Scheme of Delegation

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Key Function	No	Task	Member	Board	Finance, Audit and Pay Committee	Outcomes and Provisions Committee	LSC	CEO	Central Team	Head
Governance										
Appointments and removals	1	Members Appoint/Remove	A							
	2	Directors Appoint/Remove	A							
	3	Chair & Vice Chair Appoint/ Remove		A						
	4	Board Committee chairs Appoint/Remove		A						
	5	LSC chairs Appoint/Remove		A			C			
	6	Company Secretary Appoint/Remove		A				D		
	7	Trust Governance Professional Appoint/Remove		A				D		
	8	Local Governance Professional Appoint/Remove					C	A		
Systems and Structures	9	Articles of association Amend/Agree/ Review	A	C					D	
	10	IMAT governance structure, TOR or funding Agreement		A				C	D	
	11	Scheme of delegation		A	C			D		
	12	Terms of reference for trust committees		A			I	C	D	
	13	Trust board skills audit: complete and recruit to fill any gaps		A					D	
	14	LSC Skills audit: complete and recruit to fill any gaps					A		D	
	15	Annual self-review trust board and committee performance: complete annually		A					D	
	16	Annually self-review of LSC performance: complete annually					A		D	
Compliance and Reporting	17	Publish and Maintain a register of all interests for members, directors and governors		A	C			I	D	
	18	Annual report & accounts, signed statement on regularity, propriety & compliance		A	C			C	D	
Policies	19	Determine and approve trust-wide policies (incl finance, statement of behaviour principals, HR and safeguarding)		A				C	D	
	20	Determine and approve school-led policies (incl. Positive Relationships for Learning)					A	C	C	D
	21	Determine and approve school operational procedures (e.g. use of walkie talkies)					I	C		A
	22	Adherance to agreed policies		A	M	M	M	D		M
Strategy and Growth										
Vision and Development		Determine Trust's long-term strategy vision, mission and aims		A / M		M		D		
		Determine School's long-term strategy vision, mission and aims		A			M	C		D
		Establish and Monitor Trust Growth Plan		A				D		
		Approve admission of new schools to the trust		A				D		
Priorities and Provision		Create school level improvement documents				I	M	A		D
		Ensure the effective implementation of the SDP				I	M	A		D
		Review Pupil Premium and Sports Premium strategies and impact				M	M	A		D
		Agree applications for significant change in provision (temporary or permanent)		A		I		D		
		Agree admissions arrangements, including any increase in PAN		A		I	C	C		D
Quality of Education Provision										
Curriculum and Standards		Establish and monitor the curriculum intent of each school		A		M		C		D
		Review the implementation and impact of a school's curriculum and its intent				M	I	A		D
		Set and monitor challenging student progress targets				I	M	A		D
		Agree curriculum in line with regulatory and statutory requirements		A				D		
		Promote British Values and balanced political views to avoid radicalisation and extremism		A		C	M	C		D

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Behaviour and Attendance		Establish and keep under review school Positive Relationships policies				I	A	C		D	
		Monitor impact of school behaviour system				I	M	A		D	
		Monitor attendance				I	M	A	C	D	
		Permanently exclude a student (or exclude for a cumulative period in one term of over 15 days)		I		I	C	A		D	
		Exclude a student for a fixed-term period less than 15 days in one term				M	M	A		D	
		Direct reinstatement of a student		A		C	I	C		I	
Community		Set term dates		A				C	D	I	
		Set times of school day		A			C	M		D	
		Ensure the school contributes to community cohesion					A	I		D	
		Offer extended academy/community lettings provision and manage such provision						I	D	A	
Safeguarding		Undertake Safeguarding audits				I	I	A	C	D	
		Ensure actions from safeguarding audits are completed				M	M	A		D	
		Ensure the Trust-wide safeguarding statement is reflected in academy policies and practice		A		D		C		I	
		Complete, maintain and review school single Central Record		A		M		I	D		
		Appoint safeguarding LSC link					A	M	I	I	
		Appoint safeguarding trustee link		A				M			
		Reports on safeguarding arrangements, trends and concerns in schools.				A	M	D	C	I	
		Safeguarding and child protection policies and procedures		A		M	M	D	C	D	
		To appoint a designated member of staff from the leadership team as designated safeguarding lead to ensure the role is compliant with statutory guidance					A	D		C	
		To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance					A	C		D	
		Ensure each school has an EVC, SENCo and appropriately trained first aiders (Incl. paediatric)					A	C	C	D	
		To ensure appropriate risk assessments are completed for on-site and off-site activities and individual pupil needs		A			I	C	D	D	In consultation with Handsam
		To ensure appropriate risk assessments are completed and approve off-site visits for pupils of more than 24 hours, including visits abroad or to high risk destinations e.g. large cities		A			I	I	C	D	In consultation with Handsam
Finance											
Appointments		Appoint Internal Auditors		A					D		
		Appoint External Auditors	A						D		
Audit		Set out Internal audit control framework, scrutiny and policy		A	M			C	D		
		Receive and respond to external auditors' report	A		M			C	D		
		Receive and respond to internal auditors' reports		A	M			C	D	I	
		Responsibility for Trust remaining a going concern, including adherence to master and supplementary funding agreement (as per statutory guidance and regulations)		A	M			C	D		
		Responsibility for cashflow management, reserves management, capital investment and intercompany loans between entities		A	M			C	D		

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Funding Model and Budget		Set a consolidated Budget and 3 Year Financial Plan to support delivery of Trust priorities		A	C			C	D	
		Set an annual budget for each entity that sets priorities and financial targets (including benchmarking and value for money)		A	C			C	D	
		Submit statutory accounting returns including accounts, budget forecast, pensions, payroll, as required by DfE		A	M			C	D	
		Establish and review MAT charge		A	C			C	D	
		Monitor trust & school budgets at board meetings		M	D					
		Monitor the performance of annual Trust budget (including benchmarking and value for money)		M	D					
		Manage cashflow and reserves for the Trust and individual academies		A	M			C	D	
		Manage Trust Capital Investment Plan		A	M			C	D	
		Establish a clear and transparent process for academies to apply for School Condition Allocations and other capital funding		A	M			C	D	
		Agree school spending up to £10,000 within budget							D	A
		Agree school spending between £10,001 and £30,000 within budget						A	D	
		Agree school transactions over £30,000 within budget			A				D	
		Disposal of assets up to £1,000							A	
		Disposal of assets from £1,001 to £5,000						A	D	
		Disposal of assets over £5,000		A					D	
		Write-off of bad debt up to £100							A	
		Write-off of bad debt between £100-£1k						C	A	
		Write-off of bad debts above £1,001-£45,000 or 1% of turnover		A				C	D	
		Invest surplus funds in line with investment policy		A	I			C	D	
		Register and review all related party transactions		A	M			C	D	
		Approval of trust expenditure outside budget (subject to authorisation and delegated limits) for a single spend up to £10,000			I**			A	D	
		Approval of trust expenditure outside budget (subject to authorisation and delegated limits) for a single spend above £10,000			A			C	D	
		Approval of school expenditure outside budget (subject to authorisation and delegated limits) for a single spend up to £10,000			I**			A	D	
		Approval of school expenditure outside budget (subject to authorisation and delegated limits) for a single spend above £10,000			A			C	D	
Risk and Controls		Establish and monitor Trust strategic risk register, including prior to implementation of any new strategy at Trust level		A	M			C	D	
		Establish and monitor school's risk registers, including prior to implementation of any new strategy at local level			I		M	A	C	D
		Uphold the integrity of financial controls within the Trust and individual academies, including investigating and responding to financial irregularities		A	M			D	C	
		Ensure all corporate insurances are in place		A				M	D	
		Develop and implement an estates strategy		A				C	D	I

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Estates, Premises and Assets*		Ensure strategic asset management and compliance (e.g. acquiring and disposing of Trust Land, changing use of assets)		A				C	D	C
		Ensure all operational estate plans (i.e. statutory inspections, risk assessments, testing, and health and safety policies and procedures) are implemented			M		M	A	D	D
HR and Operations										
Appointments and Dismissals		Accounting Officer / Chief Executive Officer (CEO)	I	A						
		Chief Financial Officer (CFO)		A				D		
		iMAT Central Team						A	D	
		Heads of School					C	A		
		Other School Staff					I	I		A
Performance Management		Performance management & review of CEO (inc External Consultant)		A						
		Performance management of other IMAT Central Team Staff						A		
		Performance management of Heads of School					C	A		
		Perfomance management of school staff					C			A
		Monitor and agree staff appraisal system, pay progression and changes to pay scales		A	M			C	D	C
Personnel		Determine Trust employment Terms and Conditions (including contracts of employment) and HR policies		A				C	D	
		Determine the organisational structure of the school		A	M		I	C		D
		Approve non-contractual payments or arrangements e.g. severance or settlements, early retirements or significant changes in policy		A				C	D	
		Ensure statutory training is completed by all staff, including safeguarding		A				C	D	C
		Ensure all statutory safeguarding checks are satisfactorily completed, including Enhanced DBS checks and completion of Single Central Record		A		M		M	D	I
Procurement		Establish framework for procurement and efficiency savings		A	M			C	D	
		Maintain contract schedule (Trust and academy level)						A	D	
Information Management		Implement General Data Protection Regulations (GDPR) and Procedures		A				C	D	I
		Ensure website compliance (Trust and schools)		A				M	M	D
		Ensure practices remain compliant and reflect Trust-wide information management policies		A				C	D	I
		Implementation of Freedom of Information (FOI) Policy and Procedures and SARs		A				I	D	

Board	The board of directors has ultimate accountability for all items contained in this document and, as such, it reserves the right to remove delegation of responsibility
Central Team	May refer to: the CFOO, the Trust Finance and Business Partner, the Trust People Services Partner, the Trust SENCO, or the Trust Governance Professional and DPO

*The trust has a seperate scheme of delegation outlining the operational delegation of premises matters

** Reviewed through monthly financial accounts