



## Everyone Matters Schools Trust Scheme of Delegation

<b>Reading the grid</b>
✓ - action to be undertaken at this level
A - provide advice and support to those with decision making power
</> - Demonstrates which way up/down the decision chain the advice must be provided
<b>Note: Decisions retained by the trust board may be delegated to a board committee but not to the CEO, academy committee or HT</b>

Governance function		Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
<b>Governance Function</b>	Trustees: appoint/remove	✓	✓				
	Parent LGB members: appoint when elected		✓			✓	
	Board committee chairs: appoint and		✓				

	remove						
	Named safeguarding trustee: appoint and remove		✓				
	LGB chairs: appoint and remove		✓			<A	
	<b>Governance function</b>	<b>Members</b>	<b>Trust board</b>	<b>Trust Board Committees</b>	<b>CEO</b>	<b>Local Governing Boards</b>	<b>Principal</b>
	LGB members: appoint and remove		✓			<A	
	Clerk to board: appoint and remove		✓				
	LGB Governance Professional appoint and remove		✓			✓	
<b>Governance framework: systems and structures</b>	Articles of association: review and agree	✓	<A				
	Governance structure for the trust: establish and review annually		✓				
	Committee terms of reference and scheme of delegation: agree annually		✓				
	Annual schedule of governance business: agree		✓			✓	
	Self-review of trust board and committees: complete annually		✓				
	Self-review of academy committees (LGBs): complete annually					✓	
	Chair's performance: carry out 360° review periodically		✓				

	Trustee/academy committee (LGB) member contribution: review annually		✓			✓	
<b>Governance framework: reporting</b>	Publish governance arrangements on trust and schools' websites: ensure				✓		✓
	<b>Governance function</b>	<b>Members</b>	<b>Trust board</b>	<b>Trust Board Committees</b>	<b>CEO</b>	<b>Local Governing Boards</b>	<b>Principal</b>
	Annual report on the performance of the trust: submit to members and publish				✓	<A	<A
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓				
	ESFA required reports and returns - submit		✓		<A		
	Annual report work of academy committee (LGB): submit to trust and publish					✓	
<b>Being strategic</b>	Determine trust wide policies which reflect the trust's values: approve		✓		<A	<A	<A
	Determine school level policies: approve					✓	<A
	Management of risk: establish register, review and monitor		✓	✓	<A		
	Engagement with stakeholders: ensure		✓		✓	✓	✓

	Determine trust's vision, strategy and key priorities: approve		✓		<A	<A	<A
	Determine schools' vision, strategy and key priorities: approve				✓	✓	<A
	<b>Governance function</b>	<b>Members</b>	<b>Trust board</b>	<b>Trust Board Committees</b>	<b>CEO</b>	<b>Local Governing Boards</b>	<b>Principal</b>
	Chief executive officer: appoint and dismiss		✓	✓			
	Accounting officer: appoint and dismiss		✓	✓			
	HTs: appoint and dismiss				✓	✓	
	Budget plan to support delivery of trust key priorities: agree		✓		<A		<A
	Budget plan to support delivery of schools' key priorities: agree				✓	✓	<A
	Trust's staffing structure: agree		✓		<A		
	Schools' staffing structure: agree				✓	✓	<A
	Admission of new academies to the MAT		✓		<A		
<b>Holding to account</b>	Ensuring compliance (e.g. safeguarding, H&S, employment, whistleblowing): agree auditing and reporting arrangements		✓	✓	<A		<A
	Monitoring progress on key priorities: agree reporting arrangements		✓	✓	<A		

	Performance management of the chief executive: undertake		✓	✓			
	Performance management of HTs: undertake				✓	<A	
	<b>Governance function</b>	<b>Members</b>	<b>Trust board</b>	<b>Trust Board Committees</b>	<b>CEO</b>	<b>Local Governing Boards</b>	<b>Principal</b>
<b>Financial oversight</b>	External auditors: appoint	✓					
	Chief financial officer: appoint		✓	✓	<A		
	Trust's scheme of financial delegation: establish, monitor and review		✓	✓	<A		
	External auditors' report: receive and respond		✓	<A	<A		
	CEO pay award: agree		✓	✓			
	Principal's pay award: agree		✓	✓	<A	<A	
	Staff appraisal procedure and pay progression: review and agree		✓	✓	<A		
	Benchmarking and trust wide value for money: ensure robustness		✓	✓	<A		
	Monitoring budget: agree reporting		✓	✓	<A	<A	
<b>Admissions</b>	Setting Admissions Policies		✓	✓	<A		<A
	Keeping Admission and Attendance Registers						✓

	Compliance with admissions and appeals codes		✓	✓	<A		
	Arranging suitable independent appeals panels				✓		
	<b>Governance function</b>	<b>Members</b>	<b>Trust board</b>	<b>Trust Board Committees</b>	<b>CEO</b>	<b>Local Governing Boards</b>	<b>Principal</b>
	Setting individual academy PANs		✓	✓	<A	<A	<A
<b>Safeguarding</b>	Setting of Safeguarding Practices and Policies					✓	<A
	Support for LAC, Disadvantaged and SEN students						✓
	Monitoring effect of additional grants						✓
	Monitoring amount of additional grants					✓	
	Setting and monitoring of Behaviour Policy					✓	
	Monitoring of Single Central Record				✓	✓	✓
	Statutory Safeguarding Employment Checks				✓	✓	✓
<b>Standards, Curriculum and Assessment</b>	Set the Trust approach to Curriculum and Assessment with regard to statutory requirements				✓		<A
	Develop statutory curriculum policies				A>		✓
	Trust and Academy academic targets				A>		✓

	Academy Self Evaluation				A>	A>	✓
	Delivery of careers guidance						✓
	<b>Governance function</b>	<b>Members</b>	<b>Trust board</b>	<b>Trust Board Committees</b>	<b>CEO</b>	<b>Local Governing Boards</b>	<b>Principal</b>
	Term dates		✓		<A	<A	<A
	Length of the Academy Day		✓		<A	<A	<A
	Fixed Term Exclusions				A>		✓
	Permanent Exclusions				A>		✓
	Exclusion Reviews					✓	
<b>Human Resources</b>	Approval of annual staffing plan				✓	✓	<A
	Authority to increase academy/organisational headcount within existing staffing budget		✓	✓	✓		<A
	Job Description – Sign off		✓	✓	✓		<A
	Job evaluation policy and procedures		✓	✓			
	Varying employment terms and conditions		✓		<A		<A
	Suspension of academy staff (deputy principal and below)				A>		✓
	Suspension of the principal				✓		
	Suspension of executive staff				✓		

	Suspension of the Chief Executive Officer		✓	✓			
	<b>Governance function</b>	<b>Members</b>	<b>Trust board</b>	<b>Trust Board Committees</b>	<b>CEO</b>	<b>Local Governing Boards</b>	<b>Principal</b>
	Dismissal of academy staff (deputy principal and below)				A>		✓
	Dismissal of the principal				✓	<A	
	Dismissal of executive staff				✓		
	Dismissal of the Chief Executive Officer		✓	✓			
	Appeals		✓			✓	
<b>Complaints</b>	Complaints made under Stage 2 of the policy (formal complaint)				A>		✓
	Complaints made under Stage 2 of the policy about the principal (formal complaint)				A>	✓	
	Complaints made about executive trust staff under Stage 2 of the policy (formal complaint)				✓		
	Complaints made about the CEO under Stage 2 of the policy (formal complaint)	✓	✓				
	Complaints made under Stage 3 of the policy (regarding the academy, all staff including the principal)					✓	



Complaints made under Stage 3 of the policy (regarding the executive team, including the CEO)	✓	✓				
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Financial Scheme of Delegation for a good school	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
<b>Set and agree School Budget (as long as within Trust parameters for Trust budget)</b>				✓	✓	<A
<b>Spend up to £20000</b>				✓		✓
<b>Spend up to £49,999</b>				✓	✓	<A
<b>Spend up to £99,999</b>		✓	✓	<A	<A	
<b>Spend over £100,000</b>		✓		<A	<A	

**Trust parameters for school budgets:**

1. On joining the Trust school reserves remain as the schools to spend in line with the Trust reserve policy.
2. Good schools that operate balanced budget LGB's will have delegated responsibility to agree annual budgets as long as shared and agreed with the CEO and Trust's Director of Finance which will be based on meeting the Trusts parameters for budget setting.
3. All school budgets will be signed off by the Trust Board if parameters for budget setting and good trust financial practice have been met.
4. Principals/Headteachers can all spend up to £20,000 trust financial parameters and guidance would advise informing the Trusts Director of Finance and LGB of spends above £10000.
5. The CEO and LGB's can make spends up to £49,999 but again recommended financial practice would be to inform and advice Trust Director of Finance and Trust Finance Committee prior to spend being made above £20,000
6. Trust Board and Trust Finance Committee can agree spends up to £99999 and the Trust Board can sign for spends above £100000.

**Trust Budget Setting and Financial Parameters:**

- **All financial transactions must be in line with the Academies Financial Handbook and the Everyone Matters Schools Trust Financial Handbook.**
- **All school budgets should be set with the aim of the school being able to carry forward and place in school reserves at least 1% of the total school budget.**
- **All staffing costs should be met by the allocated budget and within appropriate benchmarks.**
- **Schools leadership and management structure are decided by the Principal/ Headteacher of each individual school but need to be within the appropriate threshold and will need to be justified to the Director of Finance if number of roles appears excessive based on the size of organisation. For example 2 Deputy Heads/ Vice Principals in a 200 pupil Primary school.**
- **All schools will pay a service charge/top slice to the trust based on core services agreed across the Trust. The service charge will also support the development of strategic school to school support and roles as the trust develops. This will be reviewed annually to find the most efficient model.**
- **LGBs and Headteachers can set financial priorities as long as Trust budget parameters and financial practice are being maintained**