



FINHAM PARK
MULTI ACADEMY TRUST

Scheme of Delegation



FINHAM
PARK 2



Introduction

The Members and the Board of Trustees of Finham Park Multi Academy Trust ("The Trust") have legal responsibility and accountability for the Trust, its schools and their performance. This responsibility and accountability may not be delegated, but the Board may delegate powers and duties to other bodies. The Scheme of Delegation shows the Trust Board's responsibilities, and where powers and duties are delegated to other bodies involved in the governance and operation of the Trust and its academies. It also shows where anybody has a role in relation to the Trust's responsibilities.

- Trust Members
- The Board of Trustees
- Local Governing Bodies (LGB)
- The Chief Executive Officer (CEO) / Executive Headteacher who is, ex officio, the Trust's Accounting Officer
- Headteachers of individual academies

The delegated powers are broken down into different levels in line with the Trust's Declaration of Principles (page 5). The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency, Charities Commission, HMRC and Companies House as well as to our pupils and their parents and the wider communities of academies.

The different roles related to 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:

Determine (Det): 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;

Deliver (Del): 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 CEO/Executive Headteacher this will be at Trust level. In the case of the Headteacher this will be at Academy level;

Review (Rev): 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 CEO / EHT and/or LGB (as appropriate), (ii) the CEO / EHT they will be reviewing the HT and (iii) the LGB they will be reviewing the HT and his/her leadership team;

Consult (C): The individual/group that should be consulted as part of the process of completing a particular task.

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.

Governance Structure

Finham Park Multi Academy Trust

Members

There are 5 Members of the MAT; 2 are also Trustees



Members hold overall responsibility for the performance of the all schools in the Trust. Members appoint the Trustees

Trustees

There are 8 Trustees, including the Executive Headteacher



Trustees are responsible for monitoring the delegated responsibilities held at Local Governing Body (LGB) level

Schools Local Governing Bodies



LGBs consist of up to 12 Governors - The Headteacher who is appointed by the Trustees, 5-6 co-opted Governors (including the Chair of Governors) who are appointed by the Trustees, 2 staff Governors who are elected by staff and 2 or 3 parent Governors who are elected by parents

Variation in the Scheme of Delegation

Given that that the accountability for the performance, both educational and financial, of all Trust

School Performance	Scheme Arrangement
Good or Outstanding Ofsted category	Full or varied (reduced) scheme of delegation
Requires Improvement Ofsted category	May be varied (reduced) scheme of delegation
Inadequate Ofsted category	Varied (reduced) scheme of delegation
Sponsored (irrespective of Ofsted grade) school initial arrangement	Varied (reduced) scheme of delegation
Low and/or declining pupil outcomes	May be varied (reduced) scheme of delegation
Weaknesses in finances or governance	May be varied (reduced) scheme of delegation

The table on the following pages, therefore, sets out the full scheme of delegation that would apply to a strongly performing academy with no weaknesses in governance or finances.

Please note that the responsibilities allocated to the CEO include those that relate to his role as the Trust's Accounting Officer.

Declaration of Principles

While this scheme of delegation seeks to set out the responsibilities and delegated powers of bodies and individuals this declaration of principles sets out how those responsibilities should be undertaken. In our Trust it is just as important how delegated powers are carried (not just what is undertaken).

We respect the traditions and unique identities of each of our schools and while our schools serve very different students and communities, as a family of schools we share a common purpose and mission to increase opportunities and improve outcomes. We always seek to 'put students first' doing all we can to understand and respond to them in their context.

Our shared **Values** are:

Integrity Enjoyment Kindness Respect Teamwork Honesty

Kindness: We believe that every individual in the organisation, staff, pupils, parents and governors, should be treated with
Respect: We believe that every individual deserves to be treated with respect, in any situation.
Teamwork: We believe that co-construction is the bedrock of our work as a Trust. We will make the most of any
Honesty: We believe that it is everyone's right to be treated with honesty - and we expect this from all stakeholders in our
Integrity: We believe in 'doing the right thing because it is the right thing to do' and making the right choice for others,
Enjoyment: We believe that all stakeholders should 'enjoy the time of their lives' while they are part of our organisation and we will strive to ensure this is the case for every individual.

Our Vision

We aim to pioneer, innovate and deliver a "World Class" education for all our children from the age of 2-19.
We aim to exceed the highest national and international benchmarks for academic achievement, whilst ensuring young people develop a passion for learning in all its contexts and are ready to take their place as active members of our global community.
We will move beyond collaboration and into co-construction – ensuring our education is developed with and by all members to reflect the needs of our children, their families and the wider community.

Task Key: Determine (DET): 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; Deliver (DEL): 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 CEO/Executive Headteacher this will be at Trust level. In the case of the Headteacher this will be at Academy level; Review (REV): 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/her leadership team; Consult (C): The individual/group that should be consulted as part of the process of completing a particular task.						
	Notes	Members	Board of T	CEO (Exe	LGB	Headteach
1 Strategy & Leadership						
1.1	Setting Trust Values, Vision and overarching culture	REV	DEL			
1.2	Setting Trust Strategic objectives for the Trust & Academies		REV	DEL	REV	DEL
1.3	Deliver strategic objectives of the Trust & Academies		REV	DEL	REV	DEL
1.4	Scrutiny – review & challenge progress of the Trust against its strategic objectives	REV	DEL			
1.5	Compliance: Funding Agreement - comply with all obligations included in the Academy Trust Handbook	REV	DEL			
1.6	Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety	REV	DEL			
1.7	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		REV	DEL		
1.8	Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		REV	DEL		
1.9	Policies - review and approval of Trust Wide Policies		REV	DEL	C	C
1.10	Policies - review and approval of School-level Policies		REV		DET	DEL
1.1	Training programme for Trustees & Governors		DET	DEL		
2 Governance Operations						
2.1	Appoint (and remove) Members	DET				
2.2	Appoint (and remove) Trustees	DET				
2.3	Appoint Chair and Vice Chair of Trust Board		DET	C		
2.4	Appoint (and remove) Chair of LGB		DET		C	C
2.5	Appoint (and remove) Vice Chair of LGB		DET		C	C
2.6	Appoint (and remove) Chair(s) of Trust Committees		DET			
2.7	Appoint (and remove) Trust Committee members		DET			
2.8	Appoint (and remove) Governance Professional to Trust Board to advise on legal and procedural arrangements		DET			
2.9	Appoint (and remove) Clerk to LGB		DET		C	C
2.10	Establish Trust Board Committees		DET			
2.1	Trust Committee Terms of Reference		DET			
2.1	Scope, Remit and Composition of LGBs		DET			
2.1	Local Governing Body (LGB) Terms of Reference		DET			
2.1	Monitoring of the LGBs statutory duties (equal opportunities and safeguarding).		REV	DEL		
2.2	Strengthening local governance with variation to ToR or delegated powers and/or establishing a standards board		DET			
2.2	Calendar of Trust Board and LGB meetings		DET			
2.2	Decision on appropriate variation of delegation for each academy		DET			
2.2	Trust engagement with parents		DET	REV	REV	DEL
2.2	Appoint link trustee for safeguarding		DET			
2.20	Appoint link trustee for SEND		DET			
2.2	Engagement with Ofsted (Trust Reviews etc.)		REV	DEL	REV	DEL
3 Academy Performance, Curriculum and Teaching						
3.1	Academy Strategic Framework & Development Plans - for each academy in line with the strategic aims of the Trust			REV	DET	DEL

3.2	Key Performance Indicators - setting & reviewing performance of the Trust & its Academies			REV	DET	REV	DEL
3.3	Analysing the quality assurance of school leaders' judgement including school SEF			REV	DET	REV	DEL
3.4	Quality of teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes			REV	DEL	REV	DEL
3.5	Curriculum - setting the curriculum for the Academies and reviewing its effectiveness			REV	DET	REV	DEL
3.6	Monitoring the effectiveness of Trust Strategic Framework			REV	DEL		
3.7	Monitoring that a strong culture of safeguarding exists in each school			REV	DEL	REV	DEL
3.8	Monitoring the progress and attainment of current pupils (and pupil groups)			REV	DEL	REV	DEL
3.9	Pupil Premium Strategy and plan				DET	REV	DEL
4 Academy Operations (including Admissions)							
4.1	Academy times, terms and holidays			DET	DEL	C	C
4.2	Expansion of Academy (PAN)	Requires DfE (RSC) approval		DET	DEL	C	C
4.3	Reduction of Academy (PAN)			DET	DEL	C	C
4.4	Extension of age range			DET	DEL	C	C
4.5	Fixed term Exclusion					REV	DEL
4.6	Student issues - including attendance, suspensions, exclusions and other disciplinary matters for each academy			REV	DEL	REV	DEL
4.7	Admissions Policy			DET	DEL	C	C
4.8	Academy prospectus				C	REV	DEL
4.9	Academy website				C	REV	DEL
4.10	Trust and Academies Logo and Branding			DET	DEL	C	C
4.11	Academy uniform			DET	C	REV	DEL
4.12	Extended activities on-site (income generation)			REV		REV	DEL
5 Human Resources & Operations							
5.1	Establishing Trust-wide HR Policies (including recruitment, disciplinary, capability, grievance and sickness absence policies) in accordance with all regulations			DET	DEL	C	C
5.2	Pay and Remuneration Policy			DET	DEL	C	C
5.3	Changes to Employee Terms and Conditions or Collective Agreements			DET	DEL	C	C
5.4	Appraisal and Capability policies			DET	DEL	REV	DEL
5.5	Adoption of Transferring Policies and Collective Agreements			DET	DEL	C	C
5.6	CEO Pay Award			DET			
5.7	Staff Annual Pay Award – overall increase (cost of living)			DET	C		
5.8	Individual Headteachers' Performance Pay Progression Awards			DET	C		
5.9	Individual Performance Pay – academies			DET	DEL	REV	DEL
5.10	Individual Performance Pay Awards – central team			DET	DEL		
5.11	Other HR Policies (not related to performance management / pay)			DET	DEL		
5.12	Overall staff complement, structure and pay grades in line with approved budget and integrated business planning			DET	DEL	REV	DEL
5.13	Headteacher appointment			DET	DEL	C	
5.14	Other staff appointments			REV	DEL	REV	DEL
5.15	Disciplinary and Capability Procedures in relation to CEO	All staff covered under Capability policy / Disciplinary policy		DET			
5.16	Disciplinary and Capability Procedures in relation to Headteacher/Principal	All staff covered under Capability policy / Disciplinary policy		DET	DEL	C	
5.17	Dismissal of academy staff	All staff covered under Disciplinary policy		DET	C	REV	DEL
5.18	Dismissal of central MAT staff	All staff covered under Disciplinary policy		REV	DEL		
5.19	Response to requests for flexible working	Flexible working policy		REV	DET		DEL
5.20	Response to requests for early retirement	Redundancy Policy			DET	REV	DEL
6 Financial							
6.1	Funding model - agree a funding model, including individual funding model for academies			DET	DEL		
6.2	Trust and Academy Financial Policies including Trust Procurement Policy			DET	DEL		
6.3	Trust Budget Plan			DET	DEL		
6.4	Academy Annual Budget			DET	C	REV	DEL
6.5	Expenditure and ensuring delivery of Annual Budgets			REV	DEL	REV	DEL
6.6	Financial reporting & KPIs			DET	DEL	REV	DEL

6.7	Monitoring pupil premium spend inc. year 7 literacy and numeracy catch-up and PE and sport premium			REV	DEL	REV	DEL
6.8	Ensuring compliance with ESFA requirements (finance and governance)			DET	DEL		
6.9	Investment Priorities - Business Cases for Capital Projects and other investments in line with school improvement plans.			DET	DEL	C	C
6.10	Appoint auditors		DET	DEL			
6.11	Corporate Risk Register (Trust & Academy)			REV	DEL	REV	DEL
7 Central Services							
7.1	Scope of central services to be provided to academies within the academy trust			DET	DEL	C	C
7.2	Services to be contracted by the trust (procurement subject to Finance Regulations and Trust Handbook / delegated Authority)			DET	DEL	C	C
7.3	Overseeing the effectiveness of services provided centrally by the Trust			DET	DEL	C	C
8 Premises and Assets							
8.1	Asset Management Strategic Policy and Plan			DET	DEL		
8.2	Acquiring or disposing of land or buildings			DET	DEL	C	C
8.3	Entering/granting any leasehold or tenancy agreement for more than 3 years			DET	DEL	C	C
8.4	Entering into any finance lease			REV	DET	C	C

Academy trust governance guide (2024)

Statutory policies for trusts

This is not intended to be a complete list of policies. Unless otherwise stated in the relevant statutory or non-statutory guidance, it is up to boards to decide whether and how to delegate the Boards remain accountable for these documents and the policies and procedures contained within. The list includes a link to where trusts can find guidance and, where available, a model policy.

FPMAT Trust Policies are accessible to all staff in all of our schools via Sharepoint

Advice and model policies may also be available from sector organisations such as:

[National Governance Association](#)

[Confederation of School Trusts](#)

[GovernorHub](#)

[Catholic Education Service](#)

[Church of England Education Office](#)

Statutory policies for trust boards

Trust boards **must** have policies on:

[admissions arrangements – school admissions code](#)

[behaviour – keeping children safe in education, behaviour in schools](#)

[careers: provider access policy statement \(secondary education\) – careers statutory guidance](#)

[charging and remissions – charging for school activities](#)

[data protection privacy notice – data protection: privacy notice model documents](#)

[equality objectives – Equality Act 2010: advice for schools](#)

[health and safety – health and safety: advice for schools](#)

[premises management – good estate management for schools](#)

[relationships and sex education and health education – relationships and sex education \(RSE\)](#)

[safeguarding and child protection – keeping children safe in education](#)

[school attendance – working together to improve school attendance](#)

[school complaints – setting up an academies complaints procedure](#)

[school exclusions – school suspensions and permanent exclusions](#)

[school uniform – statutory guidance on cost of school uniforms and guidance on school](#)

[special educational needs and disability – SEND code of practice: 0 to 25 years](#)

[staff behaviour and grievance – staffing and employment: advice for schools and keeping](#)

[support for pupils with medical conditions – supporting pupils with medical conditions at school](#)

Review process

It is recommended that trust boards should review these policies annually. This is with the exception of the equality objectives policies which can be reviewed every 4 years

Trust Policies

Trust Policies are approved on the following basis of the table below with the person responsible listed.

CEO Mark Bailie, CFOO Rachel Canning, DED Liz Allton, HOE David Carter, HOHR Emily Bench, HOIT Jason Hart, GP Jacqui Waldron

Statutory Policies	Person	Review Cycle	Approval Board
Charging & Remissions	CFOO	1 year	FRR
Data Protection	CFOO	1 year	FRR
Complaints Policy - Schools Template	CEO	1 Year	Full Board
Complaints Policy - Central Team	CEO	1 Year	Full Board
All Staff Capability Policy	HOHR	3 Years	PAP
Disciplinary Policy	HOHR	4 years	PAP
All Staff Grievance Policy	HOHR	5 Years	PAP
Staff code of conduct	HOHR	1 years	PAP
FPMAT Allegations policy	HOHR	3 years	PAP
FPMAT All Staff Pay Policy	HOHR	1 year	PAP
Health & Safety	HOE	1 year	FRR
Premises Management Policy	HOE	2 years	FRR
Educational Inclusion and Equality Policy and Objectives	CEO	4 Years	Full Board
Governors Allowances (Schemes for Paying)		Recommend Annually	Part of FPMAT Finance Policy
Register of business interests of headteachers and governors	GP	Live Document	GovernorHub & Internal register for SLT

Other Policies - not on DfE Statutory List

Policy	Person Responsible	Review Cycle	Approval Board
Employment			
Abusive Parents Policy	CEO	2 years	Full Board
All Staff Appraisal Policy	HOHR	3 years	PAP
CCTV Policy	HOE	3 years	FRR
Confidentiality Policy	CEO	2 Years	Full Board
CPD	EDED	2 years	PAP
Data Breach Policy	CFOO	2 years	FRR
Data Retention Policy	CFOO	2 years	FRR
DfE Privacy Notice for Attendance Data Collection	HOIT	2 years	FRR
Finance Policy	CFOO	1 Year	FRR
Flexible Working Policy	HOHR	3 years	PAP
FPMAT Credit Card Policy	CFOO	1 year	FRR
FPMAT Information Security Policy	CFOO	2 years	FRR
Freedom of Information	CFOO	2 years	FRR
LGB Governor's Code of Conduct	CEO	1 year	Full Board
Member's and Trustee's code of conduct	CEO	1 year	Full Board
Long Service Award Policy	HOHR	3 Years	PAP
Mental Wellbeing	HOHR	3 Years	PAP
Occupational Driving Policy	HOE	1 year	FRR
Privacy Notice - Alumni	HOIT	2 years	PAP
Privacy Notice - Governors and volunteers	GP	2 years	Full Board
Privacy Notice - Candidates	HOHR	2 years	PAP
Privacy Notice - Pupils	HOIT	2 years	FRR
Privacy Notice - Pupils and Parents	HOIT	2 years	FRR
Privacy Notice - Staff	HOIT	2 years	PAP
Privacy Notice - Visitors and Contractors	HOE	2 years	FRR
Privacy Notice - Attendance Data Collection	EDED	2 years	STandards
Redundancy Policy	HOHR	3 Years	PAP
Risk Management Policy	CFOO	3 year	FRR
Safer Recruitment	HOHR	3 years	PAP
Sickness Absence (Staff)	HOHR	3 Years	PAP
Site Condition Allocation Prioritisation Policy	CFOO	3 years	FRR
Special Leave Policy	HOHR	3 years	PAP
Support Staff Appraisal Handbook	HOHR	3 years	PAP
Teaching Staff Appraisal Handbook	HOHR	3 years	PAP
TOIL Policy	HOHR	5 Years	PAP
Transportation of Pupils in Private Vehicles Policy and Declaration	HOE	3 years	FRR
Travel & Reimbursement Scheme (Policy)	CFOO	3 Years	FRR
Whistleblowing	HOHR	3 years	PAP

School Policies

School policies are recommended by the Head Teachers/Principals and approved by LGB.

* live documents only require LGB to record that the school leaders are following any new statutory guidance

DfE Statutory Policies for Schools and Academy Trusts

Updated 15 March

Policy / Document	Review Cycle	Approval Board
Accessibility Plan	Annually	LGB
Admissions Arrangements	Annually	LGB
Behaviour Principles Written Statement	Annually	LGB
Behaviour in schools	Annually	LGB
Careers Guidance: details of your careers programme and a provider access statement	Annually	LGB
Child Protection Policy and procedures	Annually	LGB
Children with Health needs who cannot attend schools	Annually	LGB
Designated teacher for looked-after and previously look-after children	Annually	LGB
Early Career Teachers (ECTs)	Annually	LGB
Early Years foundation stage (EYFS)	Annually	LGB
Equality information and objectives (public sector equality duty) statement for publication	4 years	LGB
First Aid in Schools	Annually	LGB
Protection of Biometric Information of children in schools and colleges	Annually	
Register of business interests of headteachers and governors	Live	Live Document
Register of Pupils Admission to school and attendance	Live	Live Document
School Exclusion	Annually	LGB
School information published on website	Live	Live Document
School Uniform Policy	Annually	LGB
Sex and relationships education	Annually	LGB
Single Central Record of recruitment and vetting checks	Live	Live Document
Special Educational needs and disability	Annually	LGB
Supporting pupils with medical conditions	Annually	LGB

Other Policies - not on DfE Statutory List

Policy / Document	Review Cycle	Approval Board
Capability of Staff		MAT
Charging and Remissions		MAT
Data Protection		MAT
Health and Safety		MAT
Premises Management documents		MAT
Register of business interests of headteachers and governors		MAT
School Complaints		MAT
Staff Discipline, conduct and Grievance (procedures for addressing())		MAT
Statement of procedures for dealing with allegations of abuse against staff		MAT

Staff Appointments

HR INTERVIEW AND APPOINTMENT PANELS	
Position	Minimum Panel Membership Note: This means the selection panel / process should include these people – the actual full panel membership is not restricted/limited to these people.
CEO	<input type="checkbox"/> Trust Board
CFO and other Executive Leadership Posts	<input type="checkbox"/> CEO <input type="checkbox"/> Minimum of 2 trustees
Headteacher / Principal (incl. Executive Principal / Associate Principal and commensurate)	<input type="checkbox"/> CEO <input type="checkbox"/> Minimum of 1 Local Governor and 1 Trustee <input type="checkbox"/> Wherever possible, the panel should include an independent advisor (or an education advisor from the DFE).
Directors of Education / School Improvement or Business Services (Trust-wide/Trust-Level senior posts)	CEO <input type="checkbox"/> At least 2 others determined by the CEO (typically the CFO and the chair or member of the FRR committee for business support posts and the Chair or other member of the STDs committee for education leadership posts).
Deputy Heads / Deputy Principals or other senior staff who may deputise for the principal.	<input type="checkbox"/> Headteacher/Principal <input type="checkbox"/> CEO or CEO's nominated representative <input type="checkbox"/> At least one member of the LGB (and typically a member of the STDs committee).
Assistant Heads / Assistant Principals	<input type="checkbox"/> Headteacher/Principal <input type="checkbox"/> CEO or CEO's nominated representative <input type="checkbox"/> At least one member of the LGB.
Head of Department / Faculty	<input type="checkbox"/> Headteacher/Principal <input type="checkbox"/> at least 2 others as determined by the headteacher/principal.
TLR Posts	<input type="checkbox"/> Headteacher/Principal (or nominated representative) <input type="checkbox"/> at least 2 others as determined by the headteacher/principal
All other Teaching and non-teaching posts	<input type="checkbox"/> Headteacher/Principal (or nominated representative) <input type="checkbox"/> at least 2 others as determined by the headteacher/principal.

New Posts and Accelerated Progression

AUTHORITY FOR NEW POSTS / ACCELERATED PROGRESSION	
All new posts	Require written approval from the CEO
Accelerated progression >1 scale point	Requires approval from the CEO and relevant Pay Committee giving due regard to relevant pay and performance management appraisal policies.

