Shires MAT Scheme of Delegation

Approved by the Trustees (Trust Board) on 25 June 2026

Next scheduled review: July 2027

This scheme of Delegation outlines the delegated responsibilities between each layer of governance and aligns with the Trust's Articles of Association, Terms of Reference, and relevant government guidance for academy trusts. The Scheme does not contain details of every decision/responsibility for every aspect that will be delegated. Its content is supplemented by the Trust's strategic plans, policies and procedures and any direction given or rules and directions agreed or issued by the Members or the Board of Trustees. The writen scheme of delegation of financial powers referred to in the Academies Trust Handbook is found in the Finance Policy. In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the CoT.

ARC Key	
A	**Accountable and Approver** - Answerable for the task being delivered. Delegates the task to those responsible. There should only be one group/person accountable for each task/decision.
R	**Responsible for the delivery/Recommender** - Does the work to achieve the task. Can be shared between Responsible groups/individuals.
C	**Consulted** - Needs to be involved before the decion is made. Two way communication - these are important stakeholders or have relevant specialist knowledge.

In all Shires MAT academies operating a Head of School/Executive Headteacher model, the Head of School (HoS) is designated as the statutory Headteacher and exercises all associated functions.

A	Board Business	Members	Trust Board	BF Cee	AR Cee	CEO	CFO	COO	Exec HT	LGCs	HT/HoS
	Matters reserved for the Members		*A, R								
1	To change the names of the Academy Trust	*A, R	C								
2	To change the Objects (which would require Charity Commission and Secretary of State consent)	*A, R	C								
3	To pass a resolution to wind up the Academy Trust	*A, R	P								
4	To change the structure of the Trust Board	*A, R	C								
5	To appoint/reappoint/remove Member Appointed Trustees	*A, R	A								
6	To appoint/reappoint/remove Trustees Co-opted by the Trust Board		*A, R								
7	Articles of Association: approve changes, and amend by special resolution	*A, R									
	Matters reserved for the Trust Board		*A, R								
8	Articles of Association: review and make recommendations to MAT Members, subject to approval of the Charity Commission if it represent a regulated alteration.		*A, R								
9	Elect chair of trustees		*A, R								
10	Appoint board committee chairs		*A, R	A, R	A, R						
11	Remove board committee chairs		*A, R								
12	Establish and review trust governance structure		*A, R			C					
13	Agree named safeguarding trustee		*A, R								
14	Agree named SEND trustee lead		*A, R								
15	Agree named careers trustee lead		*A, R								
16	Appoint trust governance professional/clerk to Trust Board		*A			R					
17	Agree committee terms of reference		*A, R			C				C	C
18	Appoint TB-appointed local governance committee members		*A, R							C	
19	Appoint LGC co-opted governance committee members with consent of CoT/VCoT		*A, R							*A, R	
20	Appoint local governance committee members: parent/staff following election		*A, R							*A, R	
21	Remove local governance committee members		A, R								
22	Appoint local governance committee chairs		*A, R							A, R	C
23	Agree academy committee clerking arrangements		*A, R			C				C	C
24	Complete annual review of scheme of delegation		*A			R					

25	Complete annual trust board self-review		A, R			R					
26	Complete review of local governance		A			R				C	C
27	Publish governance arrangements on trust and schools' websites		*A			R					
28	Ensure trust website is compliant and effective		*A			R					
29	Ensure school websites are compliant and effective		*A			A					R
30	Submit annual report on the performance of the trust including work of academy committees to members and publish		A			R					
31	Commission external review of board effectiveness every three years (latest Nov 23)	C	A, R			C					
32	Annually report work of academy committee: submit to trust and publish		A			C				R	C
33	Hold an Annual General Meeting for Members		A, R								
34	Chair's Action: Trust Board - Appendix 7 ToR refers		Chair: A			R					
35	Chair's Action: Local Governance Committees - Appendix 7 ToR refers		Chair: C							Chair: A	R
36	Approve and appoint the MAT's professional advisers and consultants and determine their remuneration		A, R								
B	**Vision and Strategy**	**Members**	**Trust Board**	**BF Cee**	**AR Cee**	**CEO**	**CFO**	**COO**	**Exec HT**	**LGCs**	**HT/HoS**
37	Determine trust's vision, strategy and key priorities		A, R			R				C	C
38	Approve/amend proposals for the delivery/cessation/expansion of activities and operations to further the charitable objects or changes to the MAT's activities		A, R			R					
39	Embed trust vision and strategy to individual schools		A			R				C	R
40	Approve the schedule of policy delegations and establish/review/amend/approve key organisational policies that require trustee approval.		*A, R								
41	Determine school level policies		*A			R				C	C
42	Agree school level policies/localisation of Trust policies unless otherwise delegated		*A, R							A	R
43	Establish risk register and conduct regular review		*A	*A	R	C		R		R	R
44	Ensure engagement with stakeholders		A			R				R	R
C	**Education**	**Members**	**Trust Board**	**BF Cee**	**AR Cee**	**CEO**	**CFO**	**COO**	**Exec HT**	**LGCs**	**HT/HoS**
45	Approve Trust curriculum approach		A			R					C
46	Approve curriculum policy (school level)		*A, R			C				A	R
47	Ensure high standards of teaching and learning		A			R				R	R
48	Delivery of curriculum		*A, R			A					R
49	Set targets for trust KPIs		A			R					
50	Plan and deliver individual school improvement interventions and strategies		*A, R			A				C	R
51	Agree School Behaviour Policy		*A, R			C				A	R
52	To prepare a draft Academy Development Plan/improvement plan for approval by the LGC		*A, R			C				A	R
53	Implement behaviour policy		*A, R								A, R
54	Agree admissions policy: substantive changes including PAN, age ranges		*A			R				C	C
55	Agree admissions policy: no changes		*A, R							A	R

56	Determine complaints policy/procedure		*A, R			C				C	
57	Implement complaints procedures		*A, R			R				R	R
58	Issue exclusion/suspension, (consulting with CEO/Exec HT where permanent) and informing all relevant parties (Where Head of School/Exec HTs are in post, HoS is the designated Headteacher for statutory purposes)		*A, R			C (perm)			C (perm)		A, R
59	Review of decision of HT's decision to permanently exclude a pupil through an adhoc Cee of 3 impartial LGC members. Trustees/LGC members from another LGC can be used.		*A, R							A, R	
60	Review of suspension decision as required in the DfE guidelines through an adhoc Cee of 3 impartial LGC members. Trustees/LGC members from another LGC can be used.		*A, R							A, R	
61	Issue an off-site direction or arrange for a managed move. (Where Head of School/Exec HTs are in post, HoS is the designated Headteacher for statutory purposes)		*A, R								A, R
D	**Community**	**Members**	**Trust Board**	**BF Cee**	**AR Cee**	**CEO**	**CFO**	**COO**	**Exec HT**	**LGCs**	**HT/HoS**
62	Developing stakeholder partnerships across the trust		A			R				C	C
63	Developing stakeholder partnerships at school level		*A, R			C				A	R
E	**Finance and Estate**	**Members**	**Trust Board**	**BF Cee**	**AR Cee**	**CEO**	**CFO**	**COO**	**Exec HT**	**LGCs**	**HT/HoS**
64	Appoint and remove external auditors following Trust Board resolution: recommendation to be made by AR Cee	*A, R	R		R						
65	Appoint Chief Financial Officer		*A			R					
66	Produce trust's scheme of financial delegation		*A				R				
67	To comply with the Trust Financial Scheme of Delegation		A, R	R	R	R	R	R		R	R
68	Open Trust Bank Account		A				R				
69	Changing or Adding individuals as signatories to the bank account		A				R				
70	Receive external auditors report	*A, R	E		R						
71	Action recommendations made by external auditors		*A			R	R				R
72	To set and review the internal scrutiny programme		*A, R		A, R						
73	To implement the internal audit programme		*A, R			C	A, R	C			
74	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A		R	R	R				
75	Submit ESFA required reports and returns		*A			C	R				
76	Agree budget plan to support delivery of trust strategic priorities		*A			C	R				
77	Agree budget plan to support delivery of school strategic priorities		*A			R	R			C	C
78	Monitor trust budget		*A, R	*A		R	R				
79	Carry out benchmarking and trust-wide value for money evaluation		C	A		C	R				
80	Agree reporting and monitoring arrangements for trust and school budgets		*A			R	R				C
81	Approve trust-wide estate vision, strategy and asset management plan		*A, R		*A	R		R			
82	Monitor school estate to ensure it is safe and well maintained		*A, R		*A						R: Bus. Leads

F	Human Resources	Members	Trust Board	BF Cee	AR Cee	CEO	CFO	COO	Exec HT	LGCs	HT/HoS
83	Appoint and if necessary dismiss CEO/Accounting Officer		*A								
84	Appraise and Support CEO		*A, R								
85	Agree CEO pay and reward		*A, R								
86	Conduct Executive Team Reviews		C			A, R					
87	Conduct Headteacher Review		*A, R			A, R				R	
88	Conduct Head of School review								A	R	
88	Agree Headteacher/Head of School pay and reward		A			R		R		C	
89	Determine executive team staffing structure		*A			R					
90	Determine school staffing structure within agreed budget		*A			A			R	C	R
91	~~Headteacher/Head of School appointments: A Selection Panel comprising at least two Trustees~~ (including the CEO) and one Local Governor is authorised to approve the appointment of a Headteacher.For the appointment of a Head of School, the Executive Headteacher responsible for the relevant academy shall be involved in the selection process and shall sit on the Selection Panel. In respect of the appointment of the Principal of any Academy that had immediately prior to conversion been a Voluntary Controlled school as defined by the Education Acts the Directors may only appoint with the involvement and consent of the Diocesan Corporate Member and having made use of their powers under s124AA of the School Standards and Framework Act 1998. (Article 107)		A,R: del to Joint Selection Panel							A,R: del to Joint Selection Panel	
92	Headteacher dismissal		A, R			R				R	
93	Trust wide pay policy, including arrangements for appraisal procedure and pay progression, terms and conditions of employment		*A			R		R			
94	Staff appraisal by line manager		A			R	R	R			R
95	Apply pay policy regarding pay progression (within budget)		A			R	R	R			R
96	Review and agree pay award (teaching and support staff)		A			C	R				
97	Determine disciplinary and capability policies		*A			R		R			
98	Implement disciplinary and capability procedures – CEO		A, R								
99	Implement disciplinary and capability – central team		A			R					
100	Implement disciplinary and capability procedures – schools		*I			C		C		A	R
101	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A			R	C	C			C
AR Cee											

CEO – Chief Executive Officer
CFO – Chief Financial Officer
COO – Chief Operating Officer
Exec HT – Executive Headteacher
LGCs – Local Governance Committees
HT/HoS – Headteacher / Head of School