

SUMMARY OF DELEGATIONS

The decision making and accountability matrix below describes the specific delegation of powers and responsibilities by the Trustees to the Local Governing Body referred to elsewhere in this Scheme of Governance and Delegation.

The ultimate responsibility for each power is indicated with an (X) in the appropriate cell. This person(s) may need to consult with another appropriate decision level which is indicated with an asterisk (*), however, the decision remains with the person indicated with an (X).

The Matrix will be reviewed annually. The Trustees shall therefore be entitled to adjust the Matrix as appropriate between each annual review where such continual review reveals matters which merit adjustment to achieve the effective operation of the School. The Chief Executive Officer and the Trustees will use their shared knowledge of the schools operated by the Trust to work proactively to ensure that the Schemes of Governance and Delegation is reactive to the needs of the school at any given stage. The Matrix will also be adjusted by the Trustees to the circumstances of the Academies. This could, in a situation where the education and welfare of young people is seriously jeopardised and/or weak governance is identified as a barrier to the School's improvement, involve the Scheme of Governance and Delegation and LGC being removed on a temporary basis.

Key:

Level A – Together Learning Trust

1. Decision to be taken by Members

2. Decision to be taken by the Board of Trustees (committee or individual trustee)

3. Decision to be delegated to the CEO / Central Support

Level B - 4. Decision to be delegated to the LGC or committee or individual governor

Key Function	No	Task	1. Members	2. Trustees	3. CEO / Central	4. LGC	5. Head/SLT
Governance	1	Approve changes to governance structures, Articles of Association or Funding Agreements, in line with the Academy Trust Handbook	X				
	2	Recommend changes to the trust's governance structure, Terms of Reference, Articles of Association and/or Funding Agreements		X			
	3	Recommend changes to the SoD				X	
	4	Approve changes to the SoD and ToR		X			
	5	Approve requests from other academies to join the trust		X			
	6	Recommend requests from other academies to join the trust			X		
	7	Appoint/dismiss Trustees	X				
	8	Appoint the chair of the BoT	X				
	9	Appoint the vice chair of the BoT		X			
	10	Appoint the chairs of any trust committees		X			
	11	Appoint up to 11 governors to each LGC				X	
	12	Appoint the chairs of the LGCs unsupported academies (see definition).				X	
	13	Appoint the chairs of the LGCs supported academies (see definition).		X			
	14	Elect the chairs of academy LGC committees				X	
	15	Appoint the Clerk to Trust and LGCs		X			
	16	Elect staff and parent governors				X	
	17	Designate link governors as appropriate e.g., Safeguarding, Pupil Premium, SEND.				X	
	18	Designate link trustees as appropriate i.e., Health & Safety, pupil premium, safeguarding			X		
	19	Oversee the consistency of performance of LGCs (via peer review)			X		
	20	Recommend suspension/dismissal governors of the LGC			X		
	21	Suspend and/or dismiss members of LGC			X		
	22	Set up Register of Business Interests for members	X				
	23	Set up Register of Business Interests for Trustees			X		
	24	Set up company registers, and report as required on Trust website and at companies house				X	
	25	Approve and set up Trust Expenses Policy			X		
	26	Appoint a Chief Executive Officer (CEO)/ Accounting Officer			X		
	27	Approve appointment of Trust Company Secretary			X		
	28	Appoint external auditors for trust	X				
	29	Appoint internal auditors or Responsible Person via Compliance (Finance/Audit) Committee			X		
	30	To hold a Full Governing Body meeting at least four times in an academy year (or more often if required)				X	
	31	Approve applications for significant changes to an open academy	X				
	32	Approve changes impacting the ethos and vision of the trust	X				
	33	Propose changes to Admissions Policy				X	
	34	Agree Admissions Policy			X		
	35	Propose PAN annually				X	
	36	Agree PAN annually			X		
Central Services	37	Determine the scope of central services delivered by the MAT			X		
	38	To ensure centrally provided services provide value for money			X		
	39	To identify those additional services to be procured on behalf of individual academies					X
	40	To propose any commercial venture (of educational or non-educational character) within the trust				X	
	41	To approve any proposed commercial venture (of educational or non-educational character) within the trust		X			

	42	To cease any commercial venture (of educational or non-educational character) within the trust				X		
	43	To monitor the impact (educational and financial) of any commercial venture within the trust and central services provided				X		
Curriculum	44	Responsibility to ensure a broad and balanced curriculum is delivered across member academies with strong outcomes and progress for all learners (Inc				X		
	45	Ensure National Curriculum (NC) taught to all pupils and consider any disapplication for pupils						X
	46	Establish and Implement Curriculum Policy						X
	47	Approval of Curriculum Policy					X	
	48	Responsibility for standards in Teaching and Learning						X
	49	Provision of Sex Education Policy						X
	50	Arrangements for daily collective worship						X
	51	Approve and monitor individual student targets and outcomes						X
	52	Accountability for standards of students' education and achievement			X		*	
	53	Responsibility for individual student education and achievement						X
Pupil Behaviour and Exclusions	54	Implement Behaviour Policy						X
	55	Approve Behaviour Policy - supported* academies.			X			
	56	Approve Behaviour Policy - unsupported* academies					X	
	57	Exclude a student for more than 15 days or permanently					X	
	58	Review exclusion upon appeal (following an Independent Panel hearing) – supported* academies			X			
	59	Direct reinstatement of excluded students - supported* academies			X			
	60	Review exclusion upon appeal (following an Independent Panel hearing) – unsupported* academies					X	
	61	Direct reinstatement of excluded students - unsupported* academies					X	
Extended Activities	62	To decide to offer additional activities (and what form these should take)					X	
	63	To cease providing extended academy provision					X	
	64	To implement the additional services provided						X
Finance	65	Prepare the school budget plan for the financial year					*	X
	66	Approve the formal School budget plan for the financial year			X			
	67	Approve consolidated trust budget plans for the financial year			X			
	68	Establish central budget charge to Trust schools for corporate/central services on an annual basis			X			
	69	Monitor the management accounts of the Trust on a monthly basis as per the Academy Trust Handbook			X			
	70	Monitor Central Trust expenditure / budget termly			X		*	
	71	Monitor schools' expenditure / budget termly					X	*
	72	Approve the Trust Financial Policies and Procedures			X			
	73	Establish a Trust Financial Policies and Procedures					X	
	74	Carry out financial processes in line with the Finance Policies						X
	75	Agree signatories for budget holders in each institution						X
	76	Appoint an Audit Committee			X			
Health and Safety and Estates	79	Approve Health and Safety Policies (including Fire Evacuation Procedures)				X	x	
	80	Recommend individual academy Health and Safety Policy (including Fire Evacuation Procedures)						X
	81	Implement Health and Safety Policy (including Fire Evacuation Procedures)						X
	82	Overview of Asset Register on an annual basis			X			
Compliance & Risk	83	Implement Trust Risk Management Plan				X		
	84	Implement School Risk Management Plan						X
	85	Monitor compliance of Trust and individual school websites			X			
	86	Monitor GDPR compliance of Trust and individual schools			X			
	87	Approve, monitor and review School Business Continuity Plans and Risk Register				X	x	*
	88	Approve Trust Business Continuity Plan and Risk Register			X			
	89	Oversee allocation of School Condition Allocation (SCA)			X			
Meals	84	Monitor and ensure lunch nutritional standards are met					X	
	85	Implement lunch nutritional standards						X
	86	Ensure provision of Free School Meals to those students meeting the criteria						X
Academy Organisation	87	Recommend academy day, term dates and holidays					X	
	88	Approve academy day, term dates and holidays			X			
	89	Approve academy prospectus				X		

	90	To prepare and publish the academy prospectus							X
	91	Adoption and review of Home-School Agreement							X
	92	Ensure each academy meets the minimum requirement of academy days in a year				*		X	
	93	Propose trust policies				X			
Policies and practices	94	Approve trust policies			X				
	95	Propose individual school policies							X
	96	Approve individual school policies						X	
	97	Provision of appropriate buildings and other insurance (including all liability cover)			X				
	98	Develop and propose trust capital strategy					X		
	99	Approve trust capital strategy			X				
	100	Develop and approve academy maintenance strategy					X	*	
Safeguarding	101	Ensure Safeguarding obligations are met across the Trust			X			*	
	102	To approve a Safeguarding Policy (*monitored by)			X			*	
	103	To implement a Safeguarding Policy							X
	104	Complete and maintain a Single Central Record							X
	105	Appoint a safeguarding governor						X	
	106	Institute a Health and safety Policy			X				
STAFFING									
Recruitment	107	CEO appointment (selection panel – ratification by full board)			X				
	108	Staff appointments to the MAT Central Team below CEO (selection panel chair*)			*		X		
	109	Headteacher/Head of School appointments (selection panel) *advisory capacity			*		*	X	
	110	Headteacher/Head of School appointments (selection panel) in a supported academy *advisory capacity			X		*		
	111	Deputy/Assistant Headteacher appointments (selection panel)						X	*
	112	Other teacher appointments (selection panel)						*	X
	113	Support staff appointments (selection panel)						*	X
Recruitment	114	Approve changes to Schools staffing structure unsupported academies (see definition above).					*	X	
	115	Approve changes to academy staffing structure supported academies (*Advisory capacity).			X		*		
Appraisal	116	Approve Appraisal (Performance Development) and Pay Policy			X				
	117	Conducting appraisal reviews (for CEO) with independent advisor support			X				
	118	Conducting appraisal reviews for MAT staff below CEO					X		
	119	Headteacher/Head of School Performance Management conducted by LGC with independent advisor support. CEO will provide information to support this process based on their overview of the school's performance within the Trust					*	X	
	120	Conducting appraisal reviews for other teachers* and support staff (*could also be undertaken by an experienced line manager)							X
Capability	121	Conducting capability hearing (for CEO)			X				
	122	Conducting capability hearing for MAT staff below CEO					X		
	123	Conducting capability hearing (for Headteachers)					*	X	
	124	Conducting capability hearing (for other staff in schools)							X
Disciplinary	125	Conducting disciplinary hearing - CEO (any sanction including dismissal)			X				
	126	Conducting disciplinary hearing – MAT staff below CEO (any sanction including dismissal)					X		
	127	Conducting disciplinary hearing – headteacher/head of school (any sanction including dismissal)			*		*	X	
	128	Conducting disciplinary hearing - other staff (any sanction including dismissal)							X
Suspension	129	Suspension of CEO			X				
	130	Suspension of MAT staff below CEO					X		
	131	Suspension of headteacher			X		X	*	
	132	Suspension of other staff in schools							X
	133	Lifting suspension of CEO			X				
	134	Lifting suspension of MAT staff below CEO					X		
	135	Lifting suspension of headteacher			X		X	*	
	136	Lifting suspension of other staff in schools							X
	137	Authorising termination/settlement payments (this could sit in another section i.e. finance?)			X		X	X	X
Grievance	138	Grievance issues raised against the CEO – formal stage			X				
	139	Grievance issues raised against staff in MAT below CEO – formal stage					X		

	140	Grievance issues raised against the headteacher – formal stage				X	
	141	Grievance issues raised against other staff in school – formal stage					X
Appeals	142	Hearing appeals (disciplinary, capability, grievance) from CEO		X			
	143	Hearing appeals (as above) for MAT staff below CEO		X			
	144	Hearing appeals (as above) from Headteacher				X	
	145	Hearing appeals (as above) from other staff in school				X	
	146	Hearing appeals (pay related) from all staff in trust schools		X			
PAY							
Ratification	147	Approve recommendation of pay uplift for CEO		X			
	148	Approve recommendation of pay uplift for MAT staff below CEO		X	*		
	149	Approve recommendation of pay uplift for headteacher/head of school (CEO advising) – Scales/Ranges		X		*	
	150	Approve recommendation of pay uplift for other staff in academies (not including headteacher)				X	*
Strategy	151	Approve and review progress of Trust Development Plan (TDP)		X			
	152	Approve and review progress of each School Development Plan (SDP)			*	X	
	153	Consider application for a school to join the trust		X			
	154	Agree the due diligence requirements regarding whether a school should join TLT		X			