



DRAPERS' MULTI ACADEMY TRUST

SCHEME OF DELEGATION – Final 20/11/19

INTRODUCTION

The scheme of delegation is the key document setting out which powers and functions have been delegated to different bodies or individuals involved in the governance and operation of the Multi Academy Trust.

For the Drapers' Multi Academy Trust, these bodies and roles are:

1. Trust Members
2. Trust Board of Directors
3. Trust Audit and Finance Committee
4. Trust Remuneration Committee
5. Local Governing Bodies
6. Chief Executive
7. Principals
8. Director of Finance
9. Estates and Facilities Manager
10. HR Manager

1

The different levels of power are:

- A= Approve
- R = Recommend
- P =Propose
- C= Consulted
- M=Monitor and Report
- I = Implement

11. Clerk

Where delegation levels have been shaded out, this indicates that the function cannot legally be delegated to this level. Where powers and functions have been shaded, there may be further separation of functions (e.g. if it is decided LGBs appoint their Chair but LGB or Board can remove)

The scheme of delegation should be read in conjunction with the terms of reference for the relevant body. It is intended to be comprehensive, but may not cover every task. In some instances policies will provide further detail.

The scheme of delegation should be reviewed annually by the Trust Board.

	Power/Function	1. Members	2. Board	3. Audit	4. Remuneration	5. LGB	6. CEO	7. Principal	8. Director Finance	9. E & F	10. HR	11. Clerk
1.	Governance											
1.1.	Approve and Review Trust Articles of Association	A	R									
1.2.	Appoint (and remove) Members	A										
1.3.	Appoint (and remove) Directors	A	R									
1.4.	Appoint (and remove) Co-opted Directors	A	R									
1.5.	Appoint (and remove) Chair of Trust Board		A									
1.6.	Call general meetings	A	A									
1.7.	Approve Trust Scheme of Delegation		A	C		C	R		C			
1.8.	Approve Trust Board Terms of Reference		A				R					
1.9.	Establish Trust Committees		A				C					
1.10.	Approve Committee Terms of Reference		A	C	C		R		C			
1.11.	Appoint (and remove) Committee Chair		A	R	R							

2

The different levels of power are:

A= Approve

R = Recommend

P =Propose

C= Consulted

M=Monitor and Report

I = Implement

	Power/Function	1. Members	2. Board	3. Audit	4. Remuneration	5. LGB	6. CEO	7. Principal	8. Director Finance	9. E & F	10. HR	11. Clerk
1.12.	Appoint Committee members		A	C	C		C					
1.13.	Approve convertor or sponsored academies joining the MAT or academy expansion	C	A									
1.14.	LGB terms of Reference		A			C	R					
1.15.	Appoint Chair and Vice-Chair of LGB		A			R	C					
1.16.	Approve LGB structure and composition		A			C/R	C					
1.17.	Appoint (and remove) LGB members		A			R	C					
1.18.	Remove LGB members for non-attendance					A						
1.19.	Appoint (and remove) Clerk to Trust Board		A				I					
1.20.	Appoint (and remove) Clerk to Trust Committees		A	R	R		I				I	
1.21.	Appoint (and remove) Clerk to LGB		A			R	I				I	
1.22.	Annual Trust Board work plan and meeting dates		A									
1.23.	Annual Committee work plan and meeting dates			A	A		R					I
1.24.	Annual LGB work plan and meeting dates					A	R					I
1.25.	Chair's action (if delay in making a decision is detrimental to the interests of the Trust)		A									
1.26.	Annual review performance of Board/LGBs/Committees and skills audit		A	R/I	R/I	R/I						I
1.27.	Succession planning		A	M	M	M	M/R					
1.28.	Stakeholder communication and engagement		A			I	I					I

The different levels of power are:

A= Approve

R = Recommend

P =Propose

C= Consulted

M=Monitor and Report

I = Implement

	Power/Function	1. Members	2. Board	3. Audit	4. Remuneration	5. LGB	6. CEO	7. Principal	8. Director Finance	9. E & F	10. HR	11. Clerk
1.29.	Register of Interests – update and publish		I			I						I
1.30.	Trust website monitoring		M								M/I	
1.31.	School website monitoring					A/M		R/M/I				
1.32.	MAT website monitoring		A				R/M/I		M/R		M/I	
2.	Pupils, Performance and Standards											
2.1.	Trust vision, aims and objectives	C	A									
2.2.	Trust development plan		A	C	C		R					
2.3.	School/academy development plan					A	C	R				
2.4.	School/academy self-evaluation					A	C	R				
2.5.	Academic and attendance performance targets		A			R/M	C	P				
2.6.	Quality of teaching		M			M		M/R				
2.7.	Pupil achievement					A/M		M/R				
2.8.	Pupil behaviour		A			M	P	M/R				
2.9.	Exclusion of pupils					I/M		I/M/R				
2.10.	Pupil exclusion appeals					A		R				
2.11.	Academy times, terms and holidays		A			C	C	R/I				

The different levels of power are:

A= Approve

R = Recommend

P =Propose

C= Consulted

M=Monitor and Report

I = Implement

	Power/Function	1. Members	2. Board	3. Audit	4. Remuneration	5. LGB	6. CEO	7. Principal	8. Director Finance	9. E & F	10. HR	11. Clerk
2.12.	Change of school/academy age range or PAN		A			C	R	C				
2.13.	Allocation of places in line with admissions policy					A/M		I				
2.14.	Ensuring arrangements are in place to hear admission appeals					A/M		I				
2.15.	Annual safeguarding report		M			A		M				
2.16.	Equalities		A/M			A/M	M	P/M/I				
2.17.	EYFS plan and quality of provision		M			A		P/M				
2.18.	SEND plan and quality of provision		M			A		P/M				
2.19.	Ensure lunches meet nutritional standards					M		P/I				
2.20.	School/academy prospectus					A	C	P/I				
2.21.	School/academy uniform, logo and branding		A			R/M	C	P/I				
3.	Staffing											
3.1.	MAT Central team staffing structure, complement and grades		A		C		R		C		C	
3.2.	School/academy staffing structure, complement and grades					A		R	C		C	
3.3.	Appoint, suspend, return after suspension and dismissal of CEO		A								C	
3.4.	Appoint, suspend, return after suspension and dismissal of MAT Central team staff		M				A				C	

The different levels of power are:

A= Approve

R = Recommend

P =Propose

C= Consulted

M=Monitor and Report

I = Implement

	Power/Function	1. Members	2. Board	3. Audit	4. Remuneration	5. LGB	6. CEO	7. Principal	8. Director Finance	9. E & F	10. HR	11. Clerk
3.5.	Appoint, suspend, return after suspension and dismissal of school/academy Headteacher		C			A	C				C	
3.6.	Appoint, suspend, return after suspension and dismissal of all other school/academy teaching and support staff							A			C	
3.7.	Staff disciplinary appeals					I					C	
3.8.	Staff redundancies, compromise agreements, changes to employee terms and conditions or collective agreements					A		R			C	
3.9.	Performance management of CEO		A/M/I									
3.10.	Performance management of Trust Executive Team		M				A/M					
3.11.	Performance management of Headteachers		M			A	R					
3.12.	Performance management of all other school/academy teaching and support staff		M					A				
3.13.	Staff pay awards and progression (CEO, Headteachers, Trust staff)		A		M/R		R					
3.14.	Maintain single central record		M			M		I (school)			I (Trust)	
4.	Finance, Premises and Asset Management											
4.1.	Appoint accounting officer		A									

The different levels of power are:

A= Approve

R = Recommend

P =Propose

C= Consulted

M=Monitor and Report

I = Implement

	Power/Function	1. Members	2. Board	3. Audit	4. Remuneration	5. LGB	6. CEO	7. Principal	8. Director Finance	9. E & F	10. HR	11. Clerk
4.2.	Appoint and remove auditor	A	R						P/I			
4.3.	Trust and school/academy financial regulations and scheme of financial delegation		A	R		I			P/I			
4.4.	Trust Reserves Policy		A	R		C	C	C	P/I			
4.5.	School/academy financial procedures		A	R		M		I/M	M/P/I			
4.6.	Trust annual accounts	Receive	A	R					P			
4.7.	Trust year-end report	Receive	A	R					P			
4.8.	Response to Auditor's Management Letter		A	R					P			
4.9.	Trust accounts return to EFA		A						P			
4.10.	Top slice for Trust central funding		A	M		C	R	C	P/I			
4.11.	Trust 3 and 1 year budget plan (including major projects)		A			C	R	C	P			
4.12.	Set school/academy 3 and 1 year budget plan		A			R		C/R	P			
4.13.	Pupil premium and sports premium allocation and monitoring		M			A/M		P/I	C			
4.14.	Monitor and manage unplanned spending		A			M	M	M/I	M/C			
4.15.	Agree audit programme			A/I								
4.16.	Benchmarking and value for money		M			A		I	M/P	M/P		
4.17.	Review controls and risk management		A	C/M		P/C	P/M	M/I	M/I	M/I	M/I	
4.18.	Business continuity plan		A			C	I			C		
4.19.	Ensure adequate insurance protection		A	R					I	I		

The different levels of power are:

A= Approve

R = Recommend

P =Propose

C= Consulted

M=Monitor and Report

I = Implement

	Power/Function	1. Members	2. Board	3. Audit	4. Remuneration	5. LGB	6. CEO	7. Principal	8. Director Finance	9. E & F	10. HR	11. Clerk
4.20.	Asset management plan		A			C	C	C	C/I	M/P/R		
4.21.	Health and safety and premises management documents					M		C	C	I		
4.22.	Extended services on-site		A			A	C	C		I/R/M		
4.23.	Contractors for major works		A	C		A	M	C	C	P/M/I		

The different levels of power are:

A= Approve

R = Recommend

P =Propose

C= Consulted

M=Monitor and Report

I = Implement