SOUTHERN EDUCATION 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 Trust and member schools.

Whilst accountability and responsibility may be delegated in practical terms, the Trust Board (and Members) remain accountable, and the CEO responsible, for all activities in the trust, including that of all schools.

The bodies may include:

1. Trust Members
2. Trust Board of Trustees
3. Trust Finance, Audit and Risk Committee (F/AR)
4. Trust HR and Development Committee (HR/Dev)
5. Trust Education Committee
6. Local Governing Boards (LGBs)
7. Trust Chief Executive Officer and Trust Leadership Team (TLT)
8. Headteacher of individual schools

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 schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Charities Commission, HMRC and Companies House. The Scheme of Delegation may also need to take into consideration any requirements of the Dioceses of Salisbury and Winchester.

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:

- **Accountable (A)**: the individual/group that has primary responsibility for ensuring the particular task is completed/signed off and determining how the Trust and/or schools (as appropriate) should undertake the task including defining appropriate milestones and targets to be reported against.

- **Responsible (R)**: the individual/group that has responsibility for undertaking/defining the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO, this will be at trust level. In the case of the Head Teacher, this will be at school level.

- **Consulted (C)**: the individual/group that should be consulted on their views as part of the process of completing a particular task.

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. There will be an explanatory document to accompany the Scheme of Delegation, which gives more detail.

#	Task Accountable Responsible Consulted	Notes	Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT
1.	**Governance**									
1.1.	Approve Trust Articles of Association		A	R						
1.2.	Approve Trust Board Terms of Reference			A				R		
1.3.	Approve Trust Scheme of Delegation			A	R	R	R			
1.4.	Approve new convertor or sponsored academies joining MAT	Subject to criteria and due diligence		A				R		
1.5.	Establish Trust Committees			A	R	R	R			
1.6.	Approve Trust Committee Terms of Reference			A	R	R	R			
1.7.	Approve Local Governing Board (LGB) Terms of Reference			A				R	C	
1.8.	Establish LGB working groups								A R	
1.9.	Decision to intervene in school governance			A				R		
1.10.	Appoint Chair of Trust Board			A R						
1.11.	Appoint Trustees	Trustees recommend	A	R						
1.12.	Remove Trustees		A R	C						
1.13.	Appoint Members		A R							
1.14.	Remove Members		A R							
1.15.	Appoint Chair and Vice Chair of LGB			A					R	
1.16.	Remove Chair or Vice Chair of LGB	In exceptional circumstances		A R					C	
1.17.	Appoint LGB members	As per ToRs		A R					R	
1.18.	Remove LGB members	In exceptional circumstances		A R					R	
1.19.	Appoint (and remove) Chair(s) of Trust Committees	Cttee to appoint. Board power to remove		A	R	R	R			
1.20.	Appoint (and remove) Trust Committee members	As per agreed composition		A R						
1.21.	Appoint (and remove) Director of Governance Operations			A C				R		
1.22.	Appoint (and remove) Governance Officer to LGB								C	A R
1.23.	Appoint Accounting Officer			A R						
1.24.	Policy Matrix			A				R		
1.25.	Governance calendar			A				R		
1.26.	Approve Trustees' and Governors' Expenses Policy			A				R		
1.27.	Appoint a Company Secretary	Not mandatory		A				R		
1.28.	Trust website compliance			A				R		
1.29.	Accountable Responsible Consulted		Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT

2.	**Trust & School Performance, Curriculum and Teaching** **Accountable Responsible Consulted**		Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT
2.1.	Trust Development plan			A				R		
2.2.	School Performance Review *e.g. SEF*							A	R	R
2.3.	School Development Plan							A	R	R
2.4.	Set and monitor school performance targets						A	R	R	R
2.5.	Decision to implement School Intervention Policy			A				R	C	C
2.6.	Trust Staff Development					A		R		
2.7.	School Staff Development plan								A	R
2.8.	Ensure high level of pupil attendance						A	R	R	R
2.9.	Curriculum (T&L, Inclusion SEND)						A	R	R	R
2.10.	Pupil outcomes						A	R	R	R
2.11.	EYFS provision and impact						A	R	R	R
2.12.	SEND provision and impact						A	R	R	R
2.13.	Post-16 provision and impact						A	R	R	R
2.14.	Pupil premium and disadvantaged pupils						A	R	R	R
3.	**Staff Policies and Pay** **Accountable Responsible Consulted**		Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT
3.1.	HR, Employment & Staff related policies			A		R		R	C	C
3.2.	Changes to Employee Terms & Conditions or Collective Agreements			A		R		R		C
3.3.	Employee T&Cs for new schools			A		R		R		C
3.4.	Teachers Annual Pay Award	National agreement		A	R	C		R		C
3.5.	Support Staff Annual Pay Award	National agreement		A	R	C		R		C
3.6.	CEO Performance Review and Pay			A R						
3.7.	Headteacher Performance Review & Pay			A				R	C	
3.8.	Pay progression process					A			R	R

4.	**Staff Management** **Accountable Responsible Consulted**		Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT
4.1.	CEO appointment			A R						
4.2.	Suspension/return/dismissal of CEO	As per policy		A R						
4.3.	Trust staff structure and complement			A		C		R		
4.4.	Trust staff appointments			A				R		
4.5.	School staff structure & complement	Aligned to budget						C	A	R
4.6.	Headteacher appointment			A				R	C	
4.7.	Deputy Headteacher appointments							C	C	A R
4.8.	Teaching/support staff appointments	As per policy						C	C	A R
4.9.	Suspension/return of Headteacher/Executive Head Teacher	As per policy				C		A R	C	
4.10.	Dismissal of Headteacher/Executive Head Teacher	As per policy		A		C		R	C	
4.11.	Suspension/return/dismissal of Head of School	As per policy						C	C	A R
4.12.	Suspension/return/dismissal of teaching staff							C	C	A R
4.13.	Suspension/return/dismissal of support staff								C	A R
4.14.	Redundancy of school staff	As per policy		A		C		R	R	R
4.15.	Restructuring of school staff	As per policy		A		C		R	R	R
4.16.	Redundancy of trust staff	As per policy		A		C		R		
4.17.	**Accountable Responsible Consulted**		Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT

5.	**Financial Governance & Management** **Accountable Responsible Consulted**		Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT
5.1.	Trust & School Financial Regulations	MAT policy		A	R			R		
5.2.	Trust & School Financial Procedures	MAT policy		A	R			R		
5.3.	Decision to intervene in school financial management			A	R			R	C	
5.4.	Appoint Trust auditors		A	R	R					
5.5.	Trust 3 year Budget Plan			A	R			R		
5.6.	Trust 1 year Budget			A	R			R		
5.7.	Trust services to schools			A	R	R		R		
5.8.	Trust charges to schools			A	R			R	C	
5.9.	Trust Management Account monitoring			A	R			R		
5.10.	Trust Draft Year End Accounts				A			R		
5.11.	Trust Annual Accounts			A	R			R		
5.12.	Trustees Report			A	R			R		
5.13.	Trust Academies Accounts Return to ESFA			A				R		
5.14.	Response to Auditor's Management Letter			A	R			R		
5.15.	School 3 year Budget Plan			A	R			R	R	R
5.16.	School 1 year Budget			A	R			R	R	R
5.17.	School financial account monitoring			A	R			R	R	R
5.18.	Asset Management Policy	Trust policy		A	R			R		
5.19.	School Estates Management Plan			A	R			R	C	C

6.	**Financial Authorisation** **Accountable Responsible Consulted**		Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT
6.1.	Annual review of financial delegation levels	As per relevant policy		A	R			R		
6.2.	Schedule of School Lettings Charges								A	R
6.3.	Additional income generation – trust			A	R			R		
6.4.	Additional income generation - school								A	R

7.	**School Policies & Procedures** **Accountable Responsible Consulted**		Members	Board	F/AR Cttees	HR/Dev Cttee	Education Ctee	CEO/TLT	LGB	HT/EHT
7.1.	Agreeing school terms and holidays			A			R	R	C	C R
7.2.	Changes to length of school day						A	R	R	R
7.3.	Organisation of the school day								A	R
7.4.	Inset days						A			R
7.5.	Change of School Age Range			A	R		R	R	C	C
7.6.	Change of School PAN			A	R		R	R	C	C
7.7.	Extension of School provision (EYFS/post 16)			A	R		R	R	C	C
7.8.	Extended services on-site (eg breakfast clubs, after school clubs)								A	R
7.9.	Child Welfare & Safeguarding			A	R	R	R	R	R	R
7.10.	Health and Safety Policy			A	R	R	R	R	R	R
7.11.	School Statutory Policies (including behaviour)			A				R	R	R
7.12.	School non-statutory Policies								A	R
7.13.	Short-term Suspensions									A R
7.14.	Return after short-term suspension									A R
7.15.	Suspension Panel hearings								A	R
7.16.	Permanent Exclusions								A	R
7.17.	Appeals against Permanent Exclusion	Independent Review Panel		A				R	R	
7.18.	Complaints Policy	Trust policy		A				R		
7.19.	Complaints Appeals			A				R	R	
7.20.	Admissions Policy	Trust policy		A				R		
7.21.	Allocation of places against Admissions Policy			A				R	R	R
7.22.	Admissions Appeals	Independent panel		A				R		R
7.23.	School marketing								A	R
7.24.	School website			A				R	C	R
7.25.	School logo & branding								A	R
7.26.	School uniform								A	R
7.27.	Approve educational visits (adventurous and residential)							A	R	R