



Manor Multi-Academy Trust

Scheme of Delegation All Schools

Approved by the Trust Board on 20 July 2023

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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 Trust Board have overall legal responsibility for the operation of the MAT and the schools 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 and to individual Headteachers/Heads of School. No decision-making powers are delegated to Parent and Community Advisory Forums but their input is invaluable in order to inform the strategic work of the Directors. PCAF members do have the opportunity to sit on relevant panels, and some decision-making powers are delegated to those panels.

The Executive Leadership Team (ELT) is made up of the CEO, Deputy CEO, Executive Headteacher, Associate Headteacher, 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, Trustees, committees, panels, 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 one of 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 academies that are judged to be ‘Inadequate’ or ‘Requires Improvement’. Any restrictions on delegated authority will be determined on a case-by-case basis considering the local context and will ensure that those academies can place a high degree of focus on achieving their improvement objectives.

All academies are required to operate in accordance with the Trust’s policies and procedures, as well as demonstrating principles of good financial management. Members, Directors, PCAFs and Staff must follow the latest version of the ESFA Academy Trust Handbook.

Scheme of Delegation Key

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

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	Parent and Community Advisory Forum (PCAF)	Headteacher/ Head of School (e.g. via Heads meetings)
1.0 STRATEGY AND LEADERSHIP									
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				A	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 delegated limit)		A (up to delegated limit)	C			C
1.15	Establishment/Cessation or outsourcing of an extended school provision		M		A	C			R
1.16	Ensure Safeguarding Procedures are in Place		M		A/R	R	M		R
1.17	Ensure SEND Provision is in place		M		A/R		M		R

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	Parent and Community Advisory Forum (PCAF)	Headteacher/ Head of School (e.g. via Heads meetings)
1.18	Ensure Continuous Professional Development is in Place for Staff		M		A/R	C	M		R
1.19	Approval of INSET Days		M		A/R	C			C
1.20	Monitoring of Assaults on Staff		M		A/R				R
1.21	Ensure Website Compliance		M		A	R (HoDS)	M		R
1.22	Approval of Premises Management Programme			A (Finance)	C	R (HoE)			C
1.23	Ensuring Legal Claims are Dealt with Appropriately		A/R		C	C			R
1.24	Ensuring the Health and Safety of all		M		R	R (ALL)	M		R
1.25	Ensuring Equality for all – Trust Wide Policies and Objectives		A		R	C			M
1.26	Ensuring Equality for all – School Level Policies and Objectives				A		M		R

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	PCAF	HT/HOS (e.g. Heads meetings)
2.0 GOVERNANCE									
2.1	Appointment and Removal of Members	A/R	M		M				
2.2	Appointment and Removal of Directors (Non-CECET and Co-Opted)	A/R			M				
2.3	Appointment and Removal of Directors (CECET 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 the Chair of PCAF		A/R		C		C		
2.7	Appointment of PCAF representatives		A/R		C	C		C	
2.8	Removal of PCAF representatives		A/R		C			C	
2.9	Appointment/removal of School Advocates		A/R		C				C
2.10	Appointment of Emergency Governing Body		A/R		C				
2.11	Establishment of Trust Committee		A/R		C				
2.12	Appointment and Removal of Trust Committee Members		A/R						
2.13	Approve Trust Board and Committee Terms of Reference		A/R						
2.14	Setting of termly agendas for Trust Committees			A/R	C				
2.15	Approval of Training Programme for Trust Board and PCAF representatives		A		R/M				
2.16	Succession Planning (Governance)		A/R		C			C	
2.17	Conduct regular Trustee and PCAF skills audit		A/R		M				
2.18	Amendment of Articles of Association	A/R	C		C				
2.19	Annual report to Members on performance of the Trust		A		R				
2.20	Ensure published governance details are correct (GIAS)		A		R				R
2.21	Register of business and pecuniary interests published		A			R (CFO)			
2.22	Approve Scheme of Delegation, Including Financial Delegation and Authorisation Limits		A		R	C			

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	PCAF	HT/HOS (e.g. Heads meetings)
2.23	Review and Implementation of Trust Risk Register		A	R (Audit)	R	C			
2.24	Review and Implementation of School Risk Register				A	C			R

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

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	PCAF	HT/HOS (e.g. heads meetings)
4.0 BUDGET									
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 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	Executive Leadership Team	School Advocate	PCAF	HT/HOS (e.g. Heads meetings)
5.0 AUDIT									
5.1	Appointment and Removal of External Auditors	A			R	C			
5.2	Appointment and Removal of Internal Auditors		A		R	C			
5.3	Plan and Agree Programme of Internal Audit			A (Audit)		R (CFO)			
5.4	Response to the Audit Management Letter		A	R (Audit)	C	C			
5.5	Approval of Statutory Accounts		A	R (Audit)	C	C			M
5.6	Related Party Transactions reported to ESFA		A		R	C			
5.7	Ensure Compliance with Trust Financial Handbook (The 'Musts')		A	C (Audit)	R	R (CFO)			R

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	PCAF	HT/HOS (e.g. Heads meetings)
6.0 FINANCIAL REPORTING AND GOVERNANCE									
6.1	Statutory Financial Returns to ESFA and DfE		A		R	R (CFO)			
6.2	Approve changes to Trust Banking arrangements		A		R	R (CFO)			
6.3	Approve changes to the Financial Procedures Manual			A (Finance)		R (CFO)			
6.4	Preparation of Annual Report and Accounts		A		R	R (CFO)			
6.5	Monthly Financial Report to Chair of Trust and Trustees		M	M		A/R (CFO)			
6.6	Monthly Budget Monitoring					A/R (CFO)			C
6.7	Ensure appropriate insurance arrangements are in place		M		C	A/R (CFO)			
6.8	Authorisation of Annual Report and Accounts		A	R (Audit)	R	C			M
6.9	Monitor spending and Impact of Grant funding: <ul style="list-style-type: none"> Pupil Premium Sports Premium Catch Up Funding School Led Tutor Funding 				A	C	M		R
6.10	Approve the de-delegation or re-delegation of a school's budget where schools: <ul style="list-style-type: none"> Persistently bypass trust policies Fail to evidence VFM 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 CFO. 				A	R (CFO)			
6.11	Maintenance of Fixed Assets Register		A			R (CFO/HoDS)			C

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	PCAF	HT/HOS (e.g. Heads meetings)
7.0 HUMAN RESOURCES									
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		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		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 not within staffing structure				A/R	C			
7.13	Appointment of External Education Consultants		M		A/R	C			R
7.14	Chief Executive Officer performance management and pay progression			A/R (Pay)					
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				
7.17	Approve Teaching Staff Pay Progression in line with Terms of Reference			A (Pay)	R				C
7.18	Performance Management of Executive Leaders and Headteachers				A/R				
7.19	Performance Management of Other Staff				M	A/R			A/R
7.20	Central MAT Team Support Staff performance management and pay progression				A/R	R/C			

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	PCAF	HT/HOS (e.g. Heads meetings)
7.21	Disciplinary or Capability Measures Against Chief Executive Officer		A/R						
7.22	Disciplinary or Capability Measures Against Executive and Head Teachers		R		A/R				
7.23	Disciplinary or Capability Measures Against Other Staff				A/R	R			R
7.24	Approve Staff Restructure programme		A		R	C			C
7.25	Approve Terms and Conditions Restructure		A		R	C			M
7.26	Approve Staff Redundancy (within ESFA prescribed limits)		A		R	C			C
7.27	Approve Staff Dismissal (within ESFA prescribed limits)		A		R	C			C
7.28	Job Evaluation and role grading				A/R	R			C

No	Aspect	Members	Trust Board	Trust Committees	CEO	Executive Leadership Team	School Advocate	PCAF	HT/HOS (e.g. Heads meetings)
8.0 POLICIES									
8.1	Approval of Statutory Policies		A	R	C	C			
8.2	Approval of Non-Statutory Policies				A	R			R
8.3	Implementation of all policies and procedures				A		M		R

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

No	Aspect	Trust Board	Finance & General Purposes Committee	CEO	Deputy CEO/Executive Leaders	CFO Head of Estates Head of ICT	Headteacher/ Head of School	Deputy/Asst Headteacher
10.0 SIGNATORY AUTHORITY								
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	✓		✓				