



# **Manor Multi-Academy Trust**

## **Scheme of Delegation All Schools**

**Approved by the Trust Board 14<sup>th</sup> May 2024**

## Introduction

Our Multi-Academy Trust (MAT) is run by a CEO with a Board of Trustees referred to as ‘Directors’ and is accountable to the Department for Education (‘the DfE’). The CEO and the Board are supported by the Chief Executive Advisor.

The Trust Board have overall legal responsibility for the operation of the MAT and the academies (referred to as “schools” in this document) within it. Whilst the Trust Board is legally responsible and accountable for all the major decisions within the Trust, this does not mean that they are required to make all the decisions themselves. The Trust believes that many decisions can, and should, be delegated to the Executive Leadership, to committees (including panels) and to individual Headteachers/Heads of School.

The Executive Leadership Team is made up of the CEO, Executive Advisor (EA), Associate Headteacher(s), CFO, Head of Estates (HoE) and Head of Digital Services (HoDS).

This Scheme of Delegation is the key document defining the lines of responsibility and accountability in the Trust. It is intended to be a clear and systematic way of ensuring Members, Directors, committees, Executive Leadership and Headteachers/Heads of School are clear about their responsibilities and accountabilities, allowing everyone to focus on improving outcomes for the children who attend our schools.

This Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body or individual.

The Trust reserves the right to place restrictions on schools that are judged to be ‘Inadequate’ or ‘Requires Improvement’. This judgement can be external (e.g. Ofsted or a commissioned reviewer) or internal (i.e. by the CEO/EA). Any restrictions on delegated authority will be determined on a case-by-case basis considering the local context and will ensure that those schools can place a high degree of focus on achieving their improvement objectives.

All schools are required to operate in accordance with the Trust’s policies and procedures, as well as demonstrating principles of good financial management. Members, Directors, PCAF (Parent and Community Advisory Forum) representatives and staff must follow the latest version of the ESFA Academy Trust Handbook.

## Scheme of Delegation Key

<b>R</b>	<b>Responsible:</b> Those who ensure that the task is done
<b>A</b>	<b>Accountable:</b> Those who hold accountability or approve
<b>C</b>	<b>Consulted:</b> Those whose opinions are sought, and with whom there is two-way communication
<b>M</b>	<b>Monitor:</b> Those who monitor and evaluate progress and/or are informed

### **Explanatory notes**

Items delegated to the CEO and EA will be considered and distributed accordingly by the CEO and EA in discussion with one another in order to avoid duplication. The two roles will work closely together and will ensure their delegated tasks are assigned as per the agreed job descriptions for the roles.

The Manor Teaching School Hub (TSH) is governed by a TSH Committee made up of at least 3 Directors. The terms of reference for this Committee are detailed in a separate document and the TSH is expected to meet the conditions set by the Teaching Schools Council and the DfE, measured via Key Performance Indicators.

No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>1.0</b>	<b>STRATEGY AND LEADERSHIP</b>							
1.1	Development and implementation of the strategic plan for the Trust		A		R	C		C
1.2	Determine policies and procedures that reflect the Trusts Mission, Vision and Values		A	A	R	R		C
1.3	Determine school level guidance documents, policies, annexes to Trust policies showing local arrangements				C			R
1.4	Approve new academies to join the Trust		A		R	C		
1.5	Approve re-brokerage of academies to a new Trust		A		R	C		
1.6	Approve formal Trust Partnerships		A		R	C		C
1.7	Restructure of Central MAT Team		A		R	C		
1.8	Approval of Trust Growth Strategy		A		R	C		
1.9	Approval of Admissions Criteria <i>(Delegated Running of Admissions to Local Authority)</i>		A		C			C
1.10	Change of Academy Age Range		A		R	C		C
1.11	Change of Academy PAN		A		R	C		C
1.12	Admissions above PAN				A			R
1.13	Extension of Academy provision (e.g. SEN Provision)		A		R	C		C
1.14	Expansion/Reduction of Academy Facilities, including taking on new premises		A (where above CEO/EA delegated limit)		A (up to delegated limit)	C		C
1.15	Establishment/Cessation of an extended school provision		M		A	C		R
1.16	Ensure Safeguarding Procedures are in Place		M		A/R	R		R
1.17	Ensure SEND Provision is in place		M		A/R			R
1.18	Ensure Continuous Professional Development is in Place for Staff		M		A/R	C		R
1.19	Approval of INSET Days		M		A/R	C		C
1.20	Monitoring of Assaults on Staff		M		A/R			R

No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>1.0</b>	<b>STRATEGY AND LEADERSHIP</b>							
1.21	Ensure Website Compliance		<b>M</b>		<b>A</b>	<b>R (HoDS)</b>		<b>R</b>
1.22	Approval of Premises Management Programme			<b>A (Finance)</b>	<b>C</b>	<b>R (HoE)</b>		<b>C</b>
1.23	Ensuring Legal Claims are Dealt with Appropriately		<b>A/R</b>		<b>C</b>	<b>C</b>		<b>R</b>
1.24	Ensuring the Health and Safety of all		<b>M</b>		<b>R</b>	<b>R (ALL)</b>		<b>R</b>
1.25	Ensuring Equality for all – Trust Wide Policies and Objectives		<b>A</b>		<b>R</b>	<b>C</b>		<b>M</b>
1.26	Ensuring Equality for all – School Level Policies and Objectives				<b>C</b>			<b>R</b>

No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>2.0</b>	<b>GOVERNANCE</b>							
2.1	Appointment and Removal of Members	A/R	M		M			
2.2	Appointment and Removal of Directors (Non-Diocesan Corporate Member and Co-Opted)	A/R			M			
2.3	Appointment and Removal of Directors (Diocesan Corporate Member and Co-Opted)		A/R		M			
2.4	Appointment and Removal of Chair of Trust		A/R		C			
2.5	Appointment and Removal of Vice Chair of Trust		A/R		C			
2.6	Appointment of PCAF Representatives (non-parent or Foundation)		A	R (PCAF Appointment Panel)	C			
2.7	Removal of PCAF Representatives (non-parent or Foundation)		A/R		C			
2.8	Appointment of School Advocates							C
2.9	Appointment of Emergency Governing Body e.g. Interim Academy Board		A/R		C			
2.10	Establishment of Trust Committee		A/R					
2.11	Appointment and Removal of Trust Committee Members		A/R					
2.12	Approve Trust Board and Committee Terms of Reference		A/R					
2.13	Setting of termly agendas for Trust Committees			A/R	C			
2.14	Approval of Training Programme for Trust Board and PCAF Representatives		A/R		C			
2.15	Succession Planning (Governance)		A/R		C			
2.16	Conduct annual Trustee and LGB members skills audit		A/R					
2.17	Amendment of Articles of Association	A/R	C		C			
2.18	Annual report to Members on performance of the Trust		A		R			
2.19	Ensure published governance details are correct (GIAS)		A		R			R

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<b>2.0</b>	<b>GOVERNANCE</b>							
2.20	Register of business and pecuniary interests published		A			R (CFO)		
2.21	Approve Scheme of Delegation, Including Financial Delegation and Authorisation Limits		A		R	C		
2.22	Review and Implementation of Trust Risk Register		A	R (Audit)	R	C		
2.23	Review and Implementation of School Risk Register				C	C		R
2.24	Monitoring of parent and community voice						R	C
2.25	Panel meetings i. Complaints ii. Pupil discipline (exclusions) iii. HR (e.g. staff discipline, absence)		R		C	ELT (e.g. CFO) have opportunity to join pool (as long as no conflict e.g. prior knowledge). Overall responsibility sits with Directors.	PCAF reps (non-staff) have opportunity to join pool. Overall responsibility sits with Directors.	Headteachers have opportunity to join pool (for other schools in the Trust other than their own). Overall responsibility sits with Directors.

No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>3.0</b>	<b>QUALITY OF EDUCATION AND CURRICULUM</b>							
3.1	Approval and monitoring targets for pupil/student attendance, behaviour, bullying & harassment.		<b>A</b>		<b>R</b>			
3.2	Approval and monitoring of school targets for quality of education (including destinations).		<b>A</b>		<b>R</b>			
3.3	Approval and monitoring of targets for student and staff wellbeing		<b>A</b>		<b>R</b>			
3.4	Approval of School Improvement Plans		<b>M</b>		<b>A</b>			<b>R</b>
3.5	Approval of Pupil Premium and Sports Grant Plans and Impact Evaluations							<b>A/R</b>
3.6	Approval of Trust curriculum vision & intent statement		<b>A</b>		<b>R</b>	<b>C</b>		
3.7	Approval of school curriculum intent statements and implementation plans (e.g. schemes of work and assessment)				<b>A</b>			<b>R</b>
3.8	Approval of term time calendar, holidays and routine CPD days		<b>A</b>		<b>R</b>			<b>C</b>
3.9	Approval of extra-ordinary school closures		<b>A (Chair)</b>		<b>R</b>			<b>C</b>
3.10	Approve changes to length of school day		<b>A</b>		<b>R</b>			<b>C</b>
3.11	Approval of Fixed-term Exclusion		<b>M</b>		<b>A</b>			<b>R</b>
3.12	Approval of Permanent Exclusion		<b>M</b>		<b>A</b>			<b>R</b>
3.13	Approval of alternatives to exclusion (e.g. MM and FTT, MTT)				<b>C</b>			<b>A/R</b>
3.14	Directing education to another establishment to improve behaviour				<b>C</b>			<b>A/R</b>
3.15	Termly review of the Single Central Record (SCR)				<b>A</b>			<b>R</b>
3.16	Annual Safeguarding Reporting		<b>A</b>		<b>R</b>			<b>R</b>
3.17	Christian Distinctiveness of our Church Schools	<b>M</b>	<b>A</b>		<b>R</b>			<b>R</b>
3.18	Monitoring of Pupil Premium and Sports Premium		<b>M</b>		<b>A/R</b>			<b>R</b>



No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>4.0</b>	<b>BUDGET</b>							
4.1	Approve Trust Three Year Revenue Budget		A	Propose (Finance)	C	R (CFO)		
4.2	Approve Annual Capital Expenditure Budget		A	C (Finance)	C	R (CFO)		
4.3	Approve use of reserves to cover in-year deficit budget		A	C (Finance)	C	R (CFO)		C
4.4	Approve Business Cases Proposing Use of Reserves		A (where above CEO/EA delegated limit)		A (up to delegated limit)	C		
4.5	Approve changes to Top Slice methodology		A		R	C		
4.6	Approve changes to GAG Pooling methodology		A		R	C		

No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>5.0</b>	<b>AUDIT</b>							
5.1	Appointment and Removal of External Auditors	<b>A</b>			<b>R</b>	<b>C</b>		
5.2	Appointment and Removal of Internal Auditors		<b>A</b>		<b>R</b>	<b>C</b>		
5.3	Plan and Agree Programme of Internal Audit			<b>A (Audit)</b>		<b>R (CFO)</b>		
5.4	Response to the Audit Management Letter		<b>A</b>	<b>R (Audit)</b>	<b>C</b>	<b>C</b>		
5.5	Approval of Statutory Accounts		<b>A</b>	<b>R (Audit)</b>	<b>C</b>	<b>C</b>		<b>M</b>
5.6	Related Party Transactions reported to ESFA		<b>A</b>		<b>R</b>	<b>C</b>		
5.7	Ensure Compliance with Academy Trust Handbook (The 'Musts')		<b>A</b>	<b>C (Audit)</b>	<b>R</b>	<b>R (CFO)</b>		<b>R</b>

No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>6.0</b>	<b>FINANCIAL REPORTING AND GOVERNANCE</b>							
6.1	Statutory Financial Returns to ESFA and DfE		<b>A</b>		<b>R</b>	<b>R (CFO)</b>		
6.2	Approve changes to Trust Banking arrangements		<b>A</b>		<b>R</b>	<b>R (CFO)</b>		
6.3	Approve changes to the Financial Procedures Manual			<b>A (Finance)</b>		<b>R (CFO)</b>		
6.4	Preparation of Annual Report and Accounts		<b>A</b>		<b>R</b>	<b>R (CFO)</b>		
6.5	Monthly Financial Report to Chair of Trust and Trustees		<b>M</b>	<b>M</b>		<b>A/R (CFO)</b>		
6.6	Monthly Budget Monitoring					<b>A/R (CFO)</b>		<b>C</b>
6.7	Ensure appropriate insurance arrangements are in place		<b>M</b>		<b>C</b>	<b>A/R (CFO)</b>		
6.8	Authorisation of Annual Report and Accounts		<b>A</b>	<b>R (Audit)</b>	<b>R</b>	<b>C</b>		<b>M</b>
6.9	Monitor spending and Impact of Grant funding: <ul style="list-style-type: none"> <li>• Pupil Premium</li> <li>• Sports Premium</li> <li>• Catch Up Funding</li> <li>• School Led Tutor Funding</li> </ul>					<b>C</b>		<b>R</b>
6.10	Approve the de-delegation or re-delegation of a school's budget where schools: <ul style="list-style-type: none"> <li>• Persistently bypass trust policies</li> <li>• Fail to evidence VFM</li> <li>• Fail to seek authorisation for staff appointments or purchases over which result in a variance on a budget line greater than £5,000, without prior agreement from the CFO.</li> </ul>				<b>A</b>	<b>R (CFO)</b>		
6.11	Maintenance of Fixed Assets Register		<b>A</b>			<b>R (CFO/HoDS)</b>		<b>C</b>

No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>7.0</b>	<b>HUMAN RESOURCES</b>							
7.1	Agree MAT staffing structure		A		R			
7.2	Agree Executive Leaders and Headteachers Staffing Structure		A		R			
7.3	Agree Academy Senior Leadership, Teaching and Support Staff structure				A	C		R
7.4	Appointment of Chief Executive Officer/Executive Advisor		A/R					
7.5	Appointment of Deputy Chief Executive Officer		A		R			
7.6	Appointment of Chief Financial Officer		A		R			
7.7	Appointment of Executive Leadership Posts (not CEO/EA)		M		A/R	C		
7.8	Appointment of Headteacher / Head of School		M		A/R	C		
7.9	Appointment of School Senior Leadership posts within approved structure		M		A/R	C		R
7.10	Appointment of School Teaching and Support Staff within approved structure				C	C		A/R
7.11	Appointment of Central MAT Team Staff within approved structure		M		A/R	C		
7.12	Appointment of staff <b>not</b> within staffing structure				A/R	C		
7.13	Appointment of External Education Consultants		M		A/R	C		R
7.14	Chief Executive Officer/Executive Advisor performance management, pay progression and job descriptions			A/R (Pay/PM)				
7.15	Deputy Chief Executive Officer performance management and pay progression			A (Pay)	R			
7.16	Chief Financial Officer performance management and pay progression			A (Pay)	R			

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<b>7.0</b>	<b>HUMAN RESOURCES</b>							
7.17	Approve Teaching Staff Pay Progression in line with Terms of Reference			<b>A (Pay)</b>	<b>R</b>			<b>C</b>
7.18	Performance Management of Executive Leaders and Headteachers				<b>A/R</b>			
7.19	Performance Management of Other Staff				<b>M</b>	<b>A/R</b>		<b>A/R</b>
7.20	Central MAT Team Support Staff performance management and pay progression				<b>A/R</b>	<b>R/C</b>		
7.21	Disciplinary or Capability Measures Against Chief Executive Officer/Executive Advisor		<b>A/R</b>					
7.22	Disciplinary or Capability Measures Against Executive and Head Teachers		<b>R</b>		<b>A/R</b>			
7.23	Disciplinary or Capability Measures Against Other Staff		<b>M</b>		<b>R</b>	<b>R</b>		<b>A</b>
7.24	Confirmation of unsuccessful probation period		<b>M</b>		<b>A</b>	<b>R/C</b>		<b>R</b>
7.25	Approve retirement through ill health				<b>A</b>	<b>R/C</b>		<b>R</b>
7.26	Approve Staff Restructure programme		<b>A</b>		<b>R</b>	<b>C</b>		<b>C</b>
7.27	Approve Terms and Conditions Restructure		<b>A</b>		<b>R</b>	<b>C</b>		<b>M</b>
7.28	Approve Staff Redundancy (within ESFA prescribed limits)		<b>A</b>		<b>R</b>	<b>C</b>		<b>C</b>
7.29	Approve Staff Dismissal (within ESFA prescribed limits)		<b>A</b>		<b>R</b>	<b>C</b>		<b>C</b>
7.30	Job Evaluation and role grading				<b>A/R</b>	<b>R</b>		<b>C</b>

No	Aspect	Members	Trust Board	Trust Committees	CEO/EA	Executive Leadership Team	Parent/Community Advisory Forum	Headteacher/Head of School
<b>8.0</b>	<b>POLICIES</b>							
8.1	Approval of Statutory Policies		<b>A</b>	<b>R</b>	<b>C</b>	<b>C</b>		
8.2	Approval of Non-Statutory Policies				<b>A</b>	<b>R</b>		<b>R</b>
8.3	Implementation of all policies and procedures					<b>R (Central)</b>		<b>R (School)</b>

No	Aspect	Trust Board	Finance Committee	CEO/EA	Executive Leaders	CFO Head of Estates Head of ICT	Headteacher/ Head of School	Deputy/Asst Headteacher
<b>9.0</b>	<b>FINANCIAL SCHEME OF DELEGATION</b>							
9.1	Approval of Non-Staffing Expenditure or Contracts	<b>Unlimited</b>		<b>Up to £50k</b>	<b>Up to £25k</b>	<b>Up to £25k (CFO)</b>	<b>Up to: 3 form - £15k 2 form - £10k 1.5 form- £7.5k 1 form - £5k 1 phase - £5k TSH - £5k</b>	<b>3 form - Up to £5k</b>
9.2	Approval of building/site/estates expenditure in excess of £1,000					<b>HoE</b>		
9.2	Capital Expenditure within DFC / SCA budget			<b>Unlimited</b>				
9.3	Capital Contingency within approved budget			<b>Unlimited</b>				
9.4	Approve use of Capital Reserve (Unbudgeted)	<b>Unlimited</b>		<b>Up to £50k</b>				
9.5	Conversion of Revenue to Capital			<b>Up to £150k</b>				
9.6	Virements	<b>£30k+</b>	<b>M - Up to £30k</b>	<b>Up to £30k</b>				
9.7	Staff Contractual Commitments (Non-TLR Allowances)	<b>Unlimited</b>		<b>Up to &gt;£10k</b>				
9.8	One-off Bonus Payments to Staff – up to £1,000			<b>Up to £1k</b>				
9.9	One-off Bonus Payments to Staff – £1,000+	<b>Unlimited</b>		<b>Propose</b>				
9.10	Severance Payments (up to ESFA prescribed limits as per ATH)	<b>Up to £50k</b>		<b>Up to £20k</b>				
9.11	Severance Payments (with pre-approval from ESFA as per ATH)	<b>Unlimited</b>						
9.12	All Operating Leases (One of, in addition to approval in line with 9.1)			<b>CEO Signature</b>		<b>CFO Signature</b>		
9.13	Disposal of Assets and Bad Debt Write-Off <b>Over £45k requires pre-approval from ESFA as per ATH</b>	<b>£25k+</b>	<b>Up to £25k</b>	<b>Up to £10k</b>			<b>Up to £1k</b>	
9.14	Authority to accept a quotation other than the lowest		<b>£50k+</b>	<b>Up to £50k</b>		<b>Up to £15k (CFO)</b>		
9.15	Authority to accept a tender other than the lowest		<b>Any</b>					

No	Aspect	Trust Board	Finance Committee	CEO/EA	Executive Leaders	CFO Head of Estates Head of ICT	Headteacher/ Head of School	Deputy/Asst Headteacher
<b>10.0</b>	<b>SIGNATORY AUTHORITY</b>							
10.1	Leases for Academy Land & Buildings	✓		✓				
10.2	Operating Leases (One of, in addition to approval in line with 9.1)			✓		✓ (CFO)		
10.3	Contractual Documentation (One of, in addition to approval in line with 9.1)			✓		✓ (CFO)		
10.4	Bank Mandates			✓		✓ (CFO)		
10.5	BACS and other Bank Payments (One of plus one other)			✓		✓ (CFO)		
10.6	All Other Legal Documentation	✓		✓				