

Scheme of Delegation – Governance

The Scheme of Delegation is fundamental to how we work together. It lays out who has responsibility for what in terms of the Trust and the individual academies. The principle behind our Scheme of Delegation is that individual schools and their Local Governing Bodies need to have delegated autonomy and authority and drive improvement within their own institution. The Trust is able to make that easier by taking on some of the responsibilities and functions that sometimes get in the way of learning. Areas such as finance, facilities management, human resources and IT are often better organised centrally where economies of scale and specialism can make a positive difference to quality and value for money. Academies working together in the Trust can also negotiate from a stronger position for other services such as insurance, energy, and auditing. This is the default position for our Scheme of Delegation but if an academy was in, or getting into, difficulty then the Trust would look to adjust the Scheme of Delegation accordingly. Any adjustment to the Scheme of Delegation for any academy will be taken by the Trust Board, this is reflected in the following Table of Responsibility.

Scheme of Delegation Key



Responsible for the task and ensure it is completed



Consulted with and opinions sought through two way communication



Informed of progress with the task

Authority	Members	Trust Board	Executive Principal/ CEO	Academy Principal	Local Academy Council	Comments
Governance						
Members: appoint/remove	R	I	I	I	I	
Trustees : appoint/remove	R	R	I	I	I	Appointed under Article 50 by Members or Article 58 by Trustee Board
Articles of Association: agree and review	R	C	I	I	I	
Schedule of Trust Board meetings	I	R	C	I	I	
Governance structure for the Trust: establish, determine and review	I	R	C	I	I	
Terms of reference for Trust committees: agree and review annually	I	R	C	I	I	
Terms of Reference for Local Governing Body	I	R	C	I	I	
Trustee Code of Conduct	I	R	C	I	I	
Governor Code of Conduct	I	R	C	C	C	
Skills Audit – Trust board	I	R	C	I	I	
Skills Audit – Local Governing Body	I	C	C	C	R	
Self-review of Trust board performance	I	R	C	I	I	
Self-review of Local Governing Body performance	I	I	I	C	R	
Production of Scheme of Delegation	I	R	C	I	I	
Register of interests for members, trustees, co-opted trustees and senior staff.	I	R	C	I	I	
Appointment of Clerk to the Trust board	I	R	I	I	I	
Appoint, remove and seek the chair of the Local Governing Body	I	R	C	C	C	

Authority	Members	Trust Board	Executive Principal/ CEO	Academy Principal	Local Academy Council	Comments
Engagement with stakeholders	I	R	R	R	R	
Approval of Trust Self Evaluation	I	R	R	I	I	
Internal control & risk management:						
Establish and operate a risk management framework	I	R	R	R	R	Strategic and Trust level risks to be identified and managed at Trust level. Academy level risks be identified, monitored and reported on, at academy level, including escalation to the Trust when applicable. Subject as set out in the Table of Responsibility.
Approval of audit approach	I	R	C	I	I	
Appointment of auditors	I	R	C	I	I	
Review of auditor's management letter and decisions relating to any issues arising.	I	R	C	I	I	
Approval of the Annual Report and Accounts	I	R	C	I	I	
People Decisions						
Performance Management of:						
Executive Principal/CEO	I	R				
Academy Principals	I	I	R		C	
Senior Trust staff	I	I	R			

Altus Education Partnership: Scheme of Delegation and Table of Responsibility

Authority	Members	Trust Board	Executive Principal/CEO	Academy Principal	Local Academy Council	Comments
Trust staff			R			
Academy Senior Leadership Team			C	R	C	
Academy Teaching Staff				R		Responsibility of the line manager within the Academy
Academy Support Staff				R		Responsibility of the line manager within the Academy
Financial probity:						
Appointment of Chief Financial Officer		C	R			
Appointment of Accounting Officer		R				
Approve Pay Award of:						
Executive Principal/Chief Executive Officer pay award		R				
Senior Trust staff		C	R			
Academy Principal pay award		C	R		C	
Academy Senior Leadership Team			C	R	C	
Academy Teaching Staff				R		
Academy Support Staff				R		
Implement pay framework and pay progression at Academy level				R	C	Staff will TUPE on existing terms and conditions
Appointments:						
Executive Principal/CEO		R				
Senior Trust Staff		C	R			
Other Trust posts			R			

Authority	Members	Trust Board	Executive Principal/CEO	Academy Principal	Local Academy Council	Comments
Academy Principal/Head		C	R		R	The Local Governing Body shall, in conjunction with the CEO, appoint the Academy Principal. There shall be a representative of the Trust Board, in addition to the CEO, on the appointment panel.
Academy Senior Leadership Team (teaching)			C	R	C	
Academy Senior Leadership Team (support)			C	R	C	
Academy Subject Leader (HoD) - core subjects			C	R		
Academy Subject Leader (Hod) - non core			C	R		
TLR posts				R		
Other teaching posts				R		
Other support staff posts				R		
Disciplinary, Capability, Ill Health Capability, Redundancy:						
Executive Principal/CEO		R				
Academy Principal			R		C	
Trust Executive Team		C	R			
All other Trust posts (Core Team)			A			
Academy SLT			C	R		
All other Academy posts			C	R		
Collective Agreements/revision to terms and conditions		R	R			
Staffing Restructures (within approved budget) - Trust Executive Team		R	R			

Altus Education Partnership: Scheme of Delegation and Table of Responsibility

	Members	Trust Board	Executive Principal/ CEO	Academy Principal	Local Academy Council	Comments
Staffing Restructures (within approved budget) - academy	I	I	C	R	C	
New post approval:						
Central MAT Team posts above £70k	I	R	R	I	I	
Central MAT Team posts below £70K	I		R	I	I	
Operational Decisions						
Propose the academy budget	I	I	I	R	C	Subject to the provisions of the Table of Responsibility
Approve the overall Trust budget	I	A	R	I	I	
Approve the academy budget	I	R	R	R	R	Subject to the provisions of the Table of Responsibility
Monitor the academy budget and outturn	I	I	R	R	R	Subject to the provisions of the Table of Responsibility
Approve within the overall budget transfers between budget headings	I	I	C	R	C	Subject to the provisions of the Table of Responsibility
Month end academy procedures and monthly reporting	I	I	C	R	I	
Establish financial limits and procedures	I	R	R	I	I	
Asset Management	I	R	R	I	I	
Capital Investment Programme	I	R	R	C	C	
Investments	I	R	R	I	I	
Reserves Policy	I	R	R	I	I	

Table of Responsibility

The ultimate responsibility for each power/responsibility is indicated with an 'R' in the appropriate cell. A 'C' requires that the person responsible shall consult with the corresponding decision level.

Key Function	No	Tasks	Standard Academy		Supported Academy	
			Decision Level		Decision Level	
			Academy	Trust	Academy	Trust
A. Leadership and Governance		Vision, mission and values of the academy are aligned to the trust	R	C	C	R
		Establish and review academy policies	R	C	C	R
		Oversight of academy leadership	R	C		R
		Vision, mission and values of the trust	C	R	C	R
		Admission of new academies	C	R	C	R
		Develop an academy building strategy or master plan	C	R	C	R
		Establish and review trust policies	C	R	C	R
		Terms of reference for committees and LGBs – agree/review	C	R	C	R
		Review the trust's key performance indicators	C	R	C	R
		Approve LGB members	C	R	C	R
B. Education and Curriculum		Ensure an academy appropriately teaches the National Curriculum	R	C	C	R
		Agree targets for student achievement	R	C	C	R
		Deciding on the exam specifications taught in the academy	R	C	C	R
		Responsibility for standards of education at Academy level	R	C	C	R
		Establish structure of academy day	R	C	C	R
		Responsibility for standards of education at MAT level	C	R	C	R
		Set the dates of academy terms and holidays	C	R	C	R
C. Behaviour, Welfare, Safeguarding & Attendance		Ensure high quality teaching of British values and Prevent	R	C	C	R
		Exclusion of students	R		R	C
		Admissions application decisions	R		R	C
		Ensure high levels of student attendance	R		C	R
		Ensure the application of the Safeguarding Policy	R	C	C	R
D. Finance and estates		Manage academy expenditure	R	C	C	R
		Establish, review and monitor academy level risk register	R	C	C	R
		Ensure provision of free school meals to those pupils meeting the	R		R	

	criteria				
	Manage trust expenditure	C	R	C	R
	Approve the formal academy budget plan for the financial year	C	R	C	R
	Establish, review and monitor MAT level risk register		R		R
	Ensure buildings and liability insurances and/or the Department for Education's Risk Protection Arrangement is in place		R		R
E. HR and Operations	Approve staffing structure – Academy level	R	C	C	R
	Performance management of senior leaders at academy level	R	C	C	R
	Performance management of staff	R		C	R
	Ensure that school lunch nutritional standards are met	R		C	R
	Ensure that health and safety regulations are followed	R	R	R	R
	Prepare and publish information for parents including school prospectus if applicable. Compliant website provision	R		C	R
	Procurement	R	C	C	R
	Refurbish and maintain buildings, including developing properly funded maintenance plan	C	R	C	R
	Approve staffing structure – MAT level	C	R	C	R
	Service level agreements	C	R	C	R
	Performance management of senior leaders at trust level		R		R
	Determine severance/compensation payments		R		R