

Scheme of Delegation

This Scheme of Delegation applies across all partner schools in the Stephen Sutton Multi-Academy Trust (SSMAT). It is available on the SSMAT website and is accessible from our schools' websites.

POLICY APPROVAL and REVIEW

Review date: ***Sep. '18***

Approval needed by: ***Trust Board***

Adopted: ***Sep. '18***

Next review date: ***Sep. '19***



1. Introduction

- 1.1 This Scheme of Delegation sets out the delegated powers between the Trust Board, the Finance, Audit and Risk Committee and Local Governing Bodies within Stephen Sutton Multi-Academy Trust.
- 1.2 The delegated powers are consistent with the Trust's ethos and character and its principles of governance. The delegated level of authority for individual schools aligns with the Trust's need to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.
- 1.3 The different levels of delegated power and responsibility in relation to strategic decisions, policies and other key responsibilities and actions are considered to be:
 - *Approve;*
 - *Recommend for approval;*
 - *Accountable for;*
 - *Responsible for; and*
 - *Be involved in / consulted on the decision or process*
- 1.4 The Scheme of Delegation should be considered in conjunction with the Terms of Reference / Job Profile for the relevant bodies / officers.

2. Trust Policies

- 2.1 The following policies are Trust-wide policies that provide a clear basis for consistency across the academies in the Trust. In practice, for some policies, Local Governing Bodies will need to add some guidance notes specific to their context that will make the policy more operational for their school. Responsibilities in relation to these policies are outlined in the next section.
 - Admissions Policy
 - Safeguarding Policy
 - E-Safety Policy
 - Promoting British Values and Preventing Extremism and Radicalisation Policy
 - Health and Safety Policy
 - Educational Trips and Visits Policy
 - Procurement Policy
 - Data Protection (GDPR) Policy
 - Asset Management Policy
 - Risk Management Policy / Risk Register
 - Charging and Remissions Policy
 - Whistleblowing Policy
 - Staff Wellbeing Policy
 - Staff Code of Conduct
 - Staff Development and Succession Planning Policy
 - Expenses Policy
 - Records Management (GDPR) Policy
 - Equal Opportunities Policy
 - Equalities Duty: Objectives and Actions
 - Maternity, Paternity and Adoption Policy
 - Flexible Working Policy
 - Staff Recruitment Policy
 - Pay Policy
 - Staff Appraisal Policy
 - Staff Discipline Policy
 - Staff Bullying and Harassment Policy
 - Staff Grievance Policy
 - Staff Capability Policy
 - Managing Attendance at Work Policy
 - Restructuring and Redundancy Policy
 - Complaints Policy
 - Staff Handbook
 - Time Off (Non-Sickness) Policy
 - Business Continuity and Contingency Plan
 - Investment Policy
 - LGPS Employer Discretions Policy



3. Scheme of Delegation Matrix

App – Approve	Rec - Recommend for Approval	Acc - Accountable for
Res – Responsible for	Inv – Be Involved in, or Consulted on	Pro - Propose

		Trust Board	Fin., Audit & Risk Comm.	Exec. Director	Trust Bus. Manager	Local Gov Body	HT
1.	GOVERNANCE						
1.1	Articles of Association	Res/App – only Members					
1.2	Trust Board Terms of Reference	App		Res/Rec			
1.3	Scheme of Delegation	App		Res/Rec	Inv	Inv	
1.4	Setting values, vision and strategic aims for Trust	App		Res/Rec		Inv	
1.5	Contextualisation of vision for each school			Inv		App	Res/Rec
1.6	Trust Board committee structure and Terms of Reference	App		Res/Rec	Inv	Inv	
1.7	New schools joining Trust	App		Res/Rec	Inv	Inv	Inv
1.8	LGB Terms of Reference	App		Res/Rec	Inv	Inv	
1.9	Creation / composition of LGB sub-committees and Terms of Reference			Inv		App	Res/Rec
1.10	Appointment / removal of Members	Res/Acc – only Members					
1.11	Appointment / removal of Directors	Res/Acc					
1.12	Appointment of Trust Chair	Res/Acc					
1.13	Appointment / removal of LGB Chair	App				Res/Rec	
1.14	Appointment / removal of LGB Vice-Chair					Res/Acc	
1.15	Appointment of Audit and Risk Committee	Res / Acc			Inv		
1.16	Appointment / removal of Clerk to Trust Board	Res/Acc		Inv	Inv		
1.17	Appointment / removal of LGB Clerk					Res/Acc	Inv
1.18	Organisation of calendar of Trust Board meetings	App		Res/Rec	Inv		
1.19	Organisation of calendar of LGB meetings					App	Res / Rec
1.20	Register of pecuniary or business interests	Res/Acc				Inv	
1.21	Intervention in the leadership of an academy, where there are concerns	Acc		Res	Inv	Inv	
1.22	Preparation for, and organisation of, Trust-wide Ofsted inspection	Acc		Res	Inv	Inv	Inv
1.23	Preparation for school Ofsted inspection	Acc		Res	Inv	Acc	Res
1.24	Organisation of school Ofsted schedule of meetings			Inv	Inv	Acc	Res
1.25	Annual Report and Financial Statements	Acc App (Members)	Rec	Res	Inv	Inv	Inv
1.26	Risk Management Policy		App	Inv	Res/Rec	Inv	Inv
1.27	Risk Register		Acc	Inv	Res	Inv	Inv



		Trust Board	Fin., Audit & Risk Comm.	Exec. Director	Trust Bus. Manager	Local Gov. Body	HT
1.	GOVERNANCE (ctd.)						
1.28	Health and Safety Policy		App	Inv	Res/Rec	Inv	Inv
1.29	Health and Safety compliance			Inv	Inv	Acc	Res
1.30	Data Protection Policy		App	Inv	Res/Rec	Inv	Inv
1.31	Business Continuity and Contingency Plan		App	Inv	Res/Rec	Inv	Inv
1.32	Whistleblowing Policy		App	Res/Rec	Inv	Inv	Inv
1.33	Trips and Visits Policy		App	Res/Rec	Inv	Inv	Inv
2.	ACADEMIC PERFORMANCE, TEACHING AND LEARNING, CURRICULUM AND STUDENT WELFARE						
2.1	Trust Strategic Plan	App		Res/Rec	Inv	Inv	Inv
2.2	School Development Plan			Inv		App	Res/Rec
2.3	Key Performance Indicators for each school	App		Res/Rec	Inv	Inv	Inv
	<i>In practice, discussed and developed by HTs/key staff with Exec Dir.</i>						
2.4	Supplementary school KPIs (linked to School Development Plan)			Inv		App	Res/Rec
2.5	Trust Self-Review arrangements (inc. periodic school reviews - timing negotiated with HT, other than in exceptional circumstances)	App		Res/Rec	Inv	Inv	Inv
2.6	School Self-Review Policy and procedures			Inv		App	Res/Rec
2.7	Commissioning of additional school improvement support			Res/Acc	Inv		Inv
2.8	Curriculum Policy			Inv		App	Res/Rec
2.9	Teaching and Learning Policy			Inv		App	Res/Rec
2.10	PSHE Policy			Inv		App	Res/Rec
2.11	Safeguarding Policy	App		Res/Rec	Inv	Inv	Inv
2.12	Implementation of effective safeguarding arrangements			Inv	Inv	Acc	Res/Rec
2.13	Attendance Policy / Behaviour Policy			Inv		App	Res/Rec
2.14	Pupil Premium Policy			Inv	Inv	App	Res/Rec
2.15	Pupil Premium Report and Action Plan			Inv	Inv	App	Res/Rec
2.16	British Values Policy	App		Res/Rec		Inv	Inv
2.17	Promotion of British values in an individual school			Inv		Acc	Res/Rec
2.18	Fixed-term exclusions					Acc	Res
2.19	Permanent exclusions			Inv		Acc/App	Res/Rec
2.20	E-Safety Policy	App		Res/Rec	Inv	Inv	Inv
3.	STAFF (in liaison with HR provider)						
3.1	Pay Policy	App		Res/Rec	Inv	Inv	Inv
3.2	Changes to pay and conditions / collective agreements	App		Res/Rec	Inv	Inv	Inv
3.3	School staffing and pay structures			Inv	Inv	App	Res/Rec
3.4	Core Team staffing and pay structures	App		Res/Rec	Inv		
3.5	Teachers' annual pay award	App		Res/Rec	Inv	Inv	Inv
3.6	Support staff annual pay award	App		Res/Rec	Inv	Inv	Inv
3.7	Staff Appraisal Policy	App		Res/Rec		Inv	Inv
3.8	Appraisal of teachers and support staff					Acc	Res
3.9	Appraisal of Headteacher			Res		Acc	



		Trust Board	Fin., Audit & Risk Comm.	Exec. Director	Trust Bus. Manager	Local Gov. Body	HT
3.	STAFF (ctd.)						
3.10	Appraisal of Executive Director	Res/Acc – assisted by TIP					
3.11	Appraisal of Core Team	Acc		Res			
3.12	Staff Code of Conduct		App	Res/Rec	Inv	Inv	Inv
3.13	Staff Discipline Policy	App		Res/Rec	Inv	Inv	Inv
3.14	Staff pay progression			Inv		App	Res/Rec
3.15	Headteachers' pay progression			Res/Rec		App	
3.16	Executive Director's Pay Progression	Res/Rec – Pay Panel; App – Board					
3.17	Trust Core Team pay progression (inc. Trust Business Manager)	App		Res/Rec			
3.18	Staff Bullying and Harassment Policy	App		Res/Rec	Inv	Inv	Inv
3.19	Staff Grievance Policy	App		Res/Rec	Inv	Inv	Inv
3.20	Staff Capability Policy	App		Res/Rec	Inv	Inv	Inv
3.21	Managing Attendance at Work Policy	App		Res/Rec	Inv	Inv	Inv
3.22	Restructuring and Redundancy Policy	App		Res/Rec	Inv	Inv	Inv
3.23	Staff Recruitment Policy	App		Res/Rec	Inv	Inv	Inv
3.24	Appointment of Headteachers	App		Res/Rec		Inv	
		<i>In practice, interview process and decision involves TB and LGB reps</i>					
3.25	Appointment of SLT staff			Inv	Inv	App	Res/Rec
3.26	Appointment of teachers and support staff			Inv	Inv	App	Res/Rec
3.27	Appointment of Executive Director	Res/Acc					
3.28	Appointment of Trust Core Team	App		Res/Rec	Inv (as approp.)		Inv (as approp.)
3.29	Suspension of HT (and return after suspension) – initiated by LGB	Inv		Inv		Res/Acc	
3.30	Suspension of HT (and return after suspension) – initiated by Executive Director	Inv		Rec		Res/Acc	
3.31	Dismissal of HT– initiated by LGB	Res/Acc		Inv		Rec	
3.32	Dismissal of HT– initiated by Executive Director	Res/Acc		Rec		Inv	
3.33	Suspension of teachers and support staff (and return after suspension)			Inv	Inv	App	Res
3.34	Dismissal of teachers and support staff	*Represented for appeals		Inv	Inv	App	Res
3.35	Dismissal of Core Team (excluding Executive Director)	App		Res/Rec	Inv (as approp.)		Inv (as approp.)
3.36	Leaving payments (redundancy, dismissal and early retirement) - school staff	App		Inv	Inv	Res/Rec	Inv
3.37	Leaving payments (redundancy, dismissal and early retirement) - Core Team	App		Res/Rec	Inv (as approp.)		
3.38	Dismissal of Executive Director	Res/Acc					



		Trust Board	Fin., Audit & Risk Comm.	Exec. Director	Trust Bus. Manager	Local Gov. Body	HT
3.	STAFF (ctd.)						
3.39	Leaving payments (redundancy, dismissal and early retirement) - Executive Director	Res/Acc					
3.40	Flexible Working Policy	App		Res/Rec	Inv	Inv	Inv
3.41	Maternity, Paternity and Adoption Policy	App		Res/Rec	Inv	Inv	Inv
3.42	Staff Development and Succession Planning Policy	App		Res/Rec	Inv	Inv	Inv
3.43	Staff Handbook	App		Res/Rec	Inv	Inv	Inv
3.44	Time Off (Non-Sickness) Policy	App		Res/Rec	Inv	Inv	Inv
3.45	Staff Well-Being Policy	App		Res/Rec	Inv	Inv	Inv
3.46	Equal Opportunity Policy / Equalities Duty: Objectives and Actions	App		Res/Rec	Inv	Inv	Inv
3.47	Health and Safety Policy	App		Inv	Res/Rec	Inv	Inv
3.48	Trade Union relations – at Trust level	Acc		Res	Inv		
3.49	Trade Union Relations – at school level			Inv	Inv	Acc	Res
3.50	Appeals relating to pay and discipline	Res/Acc		Inv	Inv		
3.51	Job description framework	App		Res/Rec	Inv		Inv
3.52	Job profile details – school			Inv	Inv	App	Res
3.53	Job profile details – Core Team	App		Res/Rec	Inv		
3.54	Job profile details – Executive Director	Res/Acc					
4.	FINANCE AND PREMISES						
4.1	Financial Regulations		Acc	Inv	Res	Inv	Inv
4.2	Trust and school financial procedures		Acc	Inv	Res	Inv	Inv
4.3	Procurement Policy		App	Inv	Rec	Inv	Inv
4.4	Trust 3-Year Budget Plan	App	Rec	Res	Inv		
4.5	Trust 1-Year Budget Plan	App	Rec	Res	Inv		
4.6	Trust consolidated budget updates		App	Inv	Res/Rec		
4.7	Trust consolidated financial statements	App		Inv	Res/Rec		
4.8	Response to auditor’s management letter		App	Inv	Res/Rec		
4.9	Trust’s financial performance (monitoring)	Acc		Inv	Res		
4.10	School 3-Year Budget Plan	App		Res/Rec	Inv	Inv	Inv
4.11	School 1-Year Budget (not in deficit) and updates			Inv	Inv	App	Res/Rec
4.12	School 1-Year Budget (in deficit) and updates	App		Res/Rec	Inv	Inv	Inv
4.13	Expenditure or contracts up to £10K						App
4.14	Expenditure or contracts above £10K but below £25K				Inv	App	Res/Rec
4.15	Expenditure or contracts above £25K but below £50K – school budget			App	Inv	Rec	Res/Rec
4.16	Expenditure or contracts above £25K but below £50K – Core Team budget / Trust-wide			App	Res/Rec		



		Trust Board	Fin., Audit & Risk Comm.	Exec. Director	Trust Bus. Manager	Local Gov. Body	HT
4.	FINANCE AND PREMISES (ctd.)						
4.17	Expenditure or contracts over £50K – school budget		App	Inv/Pro	Inv	Rec	Res/Rec
4.18	Expenditure or contracts over £50K – Core Team Budget / Trust-wide		App	Rec	Res		
4.19	Disposal / write off of assets /debts up to £5K				Inv	App	Res/Rec
4.20	Disposal / write off of assets /debts above £5K but below £50K (AFH limit)		App	Inv/Pro	Inv	Rec	Res/Rec
4.21	Settlements / compensation payments up to £50K (AFH limit)		App	Inv/Pro	Res/Rec	Inv	Inv
4.22	Operating leases		App	Inv	Res/Inv/Rec (as approp.)	Inv/Rec (as approp.)	Inv/Rec (as approp.)
4.23	Insurance arrangements		App	Inv	Res/Rec	Inv	Inv
4.24	Lettings Policy and charges				Inv	App	Res/Rec
4.25	Charging and Remissions Policy		App	Inv	Res/Rec	Inv	Inv
4.26	Asset Management Policy and Plan		App	Inv	Res/Rec	Inv	Inv
4.27	Estates Management Policy and Plan		App	Inv	Res/Rec	Inv	Inv
4.28	Expenses Policy		App	Res/Rec	Inv		
4.29	Investment Policy		App	Res/Rec	Inv		
4.30	Local Government Pension Scheme Employer Discretions Policy		App	Res/Rec	Inv		
5.	OTHER POLICIES AND PROCEDURES						
5.1	Times of the school day			Inv	Inv	App	Res/Rec
5.2	School term dates	App		Pro/Inv	Inv	Rec	Rec/Con
5.3	Admissions Policy	App		Res/Rec	Inv	Inv	Inv
5.4	Allocation of student places			Inv		Acc	Res
5.5	Change in Planned Admission Number	App		Inv/Res/Pro	Inv	Rec/Inv	Rec/Inv
5.6	Extension of school provision (Significant change in nature, e.g. introduction of nursery provision)	App		Pro/Res/Rec	Inv	Rec/Inv	Rec/Inv
5.7	Complaints Policy	App		Res/Rec		Inv	Inv
5.8	Handling complaints relating to school	<i>On escalation</i>		<i>On escalation</i>		Acc	Res
5.9	Handling complaints relating to Trust	Acc		Res			
5.10	School prospectus			Inv	Inv	Acc	Res
5.11	Trust website	Acc		Res	Inv		
5.12	School website			Inv	Inv	Acc	Res
5.13	Trust logo and branding	App		Res/Rec	Inv		
5.14	School logo and branding			Inv	Inv	App	Res/Rec
5.15	School uniform			Inv	Inv	App	Res/Rec

Stuart Jones; Sep. '18