



Scheme of Delegation

Introduction

The SEAX Trust Board is **accountable** in law for all major decisions about the academies within the multi academy trust; it is ultimately answerable for the correct and thorough completion of the task.

This document outlines how the Trust Board has resolved to delegate responsibilities down through the layers of governance within the MAT structure. Any decision to delegate a task/responsibility is made by the full Board of Trustees. Without such delegation, an individual/committee has no power to act.

The structure of SEAX MAT governance





This document should be read in conjunction with the

- Financial Regulations
- Terms of Reference Board of Trustees, Resources & Audit Committee, Curriculum & Standards Committee, Local Academy Committee, Langham Oaks' Interim Executive Committee

The Board of Trustees is accountable for the strategic direction of the Trust and this will inform the strategic direction of the individual academies.

Although decisions may be delegated the **Board of Trustees** remains accountable for any decision made under delegation. The delegated autonomy for all Trust Committees is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities for the DfE, ESFA, Charities Commission. HRMC and Companies House.

In accordance with article 150 of the Articles of Association, in the event of an emergency where a delay in exercising a function of the Board of Trustees is likely to be seriously detrimental to the interests of a) the Academy in question; b) a pupil at the Academy (or their parents); or, c) a person/persons who works at the Academy, the **Chair of the Board of Trustees** has the authority to carry out the functions of the Board of Trustees. Should these exceptional circumstances arise the Chair will consult the CEO of the Trust or such other expertise as may be advisable. When the Chair exercises a function of the Board of Trustees in these circumstances, the Chair will account for this to the Board of Trustees as soon as is practicable after the event.

The **Trust Committees** -

Resources and Audit, Curriculum & Standards are given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The **Executive Principal/CEO** and **Trust Team**, Directors of Business, HR, Governance & Compliance Head of IT/ Communications, will be responsible for consulting and formulating plans, policies and targets to bring to the Committees or the Board of Trustees for adoption.



The **Local Academy Committee** (LAC) and Interim Executive Committee (IEC) has been given delegated authorities to make decisions, monitor, evaluate and review plans, policies and targets in relation to their own academy. Each academy has a representative on the Board of Trustees, they will play major role in formulating and monitoring the Trust plans, policies and targets.

The Headteachers are responsible to the CEO for the internal organisation, management and control of the academy. Through the **Headteacher Group** and **Local Academy Committee** they will be responsible for formulating and reviewing plans, policies and targets to bring to the Committees or the Board of Trustees.

The delegated powers are broken down into different levels in line with the Trust’s principles of governance, leadership and operation.

A – Accountable for monitoring, compliance & outcomes R- Responsible for development, implementation, evaluation

C – Consultation

TASK	1. TRUST BOARD. GOVERNANCE AND STRATEGY	DELEGATED RESPONSIBILITY							ACCOUNTABILITY
		BoTr	R&A C & St	Exc P CEO	LAC GHS, KWH TH	Langham Oaks		HT	
						LAC	IEC		The Director of Governance & Compliance will play a major role in consulting and formulating plans, policies and targets to bring to the Committees or the Board of Trustees for adoption.
1.1	Approve Articles of Association	Members only							
1.2	Appoint/remove Trustees	A							BoTr accountable to Members
1.3	Appoint/remove Executive Principal/CEO	A							BoTr accountable to Members
1.4	Prepare Annual Report to Members	A							BoTr accountable to Members



1.5	Determine Trust vision, values and ethos	A			C	C		C	BoTr accountable to Members
1.6	Set Trust strategy, agree KPIs for 3 – 5 year plan, monitor and report	A	R	R				C	BoTr accountable to Members
1.7	Contextualise Trust vision/strategy in each academy	A		R	R	R	R	R	LAC/HT accountable to ExcP/CEO
1.8	Establish governance structure for the Trust	A		R	C	C	C		BoTr accountable to Members
1.9	Establish Scheme of Delegation	A		R					BoTr accountable to Members
1.10	Establish Terms of Reference for Board	A			C	C	C		BoTr accountable to Members
1.11	Establish Terms of Reference for all Trust Committees including LAC	A			C	C	C		BoTr accountable to Members
1.12	Appoint/remove Chair of Trust Board	A							BoTr accountable to Members
1.13	Approve appointment of members of Committees including LAC and IEC	A			R	R	R		LAC accountable to BoTr
1.14	Remove members of Committees including LAC and IEC	A							BoTr accountable to Members
1.15	Organise annual calendar and schedule of business	A		R	C	C	C	C	
1.16	Establish Trustees Expenses policy	A	R						BoTr accountable to Members
1.17	Hold Executive Principal/CEO to account for implementation of Trust strategy	A							BoTr accountable to Members
1.18	Receive regular reports from the ExcP/CEO	A	R	R					ExcP/CEO accountable to BoTr
1.19	Promote Trust wide collaboration	A	A	A	A	A	A	A	Accountability at all levels



1.20	Ensure compliance with all publishing requirements on trust website	A	R	R					ExcP/CEO accountable to BoTr
1.21	Ensure compliance with all publishing requirements on academy website				R	R		A	
1.22	Establish a Trust register of interest in compliance with requirements of Financial handbook	A							
1.23	Establish a LAC register of interest in compliance with requirements of Financial handbook	A			R		R		LAC responsible to BoTr
1.24	Promote awareness of local/national changes in education policy, developing trust wide strategies and procedures	A	R	R					ExcP/CEO accountable to BoTr
1.25	Establish trust Complaints policy and ensure compliance	A	R	R	R	R	R	R	
1.26	Ensure the Trust and each academy maintains and regularly updates The Key, Compliance Tracker								
1.27	Appoint Clerk to Board and LAC	A							

TASK	2. ACADEMY PERFORMANCE, CURRICULUM AND TEACHING	DELEGATED RESPONSIBILITY						ACCOUNTABILITY
		BoTr	R&A St&C	Exc P CEO	LAC GHS KWH TH	Langham Oaks LAC IEC		HT The Executive Principal/CEO Will play a major role in consulting and formulating plans, policies & monitoring targets through Headteacher Group.



2.1	Agree Trust safeguarding policy including compliance with residential standards	A	A	A	A	A	A	A	Accountability at all levels
2.1	Monitor Trust compliance with safeguarding procedures	A	A	A	A	A	A	A	Accountability at all levels
2.3	Agree academy safeguarding policy including compliance with residential standards	A	A	A	A	A	A	A	Accountability at all levels
2.4	Monitor academy compliance with safeguarding procedures	A	A	A	A	A	A	A	Accountability at all levels
2.6	Approve academy Improvement plan/post Ofsted Action Plan, and targets	A	R	C	A	A	A	R	HT accountable to LAC LAC accountable to BoTr
2.7	Monitor and challenge academy progress against AIP/post Ofsted Action plan/SEF	A	R	R	A	A		R	HT accountable to LACExcP/CEO LAC accountable to BoTr
2.8	Curriculum policy		R		A	A		R	The Board of Trustees will monitor compliance with these policies
2.9	Teaching and Learning policy		R		A	A		R	
2.10	Sex education policy		R		A	A		R	
2.11	Religious Education policy		R		A	A		R	
2.12	Monitor and challenge quality of teaching, learning, pupil progress		R	R	A	A		R	HT accountable to LAC ExP/CEO LAC accountable to BoTr
2.13	Pupil Exclusion – fixed term				A		R	R	
2.14	Pupil Exclusion - permanent				A		R	R	LO – BoT responsibility for process
2.25	Approve academy term dates and hours of the school day				A	A	A	R	



TASK	3. STAFFING	DELEGATED RESPONSIBILITY							ACCOUNTABILITY
		BoTr	R&A St&C	Exc P CEO	LAC GHS KWH TH	Langham Oaks		HT	
						LAC	IEC		The Trust Director of HR Will play a major role in consulting and formulating plans, policies and targets to bring to the Committees or the Board of Trustees for adoption.
3.1	Performance Management Executive Principal/CEO	A							BoTr accountable to Members
3.2	Performance Management of Academy Headteacher	A		R	R		R		LAC/ExcP accountable to BoTr
3.3	Appoint/remove/performance management of central Trust staff	A		R					ExcP/CEO to advise BoTr
3.4	Appoint/remove academy Headteacher /Deputy	A		C	R		R		LAC accountable to BoTr
3.5	Development of Trust wide HR policies & procedures	A	R	R	C	C	C	C	
3.6	Approve central trust staff structure	A	R	R					BoTr accountable to Members
3.9	Approve academy staffing structure including any redundancy	A	C	C	A		A	R	LAC accountable to Botr
3.10	Appoint, dismissal and performance management of academy teaching and support staff				A		A	R	HT accountable to LAC/EXcP
3.11	Approve recommendations on Headteacher performance pay award	A	R		R		R		LAC accountable to BoTr
3.12	Approve recommendations on teacher performance pay awards	A	R		R		R	R	LAC accountable to BoTr



TASK	4. FINANCIAL GOVERNANCE & MANAGEMENT	DELEGATED RESPONSIBILITY						HT	ACCOUNTABILITY
		BoTr	R&A St&C	Exc P CEO	LAC GHS, KWH Th	Langham Oaks			
						LAC	IEC		The Trust Director of Business will play a major role in consulting and formulating plans, policies and targets to bring to the Committees or the Board of Trustees for adoption.
4.1	Approve Trust Financial Regulations in compliance with ESFA recommendations	A	R						R&A committee advise & review
4.2	Overall responsibility for trust funds	A	R						R&A committee advise & review
4.3	Establish a scheme of financial delegation and agree top slice to central funds	A	R		C		C		R &A committee advise & review
4.4	Ensure central financial procedures are implemented effectively	A	R						R &A committee advise & review
4.5	Ensure LAC financial procedures are implemented effectively	A	R		R		R		LAC accountable to BoTr
4.6	Submit annual report and accounts	A	R						
4.7	Appoint external auditors	A							BoTr accountable to Members
4.8	Action response to auditor management letter	A	R						R &A committee advise & review



4.9	Evaluate trust value for money	A	R						
4.10	Monitor and evaluate value for money at academy level	A	R		R		R	R	LAC accountable to BoTr
4.11	Annual approval of Trust balance budget and three year forecast in accordance with ESFA deadlines. Approve Budget Forecast Return and Budget Forecast Outturn Return in accordance with ESFA deadlines	A	R						
4.12	Monitor and review performance against agreed trust budget	A	R						
4.13	Annual approval of academy balanced budget and three year forecast in accordance with ESFA deadlines.	A	R		C	C			LAC accountable to BoTr
4.14	Monitor and review performance against agreed academy budget	A	R		R		R		
4.15	Develop trust wide procurement strategies/procedures to ensure value for money and efficiency savings	A	R		C		C		
4.16	Ensure trust and academy contractual arrangements comply with regulations	A	R		R		R		
4.17	Consider/Approve special payments to staff	A	R		C		C		Academies to provide evidence of need for special payments



4.18	Approve Expenditure above £50,000 (life of contract)	A	R		C/R		C/R	Formal tendering procedure required
4.19	Approve Expenditure £20,001 to £49,999 (life of contract)		A		R		R	Three competitive quotes required
4.20	£10,001 to £20,000				R		R	Headteacher to recommend to LAC/EC. Over £5,000 three competitive quotes required. Under £10,000 HT to approve

TASK	5. RISK MANAGEMENT	DELEGATED RESPONSIBILITY						HT	ACCOUNTABILITY
		BoTr	R&A St&C	Exc P CEO	LAC GHS, KWH TH	Langham Oaks			
						LAC	IEC		The Trust central staff team will play a major role in consulting and formulating plans, policies and targets to bring to the Committees or the Board of Trustees for adoption.
5.1	Approve and review Trust growth plan	A		R					ExcP/CEO advise Botr
5.2	Approve the change, expansion or extension of provision for an Academy	A			R	R	R	R	
5.3	Complete due diligence process on any potential developments and acquisitions	A		R					BoTr accountable to Members, ExcP/CEO advise
5.4	Agree trust wide strategy for insurance arrangements to deliver financial efficiencies	A	R						R &A committee advise & review



5.5	Ensure risk management policies are in place and adhered to	A	R	R	R		R	R	Accountability at all levels
5.6	Implementation and maintenance of trust risk register	A	R	R					Accountability at all levels
5.7	Implementation and maintenance of academy risk register			R	A		A	R	Accountability at all levels
5.8	Establish trust wide data protection and freedom of information policies and procedures	A	R	R					BoTr accountable to Members
5.9	Agree trust wide whistleblowing policy	A			C		C		BoTr accountable to Members
5.10	Establish a financial contingency plan & appropriate level of reserves to ensure continued operation in the event of substantial financial loss.	A	R		C		C		R&A committee accountable to BoTr
5.11	Approve trust Disaster Recovery Plan	A	R	R					
5.12	Establish academy Disaster Recovery Plan		R		A		A	R	

TASK	6. ICT, PREMISES, HEALTH & SAFETY	DELEGATED RESPONSIBILITY						ACCOUNTABILITY	
		BoTr	R&A St&C	Exc P CEO	LAC GHS, KWH TH	Langham Oaks		HT	The Trust central staff team will play a major role in consulting and formulating plans, policies and targets to bring to the Committees or the Board of Trustees for adoption.
						LAC	IEC		



6.1	Approve trust ICT strategy to prioritise effective & reliable communication.	A	R	R				C	
6.2	Maintain academy ICT strategy to prioritise effective & reliable communication.				A		A	R	
6.3	Monitor and review trust ICT strategy	A	R	R				C	
6.4	Lead on strategic oversight of effectiveness of premises – applications for CIF	A	R	C	C		C	C	
6.5	Responsibility for trust compliance with H&S legislation	A	R	R					
6.6	Agree academy health and safety procedure in line with trust policy				A		A	R	

Trust Policies

A key task for the Trust is to develop and monitor a range of policies for all academies in the Trust, these relate to Safeguarding, HR, Finance. The individual academy is responsible for policies relating to curriculum and pupils and implementing a timely policy review schedule.

The Trust has an overarching **Safeguarding Policy, GDPR policy** each academy will adapt the policies to reflect the needs of the students, the environment and provision offer, ie residential

Trust Policies		Academy Policies
Safeguarding	HR	Safeguarding
Health & Safety	Pay & Remuneration	Health & Safety
Equality & Diversity in Employment	Performance Management	Curriculum



Complaints	Upper Pay Range	Teaching and learning
Code of Conduct	Safer Recruitment	Sex Education
Business & Finance	Pre-Employment Checks	Religious Education
Financial	Probation	Attendance
Risk Register	Capability	Pupil Behaviour & Exclusions
Reserves and Investment Policy	Restructuring & Redundancy	Pupil Premium/Student Bursary
Whistleblowing	Grievance	Health & Safety
Data Protection	Sickness Absence Management	Trips & Visits
Freedom of Information	Leave of absence	Administration of medication
Accounting Policy	Disciplinary and dismissal	Charging and Remissions
GDPR	Flexible Working	Lettings and Fees
Trustees Expenses	Special Payments	LAC member's expenses
Bad Debt and Redundant Equipment	Agency Workers' Regulations	
Depreciation and Capitalisation Policy	GOVERNANCE	
Anti-Fraud and Corruption	Appointment of Trustees & LAC/IEC members	
Gifts and Hospitality	Responding to a concern about a Member, Trustee or LAC member	
Staff Expenses		
LGPS Discretions Policy Statement		