

	STRATEGY AND LEADERSHIP	Directors	Exec Principal/CEO	LGB	Local Principal
STRATEGY AND LEADERSHIP	Set strategic objectives of the Trust & Academies	Determine – for the Trust & Academies	Develop – in the case of the Academies in consultation with LGB & Principal	Recommend	Consult – in the case of their Academy
	Deliver strategic objectives of the Trust & Academies	Review	Deliver	Review	Deliver
	Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs	Review – progress of the Trust & Academies	Report Review - reports from the LGBs/Principals	Review – progress of the Academy Report – progress to the [CEO/EP] & Board	Report – progress of the Academy to the LGB
	Compliance: Funding Agreement – comply with all obligations including the Academies Financial Handbook	Review	Deliver	Comply	Comply
	Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Review	Deliver Report – to Board	Review	Deliver Report – to LGB & Exec.Principal]
	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Determine – policies to ensure compliance Review	Deliver Report – to Board	Review	Deliver Report – to LGB & Exec. Principal
	Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Determine – policies to ensure compliance Deliver		Deliver	

	STRATEGY AND LEADERSHIP	DIRECTORS	Executive Principal/CEO	LGB	Local Principal
STRATEGY AND LEADERSHIP	Appointments of Directors and Governors – ensuring processes in place for appointment of directors (including ensuring that the Directors and Governors have the skills to run the Trust and the Academies)	Determine – policies and criteria for the selection of Directors and Governors Review – the Board’s own performance Review – performance of the LGBs	Report - to the Board on the performance of the LGBs Review - annually the size, structure and composition and skill Determines of LGBs Recommend – if appropriate changes to the size and composition of the LGBs	Comply -with procedures for the election of staff and parent governors of the LGB Review – own performance	Recommend
	Appointment of the Responsible Officer and Audit Committee	Deliver - appoint Responsible Officer and (if necessary) the Audit Committee	Deliver – the Responsible Officer role		
	Appointment of Clerk – Board and LGBs	Deliver - appoint the clerk to the Board & LGBs		Consult – in connection with the appointment of the LGB clerk	

	EDUCATION AND CURRICULUM	DIRECTORS	EXECUTIVE PRINCIPAL/CEO	LGB	LOCAL PRINCIPAL
EDUCATION AND CURRICULUM	Academy Development Plan - for each Academy in line with strategic aims of the Trust	Review - the Academy Development Plans in consultation with the Exec. Principal, Local Principals	Deliver – drafting and agreeing the Academy Development Plans with Principals & LGBs	Review and Recommend – Academy Development Plan to the Board	Work with the Exec Principal in producing the Academy Development Plan Deliver – the Academy Development Plan
	Key Performance Indicators – setting and reviewing performance of the Trust & the Academies	Determine – Trust wide and Academy KPIs Review – performance against KPIs	Consult – with the LGBs and Local Principals; propose KPIs to the Board Receive reports - from the Local Principals & LGBs and report performance against KPIs	Recommend – targets for performance of the Academy to the Exec.Principal Review – performance of the Academy and report to the Exec Principal Deliver - holding leadership to account for delivery against KPIs	Deliver – performance of the Academy against KPIs Report – performance of the Academy to LGB and Exec. Principal
	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Review - the work of the Exec. Principal, LGBs, Local Principals	Deliver - supporting the Academies and intervening where appropriate. Review with Local Principals and LGBs	Review - at the Academy	Review – staff to ensure teaching and learning objectives are met Report- strengths and concerns to LGB and Exec. Prin.

	EDUCATION AND CURRICULUM	Directors	Exec Principal	LGB	Local Principal
	Curriculum – setting the curriculum for the Academies and reviewing its effectiveness	Determine & Review effectiveness of the curriculum across the Trust	Deliver Recommend	Consult Review	Deliver
	Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Review	Report – to Board effectiveness of use of the Pupil Premium Trust wide	Determine & Review – Pupil Premium spending at Academy & Report	Deliver & Report – on effectiveness of use of the Pupil Premium
	Set admissions policy	Deliver	Develop		
	Admission decisions		Review	Deliver	Consult
	Collective worship arrangements for school, without religious character			Review	Deliver
	Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy) ensuring student issues are dealt with in accordance with Trust and Academy Policies	Review	Review delivery	Receive reports from Principal & Report material issues to Board via CEO/EP	Deliver –Report – to the LGB on any material issue
	Academy Hours – setting the opening and closing times for the Academies, including residential provision.	Determine – in consultation with LGBs		Consult – with the Board	Recommend Comply
	Term Dates and length of school day	Determine- consult		Consult – with the Board	Comply
	School meals – ensure provided to appropriate nutritional standards; provision FSM according to criteria			Review	Deliver

FINANCIAL	FINANCIAL	Directors	Exec. Principal	LGB	Local Principal
	Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term	Determine – in consultation with the LGBs	Recommend a funding model to the Board for approval Review	Consult – with the Board Review - compliance with the overall financial plan for the Academy	Comply
	Trust Annual Budget – formulating and setting the Trust wide budget	Determine	Deliver - prepare Trust budget for Board approval & Review – submission to EFA		
	Academy Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)	Determine	Deliver - Academy budgets in consultation with the LGBs present to the Board for approval & Review – submission of Academy budgets to EFA	Consult - with Exec. Principal in respect of the Academy's requirements Comply	Deliver Comply
	Expenditure and ensuring delivery of Annual Budgets	Review	Report – to board any material issues with delivery against the Annual Budget set by the Academies. Receive reports – on concerns from LGBs	Review Report - to the Exec. Principal any issues with expenditure or compliance with the Annual Budgets by the Academy	Report – to the LGB any need for any matters of concern in respect of the Academy's annual budget
Reporting: financial reporting and KPIs	Determine	Deliver	Review	Deliver	

	FINANCIAL	Directors	Exec. Principal	LGB	Local Principal
	Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the Academies	Determine	Deliver – on recommending financial limits to the Board Review – effectiveness of limits	Review Delivery in Academy Comply - adherence to limits of Fin Regs	Comply - adherence to limits of Financial Regs
	Financial Policies –establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements	Determine	Review – compliance with policies Report – any issues or non-compliance to the Board	Review delivery - compliance with policies Report – any issues or non-compliance to the Exec.Principal	Deliver – compliance with finance policies
	Approving annual accounts	Approve	Deliver – arrange for auditing and filing of annual report and accounts	Comply –keep proper records for the Academy and provide information to assist the Trust in preparation of the Annual Accounts	
	Corporate Risk Register	Review delivery	Deliver – management of corporate risk register	Review - Academy risk register	Deliver – management of Academy risk register
	Investments – agree investment policy in line with Academies Financial Handbook and any internal polices and controls	Determine and review delivery	Deliver		

	HR and OPERATIONS	Directors	Exec. Principal	LGB	Local Principal
HR AND OPERATIONS	Appointing the Executive Principal/CEO	Appoint			
	Appointing the Principals at each Academy	Approve -in consultation with the Exec. Principal and LGBs	Recommend – sit on appointment panel along with [two] representatives of the relevant LGB	Recommend – [two representatives] to sit on the appointment panel with the Exec. Principal/CEO	
	Appointing of cross-Trust Staff (in line with recruitment policy)	Review	Consult, Appoint and report to the Board	Consult	Recommend
	Appointing Academy Staff			Appoint (in consultation with the Principal)	Recommend
	Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine Review	Comply Consult	Review	Comply
	Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust’s pay policy and all statutory regulations)	Deliver – in respect of Exec. Principal/CEO Receive reports – in respect of appraisal arrangements and outcomes Review – any appeals in respect of the Principals and cross academy staff	Deliver – in respect of Principals and cross Trust staff (and any appeals from Academy staff) Review and Report (annually) to the Board on appraisal arrangements and outcomes	Deliver/Assure – in respect of performance management of Principal Review – any appeals respect of all other staff	Review – in respect of all other staff Report – annually to the [CEO/EP] on appraisal arrangements and outcomes

	HR and OPERATIONS	Directors	Exec. Principal	LGB	Local Principal
	Setting Terms and Conditions of Employment and Staff Handbook	Determine – and consider any proposals by LGBs to make amendments	Recommend	Consult - report to Board on any suggested changes to the Academy's terms and conditions	Comply
	Dismissing Executive Principal, Local Principals, Head Teachers and Deputy Heads ; senior cross Trust staff (in accordance with the Trust disciplinary and capability policies)	Deliver– in respect of Exec. Principal, Local Principals/Heads & Deputy Heads, senior cross Trust staff.	Review – in respect of Principals, cross academy staff and senior leadership teams of the Academies. Report – any dismissals to the Board	Review – in respect of the Principal of the Academy	
	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		Review & Report – to the Board	Review (in consultation with the Exec. Principal) Report – to the Exec. Principal	Comply
	Reviewing discipline and grievance policy	Review delivery	Recommend	Review - in line with Trust policy	Comply
	Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Deliver	Comply	Comply
	Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Review	Deliver	Recommend

	HR and OPERATIONS	Directors	Exec. Principal	LGB	Local Principal
	Determining and allocating central services provided to the Academies by the Trust	Determine (in consultation with the LGBs)	Deliver- on recommending the allocation of services to the Board	Consult	Consult
	Overseeing the effectiveness of services provided centrally by the Trust	Review	Deliver and report to Board	Report - to the Board	
	Asset and Premises Maintenance Strategy – determining use of Academies’ premises and ensuring premises are adequately maintained	Determine – Trust wide policy	Recommend	Determine – academy plan in accordance with Trust policy Review delivery of academy plan	Deliver – in accordance with Academy policy
	Acquiring and disposing of Trust land	Deliver	Recommend		
	Changing use of Assets	Deliver		Recommend to the Board of any changes to fixed assets used by the Academy	
	Arranging insurance for the Trust	Review	Deliver		
	OPERATIONAL	Directors	[CEO/EP]	LGB	Principal
	Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Review	Deliver – Trust wide activities	Comply	Comply
	Academy Prospectus		Review	Deliver	Recommend
	Trust Prospectus and website	Review	Deliver		

SCHEME OF DELEGATION

for Academies in SEAX Multi Academy Trust

As at April 1st 2015



In this document the phrases used have the following meanings:

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the [CEO/EP] this will be at Trust level. In the case of the Principal this will be at Academy level.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the [CEO/EP] they will be making recommendations to the Board and/or LGB (as appropriate), (ii) the LGB they will be making recommendations in relation to their Academy to the Board, [CEO/EP] and/or Principal (as appropriate) and (iii) the Principal they will be making recommendations in relation to their Academy to the [CEO/EP] and/or LGB (as appropriate).

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of (i) the [CEO/EP] they will be making reports to the Board and/or LGB (as appropriate), (ii) the LGB they will be making reports in relation to their Academy to the Board and/or [CEO/EP] (as appropriate) and (iii) the Principal they will be making reports in relation to their Academy to the [CEO/EP] and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of (i) the Board they will be reviewing the [CEO/EP] and/or LGB (as appropriate), (ii) the [CEO/EP] they will be reviewing the Principal and (iii) the LGB they will be reviewing the Principal and his leadership team.

Comply: the individual/group will follow agreed policies and procedures.

To assist interpretation of the matters delegated the table provides additional comment as appropriate.

To be reviewed by the Board annually .