Scheme of Delegation - Grid

Area	Decision	Members	Trustees	LGB – DM	LGB - DB	Headteacher	Other
	Appoint/Remove – Members and Trustee	٧					
	Chair	V					
People	Appoint/Remove - Trustees		٧				
	Appoint/Remove – Staff Govs		٧				
	Appoint/Remove – Parent Govs		٧				
	Appoint/Remove – Community Govs		٧				
	Appoint/Remove - Staff		٧			٧	
	Management of staff			٧		٧	
	Governance (oversee and manage)		٧				
	Guardians of Constitution	√					
	Oversight and challenge to Trustees	٧					
	Oversight and challenge to LGB		٧				
	Creation and compliance of	٧					
	Framework/RAG	V					
	Compliance of Framework/RAG		٧				
	Fiduciary duty	√	٧	٧	٧	٧	
	Compliance with legal obligations and	٧	V	٧	٧	٧	
	recommended practice		V				
Vision and Ethos		٧	٧	٧	٧	√	
	Enter into contracts on behalf of the		√ (for DB)	V			
	Trustees for the Academy		V (101 DB)	V			
	Develop a 5 year estate management		V	V			
Premises/Estates	<u> </u>			V			
	Maintenance of premises and facilities		√ (for DB)	٧			
	Long term planning of premises and		√ (for DB)	V			
	facilities		V (101 DB)	•			
	Accountability to Government/DfE	٧					
Delegated	Accountability to Members		٧				
Powers (not	Accountability to Trustees		٧				
reserved	Core functions of the MAT		٧				
matters)	Core functions for the Academy/School			٧	√ (restricted)		
	Operational matters		٧	٧	٧		

	Annual review	√			
	Management of the business of the		٧		
	Academy/School		V		
	Managing the employment of all staff	√ (for DB)	٧		
	employed at the Academy	V (101 DB)	V		
	Carrying out all necessary disclosure and		٧	V	
	barring service checks		V	V	
	Conducting appraisals and managing all				
	disciplinary matters in accordance the	V	V	V	
	Academy's policy				
	Annual budget for the Academy	٧	٧		
	Enter into contracts on behalf of the	√	٧		
	Trustees for the Academy				
	Delegate powers to the Headteacher	٧	٧	٧	
	Expend funds as permitted	√ (for DB)	√		
	Operate a bank account on behalf of the	√	٧	V	
	Academy/School	·	•	·	
	Acknowledgement of receipt of funds				
	provided by the State, donated and	V	V	٧	
	generated from activities of the Trust				
Finance	Enter into contracts on behalf of the Trust	V	٧		
	(consent from Trustees if above £5K				
	Responsibility for the accounts	٧			
	Safeguarding of funds	٧	٧		
	Notification to Trustees of unplanned	V	V		
	expenditure				
	Risk management strategies	٧	٧	٧	
	Internal audit committee review	٧			
	Setting and review	√ (for DB)	٧		
	Standards/Teaching and Learning	√ (for DB)	٧	V	
Curriculum and	Monitoring progress including SEN/PP	√ (for DB)	٧	٧	
Standards	Attendance and behaviour	√ (for DB)	٧	٧	
	Adequacy of safeguarding	√ (for DB)	٧	٧	
	Expand the Academy/School	V			
Extended Schools	and Business Activities		٧		

Regulatory	Responsibility for the satisfaction and	٧			
Matters	observance and legal matters				
	Duty to act independently with integrity,				
	objectivity, and honesty in the best	V	٧	V	
	interests of the Trust and Academy/School				
Operation	Adopt and comply with all policies		٧	٧	
Operation Matters	Review policies and practices		V	٧	
	Provide data and information regarding the business of the Academy/School		٧	٧	
	Implement any advice or recommendations made by the Trustees		٧	٧	
Annual Review	Absolute discretion to review Scheme of Delegation	٧			

Finance and audit pro	,cess	N 4 a mala a ma	Twistons	LCD DM	LCD DD	l loodtoodou	Othor
/		Members	Trustees	LGB – DM	LGB - DB	Headteacher	Other
Facilities/personnel	Schedule meetings to review						
committee (meet 6	compliance of funding resources and		٧				
times a year)	expenditure						
	Responsible Officer		٧				
	External Audit – focusing on		٧				
	designated areas of scrutiny						
	independent of the school						
Internal Audit	operational auditors/accountants						
Processes (quarterly	Operational verification of		٧				
review)	authorised processes						
	HR and contracts – out sourced		٧				
	provision to ensure compliance						
	Benchmarking against comparable		٧				
	MATs						
Policy Review	Risk Management and strategies		٧				
Commission Dispusions	Appropriate allocation of resources		٧				
Curriculum Planning	as per EFSA guidance/TOOLING						
	Utilisation of expenditure in line with		٧				
Premises and Estates	strategic development plan						
Extended Schools and	Compliance with legal parameters						
Business Activities	regarding VAT and HMRC		ν				
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