

NET Academies Trust

Scheme of Delegation

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance, Pay and Audit Committee
4. Pupil Performance and Wellbeing Committee
5. Local Governing Bodies
6. Trust Chief Executive

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)
- Monitor & Report (M)
- Consulted (C)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

The Trust will also define policies that are Trust-wide, and academy specific.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Informed (I), Execute (E)	Notes	Board	Fin Ctee	Pupil perf/ wellbeing C'ttee	LGB	CEO
1.							
1.1.	Approve Trust Articles of Association	Members only	R				R
1.2.	Approve Trust Board Terms of Reference		A				R
1.3.	Approve Trust Scheme of Delegation		A				R
1.4.	Approve new convertor or sponsored academies joining MAT		A				R
1.5.	Establish Trust Committees		A				R
1.6.	Approve Trust Committee Terms of Reference		A				R
1.7.	Approve HEB and Local Governing Body (LGB) Terms of Reference		A			C	R
1.8.	Establish LGB working groups					R	A
1.9.	Appoint Chair of Trust Board		A				
1.10.	Appoint Chair of LGB		A				R
1.11.	Remove Chair of LGB		A			R	R
1.12.	Appoint (and remove) LGB members		A			R	R
1.13.	Appoint (and remove) Chair(s) of Trust Committees		A				R
1.14.	Appoint (and remove) Trust Committee members		A				R
1.15.	Appoint (and remove) Clerk to Trust Board		A				R
1.16.	Appoint (and remove) Clerk to LGB					R	A
1.17.	Trust Governance Calendar		A				R
1.18.	Approve Directors Expenses Policy	Trust Policy	A				
2.							
2.1.	Trust Business and Performance Plan		A				R
2.2.	Academic Performance Targets		AM		RM	CM	R
2.3.	Academy Performance Review e.g. SEF		AM		RM	CM	R
2.4.							
2.5.	Academy 1 Year Plan					CM	A
2.6.	Teaching & Learning Policy	Academy Policy			C	CM	A
2.7.	Curriculum Policy	Academy Policy			C	CM	A
2.8.	Sex Education policy	Academy Policy			C	CM	A
2.9.	Religious Education policy	Academy Policy			C	CM	A
2.10.	SEN & Inclusion policy	Academy Policy			C	CM	A
2.11.	Academy Inset Days					A	R
3.							
3.1.	Pay & Remuneration Policy	Trust Policy		AM			R
3.2.	Employee Terms & Condition changes		A	R			R
3.3.	Teachers Annual Pay Award	Trust Policy	A	R			R
3.4.	Support Staff Annual Pay Award	Trust Policy	A	R			R
3.5.	Individual Performance Pay Awards	As per Policy	A	R			R
3.6.	Performance Management Policy	Trust Policy		A		M	R
3.7.	Disciplinary Policy	Trust Policy		A		M	R
3.8.	Grievance Policy	Trust Policy		A		M	R
3.9.	Capability Policy	Trust Policy		A		M	R
3.10.	Whistleblowing Policy	Trust Policy		A		M	R
3.11.	Recruitment Policy	Trust Policy		A		M	R

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3.12.	Re-structuring & Redundancy Policy	Trust Policy		A		M	R
3.13.	Employee Health & Safety Policy	Trust Policy		A		M	R
4.							
4.1.	Trust CEO appointment		A				
4.2.	Trust staff appointment		C				A
4.3.	School staff plan					R	A
4.4.	EHT appointment		A				R
4.5.	Head of School appointments		A			C	R
4.6.	Senior leadership appointments					C	A
4.7.	Teacher appointments					C	
4.8.	Support staff appointments					C	
4.9.	Suspension of CEO	As per policy	A				
4.10.	Return of CEO after suspension		A				
4.11.	Dismissal of CEO		A				
4.12.	Suspension of EHT	As per policy	A			C	R
4.13.	Return of EHT after suspension		A			C	R
4.14.	Dismissal of EHT		A			C	R
4.15.	Suspension of Head of School	As per policy				C	A
4.16.	Return of Head of School after suspension					C	A
4.17.	Dismissal of Head of School		C			C	A
4.18.	Suspension of teaching and support staff	As per policy				C	
4.19.	Return of teaching and support staff after suspension					C	A
4.20.	Redundancy of school staff		A	C		C	R
4.21.	Restructuring of school staff		A	C		C	R
5.							
5.1.	Trust & Academy Financial Procedures & Regulations	Audit C'ttee on compliance	A	RM		M	C
5.2.	Appoint Trust auditors	Audit C'ttee	A	R			
5.3.	Trust 3 year Budget Plan		AM	RM			RM
5.4.	Trust 1 year Budget		AM	RM			RM
5.5.	Trust Interim Year End Accounts			A			RM
5.6.	Trust YTD reports		AM	RM			RM
5.7.	Trust Annual Accounts		A	R			R
5.8.	Trustees Report		A	R			R
5.9.	Trust Academies Accounts Return to EFA		A	R			R
5.10.	Response to Auditor's Management Ltr	Audit C'ttee	A	R			
5.11.	Academy 3 year Budget Plan		AM	RM		CM	RM
5.12.	Academy 1 year Budget	Part of Business Plan	AM	RM		CM	RM
5.13.	Academy Budget reports			A		CM	RM
5.14.	Academy Interim Year End Accounts			A			R
5.15.	Academy Accounts Return to EFA	New academies		A			R
6.							
6.1.	Expenditure or contracts up to Lower Limit	As per policy					
6.2.	Expenditure or contracts from Lower Limit to Upper Limit	As per policy					A
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	As per policy		A			R
6.4.	Expenditure over OJEU limit	As per policy	A	R			P
6.5.	Compensation payments up to £50,000	EFA threshold	A	C			R
7.							
7.1.	Academy times, terms and holidays					R	A
7.2.	Change of Academy Age Range		A			R	R

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7.3.	Expansion of Academy PAN		A			R	R
7.4.	Extension of Academy provision		A			R	R
7.5.	Extended services on-site					R	A
7.6.	Child Welfare & Safeguarding Policy	Trust policy	A		C	M	R
7.7.	Attendance Policy	Academy Policy				R	A
7.8.	Pupil Premium Policy	Academy Policy				R	A
7.9.	Pupil Premium Plan	Academy Policy				R	A
7.10.	Academy Educational Visits Policy	Academy Policy				R	A
7.11.	Pupil Behaviour & Exclusions Policy	Academy Policy				R	A
7.12.	Short-term Exclusion	As per policy				R	A
7.13.	Return after short-term exclusion					R	A
7.14.	Permanent Exclusions					R	A
7.15.	Appeals against Permanent Exclusion	Independent panel req.					
7.16.	Complaints Policy	Trust policy	A				R
7.17.	Complaints Appeals	Independent panel req.					
7.18.	Admissions Policy		A			R	R
7.19.	Admissions Appeals	Independent panel req.					
7.20.	Academy prospectus	As per Trust Brand g/lines				C	A
7.21.	Academy website					C	A
7.22.	Academy uniform					C	A
8.							
8.1.	Asset Management Policy			A			R
8.2.	Asset Management Plan			A			R
8.3.	Health & Safety Policy			A			R