

Scheme of Delegation

Effective from March 2023



SOKE EDUCATION TRUST
SUSTAIN • EMPOWER • TRANSFORM

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 (MAT) and member schools.

The bodies may include:

1. Members
2. Board of Directors
3. Finance, Audit and Risk Committee
4. Achievement and Curriculum Committee
5. Chief Executive Officer
6. Local Governance Committee (LGC)
7. Soke Trust Team
8. Headteachers of individual schools

The delegated powers are broken down into different levels in line with the MAT's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the MAT 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)
- Implement (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.

MAT & School policies

A key task for the MAT Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are MAT or School policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify key MAT or School policies. To ensure consistency all statutory policies will be approved at Board level with non-statutory policies being developed within local academies and agreed with the Local Governance Committees.

Principles of Governance

The Board and Local Governance Committee will work collaboratively and in partnership at all times.

Good performing schools, with their Local Governance Committee will have maximum delegation of responsibility and decision-making responsibility unless statutory documents do not permit it.

The anchoring principles of the Trust must be maintained throughout all decision making whether this is at Board, Local Governance Committee or staff level. Where Local Governance Committees make recommendations to the Board, it should be noted that the Board, having delegated this to the Local Governance Committee must remain as the approving body to ensure compliance with the expectations detailed in the Articles of Association, Funding Agreement and Companies House regulations.

The Board will put in place effective arrangements for monitoring and evaluating the performance of the Local Governance Committee and its schools to ensure the Trust meets its core business function of providing quality teaching and learning to all its children.

The Board will consult the Local Governance Committees before putting in place any arrangements which directly affect them or an individual school and before taking any decisions on policy or procedural matters.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	Finance, Audit and Risk Committee	Standards Committee	CEO	LGC	Soke Trust Team	Headteacher	Staff Approvals
1.	Governance									
1.1.	Approve Trust vision and Values		A			R		D	C	
1.2.	Approve MAT Articles of Association	Members only	R							
1.3.	Approve MAT Board Terms of Reference		A			R		C		
1.4.	Approve MAT Scheme of Delegation		A			R	M	C		
1.5.	Approve new convertor or sponsored schools joining MAT	Subject to criteria and due diligence	A			R		P		
1.6.	Establish MAT Committees, including Local Governance Committees (LGC)		A	R		R		C		
1.7.	Suspension or removal of MAT Committees, including Local Governance Committees	In exception circumstances including where a committee acts outside of its terms of reference	A	R		R		C	C	
1.7	Approve MAT Committee Terms of Reference		A	I		R		C		
1.8	Approve Local Governance Committee Terms of Reference		A			C	R	C		
1.9.	Establish LGC sub- committees						I			
1.10.	Take decision to intervene in school governance		A			R				
1.11.	Appoint Chair of MAT Board		A							
1.12.	Appoint Chair and Vice Chair of LGC		A				R			
1.13.	Remove Chair Remove Vice Chair of LGC	In exceptional circumstances including where a person in office acts outside of its delegated responsibilities *	A*				A			
1.14.	Appoint LGC members	Trust Governors	A				R			
1.15.	Remove LGC members	In exceptional circumstances	A			C	R	C		
1.16.	Appoint (and remove) Clerk to MAT Board		A			R				

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1.17.	Appoint (and remove) Clerk to LGC		A			R	C			
1.18.	Appoint Accounting Officer		A							
1.19.	MAT Policy Matrix		A			R	M	P		
1.20.	MAT Governance Calendar		A			R		P		
1.21.	Approve Directors Expenses Policy	MAT Policy	A							
1.22.	Appoint a Company Secretary	Not mandatory	A							
1.23.	Trust website	Compliance		A		R		C/I		
2	Performance and Planning									
2.1.	MAT Strategic Plan		A/M			R		P		
2.2.	MAT 1 Year Plan		A/M			R		P		
2.3.	School Performance Targets				C	A	P/M		D	
2.4.	Decision to intervene in school management	*Not required but may do	A			R	P*			
2.5.	School Strategic Vision (aligned with MAT Strategic Plan)					A	P/M	C	D/I	
2.6.	School 1 Year Strategic Improvement Plan					A/M	P/M	C	D/I	
2.7.	MAT Staff Development Plan	Within MAT 1 Year Plan	M			A		C	C	
2.8.	School Staff Development Plan	Within School 1 Year Plan				A	C/M	C	R/I	
2.9.	MAT Inset Days					A	C		P	
2.10.	Pupil Premium Strategy					A	P/M		D	
3.	Employment Policies and Pay									
3.1	HR, Employment & Staff related policies	MAT Policies: See policy matrix	A			P	M	D/I	I	
3.2	Employee Terms & Condition changes		A	R		P		D/I	C	
3.3	Employee T&Cs for new schools		A	R		P		M/ C	D/C	
3.4	Teachers Annual Pay Award	MAT Policy	A	R		P		D		
3.5	Support Staff Annual Pay Award	MAT Policy	A	R		P		M/ C	DC C	
3.6	Additional payments to staff	MAT Policy	A	R		P		M/ C	D/C	
3.7	CEO Performance Review & Pay	MAT sub-group	A	R						
3.8	Trust Executive Performance Pay awards		A			R				

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3.9	Headteacher Performance Review & Pay	MAT/LGB sub-group	A			R	C/M			
3.10	Individual Performance Pay Awards	As per MAT policy				M			R	A
3.11	Gender Pay Gap Report			M		I		D		
3.12	Code of Conduct for all adults		A			R	P	C	C	
4.	Staff Management									
4.1	CEO appointment		A							
4.2	MAT staff structure & complement		A	R		P		C		
4.3	MAT central team appointments		A			R		C		
4.4	School staff structure & complement	Within School 1 Year Plan				A	C		R	
4.5	Headteacher appointment	Made by MAT/LGB recruitment panel (5 members inc CEO)	A			R	C			
4.6	Senior leadership appointments	Where post already exists				A	C		P	
4.7	Teaching and support staff appointments	Where post is additional to current school structure						C	P	A
4.8	Suspension of CEO		A							
4.9	Return of CEO after suspension		A							
4.10	Dismissal of CEO		A	C						
4.11	Suspension of Headteacher	As per policy	A	C		R	C			
4.12	Return of Headteacher after suspension	As per policy	A	C		R	C			
4.13	Dismissal of Headteacher		A	C		R	C			
4.14	Suspension of teaching and support staff					C	C		A	
4.15	Return of teaching and support staff after suspension					C	C		A	
4.16	Redundancy of school staff		A	C		R		C	P/D	
4.17	Redundancy of central staff team		A	C		R				
4.18	Restructuring of school staff		A	C		R	C	C	P/D	
4.19	Restructuring of central team		A	C		R				

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5.	Financial Management									
5.1	MAT & School Financial Regulations	MAT Policy		A		R				
5.2	Decision to intervene in school financial management		A			R	P			
5.3	Appoint MAT auditors	Appointed by members	R			P				
5.4	Appoint Internal auditors			A		P				
5.5	MAT 3 Year Budget Plan		A	R		P		C		
5.6	MAT In-Year Budget changes		A	R		P		C		
5.7	MAT services to schools		A	R		P	C	D		
5.8	MAT Charges to schools		A	R		P	C	C		
5.9	MAT Budget Reports		AM	RM		PM				
5.10	MAT Interim Year End Accounts			A		R				
5.11	Trustees Annual Report & Financial Statement		A	R		P				
5.12	MAT Accounts Return to EFSA	Accounting officer as CEO				A		C		
5.13	Response to Auditor's Management		A	R		P		C		
	Budget Forecast Return (BFR3Y)	*Delegated to CFO		A		R*				
5.14	School 3 year Budget		A	R/M		P	C	C	C	
5.15	School in-Year budget changes			A		C	C	C	P	
5.16	School Budget Reports			M		M		A	M	
5.17	School Interim Year End Accounts			A		R			M	
5.18	Asset Management Policy	MAT Policy	A	R		P		D		
5.19	Asset Management Plan			M		A		D	C	
5.20	MAT & School Finance Policies	MAT Policy		A		R				
5.21	Insurance Cover		A			P		D		
5.22	Internal Scrutiny Report		A	R		P				
6.	Financial Authorisation									
6.1	Expenditure or contracts up to Lower Limit	Limits as per Finance Regulations				A		A	A	

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6.2	Expenditure or contracts from Lower Limit to Upper Limit					A		R	P	
6.3	Expenditure or contracts from Upper Limit to OJEU limit	Limits as per Finance Regulations		A		R		C	P	
6.4	Expenditure over OJEU limit		A	C		R				
6.5	Compensation payments up to £50,000		A	C		R		C	P	
6.6	School entering into legal agreement such as external grant agreements, license to occupy, lessor agreement	CEO and CFO to act as legal signatories	M			A	R	A	P	
7. School Policies and Procedures										
7.1	School times, terms and holidays					A	C		D	
7.2	Change of School Age Range					A	C	C	P/D	
7.3	Expansion of School PAN	MAT is the admissions authority	A			R	C	C	P/D	
7.4	Extension of School provision					A	C	C	P/D	
7.5	Extended services on-site					C	A	C	R	
7.6	Child Welfare & Safeguarding Policy	MAT Policy	A			R	M	D		
7.7	School Statutory Policies	See policy matrix	A	A		C	A/M	C	P	
7.8	School non-Statutory Policies	See policy matrix	A	A		C	A/M	C	R	
7.9	Short-term Suspension					C			A	
7.10	Permanent Exclusions					C	A		R	
7.11	Appeals against Permanent Exclusion	Independent Panel	I							
7.12	Complaints Policy	MAT policy	A			R	M			
7.13	Complaints Appeals	Independent Panel	I							
7.14	Admissions Policy	School Policy	A			R	C/M	C	P	
7.15	Admissions allocation of places	As per Admissions policy							I	
7.16	Admissions Appeals	Independent Panel	I				C			
7.17	School prospectus					A	C/M		R/D	
7.18	School website	Trust team to monitor to ensure compliance				A	C/M	C	R/D	
7.19	School logo & branding	School branding				A	C/M	C	R/D	

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7.20	School uniform	Trust team to monitor to ensure compliance uniform regulations and compliant procurement				A	C/M	C/M	R	
7.21	Local Marketing Plan					A	C/M		P/D	