

STOUR VALLEY EDUCATIONAL TRUST : SCHEME OF DELEGATION

Approved at Trustees Meeting 14 December 2017

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 include:

1. Trust Members
2. Trust Board of Directors and their committees
3. Local Governing Bodies and their committees
4. Trust Chief Executive Officer
5. Local Headteachers (SVCS & CCPS)

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 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)
- Consulted (C)
- Implement (I)

This Scheme of Delegation should be read in conjunction with the Constitution and for the Local Governing Bodies. While the Scheme is designed to be comprehensive it will not cover every task.

Trust & Academy policies

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

Keith Haisman
Richard Smith

14 December 2017

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Consulted (C), Implement (I)	Notes	Board	LGB	Chief Exec	Local Head
1.	Governance					
1.1.	Approve Trust Articles of Association	Members only	R			
1.2.	Appoint Article 50 Trustees	Members only	R			
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		P	
1.6.	Establish Trust Committees		A			
1.7.	Approve Trust Committee Terms of Reference		A			
1.8.	Appoint Chair of Trust Board		A			
1.9.	Remove Chair(s) of LGBs		A			
1.10.	Remove LGB committee members		A			
1.11.	Appoint (and remove) Clerk to Trust Board and LGBs		A			
1.12.	Establish LGB Committees			A		
1.13.	Appoint Accounting Officer		A			
1.14.	Trust Governance Calendar		A			
1.15.	Approve Trust policy matrix		A	R		P
1.16.	Directors Expenses Policy		A			
2.	Trust & Academy Performance, Curriculum and Teaching					
2.1.	Trust Strategic Plan		A	C	C	C
2.2.	Trust 1 Year Plan		A	C	C	C
2.3.	Academic Performance Targets		A	R	C	P
2.4.	Academy Performance Review <i>e.g. SEF</i>		A	R	C	P
2.5.	Academy Strategic Plan		A	R	C	P
2.6.	Academy 1 Year Plan		A	R	C	P
2.7.	Teaching & Learning Policy	Trust Policy	A	R	P	D
2.8.	Curriculum Policy	Trust Policy	A	R	P	D
2.9.	Sex Education policy	Trust Policy	A	R	P	D
2.10.	Religious Education policy	Trust Policy	A	R	P	D
2.11.	SEN & Inclusion policy	Trust Policy	A	R	P	D
2.12.	Home School Agreements	Trust Policy	A	R	P	D
2.13.	Trust Staff Development Plan		A	R	P	D
2.14.	Academy Staff Development Plan			A	C	R
2.15.	Trust Inset Days			C	A	R
3.	Staff Policies and Pay					
3.1.	Pay & Remuneration Policy	Trust Policy	A	C	P	C
3.2.	Job Role Salary & Grading Policy	Trust Policy	A	C	P	C
3.3.	Performance Management Policy	Trust Policy	A	C	P	C
3.4.	Disciplinary Policy	Trust Policy	A	C	P	C
3.5.	Grievance Policy	Trust Policy	A	C	P	C
3.6.	Capability Policy	Trust Policy	A	C	P	C
3.7.	Whistleblowing Policy	Trust Policy	A	C	P	C
3.8.	Re-structuring & Redundancy Policy	Trust Policy	A	C	P	C

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Consulted (C), Implement (I)	Notes	Board	LGB	Chief Exec	Local Head
3.9.	Recruitment Policy	Trust Policy	A	C	P	C
3.10.	Employee Health & Safety Policy	Trust Policy	A	C	P	C
3.11.	Employee Terms & Condition changes		A	C	P	D
3.12.	Terms & Conditions for new academies		A	C	P	
3.13.	Teachers Annual Pay Award		A	C	P	
3.14.	Support Staff Annual Pay Award		A	C	P	
3.15.	Headteacher Performance Review & Pay	Trust policy	A	C	P	
3.16.	Individual Performance Pay Awards	As per policy	A	R	C	P
4.	Staff Management					
4.1.	CEO appointment etc		A			
4.2.	Trust staff structure & complement		A		P	
4.3.	Trust staff appointments	Recruitment policy	A		P	
4.4.	Academy staff structure & complement		A	R	C	P
4.5.	Headteacher appointment	Recruitment policy	A	R	C	
4.6.	Deputy appointment	Recruitment policy	A	R	C	C
4.7.	Teaching and support staff appointments	Recruitment policy	A	C	C	R
4.8.	Suspension of Headteacher	As per relevant policy	A	C	R	
4.9.	Return of Headteacher after suspension		A	C	R	
4.10.	Dismissal of Headteacher		A	C	R	
4.11.	Suspension of teaching and support staff	As per relevant policy	A	C	R	P
4.12.	Return of teaching and support staff after suspension		A	C	R	P
4.13.	Redundancy of staff	As per relevant policy	A	C	R	P
4.14.	Restructuring of staff	As per relevant policy	A	C	R	P
5.	Financial Governance and Management					
5.1.	Trust & Academy Financial Regulations		A		P	
5.2.	Trust & Academy Financial Procedures		A		P	
5.3.	Appoint Trust auditors		A			
5.4.	Trust 3 year Budget Plan		A		P	C
5.5.	Trust 1 year Budget		A		P	C
5.6.	Trust Interim Year End Accounts		A		C	
5.7.	Trust Annual Accounts	Members only	R		C	
5.8.	Trustees Report		A		C	
5.9.	Trust Academies Accounts Return to EFA				P	
5.10.	Response to Auditor's Management Ltr		A		P	
5.11.	Academy 3 year Budget Plan		A		P	D
5.12.	Academy 1 year Budget		A		P	D
5.13.	Academy Budget reports		A		P	D
5.14.	Academy Interim Year End Accounts		A		P	D
6.	Financial Authorisation					
6.1.	Expenditure or contracts up to £5,000					A
6.2.	Expenditure or contracts above £5,000		A	R	R	P
7.	Academy Policies and Procedures					
7.1.	Academy times, terms and holidays		A	R	C	D
7.2.	Expansion of Academy PAN		A	R	C	D
7.3.	Extension of Academy provision		A	C	R	D
7.4.	Extended services on-site		A	C	R	D

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7.5.	Child Welfare & Safeguarding Policy	Trust policy	A	C	R	D
7.6.	Attendance Policy	Trust policy	A	C	R	D
7.7.	Pupil Premium Policy	Trust policy	A	C	R	P
7.8.	Academy Education Visits Policy	Trust policy	A	C	R	P
7.9.	Pupil Behaviour & Exclusions Policy	Trust policy	A	C	R	P
7.10.	Short-term Exclusion	As per policy				A
7.11.	Return after short-term exclusion					A
7.12.	Permanent Exclusions				A	R
7.13.	Appeals against Permanent Exclusion		I			
7.14.	Complaints Policy	Trust policy	A	C	R	D
7.15.	Complaints Appeals	Ind. Panel	I			
7.16.	Admissions Policy		A		P	D
7.17.	Admissions allocation of places	Dealt with by SCC				
7.18.	Admissions Appeals	Ind. Panel	I		R	
7.19.	Academy website		A	C	R	D
7.20.	Academy logo & branding		A	R	C	P
7.21.	Academy uniform		A	R	C	P
8.	Premises and AssetsII					
8.1.	Asset Management Policy	Trust policy	A		R	
8.2.	Asset Management Register		A		R	D
8.3.	Health & Safety Policy	Trust policy	A		R	D