



**HCAT**  
**SCHEME OF DELEGATION SEPTEMBER 2020**

**Key Groups –**

Board – Trust Board of Directors, Fin Cttee – Finance and Audit Committee, LGB – Local Governing Body, CEO – Chief Executive Officer, HT – Headteacher / Heads of Individual Schools

Key Definitions		Notes	Board of Trustees	Finance & Audit Cttees	LGB	CEO	HT
(A) - Approve - officially agree to or accept as satisfactory (R) - Recommend - put forward (someone or something) with approval as being suitable for a particular purpose or role (P) - Propose - put forward (a plan or suggestion) for consideration by others. (D) - Develop - an event constituting a new stage in a changing situation (M) - Monitor & Report - observe and check the progress or quality of (something) over a period of time; keep under systematic review (C) - Consulted - have discussions with (someone), typically before undertaking a course of action. (I) - Implement - put (a decision, plan, agreement, etc.) into effect							
<b>1.</b>	<b>Governance</b>						
1.1	Approve Trust Articles of Association	Only Members	R				
1.2	Approve Trust Board Terms of Reference		A	P		P	
1.3	Approve Trust Scheme of Delegation		A	P		P	
1.4	Approve new convertor or sponsored academies joining MAT		A			R	
1.5	Establish Trust Committees		A	P		P	
1.6	Approve Trust Committees Terms of reference		A	P		P	
1.7	Approve Local Governing Body (LGB) Terms of Reference		A		R	P	
1.8	Establish LGB Working Groups				A		R
1.9	Appoint Chair of Trust Board		A				
1.10	Remove Chair of Trust Board	Only Members when necessary	A				
1.11	Appoint Chair of LGB				A		
1.12	Remove Chair of LGB – LGB when formal end of term, Trustees if required due to lack of leadership / incompetency's.	In exceptional circumstances	A		A		
1.13	Appoint (and remove) Vice Chair of LGB - LGB when formal end of term, Trustees if required due to lack of leadership / incompetency's.	In exceptional circumstances	A		A		
1.14	Appoint (and remove) LGB Members - LGB when formal end of term, Trustees if required due to lack of leadership / incompetency's.	In exceptional circumstances	A		A		
1.15	Appoint (and remove) Chair (s) of Trust Committees		A	R			
1.16	Appoint (and remove) Trust Committee members	As per agreed composition	A				
1.17	Appoint Board Advisors		A	P		P	
1.18	Appoint (and remove) Clerk to Trust Board		A				
1.19	Appoint (and remove) Clerk to LGB		A		C	R	
1.20	Organise calendar of Trust Board and LGB meetings		A		C	R	
1.21	Approve Directors Expenses Policy		A				
<b>2.</b>	<b>Trust and Academy Performance, Curriculum and Teaching</b>						
2.1	Trust Strategic Plan		A			R	
2.2	Academic Performance Targets		A		R	P	D
2.3	Academy Performance Review (e.g. SEF)		A		R	P	D
2.4	Academy 3 year plan				A	A	P
2.5	Academy 1 year plan				A	R	P
2.6	EYFS Policy – Statutory Policy				AM	R	P
2.7	EYFS Plan & Quality of Provision	Setting Lead to Monitor			AM	A	D/I
2.8	SEN Policy – Statutory Policy				AM	R	P
2.9	SEN Plan & Quality of Provision	Setting Lead to Monitor			AM	A	D/I
2.10	Teaching & Learning Policy				AM	R	P
2.11	Curriculum Policy				AM	R	P
2.12	Relationships education, relationships and sex education (RSE) and health education – Statutory Policy				AM	R	P



2.13	Religious Education Policy				AM	R	P	
<b>3.</b>	<b>Staff Policies and Pay</b>							
3.1	Pay & remuneration Policy		A		CM	P/R		
3.2	Job Role Salary & Grading Policy		A		CM	P/R		
3.3	Changes to Employee Terms & Conditions or Collective Agreements		A			R		
3.4	Adoption of transferring Policies & Collective Agreements		A			R		
3.5	Teachers Annual Pay Award (as per national pay and conditions)		A	M		R	C/I	
3.6	Teachers Annual Performance Award	As per relevant policy		M		A	PR	
3.7	Support Staff Annual Pay Award (as per national pay and conditions)		A	M		R	C/I	
3.8	Support Staff Annual Performance Award			M		A	PR	
3.9	CEO Performance Pay Awards	As per relevant policy	A	M				
3.10	Performance Management & Appraisal Review Policy		A		M	R	C/I	
3.11	Disciplinary Policy		A		M	R	C/I	
3.12	Grievance Policy		A		M	R	C/I	
3.13	Capability Policy		A		M	R	C/I	
3.14	Whistle Blowing Policy		A		M	R	C/I	
3.15	Re-structure & redundancy Policy		A		M	R	C/I	
3.16	Employee Health & Safety Policy		A		M	R	C/I	
<b>4.</b>	<b>Staff Management</b>							
4.1	Staff complement, structure and grades			M	R	A	D	
4.2	CEO appointment		A					
4.3	Trust Leadership Structure – Central Team		A	C		R		
4.4	Head of School/Principal appointment		A		R	R		
4.5	Senior Leadership appointments (within model structure)			M	C	A	P	
4.6	Teaching and support staff appointments (within model structure)					C	A	
4.7	Suspension of CEO	As per relevant policy	A	P				
4.8	Return of CEO after suspension	As per relevant policy	A					
4.9	Dismissal of CEO	As per relevant policy	A					
4.10	Suspension of Headteacher / Head of School / Principal	As per relevant policy				A/I		
4.11	Return of Headteacher / Head of School / Principal after suspension	As per relevant policy	A		R	P		
4.12	Dismissal of Headteacher/ Head of School / Principal	As per relevant policy	A		R	I		
4.13	Suspension of teaching and support staff	As per relevant policy				C	I	
4.14	Return of teaching and support staff after suspension	As per relevant policy			A	C	R	
4.15	Redundancy of staff		A	C	P	D		
4.16	Restructuring of staff		A	C	P	D		
<b>5.</b>	<b>Financial Governance &amp; Management</b>							
5.1	Trust & Academy Financial Regulations		A	R		P		
5.2	Trust & Academy Financial Procedures		A	R		P		
5.3	Appoint Trust Auditors		A	R		I		
5.4	Trust 3 Year Budget Plan	COO to draft	A	RM		P		
5.5	Trust 1 Year Budget Plan	COO to draft	A	RM		P		
5.6	Trust Interim Year End Accounts			A		R		
5.7	Trust Annual Accounts – Approved by Trust then reported to members at AGM	Reported to Members	A	R		I		
5.8	Trustees Report	COO to draft	A	R				
5.9	Trust Academies Accounts Return to EFA			A				
5.10	Response to Auditor’s Management Letter			AR		I		
5.11	Individual Academy 3 Year Budget Plan	COO to draft	A	R	C	P	DI	
5.12	Individual Academy 1 Year Budget	COO to draft	A	R	C	P	DI	
5.13	Individual Academy YTD Reports	COO to draft	M	M	M	M	M	



5.14	Academy Interim Year End Accounts	COO to draft		A	C		
5.15	Academy Accounts Return to EFA	COO to draft		A		R	
<b>6.</b>	<b>Financial Authorisation</b>						
6.1	Expenditure or contracts up to Lower Limit	As per relevant TOR					A
6.2	Expenditure or contracts from Lower Limit to Upper Limit	As per relevant TOR				A	P
6.3	Expenditure or contracts from Upper Limit to OJEU Limit	As per relevant TOR		A		R	P
6.4	Expenditure over Official Journal of the European Union	As per relevant TOR	A	R		P	
6.5	Disposal or write off of stock, assets or debts up to Lower Limit						A
6.6	Disposal or write off of stock, assets or debts from Lower Limit to Upper Limit				A	R	
6.7	Disposal or write off of stock, assets or debts over Upper Limit (up to AFH Limit)			A		R	
6.8	Compensation payments up to £49,999		A			P/R	
<b>7.</b>	<b>Academy Policies &amp; Procedures</b>						
7.1	Academy times, terms and holidays				C	A	P
7.1.1	School Closures / Emergency Closures					A	P
7.2	Change of Academy Age Range		A		R	P	D
7.3	Change of PAN		A		R	P	D
7.4	Change of Academy provision (EYFS)		A		R	P	D
7.5	Child Welfare & Safeguarding Policy	Setting Lead to Monitor	A		R	D/R	I
7.6	Attendance Policy & Plan		A		M	R	PI
7.7	Pupil Behaviour & Exclusions Policy				AM	R	PI
7.8	Community & Religious Ethos & Values Policy	Setting Lead to Monitor			A	R	P
7.9	Short Term Exclusion of Pupils	As per relevant Policy					A
7.10	Return after Short Term Exclusion of Pupils	As per relevant Policy					A
7.11	Permanent Exclusions of Pupils	As per relevant Policy			A		I
7.12	Appeals against Permanent Exclusion of Pupils alongside LA Panel	As per relevant Policy			A		I
7.13	Complaints Policy		A			R	
7.14	Admissions Policy				A	R	P
7.15	Allocation of places against Admissions Policy				AI		
7.16	Academy Prospectus				A	C	P
7.17	Academy Website				A	C	P
7.18	Academy Logo & Branding				A	C	P
7.19	Academy Uniform				A	C	P
7.20	Academy Trips Policy				A	R	I
7.21	Extended services on-site				A	C	P
7.22	Pupil Premium Policy		A			R	P
7.23	Pupil Premium Plan				A	R	P
<b>8.</b>	<b>Premises &amp; Assets</b>						
8.1	Asset Management Policy	Setting Lead to Monitor	A		R	P	
8.2	Health & Safety Policy	Setting Lead to Monitor	A		CM	P	
8.3	Commissioning of repairs or works up to £9999			C	C	C	A
8.4	Commissioning of repairs or works up from £10000 to £49999			C	C	A	P
8.5	Commissioning of repairs or works over £50000		A	R	C	P	D