

Scheme of Delegation - Grid

Area	Decision	Members	Trustees	LGB – DM	LGB - DB	LGB - FV	Headteacher
People	Appoint/Remove – Members and Trustee Chair	√					
	Appoint/Remove - Trustees		√				
	Appoint/Remove – Staff Govs		√				
	Appoint/Remove – Parent Govs		√				
	Appoint/Remove – Community Govs		√				
	Appoint/Remove - Staff		√				√
	Management of staff		√				√
Governance	Governance (oversee and manage)		√				
	Guardians of Constitution	√					
	Oversight and challenge to Trustees	√					
	Oversight and challenge to LGB		√				
	Creation and compliance of Framework/RAG	√					
	Compliance of Framework/RAG		√				
	Fiduciary duty	√	√	√	√	√	√
	Compliance with legal obligations and recommended practice	√	√	√	√	√	√
Vision and Ethos		√	√	√	√	√	√
Premises/Estates	Enter into contracts on behalf of the Trustees for the Academy		√				
	Contribute to developing a 5 year estate management strategy		√				√
	Maintenance of premises and facilities		√				√
	Long term planning of premises and facilities		√				√
Delegated Powers (not reserved matters)	Accountability to Government/DfE	√					
	Accountability to Members		√				
	Accountability to Trustees			√	√	√	√
	Core functions of the MAT		√				
	Core functions for the Academy/School			√	√	√	√
	Operational matters		√	√	√	√	√

	Annual review		√				
	Management of the business of the Academy/School		√	√	√	√	√
	Managing the employment of all staff employed at the Academy		√				√
	Carrying out all necessary disclosure and barring service checks		√				√
	Conducting appraisals and managing all disciplinary matters in accordance the Academy's policy		√	√	√	√	√
	Annual budget for the Academy		√				√
	Enter into contracts on behalf of the Trustees for the Academy		√				√
	Delegate powers to the Headteacher		√	√	√	√	
Finance	Expend funds as permitted		√				√
	Operate a bank account on behalf of the Academy/School		√				√
	Acknowledgement of receipt of funds provided by the State, donated and generated from activities of the Trust		√				√
	Enter into contracts on behalf of the Trust (consent from Trustees if above £5K)		√				√
	Responsibility for the accounts		√				
	Safeguarding of funds		√				√
	Notification to Trustees of unplanned expenditure		√				√
	Risk management strategies	√	√	√	√	√	√
	Internal audit committee review		√				√
Curriculum and Standards	Setting and review		√	√	√	√	√
	Standards/Teaching and Learning		√	√	√	√	√
	Monitoring progress including SEN/PP		√	√	√	√	√
	Attendance and behaviour		√	√	√	√	√
	Adequacy of safeguarding		√	√	√	√	√
	Expand the Academy/School		√				√
Extended Schools and Business Activities				√	√	√	√

Regulatory Matters	Responsibility for the satisfaction and observance and legal matters		√				
Operatio n Matters	Duty to act independently with integrity, objectivity, and honesty in the best interests of the Trust and Academy/School	√	√	√	√	√	√
	Adopt and comply with all policies	√	√	√	√	√	√
	Review policies and practices		√	√	√	√	√
	Provide data and information regarding the business of the Academy/School		√	√	√	√	√
	Implement any advice or recommendations made by the Trustees			√	√	√	√
Annual Review	Absolute discretion to review Scheme of Delegation		√				

Finance and audit process							
		Members	Trustees	LGB – DM	LGB - DB	Headteacher	Other
Facilities/personnel committee (meet 6 times a year)	Schedule meetings to review compliance of funding resources and expenditure		√				
Internal Audit Processes (quarterly review)	Responsible Officer		√				
	External Audit – focusing on designated areas of scrutiny independent of the school operational auditors/accountants		√				
	Operational verification of authorised processes		√				
	HR and contracts – out sourced provision to ensure compliance		√				
	Benchmarking against comparable MATs		√				
Policy Review	Risk Management and strategies		√				
Curriculum Planning	Appropriate allocation of resources as per EFSA guidance/TOOLING		√				
Premises and Estates	Utilisation of expenditure in line with strategic development plan		√				
Extended Schools and Business Activities	Compliance with legal parameters regarding VAT and HMRC		√				

