety policy		X	R			
	To prepare, publish and review a health and safety policy for each school that reflects the Trust policy				X	R	
	To ensure that health and safety regulations are followed	R	AC	R	R+	R	
School Organisation							
School Organisation	To publish proposals to change category of school		X				
	To set the times of school sessions and the dates of school terms and holidays.		X	A	C		Legally the Trust is responsible, but any local variations should be proposed by LGB
	Admission of other schools/academies into the Trust		X	A	C		As appropriate, in discussion with chairs' group

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School Organisation	To establish a data protection policy and review it at least every two years.		X	A	R		
	Maintain a register of pupil attendance					X R	
	Set overarching strategic development framework		X	A	C		
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable).					X	
	Develop and implement individual academy improvement plan		AC X	A	R	A	CEO to refer to in regular reports on standards to Trust Board
Information for Parents							
Information for Parents	To adopt and review the home-school agreement		X		X	A	Particularly in light of GDPR changes
	To establish, publish and review a Trust complaints procedure.		X	R			
	To provide information about how complaints are handled on an operational basis in each school				X R	A	

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Information For Parents	To establish and publish a Freedom of Information scheme and ensure the school complies with it.		X	R			
	To establish, publish and review a suitable Trust Data Protection policy that is GDPR compliant		X	A			
	To establish, publish and review an individual school Data Protection policy and procedures that are in line with the Trust DP policy				X	A	
LGB Procedures							
LGB Procedures	To draw up an instrument of government and any amendments thereafter		X				
	To hold a full LGB meeting at least three times in a school year				X R	A	
	To appoint (and remove) the chair and vice- chair (subject to Trust approval)		AC X		R		For LGB to determine, unless Trust consider specific support to be required
	To appoint and remove LGB members (subject to Trust approval)		AC X		R		For LGB, unless there is an issue across whole LGB i.e. special measures

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LGB Procedures	To appoint and dismiss the clerk to governors		AC X	A	R		Trust to consider standard method of clerking.
	To set up a register of trustee and governors' business interests		X				
	To review and update annually the LGB register of interests				X		
	To approve and set up a governor's expenses scheme		X				
	To regulate the GB procedures (where not set out in law)		X		A		
	To consider whether or not to exercise delegation of functions to individuals or committees.		X				
	To consider delegation of functions to individual and committees, within the remit of the Trust meeting schedule and quorum rules.				X		So long as there is compliance with min. nos. for gov decisions and the meeting and reporting schedule. Good/ outstanding school are free to follow own procedures with support from Trust clerk
MAT Organisation & Governance							
MAT organisation & Governance	To consider the sponsorship of any schools who are identified by the DfE to join the Trust		X	A	C		Potential consultation with chairs' group or individual school
	To consider requests from other schools to join the Trust		X	A	C		As appropriate, in discussion with chairs' group

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MAT Organisation & Governance	To consider a school leaving the MAT		X	A			
	Maintenance of MAT ethos	R	AC X	R	R	R+	
	Review governance structures annually		X	A	A	A	
	Set annual schedule of governance and business		X	A	C		
	Induction for new Trustees, members and Governors	R	AC X		R+	R	Depending on which group they join
	Publish an annual report on Trust performance for Members and the school community and public		X	A			
	Management of Risk – establish risk register, audit and monitoring procedures		X	R	C		
	Determine Trust reporting procedures to manage KPIs and standards		X	R			
	Ofsted readiness		AC R	R	R	R+	
	To establish, publish and review a Trust special educational needs (SEN) policy.		X	A			

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MAT Organisation & Governance	To prepare the SEN information report and review on an annual basis to meet Statutory obligations and to be in line with the Trust ethos				X	A	
	Articles of Association: review & agree	X	A				
	Members: appoint/remove	X	A				
	Trustees: appoint/remove	X					
	Role descriptions for members	X					
	Role descriptions for trustees/ chair of trustees/specific roles/ committees		X				
	Trust Board committee chairs: appoint/remove		X				
	Clerk to Board: appoint/remove		X				

Area	Function	Delegation					
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Inclusion & Equality	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years for the Trust.		X	A			
	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years for each school.				X	A	
	To identify a specific trustee with particular responsibility for children with SEN		X				Everyone has a responsibility but a nominated trustee to have particular involvement and be point of liaison with the designated governor in each school
	To designate a 'responsible person' for children with SEN				X		
	To designate a 'responsible person' for looked after children				X		
	To establish an accessibility plan and review it every three years.				X	A	
	To establish, publish and review annually a Trust child protection policy and relevant procedures.		X	A			

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Equality & Inclusion	To establish, publish and review annually a child protection policy and relevant procedures for each school that reflects the trust ethos and procedures				X	A	
Admissions							
Admissions	To determine each school admission criteria		X	A	A		
	Admissions: Application decisions		X	A		A	The Trust is the Admission Authority
	To appeal against LA naming the school in Part 1 of the EHCP		X	A	A		