

A	B	C	D	E	F	G	H	I	J
1	OWN TRUST - SCHEME OF DELEGATION 2021-22								
2	Approved by the Trust Board 21 September 2021								
3	REFERENCE	APPROVE	RECOMMEND	MONITOR & REPORT	REVIEW & RESPOND	NOTES/COMMENTARY			
4	1 STRATEGIC AND STRUCTURAL								
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		LGB; 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	LGB terms of reference	Trust Board	CEO; LGB		LGB			
11	1.7	Intervention in the operation of a member School	Trust Board	CEO; A&R Committee; F&HR Committee	CEO	LGB	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 LGB	LGB				See also intervention provisions (1.7)		
14	1.10	Appoint/remove LGB Local Governors	Trust Board	LGB			See also intervention provisions (1.7)		
15	1.11	Appoint/remove Clerk to MAT Board and LGB	Trust Board	CEO; LGB					
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	1.21	Trust policy: directors' expenses	Trust Board	F&HR Committee			Where established		
26	2 PERFORMANCE AND PLANNING								
27	2.1	MAT multi-year/Strategic Plan	Trust Board	CEO	CEO		Includes staff development		
28	2.2	MAT Annual Development Plan	Trust Board	CEO	CEO		Includes staff development		
29	2.3	MAT Inset Days	Trust Board	Leadership Group					
30	2.4	School multi-year/Strategic Plan	Trust Board	LGB; Leadership Group	Head; Leadership Group		Includes staff development		
31	2.5	School Annual Development Plan	LGB	Head; Leadership Group	Head; Leadership Group		Includes staff development		
32	2.6	School Performance - targets/forecasts and review	Trust Board	Leadership Group	LGB; Leadership Group				
33	2.7	Identify level of support required by individual member academies	Trust Board	Leadership Group	LGB; Leadership Group	Head; LGB			
34	2.8	Approve curriculum					Referred to Leadership Group as part of TIP planning 21/09/21		
35	2.9	Approve quality assurance scheme					Referred to Leadership Group as part of TIP planning 21/09/21		
36	3 HR, EMPLOYMENT AND STAFF MANAGEMENT								
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	Trust Board	F&HR Committee; CEO		Leadership Group			
39	3.3	Annual Pay Award - support staff	Trust Board	F&HR Committee; CEO		Leadership Group			
40	3.4	CEO Performance Review and Pay	Trust Board	F&HR Committee			Panel: two trustees who may be supported by an external advisor		
41	3.5	Headteacher Performance Reviews and Pay	Trust Board	Review Panel		F&HR Committee	Panel: LGB Chair + 2 trustees + CEO who may be supported by an external advisor		
42	3.6	Individual Performance Pay Awards	LGB Review Panel	Head		F&HR Committee; CEO	Panel: minimum of two local governors		
43	3.7	Staffing structure and complement - MAT	Trust Board	CEO					
44	3.8	Staffing structure and complement - School	LGB	Head; CEO		F&HR Committee, Leadership Group			
45	3.9	Staffing structure involving redundancy	Trust Board	CEO or LGB		F&HR Committee, Leadership Group			
46	3.10	Appointment - CEO/Headteacher	Trust Board	Selection Panel					
47	3.11	Appointment - School senior leadership posts	LGB	Head; CEO					
48	3.12	Appointment - MAT staff	CEO	Selection Panel					
49	3.13	Appointment - School staff	Head						
50	3.14	Dismissal - CEO/Headteacher	Trust Board	F&HR Committee			Subject to any relevant disciplinary process - see policy		
51	3.15	Dismissal - School staff	Head				Subject to any relevant disciplinary process - see policy		
52	3.16	Suspension of CEO/Headteacher and return after suspension	Trust Board	F&HR Committee	F&HR Committee				
53	3.17	Suspension of School teaching and support staff	Head		F&HR Committee				
54	3.18	Return of teaching and support staff after suspension	Head		F&HR Committee				
55	4 FINANCIAL MANAGEMENT AND CONTROLS								
56	4.1	Financial regulations, procedures spending delegations	Trust Board	F&HR Committee	CEO; CFO		See financial regulations document		
57	4.2	MAT and consolidated budgets - annual and multi-year	Trust Board	F&HR Committee	F&HR Committee				
58	4.3	School - annual budget and multi-year - build and monitor	Trust Board	LGB	LGB; F&HR Committee				
59	4.4	MAT end of year accounts	F&HR Committee	CEO; CFO					
60	4.5	MAT Interim year-end financial reports prior to audit	F&HR Committee	CEO; CFO					
61	4.6	School Interim year-end financial reports prior to audit	F&HR Committee	CEO; CFO	LGB				
62	4.7	MAT annual report and accounts	Trust Board	A&R Committee	F&HR Committee				
63	4.8	Trustees' annual report to members	Trust Board	Chair of Trust					
64	4.9	MAT accounts return to ESFA	CEO						
65	4.10	Response to Auditors' management letter (internal and external)	Trust Board	A&R Committee	CEO				
66	4.11	Appointment of auditors	Members	A&R Committee	F&HR Committee		Subject to relevant ESFA requirements		
67	4.12	MAT Asset Management policy and plan	A&R Committee	CEO; CFO					
68	4.13	School Asset Management policy and plan	LGB	Head	A&R Committee				
69	4.14	MAT services to schools	Trust Board	CEO	Leadership Group				
70	4.15	MAT charges to schools	Trust Board	CEO	Leadership Group				
71	4.16	Compensation payments	F&HR Committee; Trust Board	CEO; LGB			Subject to any relevant monetary limits (see financial regulations document) and possible ESFA approval		
72	4.17	Cyber security and IT provision	A&R Committee	CEO; central team	A&R Committee; CEO				
73	5 SCHOOL-SPECIFIC POLICIES AND PROCEDURES								
74	5.1	School times, terms and holidays	Trust Board	CEO; LGB					
75	5.2	Pupil Exclusion - permanent and fixed-term	Head				See statutory guidance		

