



St Chad's

Academies Trust

Scheme of Delegation

St Chad's Academies Trust - Scheme of Delegation

The Scheme of Delegation provides a framework of delegated responsibility as defined by the Trust Board and provides for certain functions to be carried out by one or more of the following:

Acronym	Responsible Role
Mem	Members of St Chad's Academies Trust
TB	St Chad's Trust Board
LAC	Local Academy Committee
CEO	Chief Executive Officer; also the Accounting Officer for the Trust
Pr	Principal (all references to 'Principal' include Executive Principal roles and Headteacher terminology)

The delegated responsibilities are defined as the following;

Reference	Delegated responsibility
A	Accountable – body/person who is ultimately accountable and has yes/no veto
R	Responsible – body/person who performs an activity, or instructs relevant staff members to do so
C	Consulted – body/person that needs to contribute to the activity
I	Informed – body/person that needs to know of the decision or action
N	Not applicable – mainly used in relation to the Members in line with their governing role

The Scheme of Delegation should be read in conjunction with the Trust's Financial Regulations and Local Academy Committee Members Handbook. For clarity, a guide to the acronyms used throughout the Scheme is below;

Acronym	Denotation
ACAS	Advisory, Conciliation and Arbitration Service
BM	Business Manager
DF	Director of Finance and Estates for the Trust
DL	Director of Learning for the Trust
DO	Director of Operations for the Trust
ESFA	Education and Skills Funding Agency
ESFA ATH	ESFA Academy Trust Handbook (also known as the Academies Financial Handbook).
FAO	Financial Accounting Officer for the Trust
F,R&A	Finance, Risk and Audit Committee
HMRC	Her Majesty's Revenue and Customs
HRO	HR Officer for the Trust
ICO	Information Commissioners Office
JNC	Joint Negotiating Council
LA	Local Authority
LDBE	Lichfield Diocesan Board of Education
NGA	National Governors Association
CC	Compliance Committee
RAB	Raising Achievement Board
SLT	Senior Leadership Team
TLR	Teaching and Learning Responsibility
SEN	Special Educational Needs

New to this edition:

A summary of the main changes is as follows:

- Addition to clause 4.4 to include secondments.
- Creation of a 'branding' section (section 28) including clauses 28.1 – 28.4 referring to academy branding and Trust branding guidelines

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
Central Services	1.1	To determine the scope of central services to be delivered by the Trust to and on behalf of the Academy.	N	A	I	R	I	
	1.2	To identify which services are to be procured on behalf of the organisation.	N	A	I	R	C	To be managed via the Trust's Procurement Group in line with the Group Terms of Reference. Reference will be made to the Trust's central contracts register and preferred supplier list.
	1.3	To ensure centrally procured services provide value for money.	N	A	I	R	I	In line with Trust's Financial Regulations.
	1.4	To determine the scope of centralised services.	N	A	I	R	C	Principals will be consulted on centralised services and the impact on the academy will be assessed.
Financial Management	2.1	Develop risk management strategies for the Trust.	N	A	I	R	I	
	2.2	To implement risk management strategies developed and ratified by the Trust, including but not limited to Risk Register procedures, anti-fraud, anti-corruption, cybercrime, investment and insurance procedures/policies.	N	A	R	R	R	
	2.3	To establish and review financial policies and procedures e.g. the Financial Regulations.	N	A	I	R	I	Delegated to the Trust's Director of Finance.
	2.4	To implement the Trust's Financial Regulations, policies and procedures at academy level.	N	A	R	I	R	Internal audit report informs the DF and CEO; reported to F,R&A Trust Board.
	2.5	To maintain proper financial records for the Academy in line with approved Trust Financial Regulations and ESFA and HMRC legislation.	N	A	R	I	R	Internal audit report informs the DF and CEO; reported to F,R&A and Trust Board.
	2.6	To ensure compliance with approved Trust Financial Regulations and procedures, the ESFA Academy Trust Handbook, Accounts Direction and HMRC and Charities Commission legislation.	N	A	R	R	R	Internal audit report informs the DF and CEO; reported to F,R&A and Trust Board.
	2.7	To appoint the internal auditors and recommend external auditors for appointment to the Trust.	N	A	I	R	I	In line with ESFA ATH and Trust's Financial Regulations

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	2.8	To appoint the external auditors to the Trust	AR	C	I	I	I	In line with the requirements of the ESFA ATH.
	2.9	To prepare accounts for the Trust.	N	A	I	R	I	Delegated to DF.
	2.10	To receive the annual accounts	R	I	I	I	I	
	2.11	To approve the annual accounts	I	AR	I	C	I	
	2.10	To report MAT wide use of Pupil Premium to relevant bodies.	N	A	C	R	C	
	2.11	To publish annual reports on academy use of funding streams such as but not limited to Pupil Premium and Sports Premium.	N	A	R	I	R	As per annual direction from ESFA.
	2.12	To apply, manage and record the use of Pupil Premium and Sports Premium funding.	N	A	I	I	R	Principal reports usage to DF, CEO, RAB and LAC. Monitored monthly in management accounts pack.
	2.13	To authorise the disposal of assets in line with Trust regulations and statutory requirements.	N	A	R	R	R	In line with ESFA ATH and Trust's Financial Regulations.
	2.14	To authorise the acquisition of assets in line with Trust regulations and statutory requirements.	N	A	I	I	R	In line with ESFA ATH and Trust's Financial Regulations.
	2.15	Ensuring adherence to applicable Conflict of Interest, Fraud, Bribery and Corruption Prevention, other such policies, and to Trust, ESFA and other statutory requirements in relation to fraud prevention and reporting.	N	A	R	R	R	This list is not intended to be exhaustive and relates to all Anti- Fraud policies and procedures. See ESFA ATH and Trust's Financial Regulations.
	2.16	To safeguard the Trusts' assets and ensure adequate insurance is in place.	N	A	I	I	R	Insurance must be provided via Trust's appointed insurance broker.
	2.17	To ensure adherence to the ESFA Academy Trust Handbook, the Accounts Direction, Pensions regulatory guidance and other statutory guidance.	N	A	R	R	R	
	2.18	To rescind management of financial operations at academy level.	N	A	I	R	I	CEO and DF to report and concerns to FR&A who make the decision on behalf of the TB.
	2.19	To ensure the appropriate use of public money as per ESFA, Trust and other regulatory guidance.	N	A	R	R	R	
	2.20	To ensure an up to date and effective Risk Register is in place; 1) Trust level*; 2) Academy level.	N N	A A	I C	R I	I R	* CEO to work in collaboration with DF; report to F,R&A. Principal to report Risk

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								Register to CEO and LAC no less than annually. Trust template to be used.
	2.21	To ensure academy based procured services provide Value for Money.	N	A	R	C	R	Financial Regulations to be followed.
	2.22	To consult with the Trust when procuring external support for HR, Finance and School Improvement.	N	A	I	C	R	Support should always be sought from the Trust in the first instance. The Trust reserves the right to veto additional support provision external to the Trust.
	2.23	To manage the Trust's School Condition Allocation in line with the terms and conditions of the grant.	N	A	I	R	I	Estates Working Group led by DF to assess all estates priorities and make recommendations to the FR&A for approval.
	2.24	To ensure that information submitted to DfE / ESFA which generates/affects funding, including pupil number returns and funding claims, are accurate and compliant with funding criteria.	N	A	C	I	R	Ensuring census returns are accurate and compliant particularly relating to (but not limited to) funded number of role and Free School Meals/Pupil Premium etc.
	2.25	To maintain effective oversight relating to funding generated by pupil numbers (both revenue and capital grants) to ensure that funding claims are accurate and compliant with funding criteria.	N	A R	I	R	I	Finance, Risk and Audit Committee preforms this action in behalf of the Trust Board; Internal Audit to inform on compliance.
	2.26	To propose the use of budget surplus/ reserves for spend in areas such as (but not limited to) capital (land and buildings), ICT, one off development / resource investment. 1) Academy based 2) Trust HQ based	N N	A A	C N	C R*	R N	Trust template Business Case must be used and Trust Business Case Procedure must be followed. Proposals must be in line with the delegated authority levels as per the Financial Regulations. *CEO delegates to the DF
	2.27	The approve business cases for the use of budget surplus/reserves.	N	AR*	I*	R*	I*	*All approvals must be in line with the delegated authority levels as per the Financial Regulations. Trust Business Case Procedure must be followed.
	2.28	To utilise a proportion of budget surplus/reserves for dedicated school improvement purposes in cases of an 'academy causing concern'.	N	A	I	R	I	Levels of budget surplus/reserves available to must be approved by the DF in the first instance. This arrangement requires agreement by the full Exec Team. Use of budget surplus/reserves to be

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								managed by the Trust's Team Around the Academy (TATA) and approved by the DL. Records of spend and impact must be retained.
Budgets	3.1	To determine the proportion of the overall Multi Academy Trust budget to be delegated to the Academy.	N	A	I	R	I	
	3.2	To develop and propose the individual Academy budget.	N	A	C	C	R	Pr must liaise with BM and assigned FAO when setting budget. The Trust reserves the right to veto the budget following review by the DF and/or FR&A and/or TB.
	3.3	To approve the formal budgets each financial year.	N	A R	I	I	I	F,R&A reviews and approves all budgets on behalf of the TB; TB ratifies decision of F,R&A. Trust finance team to submit consolidated budget return to ESFA.
	3.4	Managing academy budgetary changes within the original approved budget total.	N	A	C	C	R	In line with Trust's Financial Regulations and in liaison with DF.
	3.5	To approve areas of cost centre overspend and/or underspend (within the parameters of the original total budget set).	N	A	R	I	R	In line with Trust's Financial Regulations.
	3.6	To approve changes to the budget outside the parameters of the original budget set.	N	A	C	R	C	Pr must report changes to DF for scrutiny prior to action taken. In line with Trust's Financial Regulations.
	3.7	To plan, manage and monitor expenditure and ensure the production and submission of monthly management accounts, identifying actual or potential items of budget overspend/underspend.	N	A	R	I	R	In line with Trust's Financial Regulations. Management accounts to be submitted to Chair of TB via DF monthly and to TB via DF 6 monthly. LAC to receive Management Accounts at every meeting; to be presented by Pr/BM.
	3.8	To enter into additional unforeseen contracts which exceed the agreed annual budget allocation, or contracts that exceed a duration of 12 months.	N	A R	C	R	C	In line with Trust's Financial Regulations; usually to maintain business continuity only.
	3.9	Determining staffing spend percentage of ESFA income against agreed budget.	N	A	I	R	I	In line with Trust's Financial Regulations.
	3.10	To make payments within agreed financial limits (see Trust's Financial Regulations) and procedures.	N	A	R	R	R	In line with Trust's Financial Regulations. Trust's online banking facility to be used. Supplier set up and

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								maintenance procedures to be followed and anti-fraud measures taken in all payments.
	3.11	To collect income due to the Academy*.	N	A	R	I	R	*If locally generated.
Staffing Management	4.1	Pre-employment checks; 1) Principal* 2) Other staff.	N	A	I	R	I	*HRO to act in relation to Principal appointments.
			N	A	I	I	R	
	4.2	Establishment of a Safer Recruitment Panel.	N	A R	I	C	I	Trust Board to ratify membership annually at first Board meeting of the year.
	4.3	Management of cases where trace information is apparent. 1) Principal* 2) Other staff.	N N	A A	I I	R I	C R	*CEO to act in relation to Principal positions. Principal to act in relation to all other staff. Pr to liaise with DO and report all cases. Presented to Safer Recruitment Panel for consideration.
	4.4	Proposal of staffing structure or changes to the agreed staffing structure, including establishment of a new post, restructures secondments and redundancies.	N	A	C	C	R	In line with Trust's Financial Regulations. Business Case to be submitted to Trust for review by DF, DL and DO; CEO approval required. FAO and BM to support Pr with financial impact assessment to ensure affordability. Pr to liaise with HRO in all cases. A Business Case would not be needed for changes such as; temporary or permanent changes to hours, the award of a temporary TLR3, temporary acting up, honorariums, temporary changes to working weeks paid, however in all cases, affordability must be assured by the BM supported by the FAO and full the process must be clarified with the HRO.
	4.5	Approval of staffing structure or changes to the agreed staffing structure which require a Business Case as per 4.4.	N	A	I	R	I	CEO must approve in consultation with Trust senior leaders; DF, DL, DO. Pr to approve all other variations which do not require a Business Case.
	4.6	Proposal of changes to staff terms and conditions of employment.	N	A	C	C	R	Pr to consult with HRO in all cases; any and all action must be led by the Trust as the employer. DO consults

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								with OC on due process and provides an overview as part of committee papers. Full ratification of changes to T&Cs approved at TB prior to commencement of HR process.
	4.7	Approval of changes to staff terms and conditions of employment.	N	A	I	R	I	CEO must approve in consultation with Trust senior leaders; DF, DL, DO. HRO to lead any such procedure.
	4.8	To review recruitment requests and give authorisation prior to adverts being placed in line with 4.4 and 4.5.	N	I	I	A R	C	In line with Trust's Financial Regulations. Pr to liaise with HRO.
	4.9	The reporting of resignations from SLT positions.	N	I	I	I	A R	Pr to inform CEO and Chair of LAC. Resignation of the Principal must be submitted to CEO as line manager.
	4.10	To appoint an Executive Principal or a Principal	N	A	C	R	I	Trust appointment; interview panel membership is at the discretion on the Trust and in line with the Articles of Association. Appointment to be made in liaison with LAC. CEO will be a member of the appointment panel in all cases. CEO to liaise with HRO.
	4.11	To appoint a Head of School, a Deputy Principal or Vice Principal.	N	A	C	R	C	Trust appointment; interview panel membership is at the discretion on the Trust. Appointment to be made in liaison with LAC. CEO will be a member of the appointment panel in all cases. CEO to liaise with HRO.
	4.12	To appoint Assistant Principal (through a selection panel).	N	A	C	C	R	CEO will nominate a Trust representative for the appointment panel. Pr to liaise with HRO.
	4.13	To appoint all other teaching or none teaching staff.	N	A	C	I	R	In line with 4.4 if applicable (new posts) and Trust Financial Regulations. A member of LAC should sit on the appointment panel.
	4.14	Conduct of appraisals/performance management: 1) Principal* 2) Other staff**	N N	A A	C C	R I	I R	*Conducted by the RAB on behalf of the Trust Board. Ratification required by TB. **Conducted through PM

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								procedures in the academy led by the Principal.
	4.15	To exercise pay progression of teaching staff based on performance: 1) Principal* 2) Other teaching staff	N N	A A	C R	R I	I R	*Conducted by the RAB on behalf of the Trust Board. RAB will make recommendations to the Remunerations Committee. Ratification required by TB. Decisions must be in accordance with the ESFA ATH and Trust's Financial Regulations. Any anticipated pay increments should be included in the approved budget. If the pay increments have been included in the approved budget the pay progression can be approved based on performance for 'other teaching staff'. If not included in the approved budget, Trust Board approval would be required.
	4.16	To exercise pay discretions relating to incremental progression for support staff.	N	A	R	I	R	In accordance with the Trust's Financial Regulations. Pay increments must be included in the approved annual budget. The LAC can approve based upon performance. As per local academy Pay and/or Performance Management Policies, restrictions may be applied regarding unsatisfactory performance.
	4.17	To award TLRs, SEN and any other school teacher pay and conditions approved allowances for newly established additional responsibilities; see clause 4.4.	N	A	C	C	R	Changes to staffing structure to be authorised in line with clause 4.4 and for review by DF, DL and DO; CEO approval required prior to any action taken. With adherence to Trust's Financial Regulations, if staffing %age of income would increase over the Trust's approved level, Trust Board approval must be sought.
	4.18	To award pay awards in line with the Trust's Pay Policy as agreed by Unions.	N	A	I	R	I	Nationally led implementation. The Trust to consult with Unions in all cases and consider financial implications with adherence to Trust's Financial Regulations prior to any

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								implementation. DO to provide OC with recommendations on Trust Pay Policy for consideration prior to TB ratification.
	4.19	Suspension of: 1) Principal* 2) Head of School/Deputy /Vice/Assistant Principal 3) Other staff.	N N N	A A A	C C C	R C I	I R R	*CEO to lead. LAC involvement is at the discretion of the CEO. HRO advice to be sought in all cases. DO to be notified of outcome by Pr. OC and F,R&A informed of suspension, end of suspension and dismissal 4.18 – 4.20 through DO. An overview will be provided whilst maintaining sufficient segregation to allow for TB participation on staffing panels, if and when required.
	4.20	Ending of suspension of: 1) Principal* 2) Head of School/Deputy /Vice/Assistant Principal 3) Other Staff.	N N N	A A A	C C C	R C C	I R R	*CEO to lead. LAC involvement is at the discretion of the CEO. HRO advice to be sought in all cases. HRO to be notified of outcome.
	4.21	Dismissal of: 1) Principal* 2) Head of School, Deputy/ Vice/Assistant Principal 3) Other staff.	N N N	A A A	C C C	R C C	I R R	*CEO to lead. LAC involvement is at the discretion of the CEO. HRO advice to be sought in all cases. DO to be notified of outcome in all cases.
	4.22	Propose compromise/severance payments/early retirement in line with statutory requirements.	N	A	C	C	R	HRO advice to be sought in all cases. FAO and BM to be consulted in relation to budgetary impact. Proposal must be in accordance with current ESFA ATH and Trust's Financial Regulations; DF must be consulted in all cases. Impact on pensions must be assessed by HRO prior to any action. OC and F,R&A informed of the process and outcome as part of Committee meetings.
	4.23	Authorise compromise/severance payments/early retirement in line with statutory requirements.	N	A	I	R	I	DF, DO, DL and CEO must review proposal for necessity and compliance prior to any action; all must approve. Any payments must be in line with ESFA ATH and Trust Financial Regulations.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	4.24	Management of employment related matters in line with applicable policies and procedures.	N	A	C	I	R	LAC and Principal to work together closely on these issues; advice must be sought from HRO. CEO to act in relation to HR matters relating to the Principal.
	4.25	To ensure that the academy meets the statutory requirements of the School Teachers Pay & Conditions Document (teachers) and Conditions of Service for School Teachers in England and Wales (Burgundy Book - teachers), National Joint Council for Local Government Services National agreement on Pay and Conditions of Service (Green Book - support staff).	N	A	R	I	R	All Staffing Management tasks (4.1 to 4.26) must follow Union agreed Policies and Procedures as per 4.23 4.24 and 4.25.
	4.26	To ensure that the academy complies with Employment Law, Trust's Equality and Diversity Policy and all relevant Union agreed policies and procedures.	N	A	R	R	R	All Staffing Management tasks (4.1 to 4.26) must follow Union agreed Policies and Procedures as per 4.23 and 4.24 and 4.25. OC informed of all changes in Employment Law practice by DO. OC to review all policies and procedures prior to ratification at TB.
	4.27	To consider and approve if deemed appropriate any staff holiday in term time as follows; 1) Principal* 2) All other staff	N N	I I	I A	A R C	I R	*CEO to act in cases of Principal requests. Not recommended practice; continuity to pupil's learning and business needs of the academy to be prioritized in all cases. Principal must consult with LAC.
	4.28	Management and approval of monthly payroll processes and procedures, ensuring appropriate segregation of duty	N	A	I	I	R	Pr to approve monthly payroll in line with Trust processes and the Financial Regulations. BM to manage and maintain all payroll records in line with Trust practices and the Financial Regulations.
Curriculum/ School Improvement	5.1	To ensure that high standards are met by pupils so that Age Related Expectations (ARE) or above Age Related Expectations are achieved in line/above National Averages.	N	A	R	R	R	
	5.2	To deliver a broad and balanced curriculum so that each learner makes good progress from their individual starting points.	N	A	C	C	R	

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	5.3	To ensure that standards of teaching are at least good.	N	A	R	R	R	
	5.4	To ensure that delivery and reporting of the curriculum is in line with statutory requirements.	N	A	R	R	R	Includes but not limited to Sex Education, RE, Safeguarding, English, Maths, Science etc Reporting to parents and carers.
	5.5	To ensure the delivery of the curriculum is accessible to all groups of pupils.	N	A	R	R	R	
	5.6	To ensure that accurate pupil assessment data is used by staff to inform teaching and, is recorded and reported to relevant bodies.	N	I	R	A	R	Reporting requirements to LAC, RAB, Progress Board (if applicable), Trust Board and Committees and DFE.
	5.7	To ensure effective provision for Spiritual, Moral, Social, Cultural Development (SMSC) in order to embed British Values.	N	I	R	A	R	
	5.8	To initiate and operate a 'Team Around the Academy' (TATA) for schools causing concern.	N	A	I	R	I	In line with the Terms of Reference for the Team Around the Academy (TATA). DL to Chair all TATA meetings with support and presence from HR or Finance colleagues.
	5.9	To attend Trust led School Improvement interventions (e.g. Quality Learning Circles, Trust led moderation).	N	N	I	I	AR	Principal to nominate attendees as applicable. Permission must be sought from the Trust for non-attendance.
Performance Management Policy	6.1	To ensure that an approved Appraisal/Performance Management policy is in place and reviewed annually.	N	A	R	R	R	Review of policy to be led by Trust HR. DO approval required.
	6.2	To provide appropriate Professional Development for all staff in line with Academy Improvement Plan priorities and available budget.	N	I	A	I	R	Accredited CDP providers to be used.
Target Setting	7.1	To propose targets for pupil achievement.	N	I	C	A	R	In partnership with SIP and Chair of LAC; review and scrutiny at RAB.
	7.2	To approve targets for pupil outcomes.	N	A	C	R	R	In partnership with SIP, and Chair of LAC; DL approval required. Review and scrutiny at RAB.
Academy Improvement Plan	8.1	Creation and implementation of academy improvement plan.	N	I	A	C	R	In partnership with the SIP. Approved by DL.
	8.2	Monitoring and evaluation of the academy improvement plan.	N	I	A	C	R	In partnership with the SIP. Supported and reviewed by

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								the LAC and DL.
Admissions	9.1	To consult, set and amend an admissions policy.	N	A	R	C	R	Academies are the Admissions Body and as such need to follow the Government laws and guidelines, including any supplementary forms if applicable; https://www.gov.uk/government/publications/school-admissions-code--2
	9.2	Admissions: application decisions.	N	I	A	I	R	
	9.3	If appropriate to appeal against LA directions to admit pupil(s).	N	I	A	I	R	Pr to inform CEO.
	9.4	To manage parental appeals against an academy admissions decision.	N	I	A	C	R	Principal to follow the Government laws and guidelines; https://www.gov.uk/government/publications/admission-appeals-for-school-places
Exclusions	10.1	To manage exclusions of pupil(s).	N	A	R	I	R	Follow academy policy, Trust procedure and statutory guidance. Pr to consult with Chair of LAC prior to exclusion. Pr to inform CEO of any exclusion.
	10.2	To manage exclusion appeals processes.	N	I	A	I	R	
	10.3	To direct reinstatement of excluded pupils* (supplementary appeals).	N	A	R	I	R	*If supplementary appeal is deemed appropriate. Pr to consult with Chair of LAC and formulate a reintegration plan. Pr to inform CEO.
Religious Education	11.1	Ensure the provision of RE in line with statutory requirements.	N	A	R	R	R	Pr to work with Trust's appointed Christian Distinctiveness Advisor.
Collective Worship	12.1	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.	N	A	R	R	R	Pr to work with Trust's appointed Christian Distinctiveness Advisor.
Christian Distinctiveness	13.1	To ensure that the academy is compliant with the Christian Foundation requirement as per the Academy's Articles.	N	A	R	R	R	Pr to work with Trust's appointed Christian Distinctiveness Advisor.
Premises & Insurance	14.1	Ensure buildings insurance and public liability is in place.	N	A	R	I	R	Trust's appointed insurance provider must be used.
	14.2	Ensure Employers Liability is in place.	N	A	I	R	I	Trust's appointed insurance provider must be used.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	14.3	Developing Academy buildings and facilities estate long term strategy or master plan and procuring land and buildings.	N	A	C	R	C	Led by the Trust. All Trust estates plans need to be centrally approved. LDBE landowner and LA (where applicable) consent required. In line with Trust's Financial Regulations and statutory guidance.
	14.4	Maintaining buildings, including developing properly funded maintenance plan.	N	A	R	C	R	Consultation with LDBE Schools Property Manager In line with Trust's Financial Regulations and statutory guidance.
Health & Safety (including Fire Safety)	15.1	To provide a Health and Safety policy statement.	N	A	I	R	I	
	15.2	To provide and adhere to academy specific Health and Safety Policy which is fully compliant with Health and Safety legislation and the Trust's Health and Safety Policy.	N	A	R	I	R	
	15.3	To ensure that Health and Safety regulations are followed and statutory testing completed.	N	A	R	A	R	Regular monitoring to be undertaken by the LAC.
	15.4	To ensure that Health and Safety incidents are reported to the Trust and to other statutory and regulatory bodies, i.e. RIDDOR.	N	A	I	I	R	Principal to ensure that all incidents are reported appropriately.
	15.5	To share Health and Safety reports with the Trust for scrutiny.	N	I	I	I	R	Principal to ensure that reports are shared with the Trusts' Compliance Officer. Reports to be scrutinised by the Trust's Compliance Committee.
	15.6	To implement all rectifying measures in line with the findings of Health and Safety Audits.	N	A	R	I	R	
	15.7	To ensure premises security and premises management processes are in place.	N	A	R	I	R	
	15.8	To provide Risk Assessments as required dependent on circumstance (e.g. an outbreak of infectious disease).	N	A	I	A	R	Risk Assessments must be regularly reviewed and updated and shared with staff and sent to Trust.
	15.9	Management of 'Adventurous Trips' in line with Trust and LA categorisation.	N	A	R	C	R	Principal to manage trips in line with Government guidelines and Trust EVC Policy. Principal must obtain Trust approval prior to any

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								'Adventurous Trips' being arranged or booked.
	15.10	Management of trips other than 'Adventurous Trips'.	N	A	R	I	R	Principal to manage trips in line with Government guidelines and Trust EVC Policy.
Academy Organisation Governance	16.1	To set the times of school sessions and the dates of school terms and holidays.	N	A	C	C	R	Trust Board approval must be sought for any changes.
	16.2	To ensure that the academy meets the statutory requirement teaching sessions in a school year.	N	A	R	C	R	
	16.3	To approve Significant Change Applications, academies joining the Trust and free school applications.	N	A R	I	C	I	Upon presentation of thorough Due Diligence.
	16.4	To research and propose Significant Change Applications, academies joining the Trust and Free School applications.	N	C	I	I	A R	Thorough Due Diligence processes to be followed.
	16.5	To publish and maintain the regulatory requirements on the DfE, ESFA and other affiliated websites.	N	A	I	I	R	E.g. publish and maintain all governance and academy details on Get Information About Schools.
	16.6	To monitor the publication and maintenance of the regulatory requirements on the DfE, ESFA and other affiliated websites.	N	A	R	I	C	
	16.7	To approve amendments to the Scheme of Delegation.	N	A R	I	C	I	TB to approve all changes. Committees may be utilised by the TB to review specific areas.
Information to parents/carers	17.1	To ensure provision of free school meals to those pupils meeting the criteria.	N	A	R	I	R	
	17.2	Adoption and review of home-school agreements.	N	A	R	I	R	
	17.3	Ensure all parental policies are accessible to parents/carers.	N	I	A	I	R	Academy will provide written report to parents/carers as per DfE guidance.
	17.4	To ensure regular contact with parents and carers and seek views from all stakeholders.	N	I	R	I	A R	Regular questionnaires to parents and carers; newsletters to ensure effective communication.
Before and after school provision	18.1	To decide to offer additional activities and to decide what form these should take whilst ensuring budgetary requirements are met and balanced with quality provision to ensure effective delivery.	N	I	A	C	R	

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	18.2	To cease providing before and after school provision.	N	C	A	C	R	CEO must be consulted.
Governance	19.1	To draw up Trust operational governing documents and any amendments thereafter.	N	A	C	R	I	
	19.2	To consider requests from other schools to join the Trust.	N	R	I	A	I	
	19.3	Delegation of decision making powers in line with the St Chad's Articles of Association to the Trust Board Chair*in case of emergency and/or to ensure that timings of Board meetings do not preclude business continuity.	N	A R	I	I	I	The Board delegates powers to the Chair* to carry out functions of the Trust Board if a delay in exercising a function is likely to have detrimental impact to the operations of the Trust. The Chair* must inform MAT Board of any Chairs Action at the subsequent meeting of the Board. * Vice Chair if Chair unavailable.
	19.4	Delegation of decision making powers in line with delegated authority set out in this Scheme of Delegation to Chairs of Trust Board Committees and Working Groups in case of emergency and/or to ensure that timings of Board meetings do not preclude business continuity.	N	A R	I	I	I	The Board delegates powers to the Chair to carry out functions of the Trust Board if a delay in exercising a function is likely to have detrimental impact to the operations of the Trust. The Chair* must inform the committee of any Chairs Action at the subsequent meeting of the Committee.
	19.5	Delegation of decision making in line with delegated authority set out in this Scheme of Delegation to the Chair* of the Local Academy Committee in case of emergency and/or to ensure that timings of LAC meetings do not preclude business continuity.	N	A R	I	I	I	The Board delegates powers to the LAC Chair* to carry out functions of the LAC if a delay in exercising a function is likely to have detrimental impact to the academy. The Chair* to inform the LAC of any Chairs Action at the subsequent LAC meeting * Vice Chair if Chair unavailable.
	19.6	To appoint (and remove) the Chair of the LAC.	N	A	C	R	C	Trust process to be followed.
	19.7	To ensure academy websites are compliant.	N	I	R	I	A	
	19.8	To appoint and dismiss the clerk to the LAC.	N	I	A	C	R	Report to the CEO and Trust Board.
	19.9	To hold a full LAC meeting at least three times in an academic year or a meeting of	N	I	A R	I	R	As per the Trust's Local Academy Committee

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
		the temporary academy committee as often may require.						Handbook.
	19.10	To appoint and remove members of the LAC.	N	A	I	R	I	In consultation with LAC. Trust Board approval required. Trust processes and LAC Handbook to be followed.
	19.11	To set up and maintain a Register of LAC members' Pecuniary Interests.	N	I	A R	C	I	To be held on academy site. Copies to be sent to Trust Governance Officer for review annually.
	19.12	To agree and approve expenses schemes (if deemed necessary); 1. Trust Board Members 2. LAC Members	N N	A R A	I C	I R	I I	As per Trust Articles, Charities Commission legislation, the Nolan Principles of Public Life and Trust policy.
	19.13	To discharge duties in respect of pupil outcomes by appointing link Committee Members.	N	I	A	C	R	Link members required for SEN, Pupil Premium, Safeguarding, Health and Safety. Pr to decide if any further link governors are required. Chair to inform CEO who link members are.
	19.14	To regulate the Local Academy Committee procedures.	N	A R	I	R	I	As per the Trust's LAC Handbook.
	19.15	LAC member training provision.	N	A	R	C	R	In consultation with the Trust's Governance Officer.
	19.16	To conduct governance roles in accordance with statutory guidance, the Nolan Principles, Trust policies, Trust's Financial Regulations, Trust's LAC Handbook and applicable Codes of Conduct.	R	A R	R	R	R	
	19.17	To hold the Principal and SLT to account, ensuring their responsibilities as described in the Code of Conduct, Employee Handbook, Trust's LAC Handbook, Trust's Scheme of Delegation and Trust's Financial Regulations have been properly met.	N	I	A R	R	I	Trust process will be followed.
	19.18	To hold the Local Academy Committee and academy SLT to account.	N	R	I	A	I	
	19.19	To ensure data maintenance and retention of LAC records meets statutory, NGA and ICO requirements.	N	A	R	I	R	LAC Clerk to maintain up to date and accurate records and to provide copies to. Copies of minutes to be sent to Trust's Governance Officer.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	19.20	Monitor and evaluate the progress the academy is making towards achievement of its aims and objectives.	N	I	R	A	R	
	19.21	To attend and participate in at least 3 Trust LAC Training modules during the academic year.	N	I	A R	I	A R	LAC to agree no less than 3 modules annually from the schedule of training modules available; rolling programme of training.
	19.22	To ensure that the Trust's charitable objects are carried out.	A R	C	I	I	I	Charitable objects as outlined in the Trust's Articles.
	19.23	To carry out and act in accordance with the Trust's charitable objectives and to conduct the Trust's strategic business.	I	A R	I	R	I	In line with DfE and Trust governing documents.
	19.24	To appoint a minimum of 5 Directors (Trustees).	A R	C	I	C	I	Members appoint a minimum of 5 Directors as per the Trust Articles; NGA guidance to be followed; (Trust skills audit, role description and interview) and engage with a Governance Professional.
	19.25	To direct the Directors (Trustees) in exceptional circumstances and via special resolution if the Members believe the Trust would benefit from an external review of governance or believe that the Trust is underperforming, acting unlawfully or acting in breach of its funding agreement and consider that the Directors are not taking effective action to address this.	A R	C	I	I	I	NGA guidance must be followed and Members must be supported by the Trust's Governance Professional. External support / facilitation to be sought if beneficial. If following full consultation with the Trust Board and appropriate timelines for action Members consider improvement has not been made, Members may consider appointing different, or additional Directors.
	19.26	To appoint additional Directors (Trustees) should a Trigger Event as per the Articles of Association occur.	A R	C	I	I	I	As per NGA guidance and as advised by a Governance Professional.
	19.27	To appoint up to 2 co-opted Directors (Trustees) for a term or up to 4 years.	C	A R	I	I	I	With the consent of the LDBE. NGA guidance to be followed; (Trust skills audit, role description and interview) and engage with a Governance Professional.
	19.28	To hold an Annual General Meeting (AGM)	A	R	I	R	I	CEO to facilitate this in partnership with the Governance Professional. Chair of Trustees to Chair the meeting as per the Articles of

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								Association. No more than 15 months shall elapse between one AGM and the next.
	19.29	To ensure effective communication in terms of the progress of the Trust to; 1. The Members 2. The Trust Board	I N	A I	N N	R A R	N N	As per NGA guidance and with due regard for the delineation in governance structures to ensure Members role is kept discrete.
Safeguarding	20.1	To develop a safeguarding policy statement in line with statutory requirements and best practice.	N	A	I	R	I	Policy Statement outlines the requirement for the safeguarding policy at local level.
	20.2	To implement the academy safeguarding policy and review in line with published guidance.	N	A	R	I	R	Relevant Children's Safeguarding Board Policy to be adopted.
	20.3	Maintain accurate and secure pupil records, ensuring secure transfer of pupil records when applicable paying due regard to GDPR and confidentiality.	N	I	A	I	R	Information sharing protocols must be followed.
	20.4	Ensure that names of all key safeguarding personnel are displayed clearly throughout the academy and accessible to all relevant stakeholders.	N	I	A	I	R	
	20.5	Comply with and implement relevant safeguarding legislation e.g. Keeping Children Safe in Education and any other such subsequent documents.	N	I	A	I	R	Pr is responsible for ensuring up to date guidance/legislation is adhered to.
	20.6	Ensure that safeguarding training is up to date, safeguarding matrix is maintained and published all relevant safeguarding policies and procedures.	N	I	A	I	R	
	20.7	To ensure the Single Central Record is maintained and up to date.	N	I	R	C	AR	Pr is accountable and responsible for the management and maintenance of the SCR. The LAC is responsible for monitoring of the SCR. LAC should check that SCR is being updated, that renewals are being carried out and that all information on the SCR is in line with Ofsted and KCSIE. Trust performs an annual check of the SCR to ensure compliance. Trust performs an annual safeguarding audit to ensure compliance.

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	20.8	LAC receive termly safeguarding update and an annual safeguarding report	N	A	R	C	AR	LAC is responsible for monitoring of the SCR and scrutinises information to ensure compliance and a robust culture of safeguarding is in place throughout the academy.
	20.9	To appoint an auditor to undertake annual Safeguarding audits of all Trust academies.	N	A	I	R	I	Trust to appoint an auditor. Principals must engage with the process.
	20.10	To implement all rectifying measures in line with the findings of Safeguarding audits.	N	A	R	I	R	Principal and LAC to ensure that findings from LA and Trust safeguarding reviews are acted upon and identified issues rectified swiftly.
	20.11	To report to the Trust any Safeguarding incidents, including instances related to protected characteristics.	N	A	I	I	R	Report must have due regard for data sensitivity.
Policies	21.1	To determine, create and provide in line with statutory guidance those policies which will be developed by the Trust.	N	A	I	R	I	In partnership with the JNC. Mandatory for all Trust Academies.
	21.2	To implement all Trust and local academy policies and procedures.	N	A	R	I	R	
	22.1	To lead complaints procedure in relation to; 1) Principal* 2) All other staff	N N	I I	A R R	I I	I AR	*Chair of LAC to investigate Pr unless deemed otherwise by CEO. Trust Complaints Policy must be followed. Principal to investigate all other staff. To maintain proper segregation, Trust officers will act to support complaints procedures when necessary. Pr to seek advice from HRO.
	22.2	To inform the Trust of any formal complaints that have escalated to; 1) Stage 2 of the Trust's Complaints Policy in the case of a complaint against the Principal. 2) Stage 3 of the Trust's Complaints Policy in the case of all other complaints.	N N	I I	A R R	I I	I AR	Trust Complaints Policy must be followed. Records of complaints to be held in an accessible format. Trust to maintain a complaints register.
Data	24.1	To ensure that data retention of employee records meets statutory regulations as per ACAS and ICO requirements.	N	A	R	I	R	
	24.2	To ensure that data retention of pupils records meets statutory Government requirements.	N	A	R	I	R	

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	24.3	Comply with all Data Protection legislation and good practice.	N	A	R	R	R	ICO registration held and updated by Trust.
	24.4	To report any data breaches; 1) To the Trust's Data Protection Officer 2) To the ICO	N N	A A	I I	I R	R I	Principals to ensure any breaches are reported to the Trust DPO (the Director of Operations) CEO delegates to DO; DO to manage all communications with ICO.
	24.5	To act, manage and take preventative action in line with Trust Data Protection Policy and ICO recommendations (where applicable).	N	A	I	R	I	CEO delegates to DO as DPO; DPO makes contact with the ICO and completes Data Protection Self Assessment. All instances and mitigating actions to be reported to the Trust Board by the DO.
	24.6	Sharing of data within the Trust for statistical and analytical purposes.	N	A	I	R	R	Sharing of data within the Trust is permitted under ICO guidelines as long as it is in line with the ICO's Managing Data Protection Risk Code of Practice. The sharing of assessment data between academies must always be anonymised.
Business Continuity and Disaster Recovery	25.1	To provide directives and guidance in the case of an unprecedented event or unplanned incident/circumstance which threaten/s the delivery of the Trust's core purpose and services.	N	A	I	I	R	All advice, guidance and/or directives would be distributed by the CEO or the Directors on behalf of the Trust Board.
	25.2	To put in to action the directives and guidance provided by the Trust in the case of an unprecedented event or unplanned incident/circumstance which threaten/s the delivery of the Trust's core purpose and services.	N	A	R	A	R	Principal's and LACs are responsible for carrying out and implementing Trust advice/guidance/directives.
	25.3	To have effective Business Continuity and Disaster Recovery Plans in place to mitigate potential threats to the core business functions of the Trust's academies, ensuring that they are not negatively impacted in the event of a disaster, unprecedented event or of an unplanned incident.	N	A	R	A	R	Any directives/ advice/ guidance by the Trust may supersede individual academy plans whereby the threat/incident is Trust wide.
Investigations	26.1	To manage investigations in line with Trust policy, procedure and process. 1) Investigation in relation to the Principal* 2) Investigation in relation to all other staff/academy operations	N N	A A	C R	R A R	I A R	* CEO to appoint an Investigating Officer (IO) in matters pertaining to the Principal. The Trust reserves the right for the CEO to appoint an IO in the case of

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
								SLT members dependent upon circumstance. LAC involvement as per policy. Principal to investigate all other staff or issues relating to academy operations etc. To maintain proper segregation, Trust officers will act to support investigative procedures when necessary. CEO, Pr and appointed IO to seek advice from HRO in all cases.
	26.2	To act upon the findings of investigations in line with Trust policy, procedure and process. 1) Action in relation to the Principal* 2) Action in relation to all other staff and/or academy operations	N N	A A	C R	A R C	I R	*CEO to act in relation to matters pertaining to the Principal and potentially SLT dependent upon the circumstance as per clause 26.1. Principal to act in matters pertaining to all other staff or issues relating to academy operations etc. CEO, Pr and appointed IO to seek advice from HRO in all cases.
	26.3	To undertake a Root Cause Analysis (RCA) following an event/incident in an academy.	N	A	C	A R	I	Event/incident considered for RAC action is at the Trust's discretion. RCA to be undertaken as directed by the Trust as per Trust procedure and practice. Trust may ask for LAC member support for larger cases.
	26.4	To undertake any follow up recommendations/actions following an Root Cause Analysis (RCA).	N	I	R	A	R	CEO/Principal (dependent upon the circumstance) to ensure follow up actions as directed by the Trust are implemented. LAC and/or Team Around the Academy and/or RAB to monitor findings and associated actions.
Managing an Emergency	27.1	To have an effective Academy Emergency Management Plan and associated procedures to cover instances such as (but not limited to) the outbreak of an infectious disease, death on site, serious incident/accident during a trip resulting in serious life changing circumstances or death.	N	A	R	C	R	

Function	No	Tasks	Decision Level					Notes
			Mem	TB	LAC	CEO	Pr	
	27.2	To approve all Academy Emergency Management Plans and associated procedures.	N	I	I	A R	I	CEO to provide final sign off following review and consultation with the Exec Team. Any amendments to the policy/procedure will also need CEO approval.
	27.3	To communicate any such emergency instances to the Trust.	N	I	R	I	R	LAC Chair or VP/AP to act should the Principal be incapacitated. All communications to go direct to the CEO.
Branding	28.1	To propose any change to school branding	N	I	C	C	R	Includes changes to uniform or logo.
	28.2	To approve any change to school branding	N	C	I	R	I	CEO to approve following review by the Exec Team.
	28.3	To produce branding guidelines for the Trust	N	I	I	R	I	CEO to delegate to a member of the operations team.
	28.4	To adhere to Trust branding guidelines	N	I	R	C	R	Principals to ensure that branding guidelines are adhered to; monitored by Trust and LAC.

Ratified by the Trust Board November 2022.

Any breach of the Trust's Scheme of Delegation will be thoroughly investigated and may be subject to disciplinary action in line with the Trust's Disciplinary Policy.