

# WESSEX MULTI-ACADEMY 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 Wessex Multi-AcademyTrust (WMAT) and member schools.

Our Scheme of Delegation will:

- Promote a culture of honesty and accountability
- Ensure the executive leadership is clear about powers of delegation
- Identify responsibility for the appointment and performance management of the Executive Headteacher and headteachers
- Ensure that the role of leadership and accountability is fully understood throughout the trust
- Identify responsibility for policy and practice in each academy
- Identify responsibility for oversight of educational performance in each academy
- Identify responsibility for oversight of each academy's budget
- Identify responsibility for assessment of risk in each academy

The structure below takes account of plans for growth. However, until the Trust grows beyond its current capacity of five the powers of the Standards Committee will remain with the Board of Directors:

1. Members
2. Board of Directors (Trustees)
3. Resources Committee (incl Audit and Risk)
4. Standards Committee
5. Executive Headteacher
6. Governing Body
7. Headteachers of individual schools

The delegated powers are broken down into different levels in line with WMAT's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the WMAT to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

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.

## **Format, Structure and Clarity**

The scheme of delegation is intended to be a working document so for ease of usage it has been divided into the following subheadings:

1. Governance - Systems and Structures
2. Governance - People
3. Performance, Curriculum and Teaching
4. Staff Policies and Pay
5. Staff Management
6. Financial Governance and Management
7. Financial Authorisation
8. School Policies and Procedures
9. Reporting
10. Premises and Assets

## **WMAT & School Policies**

A key task for the MAT Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies. To ensure consistency and efficiency most policies, and all statutory policies, will be generated through the WMAT with flexibility built in to take account of the local context. The scheme of delegation will set out the responsibility for approval and monitoring of these policies.

#	Task	M	T	RC	SC	EH	GB	HT
<b>1.</b>	<b>Governance - Systems and Structure</b>							
1.1.	Review and approve Articles of Association	✓						
1.2.	Approve Board Terms of Reference		✓					
1.3.	Approve Scheme of Delegation		✓					
1.4.	Approve new convertor or sponsored schools joining WMAT		✓					
1.5.	Establish Committees		✓					
1.6.	Approve Committee Terms of Reference		✓					
1.7.	Approve Governing Body (GB) Terms of Reference		✓					
1.8.	Establish GB sub-committees						✓	
1.9.	Trustee skills audit: for recruitment		✓					
1.10	GB skills audit: for recruitment						✓	
1.11	Policy Matrix		✓					
1.12	Governance Calendar		✓					
1.13	Approve Trustees Expenses Policy		✓					
1.14	Annual schedule of meetings for GBs		✓					
<b>2.</b>	<b>Governance - People</b>							
2.1.	Trustees: Appoint/Remove	✓						
2.2.	Appoint Chair and Vice Chair of Board		✓					
2.3.	Appoint Chair and Vice Chair of GB		✓					
2.4.	Remove Chair or Vice Chair of GB		✓					
2.5.	Appoint GB members		✓					
2.6.	Remove GB members		✓					
2.7.	Appoint (and remove) Chair(s) of WMAT committees		✓					
2.8.	Appoint (and remove) Clerk to WMAT Board		✓					

#	Task	M	T	RC	SC	EH	GB	HT
2.9.	Appoint (and remove) Clerk to GB		✓					
2.10	Appoint Accounting Officer		✓					
2.11	MAT Strategic Plan		✓					
2.12	MAT 1 Year Plan					✓		
2.13	School 1 Year Plan						✓	
2.14	MAT Staff Development Plan					✓		
2.15	School Staff Development Plan						✓	
2.16	Role descriptors and ToR for trustees, chair, committee members, committee chairs etc		✓					
2.17	Design and management of GB sub committees						✓	
<b>3.</b>	<b>Performance, Curriculum and Teaching</b>							
3.1.	School Performance Targets				✓			
3.2.	School Performance Review				✓			
3.3.	School Strategic Vision		✓					
3.4.	Inset Days					✓		
<b>4.</b>	<b>Staff Policies and Pay</b>							
4.1.	HR, employment & staff related policies			✓				
4.2.	Employee terms & condition changes		✓					
4.3.	Employee T&Cs for new schools		✓					
4.4.	Teachers Annual Pay Award			✓				
4.5.	Support Staff Annual Pay Award			✓				
4.6.	CEO Performance Review & Pay		✓					
4.7.	Headteacher Performance Review & Pay		✓					
4.8.	Discretionary Pay Awards			✓				

#	Task	M	T	RC	SC	EH	GB	HT
4.9.	Staff PM procedures and pay progression reviewed and agreed			✓				
<b>5.</b>	<b>Staff Management</b>							
5.1.	CEO appointment		✓					
5.2.	MAT staff structure & complement		✓					
5.3.	MAT staff appointments					✓		
5.4.	School staff structure & complement					✓		
5.5.	Headteacher appointment		✓					
5.6.	Senior leadership appointments					✓		
5.7.	Teaching and support staff appointments						✓	
5.8.	Suspension of EH		✓					
5.9.	Return of EH after suspension		✓					
5.10	Dismissal of EH		✓					
5.11	Suspension of Headteacher		✓					
5.12	Return of Headteacher after suspension		✓					
5.13	Dismissal of Headteacher		✓					
5.14	Suspension of teaching and support staff							✓
5.15	Return of teaching and support staff after suspension							✓
5.16	Redundancy of school staff			✓				
5.17	Restructuring of school staff			✓				
<b>6.</b>	<b>Financial Governance and Management</b>							
6.1.	Appoint the Auditors	✓						
6.2.	Academy Financial Regulations		✓					
6.3.	MAT & Academy financial procedures		✓					
6.4.	MAT 3 year Budget Plan		✓					

#	Task	M	T	RC	SC	EH	GB	HT
6.5.	MAT 1 year Budget		✓					
6.6.	MAT Charges to schools		✓					
6.7.	MAT budget reports			✓				
6.8.	MAT interim year end accounts			✓				
6.9.	MAT annual accounts		✓					
6.10	Trustees Report		✓					
6.11	MAT accounts return to EFA					✓		
6.12	Response to auditor's management letter			✓				
6.13	School 1 year budget			✓				
6.14	School budget reports						✓	
6.15	Appoint CFO for delivery of Trust's detailed accounting processes		✓					
6.16	School interim year end accounts			✓				
6.17	Management of risk: establish register, review and monitor		✓					
6.18	Review and approve trust wide procurement strategies and efficiency savings programme			✓				
6.19	Develop trust wide procurement strategies and efficiency savings programme			✓				
<b>7.</b>	<b>Financial Authorisation</b>							
7.1.	Trust's scheme of financial delegation		✓					
7.2.	Expenditure or contracts up to lower limit					✓		
7.3.	Expenditure or contracts from lower limit to upper limit			✓				
7.4.	Expenditure or contracts from upper limit to OJEU limit		✓					
7.5.	Expenditure over OJEU limit		✓					
7.6.	Compensation payments up to £50,000		✓					
<b>8.</b>	<b>School Policies &amp; Procedures</b>							

#	Task	M	T	RC	SC	EH	GB	HT
8.1.	School times, terms and holidays					✓		
8.2.	Change of School Age Range		✓					
8.3.	Expansion of School PAN		✓					
8.4.	Extension of School provision		✓					
8.5.	Extended services on-site						✓	
8.6.	Health & safety policy			✓				
8.7.	Child welfare & safeguarding policy				✓			
8.8.	Academy statutory policies		✓					
8.9.	Academy non-statutory policies						✓	
8.10	Short-term exclusion							✓
8.11	Return after short-term exclusion							✓
8.12	Permanent exclusions						✓	
8.13	Appeals against permanent exclusion		✓					
8.14	Complaints policy		✓					
8.15	Complaints appeals		✓					
8.16	Admissions policy		✓					
8.17	Admissions allocation of places							✓
8.18	Admissions appeals		✓					
8.19	School uniform						✓	
<b>9.</b>	<b>Reporting</b>							
9.1.	MAT Branding		✓					
9.2.	MAT website: publication of all required details including trustee and governance arrangements		✓					
9.3.	School logo & branding		✓					

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9.4.	School website: publication of all required details including trustee and governance arrangements						✓	
9.5.	School prospectus						✓	
9.6.	Annual report on performance of the WMAT: submit to members and publish		✓					
9.7.	Annual reports and accounts including accounting policies, signed statements on regularity, proprietary and compliance, incorporating governance statement demonstrating value for money: submit		✓					
9.8.	Annual report of work of GB: submit to Trust and publish						✓	
<b>10.</b>	<b>Premises &amp; Assets</b>							
10.1	Asset Management Policy		✓					
10.2	Asset Management Plan						✓	