DIOCESE OF SOUTHWELL & NOTTINGHAM

MULTI ACADEMY TRUST

Scheme of Delegation

Reading the grid

✓ = decision making. Where parties are required to propose, advise, recommend, implement, or monitor, this will be indicated as applicable
BD = Trust Business Director
EM = Trust Estates Manager
Note: Decisions delegated to the trust board may be delegated to a board committee (i.e. Audit & Estates Committee, Remuneration Committee etc.,)

Supporting – a supporting academy demonstrates **all or almost all** of the following characteristics:	Self sustaining; successful and impactful; likely to be judged at least 'good' at its next inspection (overall effectiveness judgement); effectively planning for the future through strategic plans/actions and brave actions; highly effective operational/administrative processes; highly effective and strategic governance holds leaders at all levels to account and enables strategic improvements
Supported – a supported academy demonstrates **all or almost all** of the following characteristics:	Improving outcomes for pupils; in need of external support to promote further improvement; likely to be judged at least as 'requiring improvement' at its next inspection (overall effectiveness judgement); effective strategic planning for the future with some support; increasingly pupil centered decisions drive improvements; effective operational/administrative processes; effective governance is developing with support.
Sponsored - a supported academy demonstrates **all or almost all** of the following characteristics:	In need of substantial external support to achieve the required improvements; likely to be judged as 'inadequate' at its next inspection (in any judgement); fragile leadership; a culture for learning is not embedded; pupils' behaviour is disrupting learning; financial management is ineffective; relationships do not reflect the Trust's core Christian values; not yet pupil centred; operational/administrative processes not fully effective; Governance is not yet effective.

Governance Function		Members	Trust Board	CEO/ Core Trust Team	Headteacher	Local Governing Body		
						Supporting	Supported	Sponsored
Governance framework: people	Members: appoint/remove	✓						
	Trustees: appoint/remove	✓						
	Parent trustees/parent academy committee (LGB) members: appoint when elected		✓			Elect	Elect	Elect
	Board committee chairs: appoint and remove		✓					
	Named safeguarding trustee: appoint and remove		✓					
	Academy committee (LGB) chairs: appoint and remove					✓	✓	✓
	Academy committee (LGB) members: appoint and remove		✓					
	Clerk to board: appoint and remove		✓					
Governance Framework: systems & structures	Articles of association: review and agree	✓						
	Governance structure for the trust: establish and review annually		✓					
	Committee terms of reference and scheme of delegation: agree annually		✓					
	Annual schedule of governance business: agree			✓				
	Self-review of trust board and committees: complete annually		✓					
	Self-review of academy committees (LGBs): complete annually					✓	✓	✓
	Chair's performance: carry out 360° review periodically		✓			✓	✓	✓
	Trustee/academy committee (LGB) member contribution: review annually		Chair			Chair of GB	Chair of GB	Chair of GB
Governance Framework: reporting	Publish governance arrangements on trust and schools' websites: ensure			✓				
	Annual report on the performance of the trust: submit to members and publish		✓	✓				
	Annual self-review/triannual external review of board effectiveness: submit to members		✓	✓				
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓	✓				
	ESFA required reports and returns submit		✓					
	Annual report work of academy committee (LGB): submit to trust and publish			✓				
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values: approve		✓					
	Determine school level policies: approve				✓	✓	✓	✓
	Management of risk: establish register, review and monitor		✓	Establish & Review	Review & Monitor	Monitor	Monitor	Monitor
	Engagement with stakeholders: ensure	✓	✓	✓	✓	✓	✓	✓
	Determine trust's vision, strategy and key priorities: approve		✓	Propose				
	Determine schools' vision, strategy and key priorities: approve				✓	Monitor	Monitor	Monitor
	Chief executive officer: appoint and dismiss		✓					
	Accounting officer: appoint and dismiss		✓					
	HTs: lead/appoint/dismiss		✓	Lead		Representation on panel	Representation on panel	Representation on panel
	Senior Leadership Recruitment : lead/appoint/dismiss		✓	Lead with Headteacher & recommend	Lead with CEO & appoint	Representation on panel	Representation on panel	Representation on panel

Approved by the Board of Directors – 25 January 2022

Governance Function		Members	Trust Board	CEO/Trust Support Team	Headteacher	Local Governing Body		
						Supporting	Supported	Sponsored
	Budget plan to support delivery of trust key priorities: agree		✓	BD prepares consolidated budget				
	Budget plan to support delivery of schools' key priorities: agree		✓	BD supports Headteacher with preparation	Prepare in consultation with LGB	Recommendation for approval	Recommendation for approval	BD prepares, LGB to note
	Trust's staffing structure: agree		✓	CEO propose				
	Schools' staffing re/structure: lead/appoint		✓	Support Headteacher	Lead	Recommendation for approval	Recommendation for approval	Recommendation for approval
	Facilities expansion : approve		✓	EM Assesses viability	Prepare business case	Develop academy strategy	Develop academy strategy	Develop academy strategy
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	BD provides procedures	Lead on site specific day to day issues	Responsibility shared with Trust Board	Responsibility shared with Trust Board	Responsibility shared with Trust Board
	Monitoring progress on key priorities: agree reporting arrangements		Monitor	Report on Trust	Report on academy	Monitor	Monitor	monitor
	Performance management of the chief executive: undertake		✓					
	Performance management of Headteacher:		Monitor	Lead for sponsored academy		Undertake	Undertake	Trust consultant to undertake
	Headteacher - allegations of gross misconduct, disciplinary allegations, capability proceedings, probationary period : lead		Monitor/decision at appeal	✓ & final decision		Sit on panels & final decision	Sit on panels & final decision	Sit on panels & final decision
	Teacher/staff performance management			Support	Lead	Approve	Approve	Approve
	Allegations of gross misconduct: lead process		Monitor	support	lead	Sit on panels + final decision	Sit on panels + final decision	Sit on panels + final decision
	Disciplinary allegations : lead process		Monitor	support	✓	Sit on panels + final decision	Sit on panels + final decision	Sit on panels + final decision
	Capability proceedings : lead process		Monitor	support	✓	Sit on panels + final decision	Sit on panels + final decision	Sit on panels + final decision
	Probationary period: implement and monitor		Monitor	support	Lead & make decision	Hear appeal and make decision	Hear appeal and make decision	Hear appeal and make decision
	Safeguarding: implement procedures and monitor		Monitor	Safeguarding Officer Supports	✓	Monitor	Monitor	monitor
Financial Oversight	CEO pay award: agree		✓					
	Headteachers' pay award		Monitor	Support		Undertake	Undertake	Undertake
	Teacher/staff appraisal pay progression			Support	Lead	Approve	Approve	Approve
	Benchmarking and trust wide value for money: ensure robustness			✓ BD				
	Monitoring budget: agree reporting		✓	BD lead	Prepare	Monitor	Monitor	Monitor
	Annual budget submission: prepare, submit		Final Decision	BD lead	Prepare	Recommend	Recommend	Note
	Budget revisions: approve		Final Decision	BD lead	Prepare	Recommend	Recommend	Note
	Purchase order/invoice approval			Establish process	Implement & Monitor	Monitor	Monitor	Monitor
	Acceptance of a formal tendering process		>£25,000	BD support & advise	< £9,999	£10,000 - £24,999	£10,000 - £24,999	£10,000 - £24,999
	Acceptance of a quote/tender other than the lowest		>£10,000	BD support & advise	<£4,999	£5,000 - £9,999	£5,000 - £9,999	£5,000 - £9,999

Approved by the Board of Directors – 25 January 2022

	Governance Function	Members	Trust Board	CEO/ Trust Support Team	Headteacher	Local Governing Body		
						Supporting	Supported	Sponsored
	Authority to write off bad debts		£250 & beyond		<£249.99			
	Approval for capital expenditure not included in the original budget		£10,000 & beyond	BD to support & advise		Approve <£9,999 Recommend approval to Trust board >£10,000	Approve <£9,999 Recommend approval to Trust board >£10,000	Approve <£4,999 then Trust Board approves
	Asset disposal		>£5k	BD to advise	<£5k	Monitor	Monitor	Monitor
	Virements		£10,000 & beyond		Prepare & propose	<£9,999	<£9,999	<£4,999
	Reporting & Audit	Approve statutory account	✓	BD Lead		Monitor responses	Monitor responses	Monitor responses
	Contract negotiation		>£60,000	BD to advise CEO approve £25,000-£59,999	Prepare & propose	£10,000-£24,999	£10,000-£24,999	Approved by Trust Board
Estates Management	Capital expenditure from School Condition Allocation (SCA)		Approve	Prepare & propose. EM discretion to go over approved budget by 5%	Input	Input	Input	Input
	Expenditure on premises (either from DFC or revenue reserves)		£10,000 & beyond	EM support & advise	Prepare & propose	<£10,000	<£10,000	<£5,000 then Trust Board approves
	Asset Management Plans: create			EM to support	Prepare & propose	Input	Input	Input
	Academy maintenance programme			EM to support	Prepare & propose	Input	Input	Input
	Estates Management Plan: create		Approve	EM to create				
	Health & Safety		Accountable	EM to support	Day to Day	Responsible	Responsible	Responsible
	Statutory Compliance – Fire RA, Legionella RA, Asbestos etc.,			EM arrange surveys	Arrange remedial works with support	Monitor	Monitor	Monitor
	Legal Claims (employers liability, public liability, motor etc.,)			BD & EM to support	Lead			

Approved by the Board of Directors – 25 January 2022