

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	
10 December 2020		Revised version for Trustee comments	

SAND Academies TRUST

SCHEME OF DELEGATION

Introduction

This Scheme of Delegation sets out the delegated powers between the MAT Board, the Board Committees, individual members of the SAND Executive team 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 schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills 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 schools are required to adopt.

Where a School Headteacher seeks any local adjustment to a Trust policy, they will agree any change necessary with their Local Advisory Board prior to seeking Trust approval of the variance. Until that Trust approval is gained the Trust policy remains fully in force.

Decision		Delegation									
		Members	Trust Board	Finance & Audit	Resources	Quality of Education committee	Remuneration & Nominations	CEO / FD / OD	Executive Assistant to Board	Local Advisory Board	School HT
Governance Framework - People											
1.	Members: Appoint / Remove	A					R				
2.	Trustees: Appoint / Remove	A					R				
3.	Co-Opted Trustees: Appoint / Remove		A				R				
4.	Chair of Trust Board: Appoint / Remove		A								
5.	Elect Parent Trustee / LAB member		I							I	
6.	Board committee chairs: Appoint / Remove		A	C	C	C	R				
7.	Named Safeguarding Trustee: Appoint / remove		A								
8.	Named Safeguarding LAB member: appoint / remove									A	
9.	LAB Chairs: Appoint / Remove		A								
10.	Clerk to Trust Board: Appoint / Remove		A								
11.	Clerk to LAB: Appoint / Remove							C	C	A	
Governance Framework – Systems and structures											
12.	Articles of Association: review and agree	A	C								
13.	Governance structure: establish and review annually	R, C	A					C	C		
14.	Terms of Reference for committees: agree annually		A	C	C	C			C		

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15.	Terms of Reference for LAB: agree annually		A						C		
16.	Scheme of Delegation: review and agree annually		A					C	C		
17.	Skills audit: complete regularly and recruit to fill gaps		I						C	I	
18.	Self-review of Trust Board and committees: complete annually		A	C	C	C	C				
19.	Self-review of LAB: complete annually		A							I	
20.	Chair's performance: carry out 360 review periodically		I							I	
21.	Trustee contribution: review annually		I, A								
22.	LAB member contribution: review annually		A							I	
23.	Succession planning: consider periodically		I					C		I	C
24.	Annual schedule of business for trust board: agree		A						R		
25.	Annual schedule of business for LAB: agree							C	C	I	C
26.	Establish LAB working groups									I	C
27.	Organise calendar of Trust Board and LAB meetings		A					C	R		
Reporting											
28.	Publication on Trust and Schools' websites of all required details of governance arrangements							I	I		I
29.	Annual report on performance of the Trust: submit to members and publish		A							C	

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30.	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		A	R				C	C		
31.	ESFA required reports and returns: submit		A	R							
32.	Annual report work of LAB: submit to trust and publish		A							I	
Being Strategic											
33.	Determine Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate): policy review schedule in place		A					C	I		
34.	Determine school level policies which reflect the school's ethos and values: policy review schedule in place							C		A	C
35.	Management of risk: establish register, review and monitor		A	C	C	C	C	I			
36.	Engagement with stakeholders	I	I					I		I	I
37.	Determine Trust's vision, strategy and key priorities		A					I			C
38.	Determine School's key priorities							A			C
39.	Chief Executive Officer: Appoint / Dismiss		A								
40.	School Headteacher: Appoint / Dismiss		A					C, R		C, R	

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41.	Budget plan to support delivery of Trust key priorities: agree		A	R				C				
42.	Budget plan to support delivery of school key priorities: agree							A			C	
43.	Trust staffing structure: agree		A					C				
44.	School staffing structure: agree							A			C	
45.	New schools joining the Trust: agree		A					R				
46.	Timings of the school day, terms and holidays: agree							A		R	R	
47.	Expansion of the school provision or PAN: agree		A					R		R	R	
48.	Change of age range for schools: agree		A					R		R	R	
Holding to account												
49.	Auditing and reporting arrangements for matters of compliance (eg: safeguarding, H&S, employment): agree		A	R	R	R			C			
50.	Complete regular H&S monitoring walks and reporting									A		
51.	Monitoring progress on key priorities		A						C			
52.	Performance management of the CEO: undertake		A					C				
53.	Performance management of school Headteacher: undertake								A		C	
54.	Performance management of school staff: undertake										A	I, R

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55.	Trustee monitoring: agree arrangements		A	C	C	C	C	C			
56.	LAB member monitoring: agree arrangements									A	C
Ensuring financial probity											
57.	Appoint Finance Director for delivery of Trust's detailed accounting processes		A	C				C			
58.	Trust's scheme of financial delegation: establish, monitor and review		A	C				C			
59.	External Auditors: appoint	A									
60.	External Auditors' report: receive and respond		A								
61.	CEO Pay award: agree		A				C				
62.	School Headteacher pay award: agree						C	A		R	
63.	Staff appraisal procedure and pay progression: review and agree							A		R	R
64.	Annual staff pay awards (not appraisal based): agree		A	R			C	R			
65.	Benchmarking and Trust wide value for money: ensure robustness			R				A			
66.	Review and approve Trust wide procurement strategies and efficiency saving programme			A				R, C			
67.	Monitoring budget: agree reporting		A	C				C			
School procedures, curriculum and teaching											
68.	Performance targets							A		R	R, C

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69.	Performance review (School self-evaluation)							A		R	R, C
70.	3 year development plan							A		R	R, C
71.	1 year development plan							A		R	R, C
72.	Panel meetings for Permanent Exclusions									I	
73.	Appeals against Permanent Exclusions		I								
74.	School trips and visits									A	C, R
75.	Admissions arrangements							A		R	R
76.	Allocation of places against admissions policy							C		A	R
77.	Admissions appeals		A								
78.	School prospectus							C		A	R, C
79.	School website							C		A	R, C
80.	School logo and branding							C		A	R, C
81.	School uniform							C		A	R, C
82.	Pupil Premium funding – report and action plan							C		A	R, C
83.	Estates Management strategy		A		R			C		C	C
84.	Staff Disciplinary panels									I	
85.	Staff Disciplinary appeals: HTs and SAND staff		I								

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86.											