



Scheme of Delegation

Scheme of Delegation

Document Control

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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 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 Michelle Curtis (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/Principals 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/principals lies with the CEO. The CEO is expected to implement the strategic priorities of the Board of Trustees, lead growth of the Trust, represent the Trust and oversee all operations of the Trust.

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- Executive Leadership Team
 - Chief Executive Officer (CEO)
 - Chief Financial Officer (CFO)
 - Chief Operating Officer (COO)
 - Trust Network Manager
 - Trust Human Resources Manager

- 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/principal 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/principal. 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/principal 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:

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Accountable	The person who makes the final decision and has the ultimate ownership.
Responsible	The person who is assigned to do the work.
Consulted	The person who must be consulted before the final decision or action is taken.
Informed	The person who must be informed that a decision or action has been taken.

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				Informed							
				Notes				Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
1.0	Governance														
1.1	Changes to Articles of Association								R	C	C	C			
1.2	Trust Scheme of Delegation								A	R	C	C	I	C	I
1.3	Approve new academies joining the Trust								A	R	C	C		C	
1.4	Trust Board Terms of Reference								R	C					
1.5	Appoint Chair and Vice-Chair of Trust Board								R	C					
1.6	Appoint and remove Member appointed Trustees							R	C	C					
1.7	Appoint and remove Co-Opted Trustees								A	C					
1.8	Appoint and remove the Clerk to the Trust Board								A	C					
1.9	Determine calendar of Trust Board meetings								A	R	I	I			
1.10	Determine calendar of Local Governing Body meetings									I	I	I	A	R	R
1.11	Local Governing Body Terms of Reference								A	R	C	C	I	I	I
1.12	Appoint Local Governors and establish Local Governing Body			*for schools below Ofsted "GOOD"					A*	R*			R	R	I
1.13	Appoint Chair and Vice-Chair of Local Governing Body			*for schools below Ofsted "GOOD"					A*	R*			R	R	I

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1.14	Remove Chair of Local Governing Body and Local Governors	*for schools below Ofsted "GOOD"		A*	R*			C	C	C
1.15	Appoint and remove Clerk to Local Governing Body			A	R	C	C	C	C	C

Accountable	Responsible	Consulted	Informed
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		Notes	Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
2.0	Academy Performance, Curriculum and Teaching									
2.1	Academy Development Plan	*in consultation with CEO		I	C	I	I	A	R	R*
2.2	Curriculum (Intent, Implementation, Impact)	*in consultation with CEO		I	C	I		A	R	R*
2.3	Curriculum (linked to financial planning)	*in consultation with CEO		I	C	C		A	R	R*
2.4	Quality Assurance of Quality of Education	*in consultation with CEO		I	I			A	R	R*
2.5	Progress & Achievement	*in consultation with CEO		I	I			A	R	R*
2.6	Review the impact of additional funding	*in consultation with CEO		I	I	I		A	R	R*

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Accountable		Responsible		Consulted			Informed				
				Notes							
				Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
3.0	Academy Policies and Procedures										
3.1	School day, term dates, holidays	*in consultation with CEO				C			A	R	R*
3.2	Allocation of places in line with Admissions Policy	*in consultation with CEO							A	R	R*
3.3	Admissions appeals	Heard by independent panel									
3.4	Changes to PAN	*in consultation with CEO			C	A	C	I	R	R	R*
3.5	Student issues (including attendance, suspensions, punctuality and disciplinary matters for each school)	*in consultation with CEO				C			A	R	R*
3.6	Exclusions	*in consultation with CEO.			I	C			A	R	R*
3.7	Review of exclusion decision by Headteacher/Head of School	Local governors across the trust to review, and trustees in the absence of local governors.							A	R	R
3.8	Appeals against permanent exclusions	Heard by an independent panel									
3.9	Academy website, logo, branding, uniform					C			A	R	R*
3.10	School lunch – ensure it's provided to appropriate nutritional standards							A	I	R	R
3.11	Provision and funding for free school meals to those meeting criteria						A		I	R	R

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Accountable		Responsible		Consulted			Informed							
				Notes			Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
4.0	Staff Policies and Pay													
4.1	Adoption of pay scales and other terms and conditions of service for employees			We follow the STPCD, Burgundy Book and Green Book				A	R	R	C	I	I	I
4.2	Adoption of Trust-wide policies and collective agreements			*in consultation with CEO				A	R	C	C	C	R	R*
4.3	Pay Decisions													
	CEO							A		I				
	Executive Leadership Team							A	R	I				
	Academy Headteacher/Head of School							A	R	I		C		
	Individual academy employees			Headteacher/Principal's Pay Report submitted to CEO for approval by Pay Committee.				A	R	I			C	C
	Central Team							A	R	C	C			

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Accountable	Responsible	Consulted	Informed
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		Notes	Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
5.0	Staff Management									
5.1	Requests for early retirement or ill health from CEO			A		R				
5.2	Requests for early retirement or ill health from all other employees			A	R	C			C	C
5.3	Staff changes (with no budget impact) within current structure and grade									
	CEO		A	R		C	C	I	I	I
	Executive Leadership Team			A	R					
	Academy Headteacher			A	R	C	C	C		
	Individual Academy employees	*in consultation with CEO			I	I	I	C	R	R*
	Central Team			A	R	R				
5.4	Staff changes (with budget impact) outside of the current structure and grade									
	CEO		A	R						
	Executive Leadership Team			A	R					
	Academy Headteacher			A	R	C	C	C		
	Individual academy employees	*in consultation with CEO		A	R	C		C	R	R*

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Central Team			A	R	R				
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Accountable	Responsible	Consulted	Informed
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		Notes	Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
5.5	Disciplinary Matters									
	Suspension of CEO			A						
	Suspension of academy Headteacher			A	R	C	C	C		
	Suspension of individual academy staff	*in consultation with CEO		I	C	C	C	C	R	R*
	Suspension of Central Team staff			A	R					

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Accountable		Responsible		Consulted			Informed					
		Notes			Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
6.0	Audit Arrangements											
6.1	Internal audit arrangements				A	I	R					
6.2	Appointment of new external auditors				A	I	I	C				
6.3	Re-engagement of existing auditors				A	I	R					

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Accountable		Responsible		Consulted			Informed							
				Notes			Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
7.0	Financial Governance and Management													
7.1	Trust-wide integrated curriculum-led financial plans (annual budget plans and 3-yr forecasting)						A	C	R			I	C	C
7.2	Individual academy budgets			*in consultation with CEO					I	A		I	R	R*
7.2	Percentage of top slicing						A	R	C	C		I	I	I
7.3	Statutory financial reports and returns						A	C	R					

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Accountable		Responsible		Consulted			Informed							
				Notes			Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
8.0	Financial Authorisations													
8.1	Academy purchase orders													
	Up to £4,999 in a single transaction			Headteachers may determine a limit below for which approval is delegated to their Finance Officer						C			R	R
	£5,000 to £10,000 in a single transaction			Three written quotations						A	C		R	R
	Over £10,000 up to £30,000			Subject to tender process as set out in the Trust's policy					A	R	I		C	C
	Over £30,000 in a single transaction			Subject to tender process as set out in the Trust's policy				A	C	R	I		C	C
8.2	MAT central purchase orders													
	Up to £9,999 in a single transaction									A	I			
	£10,000 to £29,999 in a single transaction			Three written quotations must be obtained					A	R	I			
	Over £30,000 in a single transaction			Subject to tender process as set out in the Trust's policy				A	C	R	I			

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Accountable	Responsible	Consulted	Informed
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		Notes	Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
8.3	Virements									
	Academy budget virements up to £10,000					A		C	R	R
	Academy budget virements over £10,000				A	R		C	R	R
	MAT central budget virements up to £10,000					A				
	MAT central budget virements over £10,000				A	R				

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				Notes			Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
8.4	Expense claims													
	Individual academy employees												A	A
	Headteachers							A	I				R	R
	CEO up to £500								A					
	CEO over £500							A	I					
	CFO								A					
	Other Central Team employees								C	A				
8.5	Petty cash claims													
	Individual academy employees												A	A
	Headteachers								A				R	R
	CEO and other Central Team employees								C	A				

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		Notes	Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
			8.6	Disposal or write-off of stock, assets or debts						
	Up to £4,999			A	R	R	C	I	C	C
	£5,000 to £9,999			A	R	R	C	I	C	C
	£10,000 to £44,999			A	R	R	C	I	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	R	C	I	C	C
8.7	Entering into commercial contracts									
	Up to £9,999 in a single transaction	Subject to obtaining three written quotations				A	I			
	£10,000 to £29,999	Subject to tender process as set out in the Trust's policy			C	A	I			
	Over £30,000 in a single transaction	Subject to tender process as set out in the Trust's policy		A	C	R	I			

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8.8	Entering into operating leases							C	A					
8.9	Borrowing (including financial leases and overdraft facilities)			Prior permission must be sought from the Secretary of State			A	C	R					
8.10	Severance / compensation payments													
	Over £50,000			If non-contractual element is greater than £50,000 prior approval from the Secretary of State			A	C	C					
8.11	Ex-gratia payments			Prior permission must be sought from the Secretary of State			A							

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9.0	Central Services											
9.1	Scope of central services to be provided to academies within the Trust				A	R	R	R	C	C	C	

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		Notes	Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
10.0	Premises and Assets									
10.1	Asset management and plan			A	C	C	R		C	C
10.2	Acquiring a freehold on land or buildings	Prior permission must be sought from the Secretary of State		A	C	C	R			
10.3	Disposing of a freehold on land or buildings	Prior permission must be sought from the Secretary of State		A	C	C	R			
10.4	Entering/granting any leasehold or tenancy agreement for more than 7 years	Prior permission must be sought from the Secretary of State		A	C	C	R			

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		Notes			Members	Board of Trustees	CEO	CFO	COO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
11.0	Policies											
11.1	Trust level				A	R	C	C		I	I	I
11.2	Statutory policies at individual academy level					A				C	R	R
11.3	Non-statutory policies at individual academy level									A	R	R

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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)