Everyone Matters Schools Trust

Scheme of Delegation

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within the Everyone Matters Schools Trust ("the Trust") – the Members of the Trust, Trust Board, CEO, Local Governing Boards (LGBs) and Principals.

This summary is designed for use by governance stakeholders within the Trust and external regulators, including Ofsted and the Education & Skills Funding Agency ("EFSA").

Summary of governance structure

Within the Trust, the overarching approach to delegations for each governance tier is as follows:

- Members – Members have responsibility for ensuring that the charitable purpose of the trust is pursued. They have a limited and distinct role as set out in the scheme of delegation below.

- Trust Board – The Trust Board holds the ultimate legal accountability for all aspects of operation delivery, policy and decision making. They oversee the management and administration of the Trust and the academies within it. The Board will deal with non delegated key matters such as strategic direction, vision and values and educational targets.

- Chairs Action in certain circumstances in between meetings when a decision is needed by the Trust board and written agreement cannot be obtained from the Trustees. The Chair in these exceptional circumstances has the power to act on the behalf of the board and then have the action shared and retrospectively approved by the Trust Board.

- CEO – Holds delegated responsibility from the Trust Board to manage the day to day activities of the trust.

- Local Governing Boards – LGBs hold delegated power from the Trust Board at Academy level to make decisions and scrutinise at a local level.

- Academy Principals** – The Academy Principals within the Trust are responsible for all aspects of the day to day running of their setting and operational delivery of Academy improvement plans. ** The term Academy Principal is interchangeable with Headteacher when appropriate.

A multi academy trust's board of trustees is accountable in law for all major decisions about all the schools within the trust. However, this does not mean that the board is required to carry out all the trust's governance functions and many functions can and should be delegated elsewhere, including to the CEO, the board's committees, and to LGBs.

At all levels of delegation, the Trust Board retains the right to withdraw delegation of certain responsibilities or functions if performance in the

delegated area is a cause for concern or there is a need to refocus the delegated powers to secure rapid improvements. For example, if a school's leadership and management is judged to be inadequate, the trustees may wish to take responsibility for governance at a local level to ensure the correct support and scrutiny is in place.

The decisions as to which powers the board has delegated are recorded in the table below. This allows individuals and groups to act promptly when such power is within their remit.

Reading the grid
✓ - 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
Note: Decisions retained by the trust board may be delegated to a board committee but not to the CEO, academy committee or HT

	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
Governance Function	Trustees: appoint/remove	✓	✓				
	Parent LGB members: appoint when elected		✓			✓	
	Board committee chairs: appoint and remove		✓			<A	
	Named safeguarding trustee: appoint and remove		✓				
	LGB chairs: appoint and remove		✓			<A	
	Governance function	**Members**	**Trust board**	**Trust Board Committees**	**CEO**	**Local Governing Boards**	**Principal**
	LGB members: appoint and remove		✓			<A	
	Clerk to board: appoint and remove		✓				
	LGB Governance Professional appoint and remove		✓			✓	
Governance framework: systems and structures	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		✓				

	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
	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		✓			✓	
Governance framework: reporting	Publish governance arrangements on trust and schools' websites: ensure				✓		✓
	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		

	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
	Annual report work of academy committee (LGB): submit to trust and publish					✓	
Being strategic	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
Governance function	**Members**	**Trust board**	**Trust Board Committees**	**CEO**	**Local Governing Boards**	**Principal**	
	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		
Holding to account	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	

	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
Financial oversight	External auditors: appoint	✓					
	Chief financial officer: appoint		✓	✓	<A		
	Trust's scheme of financial delegation in the Trusts Financial Procedure Manual: 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	✓	<A
	Benchmarking and trust wide value for money: ensure robustness		✓	✓	<A		
	Monitoring budget: agree reporting		✓	✓	<A	<A	
Admissions	Setting Admissions Policies		✓	✓	<A		<A
	Keeping Admission and Attendance Registers						✓

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Compliance with admissions and appeals codes		✓	✓	<A		
Arranging suitable independent appeals panels				✓		

Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
Setting individual academy PANs		✓	✓	<A	<A	<A

	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
Safeguarding	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				✓	✓	✓
Standards, Curriculum and Assessment	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>		✓

Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
Academy Self Evaluation				A>	A>	✓
Delivery of careers guidance						✓
Term dates		✓		<A	<A	<A
Length of the Academy Day		✓		<A	<A	<A
Fixed Term Exclusions				A>		✓
Permanent Exclusions				A>		✓
Exclusion Reviews					✓	
Human Resources 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				✓		

	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
	Suspension of executive staff				✓		
	Suspension of the Chief Executive Officer		✓	✓			
	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		✓			✓	
Complaints	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)	✓	✓				