

# PEAK MULTI ACADEMY TRUST - SCHEMES OF DELEGATION



THIS IS A GENERIC DECISION & KEY RESPONSIBILITY CHART. IT SHOWS RESPONSIBILITIES AND DECISION MAKING WITHIN THE MAT FOR GOOD AND OUTSTANDING SCHOOLS. SCHOOLS THAT ARE IN RI OR SPECIAL MEASURES WILL REQUIRE AN INDIVIDUAL SCHEME OF DELEGATION FOLLOWING A PROCESS OF DUE DILIGENCE AND SWOT ANALYSIS.

Specific policies and detail need to underpin this overview.

The Trust Board, who are the Directors of all the academies in the MAT, have the right to alter an academy's level of delegated responsibilities if that LGB is a cause for concern, as defined by the Trust.

## **The role of Members:**

Members can:

- Appoint and Remove Members
- Appoint and Remove some Trustees
- Approve and amend the Articles of Association (subject to DfE agreement)

Executive Team = CEO, CFO & Heads

X = Decision maker

R = Responsibility for compliance

A = Advisor

C = Consultee

I = Informed

Area	Strategy & Governance	Code	Members	Trustees	Executive Team	CEO	CFO	Local Governing Board	Head	Designated Safeguarding Trustee	Notes
<b>Strategy</b>	Set overarching strategic development framework	SG1		X	A			C			
	Definition of MAT vision and ethos	SG2		X							
	Develop and implement individual academy improvement plan	SG3			A	I	X		A		
	Determine Trust reporting procedures to manage KPIs and standards	SG4		X	A						
<b>LGB Procedures</b>	To draw up an instrument of government and any amendments thereafter	SG5		X							
	To hold a full LGB meeting at least three times in a school year	SG6						X			Or further meetings if additional support is required
	To appoint and remove the chair and vice- chair (subject to Trust approval)	SG7						X			Appointment of the Chair of the LGB will be for the LGB to determine UNLESS the Trust considers that specific support is required
	To recruit, appoint and remove LGB members (subject to Trust approval)	SG8						X			This will be for the LGB - unless there is a significant issue across the whole LGB, e.g. Ofsted Cat 4
	To Induct LGB members	SG9						X			
	To appoint and dismiss the clerk to the Trust	SG10		X	A						
	To appoint and dismiss the clerk to governors	SG11		I	I			X	A		Trust will have to consider how to ensure a standard method of clerking. This cannot be determined until the structure of clerking is determined by the Trust and Executive team.
	To set up a register of trustee and governors' business interests	SG12		X							
	To review and update annually the LGB register of interests	SG13							X		
	To approve and set up a governors' expenses scheme	SG14		X							
To regulate the GB procedures (where not set out in law)	SG15		X					A			
To consider whether or not to exercise delegation of functions to individuals or committees.	SG16		X								
	To consider delegation of functions to individuals and committees, within the remit of the Trust meeting schedule and quorum rules.	SG17						X			So long as there is compliance with the minimum numbers for governor decision and the meeting and reporting schedule. LGBs in Good and Outstanding schools should be free to determine their own procedures with advice and support from the Trust Clerk
<b>MAT</b>	To consider the sponsorship of any schools who are identified by the DfE to join the Trust	SG18		X	A						
	To consider requests from other schools to join the Trust	SG19		X	A						
	To consider a school leaving the MAT	SG20		X	A						
	Review governance structures annually	SG21		X	A			A	A		
	Set annual schedule of governance and business	SG22		X	A			C			
	Induction for new Trustees and members	SG23		X							
	Induction for new Governors	SG24						X	A		
	Publish an annual report on Trust performance for Members and the school community and public	SG25		X	A						
Management of Risk – establish risk register, audit and monitoring procedures	SG26		X	A			C				
<b>Website</b>	Maintenance of a MAT website	SG27		X	R						
	Maintenance of individual schools website	SG28		I				X	R		Part of monitoring schedule

Area	Staffing, HR & Wellbeing	Code	Members	Trustees	Executive Team	CEO	CFO	Local Governing Board	Head	Designated Safeguarding Trustee	Notes
Safeguarding	To formulate an overall Trust Safeguarding policy	SHW1		X	A	R				A	
	To produce and maintain a central record of recruitment and vetting checks – for staff, all governors/trustees and volunteers	SHW2		I	X	R					
	To audit and monitor schools' SCR	SHW3		I	I			R	X	I	Individual school responsibility - with notification of compliance to the Trust
	To establish, publish and review a Trust child protection policy and relevant procedures.	SHW4		X	A	R					
	To establish, publish and review a Trust child protection policy and relevant procedures for each school that reflects the Trust ethos and procedures	SHW5		I	A	R		X	A		
	Setting the overall staffing structure of the MAT.	SHW6		X	A			C			
Resourcing	Setting the overall staffing structure of individual schools.	SHW7					I	X	A		The staffing structure must be financially viable and take account of wider trusts requirements when appointing new staff
	Determining dismissal payments/ early retirement	SHW8		X	C		A	C			
Recruitment & Selection	Manage selection process and appoint CEO	SHW9		X	C		I	C			
	Manage selection process and appoint Headteacher for each school	SHW10		X	A		I	C			A member of the LGB will be part of the selection process
	Manage selection process and appoint for Trust Leadership Roles (Headteacher represented)	SHW11		X	C		I				On the basis that some leadership posts may have a role across the trust. *Delegation may differ for RI schools
	Manage selection process and appoint for other members of the individual school Senior leadership team	SHW12			C		I	X	A		
	Appoint other teachers	SHW13					I	X	A		
	Appoint non-teaching staff	SHW14					I		X		
Pay & Performance Management	To formulate an overall Trust Pay and performance management policy in line with legal requirements	SHW15		X	A	R		C			Local variations for TUPE transferring staff to be recognised at LGB level
	To make pay decisions in line with the pay & performance management policy for the Executive Team.	SHW16		X			I	A			Includes Headteachers
	To make pay decisions in line with the pay & performance management policy for each schools staff excluding the Headteachers.	SHW17					I	X	A		
	To appoint the panel to carry out the appraisal of the CEO/CFO	SHW18		X				C*			*Consultation through Chair's Group
	To appoint the panel to carry out the appraisal of the head teacher (at least 1 LGB rep and 1 trustee).	SHW19		A			R	X			This is likely to be co-ordinated by the Clerk to the Trust or Executive Administrator. Add to policy - panel to include External Advisor.
	To carry out appraisal of other teachers.	SHW20							X		
	To establish appropriate CPD for all staff, in accordance with Trust policy	SHW21			C	R		X	X		
	Establish and review procedures for addressing staff discipline, conduct and grievance.	SHW22		X	A						
	Application of policy for addressing staff discipline, conduct and grievance for a member of the Executive Team	SHW23		X			R				
	Application of policy for addressing staff discipline, conduct and grievance at individual schools	SHW24				I		X	A		
Discipline											

Area	Educational Effectiveness	Cod	Members	Trustees	Executive Team	CEO	CFO	Local Governing Board	Head	Designated Safeguarding Trustee	Notes
Curriculum	To establish and monitor a curriculum policy	EE1			C				X		
	To consider any disapplication for pupil(s)	EE2							X		
	Responsibility for the educational outcomes of schools within the Trust	EE3		X	R	R					
	Responsibility for standards of teaching and progress for each child	EE4						X	R		
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	EE5			A			X	R		
	Establish, publish and review a Trust sex education policy	EE6		X	R						
	Ensure that parents are informed of their right to withdraw their children from sex education	EE7								R	
	Establish publish and review a suitable sex education policy for the individual school aligned to the overall Trust policy	EE8		I				X	A		
	Establish publish and review a Trust wide policy to prohibit political indoctrination and uphold British Values	EE9		X	A			A			
	To implement the policy to prohibit political indoctrination, ensuring the balanced treatment of political issues and to uphold British Values	EE10					R		X	R	
Religious Education & Collective Worship	Responsibility for ensuring that provision of RE meets statutory requirements.	EE11		I	I			X	R		
	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.	EE12			I			X	R		
Extra-curricular activities	To decide whether to offer or stop providing additional activities and what form these should take	EE13			I			X			
	To put into place the additional services provided	EE14						X			
Discipline /Exclusions	To produce a set of written principles for the trust behaviour and exclusion policy	EE15		X	A						As per statutory guidance
	Establish, publish and review a behavior and exclusion policy that reflects the Trust's ethos that is suitable for each individual school and shared with parents/carers, staff and pupils.	EE18		I				X	A		
School organisation	To set the times of school day and the dates of school terms and holidays	EE16		X	A			C			Legally the trust is responsible but any local variation should be proposed by the LGB
	Maintain a register of pupil attendance	EE17						X	R		
	To ensure provision of free meals to those pupils meeting the criteria, including Statutory Nursery Provision and Universal Infant Free School Meals (if applicable).	EE18						X	R		
Information for Parents	To adopt and review the home-school agreement	EE19			C			X			
	To establish, publish and review a Trust complaints procedure.	EE20		X		R					
	To provide information about how complaints are handled on an operational basis in each school	EE21						X	A		
	To establish and publish a Freedom of information scheme and ensure the school complies with it.	EE22		X				R			
Admissions	To establish, publish and review a suitable Trust Data Protection policy that is GDPR compliant	EE23		X	A	R	R				
	To establish, publish and review an individual school Data Protection policy and procedures that are in line with the Trust DP policy	EE24						X	A		
	To consult on Admissions as required by the Code of Practice	EE25		X		R					
	To set each school's admission policy	EE26		X	A			A			Each school can have a variant of the policy if necessary
SEND	Admissions: application decisions	EE27		X					R		Trust is the Admission Authority
	To appeal against LA directions to admit pupil(s)	EE28		X	A			A			On the application of each school if necessary
	To establish, publish and review a Trust special educational needs (SEND) policy	EE29		X	A						
	To act within the SEND Code of Practice	EE30		X					R		
	To prepare the SEND information report to be in line with the Trust Ethos and review on an annual basis	EE31		I				X	A		
	To identify a specific trustee with particular responsibility for children with SEND	EE32		X							Everyone has responsibility but a nominated trustee(s) to have particular involvement and a point of liaison with the designated governor in each school
	To designate a 'responsible person' for children with SEND	EE33						X			
	To designate a 'responsible person' for looked after children	EE34						X			

Area	Operations and Asset Management	Code	Members	Trustees	Executive Team	CEO	CFO	Local Governing Board	Head	Designated Safeguarding Trustee	Notes
Premises & Insurance	To develop a school asset management policy – with specific reference to school premises	QA1		X	A		R	C	A		To facilitate grant applications for CIF
	To secure suitable Trust insurance	QA2		X			A				
Health & Safety	To ensure that health and safety regulations are followed	QA3		X	R		R	R	R		CFO likely in the first instance to take the lead on H&S liaison
	Establish, publish and review a Trust health and safety policy	QA4		X	A						
	To prepare, publish and review a health and safety policy for each school that reflects the Trust policy	QA5		I				X	A		
Inclusion & Equality	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years for the Trust.	QA6		X	A						
	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years for each school.	QA7		I		I		X	A		
	To establish an accessibility plan and review it every three years.	QA8				I		X	A		