

# Stour Valley Educational Trust Limited

## Scheme of Delegation

The Scheme of Delegation sets out the level of delegated responsibility and functions which are given to the Trust Board and its sub Committees: Trust Resources, Individual School LGB, Chief Executive Officer and Individual School Headteacher in the areas listed below.

### Key

**Level 1:** Full MAT level (i.e. Full Trust Board)

**Level 2:** MAT Committee level (i.e. Trust Resources)

**Level 3:** Accounting Officer (CEO)

**Level 4:** Individual School LGB (SVCS LGB or CCPS LGB)

**Level 5:** Individual School Headteacher (SVCS or CCPS)

**Column Shaded:** An inappropriate level for taking the decision in question.

**Although decisions may be delegated, the MAT as a whole remains responsible for any decision made at levels 2-5.**

Tasks	Level of Delegated Responsibility				
	Full Trust Board	Trust Resources	Chief Exec	Individual School LGB	Individual School Headteacher
<b>Financial</b>					
To set and agree individual school 1-year budget plan keeping within 'in-year' budgetary constraints, and to project this to a balanced 3-year budget plan.	X	X	X	X	X
To determine the MAT Recharge applied to individual Academies which will form a MAT budget plan, both 1- and 3-years.	X	X			
To approve the individual formal budget plans and any mid-year adjustments each financial year.	X	X			
To monitor monthly expenditure.		X	X	X	X
To receive or have sight of monthly budget management reports from CFO.	X	X	X	X	X
To enter into contracts in excess of £50,000 amount in value.	X	X			
To make payments within agreed financial limits and agreed budget headings.			X	X	X
To appoint the Audit Committee.	X				
To sign the Annual Financial Report.	X				
To appoint Internal Auditors.	X				
To appoint External Auditors - Members Only.					
To designate a named individual as the MAT's Accounting Officer.	X				

Tasks	Full Trust Board	Trust Resources	Chief Exec	Individual School LGB	Individual School Headteacher
To assure the Board of Trustees that the requirements of the Academies Financial Handbook, the Funding Agreements and all relevant aspects of Company Law and Charity law are being satisfied. (This task cannot be delegated).			X		
To be able to assure Parliament and the EFA the MAT is meeting the high standards of probity in the management of public funds. (This task cannot be delegated).			X		
To comply with all the requirements as specified in the Academies Financial Handbook, to include the requirement to ensure regularity, propriety and value for money. (This task cannot be delegated).			X		
To advise the Directors of the MAT in writing if, at any time, in his or her opinion, 1.the board appears to be failing to act where required to do so by the terms and conditions of the Handbook or FA; 2.any action or policy under consideration by them is incompatible with the terms of the Handbook or FA.			X		
To consider the reasons the Directors of the MAT provide if they wish to proceed to act against the Accounting Officer's advice (as noted above).			X		
To follow the mandatory requirement to advise the EFA's accounting officer if the Directors of the MAT intend to proceed to act against the Accounting Officer's advice (as noted above).			X		
<b>Staffing Matters</b>					
Appointment of the Headteacher (Selection/Interview Panel).	X		X		
Appointment of the Deputy Headteacher (Selection/Interview Panel).			X	X	X
Appointment of other teachers (LGB on Selection/Interview Panel – as appropriate).				X	X
Appointment of support staff (LGB on Selection/Interview Panel – as appropriate).				X	X
Agreeing staff pay policies.	X				
Pay discretions.	X	X			
Establishing disciplinary/capability Procedures.	X				
Suspending the Headteacher.	X		X		
Suspending staff (except the Headteacher).			X	X	X
Ending suspension (Headteacher).	X		X		
Ending suspension (except the Headteacher).			X	X	X
Determining staff structure.	X	X	X	X	X

Tasks	Full Trust Board	Trust Resources	Chief Exec	Individual School LGB	Individual School Headteacher
Determining dismissal payments/early retirement (in accordance with the Academies Financial Handbook).	X	X	X		
Determining dismissals/termination of employment of staff (except the Headteacher).			X	X	X

Tasks	Full Trust Board	Trust Resources	Chief Exec	Individual School LGB	Individual School Headteacher
<b>Performance Management</b>					
To formulate a performance management policy.	X	X	X		
To implement a performance management policy.			X	X	X
To review annually the performance management policy.	X	X	X		
To manage the performance of the Headteacher.			X		
To manage the performance of the CEO	X				
To ensure that the LGB establishes and implements the minimum statutory policies as required by legislation.	X				X
Ensure appropriate curriculum taught to all pupils/students and to consider any disapplication for pupil(s)/student(s).			X	X	X
<b>Curriculum</b>					
To establish and implement the curriculum policy.			X	X	X
Responsible for standards of teaching.			X	X	X
Responsibility for individual child's/student's education.			X	X	X
To prohibit political indoctrination and ensuring the balanced treatment of political issues.			X	X	X
To set and publish targets for pupil/student achievement.			X	X	X
To propose targets for pupil/student achievement.			X	X	X
To agree targets for pupil/student achievement.			X	X	X
Responsibility for pupil/student outcomes.			X	X	X
To establish a discipline policy.	X		X	X	X
<b>Admissions</b>					
To set the admissions policy.	X		X	X	X
Admissions: application decisions through LGB Appeals Process				X	X

Tasks	Full Trust Board	Trust Resources	Chief Exec	Individual School LGB	Individual School Headteacher
<b>Premises &amp; Insurance</b>					
Buildings insurance and personal liability.	X	X			
Developing school buildings strategy or master plan.	X	X			
Procuring and maintaining buildings, including developing properly funded maintenance plan.	X	X			
<b>Governance</b>					
To draw up governing documents and any amendments thereafter - REFER TO SVET POLICY MATRIX.	X	X		X	X
To appoint and dismiss the Clerk to the LGB.	X				
To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing body as often may require.				X	
To set up a Register of LGB Members' Business Interests.	X				
To approve and set up a Directors and Governors Expenses Scheme.	X				
To discharge duties in respect of pupils/students with special needs by appointing a "responsible person".			X		X
To consider whether or not to exercise delegation of functions to individuals.	X			X	
To regulate the LGB procedures (where not set out in law).	X				
To determine the development needs of governors and put in place an appropriate programme.	X				
To consider requests from other schools to join the MAT.	X				
To approve Trust's Articles of Association - MEMBERS ONLY.					
To appoint Article 50 Trustees - MEMBERS ONLY.					
To approve Trust Board Terms of Reference.	X				
To approve Trust Scheme of Delegation.	X				
To appoint Chair of Trust Board.	X				
To appoint LGB committee members - including Chair (annually en bloc or as required)	X				
To remove Chair(s) of LGBs	X				

Tasks	Full Trust Board	Trust Resources	Chief Exec	Individual School LGB	Individual School Headteacher
To remove LGB committee members	X				
To appoint Accounting Officer	X				
To set the Trust's strategic plan.	X		X		
To set individual academy strategic/development plans.	X		X	X	X
To review Trust logo and website(s).	X	X	X	X	X