



# Scheme of Delegation

R Responsible / Doing the task.  
 ✓ Accountable/Owning the task.  
 C Consulted with.  
 I Informed about.

Key Function	No	Task	Member	Board	FAP Committee	OAP Committee	CEO	CFO	LGB	Head
G o v e r n a n c e	1	Members Appoint/Remove	✓							
	2	Trustees Appoint/Remove	✓							
	3	Chair & Vice Chair Appoint/ Remove		✓						
	4	Board Committee chairs Appoint/Remove		✓						
	5	LGB/LAB committee chairs Appoint/Remove		✓					R	I
	6	Company Secretary Appoint and remove		✓			R			
	7	Governance Professional to Board Appoint and Remove		✓			R			
	8	Governance Professional to LGB/LAB Appoint/Remove		✓			R			
	9	Articles of association Amend/Agree/ Review		✓			R			
	10	IMAT governance structure, TOR or funding Agreement		✓			R			
	11	Scheme of delegation		✓			R			
	12	Whistleblowing Policy		✓			R			
	13	Safeguarding Policy		✓			R			
	14	Terms of reference for trust committees		✓			R			
	15	Trust board skills audit: complete and recruit to fill any gaps		✓			R			
	16	LGB/LAB Skills audit:complete and recruit to fill any gaps		✓			R			
	17	Annual self-review trust board and committee performance: complete annually		✓			R			
	18	Annually self-review of LGB/LAB performance: complete annually		✓			R			
	19	Annual schedule of business/pecuniary interests and publish		✓			R			
	20	Approve trustee and LGB expense policy		✓			R			
	21	Appoint a Chief Executive Officer		✓						
	22	Appoint Internal Auditors			✓					
	23	Appoint External Auditors	✓							
	24	Annual report & accounts, signed statement on regularity, propriety & compliance	✓							
	25	Determine and approve Trust Wide policies		✓			R			
	26	Determine & approve School led policies		✓					R	C
	27	Agree central IMAT charge		✓			R			



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	28	Management of risk register, review and monitor		✓			R			
	29	Determine Trusts vision & strategy, agreeing KPI's		✓			R			
	30	Trusts staffing structure		✓			R			
	31	School staffing structure within budget							R	✓
	32	School staffing structure outside of budget					✓	R		
	33	Performance management & review of CEO (inc External Consultant)		✓						
	34	Performance management & review of DOE/CFO/Clerk (inc External Consultant)					✓			
	35	Performance management of Other IMAT Staff (Admin, sports)					✓			
	36	Performance management of HOS					R		✓	
	37	Share annual letters from ESFA with the board					✓			
	38	Manage freedom of information and Subject Access Request for schools and trust					✓			
S t a n d a r d s		To ensure that the highest possible educational standards and provision are set and maintained across the Academy Trust		✓			R			
		Create school level SEF and SDP					✓		C	R
		Ensure the accuracy of SEF		✓			✓		C	
		Ensure the effective implementation of the SDP					I		✓	R
		Ensure standards of Teaching and Learning across the trust		✓		R	I		C	
		Ensure the standards of church schools against SIAMS criteria				R	✓		C	R
		Ensure the effectiveness of provision for SEN / PP / LAC and Disadvantaged Pupils				R	✓		C	R
		Ensure the effectiveness of the EYFS provision				R	✓		C	R
		Ensure compliance of statutory assessments				R	✓		C	R
		Ensure well-being and provision is effective for all pupils				R	✓		C	R
	Ensure the curriculum exceeds expectations and meets the needs of all pupils in every school.				R	✓		C	R	
	39	Appoint Trusts central team within budget		✓			R			
	40	Budget plans for financial year		✓				R		
	41	CEO pay award - agree		✓	R					
	42	DOE Pay award agree			✓		R			
	43	HOS pay awards within STPC			✓		R		I	
	44	Staff Annual increments (STPC)		✓						
	45	School Teacher pay progression within budget							R	✓
	46	School Teacher pay progression if outside of budget					✓			



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F I N A N C E	47	Agree school support staff pay progression if outside of budget					✓			
	48	Monitor trust & school budgets at board meetings		✓				R		
	49	Identify & agree trust & school contracts		✓				R		
	50	Enter into contracts, ordering goods and services up to £10,000						✓		
	51	Enter into contracts, ordering goods and services between £10,001 and £50,000					✓			
	52	Enter into contracts, ordering goods and services over £50,000		✓						
	53	Agree school virements up to £10,000 across agreed budget headings and within budget						✓		
	54	Agree school virements between £10,001 and £30,000 across agreed budget headings and within budget					✓			
	55	Agree school virements over £30,000 across agreed budget headings and within			✓					
	56	Disposal of assets up to £1,000						✓		
	57	Disposal of assets from £1,001 to £5,000					✓	R		
	58	Disposal of assets over £5,000		✓				R		
	59	Write-off of bad debt up to £100						R		✓
	60	Write-off of bad debt between £100-£1k						✓		
	61	Write-off of bad debts above £1,001-£45,000 or 1% of turnover (then ESFA)		✓			R	R		
62	Invest surplus funds in line with investment policy		✓							
63	Approve Finance and procurement policies			✓				R		
S T A F F	64	Staff, HR, pay, performance and disciplinary policies		✓			R	C		
	65	HOS appointments					✓		R	
	66	Assistant HOS/ Leadership scale appointments					✓		R	
	67	New appointments of teaching and support staff within the agreed budget					✓		R	R
	68	New appointments of teaching and support staff outside of agreed budget					✓		R	R
	69	Appointment of IMAT central team staff within budget					✓	R		
	70	Approve changes to and appoint IMAT central team outside the agreed budget			✓			R		
	71	Performance Review of CEO / DOE (inc External Consultant)			✓					
	72	Suspend or Dismiss the CEO		✓						
	73	Performance review of HOS					✓		R	
	74	Suspend / HOS		✓			R		C	



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N G	75	Performance Review of IMAT central team		✓			R			
	76	Suspend / Dismiss central team staff		✓			R			
	77	Performance review of all school staff below but not including HOS							✓	R
	78	Suspend / Dismiss of all school staff below (but not including) HOS					✓		R	
	79	Dismissal payments / early retirement		✓			R			
	80	Induction of staff					✓			R
	81	Statutory Training (Safeguarding; child protection; Equality and Diversity)		✓			R			R
	82	CPD pathways					✓			R
ScP t l r a n t e i g n i g	83	IMAT strategic Plan		✓			R			
	84	Review progress against IMAT Strategic Plan		✓			R			
	85	Statutory Assessments - Compliance				I				✓
	86	Monitoring Statutory Assessments				I	✓		R	
B e h a v i o u r	87	Pupil behaviour policies				I			✓	R
	88	Monitor implementation of pupil behaviour policies				I	✓		R	
	89	Incident Logs (Behaviour)				I			✓	R
	90	Exclude a pupil for up to 15 days				I	I		✓	R
	91	Exclude a pupil for more than 15 days or permanently				I	✓		R	
	92	Review exclusion on appeal				✓	R			
	93	Decision to reinstate excluded appeal		✓		R				
A o d n m s i s s i	94	Admissions Policy		✓			R		R	
	95	Agree and change school PAN		✓					R	
	96	Admissions: application decisions							✓	R
	97	Admissions appeals policy & procedure		✓					R	
	98	Attend admissions appeals							✓	R
	99	Admissions Prospectus/ Website					✓		R	R
	100	Provision of appropriate Buildings and other relevant insurance		✓						



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P / r H e & m S i a f e e s t y	101	Premises related policies		✓			R		C	
	102	Maintenance Strategy		✓			R		C	
	103	Develop and approve overarching school premises and Capital Strategy		✓			R	R		
	104	Capital spend & strategy		✓			R	R	C	C
	105	Review H&S assessments and develop plan to feed strategy					✓			
	106	Health & safety policy		✓			R		C	
	107	School Business Continuity Plan		✓			R		C	
	108	Monitor implementation of school Business Continuity Plan							✓	
	109	School site H&S checks							✓	
	110	Monitor Accident/H&S /Compliance reporting							✓	
	111	Trust Risk Management Plan		✓	C		R			
SO cr hg oa on l i s a t i o n	112	School terms and holidays		✓			R		C	C
	113	Times of school day		✓			R		C	C
	114	Ensure that school meets an agreed minimum number of sessions in a school year		✓			R			
	115	Approve unplanned school closure for emergency/snow etc					I		✓	R
	116	Ensure school lunch nutritional standards are met		✓						
	117	Ensure provision of free school meals to those pupils meeting the criteria		✓			R			
	118	Ensure the provision of UIFSM offering to infant age pupils		✓			R			
	119	Extended school - Decide what these should be and monitor							✓	R
	120	Extended school - Cease or increase extended provision		✓			R	R		
	121	Approve changes to school uniform		✓					R	
S a f e g	122	Complete, maintain and review school single Central Record					✓		R	
	123	Appoint safeguarding LGB member (non parent)					I		✓	
	124	Annual school safeguarding review				I	✓			
	125	Statutory Training for Trustees and Governors					✓			
	126	Report on safeguarding arrangements and trends across the Trust on a regular basis		✓		I	R			
	127	Manage single central record and its regular up-dating in accordance with Trust policy and legal requirements		✓						
	128	Reports on safeguarding arrangements, trends and concerns in schools.				I			✓	R



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u a r d i n g	129	Safeguarding and child protection policies and procedures		✓		I	R			
	130	To appoint a designated member of staff from the leadership team as designated safeguarding lead to ensure the role is compliant with statutory guidance					R		✓	C
	131	To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance					✓		R	
	132	To ensure appropriate risk assessments are completed and approve off-site visits for pupils of more than 24 hours					✓			R
	133	To ensure appropriate risk assessments are completed and approve visits abroad for pupils.					✓			R