



## **Scheme of Delegation**

## Scheme of Delegation

**Document Control**

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Document author	CEO, Steve Mitchell	
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**Version Control - see end of document**

## Scheme of Delegation

Aspirational Futures Multi Academy Trust is a charitable trust, with the Department for Education as its principal regulator. The Members and the Board of Trustees have legal responsibility and accountability for the trust, its academies and their performance. This responsibility and accountability may not be delegated, but the board may delegate duties and decisions to other bodies.

The Articles of Association determine how members and trustees are appointed and removed, the roles and responsibilities they have, how trust meetings are held and the powers the trust has to further its charitable purposes. The Articles of Association can be found on the trust's website and at Companies House.

This Scheme of Delegation shows which body has delegated responsibilities for these duties and decisions based on the RACI model.

The bodies comprise:

- **Members;**  
Members have an overview of the governance arrangements of the trust and have the power to amend the Articles of Association and appoint and remove member-appointed trustees. They appoint the auditors and hold the board of trustees to account. Their objectives include the advancement, for the public benefit, of education by establishing, managing and developing schools/academies and offering a broad and balanced curriculum.
- **Board of Trustees;**  
The board is the legal governing body of the trust. They set out strategy and policy in key areas which are then applied within and across all academies within the Aspirational Futures Multi Academy Trust through the organisational framework and Scheme of Delegation to local governance arrangements. The Company Secretary is the Chief Financial Officer (CFO). The board ensures the trust complies with the Articles of Association, trust law and charity law. The board has the power to form committees to carry out specific functions on behalf of the board or to delegate responsibilities to each individual academy's Local Governing Board. The board of trustees holds the CEO to account for the overall performance of the trust and its schools. As per the trust's Articles of Association, the trustees shall appoint the Chief Executive Officer and the headteachers of the academies in the trust.
- **Chief Executive Officer (CEO)**  
The CEO is the Accounting officer and the most senior executive leader in the trust and has a significant amount of delegated responsibilities. The CEO is accountable to the board of trustees and is responsible for the performance of the trust and the individual academies. Line management of the Executive Leadership Team (unless delegated to another executive leader) and the individual headteachers lies with the CEO. The CEO is expected to implement the strategic priorities of the board of trustees, lead on growth of the trust, represent the trust and oversee all operations of the trust.

## Scheme of Delegation

- Executive Leadership Team

- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- Chief Operating Officer (COO)

- Local Governing Board (LGB)

Each school within the trust has its own LGB with certain responsibilities delegated to it by the trustees. Governors serving on the LGB will only consider their respective school and work alongside the headteacher on school improvement priorities. Governors will be required to challenge senior leaders within their respective schools, attend pupil disciplinary meetings and be involved in any complaints lodged against the school. Recommendations from the LGB may be made to the board of trustees in line with this Scheme of Delegation.

- Academy Leadership

Every school in the trust will be led by its own senior leadership team and headteacher. They have responsibility for the daily operational management of the school and comply with the trust's policies, procedures, ethos and values. If a new school wishes to join our trust, it is expected that the senior leadership team would remain the same, unless the school is being sponsored by the trust. As a sponsor, Aspirational Futures may take on schools judged as *requires improvement* or *inadequate* by Ofsted. The leadership of a sponsored school will be decided by the CEO in consultation with the board of trustees and this Scheme of Delegation clearly shows how the headteacher will work in consultation with the CEO. The CEO will decide when the sponsored school's senior leaders have the capacity to take on greater responsibility and autonomy, such as sustained evidence of improvement or following an Ofsted inspection when the school is judged to be *good* or better.

The delegated responsibilities for duties and decisions are broken down into different levels in line with the trust's principles of governance. 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 & Skills Funding Agency, Charity Commission, HMRC, Companies' House as well as to our pupils, students and their parents and carers and the wider communities of academies.

The different levels of delegated duties and decision making are listed below, but it should be noted that not every task requires all levels of delegation to be defined.

## Scheme of Delegation

<b>Accountable</b>	<b>The person who makes the final decision and has the ultimate ownership.</b>
<b>Responsible</b>	<b>The person who is assigned to do the work.</b>
<b>Consulted</b>	<b>The person who must be consulted before the final decision or action is taken.</b>

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.

## Scheme of Delegation

Accountable		Responsible		Consulted					
ID	Description	Notes		Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>1.0</b>	<b>Governance</b>								
1.1	Appoint/remove members			A/R					
1.2	Articles of Association: review				A/R				
1.3	Articles of Association: ratify			A/R					
1.4	Review/approve trust Scheme of Delegation				A	R			
1.5	Approve new academies joining the trust				A	R			
1.6	Appoint/remove Chair and Vice-Chair of trust board				A/R				
1.7	Appoint/remove Member appointed trustees			A/R	C	C			
1.8	Appoint/remove trust board chairs				A/R				
1.9	Appoint/remove trustees				A/R				
1.10	Establish and review trust governance structure				A/R				
1.11	Agree named safeguarding trustee				A/R				
1.12	Agree named SEND trustee lead				A/R				

## Scheme of Delegation

Accountable		Responsible		Consulted					
		Notes		Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
1.13	Agree named CEIAG trustee lead				A/R				
1.14	Appoint/remove trust governance professional				A	R			
1.15	Commission external review of board effectiveness every 3 years			C	A/R	C			
1.13	Agree committee clerking arrangements				A/R		C		
1.14	Determine calendar of trust board meetings				A	R			
1.15	Determine calendar of LGB meetings						A	R	R
1.16	Agree committee Terms of Reference				A/R	C	C	C	C
1.17	Appoint/remove LGB chairs				A		R		
1.18	Appoint/remove LGB members				A		R		
1.19	Complete annual review of Scheme of Delegation				A	R			
1.20	Complete annual trust board self-review				A/R				
1.21	Complete review of local governance			C	A	C	R		
1.22	Publish governance arrangements on trust and schools' websites				A	R		R	R

### Scheme of Delegation

Accountable		Responsible		Consulted					
			Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
1.23	Annually report work of academy committee; submit to trust and publish				A	C	R	C	C
1.24	Determine powers of chair in urgent situations (Chair's Action)				A/R				



## Scheme of Delegation

Accountable		Responsible		Consulted				
2.0	Vision and strategy	Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
2.0	<b>Vision and strategy</b>							
2.1	Determine trust's vision, strategy and key priorities			A/R	R	C	C	C
2.2	Apply trust vision and strategy to individual schools			A	R	C	C	C
2.3	Determine trust-wide policies which reflect the trust's ethos and values			A	R			
2.4	Determine school level policies			A	C	C	R	R
2.5	Establish risk register and conduct regular review			A	R			
2.6	Ensure engagement with stakeholders			A	R	R	R	R
2.7	Agree Data Protection policy (and privacy notice)			A	R	C	C	C

## Scheme of Delegation

Accountable		Responsible		Consulted					
				Notes					
				Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>3.0</b>	<b>Education</b>								
3.1	Approve appropriate curriculum and curriculum policy				A	R		C	C
3.2	Curriculum (Intent, Implementation, Impact)					A	R	R	R*
3.2	Quality Assurance of teaching and learning				A	A	R	R	R*
3.3	Delivery of curriculum					A		R	R*
3.4	Set targets for trust outcomes				A	R			
3.5	Plan and deliver school improvement interventions and strategies					A	C	R	R*
3.6	Agree trust behaviour policy					C	A/R	C	C
3.7	Implement behaviour policy					A		R	R
3.8	Review permanent exclusions and suspensions					A/R		R/C	
3.9	Agree admissions policy					A	R	C	C
3.10	Admissions appeal process					A	R	C	C
3.11	Determine complaints policy					A/R	C	C	

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Accountable		Responsible		Consulted					
			Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
3.12	Implement complaints policy				A	R	R	R	R
3.13	Review complaints at panel stage				A/R		R		
3.14	School day, term dates, holidays						A	R	R
3.15	Changes to PAN		*in consultation with CEO		C	A	R	R	R*
3.16	Academy website, logo, branding, uniform					C	A	R	R*
3.17	School lunch – ensure it’s provided to appropriate nutritional standards							R	R
3.18	Provision and funding for free school meals to those meeting criteria							R	R
3.19	Pupil premium/sports premium: determine and monitor use of				A	C	R	R	R
3.20	Agree relationships education (primary) and relationships and sex education (secondary)				A	R	C	C	C
3.21	Ensure provision of religious education				A	R	C	C	C
3.22	Ensure delivery of collective worship				A	R	C	C	C
3.23	Agree Safeguarding and Child Protection policy				A	R	C	C	C
3.24	Agree policy for pupils with SEND				A	R	C	C	C

### Scheme of Delegation

Accountable		Responsible	Consulted						
			Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
3.25	Agree Equality information and objectives (public sector equality duty) statement and monitor delivery				A/R	R	C	C	C

### Scheme of Delegation

Accountable		Responsible	Consulted						
			Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>4.0</b>	<b>Community</b>								
4.1	Developing stakeholder partnerships across the trust				A	R	C	C	C
4.2	Developing stakeholder partnerships at school level					C	A	R	R

## Scheme of Delegation

Accountable		Responsible		Consulted						
5.0	Human Resources	Notes			Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
5.0	<b>Human Resources</b>									
5.1	Appoint/dismiss CEO/accounting officer				A/R					
5.2	Performance manage CEO				A/R					
5.3	Agree CEO pay and reward				A/R					
5.4	Conduct executive team performance management					A/R				
5.5	Conduct headteacher performance management					A/R	C			
5.6	Agree headteacher pay and reward					A/R	C			
5.7	Review and agree staff appraisal procedure and pay progression				A	R		C	C	
5.8	Determine executive team staffing structure				A	R				
5.9	Determine school staffing structure		*with CEO/Board approval		C	A	C	R	R*	
5.10	Headteacher appointments and dismissal				C	A/R	C			
5.11	Trust wide pay policy, terms and conditions of employment				A	R				
5.12	Determine disciplinary and capability policies				A	R				
5.13	Implement disciplinary and capability procedures for the CEO				A/R					

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Accountable		Responsible		Consulted					
			Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
5.14	Implement disciplinary and capability procedures for the central team				A	R			
5.15	Implement disciplinary and capability procedures at school level, including dismissal				A	C	C	R	R
5.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)				A/R	C			
5.17	Agree Whistleblowing policy				A/R				

## Scheme of Delegation

Accountable		Responsible		Consulted				
				Notes				
		Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)	
<b>6.0</b>	<b>Finance and estates</b>							
6.1	Appoint/remove external auditors	A/R	C					
6.2	Appoint and performance manage chief financial officer		A	R				
6.2	Produce trust's scheme of financial delegation		A	R				
6.3	Receive external auditors report	A/R						
6.4	Action recommendations made by external auditors		A	R		R	R	
6.5	Appoint/remove internal auditors		A	R				
6.6	Action recommendations made by internal auditors		A	R		R	R	
6.7	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		A	R				
6.8	Submit ESFA required reports and returns		A	R				
6.9	Agree budget plan to support delivery of trust strategic priorities		A	R				
6.10	Agree budget plan to support delivery of school strategic priorities		A	R	C	R	R	
6.11	Monitor trust budget		A	R				



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		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
6.12	Carry out benchmarking and trust-wide value for money evaluation			C	A/R			
6.13	Agree reporting and monitoring arrangements for trust and school budgets			A	R	C	C	C
6.14	Agree premises management documents, including estate vision, estate strategy and asset management plan			A	R	C	C	C
6.15	Monitor school estate to ensure it is safe and well maintained			A		R	R	R

## Scheme of Delegation

Accountable	Responsible	Consulted
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		Notes						
			Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>7.0</b>	<b>Financial Authorisations</b>							
<b>7.1</b>	Academy spend							
<b>Before ordering any goods/services, a budget cost centre needs identifying and a purchase order needs completing and signing by the relevant budget holder</b>								
	Cost Centres: Expenditure is within the cost centre budget and within the Trustee approved budget	Authorisation is not required if the spend is within the Trustee approved budget. Finance Manager (secondary) or SBM/Office Manager (primary) will produce an up to date monthly cost centre report.						
	Cost Centres: Expenditure would exceed the cost centre budget but is within the Trustee approved budget - CFO approval needed. See 8.5 Virements	If the proposed spend exceeds the cost centre budget; the Headteacher needs to discuss with the CFO an alternative cost centre from which to take the funds - virement required.						
	Cost Centres: Expenditure would exceed the cost centre budget and exceed the Trustee approved budget - CEO/Trustee approval needed. See 8.3.	If the proposed spend exceeds the approved budget; the Headteacher needs to discuss with the CEO to utilise available reserves.						
<b>7.2</b>	Academy spend - within the Trustee approved budget							
	Under £5,000 in a single transaction	Obtain one written quotation					R	R
	£5,000 to £10,000 in a single transaction	Obtain three written quotations with Headteacher approval					R	R
	£10,001 - £30,000 in a single transaction	Obtain three written quotations with CFO approval					R	R

Accountable	Responsible	Consulted
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		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
	Over £30,000 in a single transaction	Obtain three written quotations with Board of Trustees approval		A			R	R
<b>7.3</b>	Academy spend - reserves							
	Under £5,000	Obtain one written quotation and submit business case to CEO			A		R	R
	Over £5,000	Obtain three written quotations and submit business case to CEO			A		R	R
<b>7.4</b>	MAT central purchase orders							
	Under £5,000 in a single transaction	Obtain one written quotation			A/R			
	£5,000 to £10,000 in a single transaction	Obtain three written quotations with Headteacher approval			A/R			
	£10,001 - £30,000 in a single transaction	Obtain three written quotations with CFO approval		A	R			
	Over £30,000 in a single transaction	Obtain three written quotations with Board of Trustees approval		A	R			
	MAT central budget virements over £10,000				A/R			

Accountable

Responsible

Consulted

## Scheme of Delegation

		Notes			Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>7.5</b>	Virements									
	Academy budget virements up to £10,000						C	R	R	
	Academy budget virements over £10,000					A	C	R	R	
	MAT central budget virements up to £10,000					A/R				
	MAT central budget virements over £10,000					A/R				
<b>7.6</b>	Expense claims									
	Individual academy employees							A	A	
	Headteachers					A		R	R	
	CEO up to £500					A				
	CEO over £500				A					
	CFO					A				
	Other Central Team employees					C				

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				Notes		Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>7.7</b>	Petty cash claims										
	Individual academy employees									A	A
	Headteachers							A		R	R
	CEO and other Central Team employees							C			
<b>7.8</b>	Disposal or write-off of stock, assets or debts										
	Up to £4,999						A	R		C	C
	£5,000 to £9,999						A	R		C	C
	£10,000 to £44,999						A	R		C	C
	Over £45,000			Prior permission must be sought from the Secretary of State to write off debts of 1% of the Trust's annual income or £45,000 (whichever is smaller) per single transaction, as per section 5.20 of the ATH 2022.			A	R		C	C

## Scheme of Delegation

### Version Control

Version	Issue Date	Amended By	Comments
1.0	July 2023	CEO	New Scheme of Delegation
1.1	September 2023	CEO	Updated section 8
1.2	November 2023	CEO	Review of Scheme of Delegation
1.3	December 2023	Trustees	Clarification around the reviewers of an exclusion decision by the headteacher (item 3.7)
1.4	February 2024	CEO & CFO	Clarification regarding section 8: financial authorisations
1.5	July 2024	CEO	Review of SoD by National Governance Association and associated recommendations