

# Scheme of Delegation – Key Function Matrix

Approved: [August 2016]

To be reviewed: September 2017

Key:

- 1 Members
- 2 Trustees
- 3 Academy Council (LGB)
- 4 Executive (Executive Principal/  
Chief Finance Officer)
- 5 Principal

Key Function	No.	Task	1	2	3	4	5
Governance	1	Review and amend the Trust's Articles of Association	X				
	2	Change the name of the Trust	X				
	3	Wind up the Trust	X				
	4	Appoint and remove Trustees	X				
	5	Determine the educational character, mission and ethos of the Trust		X			
	6	Propose changes to the constitution, terms of reference and scheme of delegation	X	X	X	X	X
	7	Approve changes to the constitution, terms of reference and scheme of delegation	X	X			
	8	Appoint the Company Secretary and Clerk to the Trustees		X			
	9	Appoint the Chair and Vice Chair of the Board of Trustees		X			
	10	Appoint the Chair and Vice Chair of any subcommittee of the Board of Trustees		X			
	11	Appoint the Chair and Vice Chair of the Academy Council			X		
	12	Obtain legal /professional/ advice on behalf of the Trust				X	
		Obtain investment advice on behalf of the Trust		X			
	13	Obtain legal /professional advice on behalf of an Academy					X
	14	Monitor and respond to risk in accordance with Charities Statement of Recommended Practice FRS102		X			
	15	Approve Trust Policies		X			
	16	Implement Trust Policies				X	X
	17	Monitor the implementation of Trust Policies			X		
	18	Sell, purchase, mortgage or charge any land in which the Trust has an interest		X			
	19	Determine the division of executive responsibilities between the Trustees, Executive Principal and Chief Finance Officer		X			
Finance	20	Propose Trust budget for the financial year				X	
		Approve Trust budget for the financial year		X			
						X	

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		Propose revisions to Trust budget for the financial year					
		Approve revisions to Trust budget for the financial year		X			
		Propose an Academy budget for the financial year			X		
		Approve an Academy budget for the financial year		X			
		Propose revisions to an Academy budget for the financial year			X		
		Approve revisions to an Academy budget for the financial year		X			
		Ensure effective deployment of pupil premium at their Academy and to monitor its impact					X
		To enter into contracts within the terms of the financial scheme of delegation		X	X	X	X
		Make payments within the terms of the financial scheme of delegation				X	X
		Propose financial and procurement policies for the Trust				X	
		Approve financial and procurement policies for the Trust		X			
		Implement financial and procurement policies for the Trust				X	
		Appoint external auditors for the Trust	X				
		Appoint internal auditors		X			
Complaints/Quality Assurance		Liaise with OFSTED in respect of the Trust				X	
		Liaise with OFSTED in respect of their Academy					X
		Liaise with Department of Education in respect of the Trust				X	
		Liaise with Department of Education in respect of their Academy					x
		Hear parent/carer complaints					X
		Hear parent/carer complaint appeals			X		
Human Resources		Define any overarching management structures across the Trust		X			
		Propose changes to their Academy staffing structure (within agreed budget)					X
		Approve changes to an Academy staffing structure (within agreed budget)			X		

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		Propose changes to their Academy staffing structure (outside agreed budget)			X		X
		Approve changes to an Academy staffing structure (outside agreed budget)		X		X	
		Propose HR policies and procedures for the Trust			X	X	
		Approve HR policies and procedures for the Trust		X			
		Propose HR policies and procedures for their Academy (which are consistent with those of the Trust)					X
		Approve HR policies and procedures for an Academy (which are consistent with those of the Trust)			X		
		Implement HR policies and procedures within their Academy					X
		Maintain Single Central Record for Trust				X	
		Maintain Single Central Record for their Academy					X
		Appoint, suspend and dismiss the Executive Principal		X			
		Appoint, suspend and dismiss Executive staff		X			
		Appoint, suspend and dismiss the Principals				X	
		Appoint, suspend and dismiss leadership team staff				X	
		Appoint, suspend and dismiss non leadership team staff					X
		Participate in the appointment of Principal and leadership team staff			X		
		Consider applications for early retirement, secondment and leave of absence by Executive staff		X			
		Manage appeals relating to applications for early retirement and leave of absence by Executive staff		X			
		Consider applications for early retirement, secondment and leave of absence by their Academy staff					X
		Manage appeals relating to applications for early retirement and leave of absence by Academy staff				X	
<i>Performance Mgt/Appraisal</i>		Undertake performance review/appraisal of Executive Principal		X			

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		Undertake performance review/appraisal of Executive staff				X	
		Undertake performance review/appraisal of Principals			X	X	
		Undertake performance review/appraisal of leadership team staff					X
		Undertake performance review/appraisal of non-leadership team staff					X
<i>Discipline</i>		Impose a disciplinary sanction on the Executive Principal		X			
		Manage an appeal by the Executive Principal against disciplinary sanction	X				
		Impose a disciplinary sanction on Executive staff				X	
		Manage an appeal by Executive staff against disciplinary sanction		X			
		Impose a disciplinary sanction on a Principal			X	X	
		Manage an appeal by a Principal against disciplinary sanction		X			
		Impose a disciplinary sanction on leadership team staff					X
		Manage an appeal by leadership team staff against disciplinary sanction				X	
		Impose a disciplinary sanction on a non-leadership team staff					X
		Manage an appeal by non-leadership team staff against disciplinary sanction				X	
<i>Pay</i>		Determine the pay of the Executive Principal		X			
		Manage an appeal by the Executive Principal in respect of pay		X			
		Determine the pay of the Principals		X			
		Manage an appeal by a Principal in respect of pay		X			
		Determine the pay of leadership team staff		X			
		Manage an appeal by leadership team staff in respect of pay		X			
		Determine the pay of non-leadership team staff		X			
		Manage an appeal by non-leadership team staff in respect of pay		X			
<i>Health &amp; Safety</i>		Propose the Trust's Health & Safety policy				X	

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		Approve the Trust's Health & Safety policy		X			
		Implement the Trust's Health & Safety policy (within their Academy)					X
		Monitor efficacy of Trust's Health & Safety policy (within their Academy)			X		
		Propose a Risk Management Plan for the Trust				X	
		Approve a Risk Management Plan for the Trust		X			
		Propose a Risk Management Plan for their Academy			X		X
		Approve a Risk Management Plan for an Academy		X			
Premises and Insurance		Procure insurance premises related policies				X	
		Propose premises related policies			X		X
		Approve premises related policies		X		X	
		Implement premises related policies within their Academy			X		X
		Propose a premises and capital strategy for their Academy			X		
Educational performance & Curriculum		Approve an Academy's premises and capital strategy		X		X	
		Propose Trust Improvement Plan				X	
		Approve Trust Improvement Plan		X			
		Propose Academy Improvement Plan					X
		Approve Academy Improvement Plan				X	
	Review progress against Academy Improvement Plan			X			
		Propose Academy Curriculum Plan					X
		Approve Academy Curriculum Plan				X	
		Deliver Academy Curriculum Plan					X
		Propose performance and curriculum policies					X
		Approve performance and curriculum policies			X	X	
		Implement performance and curriculum policies					X
		Set targets for pupil achievement and progress					X
		Make provision for daily collective worship					X
		Approve times of Academy day and dates of Academy terms and holidays		X			
Admissions		Propose admissions policy for an Academy			X		

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		Approve admissions policy for an Academy		X			
		Make first instance admissions application decisions			X		
		Manage admissions applications appeals		X			
Discipline & Exclusions		Propose student behaviour and attendance policies					X
		Approve student behaviour and attendance policies		X			
		Monitor implementation of student behaviour and attendance policies			X		
		Exclude a student for more than 15 days or permanently					X
		Manage appeal against student exclusion			X		
Safeguarding		Propose Safeguarding and Child Protection policy for Trust				X	
		Approve Safeguarding and Child Protection policy for Trust		X			
		Appoint a designated safeguarding officer for the Trust				X	
		Appoint a lead safeguarding officer for the Academy			X		
		Appoint a designated safeguarding governor			X		
		Monitor implementation of the Safeguarding and Child Protection policy at their Academy			X		
		Appoint a designated teacher to support “looked after children” at their Academy					X
		Approve off site visits for pupils of more than 24 hours					X
SEND		Determine a SEND policy for the Trust		X			
		Monitor implementation of the SEND policy at their Academy			X		
		Make provision for SEND students at their Academy					X
		Appoint a designated teacher to be responsible for co-ordinating SEND provision at their Academy					X
		Liaise with Local Authority in respect of SEND students					X