



# 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, Executive Committee, Langham Oaks' Interim Executive Committee

**The Board of Trustees** is accountable to the Members 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)/ Executive Committee (EC)** 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/Executive 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 decision-making, monitoring, compliance & outcomes**    **R- Responsible for development, implementation, evaluation and recommending to the Trust Board**

**C – Consultation and seeking views**



TASK	1. TRUST BOARD. GOVERNANCE AND STRATEGY	DELEGATED RESPONSIBILITY						
		BoTr	R&A C & St	Exc P CEO	LAC/EC	Langham Oaks		HT
						LAC	IEC	
<b>1.1</b>	<b>Approve Articles of Association</b>	<b>Members only</b>						
1.2	Appoint/remove Trustees	A/R						
1.3	Appoint/remove Executive Principal/CEO	A						
1.4	Annual Report to Members	A						
1.5	Trust vision, values and ethos	A			C	C		C
1.6	Trust strategy, KPIs for 3 – 5 year plan, monitor and report	A	R	R				C
1.7	Trust vision/strategy in each academy	A		R	R	R	R	R
1.8	Governance structure for the Trust	A		R	C	C	C	C
1.9	Scheme of Delegation	A		R				
1.10	Terms of Reference for Board	A			C	C	C	
1.11	Terms of Reference for all Trust Committees including LAC/EC and IEC	A			C	C	C	C
1.12	Appoint/remove Chair of Trust Board	A						
1.13	Appointment of members of Committees including LAC and IEC	A			R	R	R	
1.14	Remove members of Committees including LAC and IEC	A			R	R		
1.15	Annual calendar and schedule of business	A		R	C	C	C	C

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TASK	1. TRUST BOARD. GOVERNANCE AND STRATEGY	DELEGATED RESPONSIBILITY						
		BoT	R&A C&S	ExcP CEO	LAC/EC	Langham Oaks		HT
						LAC	IEC	
1.16	Trustees Expenses policy	A	R					
1.17	Hold Executive Principal/CEO to account for implementation of Trust strategy	A						
1.18	Reports from the ExcP/CEO	A	R	R				
1.19	Trust wide collaboration	A	A	A	A	A	A	A
1.20	Compliance with all publishing requirements on trust website	A	R	R				
1.21	Compliance with all publishing requirements on academy website				R	R		A
1.22	Trust register of interest in compliance with requirements of Financial handbook	A						
1.23	LAC register of interest in compliance with requirements of Financial handbook	A			R		R	
1.24	Trust Complaints policy and ensure compliance	A	R	R	R	R	R	R
1.25	Ensure the Trust and each academy maintains and regularly updates The Key, Compliance Tracker							R
1.26	Appoint Clerk to Board and LAC	A						

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TASK	2. ACADEMY PERFORMANCE, CURRICULUM AND TEACHING	DELEGATED RESPONSIBILITY						
		BoTr	R&A St&C	Exc P CEO	LAC /EC	Langham Oaks		HT
						LAC	IEC	
2.1	Trust safeguarding policy including compliance with residential standards	A	A	A	A	A	A	A
2.1	Trust compliance with safeguarding procedures	A	A	A	A	A	A	A
2.3	Agree academy safeguarding policy including compliance with residential standards	A	A	A	A	A	A	A
2.4	Monitor academy compliance with safeguarding procedures	A	A	A	A	A	A	A
2.6	Academy Improvement plan/post Ofsted Action Plan, and targets	A	R	C	R	R	R	R
2.7	Monitor and challenge academy progress against AIP/post Ofsted Action plan/SEF	A	R	R	A	A	A	R
2.8	Curriculum policy		R		A	A	C	R
2.9	Teaching and Learning policy		R		A	A	C	R
2.10	Sex education policy		R		A	A	C	R
2.11	Religious Education policy		R		A	A	C	R
2.12	Quality of teaching, learning, pupil progress		R	R	A	A	A	R
2.13	Pupil Exclusion – fixed term				A		R	R
2.14	Pupil Exclusion - permanent				A	The BoTr will be A for any LO exclusion		R
2.25	Academy term dates and hours of the school day				A	A	C	R

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TASK	3. STAFFING	DELEGATED RESPONSIBILITY						
		BoTr	R&A St&C	Exc P CEO	LAC/EC	Langham Oaks		HT
						LAC	IEC	
3.1	Performance Management Executive Principal/CEO	A						
3.2	Performance Management of Academy Headteacher	A		R	R		R	
3.3	Appoint/remove/performance management of central Trust staff	A		R				
3.4	Appoint/remove academy Headteacher /Deputy	A		C	R		R	
3.5	Trust wide HR policies & procedures	A	R	R	C	C	C	C
3.6	Central trust staff structure	A	R	R				
3.9	Academy staffing structure including any redundancy	A	C	C	A		A	R
3.10	Appoint, dismissal and performance management of academy teaching and support staff*				A	R	A	R
3.11	Headteacher performance pay award	The LAC/EC to recommend, the Board of Trustees to approve						
3.12	Teacher performance pay awards	The HT to recommend to LAC/EC for approval and reported to the Board of Trustees						

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*\*An Appeals Committee can be made up of any LAC members from across the Trust*



TASK	4. FINANCIAL GOVERNANCE & MANAGEMENT	DELEGATED RESPONSIBILITY						
		BoTr	R&A St&C	Exc P CEO	LAC / EC	Langham Oaks		HT
						LAC	IEC	
4.1	Trust Financial Regulations in compliance with ESFA recommendations	A	R					
4.2	Overall responsibility for trust funds	A	R					
4.3	Scheme of financial delegation and agree top-slice to central funds	A	R		C		C	
4.4	Central financial procedures are implemented effectively	A	R					
4.5	LAC financial procedures are implemented effectively	A	R		R		R	
4.6	Submit annual report and accounts	A	R					
4.7	Appoint external auditors	A						
4.8	Response to auditor management letter	A	R					
4.9	Trust value for money	A	R					
4.10	Value for money at academy level	A	R		R		R	R
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					

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TASK	4. FINANCIAL GOVERNANCE & MANAGEMENT	DELEGATED RESPONSIBILITY						
		BoTr	R&A C&S	ExP CEO	LAC/EC	Langham Oaks		HT
						LAC	IEC	
4.12	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		
4.14	Performance against agreed academy budget	A	R		R		R	
4.15	Trust wide procurement strategies/procedures to ensure value for money and efficiency savings	A	R		C		C	
4.16	Trust and academy contractual arrangements comply with regulations	A	R		R		R	
4.17	Special payments to staff	A	R		C		C	
4.18	Expenditure above £50,000 (life of contract)	A	R		C/R		C/R	
4.19	Expenditure £20,001 to £49,999 (life of contract)		A		R		R	
4.20	£10,001 to £20,000				R		R	

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TASK	5. RISK MANAGEMENT	DELEGATED RESPONSIBILITY						
		BoTr	R&A St&C	Exc P CEO	LAC GHS, KWH TH	Langham Oaks		HT
						LAC	IEC	
5.1	Trust growth plan	A		R				
5.2	Expansion or extension of provision for an Academy	A			R	R	R	R
5.3	Due diligence process on any potential developments and acquisitions	A		R				
5.4	Trust wide strategy for insurance arrangements to deliver financial efficiencies	A	R					
5.5	Risk management policies are in place and adhered to	A	R	R	R		R	R
5.6	Trust risk register	A	R	R				
5.7	Academy risk register			R	A		A	R
5.8	Trust wide data protection and freedom of information policies and procedures	A	R	R				
5.9	Trust-wide whistleblowing policy	A			C		C	
5.10	Financial contingency plan & appropriate level of reserves to ensure continued operation in the event of substantial financial loss.	A	R		C		C	
5.11	Trust Disaster Recovery Plan	A	R	R				
5.12	Academy Disaster Recovery Plan		R		A		A	R

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TASK	6. ICT, PREMISES, HEALTH & SAFETY	DELEGATED RESPONSIBILITY						
		BoTr	R&A St&C	Exc P CEO	LAC GHS, KWH TH	Langham Oaks		HT
						LAC	IEC	
6.1	Trust ICT strategy to prioritise effective & reliable communication.	A	R	R				C
6.2	Academy ICT strategy to prioritise effective & reliable communication.				A		A	R
6.3	Trust ICT strategy	A	R	R				C
6.4	Strategic oversight of effectiveness of premises – applications for CIF	A	R	C	C		C	C
6.5	Trust compliance with H&S legislation	A	R	R				
6.6	Academy health and safety procedure in line with trust policy				A		A	R

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**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. **It is the responsibility of the LAC/EC and HT to monitor and implement all SEAX Policies**

Trust Policies		Academy Policies
Safeguarding	<b>HR</b>	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
<b>Business &amp; Finance</b>	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	<b>GOVERNANCE</b>	
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		