

**HEATH ACADEMY TRUST  
DRAFT 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 and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance & Resources Committee (including Audit Committee)
4. Trust HR Committee
5. Trust Standards Committee
6. Local Governing Body
7. Leadership group of Headteachers
8. Headteacher of individual academies

The delegated powers are broken down into different levels in line with the Trust’s principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House. The Scheme of Delegation will also need to take into consideration any requirements of the Diocese of Salisbury.

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)
- Consult (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant committee body. While the Scheme is designed to be comprehensive it will not cover every task.

**Trust Policies**

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. These policies may include those listed below.

<b>Academy &amp; Pupil Policies</b>	<b>Employment &amp; Staff Policies</b>
Curriculum	Pay
Teaching & Learning	Performance Management (Teaching and Support)
Sex Education	Disciplinary
Religious Education	Grievance
Child Welfare & Safeguarding	Capability
Attendance	Whistleblowing

Pupil Behaviour & Exclusions	Travel and Subsistence
Pupil Premium	All DCC employment policies covered under TUPE
Health & Safety	
Admissions	<b>Financial Policies</b>
Complaints	Financial Regulations & Procedures
SEN & Inclusion	Accounting Policies (including asset write off and disposal)
Business Continuity	Bad Debt
Risk Register	Anti-Fraud and Corruption
	Tendering
	Investments and Reserves
	Gifts and Hospitality
	Governors Expenses

	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consult (C), Implement (I)	Notes	Board	Fin & Res including Audit	HR & Standards		LGB	HT Grp	HT
<b>1.</b>	<b>Governance</b>								
1.1.	Approve Trust Articles of Association	Members only							
1.2.	Appointment of Directors to the Board	Members							
1.3.	Approve Trust Board Terms of Reference		A						
1.4.	Approve Trust Scheme of Delegation		A						
1.5.	Approve new convertor or sponsored academies joining MAT		A						
1.6.	Establish Trust Committees		A	P	P		P	P	
1.7.	Approve Trust Committee Terms of Reference		A	P	P				
1.8.	Approve Local Governing Body (LGB) Terms of Reference		A				P	P	
1.9.	Establish LGB working groups						A		
1.10	Appoint Chair of Trust Board		A						
1.11	Appoint Chair of LGB						A		
1.12	Remove Chair of LGB	In exceptional circumstances	A						
1.13	Appoint (and remove) LGB members	In exceptional circumstances					A		
1.14	Appoint (and remove) Chair(s)/Vice Chairs of Trust Committees		A						

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1.15	Appoint (and remove) Trust Committee members	As per agreed composition	A						
1.16	Appoint (and remove) Clerk to Trust Board		A						
1.17	Appoint (and remove) Clerk to LGB						A		
1.18	Organise calendar of Trust Board and LGB meetings		A						
1.19	Approve Directors Expenses Policy		A						
<b>2.</b>	<b>Trust &amp; Academy Performance, Curriculum and Teaching</b>								
2.1.	Trust Strategic Plan		A	C	C			PC	
2.2.	Trust 1 year plan		A	C	C			R	
2.3.	Academy Performance Targets		A		R		P	C	D
2.4.	Academy Performance Review <i>e.g.</i> <i>SEF</i>		A		R		P	C	D
2.5.	Academy 1 Year Plan		A		R		P	C	D
2.6.	Teaching & Learning Policy				AM		R	C	PI
2.7.	Curriculum Policy				AM		R	C	PI
2.8.	Sex Education policy				AM		R	C	PI
2.9.	Religious Education policy				AM		R	C	PI
2.10	SEN & Inclusion policy				AM		R	C	P
2.11	Trust Staff Development Plan				A			RI	
2.12	Academy Staff Development Plan				A			RI	P
2.13	Trust Inset Days		A					R	I
<b>3.</b>	<b>Staff Policies and Pay</b>								
3.1.	Pay Policy		A		RM		M	P	I
3.2.	Changes to Employee Terms & Conditions or Collective Agreements		A		R			P	
3.3.	Adoption of Transferring Policies and Collective Agreements		A		R			P	
3.4.	Teachers Annual Pay Award		A	C	R			P	
3.5.	Support Staff Annual Pay Award		A	C	R			P	
3.6.	Individual Performance Pay Awards						A		P
3.7.	Performance Management Policies		A		RM		M	P	I
3.8.	Disciplinary Policy		A		RM		M	P	I
3.9.	Grievance Policy		A		RM		M	P	I
3.10	Capability Policy		A		RM		M	P	I
3.11	Whistleblowing Policy		A		RM		M	P	I
3.12	Re-structuring & Redundancy Policy		A		RM		M	P	I
3.13	Adoption of DCC employment policies		A		RM		I		

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	as per TUPE								
<b>4.</b>	<b>Staff Management</b>								
4.1.	Staff complement, structure and grades		A	C			R	C	P
4.2.	CEO appointment		A						
4.3.	Trust Business Manager appointment		A						
4.4.	Trust leadership structure		A				C	C	
4.5.	Headteacher appointment		A				R	C	
4.6.	Senior leadership appointments						A	C	R
4.7.	Teaching and support staff appointments						C		A
4.8.	Suspension of CEO	Members	A						
4.9.	Return of CEO after suspension	Members	A						
4.10.	Dismissal of CEO	Members	A						
4.11.	Suspension of Headteacher	As per approved policy					AI		
4.12.	Return of Headteacher after suspension						A		
4.13.	Dismissal of Headteacher		A		R		P	C	
4.14.	Suspension of teaching and support staff	As per approved policy					A		I
4.15.	Return of teaching and support staff after suspension						A		I
4.16.	Dismissal of teaching and support staff		A		R		P	C	D
4.17.	Restructure or redundancy of Trust staff	As per approved policy	A		R			P	
4.18.	Restructure or redundancy of Academy staff	As per approved policy	A	C	R		P	C	D
<b>5.</b>	<b>Financial Governance &amp; Management</b>								
5.1.	Trust & Academy Financial Regulations		A	RM			I	P	
5.2.	Trust & Academy Financial Procedures		A	RM			I	P	
5.3.	Trust and Academy Accounting and Financial Policies		A	RM			I		
5.4.	Appoint Trust auditors		A	R					
5.5.	Academy 1 and 3 year Budget plans		A	R			P	C	D

	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consult (C), Implement (I)	Notes	Board	Fin & Res including Audit	HR & Standards		LGB	HT Grp	HT
5.6.	Trust 1 and 3 year Budget		A	R				P	
5.7.	Academy Interim Year End Accounts		A	R			R		P
5.8.	Trust Interim Year End Accounts		A	R					
5.9.	Trust Annual Accounts		A	R					
5.10.	Trustees Report		A	R				P	
5.11.	Trust Academies Accounts Return to EFA		A	R					
5.12.	Response to Auditor's Management Letter		A	R					
5.13.	Academy YTD reports						RM		PM
5.14.	Trust YTD reports		AM	RM				C	
<b>6.</b>	<b>Financial Authorisation</b>								
6.1.	Expenditure or contracts up to Lower Limit								A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit						A		P
6.3.	Expenditure or contracts from Upper Limit to OJEU limit			A			P	P	
6.4.	Expenditure over OJEU limit		A	R			P	P	
6.5.	Disposals or write off of stock, assets or debts up to Lower Limit								A
6.6.	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit			A			P	P	P
6.7.	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)		A	R			P	P	P
6.8.	Compensation payments up to £50,000		A	C	R		P	P	P
<b>7.</b>	<b>Academy Policies &amp; Procedures</b>								
7.1.	Academy times, terms and holidays		C				A	C	P
7.2.	Change of Academy Age Range		A				R	P	D
7.3.	Expansion of Academy PAN		A				R	P	D
7.4.	Extension of Academy provision		A				R	P	D
7.5.	Child Welfare & Safeguarding Policy		A				C	P	
7.6.	Attendance Policy & Plan				M		A	C	P
7.7.	Pupil Premium Policy		A		M		R	C	P
7.8.	Pupil Premium Plan				M		A	C	P
7.9.	Outdoor Activities Policy		A		M			P	I

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7.10	Pupil Behaviour & Exclusions Policy		A		M		R	C	P
7.11	Short-term Exclusion	As per approved policy							AI
7.12	Return after short-term exclusion	As per approved policy			M		A		I
7.13	Permanent Exclusions	As per agreed policy					A		I
7.14	Appeals against Permanent Exclusion	Independent panel					I		
7.15	Complaints Policy		A				C		
7.16	Complaints Appeals		I						
7.17	Admissions Policy		A				R	C	P
7.18	Allocation of places against Admissions Policy	<i>LA scheme</i>					I		
7.19	Admissions Appeals	Independent panel					I		
7.20	Academy prospectus						A		P
7.21	Academy website						A		P
7.22	Academy logo & branding						A		P
7.23	Academy uniform						A		P
7.24	Extended services on-site						A		P
7.25	Trust website, logo and branding		A	R				P	
<b>8.</b>	<b>Premises &amp; Assets &amp; Risk</b>								
8.1.	Business Continuity Plan		A	R					
8.2.	Health & Safety Policy		A	R					
8.3.	Risk Register		A	R					