

LIFE Multi-Academy Trust

Scheme of Delegation

The Winstanley School

April 2021 - Version 8.1

Scheme of Delegation

This scheme of delegation sets out the the LIFE MAT's approach to delegations between the different layers of governance within the Trust. The phrases used have the following meanings:

Where Board of Directors delegate, they must have clear and robust reporting procedures and lines of accountability in place, to ensure that delegated authority is exercised properly. High risk and novel decisions should not be delegated. Board of Directors should agree appropriate guidelines to help assess what is likely to be high risk or novel.

Where the Board of Directors are making a decision, staff can play an important role in providing information and advice. Board of Directors should, however, be aware of potential conflicts of interest that might affect staff.

Responsibility and **accountability** cannot be delegated, but **authority to act, determine** and **deliver** can be delegated.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO and Directors of LiFE this will be at Board level. In the case of the Headteacher this will be at Academy level.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision- making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of:

- (i) the CEO they will be making recommendations to the Board of Directors and/or LGB (as appropriate),
- (ii) the LGB they will be making recommendations in relation to their Academy to the Board of Directors, CEO /or Headteacher) and,
- (iii) the Headteacher they will be making recommendations in relation to their Academy to the CEO and/or LGB (as appropriate).

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of:

- (i) the CEO, they will be making reports to the Board of Directors and/or LGB (as appropriate),
- (ii) the LGB they will be making reports in relation to their Academy to the Board of Directors and/or CEO (as appropriate) and,
- (iii) the Headteacher, they will be making reports in relation to their Academy to the CEO and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of:

- (i) the Board, they will be reviewing the CEO and/or LGB (as appropriate),
- (ii) the CEO, they will be reviewing the Headteacher and,
- (iii) the LGB, they will be reviewing the Headteacher and their leadership team.

Comply: the individual/group will follow agreed policies and procedures.

For issues of regulatory compliance including items such as employment law there can be no distinction from the LIFE MAT and the individual academies.

To assist interpretation of the matters delegated the table below provides additional comment as appropriate.

Based on a Scheme of Delegation adapted from version provided by Browne and Jacobson

Acronyms Key:

BoD – Board of Directors

CEO – Chief Executive Officer

DBS – Disclosure and Barring Service

KPI – Key Performance Indicator

LGB – Local Governing Body

HBSSPAN – Hinckley & Bosworth School Sport & Physical Activity Network

MAT – Multi Academy Trust

TFAIC – Trust Finance, Audit & Infrastructure committee

KCSIE – Keeping Children Safe in Education

| The Winstanley School | | Members | Board of Directors | CEO | LGB | Headteacher |
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| | STRATEGY AND LEADERSHIP | | | | | |
| 1 | Set the vision and strategic objectives of the Trust & Academies. Agreeing key performance indicators against which progress towards achieving the vision can be measured. | | Determine – for the Trust & Academies | Develop – in the case of the Academies in consultation with LGB & Headteacher | Recommend | Consult – in the case of their Academy |
| 2 | Deliver strategic objectives of the LIFE MAT | | Review | Deliver | Review | Deliver |
| 3 | Articles of Association: agree and review | Deliver | Recommend | Recommend | Recommend | Recommend |
| 4 | Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs | | Review – progress of the Trust & Academies | Report Review - reports from the LGBs/ of School | Review – progress of the Academy Report – progress to the Exec Head and BoD | Report – progress of the Academy to the LGB |
| 5 | Compliance: Funding Agreement – comply with all obligations including the Academies Financial Handbook | | Review | Determine | Comply | Deliver & Comply |
| 6 | Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety) | | Review | Deliver at Trust Level Report – to Board | Review | Deliver at school level Report – to LGB & CEO |
| 7 | Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds | | Determine – policies to ensure compliance Review | Deliver Report – to Board | Review | Deliver Report – to LGB & CEO |
| 8 | Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party | | Determine – policies to ensure compliance | Deliver – ensuring register of interest on Trust website | Review | Deliver – ensuring register of interest on academy website |

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| | transactions | | Review | | | |
| 9 | External/Internal auditors: Appoint under normal contractual terms Remove within contract | Review Determine | Determine Recommend to Members | Recommend Consult | | Consult |
| 10 | Members: Appoint/remove – ensuring processes in place for appointment of members maintaining a segregation between members and Board of Directors | Determine and deliver | Comply | | | |
| 11 | Appointments of Board of Directors and Governors – ensuring processes in place for appointment of Board of Directors (including ensuring that the Board of Directors and Governors have the skills to run the Trust and the Academies) | Members to Ratify the appointment of Governors Members to accept the recommendations of the Board of Directors for appointment of Directors until the AGM where they formally appoint Directors unless there is reason not to do so | Determine – policies and criteria for the selection of Board of Directors and Governors Propose Directors appointments Review – the Board’s own performance Appoint the Chair of Governors Review – performance of the LGB | Report - to the Board of Directors on the performance of the LGBs Review - annually the size, structure, composition and skill Recommend – if appropriate changes to the size and composition of the LGB | Consult on appointment of Chair of Governors Determine appointment of parent and community governors to LGB | |
| 11a | Resignations of Board of Directors (A resignation should be formalised through a notice in writing, which will then need to be signed by the person(s) entitled to remove them) | Members to Ratify | | | | |
| 12 | Appoint/remove Chair of LGB | | Deliver - appoint the Chair to LGBs | Consult and Review | Consult – about the appointment of the LGB chair | Consult |

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| 13 | Appointment/removal of local governors (excluding the chair of the LGB) | | | | Deliver | Consult |
| 14 | Appointment of the Accounting Officer and Audit Committee (will be part of Finance and Operations Committee remit) | | Deliver - appoint Accounting Officer and (if necessary) the Audit Committee | CEO to deliver – the Accounting Officer role | | |
| 15 | Clerk: appoint and dismiss – Board of Directors and LGBs | | Deliver - appoint the clerk to the Board & LGBs | | Consult – about the appointment of the LGB clerk | |
| 16 | Policies – review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding in line with agreed policy delegation) | | Determine | Deliver – presenting policies to the Board of Directors for approval Report – material non-compliance to the Board | Review – all policies approved by the Board of Directors and Academy specific policies | Deliver – presenting Academy specific policies for approval by the LGB Report – non-compliance to the LGB and the CEO |
| 17 | Management of disciplinary hearings and panels for staff and students following the school behavior and disciplinary policy | | Review | | Deliver | Deliver within policy |
| 18 | Management of Appeals Hearings from action (17) above | | Deliver | | | |
| 19 | Governance structures (committees) for the trust: establish and review annually | | Determine and review annually | Develop | Deliver | |
| 20 | Prepare terms of reference for LGB's and Committees and review annually | | Determine and review annually | Develop | Deliver | |
| 21 | Skills audit: complete and use to recruit to fill gaps and develop a training programme for Board of Directors and governors | | Deliver a | Develop a self-review process | Deliver | |
| 22 | Self- Review of Board of Directors' performance | | Deliver | Develop | | |
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| | Self-review of LGBs performance | | | Develop | Consult and develop | |
| 24 | Consideration of requests for other schools/academies to Join the MAT. Consideration to merge with another MAT | | Determine | Deliver | | |
| 25 | Pay structure and progression of CEO | Consult | Determine | Consult | | |
| | | Members | Board of Directors | CEO | LGB | Headteacher |
| EDUCATION AND CURRICULUM | | | | | | |
| 26 | Academy Improvement Plan - for each Academy in line with strategic aims of the Trust | | Determine - the Academy Improvement Plan in consultation with the appropriate LGB | Consult with Headteacher | Recommend – Academy Improvement Plan to the Board | Determine Review – the Academy Development Plan |
| 27 | Key Performance Indicators – setting and reviewing performance of the Trust & the Academies | | Determine – Trust wide and Academy KPIs Review – performance against KPIs | Consult – with the LGBs and Headteachers and propose KPIs to the Board Receive reports - from the LGBs and report performance of the LGBs against KPIs Deliver – performance of the trust against KPIs Report – performance of the Trust to LGB | Recommend – targets for performance of the Academy to the CEO Review – performance of the Academy and report to the CEO Deliver- holding leadership to account for delivery against KPIs | Deliver – performance of the Academy against KPIs Report – performance of the Academy to LGB |
| 28 | Quality of Teaching - ensuring appropriate levels | | Review - the work of | Review and assist | Review - at the | Deliver leadership and |

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| | of support, challenge and intervention to support delivery of education outcomes | | the CEO | delivery - supporting the Academies and intervening where appropriate Review and Report- strengths and concerns in the quality of teaching of the school to the LGB | Academy | management of staff to ensure teaching and learning objectives are met Report- strengths and concerns in the quality of teaching to LGB |
| 29 | Curriculum – setting the curriculum for the Academies and reviewing its effectiveness. (including, PSHE, Brit Values, Fundamentalism and RE) | | Determine - curriculum and standards Review - effectiveness of the curriculum across Trust Review – | Recommend, review and report to board | Consult Review | Deliver |
| 30 | Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap | | Review | Report – to Board effectiveness of use of the Pupil Premium across Trust | Determine & Review – how Pupil Premium is spent at the Academy | Deliver Report – on effectiveness of use of the Pupil Premium in the academy |
| 31 | Set admissions policy | | Deliver | Develop | Comply | Comply |
| 32 | Admission decisions | | | Deliver | Review | Consult/Recommend |
| 33 | Collective worship arrangements for school without religious character | | | | Review | Deliver |
| 34 | Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy) | | Review | Review delivery | Receiving reports from the Headteacher Report any material issues to the Board | Deliver – ensuring student issues are dealt with in accordance with Trust and Academy Policies |

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| | | | | | and the CEO | Report – to the LGB on any material issues |
| 35 | Academy Hours – setting the opening and closing times for the Academies | | Determine – in consultation with LGBs | Deliver | Consult – with the BoD | Recommend |
| 36 | Term Dates | | Review | Determine | Consult – with the Board | Comply |
| 37 | School lunch – ensure provided to appropriate nutritional standards | | | | Review | Deliver |
| 38 | Provision of free school meals to those meeting criteria | | | | Review | Deliver |
| 39 | Use, allocation of MAT resources including professional capital | | Review | Determine | Review | Deliver |

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| Members | Board of Directors | CEO | LGB | Headteacher |
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| | FINANCIAL & REPORTING | | | | | |
| 40 | Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term | | Determine – in consultation with the LGBs and communicate through TFAIC | Recommend a funding model to the Board for approval Review and consult with the Headteacher | Consult – with the Board and communicate through TFAIC Review - compliance with the overall financial plan for the Academy | Comply |
| 41 | Trust Annual Budget – formulating and setting the | | Determine | Deliver - on | Consult and | Consult |

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| | Trust wide budget | | | preparation of Trust budget and present to the Board for approval Review – submission of Trust budget to the ESFA | communicate through TFAIC | |
| 42 | Academy Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances) | | Determine | Recommend and Deliver - on preparation of Academy budgets in consultation with the LGBs and present to the Board for approval Review – submission of Academy budgets to the ESFA | Consult - with CEO in respect of the Academy's requirements Comply | Deliver Comply |
| 43 | Expenditure and ensuring delivery of Annual Budgets | | Review and communicate through TFAIC | Report – to the board any material issues with delivery against the Annual Budget by the Academies Receive reports – on matters of concern in connection with compliance with the Annual Budgets | Review and communicate through TFAIC Report - to the CEO and any issues with expenditure or compliance with the Annual Budgets by the Academy | Deliver and Report – to the LGB any need for any matters of concern in respect of the Academy's annual budget |
| 44 | Reporting: financial reporting and KPIs (including monitoring of expenditure) | | Determine and communicate through TFAIC | Deliver at Trust level | Review | Deliver at school level |
| 45 | Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the Academies | | Determine and communicate through TFAIC | Deliver – on recommending financial limits to the Board | Review Delivery– Academy Comply - | Deliver and Comply - adherence to limits |

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| | | | | Review – effectiveness of limits | adherence to limits | |
| 46 | Financial Policies –establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements Establish an Audit committee. | | Determine | Review – compliance with policies Report – any issues or non-compliance to the Board | Review delivery - compliance with policies Report – any issues or non-compliance to the CEO and Co-Director of BGLT | Compliance with finance policies |
| 47 | Approving annual audited accounts | | Determine and Approve | Deliver – arrange for auditing and filing of annual report and accounts | Comply – by keeping proper records in respect of the Academy and providing such information to assist the Trust in preparation of the Annual Accounts | Deliver for individual Academies |
| 48 | External auditors report: receive and respond | | Determine and Review and approve actions | Recommend actions and deliver on areas of non- compliance | | Recommend actions and deliver on areas of non-compliance |
| 49 | Corporate Risk Register | | Determine and Review delivery Determine and review delivery | Deliver – management of corporate risk register | Review - Academy risk register | Deliver – management of Academy risk register |
| 50 | Investments – agreeing the investment policy in line with the Academies Financial Handbook and any internal polices and controls | | Determine | Deliver | | |
| 51 | Trust governance details on trust and academies’ website: ensure | | Determine and Review | Comply | (Determine and review LGB arrangements on Academy websites) | Comply |

| | | Members | Board of Directors | CEO | LGB | Headteacher |
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| 52 | Appointing the CEO | | Deliver | | | |
| 53 | Appointing the Headteachers at each Academy | | Approve -in consultation with the CEO and Co-Director of BGLT/ LGBs | Recommend – sit on appointment panel along with [two] representatives of the relevant LGB or Directors of Trust as appropriate | Recommend – [two representatives] to sit on the appointment panel with the CEO and Co-Director of BGLT | |
| 54 | Appointing the Deputy and Assistant Headteachers at each Academy | | | Review and consult with Headteacher | Approve -in consultation with the Headteacher and CEO and Co-Director of BGLT/ LGBs | Deliver |
| 55 | Appointing of cross-Trust Staff (in line with recruitment policy) | | Review | Appoint and report to the Board | | |
| 56 | Appointing Academy Staff | | | Deliver | Appoint (in consultation with the Headteacher) | Deliver |
| 57 | Establishing Trust wide HR policies which reflect the Trust’s ethos and values (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations | | Determine Review | Recommend | Review - in line with Trust policy | Comply |
| 58 | Performance management of the Chief Executive Officer (CEO) | | Deliver | | Consult | Consult |
| 59 | Performance management of Headteacher | | Review | Deliver | | |
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| | Performance management of academy staff and recommending pay progression | | | Review | Review | Deliver |
| 61 | Pay progression: monitor and agree | | Review | Deliver | | Recommend |
| 62 | Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy | | Determine and communicate through TFAIC | Deliver | Comply | Comply |
| 63 | Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy | | Determine | Review | Deliver – in accordance with Trust policy | Recommend |
| 64 | Determining and allocating central services provided to the Academies by the Trust | | Determine (in consultation with the LGBs) | Deliver– on recommending the allocation of services to the Board | Consult | Consult |
| 65 | Overseeing the effectiveness of services provided centrally by the Trust | | Review | Deliver and report to Board | Report – to the Board | |
| 66 | Asset and Premises Maintenance Strategy – determining use of Academies' premises and ensuring premises are adequately maintained | | Determine – Trust wide policy | Recommend | Determine – academy plan in accordance with Trust policy Review delivery of academy plan | Deliver – in accordance with Academy policy |
| 67 | Acquiring and disposing of Trust land | | Determine | Deliver | | |
| 68 | Changing use of Assets | | Determine | Deliver | Recommend to the Board of any changes to fixed assets used by the Academy | |
| 69 | Arranging insurance for the Trust | | Review | Deliver through Trust | | |

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| | | | | Business Manager | | |
| 70 | Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community | | Review | Deliver – Trust wide activities | Comply | Comply |
| 71 | Academy Prospectus Trust Prospectus and website | | Review | Review Deliver | Consult | Recommend and Deliver |
| 72 | Complaints procedure: develop and operate | | Determine | Recommend | Deliver | Deliver |

| | | Members | Board of Directors | CEO | LGB | Headteacher |
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| | SAFEGUARDING | | | | | |
| 73 | Appoint a senior member of staff to the role of Designated Safeguarding Lead, | | | | Deliver | Determine |
| 74 | Appoint a Governor with specific responsibility for safeguarding. The Local Governing Body shall ensure the safeguarding and wellbeing of pupils and staff through the effective implementation of appropriate policies and procedures, both on and off the Academy site. | | Review | | Deliver | Recommend |
| 75 | Appoint a senior board lead leadership to take responsibility for the Trust's safeguarding arrangements. (KCSIE 2016) | | Deliver | | | |