

ABINGDON LEARNING TRUST



SCHEME OF DELEGATION

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust (MAT) and constituent schools.

The bodies may include:

1. Trust Members
2. Trust Board of Directors (Board)
3. Trust Finance and Audit Committee (F&A)
4. Trust Educational Standards Committee (ES)
5. CEO
6. Executive Team (CEO, Head of Finance and Business, Headteachers)
7. Local Governing Body (LGB)
8. Headteachers of individual schools (HTs)

The delegated powers are broken down into different levels in line with the MAT's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the MAT to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and 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 (R)
- Propose (P)
- Develop (D)
- 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.

MAT & School policies

A key task for the MAT Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are Trust or School policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify key Trust policies.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	F&A Cttee	ES	CEO	LGB	Exec Team	Headteacher
1.	Governance								
1.1.	Approve Trust Articles of Association	Members only	R						
1.2.	Approve Trust Board Terms of Reference		A			R			
1.3.	Appoint Trustees	Members only	R						
1.4.	Approve Trust Scheme of Delegation(s)	Two versions based on autonomy	A			R			
1.5.	Approve school status of autonomy		A			R			
1.6.	Approve new convertor or sponsored schools joining MAT	Subject to criteria and due diligence	A			R			
1.7.	Establish MAT Committees		A		R	R		C	
1.8.	Approve MAT Committee Terms of Reference		A	R	R	R		C	
1.9.	Approve Local Governing Body (LGB) Terms of Reference	Subject to school status of autonomy	A			R	P	C	
1.10	Establish LGB sub-committees						A		
1.11	Appoint Chair/Vice Chair of Trust Board		A						
1.12	Appoint Chair and Vice Chair of LGB		A				P		
1.13	Remove Chair or Vice Chair of LGB	In exceptional circumstances	A				P		
1.14	Appoint Trust Governors to LGB		A				R		
1.15	Remove Governors from LGB	In exceptional circumstances	A				R		
1.16	Appoint (and remove) Chair(s) of Trust Committees		A						
1.17	Appoint (and remove) Trust Committee members		A						
1.18	Appoint (and remove) Clerk to Trust Board		A			R			
1.19	Appoint (and remove) Clerk to LGB		A			R	C		
1.20	Appoint Accounting Officer		A						
1.21	Trust Policy Matrix		A			R			
1.22	Trust Governance Calendar		A			R		P	
1.23	Approve Directors Expenses Policy	Trust Policy	A						
1.24	Appoint a Company Secretary or allocate responsibilities	Company Secretary not mandatory	A			R			

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2.	Trust & School Planning & Performance,								
2.1.	Trust Strategic Plan	Inc. vision, values and goals	A			R	C	C	
2.2.	Trust 1 Year Development Plan		A			R		C	
2.3.	Set School Performance Targets		A			R	D	C	D
2.4.	School Performance Review				A	I	I		
2.5.	School Strategic Plan	Aligned to Trust Strategic Plan				A	R	C	D
2.6.	School 1 Year Development Plan						A	C	R
3.	Staff Policies and Pay								
3.1.	HR, Employment & Staff related policies	Trust Policies: See policy matrix	A			R	M	C	
3.2.	Employee Terms & Condition changes		A			R		C	
3.3.	Employee T&Cs for new schools		A			R		C	
3.4.	Teachers' Annual Pay Award	Trust Policy		A		R		C	
3.5.	Support Staff Annual Pay Award	Trust Policy		A		R		C	
3.6.	CEO Performance Review & Pay	Trustee sub-group	A						
3.7.	Headteacher Performance Review & Pay	Trust/LGB sub-group	A			I/R	I/R		
3.8.	Individual Performance Pay Awards	As per Trust policy		A		R	R		P
4.	Staff Management								
4.1.	CEO appointment		A						
4.2.	Trust staff structure & complement		A			R		C	
4.3.	Trust staff appointments		A			R		C	
4.4.	School staff structure & complement	Within School 1 Year Plan				A	P	C	P
4.5.	Headteacher appointment	Trust/LGB panel	A			A	R		
4.6.	Senior leadership appointments					AC	AC	C	R
4.7.	Teaching and support staff appointments								I/A
4.8.	Suspension of CEO		A						
4.9.	Return of CEO after suspension		A						
4.10.	Dismissal of CEO		A						
4.11.	Suspension of Headteacher	As per policy				A	C		
4.12.	Return of Headteacher after suspension					A	C		
4.13.	Dismissal of Headteacher		A			R	C		

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4.14	Suspension of teaching and support staff					C			A
4.15	Return of teaching and support staff after suspension					C			A
4.16	Redundancy of school staff		A	C		R	C	C	P
4.17	Restructuring of school staff	Without financial implication				A	R	C	P
4.18	Trust Staff Development Plan	Within Trust 1 Year Plan	A			R		C	
4.19	School Staff Development Plan	Within School 1 Year Plan				A	C	C	R
4.20	Trust Inset Days	See 7.1				A		P	
5.	Financial Governance & Management								
5.1.	Trust & School Financial Regulations	Academies Financial Handbook and Trust Policy	A	R		P	M		
5.2.	Trust & School Financial Procedures	Trust Policy	A	R		P	M		
5.3.	Appoint Trust auditors	Members	R	P		P			
5.4.	Trust 3 year Budget Plan		A	R		P		C	
5.5.	Trust 1 year Budget			A		R		C	
5.6.	Trust Central Charges to schools		A	R		P	C	C	
5.7.	Trust Budget Reports		AM	RM		PM			
5.8.	Trust Interim Year End Accounts			A		R			
5.9.	Trust Annual Accounts		A	R					
5.10	Trustees Report		A	R					
5.11	Trust Accounts Return to ESFA					A			
5.12	Response to Auditor's Management Ltr			A		R			
5.13	School 1 year Budget			A		R	P	C	D
5.14	School Budget Reports			M		MA	M		RM
5.15	School Interim Year End Accounts			AM		MA	MR		PM
6.	Financial Authorisation								
6.1.	Expenditure or contracts up to Lower Limit	Limits as per Finance Regulations				A			A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit			A		R	A		R
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	Limits as per Finance Regulations		A		R	P		P
6.4.	Expenditure over OJEU limit		A	R		P			
6.5.	Compensation payments up to £50k	ESFA guidance has changed	A	C		R C			P
7.	School Policies & Procedures								
7.1.	School times, terms and holidays	See 2.14	A			R	C	P	
7.2.	Change of School Age Range		A				R	C	P
7.3.	Expansion of School PAN		A			R	P	C	P

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7.4.	Extension of School provision		A			R	P	C	P
7.5.	Extended services on-site					A	P		R
7.6.	Child Welfare & Safeguarding Policy	Trust Policy INDIVIDUAL SCHOOL ADAPT LOCALLY	A			R	C	P	
7.7.	School Statutory Policies	See policy matrix				M	A	C	P
7.8.	School non-Statutory Policies	See policy matrix				M	A	C	P
7.9.	Fixed-term exclusion (FTE)								A
7.10	Return after short-term exclusion								A
7.11	Permanent Exclusions					A	R		P
7.12	Appeals against Permanent Exclusion	Independen t Panel	I						
7.13	Complaints Policy	Trust policy	A			R			
7.14	Complaints Appeals	Independen t Panel	I			R			
7.15	Admissions Policy	School Policy				A	C	C	P
7.16	Admissions allocation of places	As per Admissions policy					A		I
7.17	Admissions Appeals	Independen t Panel					A		I
7.18	School prospectus	Refers to overall branding and image guidelines				A	D/ R		D/ R
7.19	School website	Refers to overall branding and image guidelines				A	D/ R		D/ R
7.20	School logo & branding	Refers to overall branding and image guidelines				A	D/ R		D/ R
7.21	School uniform	Refers to overall branding and image guidelines				A	D/ R		D/ R
8.	Premises & Assets								
8.1.	Asset Management Policy	Trust Policy	A	R		P		C	
8.2.	Asset Management Plan			A		R	A		R

DECLARATION

The Trust Board of the Abingdon Learning Trust, at its meeting on 7 December 2018 resolved to adopt this Scheme of Delegation. A copy has been forwarded to the Clerk for the formal Trust Board records and is available on the Trust's website. This scheme will be reviewed annually.

Signature

(Chair of the Trust Board)

Date of signature