



Trust Scheme of delegation

Revised: August 2024

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St. Mary's Academy Trust

Scheme of Delegation

Table of Contents

Introduction	3
Members	4
Board of Trustees	5 - 7
Chief Executive Officer	8 – 10
Local Governing Bodies	11 – 13
Head Teachers	14 – 15
Finance & Audit Committee	16
Financial Authorisation Limits	17
Appendix A: Definitions	18

Introduction

The St Mary's Academy Trust Scheme of Delegation sets out the structure of Governance within the Trust to ensure compliance with legal, regulatory, and statutory requirements.

It sets out the level of accountability/responsibility for the Members of the Trust, the Board of Trustees and its sub-committees (including Local Governing Bodies (LGBs)), the Chief Executive Officer (CEO), the Chief Financial Officer (CFO), the Central Team, and Head Teachers.

This is in respect to the following key areas:

- Governance and Strategic Leadership
- Trust and Academy Performance
- Staff Management
- Financial governance and Risk Management
- Financial Authorisation

It should be read alongside the Trust's Terms of Reference

The Board of Trustees retains overarching responsibility for all decisions made.

Members

Governance & Strategic Leadership

Accountable

Ensure that the charitable object of the Trust is fulfilled and to conduct oversight of the Board of Trustees ensuring they are effective in their work

Responsible

Amend or approve the Articles of Association (including the objects clause), subject to any restrictions in the Articles, the funding agreement or charity and company law

Appoint or remove the Trust's auditors and receive and review the Academy Trust's annual audited accounts (subject to the Companies Act).

Appoint new Members or remove existing Members except the foundation/sponsor body or a related body, e.g. any Members appointed by the foundation/sponsor

May appoint Trustees or remove due to lack of leadership or incompetencies

May, by special resolution, issue direction to the Trustees to take a specific action where Trustees are unable or unwilling to act in the best interests of the Trust

Trust and Academy Performance

Accountable

Hold the Board of Trustees to account for the overall performance of the Trust

The Board of Trustees

Governance & Strategic Leadership

Accountable

Ensuring statutory compliance with the Trust's duties under Company and Charity Law and agreements made with the DfE, including the Funding Agreement, and the Deed of Gift

The solvency of the Academy Company and Charity, safeguarding its assets

Has legal accountability for statutory compliance across the Trust

Oversee the processes for the monitoring of school improvement and financial health

Ensure that risk management and internal scrutiny is embedded at every level of governance

Responsible

Set the vision and ethos for the Trust, ensuring that they reflect the religious designation of the Trust

Set the strategy for the growth and direction of the Trust

Recommend the Trust Articles of Association to Members for approval

Recommend the appointment or resignation of the Trust auditors to Members on an annual basis

Establish Local Committees and agree delegated powers and functions and approve the Trust Terms of Reference and Scheme of Delegation

Establish other Trust Committees or single purpose working groups as proposed by the CEO, Central Team or other Committees

Provide representation on other sub committees established as and when required

Approve new convertor or sponsored academies joining the MAT as recommended

Appoint or remove the Chair of the Board of Trustees and re-elect or re-appoint when formal end of term is reached or due to lack of leadership or incompetencies

Appoint or remove the Vice Chair of the Board of Trustees and re-elect or re appoint when formal end of term is reached or due to lack of leadership or incompetencies

Remove the Chair of Local Committee due to lack of leadership or incompetencies

Appoint and remove clerk to the Board of Trustees

Appoint Trustees into link roles to govern across Trust in accordance with requirements for safeguarding, SEND, H&S, and any other area as deemed appropriate

To ratify statutory and non-statutory Trust policies

Approve the annual calendar of Trust Board and Local Committee meetings

Evaluate its own processes and effectiveness annually

Informed

Receive and review termly Local Committee school link visit reports

Receive and review termly Local Committee meeting feedback including meeting minutes

Receive a high-level overview of risks and review in line with the Trust vision and objectives

Trust and Academy Performance

Accountable

Fostering an overall culture of high-quality standards and continuous improvement and monitoring the implementation of the Trust vision and strategic plan

Create robust accountability, oversight and assurance for educational performance through the Trust improvement strategy

Have ultimate accountability for curriculum, standards and educational performance ensuring they are effective and efficient and that compliance with national expectations is adhered to

Responsible

Approve Trust performance targets and reviewing progress towards these

Hold leaders to account for the educational performance of the Trust, its academies and its pupils

Informed

Receive, review and monitor School Evaluation (SEF)

Receive and review termly school monitoring visit reports

Staff Management

Accountable

Ensuring effective resource management across the Trust

Responsible

Recruitment and appointment of the CEO and Trust Leadership Team including the clerk to the Board

Approve the suspension of CEO and return from suspension where appropriate

Approve the dismissal of the CEO

Approve the appointment of Head of School/Principal

Approve the dismissal of Head of School/Principal based on proposals from CEO and Local Committee

Approve return of Headteacher after suspension

Undertake the performance management of the CEO and approval of incremental pay progression where appropriate

Approval of incremental pay progression of Central Team, Head of School/Principal as proposed

Approve the redundancy of staff

Ratify statutory and non-statutory staff management and performance related policies

Approve plans for the restructuring of staff as proposed by the Finance Committee
Approve Teachers Annual Pay Award (as per national pay and conditions)
Approve Support Staff Annual Pay Award (as per national pay and conditions)
Agree changes to Employee Terms & Conditions or Collective Agreements
Chair and/or provide representation on staff disciplinary panels including grievances where appropriate
Informed
Informed on the staff complement, structure and grades
Review and monitor a high-level summary KPI reports on staff sickness, absence, performance management outcomes and other HR related data

Financial Governance and Risk Management
Accountable
Maintaining oversight of the financial performance of the Trust ensuring its money is well spent to successfully deliver outcomes
Ensuring that resource, financial controls and budgets do not impact on the quality of education
Approve Trust and Academy budgets ensuring that the deployment of resources supports in successfully delivering outcomes
Approve Trust & Academy financial controls and procedures
Approve the annual Trustees Report
Approve Academy budget plans
Monitor Academy YTD Reports
Approve Trust Annual Accounts and report to Members at the AGM
Responsible
Make recommendations for the appointment of Trust external auditors to Members
Informed
Receive a high-level overview of risks and mitigating actions to gain assurances in line with the Trust vision and objectives

Chief Executive Officer

Governance & Strategic Leadership

Responsible

Act on behalf of the Board of Trustees to enable it to discharge its duties in relation to statutory compliance and the performance of schools

Respond to change and growth with respect to the vision and ethos set by the Trust

Propose the Trust Terms of Reference and Scheme of Delegation to the Board of Trustees for approval

Make recommendations to the Board of Trustees on new convertor or sponsored academies joining the MAT

Propose sub committees or single purpose working groups to the Board of Trustees as necessary

Organise and propose calendar of Trust Board and Local Committee meetings

Trust and Academy Performance

Responsible

Recommend Trust performance targets to the Board of Trustees

Propose Academy Performance Review (e.g. SEF) to Trust Board

Provide support in developing the School Evaluation (SEF) and School Improvement Plan (SIP)

Monitor the overall quality of pupil progress, achievements and learning and supporting and challenging the school in order to help it continue to improve

Monitoring progress and attainment of different groups of pupils (including but not limited to pupil premium and SEND)

Support and challenge Head of School/Principal with their systems for monitoring the quality of teaching

Undertake internal and external quality assurance activity to support accurate evaluate of trust schools

Staff Management

Responsible

Responsible for the staff complement, structure and grades

Monitor the staff complement, structure and grades

Lead the performance management of the Central Team and Head of School/Principal of each school and recommend for incremental pay progression where appropriate

Approve and implement the suspension of Headteacher

Propose the return of Headteacher

Propose the dismissal of Headteacher

Propose and consult the LGB and CEO on the suspension of teaching and support staff Look at CEO role

Recommend the return of teaching and support staff after suspension

Support Headteachers with Senior Leadership appointments (within model structure and approved budget)

Inform the Board of Trustees on HT appointments

Propose redundancy of staff to the Board of Trustees for considerations

Develop plans for the restructuring of staff where appropriate

Monitoring of Teachers Annual Pay Award (as per national pay and conditions)

Recommend and monitor Support Staff Annual Pay Award (as per national pay and conditions)

Recommend changes to Employee Terms & Conditions or Collective Agreements to the Board of Trustees

Ensure high quality professional development opportunities for all staff with training and support available from the Central Team

Consulted

The suspension of teaching or support staff

The return of teaching and support staff after suspension

The appointment of teaching and support staff (within model structure and budgets)

Financial Governance and Risk Management (CEO/CFO/COO)

Responsible

Develop the Trust's financial and risk controls, policies and procedures to ensure the safeguarding of funds and assets in compliance with relevant guidance

Monitor the Academy's compliance with such financial controls, policies and procedures and inform the Finance and Audit Committee of any concerns or material risks

Develop and propose the Trust and academies annual budget to the Finance & Audit committee
Action the appointment and activities of Trust auditors as approved by Members
Draft and put forward the annual Trustees Report to the Board of Trustees
Submit Trust Academies Accounts Return to EFA
Ensure that accurate records are kept by individual Academies showing the receipt and use of all funds
Maintain the Trust risk register and manage the associated mitigating actions as appropriate
Report a high-level overview of risks on a termly basis to the Finance and Audit Committee and Board of Trustees
Ensure the premises and asset management plan is reflected in the budget forecasts
Report to the Finance & Audit Committee on the condition of premises and asset management plan and the affordability of works

Local Governing Bodies

Governance & Strategic Leadership	
Accountable	
	Ensure its own processes are in line with statutory compliance requirements and as set down in the Articles of Association
	Ensure that the Academy contributes significantly to the overall development and success of the Trust
Responsible	
	Within the vision and ethos set by the Trust, develop and monitor the unique vision, ethos and culture of their Academy, reflecting the academy's religious designation where appropriate
	Ensure Academy compliance with all statutory and non-statutory policies through periodic monitoring, support and challenge including for example safeguarding, SEND
	Operate the LGB, with the appointment of representatives, as directed by the Trust Board and on an ongoing basis
	Appoint the Chair of the LGB and re-elect or re-appoint when formal end of term is reached
	Appoint the Vice Chair of the LGB and re-elect or re-appoint when formal end of term is reached
	Appoint link governors that meet the requirements of the Academy, for example safeguarding, SEND, H&S, and any other area as recommended by the Trust Board
	Ensure LGB meetings are carried out in line with the Terms of Reference and Scheme of Delegation
	Remove LGB members due to lack of leadership or incompetencies (Chair)
	Provide representation on other sub committees established by the Board of Trustees as and when required
	To ratify statutory and non-statutory Trust policies as delegated by the Board of Trustees
	Evaluate its own processes and effectiveness annually (skills matrix)
Informed	
	Receive and review reports from the Headteacher to monitor progress against objectives identified in the SSP; providing support and challenge as appropriate
Consulted	
	Consulted on the calendar of Local Committee meetings

Trust and Academy Performance

Responsible

Monitor progress towards the Academy's performance targets termly

Monitor and evaluate the impact of the curriculum offer to ensure that it fully meets requirements and that it is appropriately broad and balanced

Monitor the academy's strategy for improvement as set out in the School Strategic Plan (SSP)

Support and challenge Headteacher with their systems for monitoring the quality of teaching

Support and challenge the school on the development of its curriculum and its extra-curricular provision, ensuring reflection of the religious designation of the academy, where appropriate

Review and scrutinise data in relation to equality and inclusion including attendance, exclusions/suspensions, and achievement

Ensure that the wider curriculum including PHSE mental health and safeguarding are well established and effective in keeping pupils well informed about risks and staying safe

Ensure senior leaders are held accountable for the overall quality of education within the Academy

Approve and monitor statutory and non- statutory policies in relation to educational standards

Informed

Receive and review reports on internal and external quality assurance activity

Progress and attainment of different groups of pupils (including but not limited to pupil premium and SEND)

Staff Management

Responsible

Propose the dismissal of Headteacher

Monitor the implementation of statutory and non-statutory staff management and performance related policies

Support and challenge for any staffing concerns e.g. loss of key staff which may affect provision

Informed

Review and monitor KPI reports on staff sickness, absence and other HR related data

The staff structure and recommend grades for approval

The appointment of the Headteacher

The appointment of Senior Leadership roles (Within the model structure and approved budget)

Redundancy of staff within school

Financial Governance and Risk Management

Responsible

Support and challenge any proposed spend within the Academy

Review and monitor the impact of Pupil Premium Grant spend

Review and monitor the impact of Sports Premium Grant spend

Support and challenge actions taken by the Head of School/Principal to mitigate risks alongside the effect on provision

Informed

Be aware of any risks to the budget in future years, for example decrease in pupil numbers and support and challenge on how this may be dealt with

Receive an overview of academy level risks and review in line with the school vision and objectives and understand the impact of these if they occur

Headteacher

Governance & Strategic Leadership

Responsible

Within the vision and ethos set by the Trust, develop the unique vision, ethos and culture of the academy in collaboration with the LGB and communicate this to all stakeholders, ensuring reflection of the religious designation of the academy, where appropriate

Recommend where appropriate representative for appointment to the LGB for approval

Provide timely reports and information to the LGB for monitoring and review as and when required

Trust and Academy Performance

Responsible

Undertaking accurate self-evaluation reviewing strengths and areas for development and implementing action to address underperformance through the development of the SSP

Ensuring good or better teaching leads to high quality outcomes through the effective implementation of policy and procedures

Ensures appropriate action is taken in a timely manner to address and improve under performance as required

Staff Management

Responsible

Teaching and support staff appointments (within model structure and approved budget)

Provide overview of staff sickness, absence and other school level HR related data to the LGB

Monitor teaching and support staff workload within the Academy and ensure this is appropriate

Implementation of statutory and non-statutory performance related policies

Ensure that safer recruitment processes are followed for the recruitment of staff

Implement capability procedures where necessary following advice from HR

Financial Governance and Risk Management

Responsible

Managing the Academy budget in collaboration with the CFO

Monitoring monthly spend against agreed budgets

Report any emerging risks to the Central Team as appropriate

Oversee the implementation of risk management strategies and mitigating actions within the Academy

Finance and Audit Committee

Financial Governance and Risk Management
Accountable
Ensuring there are robust financial and risk management systems and controls in place and adhered to by the Trust and each Academy
Responsible
Review and scrutinise annual Trust and academy budget proposals considering the priorities of each Academy and the deployment of resources to successfully deliver outcomes
Examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the Trust is complying with the overall requirements for internal scrutiny, as specified in the Academy Trust Handbook
Review detailed budgets termly and provide support and challenge to the Central Team in managing risks and opportunities
Review and scrutinise forecasts with particular focus on pupil numbers and known increases in costs
Receive and review the recommendations made in any reports from the External auditors on the financial systems operated by the Trust
Monitor individual Academy YTD reports and spend
Ensure a comprehensive risk management strategy is in place to effectively identify, assess and manage risks across all levels of the Trust
Agree an annual programme of internal scrutiny / audit, which is objective and independent, covering systems, controls, transactions and risks
Receive a high-level overview of risks and review in line with the Trust vision and objectives making recommendations for mitigating action as appropriate

Financial Authorisation Limits			
Delegated Duty	Value	Authority	Comment
The Trust will retain overall responsibility for any major items of expenditure and income over the value of £150,000 for individual items	Over £150,000	Board of Trustees	With the exception of secondary exams and formal assessment expenditure
Approve any major items of expenditure and income over the value of for individual item	£50,000 - £150,000	F&A Committee	
Approvals of expenditure on an individual order	£10,000 - £50,000	CEO	
Primary school approvals of expenditure on an individual order	£10,000	Head/Principal	
Authorisation of budget virements	Up to £10,000	COO	
	Informed if over £10,000	CEO	
	Informed if over £50,000	F&A Committee	

Appendix A: Definitions

Responsible	These are the “doers” of the task; they complete the task or objective and propose decisions to those who are accountable.
Accountable	This person or body is the “owner” of the task. They sign off or approve the task, objective or decision.
Consulted	The individuals or bodies who will be collaborated with as part of the process of completing a task. Their input is required before the task can be completed and signed-off.
Informed	The individuals or bodies who need to be kept ‘in the picture’. They need updates on progress or decisions; they do not need to be formally consulted, and often do not contribute directly to the task.