

Sand Academies Trust

Scheme of Delegation Decision Matrix

| Date | Author | Status | Next Step |
|---------------|---------------|---|----------------------------------|
| 5 April 2019 | S Harvey | Draft version 3 for Trustees final comments | Final version and Implementation |
| 9 August 2019 | S Harvey | Operational version issue 1 | |
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SAND Academies TRUST

SCHEME OF DELEGATION

Introduction

This Scheme of Delegation sets out the delegated powers between the MAT Board, the Audit Committee and Local Advisory Boards (LABs) within SAND Academies Trust.

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R) (*Extensive feasibility study, internal consultation and expert view have been consulted prior to recommendation*)
- Consult (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body.

Trust Policies

A key task for the Trust is to develop and monitor a range of policies that constituent academies are required to adopt. These policies are listed in section 2.

[Where an Academy Principal](#) seeks any local adjustment to a Trust policy, they will agree any change necessary with their Local Governing Board prior to seeking Trust approval of the variance. Until that Trust approval is gained the Trust policy remains fully in force.

| # | Task | Notes | Clerk to Trust | Exec Director | MATB | Chief Finance | LAB | Principal |
|-----------|---|-----------------|-------------------|------------------|------|------------------|-----|-----------|
| | Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I) | | | | | | | |
| 1. | Governance | | | | | | | |
| 1.1. | Approve Trust Articles of Association | Members only | | | A | | | |
| 1.2. | Approve Trust Board Terms of Reference | | | | A | | | |
| 1.3. | Approve Trust Scheme of Delegation | | | | A | | C | |
| 1.4. | Approve new academies joining the Trust | | | R | A | | | |
| 1.5. | Approve Local Governing Body (LAB) Terms of Reference | | R | | A | | | |
| 1.6. | Establish LAB working groups | | | | | | A | R |
| 1.7. | Appoint Chair of Trust Board | As per Articles | | | A | | | |
| 1.8. | Appoint (and remove) Chair of LAB | As per Articles | | | A | | | |
| 1.9. | Appoint (and remove) Vice Chair of LAB | As per LAB ToRs | | | | | A | |
| 1.10 | Appoint Audit Committee | | | | A | R | | |
| 1.11 | Appoint (and remove) Clerk to Trust Board | | | | A | | | |
| 1.12 | Appoint (and remove) Clerk to LAB | | | | | | A | |
| 1.13 | Organise calendar of Trust Board and LAB meetings | | R | | A | | | |
| 1.14 | Approve Directors Expenses Policy | | | | A | R | | |
| 2. | Trust Policies and procedures | | | | | | | |
| 2.1. | Academy times, terms and holidays | | | | A | | R | R |
| 2.2. | Expansion of Academy (PAN) | | | | A | | R | R |
| 2.3. | Change of age range | | | | A | | R | R |
| 2.4. | Extension of Academy provision (Nursery) | | | | A | | R | R |
| 2.5. | Child Welfare & Safeguarding Policy | | | R | A | | R | R |
| 2.6. | Attendance Policy | | | R | A | | R | R |
| 2.7. | Pupil Behaviour & Exclusions Policy | | | R | A | | R | R |
| 2.8. | Health and Safety | | | R | A | | | C |
| 2.9. | Complaints Policy | | | R | A | | C | C |
| 2.10 | Complaints Appeals | | | R | A | | C | C |
| 2.11 | Academy Trips Policy <i>with local appendix?</i> | | | R | A | | | R |
| 2.12 | Assessment Policy | | | R | A | | | R |
| 2.13 | Complaints Policy | | | R | A | | | R |
| 2.14 | Data Protection Policy | | | R | A | | | |
| 2.15 | Equality and Diversity Policy | | | R | A | | | R |
| 2.16 | Health and Safety Policy | | | R | A | | C | C |
| 2.17 | Internal Verification Policy | | | R | A | | | R |
| 2.18 | External Verification Policy | | | R | A | | | R |
| 2.19 | Malpractice and Appeals Policy | | | R | A | | | |
| 2.20 | Registration and Certification Policy | | | R | A | | | |

| # | Task | Notes | Clerk to Governor | Exec Principal | MATB | Chief Finance | LAB | Principal |
|-----------|--|-------|----------------------|-------------------|------|------------------|-----|-----------|
| | Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I) | | | | | | | |
| 2.21 | Exam Contingency Policy | | | R | A | | | I |
| 2.22 | Anti-bullying | | | R | A | | | I |
| 2.23 | Deprivation of Liberty Safeguards | | | R | A | | | I |
| 2.24 | Safeguarding and Protection of Vulnerable Adults | | | R | A | | C | C |
| 2.25 | DBS renewal | | I | R | A | | | I |
| 2.26 | Recruitment & Selection | | | R | A | | | |
| 2.27 | Anti-fraud | | | R | A | | | |
| 2.28 | Ethical purchasing & donations | | | R | A | | | |
| 2.29 | Procurement policy | | | R | A | | | |
| 2.30 | Asset Management Policy | | | R | A | I | | |
| 2.31 | Investment | | | | A | RI | | |
| 2.32 | Reserves | | | | A | RI | | |
| 2.33 | Risk Management Policy | | | R | A | | | |
| 2.34 | Drugs Policy | | | | | | | |
| 2.35 | Appropriate use of IT and Email Policy - Staff | | | | | | | |
| 2.36 | Appropriate use of IT and Email by students | | | | | | | |
| 2.37 | Sex Education Policy | | | | | | | |
| 3. | Staff Policies and Pay | | | | | | | |
| 3.1. | Pay & Remuneration Policy | | | R | A | | | C |
| 3.2. | Job Role Salary & Grading Policy | | | R | A | | | C |
| 3.3. | Changes to Employee Terms & Conditions or Collective Agreements | | | R | A | | | C |
| 3.4. | Teachers Annual Pay Award | | | R | A | | | R |
| 3.5. | Academy Principal's Annual Pay Award | | | R | A | | R | |
| 3.6. | Support Staff Annual Pay Award | | | | A | | | R |
| 3.7. | Performance Management & Appraisal Review Policy | | | R | A | | | C |
| 3.8. | Disciplinary Policy | | | R | A | | | C |
| 3.9. | Grievance Policy | | | R | A | | | C |
| 3.10 | Capability Policy | | | R | A | | | C |
| 3.11 | Whistleblowing Policy | | | R | A | | | C |
| 3.12 | Re-structuring & Redundancy Policy | | | R | A | | | C |
| 3.13 | Employee Health & Safety Policy | | | R | A | | | C |
| 4. | Staff Management | | | | | | | |
| 4.1. | Trust pay structure | | | R | A | | C | C |
| 4.2. | Individual staff pay point | | | C | A | | R | R |
| 4.3. | Principal appointment | | | C | A | | C | |
| 4.4. | Vice Principal appointment | | | C | A | | C | C |
| 4.5. | Senior leadership appointments | | | C | A | | R | R |

| # | Task | Notes | Clerk to Governance | Exec Director | MATB | Chief Finance | LAB | Principal |
|-----------|--|-------|------------------------|------------------|------|------------------|-----|-----------|
| | Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I) | | | | | | | |
| 4.6. | Teaching and support staff appointments | | | | | | | A |
| 4.7. | Suspension of Principal | | | R | A | | C | |
| 4.8. | Return of Principal after suspension | | | C | A | | C | |
| 4.9. | Dismissal of Principal | | | | A | | R | |
| 4.10 | Appeal of Principal against dismissal | EPM | | | I | | | |
| 4.11 | Suspension of Vice Principal | | | | | | | A |
| 4.12 | Return of Vice Principal after suspension | | | | | | | A |
| 4.13 | Suspension of teaching and support staff | | | | | | | A |
| 4.14 | Return of teaching and support staff after suspension | | | | | | | A |
| 4.15 | Dismissal of Vice Principal or teaching and support staff | | | | | | | A |
| 4.16 | Appeal of staff other than Principal against dismissal | | | | | | I | |
| 5. | Financial Governance & Management | | | | | | | |
| 5.1. | Trust & Academy Financial Regulations (inc. key policies) | | | C | A | R | | C |
| 5.2. | Trust & Academy Financial Procedures | | | C | A | R | | C |
| 5.3. | Trust Procurement Policy | | | C | A | R | | C |
| 5.4. | Trust 3 year Budget Plan | | | C | A | R | | |
| 5.5. | Trust 1 year Budget | | | C | A | R | | |
| 5.6. | Trust Consolidated Budget Updates | | | C | A | R | | |
| 5.7. | Trust Consolidated Financial Statements | | | C | A | R | | |
| 5.8. | Trustees Report | | | C | A | R | | |
| 5.9. | Trust Academies Accounts Return to EFA | | | C | A | R | | |
| 5.10 | Response to Auditor's Management Letter | | | C | A | R | | |
| 5.11 | Academy 3 year Budget Plan | | | C | A | C | R | R |
| 5.12 | Academy 1 year Budget | | | C | A | C | R | R |
| 5.13 | Academy Budget Updates | | | C | A | I | R | C |
| 5.14 | Academy Accounts Return to EFA | | | C | | A & I | PR | C |
| 6. | Financial Authorisation | | | | | | | |
| 6.1. | Expenditure or contracts up to limit in Scheme of Delegation (over £100,000) | | | C | A | C | | R |
| 6.2. | Expenditure or contracts from limit to LAB limit (c.f. Finance Regulations) | | | C | A | C | R | |
| 6.3. | Expenditure or contracts from LAB Limit to OJEU limit | | | C | A | C | | |

| # | Task | Notes | Clerk to Gov | Exec Director | MATB | Chief Finance | LAB | Principal |
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| 6.4. | Expenditure over OJEU limit | | | C | A | | | |
| 6.5. | Disposals or write off of stock, assets or debts up to Principal Limit (£500) | | | | | A | | |
| 6.6. | Disposals or write off of stock, assets or debts from Principal Limit to LAB Limit (£1000) | | | | | | A | R |
| 6.7. | Disposals or write off of stock, assets or debts from LAB Limit up to AFH limit (+£50,000) | | | C | A | | R | R |
| 6.8. | Settlements/Compensation payments up to £50,000 (AFH Limit) | | | C | A | | R | R |
| 6.9. | Settlements/Compensation payments over £50,000 | Secretary of State | | | | | | |
| 7. | Academy Policies & Procedures, Curriculum and Teaching | | | | | | | |
| 7.1. | Academy Performance Targets | | | C | A | | R | R |
| 7.2. | Academy Performance Review <i>e.g.</i> SEF | | | C | A | | R | R |
| 7.3. | Academy 3 year plan | | | C | | | A | R |
| 7.4. | Academy 1 Year development Plan | | | C | | | A | R |
| 7.5. | Curriculum Policy | | | C | | | A | R |
| 7.6. | Teaching & Learning Policy | | | C | | | A | R |
| 7.7. | Sex Education policy | | | C | | | A | R |
| 7.8. | Religious Education policy | | | C | | | A | R |
| 7.9. | Fixed term Exclusion | | | | | | | A |
| 7.10 | Permanent Exclusions | | | C | | | A | R |
| 7.11 | Appeals against Permanent Exclusion | Independent | | | I | | | |
| 7.12 | Academy Trips | | | A | C | | C | P |
| 7.13 | Admissions Policy | | | | C | | A | R |
| 7.14 | Allocation of places against Admissions Policy | | | C | | | A | R |
| 7.15 | Admissions Appeals | Independent | | | I | | | |
| 7.16 | Academy prospectus | | | | | | A | R |
| 7.17 | Academy website | | | | C | | A | R |
| 7.18 | Academy logo & branding | | | | C | | A | R |
| 7.19 | Academy uniform | | | | C | | A | R |
| 7.20 | Pupil Premium – Report and Action Plan | | | C | | | A | R |
| 7.21 | Asset Management Policy & Plan | | | R | A | R | R | R |
| 7.22 | Health & Safety Policy | | | R | A | | R | R |
| 7.23 | Estates Management Strategy | | | R | A | | C | C |

AFH = Academies Financial Handbook

OJEU = Official Journal of the European Union (previously called OJEC – the Official Journal of the European Community).

Approved: May 2019