

# TEMPLEFIELDS MULTI-ACADEMY TRUST

## SCHEME OF DELEGATION

Updated July 2019

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	Fin Cttee	LGB	CEO	Ldr Grp	HT
<b>1.</b>	<b>Governance</b>							
1.1.	Approve Trust Articles of Association	Members only A	R					
1.2.	Approve Trust Board Terms of Reference		A					
1.3.	Approve Trust Scheme of Delegation		A	R	P	D	C	
1.4.	Approve new convertor academies joining MAT		A			R	C	
1.5.	Establish Trust Committees		A	P		C		
1.6.	Approve Trust Committee Terms of Reference		A	P		C		
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A		R			C
1.8.	Establish LGB sub-committees				A			P
1.9.	Appoint Chair of Trust Board		A					
1.10.	Appoint Chair and Vice Chair of LGB		A		R			
1.11.	Remove Chair and Vice Chair of LGB	In exceptional circumstances	A					
1.12.	Appoint LGB members				A			C
1.13.	Remove LGB Members	In exceptional circumstances			A			C
1.14.	Appoint (and remove) Chair(s) of Trust Committees	In exceptional circumstances	A					
1.15.	Appoint (and remove) Trust Committee members		A	P				
1.16.	Appoint (and remove) Clerk to Trust Board		A			P		
1.17.	Appoint (and remove) Clerk to LGB		A		R	C		P
1.18.	Appoint Accounting Officer		A					
1.19.	Trust governance calendar		A			R		
1.20.	Trust/Academy policy list		A	R	P	D	C	
1.21.	Approve Trustees Expenses Policy		A	R				
<b>2.</b>	<b>Trust &amp; Academy Performance, Curriculum and Teaching</b>							
2.1.	Trust Strategic Plan		AM			RM	I	
2.2.	Trust 1 Year Plan		AM			RM	I	
2.3.	Academy Performance Targets		M		AM	PM	C	D
2.4.	Academy Performance Review <i>e.g. SEF</i>		M		AM	RM	C	D
2.5.	Academy Strategic Plan				AM	R	DM	PI
2.6.	Academy 1 year plan				AM	R	DM	PI
2.7.	Academy Teaching & Learning policy				A	RM	D	CI
2.8.	Academy Curriculum policy				AM	RM	D	DI
2.9.	Academy Sex Education policy				A	R	P	DI
2.10.	Academy Religious Education policy				A	R	P	DI
2.11.	Academy SEN & Inclusion policy		M		A	R	P	DI
2.12.	Trust Staff Development Plan		A		D	R	D	CI
2.13.	Academy Staff Development Plan				A	C	D	RI
2.14.	Academy Inset Days				A	R	P	DI
<b>3.</b>	<b>Staff Policies and Pay</b>							
3.1.	Trust Pay & Remuneration Policy	Based on Essex Model policies	A	R	M	D	C	
3.2.	Trust Job Role Salary & Grading Policy		A	R	M	D	C	
3.3.	Trust Performance Management Policy		A	R	M	D	C	

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3.4.	Trust Disciplinary Policy	Based on Essex Model policies	A		M	R	C	
3.5.	Trust Grievance Policy		A		M	R	C	
3.6.	Trust Capability Policy		A		M	R	C	
3.7.	Trust Whistleblowing Policy		A		M	R	C	
3.8.	Trust Re-structuring / Redundancy Policy		A		M	R	C	
3.9.	Trust Recruitment Policy		A		M	R	C	
3.10.	Trust Employee Health & Safety Policy		A		M	R	C	
3.11.	Employee Terms & Conditions Changes	Trust policy	A	C		R	C	
3.12.	Terms & Conditions for new academies	Trust policy	A	C		R	C	
3.13.	Headteacher Annual Pay Award	Trust policy	A	R	P			
3.14.	Teachers Annual Pay Award	Performance Related			A	R	D	P
3.15.	Support Staff Annual Pay Award				A	R	D	P
3.16.	Individual Performance Pay Awards				A	R	D	P
<b>4.</b>	<b>Staff Management</b>							
4.1.	CEO appointment		A					
4.2.	Trust staff structure & complement		A			R	P	
4.3.	Academy staff structure & complement				A	R	C	P
4.4.	Headteacher appointment	Trust process	A		R	C		
4.5.	Senior leadership appointments				A	R	D	P
4.6.	Teaching and support staff appointments				A	C	D	R
4.7.	Suspension of CEO	As per policy	A					
4.8.	Return of CEO after suspension	As per policy	A					
4.9.	Dismissal of CEO	As per policy	A					
4.10.	Suspension of Headteacher	As per policy	A		R	P		
4.11.	Return of Headteacher after suspension	As per policy	A		R	P		
4.12.	Dismissal of Headteacher	As per policy	A		R	P		
4.13.	Suspension of teaching and support staff	As per policy			A	R	D	P
4.14.	Return of teaching and support staff after suspension	As per policy			A	R	D	P
4.15.	Dismissal of teaching and support staff	As per policy	A		R	D		P
4.16.	Redundancy of staff	As per policy	A		R	P	C	D
4.17.	Re-structuring of staff	As per policy	A		R	P	C	D
<b>5.</b>	<b>Financial Governance &amp; Management</b>							
5.1.	Trust / Academy Financial Regulations	CFO SUPPORT	A	R	M	P		
5.2.	Trust / Academy Financial Procedures	CFO SUPPORT	A	R	M	P		
5.3.	Appoint Trust auditors	CFO SUPPORT	A	R				
5.4.	Trust 3 year Budget Plan	CFO TO PREPARE	A	R		P	C	
5.5.	Trust 1 year Budget	CFO TO PREPARE	A	R		P	C	
5.6.	Trust Budget reports	CFO TO PREPARE	AM	RM		P	C	
5.7.	Trust Interim Year End Accounts	CFO TO PREPARE	A	R		P		
5.8.	Trust Annual Accounts	CFO TO PREPARE	A	R		M		
5.9.	Trustees Report	CFO TO PREPARE	A	R		M		
5.10.	Trust Academies Accounts Return to EFA	CFO TO PREPARE		A		M		
5.11.	Response to Auditor's Management Letter	CFO TO PREPARE	A	R		M		
5.12.	Academy 3 year Budget Plan	SBMs PREPARE	A	R	P	M	D	P
5.13.	Academy 1 year Budget	SBMs PREPARE	AM	RM	PM	M	D	P
5.14.	Academy Budget reports	SBMs PREPARE		AM	RM	M	C	P
5.15.	Academy Interim Year End Accounts	SBMs PREPARE	A	R	P	D	C	P
5.16.	Academy Accounts Return to EFA	CFO TO PREPARE		A		R		

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<b>6.</b>	<b>Financial Authorisation</b>							
6.1.	Expenditure or contracts up to Lower Limit	See Trust's Financial Regulations						A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit					A		R
6.3.	Expenditure or contracts from Upper Limit to OJEU limit			A		R		P
6.4.	Expenditure over OJEU limit		A	R		P		
6.5.	Compensation payments up to £50,000		A	C		R		
<b>7.</b>	<b>Academy Policies &amp; Procedures</b>							
7.1.	Academy times, terms and holidays				A	R	D	CI
7.2.	Change of Academy Age Range		A		P	C		
7.3.	Expansion of Academy PAN		A		R	C	D	P
7.4.	Extension of Academy provision		A		R	C	D	P
7.5.	Extended services on-site				A	R	D	P
7.6.	Child Protection				A	R	C	I
7.7.	Attendance Policy	Trust policy	A		P	R	D	CI
7.8.	Attendance Plan				AM	R	D	PI
7.9.	Pupil Premium Policy				A	R	C	I
7.10.	Pupil Premium Plan				AM	R	D	PI
7.11.	Academy Trips Policy				A	R	D	PI
7.12.	Pupil Behaviour & Discipline Policy				A	R	C	I
7.13.	Fixed-term Exclusion	As per policy			M			AI
7.14.	Return after short-term exclusion	As per policy			M			AI
7.15.	Permanent Exclusions	As per policy	A		R	D	C	P
7.16.	Appeals against Permanent Exclusion		I		D	C		
7.17.	Complaints Policy	Trust policy	A			R		
7.18.	Complaints Appeals		I		R	D		
7.19.	Admissions Policy	Trust policy	A		R	P		D
7.20.	Admissions Appeals				A	M		I
7.21.	Academy prospectus	Trust Style			A	C	D	R
7.22.	Trust/Academy website	Trust Style	AM		AM	C	D	R
7.23.	Trust/Academy logo & branding		A		A	R	D	P
7.24.	Academy uniform				A	R	D	P
<b>8.</b>	<b>Premises &amp; Assets</b>							
8.1.	Asset Management Policy	Trust policy	A	R	C	P	D	I
8.2.	Asset Management Plan		A	R	C	P	D	I
8.3.	Health & Safety Policy	Trust policy	A	R	C	P	D	I