

TABLE OF DELEGATION 2019-20

Key:

Column 1: Members
 Column 2: Board of trustees of the multi academy trust
 Column 3: Trust board finance committee
 Column 4: Trust board standards committee
 Column 5: Chief executive officer
 Column 6: Local Governing Body
 Column 7: School's Headteacher

✓ Action to be undertaken at this level
 ✓ Action to be undertaken at this level
 A Provide advice (to include recommendation) and support to those accountable for decision making
 <> Direction of advice and support
 GREY BOX : Actions **cannot** be carried out at this level

Area	Decision	Delegation						
		Members	Trust Board	TB Finance	TB Standards	CEO	LGB	HT
Governance								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	✓					
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/ specific roles/committee: agree		✓			<A		
	Parent Governor: elected		✓				✓	

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		Members	Trust Board	TB Finance	TB Standards	CEO	LGB	HT
	Board/Board committee chairs: appoint and remove		✓	✓	✓	<A		
	LGB chairs: appoint and remove		✓				<A	
	Clerk to board: appoint and remove		✓					
	Clerk to LGB: appoint and remove		✓				✓	
Systems and structures	Articles of association: review and agree	✓	<A			<A		
	Governance structure for the trust: establish and review annually		✓			<A		
	Terms of reference and Scheme of Delegation : agree annually		✓			<A		
	Determine LGB sub committees						✓	A
	Skills audit: complete and recruit to fill gaps		✓			<A>	✓	A
	Succession: plan		✓			<A>	✓	A
	Annual schedule of business for trust board: agree		✓	✓	✓	<A		
	Annual schedule of business for LGB: agree					A>	✓	A
Reporting								
	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓			<A	✓	A
	From previous SofD filings at Companies House and Charity Commission					✓		
	Single Central Record : monitor		✓				✓	A

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Reporting	Annual report on performance of the trust: submit to members and publish		✓			<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		<A		
Being Strategic								
Strategic	Determine trust wide policies (see policies list) which reflect the trust's ethos and values (facilitating discussions with unions where appropriate): approve		✓	✓	✓	<A		
	Determine school level policies which reflect the trust and school's ethos and values: approve (see policies list)		✓		✓	A>	✓	A
	New School applications to join the Trust		✓	<A	<A	<A		
	Change of Trust name		✓			<A		
	Central spend / top slice: agree		✓	<A		<A		
	Management of risk (Trust): establish register, review and monitor		✓	<A	<A	<A		
	Management of risk (individual school): establish register, review and monitor					A>	✓	A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓
	Trust's Development Plan: determine		✓			<A		
	Schools Development Plan : deetermine		✓			A>	✓	A

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	Trust Business Continuity Plan : establish, review and monitor			✓		<A		
	School Business Continuity Plan: establish, review and monitor			✓		A>	✓	A
	Chief Executive officer/ Chief Finance Officer: appoint and dismiss (in consultation with Diocese)		✓					
	Chief Education Officer : appoint and dismiss		✓			<A		
	Headteacher : appoint and dismiss and make any changes to contract, including working days (delegated to CEO in consultation with the LGB and Diocese where appropriate)		✓			<A		
	School SLT Appointments					A>	A>	✓
	Non- SLT Appointments							✓
	Budget plan to support delivery of trust key priorities: agree		✓	<A		<A		
	Budget plan to support delivery of school key priorities: agree		✓		<A	<A>	<A	A
	Trust's central team staffing structure: agree		✓	<A		<A		
	School staffing structure: agree		✓	<A		<A>	<A	A
	Teachers and support staff annual pay award		✓	<A		<A		

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	Appraisal: HT					✓	<A	
	Trust website including compliance : agree, monitor, review					✓		
	School website including compliance: agree, monitor, review							✓
Curriculum and Pupil related school matters								
Curriculum and Pupil related school matters	Exclusions: Making a permanent exclusion							✓
	Exclusions: Governors Disciplinary Committee						✓	
	Exclusions: Independent Review Panel		✓					
	Admissions: agree admission arrangements (in consultation with LGB and Diocese in accordance with Admissions Policy		✓			<A	<A	A
	Admissions: determine and publish admission arrangements		✓			<A	<A	A
	Admissions: ranking of places						✓	A

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	Admissions: allocation of in year places under PAN							✓
	Admissions: admittance over PAN/ refusal of place					A>	✓	A
	Admissions: application appeals		✓					
	Admissions: administration of process							✓
	Curriculum						✓	A
	Teaching and Learning							✓
	Annual SEND Information Report						✓	A
	Quality Assurance in schools		✓			<A		
Premises/ Site								
Premises/ Site	Asset Management Plan – Trust : establish plan, review and monitor			✓		<A		
	Asset Management Plan – School: establish plan, review and monitor						✓	A
	Significant alterations		✓	<A		<A		A
Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding (to include British		✓	✓	✓	<A>	✓	A

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	Values and Prevent), H&S, employment): agree /monitor							
	Reporting arrangements for progress on School Improvement Plan					A>	✓	A
	Reporting arrangements for progress on Trust Improvement Plan		✓	<A	<A	<A		
Ensuring financial probity								
Ensuring financial probity	Appoint Chief financial officer		✓	<A		<A		
	Trust's scheme of financial delegation (Financial Regulations): establish and review		✓	✓		<A		
	External auditors' report: receive and respond		✓	<A		<A		
	CEO pay award: agree		✓					
	Trust Central ET Pay Award: agree		✓	<A		<A		
	Headteacher pay award: agree		✓	<A		<A	<A	
	Teacher pay award (not headteacher):						✓	A
	Staff appraisal procedure and pay progression: review and agree		✓				<A	

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	Benchmarking and trust wide value for money: ensure robustness			✓		<A		
	Benchmarking and school value for money: ensure robustness						✓	A
	Develop trust wide procurement strategies and efficiency savings programme					✓		
	Review and approve trust wide procurement strategies and efficiency savings programme			✓				
	Expenditure of award of contracts up to HT limit							✓
	Expenditure or Award of Contracts from HT to LGB limit						✓	A
	Expenditure or award of contracts from LGB limit to Board limit		✓	<A		<A>	<A	A
	Expenditure or award of contracts from Board to OJEU limit		✓	<A		<A		
	Insurance Policy			✓		<A		