



TEMPLEFIELDS MULTI-ACADEMY TRUST

SCHEME OF DELEGATION

Revised October 2022

The phrases used in the context of this document have the following meanings:

Consult: The individual or group who should be consulted by the Trustees as part of the process of completing the task.

Implement Develop: The individual or group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery as appropriate. In the case of the CEO, this will be at Trust level. In the case of the Headteacher, this will be at Local Governing Body level.

Monitor: The group that has responsibility for monitoring whether a particular task is carried out to a satisfactory standard.

Recommend Propose: The individual or group that should make recommendations/proposals as to how a particular task should be completed. The CEO, Finance, Audit, Personnel and Pay (FAPP) Committee and Local Governing Bodies (in relation to their own academy) will make recommendations/proposals to the Trust Board. The Headteacher will make recommendations/proposals to their Local Governing Body, and/or the CEO as appropriate.

Approve: Final approval of policies or recommendations made by the CEO or appropriate group to either the Trust board or Local Governing Bodies (in cases where powers have been delegated to the Local Governing Body by the Trust Board).

Governor Monitoring: The key areas for monitoring identified by the Trust Board are Safeguarding, SEND, Disadvantaged Pupils (includes Pupil Premium) Curriculum (includes Teaching and Learning/standards) and Professional Learning and Wellbeing. Local governing bodies must monitor these areas and provide reports to the relevant Local Governing Body. Local governing bodies may choose to monitor additional areas but in doing so must take into account the workloads of governors, staff and the headteacher.

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		Notes	Trust Board	FAPP Committee	LGB	CEO	Headteacher
1	Governance						
1.1	Approve Trust Articles of Association & any changes	Members only Approve	Recommend				
1.2	Appoint Trustees	Members only Approve	Recommend				
1.3	Remove Trustees	Members only Approve	Recommend				
1.4	Approve Trust Board Standing Orders		Approve			Consult	
1.5	Approve Trust Scheme of Delegation		Approve	Recommend	Propose	Propose	Consult
1.6	Approve additional schools / academies joining the MAT		Approve		Consult	Recommend	Consult
1.7	Establish Trust Committees		Approve	Consult	Consult	Propose	Consult
1.8	Approve Trust Committee Terms of Reference		Approve	Consult Propose		Consult Propose	Consult
1.9	Approve LGB Terms of Reference		Approve		Recommend	Consult	Consult
1.10	Establish LGB committees				Approve	Consult	Propose
1.11	Appoint Chair & Vice Chair of Trust Board	Annual Election	Approve			Consult	
1.12	Appoint Chair and Vice Chair of LGBs	Annual Election	Approve		Recommend	Consult	Consult
1.13	Remove Chair and Vice Chair of LGBs	In exceptional circumstances	Approve				
1.14	Election of LGB Governors				Approve		Consult
1.15	Remove LGB Governors	In exceptional circumstances			Approve		Consult
1.16	Remove Chair (s) of Trust Committees	In exceptional circumstance	Approve				
1.17	Appoint (and remove) Trust Committee members		Approve	Propose			

		Notes	Trust Board	FAPP Committee	LGB	CEO	Headteacher
1.18	Appoint (and remove) Clerk to Trust Board		Approve			Propose	
1.19	Appoint (and remove) Clerk to LGB		Approve		Recommend	Consult	Propose
1.20	Appoint Accounting Officer		Approve				
1.21	Approve Trustees & LGs Expenses Policy		Approve	Recommend	Consult		
1.22	Approve Trustees & LGs Code of Conduct		Approve		Consult	Consult	Consult
1.23	Approve virtual governance mtgs Policy		Approve		Consult Recommend	Consult	
2	Trust and Academy Performance, Curriculum and Teaching						
2.1	Trust 1 Year Single Improvement Plan		Approve Monitor		Consult	Recommend Monitor	Consult
2.2	Academy Performance Targets		Monitor		Approve Monitor	Recommend Monitor	Develop
2.3	Academy Performance Review e.g. SEF		Monitor		Approve Monitor	Recommend Monitor	Develop
2.4	Academy 1 year Improvement Plan				Approve Monitor	Recommend Monitor	Recommend Implement Monitor
2.5	All Academy Teaching & Learning policies				Approve Monitor	Recommend Monitor	Recommend Implement Monitor
2.6	All Academy Curriculum policies				Approve Monitor	Recommend Monitor	Recommend Implement Monitor
2.7	Academy Relationships & Sex Education policy				Approve Monitor	Recommend Monitor	Recommend Implement Monitor
2.8	Academy SEND & Inclusion policy		Monitor		Approve Monitor	Recommend Monitor	Recommend Implement Monitor
2.9	Trust SEND Statement		Approve			Recommend	

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2.10	Academy Inset Days				Approve	Recommend	Develop Implement
	Safeguarding						
2.11	Appoint a Lead Trustee for Safeguarding		Approve				
2.12	Appoint a designated Safeguarding Governor				Approve		
2.13	Ensure that policies, procedures and training in the academies are effective and comply with the law at all times including maintenance of the Single Central Record		Monitor		Monitor	Monitor	Implement
		<ul style="list-style-type: none"> The Trust Board are legally responsible for ensuring that policies, procedures and training in the academies are effective and comply with the law at all times. The CEO will review safeguarding matters in the academies to ensure compliance. The Headteacher is responsible for ensuring that their academy complies with statutory guidance including Keeping Children Safe in Education. Local governors should hold leaders to account for safeguarding matters Each Local Governing Body to receive a Safeguarding Report from their designated Safeguarding Governor. Local Governor Safeguarding reports to be reviewed by the Lead Safeguarding Trustee 					
3	HR Policies and Pay						
3.1	Trust Pay Policy		Approve	Recommend	Consult Monitor	Develop	Consult
3.2	Trust Performance Management Policy		Approve		Consult Monitor	Develop	Consult
3.3	Trust Disciplinary & Dismissal Policy		Approve		Implement Monitor	Recommend Implement Monitor	Consult Implement Deliver
3.4	Trust Grievance Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.5	Trust Capability Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement

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3.6	Trust Code of Conduct Policy		Approve		Implement Monitor	Recommend Monitor	Consult Implement
3.7 3.8	Trust Redundancy & Restructure Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.9	Trust Safer Recruitment Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.10	Trust Health & Safety Statement		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.11	Academy Health & Safety Policies				Approve	Recommend Implement	Recommend Implement
3.12	Trust Equality & Diversity in Employment Policy		Approve		Implement Monitor	Implement Monitor	Implement Monitor
3.13	Trust Leave of Absence Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.14	Trust Flexible Working Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.15	Trust Probation Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.16	Trust Early Careers Teacher (ECT) Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.17	Trust Sabbatical Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.18	Trust Sickness Absence Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.19	Trust Safer Recruitment Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.20	Trust Mental Health & Wellbeing of Employees Policy		Approve		Implement Monitor	Recommend Implement	Consult Implement
3.21	Trust Whistleblowing Policy		Approve		Implement Monitor	Consult	Consult
3.22	Teachers & Support Staff Annual Pay Award		Approve	Recommend			Implement

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3.22	Annual Individual Performance Pay Awards	Trust Pay Committee to be formed with a governor from each academy	Monitor		Pay Committee to approve		Recommend Implement
4	Staff Management						
4.1	CEO Appointment		Approve		Consult		Consult
4.2	CFO Appointment		Approve	Recommend		Propose	Consult
4.3	Trust central staff structure & Complement		Approve	Consult Recommend	Consult	Recommend	Consult
4.4	Academy staff structure & complement			Consult	Approve	Recommend Propose	Recommend Propose Implement
4.5	Academy Headteacher appointment		Approve		Recommend Implement	Recommend Propose	
4.6	Senior Academy leadership appointments				Approve	Recommend Propose	Recommend Propose Implement
4.7	Teaching and support staff appointments						Propose Approve Implement
4.8	Suspension of CEO / CFO	As per policy	Approve				
4.9	Return of CEO / CFO after suspension	As per policy	Approve				
4.10	Dismissal of CEO / CFO	As per policy	Approve				
4.11	Suspension of Headteacher	As per policy	Approve		Recommend	Propose	
4.12	Return of Headteacher after suspension	As per policy	Approve		Recommend	Propose	
4.13	Dismissal of Headteacher	As per policy	Approve		Recommend	Propose	

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4.14	Suspension of teaching and support staff	As per policy			Approve	Recommend	Recommend Propose Implement
4.15	Return of teaching and support staff after suspension	As per policy			Approve	Recommend	Recommend Propose Implement
4.16	Dismissal of teaching and support staff	As per policy	Approve		Recommend	Recommend	Recommend Propose Implement
4.17	Redundancy of staff	As per policy	Approve		Recommend	Recommend	Recommend Consult Implement
4.18	Re-structuring of staff	As per policy	Approve		Recommend	Recommend	Recommend Consult Implement
5	Finance Governance & Management						
5.1	Trust / Academy Financial Regulations & Related Policies	CFO/MBM TO PREPARE	Approve	Recommend Propose Implement	Implement	Recommend Propose Implement	Recommend Propose Implement
5.2	Appoint Trust auditors	Members only Approve	Recommend	Recommend		Recommend	
5.3	Trust 3 -Year Budget Plan	CFO TO PREPARE	Approve Monitor	Recommend Monitor		Propose Monitor	Consult
5.4	Trust Budget reports	CFO TO PREPARE	Approve Monitor	Recommend Monitor		Propose Monitor	Consult
5.5	Trust Interim Year End Accounts	CFO TO PREPARE	Approve	Recommend		Propose Monitor	Consult
5.6	Trust Annual Accounts	CFO TO PREPARE	Approve	Recommend		Consult	
5.7	Trustees Annual Governance Report	CFO/CS TO PREPARE	Approve	Consult		Consult Recommend	
5.8	Trust & Academies Annual Accounts Return to ESFA	CFO TO PREPARE	Approve	Recommend	Consult	Monitor Implement	
5.9	Response to Auditor's Management Letter	CFO TO PREPARE	Approve	Recommend		Monitor Implement	
5.10	Academy 3 -Year Budget Plans	MBM TO PREPARE	Approve Monitor	Recommend Monitor	Recommend Monitor	Recommend Monitor	Recommend Monitor

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5.11	Academy Budget Reports	MBM TO PREPARE	Monitor	Monitor	Monitor	Monitor	Monitor
5.12	Academy Interim Year End Accounts	MBM TO PREPARE	Approve	Recommend	Consult	Consult	Consult
5.13	Trust Charging & Remissions Policy	MBM TO PREPARE	Approve	Propose Recommend	Consult	Consult	Consult
5.14	Trust Debt Policy	CFO TO PREPARE	Approve	Recommend			
6	Finance Authorisation						
6.1	Expenditure or contracts up to Lower Limit	See Trust Financial Regulations		Approve	Consult	Recommend	Consult
6.2	Expenditure or contracts from Lower Limit to Upper Limit			Approve	Consult	Recommend	Consult
6.3	Expenditure or contracts from Upper Limit to OJEU limit			Approve	Consult	Recommend	Consult
6.4	Expenditure over OJEU limit		Approve	Recommend	Recommend	Consult Recommend	Consult Recommend
6.5	Compensation payments up to £50,000		Approve	Recommend	Recommend	Consult Recommend	Consult Recommend
7	Academy Policies and Procedures						
7.1	Academy times, terms and holidays			Approve	Recommend	Recommend	Implement
7.2	Change of Academy Age Range		Approve		Propose	Consult	Consult
7.3	Expansion of Academy PAN		Approve		Recommend	Consult	Propose
7.4	Extension of Academy Provision		Approve		Recommend	Consult	Propose
7.5	Extended services on-site				Approve	Recommend	Propose

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7.6	Trust Safeguarding & Child Protection Statement		Approve		Consult	Recommend	Consult Implement
7.7	Trust Safeguarding & Child Protection Policy		Approve		Monitor	Recommend	Recommend Monitor Implement
7.8	Academy Attendance Policy		Monitor		Approve	Recommend Propose Implement	Consult Implement
7.9	Academy Pupil Premium Statement				Approve Monitor	Consult Monitor	Recommend Implement Monitor
7.10	Academy Sports Premium Plan				Approve Monitor	Consult Monitor	Recommend Implement Monitor
7.11	Academy Trips & Visits Policy				Approve Monitor	Recommend	Recommend Implement Monitor
7.12	Academy Pupil Behaviour & Discipline Policy				Approve Monitor	Recommend	Recommend Implement Monitor
7.13	Trust Exclusions Policy		Approve		Implement Monitor	Propose Consult Implement	Propose Consult Implement
7.14	Appeals against Permanent Exclusion	Panel can include governors from across the Trust	Monitor		Implement	Consult	
7.15	Trust Complaints Policy		Approve		Consult Implement	Consult Recommend	Consult Recommend
7.16	Complaints Appeals				Implement	Consult	Consult
7.17	Trust Admissions Policy		Approve		Consult	Recommend	Recommend
7.18	Admissions Appeals				Approve	Monitor	Implement
7.19	Trust/Academy websites		Approve Monitor		Approve Monitor	Consult	Recommend
7.20	Trust/Academy logos & branding		Approve		Approve	Recommend	Recommend
7.21	Academy uniforms				Approve	Recommend	Recommend
7.22	Trust Equality Duty & Objectives Statement		Approve		Implement Monitor	Recommend	Implement Monitor

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7.23	Trust Risk Register & Management Plan		Approve	Recommend		Consult	Consult
8	Premises and Assets						
8.1	Academy Asset Management Procedures				Consult	Propose	Implement
8.2	Trust Fixed Asset Policy		Approve	Recommend	Implement Monitor	Consult	Implement Monitor
8.2	Trust Health & Safety Statement of Intent		Approve				
8.3	Academy Health & Safety Procedures				Approve	Recommend Implement Monitor	Recommend Implement Monitor
8.4	Trust Emergency Planning & Business Continuity statement of Intent		Approve	Consult	Consult	Consult	Consult
8.5	Academy Emergency Planning & Business Continuity Policy				Approve	Recommend	Recommend