



ALL SAINTS
Multi Academy Trust

Scheme of Delegation

Revised October 2019

Introduction

As a charity and company limited by guarantee, the Trust is governed by a Board of Directors/Trustees (referred to as the Trust Board) who are responsible for, and oversee, the management and administration of the Trust and the Academies run by the Trust.

The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the Trust and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

In order to discharge these responsibilities, the Trustees appoint people with appropriate skills and knowledge to serve on the Local Governing Body (LGB) which has been established to assist with the good governance of the Academy in accordance with clause 4.4 of this Scheme and Articles 100 - 104.

The purpose of the scheme of delegation is to set out clearly those decisions which are taken by the Trust Board, and those which are taken by a committee of the Trust Board, an employee of the Trust, or at LGB level.

The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of its Academies. This is both exercised through strategic planning and the setting of policy and is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Trustees have the power to direct change where required.

In making decisions, all parties must apply the seven principles of public life, as follows:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

(<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>)

Key

The following table provides an explanation of the symbols used within the decision matrix.

Symbol	Description
✓	Indicates a decision taken at Trust Level
✓	Indicates a decision taken at Local Level
A	Indicates advice/input by Trust or CEO in to a decision. It is anticipated that this advice will be followed unless there are exceptional circumstances.
A	Indicates advice/input locally in to a decision
<>	Indicates direction of advice

Area	Decision	Delegation						
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy HT / HoS
Governance framework								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	✓					
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/ specific roles/committee/council members: agree (Decision of the Trust Board with advice from the CEO)		✓			<A		
	Local Governing Body Members: elected (Decision of the Trust Board with advice from the LGB)		✓				<A	
	Board committee chairs: appoint and remove (Decision of the Trust Board, Finance & Business Committee and Pay Committee with advice from the CEO)		✓	✓	✓	<A		
	Local Governing Body Chairs: appoint and remove (Decision of the Trust Board with advice from the CEO)		✓			<A		
	Clerk to board: appoint and remove (Decision of the Trust Board with advice from the CEO)		✓			<A		
	Clerk to Local Governing Body: appoint and remove (Decision of Trust Board with advice from the CEO & LGB)		✓			<A>	<A	
Systems and Structures	Articles of association: review and agree (Decision of the Members with advice from the Trust Board & CEO)	✓	<A			<A		
	Governance structure (committees) for the trust: establish and review annually (Decision of the Trust Board with advice from the CEO)		✓			<A		

Area	Decision	Delegation							
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy HT / HoS	
Systems and Structures	Terms of reference for board committees and scheme of delegation for Local Governing Body: agree annually <i>(Decision of the Trust Board with advice from the CEO)</i>		✓			<A			
	Skills audit: complete and recruit to fill gaps <i>(For Trust Board - decision of the Trust Board with advice from the CEO. For the LGB - decision of the LGB with advice from the CEO & the HT/HoS at local level)</i>		✓			<A>	✓	A	
	Annual self review of Trust Board and committees: complete annually		✓						
	Annual self review of Local Governing Body: complete annually						✓		
	Chair's performance: each Chair to carry out 360 review periodically with their board		✓				✓		
	Trustee / Local Governing Body / council member contribution: review annually		✓				✓		
	Succession: plan <i>(For Trust Board - decision of the Trust Board with advice from the CEO. For the LGB - decision of the LGB with advice from the CEO & HT/HoS at local level)</i>		✓				<A>	✓	A
	Annual schedule of business for Trust Board: agree <i>(Decision of the Trust Board with advice from the CEO)</i>		✓				<A		
	Annual schedule of business for Local Governing Body: agree <i>(Decision of the LGB with advice from the CEO & HT/HoS at local level)</i>						A>	✓	A

Area	Decision	Delegation						
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy HT / HoS
Reporting								
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure <i>(For the Trust Board - decision of the Trust Board with advice from the CEO. For the LGB, decision of the LGB with advice from the HT/HoS at local level)</i>		✓			<A	✓	A
	Annual report on performance of the trust: submit to members and publish <i>(Decision of the Trust Board with advice from the CEO)</i>		✓			<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit <i>(Decision of the Trust Board with advice from the Finance & Business Committee & the CEO)</i>		✓	<A		<A		
	Annual report work of Local Governing Body: submit to trust and publish <i>(Decision of the LGB with advice from the HT/HoS at local level)</i>						✓	A
Being Strategic								
Being Strategic	Approval of policies set out in Appendix One <i>(Decision of the Trust Board with advice from the CEO & HT/HoS at local level)</i>		✓			<A		A
	Approval of policies set out in Appendix Two <i>(Decision of the Trust Board with advice from the CEO & HT/HoS at local level)</i>			✓		<A		A

Area	Decision	Delegation						
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy HT / HoS
	Approval of all other policies <i>(Decision of the LGB with advice from the CEO & HT/HoS at local level)</i>					A>	✓	A
	Central spend / top slice: agree <i>(Decision of the Trust Board with advice from the Finance & Business Committee and CEO)</i>		✓	<A		<A		
	Management of risk: establish register, review and monitor <i>(For the Trust Board - decision of the Trust Board with advice from the Finance & Business Committee, the Pay Committee & the CEO. For the LGB – decision of the LGB with advice from the CEO & HT/HoS at local level)</i>		✓	<A	<A	<A>	✓	A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine <i>(Decision of the Trust Board with advice from the CEO)</i>		✓			<A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine <i>(Decision of the Trust Board. Decision of the HT/HoS with advice from the CEO & LGB at local level)</i>		✓			A>	A	✓
	Chief executive officer: appoint and dismiss		✓					

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		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy HT / HoS
	Academy Headteacher : appoint and dismiss <i>(Decision of the Trust Board with advice from the CEO & LGB)</i>		✓			<A	<A	
	Other Appointments <i>(For Trust Board – decision with advice from the CEO, unless agreed by Chair. For LGB – decision with advice from CEO and HT/HoS unless agreed by Chair)</i>		✓ (unless agreed by Chair)			<A>	✓ (unless agreed by Chair)	<A
	Implementation of disciplinary policy up to, and including dismissal (except for CEO and Headteacher) <i>(Decision of the CEO with advice from the HT/HoS)</i>					✓		<A
	Budget plan to support delivery of trust key priorities: agree <i>(Decision of the Trust Board with advice from the Finance & Business Committee and CEO)</i>		✓	<A		<A		
	Budget plan to support delivery of school key priorities: agree <i>(Decision of the CEO with advice from the LGB & HT/HoS at local level)</i>					✓	<A	A
	Trust's staffing structure: agree <i>(Decision of the Trust Board with advice from the Finance & Business Committee, the Pay Committee and the CEO)</i>		✓	<A	<A	<A		
	School staffing structure: agree <i>(Decision of the CEO with advice from the LGB and HT/HoS at local level)</i>					✓	<A	A

Area	Decision	Delegation						
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy HT / HoS
Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree <i>(Decision of Trust Board, Finance & Business Committee and Pay Committee with advice from the CEO. Decision of the LGB with advice from the CEO and the HT/HoS at local level)</i>		✓	✓	✓	<A>	✓	A
	Reporting arrangements for progress on key priorities: agree <i>(Decision of the Trust Board with advice from the Finance & Business Committee, the Pay Committee and the CEO. Decision of the LGB with advice from the CEO and HT/HoS at local level)</i>		✓	<A	<A	<A>	✓	A
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of academy Headteacher : undertake <i>(Decision of the CEO with advice from the LGB)</i>					✓	<A	
	Performance management of the Clerk to the Trust Board: undertake <i>(Decision of the Chair of the Trust Board with advice from the CEO)</i>		✓ (Chair)				<A	
	Performance management of the Clerk to the LGB: undertake <i>(Decision of the Chair of the LGB with advice from the HT/HoS)</i>						✓ (Chair)	<A

Area	Decision	Delegation						
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy HT / HoS
	Trustee monitoring: agree arrangements <i>(Decision of the Trust Board with advice from the CEO)</i>		✓			<A		
	Local Governing Body member monitoring: agree arrangements <i>(Decision of the LGB with advice from the CEO and the HT/HoS at local level)</i>					A>	✓	A
	Local Governing Body overall performance monitoring: agree arrangements <i>(Decision of the Trust Board with advice from the CEO)</i>		✓			<A		
Ensuring financial probity								
Ensuring financial probity	Appoint Chief financial officer for delivery of trusts detailed accounting processes <i>(Decision of the Trust Board with advice from the Finance & Business Committee and the CEO)</i>		✓	<A		<A		
	Trust's scheme of financial delegation: establish and review <i>(Decision of the Trust Board and the Finance & Business Committee with advice from the CEO)</i>		✓	✓		<A		
	School's scheme of financial delegation: establish and review <i>(Decision of the Finance & Business Committee with advice from the CEO)</i>			✓		<A		
	External auditors' report: receive and respond <i>(Decision of the Trust Board with advice from the Finance & Business Committee and the CEO. Decision of the LGB with advice from the HT/HoS at local level)</i>		✓	<A		<A	✓	A

Area	Decision	Delegation						
		Members	Trust Board	TB F & B Committee	TB Pay Committee	CEO	LGB	Academy HT / HoS
	CEO pay award: agree				✓			
	Academy Headteacher pay award: agree <i>(Decision of the Trust Pay Committee with advice from the CEO, and the LGB at local level)</i>				✓	<A	A	
	Other pay awards <i>(Decision of the CEO with advice from the LGB and HT/HoS)</i>					✓	<A	<A
	Monitoring of the application of the Trust's pay progression procedure <i>(Decision of the Pay Committee with advice from the CEO)</i>				✓	<A		
	Benchmarking and trust wide value for money: ensure robustness <i>(Decision of the Finance & Business Committee with advice from the CEO)</i>			✓		<A		
	Benchmarking and academy value for money: ensure robustness <i>(Decision of the Finance & Business Committee with advice from the CEO and HT/HoS at local level)</i>			✓		<A		A
	Develop trust wide procurement strategies and efficiency savings programme					✓		
	Review and approve trust wide procurement strategies and efficiency savings programme			✓				
	Monitoring of financial performance compared to budget <i>(Decision of the Finance & Business Committee and the CEO with advice from the HT/HoS)</i>			✓		✓		<A

Appendix One – Policies Subject to Trust Board Approval

- Careers Education Guidance
- Risk Management
- Exclusions Policy
- Complaints Procedure
- Trustee / Governor Visits Policy
- Conflict of Interest
- Whistleblowing

Appendix Two – Policies Subject to Committee Approval

Finance and Business Committee

- Health and Safety
- Staff Restructuring
- Staff Attendance Policy and Procedure
- Use of Social Media
- Special Leave of Absence (Merge with attendance policy)
- Disciplinary Policy
- Lone Working
- Shared Parental Leave
- Financial Regulations
- Dignity in Work Policy
- Flexible Working Policy
- Grievance Procedure
- Asset Control Policy
- Trust Code of Conduct
- Staff Recruitment and Selection Policy
- Allegations Against a Member of Staff
- Driving at Work
- Cash Handling Policy (merge with Financial Regulations)
- Charging and Remissions Policy
- Gifts and Hospitality
- Investment and Reserves Policy
- Travel and Subsistence Policy
- Appraisal and Performance Management
- Capability Policy
- Data Protection / Freedom of Information
- Fraud Policy (merge with Financial Regulations)
- Stress Management Policy
- LGPS Discretions Policy
- Maternity Leave

Pay Committee

- Pay Policy