



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.

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Governance Function		Members	Trust Board	CEO/ Trust Support 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	appoint and remove	appoint and remove
	Academy committee (LGB) members		appoint and remove					
	Clerk to board		appoint and remove					
Governance Framework: systems & structures	Articles of association	Agrees	Consents					
	Governance structure for the trust		Reviews and agrees annually					
	Committee terms of reference and scheme of delegation		Reviews and agrees annually					
	Annual schedule of governance business			Prepares				
	Self-review of trust board and committees complete annually		Self-evaluate annually					
	Self-review of academy committees (LGBs)					Self-evaluate annually	Self-evaluate annually	Self-evaluate annually
	Chair's performance		carry out 360° review periodically			carry out 360° review periodically	carry out 360° review periodically	carry out 360° review periodically
	Trustee/academy committee (LGB) member contribution		Chair to review annually			Chair of LGB to review annually	Chair of LGB to review annually	Chair of LGB to review annually
Governance Framework: reporting	Governance arrangements on trust and schools'			Ensure ATH requirements for publication on websites is complied with at Trust level. Support and advise at academy level	Ensure ATH requirements for publication on websites is complied with at academy level			
	Trustees Annual report on the performance of the trust	Receive at Annual Members meeting	Approve	Ensure articles and ATH requirements complied with				
	Annual self-review/triannual external review of board effectiveness: submit to members	Receive at Annual Members meeting	Self-evaluate annually/receive and respond to external review	Ensure ATH requirements complied with				
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance,	Receive at Annual Members meeting	Approve	Ensure submission to Companies House, DfE and				

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	incorporating governance statement demonstrating value for money			publication on Website				
	ESFA required reports and returns		Approve	Ensure ATH requirements complied with				
	Annual report work of academy committee (LGB): submit to trust and publish			✓				
Being Strategic	Trust wide policies which reflect the trust's ethos and values		Approve	Determine				
	School level policies				Determine	Approve	Approve	Approve
	Management of risk		Review and Approve	Establish Trust level Risk Register & Review	Establish Academy Level Risk Register & Review	Review and Monitor	Review and Monitor	Review and Monitor
	Engagement with stakeholders	Receive	Review and Approve	Consult	Consult	Review and Approve	Review and Approve	Review and Approve
	Determine trust's vision, strategy and key priorities		Approve	Propose				
	Determine schools' vision, strategy and key priorities				Propose	Approve	Approve	Approve
	Chief executive officer		Appoint/dismiss					
	Accounting officer		Appoint/dismiss					
	Headteachers		Appoint/dismiss	Lead		Representation on panel	Representation on panel	Representation on panel
	Senior Leadership Recruitment : lead/appoint/dismiss		Appoint/dismiss	Lead with Headteacher & recommend	Lead with CEO & propose appointment	Representation on panel	Representation on panel	Representation on panel
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		Approves	Prepares and proposes consolidated budget				
	Budget plan to support delivery of schools' key priorities		Approves	Supports and Advises	Prepares and proposes	Recommends approval to Trust Board	Recommends approval to Trust Board	LGB to note
	Trust's staffing structure		Approves	Prepares and proposes				
	Schools' staffing re/structure		Approves	Supports and advises	Leads	Recommends approval to Trust Board	Recommends approval to Trust Board	Recommends approval to Trust Board
	Facilities expansion		Approves	Supports and advises (Assesses viability)	Prepares and proposes business case	Develops academy strategy and recommends approval to Board	Develops academy strategy and recommends approval to Board	Develops academy strategy and recommends approval to Board
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment)		Accountable	Supports and advises	Leads on site specific day to day issues	Responsible	Responsible	Responsible

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	Monitoring progress on key priorities		Monitor	Prepares and proposes Report on Trust	Prepares and proposes Report on academy	Monitor	Monitor	monitor
	Managing Performance of the chief executive		Undertakes					
	Managing Performance of Headteacher		Monitors	Leads for sponsored academy, Supports and advises for Supported and Supporting		Undertake	Undertake	Trust consultant to undertake
	Managing allegations of gross misconduct, disciplinary allegations, capability proceedings, probationary period against Headteacher		Makes decision at appeal	Leads & makes decision		Sit on panels & final decision	Sit on panels & final decision	Sit on panels & final decision
	Managing performance of Teachers and Support Staff			Supports and advises	Leads	Approves	Approves	Approves
	Managing allegations of gross misconduct		Monitors	Supports and advises	Leads	Sit on panels + final decision	Sit on panels + final decision	Sit on panels + final decision
	Managing disciplinary allegations		Monitors	Supports and advises	Leads	Sit on panels + final decision	Sit on panels + final decision	Sit on panels + final decision
	Managing capability proceedings		Monitors	Supports and advises	Leads	Sit on panels + final decision	Sit on panels + final decision	Sit on panels + final decision
	Managing probationary period		Monitors	Supports and advises	Leads& makes decision	Hear appeal and make decision	Hear appeal and make decision	Hear appeal and make decision
	Implementing and Monitoring Safeguarding procedures		Monitors	Safeguarding Officer Supports and advises	Leads	Monitors	Monitors	monitors
Financial Oversight	Management of CEO pay award		Determines					
	Management of Headteachers' pay award		Monitors	Supports and advises		Determines	Determines	Determines
	Management of Teacher/staff appraisal pay progression			Supports and advises	Leads	Approves	Approves	Approves
	Establishment of robust benchmarking and trust wide value for money		Approves	Prepares and proposes at Trust level	Prepares and proposes at school level	Complies with	Complies with	Complies with
	Monitoring budget		Monitors	Supports and advises	Leads	Monitors and Agrees	Monitors and Agrees	Monitors and Agrees
	Annual budget submission		Accepts recommendations for approval from LGBs and agrees final consolidated forecast	Prepares consolidated forecast and submits approved budget to DfE	Leads on academy level forecast	Recommends approval to Board	Recommends approval to Board	Notes
	Budget revisions		Accepts recommendations for approval from LGBs	Supports	Leads	Recommends approval to Board	Recommends approval to Board	Notes
	Purchase order/invoice approval		Approves order >£24,999	Establishes process and	Implements & Monitors and approves	Monitors	Monitors	Monitors

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				approves orders	orders <£25,000			
	Acceptance of a formal tendering process		>£25,000	Supports & advises	< £10,000	£10,000 - £24,999	£10,000 - £24,999	£10,000 - £24,999
	Acceptance of a quote/tender other than the lowest		>£10,000	Supports & advise	<£4,999	£5,000 - £9,999	£5,000 - £9,999	£5,000 - £9,999
	Governance Function	Members	Trust Board	CEO/ Trust Support Team	Headteacher	Local Governing Body		
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	Authority to write off bad debts		>£250 and up to £44,999 (£45,000 and over requires Secretary of State approval)		<£250			
	Approval for capital expenditure not included in the original budget		>£10,000	Supports & advises		Approve <£10,000 Recommend approval to Trust board >£10,000	Approve <£10,000 Recommend approval to Trust board >£10,000	Approve <£5,000 then Trust Board approves
	Asset disposal		>£5,000	Supports & advises	<£5,000	Monitors	Monitors	Monitors
	Virements		>£10,000	Supports & advises	Prepares & proposes	<£9,999	<£9,999	<£4,999
	Reporting & Audit	Receives statutory accounts	Approves statutory accounts	Leads and prepares	Monitors responses	Monitor responses	Monitor responses	Monitor responses
	Contract negotiation		>£60,000	Support and advise	Prepare & propose	£10,000-£24,999	£10,000-£24,999	Approved by Trust Board
Estates Management	Capital expenditure from School Condition Allocation (SCA)		Approve	Prepares & proposes. EM discretion to go over approved budget by 5%	Provides input	Provides input	Provides input	Provides input
	Expenditure on premises (either from DFC or revenue reserves)		>£10,000	Supports & advises	Prepares & proposes	<£10,000	<£10,000	<£5,000 then Trust Board approves
	Academy level Asset Management Plans			Supports & advises	Prepares & proposes	Approves	Approves	Approves
	Academy maintenance programme			Supports & advises	Prepares & proposes	Approves	Approves	Approves
	Trust level Estates Management Plan		Approve	Prepares & proposes				
	Health & Safety		Accountable	Supports & advises	Day to Day	Responsible	Responsible	Responsible
	Statutory Compliance – Fire RA, Legionella RA, Asbestos etc.,			EM arrange surveys	Arrange remedial works with support	Monitors	Monitors	Monitors
	Legal Claims (employers liability, public liability, motor etc.,)			Supports & advises	Leads	Monitors	Monitors	Monitors