

## ESPRIT MAT SCHEME OF DELEGATION 2019-20

**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 [CEO/EP] this will be at Trust level. In the case of the Principal 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/Approve:** the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the [CEO/EP] 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, [CEO/EP] and/or Principal (as appropriate) and (iii) the Principal they will be making recommendations in relation to their Academy to the [CEO/EP] 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 [CEO/EP] 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 [CEO/EP] (as appropriate) and (iii) the Principal they will be making reports in relation to their Academy to the [CEO/EP] 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 [CEO/EP] and/or LGB (as appropriate), (ii) the [CEO/EP] they will be reviewing the Principal and (iii) the LGB they will be reviewing the Principal and his leadership team. **Comply:** the individual/group will follow agreed policies and procedures.

### KEY

MEMBERS - MEMBERS BOARD

MAT - MULTI ACADEMY TRUST

TRUSTEES - TRUSTEE BOARD

LCGC - LOCAL COMMUNITY GOVERNANCE COMMITTEE

EP - EXECUTIVE PRINCIPAL

AP - ACADEMY PRINCIPAL

EBM - EXECUTIVE BUSINESS MANAGER

CO - COMPLIANCE OFFICER

EM - ESTATES MANAGER

MAT SSO - MAT SENIOR SAFEGUARDING OFFICER

	Members	Trustees	EP	EBM	LCGC	ACADEMY PRINCIPAL	CO	Commentary
Overall Trust strategy	APPROVE	DETERMINE	RECOMMEND		CONSULT	CONSULT		
New convertor academies joining		APPROVE	RECOMMEND					EP recommendation post due diligence
New sponsor academies joining		APPROVE	RECOMMEND					EP recommendation post due diligence
Entering into funding agreements for new partner academies		APPROVE		RECOMMEND				
MAT Development Plan		APPROVE AND REVIEW	DETERMINE AND DELIVER		CONSULT	CONSULT		
Determine the scope of central services to be delivered by <a href="#">The Trust</a>		APPROVE	RECOMMEND					
SLT and Academies Improvement Plans			APPROVE		REVIEW	DETERMINE AND DELIVER		
Entering into, or withdrawing from a formal partnership		APPROVE						

Governance Leadership and Management	Members	Trustees	EP	EBM	LCGC	ACADEMY PRINCIPAL	CO	Commentary
Recruitment, Appointment and removal of Members and Trustees	APPROVE	RECOMMEND	RECOMMEND					EP and Trustees can recommend
Terms of reference for subcommittees and for LCGC		APPROVE			RECOMMEND			Standard across all partner academies
Terms of reference for subcommittees of Trust Board		APPROVE	RECOMMEND					
Recruitment procedures for LCGC		APPROVE			RECOMMEND			Per Articles of Association
Recruitment, Appointment and removal of LCGC		APPROVE			RECOMMEND			Per Articles of Association
Appoint Chair of LCGC		APPROVE			RECOMMEND			By annual vote in Autumn term and in consultation with trustees
Appoint & Remove Clerk to the Board of Trustees and LCGC		APPROVE						Trust employed clerk
Governance documents		APPROVE	DELIVER	DELIVER				
Scheme of Delegated Authority		APPROVE	DELIVER					
Register of Interests		APPROVE		DEVELOP				At each level
Publish proposals to change category of school		APPROVE	DELIVER		CONSULT	CONSULT		
Complete annual skills audit and appropriate training programme	COMPLY	COMPLY			COMPLY			At each level
Makeup and membership of Board and LCGC meets statutory requirements and fulfils Articles of Association	APPROVE	REVIEW						EP and Trustees can recommend
Take out Director Indemnity Insurance Cover		APPROVE		DELIVER				
Develop Statutory policies and procedures		APPROVE	DELIVER	CONSULT	CONSULT	CONSULT		

Business and Finance	ESFA	Members	Trustees	EP	EBM	LCGC	ACADEMY PRINCIPAL	CO	Commentary
Annual accounts and reports to funding and regulatory bodies		APPROVE	RECOMMEND		DELIVER				Reviewed by EBM and EP after support from external Accountants
Completion and submission of other accounting returns			APPROVE		DELIVER				In role of Accounting Officer
Completing annual & periodic financial reports to Board (including income/expenditure, cash flow, projections etc.).			APPROVE		DELIVER				
Authorised to complete PAYE returns			APPROVE		DELIVER				
Authorised to complete VAT returns.			APPROVE		DELIVER				
Assurance over adequacy of systems of internal financial control			APPROVE	REVIEW	DELIVER				In role of Accounting Officer
Financial regulations			APPROVE	REVIEW	DELIVER				EBM reports to Trustees
Appointment of external auditors		APPROVE		REVIEW	DELIVER				Recommendation from EBM and EP
Annual budget for ESPRIT MAT	APPROVE	APPROVE	RECOMMEND	REVIEW	DELIVER		CONSULT		Prepared by EBM
SET line by line individual academy budget			APPROVE	REVIEW	DELIVER		CONSULT		
Allocate Individual academy budgets			APPROVE	REVIEW	DELIVER		CONSULT		
Management accounts			APPROVE	REVIEW	DELIVER				Report prepared by EBM
Pooling arrangements by the MAT, GAG balances/carry forward			APPROVE	REVIEW	DELIVER	CONSULT	CONSULT		
Charging and remissions policy			APPROVE	REVIEW	DELIVER		CONSULT		
Placing orders for goods and services, entering into contracts - up to £24,999			APPROVE	REVIEW	DELIVER		COMPLY		Tendering process adhered to within budget
Compliance with tendering processes			APPROVE	REVIEW	DELIVER		COMPLY		Report to Trustees
Identify additional services to be procured on behalf of the academies			APPROVE	REVIEW	DELIVER		CONSULT		
Authority to accept other than the lowest quote			APPROVE ABOVE 20K	APPROVE BELOW £20K	DELIVER		CONSULT		
Ensure centrally procured services provide value for money			APPROVE	REVIEW	DELIVER				
Cash flow Management, Treasury & Investment			APPROVE	REVIEW	DELIVER		COMPLY		Report to Trustees
Open a bank account and approve signatories			APPROVE		DELIVER				EBM to open (standard model for each new partner academy - approval not needed)

Business and Finance	ESFA	Members	Trustees	EP	EBM	LCGC	ACADEMY PRINCIPAL	CO	Commentary
Maintain proper financial records			APPROVE		DELIVER		COMPLY		
Payroll - Starters, leavers and amendments			APPROVE		DELIVER		COMPLY		Delegated to SAFO
Payroll - Administration			APPROVE		DELIVER		COMPLY		Delegated to SAFO
Purchasing - Create vendors on accounting system			APPROVE		DELIVER		COMPLY		Delegated to SAFO
Authorisation of expense claims				APPROVE	DELIVER		COMPLY		Cannot authorise own expenses
Control account reconciliation			APPROVE		DELIVER		COMPLY		
Write-off bad debts			APPROVE	REVIEW	DELIVER		COMPLY		Report by EBM
Management of capital projects			APPROVE	REVIEW	DELIVER		COMPLY		
Asset Register not land, buildings or heritage			APPROVE		DELIVER		COMPLY		Partner academies to maintain their own
Security Of Assets			APPROVE		DELIVER		COMPLY		Any issues reported to Trustees via LCGC
Disposal of Assets up to £20,000				APPROVE	DELIVER		COMPLY		
Disposal of Assets over £20,000 (ESFA to be informed)			APPROVE		DELIVER		COMPLY		Advised by EP/EBM
Loan of Assets			APPROVE		DELIVER		COMPLY		
Annual Risk Review & Premium Renewal		APPROVE			DELIVER				RPA arrangements in place
Appointment of Internal Auditors			APPROVE		DELIVER				
EFA Grant Claims	RECEIVE		APPROVE	REVIEW	DELIVER				
EFA returns	RECEIVE		APPROVE	REVIEW	DELIVER				
Expenditure not provided for in the annual budget	APPROVE		REVIEW		DELIVER				
Make budget virements			APPROVE	REVIEW	DELIVER				
Applications for business charge card accounts		APPROVE	REVIEW		DELIVER				
Borrow money (bank or sponsor load, overdraft)	APPROVE		REVIEW		DELIVER				
Acquiring a freehold on land and buildings	APPROVE		REVIEW		DELIVER				
Disposal of a freehold on land and buildings	APPROVE		REVIEW		DELIVER				
Acquisition of assets	APPROVE				DELIVER				
Taking up a finance lease	APPROVE		REVIEW		DELIVER				
Taking up a leasehold on land and buildings	APPROVE		REVIEW		DELIVER				
Taking up any other lease	APPROVE		REVIEW		DELIVER				
Granting a lease on land and buildings	APPROVE		REVIEW		DELIVER		CONSULT		
Staff Severance	Approval over 50k		APPROVE BELOW £50K	APPROVE BELOW £20K	DELIVER		CONSULT		HR INVOLVEMENT
Compensation	Approval over 50k		APPROVE BELOW £50K	APPROVE BELOW £20K	DELIVER		CONSULT		HR INVOLVEMENT
Ex Gratia payments	Approval over 50k		APPROVE BELOW £50K	APPROVE BELOW £20K	DELIVER		CONSULT		HR INVOLVEMENT

HR	Members	Trustees	EP	EBM	LCGC	ACADEMY PRINCIPAL	CO	Commentary
Annual staffing structure		APPROVE JULY TB	REVIEW	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Academy staffing budget		APPROVE JULY TB	REVIEW	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Increase Academy/Organisational Headcount (Establishment) within existing staffing budget			APPROVE	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Job Description sign off			APPROVE	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Job evaluation policy & procedures			APPROVE	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Vary basic employment Terms & Conditions			APPROVE	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Recruit, appoint and appraisal of EP	APPROVE	DELIVER	CONSULT			CONSULT		HR ROUTINELY INVOLVED
Recruit, appoint AND APPRAISAL of EBM		APPROVE	DELIVER	CONSULT		CONSULT		HR ROUTINELY INVOLVED
Recruit, appoint and appraisals of Principals		APPROVE	DELIVER			CONSULT		HR ROUTINELY INVOLVED
Recruit, appoint and appraisal of Senior Leaders			APPROVE	REVIEW		DELIVER		HR ROUTINELY INVOLVED
Recruit, appoint and appraisal of other staff					APPROVE	DELIVER		HR ROUTINELY INVOLVED
Recruitment processes pre recruitment checks				APPROVE		DELIVER		HR ROUTINELY INVOLVED
Signing of employment contracts			APPROVE	REVIEW		DELIVER		HR ROUTINELY INVOLVED
Annual approval of pay policy, including pay awards, pay point values, etc.		APPROVE				CONSULT	DELIVER	HR ROUTINELY INVOLVED
Determination of pay ranges		APPROVE		DELIVER		CONSULT		HR ROUTINELY INVOLVED
Allocation of TLR / SEN values			APPROVE			DELIVER		HR ROUTINELY INVOLVED
Annual Pay Progression			APPROVE			DELIVER		HR ROUTINELY INVOLVED
Handling of all pension matters (teachers/ support)		APPROVE	REVIEW	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Use of discretions		APPROVE	REVIEW	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Formulation and approval of MAT policies –see separate policy planner		APPROVE AUT TB	REVIEW			CONSULT	DELIVER	HR ROUTINELY INVOLVED
Approval of formal restructure plans		APPROVE FEB TB	REVIEW	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Approval of severance or redundancy agreements			APPROVE	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Authority to issue warnings or other disciplinary measures except dismissal						APPROVE		HR ROUTINELY INVOLVED
Authorisation of settlement agreements			APPROVE	DELIVER		CONSULT		HR ROUTINELY INVOLVED
Suspension			APPROVE		REVIEW	DELIVER		HR ROUTINELY INVOLVED
Dismissal			APPROVE	DELIVER	REVIEW	DELIVER		HR ROUTINELY INVOLVED
Appeals					APPROVE	DELIVER		HR ROUTINELY INVOLVED
Data protection legislation (pupils, parents and staff)						APPROVE	DELIVER	HR ROUTINELY INVOLVED
Comply with academy website requirements			APPROVE			DELIVER	REVIEW	HR ROUTINELY INVOLVED
Appointment outside range in salary structure		APPROVE	REVIEW	DELIVER				HR ROUTINELY INVOLVED
Carry out Central MAT performance management			DELIVER	CONSULT				HR ROUTINELY INVOLVED

Health and Safety and Estates	Members	Trustees	EP	EBM	LCGC	ACADEMY PRINCIPAL	EM	Commentary
Health and Safety Policy		APPROVE		DELIVER	REVIEW	CONSULT	DELIVER	
Health and safety practice throughout ESPRIT			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	
Critical incident planning		APPROVE	REVIEW	DELIVER		CONSULT	CONSULT	
Health and Safety RIDDOR reporting and Accident reporting		APPROVE		DELIVER	REVIEW	CONSULT	DELIVER	
Premises management and security			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	
Statutory training			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	
Statutory compliance testing			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	
Academy health and safety arrangements including use of risk assessments			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	
Fire risk assessment			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	
Asbestos risk assessment			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	
General monitoring and action plans in relation to safety of sites including buildings conditions			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	
Develop academy building and facilities estate long term strategy for development and maintenance			APPROVE	DELIVER	REVIEW	CONSULT	DELIVER	

School Performance and curriculum	ESFA/ DFE	Members	Trustees	EP	EBM	LCGC	ACADEMY PRINCIPAL	CO	Commentary
SET ANNUAL Academy pupil achievement and attendance targets			APPROVE	REVIEW			DELIVER		
Monitoring of academy targets for pupil achievement and attendance	ANNUAL REVIEW		APPROVE	REVIEW			DELIVER		
Monitoring of standards of quality of T,L,A				APPROVE		REVIEW	DELIVER		
Approval of academy development/ improvement plans				APPROVE	REVIEW		DELIVER		
Post-Ofsted Academy Action Plan sign off			APPROVE	REVIEW			DELIVER		
Approval of MAT IMPROVEMENT PLAN			APPROVE	REVIEW		REVIEW	DELIVER		
Curriculum: Planning, implementation and review				APPROVE		CONSULT	DELIVER		
Ensure provision of RE in line with school's basic curriculum				REVIEW		APPROVE	DELIVER		
Compile data for pupil assessment and statutory returns				REVIEW			DELIVER		
Safeguarding policy is in line with statutory requirements			APPROVE	REVIEW		CONSULT	DELIVER		
ESPRIT educational policies (e.g. off site visits, RE provision, Collective worship, sex education etc.)			APPROVE	REVIEW		CONSULT	DELIVER		
Term dates			APPROVE	REVIEW		CONSULT	DELIVER		
Length/ organisation of Academy day/daily act of worship				APPROVE		APPROVE	DELIVER		
Exclusion				REVIEW		APPROVE	DELIVER		
Permanent exclusions				REVIEW		APPROVE	DELIVER		
Exclusion appeals				REVIEW		APPROVE	DELIVER		
Setting/amending Admissions policies and criteria			APPROVE	REVIEW		CONSULT	DELIVER		
Admissions application decisions				REVIEW		APPROVE	DELIVER		
Admission appeals				REVIEW		APPROVE	DELIVER		



Safeguarding	Members	Trustees	EP	EBM	LCGC	ACADEMY PRINCIPAL	CO MAT SSO	Commentary
Complete and maintain a single central record				APPROVE	REVIEW	DELIVER	REVIEW	Delegated to SAFO
Ensure an annual safeguarding review is completed at each Academy			APPROVE		REVIEW	DELIVER	DELIVER	
Ensure appropriate members of staff are trained in safer recruitment				APPROVE	REVIEW	DELIVER		
Ensure each academy has an appropriately trained designated safeguarding lead (DSL)			APPROVE		REVIEW	DELIVER	DELIVER	
Ensure a trust wide safeguarding policy is in place and compliant with statutory guidance		APPROVE	REVIEW				DELIVER	
Ensure individual academy safeguarding policy is in place and compliant with statutory guidance					REVIEW	APPROVE	DELIVER	
Ensure academy staff receive regular and appropriate safeguarding training			APPROVE		REVIEW		DELIVER	
Ensure the MAT Central team receive regular and appropriate safeguarding training		APPROVE		DELIVER			DELIVER	
Ensure that files related to the protection of children are well organised and held securely				APPROVE	REVIEW	DELIVER		