

Minster Trust for Education : Scheme of Delegation and Reserved Authority

Other than major strategic proposals for change, it can be assumed that any area of responsibility not included within the scheme of delegation remains with the Head Teacher and the local governing body of the individual school. If in doubt, it is the responsibility of the LGB/Head to contact the CEO to discuss any areas of ambiguity.

In cases of major strategic change, the Academy Head Teacher will discuss and develop plans with the LGB, ensuring any plan is in keeping with the Trust's ethos, values and philosophy. The CEO will consider any major strategic change proposed by an individual Academy and make recommendations to the Board of Trustees.

For the purpose of this document, the following additional information applies :

- "The Board" is the multi-academy trust board of trustees. The MAT board may decide to form committees to carry out any of its functions including those listed in this scheme of delegation.
- The term "CEO" in this document includes the Chief Executive Officer, the MAT Business Director and other staff employed centrally by the Trust.

Annually a review of the performance of each academy is undertaken with relation to :

- standards achieved by students;
- the quality of teaching and learning;
- governance;
- finance;
- property and estate;
- any Ofsted judgements (or SIAMS judgements where relevant)

The annual review (first MAT board meeting of the academic year) dictates the category of the academy within the Trust and therefore the level of autonomy afforded. It is a principle of MiTrE that schools will be afforded considerable autonomy when standards are good and finance/resources are effectively managed. Different schemes of delegation apply to different categories of academy.

The Board of Trustees reserves the right to change of the category of a school at any time based on emerging evidenced concerns if that is considered to be in the interests of both the academy concerned and the wider MAT.

The academy categories are :

- Sponsored academy - the Board of Trustees appoint all Governors other than parent and staff representatives.
- Supported academy - the majority of Governors (other than parent and staff representatives) is appointed by the Board of Trustees.
- Leading academy - the Local Governing Body is appointed according to their own constitution.

Subject	Section	Reserved to the Board	Delegated to the Chief Executive Officer	Delegated to Local Governing Body	Delegated to Head Teacher
Governance	Strategy	<ul style="list-style-type: none"> - Trust meeting schedule - Trust committees - LGB delegated authority - Trustee code of conduct - Appointment of : trustees; chair of board; committee members and chairs. - Review of Trust board skills requirements to support effective appointments 	<ul style="list-style-type: none"> - LGB effectiveness - Contributions to LGB items - Contribution to review and development of Trust policy - Planning and organisation of Trust board meetings - Preparation of Trust agendas, minutes and papers with Chair - Maintaining scheme of delegation and reservation and its implementation 	<ul style="list-style-type: none"> - LGB meeting and committee cycle - LGB agendas, papers, minutes - Appointment to LGB, subject to Trust Board approval 	

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Appraisal and salary review	Strategy	<ul style="list-style-type: none"> - Approval of trust appraisal framework, including key performance indicators. - Head Teacher appraisal reviews presented to board by CEO. - Appraisal and pay award for the CEO. 	<ul style="list-style-type: none"> - Presentation of Head Teacher appraisal reviews and targets to MAT board for ratification. - Agreement of external advisors for Head Teacher reviews. - Development of trust appraisal framework and pay policy. 	<ul style="list-style-type: none"> - Approval of Head Teacher's recommendations for pay progression of teaching staff. - Head Teacher appraisal and performance review, including external advisor. - Head Teacher appraisal targets and review provided to CEO. 	<ul style="list-style-type: none"> - Teaching staff appraisal and salary review process.

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Vision and improvement	Strategy	<ul style="list-style-type: none"> - Approval of Trust vision, values and ethos. - Approval of annual strategy plans and budgets - Approval of costed individual school improvement plans 	<ul style="list-style-type: none"> - Review of Trust's strategic and operating plans - Ensuring individual plans are aligned with Trust strategy. - Support for Trust growth strategy, including undertaking bidding processes to acquire additional resource. 	<ul style="list-style-type: none"> - Monitoring and approval of school improvement plan - Individual school ethos and values, in line with those of the Trust. 	<ul style="list-style-type: none"> - Development of costed school improvement plans. - Implementation of school improvement plan - Annual whole school self evaluation to inform future plans.
Communication and information	Strategy	<ul style="list-style-type: none"> - Approval of the Trust's communication and stakeholder involvement strategies. 	<ul style="list-style-type: none"> - Development of the Trust's communication processes to ensure the engagement of all groups of stakeholders. - Publication of frequent updates with regard to Trust activities, including the maintenance of the Trust website. 	<ul style="list-style-type: none"> - Review and monitoring the effectiveness of communication. - Undertaking a regular survey of staff, pupil and parent opinion. 	<ul style="list-style-type: none"> - Regular updates to stakeholders about the activities and successes of the school, including the maintenance of the school website to meet all statutory requirements.

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Disciplinary and capability	HR	<ul style="list-style-type: none"> - Hearing cases of alleged gross misconduct - Dismissal of employees as a result of disciplinary, capability or absence management procedures. - Disciplinary and appeal hearings for Head Teachers. - Approval of all HR policies. 	<ul style="list-style-type: none"> - Arranging and constituting hearings and panels. - Supporting LGBs in the investigation of allegations. - Presenting cases to the Board of Trustees in cases of gross misconduct or where dismissal is a possibility. - Development of HR procedures and policies. 	<ul style="list-style-type: none"> - Along with the Board of Trustees, lead any disciplinary or capability processes for Head Teachers. 	<ul style="list-style-type: none"> - Initial rounds of support within capability, disciplinary and attendance procedures. - Monitoring of employee effectiveness. - Initial investigation of allegations. - Issuing verbal and written warnings (up to final written if not a case of gross misconduct). - Communication of any procedure undertaken to the CEO

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Recruitment	HR	<ul style="list-style-type: none"> - Appointment of Head Teachers - Appointment of CEO 	<ul style="list-style-type: none"> - Agreed need for posts - Advertisement, contracts and job descriptions 	<ul style="list-style-type: none"> - Panel members for senior staff appointments, including Head Teachers. 	<ul style="list-style-type: none"> - Selection processes for all staff (with the LGB for senior leaders)
Employment Contracts	HR	<ul style="list-style-type: none"> - Agreement of the trust HR policy, including model contracts of employment. 	<ul style="list-style-type: none"> - Issuing employment contracts in accordance with those agreed through the trust's HR policy. - Grading and approval of new posts using the trust HR policy. 	<ul style="list-style-type: none"> - Approval of new job descriptions within an individual school, subject to CEO approval. 	<ul style="list-style-type: none"> - The development of new job descriptions as necessary.
Complaints	HR	<ul style="list-style-type: none"> - Approval of complaints procedure. - Hearing complaints about the CEO. 	<ul style="list-style-type: none"> - Drafting of the Trust complaints procedure. - LGB to inform CEO of any stage 3 complaint, with support provided where necessary. 	<ul style="list-style-type: none"> - Implementation of the complaints procedure for stage 3 of any complaint. - Hearing complaints about the Head Teacher. 	<ul style="list-style-type: none"> - Implementation of the complaints procedure for stages 1 and 2 of any complaint.

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Staffing	HR	<ul style="list-style-type: none"> - Oversight of contractual changes made. - Decisions regarding any redundancies. - Appeals against termination as a result of failed probationary period for a Head Teacher. 	<ul style="list-style-type: none"> - Review and approval of any proposed contractual change. - Support for Head Teacher through any staffing review or restructure. - Presentation to Board of Trustees any proposed staffing restructures. - Following the probationary period procedure for Head Teachers. 	<ul style="list-style-type: none"> - Agreement of a new staffing structure as part of any staff review, including the need for any reductions. - Appeals against termination as a result of failed probationary period. 	<ul style="list-style-type: none"> - Proposals with regard to terms of an individual contract e.g. Move to part time. - Should a staffing review be required, proposing a new staff structure. Leading the reductions process as necessary. - Following the probationary period procedure, including confirming in post.

Subject	Section	Reserved to the Board	Delegated to the Chief Executive Officer	Delegated to Local Governing Body	Delegated to Head Teacher
Budget	Finance	<ul style="list-style-type: none"> - Approval of the MAT forecast budget by July 31st in advance of annual submission to EFA. - Approval of budget forecast for a newly converting academy based on the pre-academy due diligence report. 	<ul style="list-style-type: none"> - With finance director, review and then recommend draft budget forecast for approval to MAT Board. - Approval of any budget revisions with Finance Director. 	<ul style="list-style-type: none"> - Agreement of annual draft budget to be submitted to finance director/CEO. - Agreement of budget revisions as suggested by Head Teacher. 	<ul style="list-style-type: none"> - Drafting budget in consultation with LGB and supported by CEO as necessary (May each year) - Budget revisions in discussion with LGB.
Debts	Finance		<ul style="list-style-type: none"> - CEO to present bad debts from £250 to £44,999 to the finance director/committee for agreement to write off. 		<ul style="list-style-type: none"> - Authority to write off bad debts up to a value of £249.99
Procurement	Finance	<ul style="list-style-type: none"> - Purchase order to the value of £60,000 and over. 	<ul style="list-style-type: none"> - Purchase order between £25,000 and £59,999, in discussion with the finance director. 		<ul style="list-style-type: none"> - Purchase order up to the value of £24,999.

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Contracts	Finance	Contracts over the OJEU limit (subject to proper tendering processes)	Contracts from £25,000 up to the OJEU limit, in discussion with the finance director. (subject to proper tendering processes)	Contracts from £10,000 up to the value of £24,999 (subject to proper tendering processes)	Contracts up to the value of £9,999 (subject to proper tendering processes)
Internal Audit	Finance	Review of performance against budget for individual academies as an annual review of the autonomy granted to each.	Along with the finance director, monitoring the management of school budgets and their compliance with internal auditing requirements. Reporting any concerns to the MAT board.	<ul style="list-style-type: none"> - Ensuring expenditure remains within the limits outlined in this scheme of delegation. - Providing any financial reports as requested by the MAT board. 	Occasional reporting to the finance committee as part of internal audit process
External statutory audit	Finance	<ul style="list-style-type: none"> - Signing off the statutory accounts (including members) - Appointment of external auditors. 	With the finance director, recommending the statutory accounts for approval.	Provide such information as required by the MAT board for the statutory audit process.	Provide such information as required by the MAT board for the statutory audit process.

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Teaching, learning and education	Education	<ul style="list-style-type: none"> - Approval of a Trust Quality Assurance framework - Professional code of conduct for employees - Monitoring of trust policy effectiveness. 	<ul style="list-style-type: none"> - Development of the quality assurance framework - Development of the professional code of conduct - Monitoring of the implementation of both the aforementioned. - Monitoring of the effective implementation of local policies. 	<ul style="list-style-type: none"> - Admission arrangement of the school <p>Policies in relation to :</p> <ul style="list-style-type: none"> - Sex education - Religious education and collective worship - Curriculum - Assessment/exams - Pastoral care and well-being - Safeguarding - Behaviour - Admissions - Health and Safety - Pupil records and reports - Calendar and term dates - Other policies required for the effective running of the school. School including statutory policy not included within the suite of trust policies. 	<ul style="list-style-type: none"> - Promoting high standards of achievement - Developing and implementing a broad and balanced curriculum - Supporting a high quality of teaching and learning.



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Formal partnerships	Education		Approval of any change in partnering relationships, including the approval of new partnerships.	Lead role in developing strategic partnerships beyond the academy to support the best possible education provision.	Notify CEO of any proposal to enter into, amend or terminate any partnering relationship.

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Safeguarding	Education	<ul style="list-style-type: none"> - Responsibility to ensure all safeguarding procedures are properly implemented by each LGB. - Addressing allegations relating to a breach in safeguarding protocols by a Head Teacher in conjunction with the LGB chair of governors. - Agreement of Trust safeguarding policy. 	<ul style="list-style-type: none"> - Annual review of safeguarding procedures with LGB for each member school. - Drafting and development of the MAT safeguarding policy. 	<ul style="list-style-type: none"> - Appointment of named safeguarding governor. - Completion of safeguarding training for all governors. - Monitoring of safeguarding procedures and policy. - Undertaking necessary investigations and disciplinary procedures in respect of allegations made against staff members, except where the allegation is against the Head Teacher. 	<ul style="list-style-type: none"> - Appointment of fully trained designated safeguarding officer. - Confirm all staff annually read all safeguarding guidance and all staff training up to date. - LGB and CEO immediately notified of any allegation against a member of staff.

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H&S	Asset management	<ul style="list-style-type: none"> - Overall responsibility for Health and Safety across all schools in the trust. - Ensuring each academy is fully compliant, with attention to health and safety embedded in daily practice. 	<ul style="list-style-type: none"> - Assistance for individual Head Teachers and governing bodies with regard to the development of health and safety procedures. 	<ul style="list-style-type: none"> - Appointment of H&S governor. - Monitoring and review of H&S processes. - Ensuring the appropriate training and resourcing for health and safety. 	<ul style="list-style-type: none"> - Promoting H&S culture throughout the academy, including any necessary training for staff. - Site-specific H&S protocols. - Daily compliance to health and safety requirements.
Disposal of assets	Asset management	<ul style="list-style-type: none"> - Approval sought from the DfE for the disposal of any assets for which a capital grant of more than £20,000 was paid. 	<ul style="list-style-type: none"> - Authorisation of any asset disposal which exceeds a market value of £5000. - Advice for Head Teachers with regard to disposal of assets. 	<ul style="list-style-type: none"> - Monitoring and review of any asset disposal. 	<ul style="list-style-type: none"> - Disposal of assets up to and including a market value of £5000 (in consultation with the CEO). - Keeping a record of any asset disposal.

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Capital projects	Asset management	Approval (with written consent required) of any capital project exceeding £50,000.	With the finance director, to approve additional capital expenditure up to £50,000 in a financial year.	Approval of capital expenditure up to £10,000 from DCF.	Request additional capital expenditure up to £10,000 from the LGB in any financial year from DCF.
Premises maintenance	Asset management			<ul style="list-style-type: none"> - Approval of the annual costed plan of works. - Monitoring of the completion of premises maintenance works. 	<ul style="list-style-type: none"> - Annual plan of works to be published and costed as part of the academy budget forecast. - Any significant works included in the academy improvement plan.

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Risk management	Asset management	Decision making on any referred matter or prospective transaction which might reasonably be expected to expose the trust to significant reputational, business, financial, legal or other risk.	<ul style="list-style-type: none"> - Handling issues or concerns which might reasonably be expected to expose the trust to significant reputational, business, financial or legal risk. - Seeking appropriate advice (legal, HR etc..) to support the resolution of issues. - Escalating to the board as necessary. - With the finance committee, approval of the Trust's insurers and the level of insurance in place. 	<ul style="list-style-type: none"> - Inform the CEO of any potential legal claim or matter which may place the school at significant reputational, business or financial risk. - Act on advice provided by the CEO or MAT board in relation to any referred situation. 	<ul style="list-style-type: none"> - Inform the CEO and chair of governors of any potential legal claim or matter which may place the school at significant reputational, business or financial risk. - Act on advice provided by the CEO or MAT board in relation to any referred situation.
Internal control	Asset management	Approval of policies : <ul style="list-style-type: none"> - Health and Safety - Data protection - Whistle Blowing - Safeguarding - Data protection 	Development of key internal control policies and the monitoring of their full implementation across the academy group.	Ensuring the full implementation of all internal control policies and procedures, engaging fully with any training or monitoring activities as directed by the CEO and Trust.	Ensuring all policies are fully in place in each academy.

Subject	Section	Reserved to the Board	Delegated to the Chief Executive Officer	Delegated to Local Governing Body	Delegated to Head Teacher
Advisors	Asset management	<ul style="list-style-type: none"> - Appointment of legal advisors for the trust. - Approval of the trust's bankers. 	<ul style="list-style-type: none"> - Approval of the appointment of an external advisor for an individual school. 	<ul style="list-style-type: none"> - Decision to appoint an external advisor for an individual school. 	