

### 3. Scheme of Delegation Matrix

DESCRIPTION OF ACTIVITY (✓=responsible, <A or A> or <A> = advice and the direction of advice)	MEMBERS	TRUSTEES	SCHOOL GOVERNORS	CEO	(EXEC)HEAD TEACHERS
<b>GOVERNANCE FRAMEWORK</b>					
To review and amend the Articles of Association by special signed written resolution to support stronger governance arrangements. <i>Note: There may be certain circumstances where Charity Commission approval is also required [CC36: Changing your charity's governing documents]</i>	✓	<A		<A	
To change the name of the Trust	✓				
To appoint a Member(s) by special resolution <i>Note: an employee of the Academy Trust cannot be a Member per Article 12A and Academies Financial Handbook.</i>	✓				
To remove a Member by special resolution and with written notice signed by the other Members <i>Note: the number of Members should not be below 5 in accordance with recommendations of Academies Financial Handbook</i>	✓				
To call an Annual General Meeting of Members <i>Note: One AGM must be held each Academy Financial Year per article 19.</i>		✓			
To call a General Meeting of Members <i>Note: Usually Trustees call General meetings unless there are not sufficient Trustees and then any Trustee or Member per Article 20.</i>	✓	✓			
To appoint (and re-appoint) by ordinary written resolution up to 12 eligible Trustees (Article 50) for a four year term of office <i>Note: The total number of Trustees including CEO who are employees of the Trust shall not exceed 1/3 of the total number of Trustees.</i>	✓				
To remove one or more Trustees where necessary <i>Note: The number of Trustees shall be not less than three (unless determined by ordinary resolution) in accordance with article 45</i>	✓				
To suspend a Trustee by resolution from all or any meetings of the Trust, or of a committee, for a fixed period up to 6 months <i>Note: reasons must be stated and trustee subject to the resolution given the opportunity to make a statement in response (Article 67A-67E)</i>		✓			
To elect a the Chair of the Trust and a Vice-Chair of the Trust from among their number at the beginning of each academic year <i>Note: Employees of the Academy Trust are not eligible per article 82</i>		✓			
To appoint/remove the clerk to the Trustees <i>Note The clerk shall not be a Trustee, the CEO, or a Headteacher per article 81</i>		✓			

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To appoint/establish committees of the Trust– the constitution, membership and proceedings (ie terms of reference) all determined by the Trustees and reviewed annually. <i>Note in accordance with article 100 and 101</i>		✓			
To make all necessary arrangements for, and determine all other matters relating to an election of Parent School Governor prior appointment as a Parent School Governor to ensure a minimum of two parents on each School Governance Committee. <i>Note in accordance with articles 53-56</i>		✓			
To appoint and remove School Governance Committee Chairs <i>Note in accordance with article 100 and 101</i>		✓	<A	<A	
To appoint/remove the clerk to the Trust Board, any established Committees of the Trust including School Governance Committees <i>Note in accordance with article 81</i>		✓		<A	
To identify and review on an annual basis the skills and experience required (skills audit) for the Trust Board and address gaps through recruitment/training <i>Note per Academies Financial Handbook paragraphs 1.5.14 and 1.5.15</i>		✓			
To identify and review on an annual basis the skills and experience required (skills audit) for each established committee of the Trust and address gaps through recruitment/training <i>Note per Academies Financial Handbook paragraphs 1.5.14 and 1.5.15</i>		✓	<A	<A	<A
To publish the Trust’s governance arrangements in the governance statement in the Annual Report and Financial Statements and on its website <i>Note per Academies Financial Handbook paragraphs 1.5.15</i>		✓			
To agree and publish (on its website) a Scheme of Delegation for governance functions setting out what the Trust Board has delegated to Committees of the Trust and the CEO, school leaders <i>Note per Academies Financial Handbook paragraphs 1.5.15</i>		✓			
To self-review the Trust Board and any established committee (excluding School Governance Committee) performance on an annual basis detailing each individual appointment date/resignation date, number of meetings attended out of possible number of meetings,		✓			

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<i>Note in accordance with EFA Accounts Direction requirements</i>					
To self-review School Governance Committee performance on an annual basis detailing each individual appointment date/resignation date, number of meetings attended out of possible number of meetings <i>Note in accordance with EFA Accounts Direction requirements</i>			✓		
To undertake a 360 degree review of the performance of the Chair of the Trust Board or Chair of any established Committee of the Trust (excluding School Governance Committee) on an annual basis.		✓			
To undertake a 360 degree review of the performance of the Chair of the School Governance Committee performance on an annual basis.			✓		
To succession plan		✓	✓	<A	<A
To agree a work plan for the Trust Board and each committee of the Trust		✓	<A	<A	<A
<b>REPORTING FRAMEWORK</b>					
Ensure Trust and Committees of the Trust (including School Governance Committees) details are up to date and on Trust Website: <ul style="list-style-type: none"> <li>- For each individual that has served over the past 12 months <ul style="list-style-type: none"> <li>▪ Appointment date</li> <li>▪ Resignation date</li> <li>▪ Number of meetings attended out of a possible number of meetings which could have been attended</li> <li>▪ Business interests (in accordance with Conflicts &amp; Register of Business Interests Policy)</li> </ul> </li> </ul>		✓		<A	
Ensure that Trustee appointments and resignations are notified to the EFA and Companies House within 14 days.		✓	<A		
Ensure that an Annual Return is completed and submitted to Companies House by 14 March of each year		✓	<A		
Ensure School Governance Committee details are up to date and on the school website			✓		<A

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<ul style="list-style-type: none"> <li>▪ School Representative Category (ie Parent, ex-officio)</li> <li>▪ Appointment date</li> <li>▪ Resignation date</li> <li>▪ Number of meetings attended out of a possible number of meetings which could have been attended</li> <li>▪ Business interests (in accordance with Conflicts Policy &amp; Register of Business Interests Procedures)</li> </ul>					
Annual Report and Financial Statements presented to Members and published on Trust website, submitted to the EFA and Companies House in accordance with the latest EFA published Academies Financial Handbook and Accounts Direction.		✓		<A	
Annual Report on the work of a Trust established committee submit to the Trust for inclusion in the published Annual Report and Financial Statements		✓		<A	
Annual Report on the work of the School Governance Committee submit to the Trust and publish on the school website in format prescribed by the Trust Board			✓		<A
Report the Annual Budgets of the Trust (Budget Return) to the Education Funding Agency in pre-determined format and date		✓		<A	
Ensure information is published in relation to the current curriculum provision at each School. Such information shall include details relating to: content, approach, GCSE options, names of any phonics or reading schemes in operation for key stage 1 and how parents (including prospective parents) and commissioners can obtain further information in relation to the curriculum at each school. <i>In accordance with the Master Funding Agreement clause 23</i>		✓		<A	
Report the Annual Accounts of the Trust (Annual Accounts Return) to the Education Funding Agency in pre-determined format and date		✓		<A	

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<b>STRATEGIC FRAMEWORK</b>					
Trust Business Plan setting out the vision and strategy of the Trust and its future plans (incorporating the Vision, Strategy, Key Performance Indicators, Strategic Plans & Risks)		✓	<A	<A	<A
School Business Plan setting out the individual schools vision, strategy and future plans within the context of the Trust Business Plan (incorporating Vision, Strategy, Key Performance indicators, school plans and risks)			✓	<A>	<A
Agree the duration of the school day and the term dates for each school <i>In accordance with the Master Funding Agreement clause 34C</i>		✓		<A	
Agree and publish Core Offer for central trust spending and top slice from school budgets		✓		<A	
Agree each school budget following recommendation from the School Governance Committee		✓	<A		<A
Agree HR Strategic and Policy Framework (facilitating formal consultation with employees and unions where appropriate)		✓		<A	
Agree H&SW Policy and Procedure Framework (facilitating formal consultation with employees and unions where appropriate)		✓		<A	
Agree School level H&SW Policy and Procedure within the Trust framework			✓		<A
Agree Finance Policy and Procedure Framework to support compliance with the Academies Financial Handbook and Academies Accounts Direction		✓		<A	
Agree Risk Management Policy and Procedure Framework to support compliance with the Academies Financial Handbook and Academies Accounts Direction		✓		<A	
Agree Freedom of Information and Data Protection Policy and Procedure framework to support openness and transparency, and compliance with legislation		✓		<A	
Agree Whistleblowing, Anti-Fraud Bribery and Corruption, Complaints Procedures		✓		<A	

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Agree Admissions Policy		✓		<A	
Agree Trust Safeguarding and Child Protection Policy which sets out the responsibilities of the Trust and it's schools		✓		<A	
Agree school level policies and procedures within the Trust policy framework			✓		<A
<b>APPOINTMENTS/DISMISSALS AND DESIGNATIONS</b>					
Appoint / Dismiss the Chief Executive Officer (CEO) and person designated as the Chief Finance Officer (currently the director of finance business and operations)		✓			
Designate in writing the employee with the responsibility of Accounting Officer for the Trust (usually the CEO)		✓			
Appoint/Dismiss the executive headteacher/headteacher/head of school		✓	<A	<A	<A
Appoint (within approved structure)/dismiss school staff (not including executive headteacher/headteacher/head of schools)					✓
Agree changes to the staffing structure of each school				✓	<A
Appoint (within approved structure)/dismiss central Trust employees				✓	
Appoint appropriate person(s) to provide competent health and safety advise to the Trust and its schools.		✓		<A	
Agree changes to the staffing structure of the Trust		✓		<A	
Ensure that there is a qualified teacher designated as special educational needs co-ordinator (SENCO) for the school <i>A newly appointed SENCO must be a qualified teacher and, where they have not previously been the SENCO at any other relevant school for a total period of more than 12 months, they must achieve a National Award in Special Educational Needs Co-ordination within three years of appointment</i>					✓
Ensure that there are senior leadership teachers in each school designated as designated safeguarding leads <i>This should be explicit in their job description. They should undergo updated child protection training every two years. The executive headteacher/headteacher/head of school and all staff</i>				✓	

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<i>should undergo child protection training which is updated at least annually in line with advice from the LSCB. A designated staff member must be available at all times in the school</i>					
Ensure that there is a qualified teacher designated for Looked After Children <i>In accordance with the Master Funding Agreement clause 18A is to comply with the duty to designate a teacher for children looked after and which will include the teaching and learning programme for children who are looked after by an LA and are registered pupils at the school.</i>				✓	
Designate in writing the responsibility the employee with the responsibility of Chief Finance Officer for the Trust (currently the director of finance business and operations)		✓		✓	
<b>PERFORMANCE MONITORING AND HOLDING TO ACCOUNT</b>					
Establish Performance Management Panel for the appraisal review of the Chief Executive Officer, Chief Finance Officer, and Executive Headteacher(s) on an annual basis and appoint independent advisor to support as appropriate. The Trust Appraisal Policy to be followed at all times.		✓			
Undertake Performance Management of the headteacher/head of school and appoint independent advisor to support as appropriate. The Trust Appraisal Policy to be followed at all times.			A>	✓	A<
Undertake Performance Management of other central Trust employees. The Trust Appraisal Policy to be followed at all times.				✓	
Undertake Performance Management of School employees. The Trust Appraisal Policy to be followed at all times.					✓
<b>ENSURING FINANCIAL PROBITY</b>					
To consider the outcomes from performance management objectives prior to determining the pay award for the Chief Executive Officer, Chief Finance Officer, Executive Headteacher on an annual basis. The Trust Pay Policy to be followed at all times.		✓			
To consider the outcomes from performance management objectives prior to determining the pay progression for each headteacher, and head of school on an annual basis. The Trust Pay Policies to be followed at all times.		✓	<A	<A	<A

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To establish a pay committee to agree and recommend to the School Governance Committee for approval pay progression of school based employees on an annual basis. The Trust Pay Policies to be followed at all times			✓		<A
To appoint an external auditor, receiving and responding to reports made by him/her		✓		<A	
To ratify the (re-)appointment of the external auditor at each AGM when the Annual Report and Financial Statements are laid before Members.	✓	<A			
To remove auditors before the expiry of their term of office, in exceptional circumstances <i>In accordance with the Accounts Direction – must be a majority vote of members who must provide reasons for their decision to the Trust Board. The Trust Board must notify the EFA immediately including the reason for their removal.</i>	✓				
Notify the EFA of the resignation of auditors, before the expiry of the term of office. <i>In accordance with the Accounts Direction – the Trust Board must copy to the EFA a statement of explanation from the auditors.</i>		✓			
To make arrangements for other independent review of controls and risks as appropriate and ensure identified in a letter of engagement		✓		<A	
To agree and annually review a Scheme of <b>Financial</b> Delegation (published as Financial Regulations and Scheme of Financial Delegation).		✓		<A	
Develop and agree trust wide procurement strategies and efficiency savings		✓		<A	