



**ALL SAINTS**  
Multi Academy Trust

## Scheme of Delegation

June 2018

## **Introduction**

As a charity and company limited by guarantee, the Trust is governed by a Board of Directors/Trustees (referred to as the Trust Board) who are responsible for, and oversee, the management and administration of the Trust and the Academies run by the Trust.

The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the Trust and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

In order to discharge these responsibilities, the Trustees appoint people with appropriate skills and knowledge to serve on the Local Governing Body (LGB) which has been established to assist with the good governance of the Academy in accordance with clause 4.4 of this Scheme and Articles 100 - 104.

The purpose of the scheme of delegation is to set out clearly those decisions which are taken by the Trust Board, and those which are taken by a committee of the Trust Board, an employee of the Trust, or at LGB level.

The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of its Academies. This is both exercised through strategic planning and the setting of policy and is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Trustees have the power to direct change where required.

In making decisions, all parties must apply the seven principles of public life, as follows:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

(<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>)

## **Key**

The following table provides an explanation of the symbols used within the decision matrix.

<b>Symbol</b>	<b>Description</b>
✓	Indicates a decision taken at Trust Level
✓	Indicates a decision taken at Local Level
A	Indicates advice/input by Trust in to a decision
A	Indicates advice/input Locally in to a decision
<>	Indicates direction of advice

Area	Decision	Delegation						
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy H/Teacher
Governance framework								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	✓					
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/specific roles/committee/council members: agree		✓			<A		
	Local Governing Body Members: elected		✓				<A	
	Board committee chairs: appoint and remove		✓	✓	✓	<A		
	Local Governing Body Chairs: appoint and remove		✓			<A		
	Clerk to board: appoint and remove		✓			<A		
	Clerk to Local Governing Body: appoint and remove		✓			<A>	✓	
Systems and Structures	Articles of association: review and agree	✓	<A			<A		
	Governance structure (committees) for the trust: establish and review annually		✓			<A		
	Terms of reference for board committees and scheme of delegation for Local Governing Body: agree annually		✓			<A		
	Skills audit: complete and recruit to fill gaps		✓			<A>	✓	A
	Annual self review of trust board and committees: complete annually		✓					

Area	Decision	Delegation						
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Systems and Structures	Annual self review of Local Governing Body: complete annually						✓	
	Chair's performance: carry out 360 review periodically		✓				✓	
	Trustee / Local Governing Body / council member contribution: review annually		✓				✓	
	Succession: plan		✓			<A>	✓	A
	Annual schedule of business for trust board: agree		✓			<A		
	Annual schedule of business for Local Governing Body: agree					A>	✓	A
Reporting								
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓			<A	✓	A
	Annual report on performance of the trust: submit to members and publish		✓			<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		<A		
	Annual report work of Local Governing Body: submit to trust and publish						✓	A
Being Strategic								
	Approval of policies set out in Appendix One		✓			<A		A

Area	Decision	Delegation						
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy H/Teacher
Being Strategic	Approval of policies set out in Appendix Two		✓			<A		A
	Approval of all other policies					A>	✓	A
	Central spend / top slice: agree		✓	<A		<A		
	Management of risk: establish register, review and monitor		✓	<A	<A	<A>	✓	A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			<A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			A>	A	✓
	Chief executive officer: appoint and dismiss		✓					
	Academy Headteacher : appoint and dismiss		✓			<A	<A	
	Other Appointments		✓ (unless agreed by Chair)			<A>	✓ (unless agreed by Chair)	<A
Implementation of disciplinary policy up to, and including dismissal (except for CEO and Headteacher)					✓		<A	

Area	Decision	Delegation						
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	Budget plan to support delivery of trust key priorities: agree		✓	<A		<A		
	Budget plan to support delivery of school key priorities: agree					✓	<A	A
	Trust's staffing structure: agree		✓	<A	<A	<A		
	School staffing structure: agree					✓	<A	A
Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	✓	<A>	✓	A
	Reporting arrangements for progress on key priorities: agree		✓	<A	<A	<A>	✓	A
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of academy Headteacher : undertake					✓	<A (with SIP)	
	Performance management of the Clerk to the Trust Board: undertake		✓ (Chair)			<A		
	Performance management of the Clerk to the LGB: undertake						✓ (Chair)	<A
	Trustee monitoring: agree arrangements		✓			<A		
	Local Governing Body member monitoring: agree arrangements					A>	✓	A

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	Local Governing Body overall performance monitoring: agree arrangements		✓			<A		
Ensuring financial probity								
Ensuring financial probity	Appoint Chief financial officer for delivery of trusts detailed accounting processes		✓	<A		<A		
	Trust's scheme of financial delegation: establish and review		✓	✓		<A		
	School's scheme of financial delegation: establish and review			✓		<A		
	External auditors' report: receive and respond		✓	<A		<A	✓	A
	CEO pay award: agree				✓			
	Academy Headteacher pay award: agree				✓	<A	A	
	Other pay awards					✓	<A	<A
	Monitoring of the application of the Trust's pay progression procedure				✓	<A		
	Benchmarking and trust wide value for money: ensure robustness			✓		<A		
	Benchmarking and academy value for money: ensure robustness			✓		<A		A
	Develop trust wide procurement strategies and efficiency savings programme					✓		
Review and approve trust wide procurement strategies and efficiency savings programme			✓					

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	Monitoring of financial performance compared to budget			✓		✓		<A



## **Appendix One – Policies Subject to Trust Board Approval**

- Careers Education Guidance
- Risk Management
- Exclusions Policy
- Complaints Procedure
- Trustee / Governor Visits Policy
- Conflict of Interest
- Whistleblowing

## **Appendix Two – Policies Subject to Committee Approval**

### **Finance and Business Committee**

- Health and Safety
- Staff Restructuring
- Staff Attendance Policy and Procedure
- Use of Social Media
- Special Leave of Absence (Merge with attendance policy)
- Disciplinary Policy
- Lone Working
- Shared Parental Leave
- Financial Regulations
- Dignity in Work Policy
- Flexible Working Policy
- Grievance Procedure
- Asset Control Policy
- Trust Code of Conduct
- Staff Recruitment and Selection Policy
- Allegations Against a Member of Staff
- Driving at Work
- Cash Handling Policy (merge with Financial Regulations)
- Charging and Remissions Policy
- Gifts and Hospitality
- Investment and Reserves Policy
- Travel and Subsistence Policy
- Appraisal and Performance Management
- Capability Policy
- Data Protection / Freedom of Information
- Fraud Policy (merge with Financial Regulations)
- Stress Management Policy
- LGPS Discretions Policy
- Maternity Leave

### **Pay Committee**

- Pay Policy