

## Annex 3 – Delegations (Reviewed by MAT Board on Tuesday 13<sup>th</sup> July 2021)

In this Annex the phrases used have the following meanings:

**Consult:** the individual/group that should be consulted as part of the process of completing a particular task.

**Deliver:** the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the Executive Headteacher (“EHT”) this will be at Trust level. In the case of the Headteacher (“HT”) this will be at Academy level.

**Determine:** the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

**Develop:** the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

**Recommend:** the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the Executive Headteacher (EHT) they will be making recommendations to the Board and/or LGB (as appropriate), (ii) the LGB they will be making recommendations in relation to their Academy to the Board, Executive Headteacher and/or Headteacher (HT) (as appropriate) and (iii) the Headteacher (HT) they will be making recommendations in relation to their Academy to the EHT and/or LGB (as appropriate).

**Report:** the individual/group that has responsibility for reporting on the delivery of tasks. In the case of (i) the EHT they will be making reports to the Board and/or LGB (as appropriate), (ii) the LGB they will be making reports in relation to their Academy to the Board and/or EHT (as appropriate) and (iii) the HT they will be making reports in relation to their Academy to the EHT and/or LGB (as appropriate).

**Review:** the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of (i) the Board they will be reviewing the EHT and/or LGB (as appropriate), (ii) the EHT they will be reviewing the HT and (iii) the LGB they will be reviewing the HT and his leadership team.

**Comply:** the individual/group will follow agreed policies and procedures.

*To assist interpretation of the matters delegated the table below provides additional comment as appropriate.*

	Trustees	Executive Headteacher (EHT)	Local Governing Body (LGB)	Headteacher (HT)	
STRATEGY AND LEADERSHIP	Set strategic objectives of the Trust & Academies	Determine - for the Trust & Academies	Develop - in the case of the Academies in consultation with LGB & HT	Recommend	Consult - in the case of their Academy
	Deliver strategic objectives of the Trust & Academies	Review	Deliver	Review	Deliver
	Scrutiny - review & challenge progress of the Trust against its strategic objectives and KPIs	Review - progress of the Trust & Academies	Report Review - reports from the LGBs/HTs	Review - progress of the Academy Report - progress to the EHT & Board	Report - progress of the Academy to the LGB
	Compliance: Funding Agreement - comply with all obligations including the Academy Trust Handbook	Review	Deliver	Comply	Comply
	Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Review	Deliver Report - to Board	Review	Deliver Report - to LGB & EHT
	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Determine - policies to ensure compliance Review	Deliver Report - to Board	Review	Deliver Report - to LGB & EHT
	Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Determine - policies to ensure compliance		Deliver	

		Trustees	Executive Headteacher (EHT)	Local Governing Body (LGB)	Headteacher (HT)
STRATEGY AND LEADERSHIP		Deliver			
	Appointments of Trustees and Governors - ensuring processes in place for appointment of directors (including ensuring that the Trustees and Governors have the skills to run the Trust and the Academies)	<p>Determine - policies and criteria for the selection of Trustees and Governors</p> <p>Review - the Board's own performance</p> <p>Review - performance of the LGBs</p>	<p>Report - to the Board on the performance of the LGBs</p> <p>Review - annually the size, structure and composition and skill Determines of LGBs</p> <p>Recommend - if appropriate changes to the size and composition of the LGBs</p>	<p>Review - procedures for the election of staff and parent governors of the LGB</p> <p>Review - own performance</p>	
	Appointment of the Responsible Officer and Audit Committee	Deliver - appoint Responsible Officer and (if necessary) the Audit Committee	Deliver - the Responsible Officer role		
	Appointment of Clerk (Governance Professional)- Board and LGBs	Deliver - appoint the clerk (governance professional) to the Board & LGBs		Consult - in connection with the appointment of the LGB clerk (governance professional)	

	Trustees	EHT	LGB	HT
STRATEGY AND LEADERSHIP	Policies - review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	Determine	Deliver - presenting policies to the Board for approval  Report - material non-compliance to the Board	Review - all policies approved by the Board and Academy specific policies  Deliver - presenting Academy specific policies for approval by the LGB  Report - non-compliance to the LGB and the EHT
	Prepare terms of reference for LGB's and Committees	Deliver  Review - annually	Develop	
	Training programme for Trustees and Governors	Deliver	Develop	Deliver

	Trustees	EHT	LGB	HT	
EDUCATION AND CURRICULUM	Academy Development Plan - for each Academy in line with strategic aims of the Trust	Determine - the Academy Development Plan in consultation with the appropriate LGB	Deliver - drafting and agreeing the Academy Development Plan	Recommend - Academy Development Plan to the Board	Work with the EHT in producing the Academy Development Plan  Review - the Academy Development Plan
	Key Performance Indicators - setting and reviewing performance of the Trust & the Academies	Determine - Trust wide and Academy KPIs  Review - performance against KPIs	Consult - with the LGBs and propose KPIs to the Board  Receive reports - from the LGBs and report performance of the LGBs against KPIs	Recommend - targets for performance of the Academy to the EHT  Review - performance of the Academy and report to the EHT  Deliver - holding leadership to account for delivery against KPIs	Deliver - performance of the Academy against KPIs  Report - performance of the Academy to LGB

		Trustees	EHT	LGB	HT
EDUCATION AND CURRICULUM	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Review - the work of the EHT	Deliver - supporting the Academies and intervening where appropriate	Review - at the Academy	Review - management of staff to ensure teaching and learning objectives are met  Report- strengths and concerns in the quality of teaching to LGB
	Curriculum - setting the curriculum for the Academies and reviewing its effectiveness	Determine - curriculum and standards  Review - effectiveness of the curriculum across Trust	Deliver  Recommend	Consult  Review	Deliver
	Pupil Premium - reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Review	Report - to Board effectiveness of use of the Pupil Premium across Trust	Determine & Review - how Pupil Premium is spent at the Academy	Deliver  Report - on effectiveness of use of the Pupil Premium

	Trustees	EHT	LGB	HT	
EDUCATION AND CURRICULUM	Set admissions policy	Deliver	Develop		
	Admission decisions			Deliver	
	Collective workshop arrangements for school, without religious character			Review	
	Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)	Review	Review delivery	Receiving reports from the HT  Report any material issues to the Board and the EHT	Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies  Report - to the LGB on any material issues
	Academy Hours - setting the opening and closing times for the Academies	Determine - in consultation with LGBs		Consult - with the Board	Comply
	Term Dates and length of school day	Determine - in consultation with LGBs		Consult - with the Board	Comply
	School lunch - ensure provided to appropriate nutritional standards			Review	Deliver
	Provision of free school meals to those meeting criteria			Review	Deliver

		Trustees	EHT	LGB	HT
FINANCIAL	Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies so as to secure the Trust's financial health in the short term and the long term	Determine - in consultation with the LGBs	Recommend a funding model to the Board for approval Review	Consult - with the Board Review - compliance with the overall financial plan for the Academy	Comply
	Trust Annual Budget - formulating and setting the Trust wide budget	Determine	Deliver - on preparation of Trust budget and present to the Board for approval Review - submission of Trust budget to the ESFA		
	Academy Annual Budgets - formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)	Determine	Deliver - on preparation of Academy budgets in consultation with the LGBs and present to the Board for approval Review - submission of Academy budgets to the ESFA	Consult - with EHT in respect of the Academy's requirements Comply	Deliver Comply



	Trustees	EHT	LGB	HT	
FINANCIAL	Expenditure and ensuring delivery of Annual Budgets	Review	Report - to the board any material issues with delivery against the Annual Budget by the Academies  Receive reports - on matters of concern in connection with compliance with the Annual Budgets	Review  Report - to the EHT any issues with expenditure or compliance with the Annual Budgets by the Academy	Report - to the LGB any need for any matters of concern in respect of the Academy's annual budget
	Reporting: financial reporting and KPIs	Determine	Deliver	Review	Deliver
	Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the Academies	Determine	Deliver - on recommending financial limits to the Board  Review - effectiveness of limits	Review Delivery-Academy  Comply - adherence to limits	Comply - adherence to limits

	Trustees	EHT	LGB	HT	
FINANCIAL	Financial Policies -establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements	Determine	Review - compliance with policies  Report - any issues or non-compliance to the Board	Review delivery - compliance with policies  Report - any issues or non-compliance to the EHT	Deliver - compliance with finance policies
	Approving annual accounts	Approve	Deliver - arrange for auditing and filing of annual report and accounts	Comply - by keeping proper records in respect of the Academy and providing such information to assist the Trust in preparation of the Annual Accounts	
	Corporate Risk Register	Review delivery	Deliver - management of corporate risk register	Review - Academy risk register	Deliver - management of Academy risk register
	Investments - agreeing the investment policy in line with the Academy Trust Handbook and any internal polices and controls	Determine and review delivery	Deliver		

	Trustees	EHT	LGB	HT	
HR AND OPERATIONS	Appointing the EHT	Appoint			
	Appointing the HTs at each Academy	Approve -in consultation with the EHT/ LGBs	Recommend - sit on appointment panel along with two representatives of the relevant LGB	Recommend - two representatives to sit on the appointment panel with the EHT	
	Appointing of cross-Trust Staff (in line with recruitment policy)	Review	Appoint and report to the Board		
	Appointing Academy Staff		Appoint and report to the Board	Recommend (in consultation with EHT and HT)  Work with the EHT in appointing staff to the Academy  Recommend	
	Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine Review	Comply	Review	Comply
	Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations)	Review - in respect of EHT  Receive reports - in respect of appraisal arrangements and outcomes  Review - any appeals in respect of the HTs and	Review - in respect of HTs and cross Trust staff (and any appeals from Academy staff)  Review - and Report - (annually) to the Board on appraisal	Assure - in respect of performance management of HT  Review - any appeals respect of all other staff	Review - in respect of all other staff  Report - annually to the EHT on appraisal arrangements and outcomes

		cross academy staff	arrangements and outcomes		
		Trustees	EHT	LGB	HT
HR AND OPERATIONS	Setting Terms and Conditions of Employment and Staff Handbook	Determine - and consider any proposals by LGBs to make amendments	Recommend	Consult - report to Board on any suggested changes to the Academy's terms and conditions	Comply
	Dismissing EHT, HTs, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)	Review - in respect of EHT	Review - in respect of HTs, cross academy staff and senior leadership teams of the Academies Report - any dismissals to the Board	Review - in respect of the HT of the Academy	
	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		Review Report - to the Board	Review (in consultation with the EHT) Report - to the EHT	Comply
	Reviewing discipline and grievance policy	Review delivery	Recommend	Review - in line with Trust policy	
	Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academy Trust Handbook and the Trust's procurement policy	Determine	Deliver	Comply	Comply

	Trustees	EHT	LGB	HT	
HR AND OPERATIONS	Setting academy specific procurement policies - in accordance with the Funding Agreement, Academy Trust Handbook and the Trust's procurement policy	Determine	Review	Deliver - in accordance with Trust policy	Recommend
	Determining and allocating central services provided to the Academies by the Trust	Determine (in consultation with the LGBs)	Deliver- on recommending the allocation of services to the Board	Consult	Consult
	Overseeing the effectiveness of services provided centrally by the Trust	Review	Deliver and report to Board	Report - to the Board	
	Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained	Determine - Trust wide policy	Recommend	Determine - academy plan in accordance with Trust policy Review delivery of academy plan	Deliver - in accordance with Academy policy
	Acquiring and disposing of Trust land	Deliver	Recommend		
	Changing use of Assets	Deliver		Recommend to the Board of any changes to fixed assets used by the Academy	
	Arranging insurance for the Trust	Review	Deliver		

	Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Review	Deliver - Trust wide activities	Comply	Comply
		<b>Trustees</b>	<b>EHT</b>	<b>LGB</b>	<b>HT</b>
<b>HR AND OPERATIONS</b>	Academy Prospectus		Review	Deliver	Recommend
	Trust Prospectus and website	Review	Deliver		

Last approved: 13<sup>th</sup> July 2021

## Trust Policies

<a href="#">Abusive Parents Policy</a>	<a href="#">Privacy Notice (GDPR)</a>
<a href="#">All Staff Appraisal Policy</a>	<a href="#">Redundancy Policy</a>
<a href="#">All Staff Capability Policy</a>	<a href="#">Risk Management Policy</a>
<a href="#">All Staff Grievance Policy</a>	<a href="#">Safer Recruitment</a>
<a href="#">FPMAT All Staff Pay Policy</a>	<a href="#">Site Condition Allocation Prioritisation Policy</a>
<a href="#">FPMAT Credit Card Policy</a>	<a href="#">School Driving Policy and Procedures</a>
<a href="#">CCTV Policy</a>	<a href="#">Special Leave Policy</a>
<a href="#">Charging &amp; Remissions</a>	<a href="#">Sickness Absence (Staff)</a>
<a href="#">Complaints Policy</a>	<a href="#">Staff code of conduct</a>
<a href="#">Confidentiality Policy</a>	<a href="#">TOIL and banked hours (Associate Staff)</a>
<a href="#">CPD</a>	<a href="#">Travel &amp; Reimbursement Scheme (Policy)</a>
<a href="#">Data Protection</a>	<a href="#">Whistleblowing</a>
<a href="#">Debtors</a>	<a href="#">Flexible Working Policy</a>
<a href="#">Disciplinary Procedure</a>	
<a href="#">Disposal of Equipment</a>	
<a href="#">Educational Inclusion and Equality Policy</a>	
<a href="#">Finance Policy</a>	
<a href="#">Freedom of Information</a>	
<a href="#">Governor's code of practice</a>	
<a href="#">Health &amp; Safety</a>	
<a href="#">FPMAT Information Security Policy</a>	
<a href="#">Investments &amp; Reserve Policy</a>	
<a href="#">Long Service Award Policy</a>	
<a href="#">Mental Wellbeing</a>	
<a href="#">Premises Management Policy</a>	

### School-level Policies

Admissions Arrangements
Protection of Biometric Information of children in schools and colleges
Register of Pupils Admission to school and attendance
School information published on website
Newly Qualified Teachers
Single Central Record of recruitment and vetting checks
Statement of procedures for dealing with allegations of abuse against staff
Accessibility Plan
Child Protection Policy and procedures
Children with Health needs who cannot attend schools
Designated teacher for looked-after and previously look-after children
Early Years foundation stage (EYFS)
Special Educational needs and disability
Supporting pupils with medical conditions
Sex and relationships education
Behaviours in schools
School Exclusion
First Aid in Schools
Equality information and objectives (public sector equality duty) statement for publication
Register of business interests of headteachers and governors
Careers Guidance: details of your careers programme and a provider access statement