

	A	B	C	D	E	F	G	H	I	J
1	<b>OWN TRUST - SCHEME OF DELEGATION 2023-24</b>									
2	Approved by the Trust Board 19 September 2023									
3		<b>REFERENCE</b>	<b>APPROVE</b>	<b>RECOMMEND</b>	<b>MONITOR &amp; REPORT</b>	<b>REVIEW &amp; RESPOND</b>	<b>NOTES/COMMENTARY</b>			
4	<b>1</b>	<b>STRATEGIC AND STRUCTURAL</b>								
5	1.1	MAT Articles of Association	Members	Trust Board						
6	1.2	Appoint/remove the majority of trustees	Members	Trust Board						
7	1.3	MAT Scheme of Delegation	Trust Board	CEO		LGC; Leadership Group				
8	1.4	Approve new convertor or sponsored schools joining the MAT	Trust Board	CEO			Subject to satisfactory due diligence process			
9	1.5	MAT committees - constitution, delegations, terms of reference, membership, appointment of Chair	Trust Board	CEO; committees						
10	1.6	LGC terms of reference	Trust Board	CEO; LGC		LGC				
11	1.7	Intervention in the operation of a member School	Trust Board	CEO; A&R Committee; F&HR Committee	CEO	LGC	Including, but not limited to, governance (including removal of local governors); financial management; staff management;			
12	1.8	Appoint/remove Chair and/or Vice-Chair of MAT Board	Trust Board							
13	1.9	Appoint/Remove Chair and Vice-Chair of LGC	LGC				See also intervention provisions (1.7)			
14	1.10	Appoint/remove LGC Local Governors	Trust Board	LGC			See also intervention provisions (1.7)			
15	1.11	Appoint/remove Clerk to MAT Board and LGC	Trust Board	CEO; LGC						
16	1.12	Appoint Accounting Officer	Trust Board							
17	1.13	MAT Policy matrix	Trust Board	CEO		Leadership Group				
18	1.14	MAT Annual Governance Calendar	Trust Board	CEO		Leadership Group				
19	1.15	Appoint a company secretary	Trust Board	CEO						
20	1.16	Trust Website	CEO							
21	1.17	Trust policy: Admissions - policy, procedures, allocation of places, appeals	Trust Board	CEO		Leadership Group	Subject to Admission Code and any agreement with LA			
22	1.18	Trust policy: Complaints policy and procedures	A&R Committee	CEO	CEO	Head where applicable, Leadership Group	See complaints policy			
23	1.19	Trust policy: Safeguarding	Trust Board	CEO; Heads		Leadership Group	2021-22 only, individual school policies approved by the Trust Board; 2022-23 onwards, single trust policy with school-specific appendix			
24	1.20	Trust policy: SEND	Trust Board	CEO; Heads		Leadership Group	Individual school policies			
25		Business recovery plan	A&R Committee	CEO						
26	1.21	Trust policy: directors' expenses	Trust Board	F&HR Committee			Where established			
27	1.22	Approve the admission of a pupil as part of a managed move from another school	Headteacher				New exclusions statutory guidance requires approval by the 'admissions authority'			
28	<b>2</b>	<b>PERFORMANCE AND PLANNING</b>								
29	2.1	MAT multi-year/Strategic Plan	Trust Board	CEO	CEO		Includes staff development			
30	2.2	MAT Annual Development Plan	Trust Board	CEO	CEO		Includes staff development			
31	2.3	MAT Inset Days	Trust Board	Leadership Group						
32	2.4	School multi-year/Strategic Plan	Trust Board	LGC; Leadership Group	Head; Leadership Group		Includes staff development			
33	2.5	School Annual Development Plan	LGC	Head; Leadership Group	Head; Leadership Group		Includes staff development			

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34	2.6	School Standards and quality of education - targets/forecasts and review	Trust Board	Quality of Education Committee	LGC; Leadership Group		From autumn 2022			
35	2.7	Identify level of support required by individual member academies	Trust Board	Leadership Group	LGC; Leadership Group	Head; LGC	Should this also be QofE committee			
36	3	<b>HR, EMPLOYMENT AND STAFF MANAGEMENT</b>								
37	3.1	HR, Employment and Staffing policies, procedures and employee terms and conditions	F&HR Committee	CEO		Leadership Group	See MAT policy matrix			
38	3.2	Annual Pay Award - teaching staff	Pay & Workforce Development Committee	CEO		Leadership Group				
39	3.3	Annual Pay Award - support staff	Pay & Workforce Development Committee	CEO		Leadership Group				
40	3.4	CEO Performance Review and Pay	F&HR Committee	Review Panel			Panel: two trustees who may be supported by an external advisor			
41	3.5	Headteacher Performance Reviews and Pay	F&HR Committee	Review Panel		F&HR Committee	Panel: LGC Chair + 1 trustee + CEO who may be supported by an external advisor			
42	3.6	Deputy Headteacher Performance Reviews and Pay	F&HR Committee	Review Panel		F&HR Committee	Panel: LGC Chair + Headteacher + CEO who may be supported by an external advisor			
43	3.7	Individual Performance Pay Awards	LGC Review Panel	Head		F&HR Committee; CEO	Panel: minimum of two local governors			
44	3.8	Staffing structure and complement - MAT	Trust Board	CEO						
45	3.9	Staffing structure and complement - School	LGC	Head; CEO		F&HR Committee, Leadership Group				
46	3.10	Staffing restructure involving redundancy	Trust Board	CEO or LGC		F&HR Committee, Leadership Group				
47	3.11	Appointment - CEO/Headteacher	Trust Board	Selection Panel						
48		Appointment - Deputy Headteacher	Trust Board	Selection Panel						
49	3.12	Appointment - School senior leadership posts (internal)	LGC	Head; CEO			See appointments protocol			
50	3.13	Appointment - MAT staff	CEO	Selection Panel			See appointments protocol			
51	3.14	Appointment - School staff	Head				See appointments protocol			
52	3.15	Dismissal - CEO/Headteacher	Trust Board	F&HR Committee			Subject to any relevant disciplinary process - see policy			
53		Dismissal - Deputy Headteacher	Trust Board	F&HR Committee, CEO, Head						
54	3.16	Dismissal - School staff	Head				Subject to any relevant disciplinary process - see policy			
55	3.17	Suspension of CEO/Headteacher and return after suspension	Trust Board	F&HR Committee	F&HR Committee					
56		Suspension of Deputy Head	Trust Board	F&HR Committee	F&HR Committee					
57	3.18	Suspension of School teaching and support staff	Head		F&HR Committee					
58		Health & Safety statutory duties, handbook, policy	A&R Committee	CEO						
59	3.19	Return of teaching and support staff after suspension	Head		F&HR Committee					
60	4	<b>FINANCIAL MANAGEMENT AND CONTROLS</b>								
61	4.1	Financial regulations, procedures spending delegations	F&HR Committee		CEO; CFO		See financial regulations document			
62	4.2	MAT and consolidated budgets - annual and multi-year	Trust Board	F&HR Committee	F&HR Committee					

[illegible]

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95										