

Scheme of Delegation 2021-2022

REVIEW DATE: JULY 2021

R	Responsible: Those responsible for the task, who ensure that it is done
A	Accountable: Those who are ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible
S	Support: Resources allocated to responsible. Unlike consulted, who may provide input to the task, support help complete the task
C	Consulted: Those whose opinions are sought, and with whom there is two-way communication
I	Informed: Those who are kept up to date with progress

Maiden Erlegh Trust recognises both the benefits of collaboration and the importance of allowing schools appropriate autonomy and flexibility to respond to the needs of their own communities. Whilst the Board of Trustees is legally responsible and accountable for all the major decisions within the Trust, this does not mean that they are required to make all the decisions themselves. The Trust believes that many decisions can, and should, be delegated to the Executive Leadership, to sub-committees, to local advisory boards and to individual Headteachers/Heads of School.

This Scheme of Delegation is the key document defining the lines of responsibility and accountability in the Trust. It is intended to be a clear and systematic way of ensuring Members, Trustees, committees (including local advisory boards), Executive Leadership and academy Headteachers/Heads of School are clear about their roles and responsibilities, allowing everyone to focus on improving outcomes for the young people who attend one of our schools.

This Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body or individual.

The Trust reserves the right to place some restrictions on academies that are judged to be in 'Special Measures' or 'Requires Improvement'. Any restrictions on delegated authority will be determined on a case-by-case basis taking into account the local context and will ensure that those academies can place a high degree of focus on achieving their improvement objectives.

No	Task	Members	Trust Board	Executive (CEO/CFO)	Finance & Operations	Educational Standards	Culture and Environment	Audit & Risk	Local Advisory Board	EHT/HT/HOS
1.0	GOVERNANCE									
1.1	Appointment and Removal of Members	A/R	I							
1.2	Appointment and Removal of Foundation Trustees	A/R	I							
1.3	Appointment and Removal of Co-opted Trustees	I	A/R							
1.4	Appointment of the Chair of Trust Board	I	A/R							
	Removal of the Chair of the Trust Board	A	R							
1.5	Appointment and Removal of the Vice Chair of Trust Board	I	A/R							
1.6	Appointment and Removal of the Clerk to the Trust Board		A	R						
1.7	Establishment of a Local Advisory Board (LAB/LTB)		A/R							I
1.8	Appointment and Removal of LAB/LTB Chair		A/R						C	I
	Establishment of Trust Committees		A/R							
1.11	Appointment of Trust Committee Chair		A/R							
	Removal of Trust Committee Chair		A/R							
1.12	Appointment and Removal of Trust Committee members		A							
1.13	Appointment and Removal of Clerk to Committees			A/R						
1.14	Establishment of LAB Champion Roles		A						R	
1.15	Appointment of LAB Champions		I	I					A/R	C
1.16	Annual calendar of Trust Board and Committee meetings		A	R	C	C	C	C	I	I
1.17	Agree annual cycle of business for Trust Board		A/R	I	I	I	I	I	I	I
1.18	Agree annual cycle of business for Committees		A	C	R	R	R	R		
1.19	Agree annual cycle of business for LAB/LTB		A	C					R	C
1.21	Amendment of the Articles of Association	A	R	C						
1.22	Approval of the governance structure of the Trust	I	A/R	C					C	
1.23	Approve Scheme of Delegation		A/R	C						
1.24	Approve Financial Delegation and Authorisation Limits		A/R	C						
1.25	Approve Board and Committee Terms of Reference		A	R	C	C	C	C		
1.26	Conduct annual Trustee and LAB members skills audit		A	R	C	C	C	C	C	
1.27	Annual self-review of Board and Committee performance		A	R	C	C	C	C	C	
1.28	Succession Planning (Governance)		A/R						C	
1.29	Ensure published governance details are correct (GIAS)		A	R						
1.30	Register of business and pecuniary interests published		A	R	C	C	C	C	C	
1.31	Related Party Transactions reported to ESFA		A	R						



1.32	Annual report to Members on performance of the Trust	A	R	C						
1.33	Preparation of committee reports for the Trust Board		A		R	R	R	R	R	
1.34	Appointment and Removal of External Auditor	A	R	C				R		
1.35	Appointment and Removal of Internal Auditor		A	C				R		
1.36	Plan and agree programme of internal audit		A	C				R		
1.37	Response to the Audit Management Letter		A	C				R		

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No	Task	Members	Trust Board	Executive (CEO/CFO)	Finance & Operations	Educational Standards	Culture and Environment	Audit & Risk	Local Advisory Board	EHT/HT/HOS
2.0	STRATEGIC									
2.1	Determine policies that reflect the Trust's ethos and values		A	R						
2.2	Determine school level guidance documents, policies, annexes to Trust policies showing local arrangements		I	C					A	R
2.3	Approve new academies to join the Trust		A/R	C						
	Approve re-brokerage of academies to a new Trust		A/R	C						
	Approve formal Trust Partnerships		A/R	C						
2.4	Change of Academy Age Range		A	R					C	C
2.5	Change of Academy PAN		A	R					C	C
2.6	Extension of Academy provision (e.g. SEN Provision)		A/R	C					C	C
2.7	Agree Trust Strategic Plan, key priorities and key performance indicators (KPIs)		A	R						
2.8	Termly Review of Risk Register		A	C				R	C	C
2.9	Development of Marketing and Communications strategy			A/R					C	C
	Agree Maiden Erlegh Institute Strategic Plan, and performance review			A/R						

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3.0	PERFORMANCE, CURRICULUM AND TEACHING									
3.1	Approval and monitoring targets for pupil/student attendance, behaviour, bullying & harassment.		A	R			C		C	C
3.2	Approval and monitoring of school targets for quality of education (including destinations).		A	R		C			C	C
3.3	Approval and monitoring of targets for student and staff wellbeing		A	R		C	C	C	C	C
3.4	Approval of School Improvement Plans		R	A		C	C		C	C
3.5	Approval of Pupil Premium and Sports Grant Plans and Impact Evaluations		I	C		I			A	R
3.6	Approval of Trust curriculum vision & intent statement.		I	R		A	A		C	C
3.7	Approval of school curriculum intent statements and implementation plans (eg: schemes of work and assessment)		I	C		I			A	R
3.8	Approval of term time calendar, holidays and routine CPD days		I	A					C	R
3.9	Approval of extra-ordinary school closures		R	C					C	A
3.10	Approve changes to length of school day		A/R	C					C	C
3.12	Approval of Fixed-term Exclusion			I					I	A/R
3.13	Approval of Permanent Exclusion		I	C					A	A/R
	Approval of Trust alternatives to exclusion (eg: MM and FTT, MTT)			C						A/R
3.14	Allocation of places against Admissions Policy		I	C					A	R
3.15	Termly review of the Single Central Record (SCR)			A			I		I	R
	Annual Safeguarding Reporting			R			I		I	A



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4.0	BUDGET SETTING									
4.1	Propose Academy Annual Revenue Budget			C	C				A	R
4.2	Propose Central Services Revenue Budget			R	A					
4.3	Approve Trust Annual Revenue Budget		A	C	R					
4.4	Approve Annual Capital Expenditure Budget		A	C	R					
4.8	Approve use of reserves to cover in-year deficit budget		A/R	C	C					
4.9	Approve Topslice methodology		A	C	R					
4.10	Approve GAG Pooling methodology		A	C	R					

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5.0	EXPENDITURE									
5.1	Non-Staffing Expenditure or Contracts up to £25,000									A/R
5.2	Non-Staffing Expenditure or Contracts up to £50,000			A					C	R
5.3	Non-Staffing Expenditure or Contracts up to £100,000		I	A/R					C	
5.4	Non-Staffing Expenditure or Contracts up to £150,000		I	R	A				C	
5.5	Non-Staffing Expenditure or Contracts £150,000+		A	R					C	
5.6	Capital Expenditure within Devolved Capital Budget									A/R
	Capital Expenditure within SCA Budget			A/R						
	Capital Expenditure from Capital Reserve		A	R						
5.7	Conversion of Revenue to Capital			R	A					
5.8	Disposals or write-off of stock, assets or debts up to £5,000								A	R
5.9	Disposals or write-off of stock, assets or debts – between £5,000 and £45,000 (or >1% of total annual income whichever is smaller)			R	A					
5.10	Disposals or write off of stock, assets or debts – £45,000+ (or 1%+ of total annual income whichever is smaller) with prior approval from the ESFA		A	C	R					
5.11	Non-Contractual recurring payments to staff > £2,000			A						R
5.12	Non-Contractual recurring payments to Staff £2,000+			A/R						
5.13	Non-Contractual one-off payments to staff £2,000+		A	R						
5.14	Severance Payments, where a non-contractual termination payment is below £50,000			A/R	I					
5.15	Severance Payments, where a non-contractual termination payment is above £50,000 with prior approval from the ESFA		A	R	I					
5.16	Approval of Operating Leases			A/R						
	Approval of Finance Leases with prior approval from the ESFA		A/R	C						



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6.0	FINANCIAL GOVERNANCE AND REPORTING									
6.1	Approve changes to Trust Banking arrangements		A	R	C					
6.2	Approve changes to the Financial Procedures Manual			R	A					
6.3	Statutory Financial Returns to ESFA and DfE		A	R						
6.4	Monthly Financial Report to Chair of Trust and Trustees		A	R						
6.5	Monthly Budget Monitoring			R	A				C	C
6.6	Preparation of Annual Report and Accounts			R				A		
6.7	Ensure appropriate insurance arrangements are in place			R	A					
6.8	Authorisation of Annual Report and Accounts	I	A					R		

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7.0	HR & STAFFING									
7.1	Agree Academy Senior Leadership structure			A/R					C	C
7.2	Agree Academy Teaching Staff structure			A					C	R
	Agree Academy Support Staff structure			A					C	R
7.3	Agree Central Services / School Improvement staffing structure		A	R						
7.4	Appointment of Chief Executive Officer		A/R							
7.5	Appointment of Chief Financial and Operations Officer		A	R						
7.6	Appointment of Director(s) / Executive Headteachers		A/R	C/I						
7.7	Appointment of Headteacher / Head of School		A/R	C/I					C	
7.8	Dismissal of Senior Staff (Head of School +)		A/R							
7.9	Appointment of Academy Senior Leadership posts		I	A					C	R
7.10	Appointment of Academy Teaching Staff within approved structure									A/R
7.11	Appointment of Academy Support Staff within approved structure									A/R
7.12	Appointment of Central Services Staff within approved structure			A/R						
7.13	Appointment of Trust Improvement Partner		A/R	I						
7.14	Appointment of Strategic Improvement Partners			A/R	C	C	C	C		
7.15	Performance management and pay progression of the Chief Executive Officer		A/R							
7.16	Performance management and pay progression of the Chief Financial and Operations Officer		I	A/R						
7.17	Performance management and pay progression of Director(s) / Executive Headteachers		I	A/R						
7.18	Performance management and pay progression of Headteacher / Head of School		I	A/R					C	
	Performance management and pay progression of Central Services staff		I	A/R						
7.23	Approve School Staff Pay Progression in line with Terms of Reference							A		R
7.24	Suspension of Chief Executive Officer		A/R							
7.25	Suspension of Chief Financial and Operations Officer		A	R						
7.26	Suspension of Director(s) / Executive Headteachers		A	R						
7.27	Suspension of Headteacher / Head of School		A	R					C	
7.28	Suspension of Central Services staff			A/R						
7.29	Suspension of Teaching Staff			C					A	R



7.30	Suspension of Support Staff			C				A	R
7.31	Approve Staff Restructure programme		A	R	C			C/I	C/I
7.32	Approve Terms and Conditions Restructure		A	R	C				
7.33	Approve Staff Redundancy (within ESFA prescribed limits)		A	R	C			C/I	C/I
	Approve Staff Termination (within ESFA prescribed limits)			A/R					C/I
7.34	Job Evaluation and role grading			A/R				I	I

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8.0	POLICIES									
8.1	Approval of Statutory Policies		A	C	R	R	R	R	C	C
8.2	Local Implementation of Policies								A	R
8.3	Website Compliance								A	R

No	Task	Members	Trust Board	Executive (CEO/CFO)	Finance & Operations	Educational Standards	Culture and Environment	Audit & Risk	Local Advisory Board	EHT/HT/HOS
9.0	APPEALS									
9.1	Complaints Appeals (Stage 4)		A/R							C
9.2	Admissions Appeals		A	C					R	R
9.3	Exclusion Appeals		A/R	C					R	C

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