

This Scheme of Delegation identifies the key decision-making authorities for establishments within the Orwell MAT Academies. It determines the functions undertaken by the Board of Trustees and those which have been delegated to the Executive Leadership Team, Local Governing Committees and CEO. The Scheme of Delegation applies to all schools. This delegation is based upon the quality of governance and management and an establishment's performance being at an acceptable level. Where this performance is judged to be insufficient, then the Board of Trustees will revoke powers from establishments and their Local Governing Committees.

The Board of Trustees is able to delegate identified functions to a committee as indicated below. Where decisions have been delegated, they must be reported back to the Board of Trustees at the next meeting.

Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Trustee meeting, action may be agreed with the Board of Trustees' Chair. This must be reported to the Board of Trustees at the next meeting.

It is essential that a Head of Establishment has sufficient powers to manage effectively on a day-to-day basis.

The Board of Trustees delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations.

Where there is a shared responsibility for decision making between the Trust and its schools, the Trust has the ultimate responsibility.

	<b>Task</b> Key: Responsible (R) Approve (A) Recommend (Re) Consult (C) Inform (I)	<b>Notes/Approving Trust Committee</b>	<b>Members</b>	<b>Board of Trustees</b>	<b>Trust Committee</b>	<b>CEO</b>	<b>CFO</b>	<b>LGC</b>	<b>Head/ELT</b>	
										Notes
<b>1</b>	<b>Governance</b>									
<b>1.1</b>	Approve Trust Articles of Association		A R	Re						
<b>1.2</b>	Appointing / removing members and trustees		A R	Re						
<b>1.3</b>	Removal of auditors		A R	Re						
<b>1.4</b>	Approve Trust Board Terms of Reference			A		Re				
<b>1.5</b>	Approve membership of new academies			A		Re			C	
<b>1.6</b>	Approve Trust Scheme of Delegation			A		Re		C	C	
<b>1.7</b>	Establish (and remove) Trust Committees			A						

1.8	Approve Trust Committee Terms of Reference			A	C					
1.9	Establish (and remove) Local Governing Committees (LGC)			A	C				€	
1.10	Approve Local Governing Committee (LGC) Terms of Reference			A	Re			Re		
1.11	Establish LGC working groups							A,R		
1.12	Appoint (and remove) Chair / Vice Chair of Trust Board			A,R						
1.13	Appoint (and remove) Chair of LGC			A				Re		
1.14	Appoint (and remove) Vice Chair of LGC							AR		
1.15	Appoint (and remove) Chair(s) / Vice Chairs of Trust Committees			A	R					
1.16	Appoint (and remove) Trust Committee members			A	R					
1.17	Appoint (and remove) staff and parent local governors				C			AR		Trust Board CAN appoint to elected governor positions if no one comes forward for election.
1.18	Appoint (and remove) co-opted and other local governors	Sub group of 3 Trustees			A			Re		
1.19	Appoint (and remove) Clerk to Trust Board			A		Re				
1.20	Appoint (and remove) Clerk to LGC			A		C Re		€		
1.21	Annual self-review of trust board and committees			AR						

1.22	Annual self-review of LGC and committees			C				AR		
1.23	Organise calendar of Trust Board meetings			AR		C	C			
1.24	Organise and review Local Governors training					Re		C		
1.25	Organise calendar of LGC meetings							AR		
2	<b>Trust &amp; School Performance, Curriculum and Teaching</b>									
2.1	Trust 3 year strategic overview/plan	Quality of Education		A	-Re	C	C			
2.2	School 1 Year development Plan	Quality of Education			A	C	C	C	Re	
2.3	Academic Performance Targets	Quality of Education			C A	A Re		C	R, C	
2.4	Trust Teaching & Learning Policy & Framework	Quality of Education			A	Re			C	
2.5	Trust PD days	Quality of Education		A		Re			C	
3	<b>Staff Policies and Pay</b>									
3.1	Trust wide Policies	See list		A	C	Re	C		C	
3.2	Changes to Employee Terms & Conditions or Collective Agreements	Finance, Resources & Audit			A	Re	C		C	
3.3	Adoption of Transferring Policies and Collective Agreements	Finance, Resources & Audit			A	R			C	
3.4	Teachers Annual Pay Award	Finance, Resources & Audit			A	R,C	Re		C	

3.5	Support Staff Annual Pay Award	Finance, Resources & Audit			A	R, C	Re		C	
3.6	Head Individual Performance Pay awards within agreed ISR			A		Re		C		
3.7	Head Individual Performance Pay awards outside agreed ISR	Finance, Resources & Audit		A	-Re	C	C	C		
3.7	Deputy Head and other leadership roles Individual Performance Pay, within agreed ISR							A	Re	
3.8	Deputy Head and other leadership roles Individual Performance Pay, outside agreed ISR					A	C	Re		
3.9	Potential movement to UPR and awarding of TLRs.	Finance, Resources & Audit				C	C	A	Re	
3.10	Teacher & support staff Individual Performance Pay Awards within budget							A	R, Re	
3.11	Teacher & support staff Individual Performance Pay Awards outside budget						C	A	R, Re	
3.12	CEO Individual Performance Pay Award	CEO PMR committee		A	Re					
3.13	CFO Individual Performance Pay Awards				A	R,Re				
4.	<b>Shared Services Team - Staff Management</b>									
4.1	Recruitment within approved budget					A	C			
4.2	Recruitment within virement limit	less than £5K difference to overall budget position.				A	C			
4.3	Recruitment above the virement limit	FRA			A	Re	C			

4.4	Recruitment with significant change to establishment level, or impacting on central re-charge	FRA			A	Re	C		C	
4.5	Staffing, structure and grades (setting the establishment level)	FRA			A	Re	C			
4.6	CEO appointment			A	Re					
4.7	CFO appointment				A	Re				
4.8	Suspension of CEO			A	Re					
4.9	Return of CEO after suspension			A	Re					
4.10	Suspension of CFO			A	C	Re				
4.11	Return of CFO after suspension			A	C	Re				
4.12	Support staff appointments					A	Re			
4.13	<b>Individual</b> contractual changes eg flexible working requests <b>(HR advice must be sought)</b>					A	C			
5.	<b>School Staff Management</b>									
5.1	Recruitment within the approved budget and establishment levels.					C (as required)	C (as required)		A, R	
5.2	Recruitment -exceeding budget or establishment levels					A	C		Re,R	
5.5	Staffing, structure and grades (setting the establishment levels)	Finance, Resource and Audit			A	C	C	Re	R	

5.6	Head Teacher appointment			A		Re		C		
5.7	Deputy Head and leadership appointment	Following authorisation to recruit				A		C	R, Re	
5.8	Suspension of Head, Deputy Head or senior leadership team				A	A* R, Re			C (except in case of HT)	CEO may approve in an emergency with HR advice.
5.9	Return of Head Teacher, Deputy Head or senior leadership team after suspension				A	R, Re		C	C (except in case of HT)	
5.10	Suspension of teaching and support staff					A*			A*, R, Re	Approval either by HT upon consultation with CEO or CEO if HT unavailable.
5.11	Return of teaching and support staff after suspension				A*	Re		*panel member	R, Re	
5.12	Dismissal of staff	Hearings / Appeals panel drawn from Trustees /			A	Re		*panel member	C	
5.13	Re-structure/Redundancy of staff	FRA			A	Re	C		C	
5.14	<b>Individual</b> contractual changes eg flexible working requests <b>(HR advice must be sought)</b>					<b>A</b>	C		<b>Re</b>	
6.	<b>Finance, Governance &amp; Management</b>									
6.1	Approval of Trustwide Contracts	*FRA approve if over limit in RoFR. If under limit in RoFR ELT approve			A*	C	Re		C	
6.2	Trust & Academy Financial Regulations (inc. key policies & procedures)			A	R, C	C	Re		C	
6.3	Appoint Trust Auditors	Finance, Resource and Audit	A, R	C	Re	C	C			
6.4	Trust consolidated 1- 3 year Budget Plan	Finance, Resource and Audit		A	Re, R	C	C			
6.5	Shared Services 1-3 year Budget Plan	Finance, Resource and Audit			A	C	Re, R		C	

6.6	Shared Services Team Service Charge/Levy				A	C	R, Re		C	
6.7	Setting of Schools 3 year Strategic Financial Plan	Finance, Resource and Audit			A	C	C		Re, R	
6.8	Setting Schools 1 year Budget Plan	Finance, Resource and Audit			A		C		Re, R	LGC will receive termly finance monitoring reports.
6.9	Delivery against the approved budget						C		R	
6.10	Approval of Virements				I	A	Re			
6.11	Monitoring of Management Accounts	Chair Of Trustees, FRA, Board								Chair to review monthly with CFO FRA / Board review half termly. Uploaded to GovernorHub so can be reviewed in between meetings.
6.12	Trust Annual Accounts			A	Re		Re R			
6.13	Trustees Report			A	R	Re	C			
6.14	Trust Return's to ESFA			I	I	A	R		I	
6.15	Response to Auditor's Management Letter			A	R	I	Re		I	
6.16	Response to Internal audit reports	FRA			A	I	Re		I	
7.	<b>School Policies &amp; Procedures</b>									
7.1	School times, terms and holidays			A		R, Re			C	
7.2	Expansion of School (PAN or NOR)			A		R, Re	C	C	C	
7.3	Extension of School provision (Nursery)			A		R, Re	C	C	C	


















