

This Scheme of Delegation identifies the key decision-making authorities for establishments within the Orwell MAT Academies. It determines the functions undertaken by the Board of Trustees and those which have been delegated to the Executive Leadership Team, Local Governing Committees and CEO. The Scheme of Delegation applies to all schools. This delegation is based upon the quality of governance and management and an establishment's performance being at an acceptable level. Where this performance is judged to be insufficient, then the Board of Trustees will revoke powers from establishments and their Local Governing Committees.

The Board of Trustees is able to delegate identified functions to a committee as indicated below. Where decisions have been delegated, they must be reported back to the Board of Trustees at the next meeting.

Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Trustee meeting, action may be agreed with the Board of Trustees' Chair. This must be reported to the Board of Trustees at the next meeting.

It is essential that a Head of Establishment has sufficient powers to manage effectively on a day-to-day basis.

The Board of Trustees delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations.

Where there is a shared responsibility for decision making between the Trust and its schools, the Trust has the ultimate responsibility.

C denotes a consultative role prior to sign off; views should be actively sought and considered prior to a decision. This should be detailed within any report. **A** denotes ultimate approval or decision making body **R** denotes the responsible body / person to ensure that approved action is taken. **Re** denotes the person /

	Task Key: Responsible (R) Approve (A) Recommend (Re) Consult (C)	Notes/Approving Trust Committee	Members	Board of Trustees	Trust Committee	CEO	CFO	LGC	Head/ELT	
1.	Governance									
1.1.	Approve Trust Articles of Association		A R							
1.2.	Appointing / removing members and trustees		A R							
1.3.	Removal of auditors		A R							
1.4.	Approve Trust Board Terms of Reference			A		Re				
1.5.	Approve membership of new academies			A		Re			C	
1.6.	Approve Trust Scheme of Delegation			A		Re		C	C	

body recommending a decision for approval to the approving body

I denotes parties who will be informed of actions taken / agreed

1.7.	Establish (and remove) Trust Committees			A						
1.8.	Approve Trust Committee Terms of Reference			A	C					
1.9.	Establish (and remove) Local Governing Committees (LGC)			A				C		
1.10.	Approve Local Governing Committee (LGC) Terms of Reference			A			Re			
1.11.	Establish LGC working groups			C			A,R			
1.12.	Appoint (and remove) Chair / Vice Chair of Trust Board			A,R						
1.13.	Appoint (and remove) Chair of LGC			A			Re	C		
1.14.	Appoint (and remove) Vice Chair of LGC			C			AR			
1.15.	Appoint (and remove) Chair(s) / Vice Chairs of Trust Committees			A	R					
1.16.	Appoint (and remove) Trust Committee members			A	R					
1.17.	Appoint (and remove) staff and parent local governors				C		AR			
1.18.	Appoint (and remove) coopted and other local governors	Sub group of 3 Trustees			A		Re			

1.19.	Appoint (and remove) Clerk to Trust Board			A		C				
1.20.	Appoint (and remove) Clerk to LGC			A		C		C		
1.21.	Annual self-review of trust board and committees			AR						

1.22.	Annual self-review of LGC and committees			C				AR		
1.23.	Organise calendar of Trust Board meetings			AR		C	C			
1.24.	Organise and review Local Governors training							AR		
1.25.	Organise calendar of LGC meetings						C	AR		
2.	Trust & School Performance, Curriculum and Teaching									
2.1.	Academy Trust 3 year strategic overview/plan	Education & Learning		A	C	Re			C	
2.2.	School 1 Year development Plan	Education & Learning				C	C	A	Re	
2.3.	Academic Performance Targets	Education & Learning			C	A		C	R, Re	
2.4.	School Staff Development Plan					C	C	A	Re, R	

2.5	Trust Teaching & Learning & Framework	Education & Learning			A	Re			C	
2.6	Trust PD days	Education & Learning			C	A			C	
3.	Staff Policies and Pay									
3.1	Trust wide Policies	See list			A	C	Re	C		C
3.2	Changes to Employee Terms & Conditions or Collective Agreements	Finance, Resources & Audit			A	Re			C	
3.3	Adoption of Transferring Policies and Collective Agreements	Finance, Resources & Audit			A	R			C	
3.4	Teachers Annual Pay Award	Finance, Resources & Audit			A	R,C	Re		C	

3.5	Support Staff Annual Pay Award	Finance, Resources & Audit			A	R, C	Re		C	
3.6	Head Individual Performance Pay awards within agreed ISR					A		C		
3.7	Head Individual Performance Pay awards outside agreed ISR	Finance, Resources & Audit			A	C	C	C		
3.8	Deputy Head and other leadership roles Individual Performance Pay awards including potential	Finance, Resources & Audit				C	C	A	Re	
3.9	Teacher & support staff Individual Performance Pay Awards within budget							A	R, Re	
3.1	Teacher & support staff Individual Performance Pay Awards outside budget						C	A	R, Re	

3.11	CEO Individual Performance Pay Award			A	Re					
3.12	CFO Individual Performance Pay Awards				A	R,Re				
4.	Shared Services Team - Staff Management									
4.1	Recruitment within approved budget					A	C			
4.2	Recruitment within virement limit	less than £5K difference to overall budget position.				A	C			
4.3	Recruitment above the virement limit				A	Re	C			
4.4	Recruitment with significant change to establishment level, or impacting on central re-	FRA			A	Re	C	C	C	
4.5	Staffing, structure and grades (setting the establishment level)	FRA			A	Re	C			
4.6	CEO appointment			A	Re,					
4.7	CFO appointment				A	Re				

4.8	Suspension of CEO			A	Re					
4.9	Return of CEO after suspension			A	Re					
4.1	Suspension of CFO			A	C	Re				
4.11	Return of CFO after suspension			A	C	Re				

4.12	Support staff appointments					A	Re			
4.13	Individual contractual changes eg flexible working requests (HR advice must be					A	C			
5.	School Staff Management									
5.1.	Recruitment within approved budget					C (as required)	C (as required)		A, R	
5.2.	Recruitment within virement limit	less than £5K difference to overall budget position.					A		Re,R	
5.3	Recruitment above the virement limit, in exceptional circumstances					A	C		Re, R	
5.4	Recruitment above the virement limit, in non-exceptional circumstances, or	FRA			A	C	C	C	Re	
5.5	Staffing, structure and grades (setting the establishment level)	Finance, Resource and Audit			A	C	C	Re	C, R	
5.6	Head Teacher appointment			A		Re		C		
5.7	Deputy Head and leadership appointment	Following authorisation to recruit				A		C	R, Re	
5.8	Suspension of Head, Deputy Head or senior leadership team			A		R		C	C (except in case of HT)	
5.9	Return of Head Teacher, Deputy Head or senior leadership team after suspension			A		R		C	C (except in case of HT)	

5.1	Suspension of teaching and support staff					C		A	R	
5.11	Return of teaching and support staff after suspension					C		A	R	

5.12	Dismissal of staff	Hearings / Appeals panel drawn from Trustees /			A	Re		C	Re	
5.13	Re-structure/Redundancy of staff	FRA		A	C	Re	C	C	Re	
5.14	Individual contractual changes eg flexible working requests (HR advice must be					C	C		A	
6.	Finance, Governance & Management									
6.1	Approval of Trustwide Contracts	*FRA approve if over limit in RoFR. If under limit in RoFR ELT approve			A*	C	Re		A*, Re	
6.2	Trust & Academy Financial Regulations (inc. key policies & procedures)			A	R, C	C	Re		C	
6.3	Appoint Trust Auditors	Finance, Resource and Audit	A, R	C	Re	C	C			
6.4	Trust consolidated 1- 3 year Budget Plan	Finance, Resource and Audit		A	Re, R	C	C			
6.5	Shared Services 1-3 year Budget Plan	Finance, Resource and Audit			A	C	Re, R		C	
6.6	Shared Services Team Service Charge/Levy				A	C	R, Re	C	C	
6.7	Setting of Schools 3 year Strategic Financial Plan	Finance, Resource and Audit			A	C	C	C	Re, R	
6.8	Setting Schools 1 year Budget Plan	Finance, Resource and Audit			A		C	C	Re, R	
6.9	Delivery against the approved budget						C		R	
6.1	Trust Annual Accounts			A	Re		Re			

6.11	Trustees Report			A	R	I	Re			
6.12	Trust Return's to ESFA			I	I	A	R		I	
6.13	Response to Auditor's Management Letter			A	R	I	Re		I	
6.14	Response to Internal audit reports				A	I	Re		I	
7.	School Policies & Procedures									
7.1.	School times, terms and holidays			A		R, Re			C	
7.2.	Expansion of School (PAN or NOR)			A		R, Re	C	C	C	
7.3.	Extension of School provision (Nursery)			A		R, Re	C	C	C	
7.4	School Fixed-term exclusion								A	
7.5	School Return after shortterm exclusion								A	
7.6	School Permanent Exclusions					C		A	Re	
7.7	Appeals against Permanent Exclusion					C		A	R	
7.8	Admissions Appeal Hearings					C		C	R	
7.9	Academy Trust brand and branding guidelines			A		Re			C	
7.10	School based policies	See list						A	R,C	

