

NET Academies Trust

Scheme of Delegation (v6.0) For Cluster Academies

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Local Governing Bodies
4. Academy Forums
5. Trust Chief Executive
6. Executive Headteacher of the cluster

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Informed (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

The Trust will also define policies that are Trust-wide, cluster-specific and school specific. A proposed definition is shown in the *Notes* column.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Informed (I), Execute (E)	Notes	Board	LGB	CEO	EHT	AF
1.	Governance						
1.1.	Approve Trust Articles of Association	Members only	R		R		
1.2.	Approve Trust Board Terms of Reference		A		R		
1.3.	Approve Trust Scheme of Delegation		A		R		
1.4.	Approve new convertor or sponsored academies joining MAT		A		R		
1.5.	Establish Trust Committees		A		R		
1.6.	Approve Trust Committee Terms of Reference		A		R		
1.7.	Approve LGB Terms of Reference		A	I	R		
1.8.	Approve Academy Forum Terms of Reference		A	C	R		I
1.9.	Establish LGB working groups			A			
1.10.	Appoint Chair of Trust Board		A				
1.11.	Appoint Chair of LGB		A		R		
1.12.	Remove Chair of LGB		A				
1.13.	Appoint (and remove) Chair of AF		A	R	R		
1.14.	Appoint (and remove) LGB members		A	R	R		
1.15.	Appoint (and remove) Chair(s) of Trust Committees		A		R		
1.16.	Appoint (and remove) Trust Committee members		A		R		
1.17.	Appoint (and remove) Clerk to Trust Board		A		R		
1.18.	Appoint (and remove) Clerk to LGB/AF			R	A		
1.19.	Trust Governance Calendar		A		R	C	
1.20.	Approve Directors Expenses Policy	Trust Policy	A				
2.	Trust & Academy Performance, Curriculum and Teaching						
2.1.	Trust Strategic Plan		A		R	C	
2.2.	Academic Performance Targets		AM	RM	C	P	C
2.3.	Academy Performance Review e.g. SEF		A	R	C	P	C
2.4.	Academy 3 year plan		A	RM	C	P	C
2.5.	Academy 1 Year Plan			AM	C	R	C
2.6.	Teaching & Learning Policy	Cluster Policy		AM	C	R	C
2.7.	Curriculum Policy	Cluster Policy		AM	C	R	C
2.8.	Sex Education policy	Cluster Policy		AM	C	R	CM
2.9.	Religious Education policy	Cluster Policy		AM	C	R	CM
2.10.	SEN & Inclusion policy	Cluster Policy		AM	C	R	CM
2.11.	Trust Staff Development Plan				A		
2.12.	Academy Staff Development Plan			C		A	
2.13.	Trust Inset Days		A		R	C	
3.	Staff Policies and Pay						
3.1.	Pay & Remuneration Policy	Trust Policy			R	C	
3.2.	Job Role Salary & Grading Policy	Trust Policy			R	C	
3.3.	Employee Terms & Condition changes		A		P		
3.4.	Trust Staff Annual Pay Award	Trust Policy	A				
3.5.	Teachers Annual Pay Award	Trust Policy	A		P		
3.6.	Support Staff Annual Pay Award	Trust Policy	A		P		
3.7.	Individual Performance Pay Awards	As per Policy		R	A	P	
3.8.	Performance Management Policy	Trust Policy	A	M	R	C	
3.9.	Disciplinary Policy	Trust Policy	A	M	R	C	
3.10.	Grievance Policy	Trust Policy	A	M	R	C	
3.11.	Capability Policy	Trust Policy	A	M	R	C	
3.12.	Whistleblowing Policy	Trust Policy	A	M	R	C	

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3.13.	Recruitment Policy	Trust Policy	A	M	R	C	
3.14.	Re-structuring & Redundancy Policy	Trust Policy	A	M	R	C	
3.15.	Employee Health & Safety Policy	Trust Policy	A	M	R	C	
4.	Staff Management						
4.1.	Trust staff plan		A		R		
4.2.	Trust CEO appointment		A				
4.3.	Trust staff appointment		C		A		
4.4.	School staff plan	Part of Business Plan		A	C	R	
4.5.	EHT appointment		A	R	C		
4.6.	Head of School appointments		A	R	C	P	C
4.7.	Senior leadership appointments			A	C	R	C
4.8.	Teacher appointments					A	
4.9.	Support staff appointments					A	
4.10.	Suspension of CEO	As per policy	A				
4.11.	Return of CEO after suspension		A				
4.12.	Dismissal of CEO		A				
4.13.	Suspension of EHT	As per policy	A	C	R		
4.14.	Return of EHT after suspension		A	C	R		
4.15.	Dismissal of EHT		A	C	R		
4.16.	Suspension of Head of School	As per policy		C	A	R	
4.17.	Return of Head of School after suspension			C	A	R	
4.18.	Dismissal of Head of School		A	C	R	P	
4.19.	Suspension of teaching and support staff	As per policy		C		A	
4.20.	Return of teaching and support staff after suspension			C	A	R	
4.21.	Redundancy of school staff		A	C	R	P	
4.22.	Restructuring of school staff		A	C	R	P	
5.	Financial Governance & Management						
5.1.	Trust & Academy Financial Regulations	Audit C'ttee on compliance	A	M	P		
5.2.	Trust & Academy Financial Procedures	Audit C'ttee on compliance	A	M	P		
5.3.	Appoint Trust auditors	Audit C'ttee	A				
5.4.	Trust 3 year Budget Plan		AM		P		
5.5.	Trust 1 year Budget		AM		P		
5.6.	Trust Interim Year End Accounts		A		R		
5.7.	Trust YTD reports		AM		PM		
5.8.	Trust Annual Accounts		A		P		
5.9.	Trustees Report		A		P		
5.10.	Trust Academies Accounts Return to EFA		A		R		
5.11.	Response to Auditor's Management Ltr	Audit C'ttee	A				
5.12.	Academy 3 year Budget Plan	LGB consultation at budget prep. stage	AM	CM	PM	D	
5.13.	Academy 1 year Budget	Part of Business Plan	AM	CM	PM	D	
5.14.	Academy Budget reports	LGB given info. to monitor	A	IM	PM	D	

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		budget against school improvement priorities					
5.15.	Academy Interim Year End Accounts		A	R	P	D	
5.16.	Academy Accounts Return to EFA	New academies	A		R		
6.	Financial Authorisation						
6.1.	Expenditure or contracts up to Lower Limit	As per policy				A	
6.2.	Expenditure or contracts from Lower Limit to Upper Limit	As per policy			A	R	
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	As per policy	A		R	P	
6.4.	Expenditure over OJEU limit	As per policy	A		P		
6.5.	Compensation payments up to £50,000	EFA threshold	A		R		
7.	Academy Policies & Procedures						
7.1.	Academy times, terms and holidays			A	C	R	C
7.2.	Change of Academy Age Range		A	R	C	P	C
7.3.	Expansion of Academy PAN		A	R	C	P	C
7.4.	Extension of Academy provision		A	R	C	P	C
7.5.	Extended services on-site			A	C	R	C
7.6.	Child Welfare & Safeguarding Policy	Trust policy	A	C	R	C	C
7.7.	Attendance Policy	Cluster policy		A	C	R	C
7.8.	Attendance Plan	School plan		A	C	R	C
7.9.	Pupil Premium Policy	Cluster policy		A	C	R	C
7.10.	Pupil Premium Plan	School plan		A	C	R	C
7.11.	Academy Educational Visits Policy	Cluster policy		A	C	R	C
7.12.	Pupil Behaviour & Exclusions Policy	Cluster policy		A	C	R	C
7.13.	Short-term Exclusion	As per policy		A	C	R	
7.14.	Return after short-term exclusion			A	C	R	
7.15.	Permanent Exclusions			A	C	R	
7.16.	Appeals against Permanent Exclusion	Independent panel req.				E	
7.17.	Complaints Policy	Trust policy	A		R		
7.18.	Complaints Appeals	Independent panel req.			E		
7.19.	Admissions Policy		A	R	C	P	C
7.20.	Admissions allocation of places					E	
7.21.	Admissions Appeals	Independent panel req.				E	
7.22.	Academy prospectus	As per Trust Brand g/lines		C		A	C
7.23.	Academy website			C		A	C
7.24.	Academy uniform			C		A	C
8.	Premises & Assets						
8.1.	Asset Management Policy		A		R		
8.2.	Asset Management Plan		A	C	R	C	
8.3.	Health & Safety Policy		A		R		