NET Academies Trust

Scheme of Delegation

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust and member academies.

The bodies may include:

- Trust Members
- Trust Board of Directors
- Trust Finance, Audit & Risk, HR and Pay (FARHP) Committee
- Pupil and Wellbeing (PAW) Committee
- Local Governing Bodies
- Trust Chief Executive Officer
- Trust Executive Team

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. 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.

The different 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:

- Approve (A)
- Recommend (R)
- Monitor & Report (M)
- Consulted (C)

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.

The Trust will also define policies that are Trust-wide, and academy specific.

	Task Key Approve (A) Recommend (R) Monitor & Report (M) Consulted (C)	Members	Board	FARHP Committee	PAW Committee	LGB	CEO	Executive Team
1.	**Governance**							
1.1.	Approve Trust Articles of Association	A	R				R	
1.2.	Approve Trust Board Terms of Reference		A				R	
1.3.	Approve Trust Scheme of Delegation		A				R	
1.4.	Approve new convertor or sponsored academies joining MAT		A				R	
1.5.	Establish Trust Committees		A				R	
1.6.	Approve Trust Committee Terms of Reference		A				R	
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A				R	
1.8.	Establish LGB working groups					R	A	
1.9.	Appoint (and remove) Trustees	A	A					
1.10.	Appoint Chair of Trust Board		A					
1.11.	Appoint Chair of LGB		A				R	
1.12.	Remove Chair of LGB		A			R	R	
1.13.	Appoint (and remove) LGB members		A			R	R	
1.14.	Appoint (and remove) Chair(s) of Trust Committees		A				R	
1.15.	Appoint (and remove) Trust Committee members		A				R	
1.16.	Appoint (and remove) Governance Professional to Trust Board		A				R	
1.17.	Appoint (and remove) Governance Professional to LGB					R	A	
1.18.	Trust Governance Calendar		A				R	
1.19.	Approve Directors Expenses Policy		A					
2.	**Curriculum**							
2.1.	Trust Business and Performance Plan		A				R	
2.2.	Academic Performance Targets		AM		RM	CM	R	
2.3.	Academy Performance Review *e.g. SEF*		AM		RM	CM	R	
2.4.	Academy 1 Year Plan					CM	A	R
2.5.	Teaching & Learning Policy				C	CM	A	R
2.6.	Curriculum Policy				C	CM	A	R
2.7.	Relationships & Sex Education Policy				A	CM	R	
2.8.	Religious Education Policy				A	CM	R	
2.9.	SEND Policy				A	CM	R	
2.10.	Academy Inset Days					A	R	
3.	**Human Resources**							
3.1.	Pay Policy		A	RM			R	
3.2.	Teachers Annual Pay Award		A	R			R	
3.3.	Support Staff Annual Pay Award		A	R			R	
3.4.	Executive Pay Awards		A					
3.5.	Appraisal Policy			A		M	R	
3.6.	Disciplinary Procedure			A		M	R	
3.7.	Grievance Policy			A		M	R	
3.8.	Capability Policy			A		M	R	
3.9.	Whistleblowing Policy			A		M	R	

	Task Key Approve (A) Recommend (R) Monitor & Report (M) Consulted (C)	Members	Board	FARHP Committee	PAW Committee	LGB	CEO	Executive Team
3.10.	Recruitment and Selection Policy			A		M	R	
3.11.	Organisational Change Policy			A			R	
4.	**People**							
4.1.	Trust CEO appointment		A					
4.2.	Trust staff appointment		C				A	
4.3.	School staff plan						A	R
4.4.	Executive Headteacher (EHT) appointment		A				R	
4.5.	Head of School/Headteacher appointments		A			C	R	
4.6.	Senior leadership appointments						A	R
4.7.	Teacher appointments							A
4.8.	Support staff appointments							A
4.9.	Suspension of CEO		A					
4.10.	Return of CEO after suspension		A					
4.11.	Dismissal of CEO		A					
4.12.	Suspension of EHT		A		R	C		
4.13.	Return of EHT after suspension		A		R	C		
4.14.	Dismissal of EHT		A		R	C		
4.15.	Suspension of Head of School/Headteacher					C	A	
4.16.	Return of Head of School/Headteacher after suspension					C	A	
4.17.	Dismissal of Head of School/Headteacher		C			C	A	
4.18.	Suspension of teaching and support staff							A
4.19.	Return of teaching and support staff after suspension							A
4.20.	Redundancy of school staff		A	R		C	R	
4.21.	Restructuring of school staff		A	R		C	R	
5.	**Finance and Audit**							
5.1.	Financial Regulations Manual		A	RM			C	
5.2.	Appoint Trust auditors	A	R	C				
5.3.	Trust 3 year Budget Plan		AM	RM			RM	
5.4.	Trust 1 year Budget Plan		AM	RM			RM	
5.5.	Trust YTD reports		AM	RM			RM	
5.6.	Trust Annual Accounts		A	R			R	
5.7.	Trustees Report		A	R			R	
5.8.	Trust Academies Accounts Return to DfE		A	R			R	
5.9.	Response to Auditor's Management Letter		A	R				
5.10.	Academy 3 year Budget Plan		AM	RM			RM	
5.11.	Academy 1 year Budget Plan		AM	RM			RM	
5.12.	Academy Budget reports			AM			RM	
5.13.	Academy Interim Year End Accounts			A			R	
5.14.	Trust Internal Scrutiny programme			A			R	
6.	**Scheme of Finance Delegation**							
6.1.	Expenditure or contracts up to Lower Limit							A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit						A	

	Task Key Approve (A) Recommend (R) Monitor & Report (M) Consulted (C)	Members	Board	FARHP Committee	PAW Committee	LGB	CEO	Executive Team
6.3.	Expenditure or contracts from Upper Limit to Find a Tender limit			A			R	
6.4.	Expenditure over Find a Tender limit		A	R			R	
6.5.	Compensation payments up to £50,000		A	C			R	
7.	**Academies**							
7.1.	Academy times, terms and holidays					C	A	R
7.2.	Change of Academy Age Range		A			R	R	
7.3.	Expansion of Academy PAN		A			R	R	
7.4.	Extension of Academy provision		A			R	R	
7.5.	Extended services on-site			C			A	R
7.6.	Child Protection and Safeguarding Policy		A		C	M	R	
7.7.	Attendance Policy					R	A	
7.8.	Pupil Premium Policy					R	A	
7.9.	Pupil Premium Plan					CM	A	R
7.10.	Academy Educational Visits Policy					C	A	R
7.11.	Behaviour and Relationships Policy					C	A	
7.12.	Short-term Exclusion					C	A	
7.13.	Return after short-term exclusion					C	A	
7.14.	Permanent Exclusions					C	A	
7.15.	Appeals against Permanent Exclusion		A			A		
7.16.	Feedback, Concerns and Complaints Procedure		A				R	
7.17.	Complaints Appeals		A			A		
7.18.	Admissions Policy		A			C	R	R
7.19.	Admissions Appeals					A		
7.20.	Academy prospectus						A	R
7.21.	Academy website						A	R
7.22.	Academy uniform						A	R
8.	**Estates**							
8.1.	Asset Management Plan		A				R	
8.2.	Health & Safety Policy		A				R	