

	A	B	C	D	E	F	G	H	I	J
1	<b>OWN TRUST - SCHEME OF DELEGATION 2020-21</b>									
2	Approved by the Trust Board 15/09/2020									
3					AUDIT & RISK	FIN & HR	CEO	LGB	LEADERSHIP GROUP	HEAD
4	<b>1</b>	<b>GOVERNANCE</b>								
5	1.1	Approve MAT Articles of Association	Members only	R						
6	1.2	Approve MAT Board TORs		A			R		C	
7	1.3	Approve MAT SOD		A			R		C	
8	1.4	Approve new convertor or sponsored schools joining the MAT	Subject to criteria and due diligence	A			R		P	
9	1.5	Establish MAT committees		A	R	R	R		C	
10	1.6	Approve MAT committee TORs		A	I	I	R		C	
11	1.7	Approve LGB TORs		A	C		R	P	C	
12	1.8	Establish LGB sub-committees			Ra			A		
13	1.9	Decision to intervene in school governance		A			R			
14	1.10	Appoint/remove Chair of MAT Board		A	C (rem)					
15	1.11	Appoint Chair and Vice-Chair of LGB						A		
16	1.12	Remove Chair and Vice-Chair of LGB	In exceptional circumstances	A				A		
17	1.13	Appoint LGB Local Governors	Trust Local	A				R		
18	1.14	Remove LGB Local Governors	In exceptional circumstances	A	Ra			R		
19	1.15	Appoint/remove Chairs of MAT committees		A	R	R				
20	1.16	Appoint/remove MAT committee members		A	R	R				
21	1.17	Appoint/remove Clerk to MAT Board		A	R	R	R			
22	1.18	Appoint/remove Clerk to LGB		A			R	C		
23	1.19	Appoint Accounting Officer		A						
24	1.20	MAT Policy matrix		A	C	C	R		P	
25	1.21	MAT Governance Calendar		A			R		P	
26	1.22	Approve directors' expenses policy	MAT policy	A						
27	1.23	Appoint a company secretary	Not mandatory	A						
28	1.24	Trust Website	Compliance	A			R		C	
29	<b>2</b>	<b>MAT &amp; SCHOOL PERFORMANCE AND PLANNING</b>								
30	2.1	MAT Strategic Plan		AM			R		P	
31	2.2	MAT Inset Days	See 7.1						A	
32	2.3	MAT One Year Plan		AM			R		P	
33	2.4	School Performance Targets		AM			P	RM	Ra	D
34	2.5	School Performance Review		AM			P	R	Ra	D
35	2.6	School Strategic Plan		A			P	R	Ra	D
36	2.7	School One Year Plan					R	AM	Ra	P
37	2.8	Decision to intervene in school governance		A	C		R			
38	2.9	MAT Staff Development Plan	Within MAT One Year Plan	A			R		P	
39	2.10	School Staff Development Plan	Within School One Year Plan						C	A
40	<b>3</b>	<b>STAFF POLICIES AND PAY</b>								
41	3.1	HR, Employment and Staff-related policies	MAT policies - see Policy Matrix	Ra,A			R, A	P	M	C

	A	B	C	D	E	F	G	H	I	J
3	REFERENCE	NOTES	TRUSTEES	AUDIT & RISK	FIN & HR	CEO	LGB	LEADERSHIP GROUP	HEAD	
42	3.2	Employee T&Cs changes		A		R	P		C	
43	3.3	Employee T&Cs for new schools		A		R	P		C	
44	3.4	Teachers' Annual Pay Award	MAT policy	A		R	P		C	
45	3.5	Support Staff Annual Pay Award	MAT policy	A		R	P		C	
46	3.6	CEO Performance Review and Pay	Consult with LGB Chair	A		R		C		
47	3.7	Headteacher Performance Reviews and Pay	Panel: Trustee; LGB Chair; CEO	A			C	R		
48	3.8	Individual Performance Pay Awards	MAT policy refers					A	C	R
49	4	<b>STAFF MANAGEMENT</b>								
50	4.1	CEO appointment		A						
51	4.2	Return of CEO after suspension		A		C				
52	4.3	Dismissal of CEO		A		C				
53	4.4	Suspension of Headteacher		A		C				
54	4.5	Return of Headteacher after suspension		A		C				
55	4.6	Dismissal of Headteacher		A		C				
56	4.7	Suspension of teaching and support staff								A
57	4.8	Return of teaching and support staff after suspension						C		A
58	4.9	Redundancy of school staff		A		C	Ra	R	C	P
59	4.10	Restructuring of school staff			C		Ra	A	C	P
60	4.11	MAT staff structure and complement		A			R		P	
61	4.12	MAT staff appointments		A			R		C	
62	4.13	complement	one-year plan				R	A	Ra	P
63	4.14	Headteacher appointment	MAT/LGB panel	A			R	R	C	
64	4.15	Senior leadership appointments					R	AC	C	P
65	4.16	Teaching and support staff appointments								A
66	4.17	Decision to intervene in school staff management		A			R			
67	4.18	Suspension of CEO		A		C				
68	5	<b>FINANCIAL GOVERNANCE AND MANAGEMENT</b>								
69	5.1	MAT and school financial regulations	MAT policy	A		RM	P	M		
70	5.2	MAT interim year-end accounts		A			R			
71	5.3	MAT annual accounts		A	C (if risks identified)	R				
72	5.4	Trustees' report		A	R	R				
73	5.5	MAT accounts return to ESFA					A			
74	5.6	Response to Auditors' management letter		A	R	C	P			
75	5.7	School one-year budget		A		R	Ra	P	C	D
76	5.8	School budget reports			C (if risks identified)	AM	M	AM		RM
77	5.9	School interim year-end accounts			C (if risks identified)	AM	Ra	M		P
78	5.10	Asset management policy	MAT policy	A	R		P		C	
79	5.11	Asset management plan						AM		R
80	5.12	MAT and school financial procedures	MAT policy	A		RM	P	M		



