SOUTH DOWNS EDUCATION TRUST
MULTI ACADEMY TRUST
FINAL SCHEME OF DELEGATION version 3

Introduction

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

The bodies include:
1. Trust Members (the Board)
2. Trust Board of Trustees
3. Trust Finance, Audit and Compliance Committee (FACC)
4. Staffing and Pay Committee (S&P)
5. School Governing Committee(s) (SGC)
6. Trust CEO
7. Headteacher/ Heads of School

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 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:

Level of responsibility	Definition
Approve (A)	Formal decision making for approval or adoption for the Trust or school
Recommend (R)	Present for formal approval
Propose (P)	Present draft for agreement to be put forward for recommendation
Develop(D)	Create the document or procedure
Monitor & Report(M)	Receive reports of performance and other data. Comment on progress, may lead to escalation of success or problems to other committees via reports. Some reports will be routine regardless of performance level for information.
Consulted (C)	Kept informed of developments, invited to comment but no decisions required.
Implement(I)	Follow the policy or procedure in practice.

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

While the Scheme is designed to be comprehensive it will not necessarily cover every task.

7 Director portfolios (one for each Trustee): HR (Chair of Staffing and Pay), Resources (Chair of FACC), Health and Safety, Safeguarding, SEND, Quality of Learning (Trustee from SCs) & Community Engagement.

Trust Policies

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. These policies include those listed below. BOLD ones are SDET policies.

Academy & Pupil Policies	Employment & Staff Policies
Admissions Policy	**Capability Policy**
Attendance Policy	
Behaviour for Learning	**Disciplinary Policy**
Business Continuity Policy	**Grievance Policy**
	Management of Allegations Against Staff
Careers Guidance Policy	**Pay Policy**
Complaint Policy	**Staff Standards of conduct and Propriety**
Curriculum Framework Policy (Trust)	
Curriculum Framework Policy (Local school)	
Data Protection Policy & GDPR	**Performance Management & Appraisal Policy**
	Redundancy Policy
Early Years Foundation Stage	**Recruitment of CEO/HT/HoS/D Policy**
Education of CLA	Single Central Register
	Staff Development Policy
Equalities Policy	**Whistleblowing Policy**
FOI Policy	Financial Policies
Home School Partnership Policy	Accounting Policy
	Asset Register and Plan
Local Offer (SEND)	Capital and Reserves Policy
Mobile Devices Policy	Charging and Remission Policy
Pupil Premium/DP Policy	**Delegation of Financial Powers**
RE and Collective Worship Policy	Discretions for LGPS
Safeguarding Policy	
School Exclusion Policy	Flexible Retirement Scheme (LGPS)
SEN Framework Policy Trust Wide	**Financial Procedures**
Relationships and Sex Policy	**Financial Regulations Policy**
Teaching and Learning Policy Trust Wide	
Teaching and Learning Policy School level	
Travel Plan	**Gift and Hospitality Policy**
Trips Policy	
Trustee and Committee Code of Practice	Trustee/Governor Allowances Policy
Trustee Visit Policy	Internal Dispute Resolution Policy (Pensions)
Uniform Policy	Investment Policy
	LGPS Pension Banding Policy
Premises & Health and Safety Policies	Register of Business Interests
Accessibility Plan	Risk Management Policy
Asbestos Management Plan	Risk Management Strategy
Disability Equality Scheme	**Scheme of Delegation**
Medical Conditions and First Aid	SSOPC Tendering Requirements
Health and Safety Policy	
Lettings Policy	

TASK Kay: Approve (A), Recommend (R), Propose (P), Develop (D), Monitor and Report (M), Consulted (C) & Implement (I)		Trustee Board	FACC	S&P	SGC(s)	CEO	Headteacher / Head of School
1	**SDET Governance**						
1.1	Approve Trust Articles of Association	Members only	R				
1.2	Approve Trust Board Terms of Reference		A	P			P	
1.3	Approve Trust Scheme of Delegation		A	P		C	P	
1.4	Approve new convertor or sponsored academies joining MAT		A				R	
1.5	Establish Trust Committees		A	P	P	C		
1.6	Approve Trust Committee Terms of Reference		A	P		C	P	
1.7	Appoint Chair of Trust Board		A					
1.8	Appoint (and remove) Chair(s) of Trust Committees		A	R	R			
1.9	Appoint (and remove) Trust Committee members	As per agreed composition	A	C	C	C	C	
1.10	Appoint Board Advisors		A				C	
1.11	Appoint (and remove) Secretary & Clerk to Trust Board		A				C	
1.12	Organise calendar of Trust Board and Committee meetings		A	P	P	P	C	C
1.13	Approve Director's Expenses Policy		A					
2	**Trust & Academy Performance, Curriculum & Teaching**							
2.1.	Trust Strategic 3 Year Plan		A			C	D	C
2.2.	Academic Performance Targets		A			M/C	R	P
2.3.	Academy Performance Review *e.g. SEF/SDP*		A			M/P	M	D
2.4.	Academy 3 year plan		A			R/M	P	D
2.5.	Academy 1 Year Plan		A			R/M	P	D
2.6	SEN Framework Policy (TRUST)		AM			R/M	P	D
2.7	SEN Policy and quality of provision school level		M			M/R	D	C
2.8	Teaching and Learning Framework Policy (TRUST)	Portfolio Lead to monitor	AM			M/R	D	C

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2.9	Teaching & Learning Policy school level		M			A/M	D	C
2.10	Curriculum Framework Policy (TRUST)		AM			M/R	D	C
2.11	Curriculum Policy school level		M			A/M	D	
2.12	Relationships and Sex policy		M			A/M	D	C
2.13	Religious Education and Collective Worship policy		M			A/M	D	C
3.	Staff Policies, Pay and Performance							
3.1.	Pay Policy	HR Portfolio lead	A	C	CM		R	C
3.2.	Job Role Changes and Grading changes	HR Portfolio lead	A		CM		R	I
3.3	Changes to Employee Terms and conditions of employment or collective agreements	HR Portfolio lead	A		CM		R	I
3.4	Adoption of transferring policies and collective agreements	HR Portfolio lead	A		CM		R	D
3.5	Teachers annual pay award		A	C	MR		P	I
3.6	Support staff annual pay award		A	C	MR		P	I
3.7	Individual performance pay awards		A	C	MR		P	I
3.8	Performance management and appraisal policy		A		CM		R	I
3.9	Disciplinary Policy		A		CM		R	I
3.10	Grievance Policy		A		CM		R	I
3.11	Capability Policy		A		CM		R	I
3.12	Whistleblowing Policy		A		CM		R	I
3.13	Redundancy Policy		A		CM		R	I
3.14	Health and Safety Policy		A		CM		R	I
4.	Staff Management							
4.1	Staff establishment total, structure and grades		A		CM		R	P
4.2	CEO appointment		A		C			
4.3	Trust Leadership Structure		A	C	C		R	
4.4	Headteacher / Head of School appointments		AC	C	C	C	R	

TASK Kay: Approve (A), Recommend (R), Propose (P), Develop (D), Monitor and Report (M), Consulted (C) & Implement (I)		Trustee Board	FACC	S&P	SGC(s)	CEO	Headteacher / Head of School
4.5	Senior Leadership Team appointments	AC	C	CM	C	R	P
4.6	Middle leadership appointments and Subject Leaders	C	C	CM	AC	R	C
4.7	Teaching and support staff appointments	C		M	C involved in whole recruitment process	A	R
4.8.1	Suspension of CEO	A					
4.8.2	Suspension of HT / Head of School (HoS)	A				RC I	
4.9.1	Return of CEO after suspension	A					
4.9.2	Return of HT/HoS after suspension	A			C	I	
4.10.1	Dismissal of CEO	A					
4.10.2	Dismissal of Headteacher / HoS	A			C	RC I	
4.11	Dismissal or suspension of teaching staff and support staff			A		CR	IP
4.12	Return of teaching and support staff after suspension			A		C	I
4.13	Redundancy of Staff	A	C	P	c	D	C/I
4.14	Restructuring of staff	A	C	P	c	D	C/I
5.	Financial Governance and Management						
5.1	Trust and Academy Financial Regulations	A					
5.2	Trust and Academy Financial Procedures	A					
5.3	Appointment of auditors	A				I	
5.4	Appointment of Internal auditors	A				I	
5.5	Trust 3 year budget plan	A	R			P	
5.6	Trust 1 year budget plan	A	R			P	
5.7	Trust monthly management accounts	A	R			P	
5.8	Trust Annual Accounts	A	R			P	
5.9	Trustees Report	A	R				

TASK Kay: Approve (A), Recommend (R), Propose (P), Develop (D), Monitor and Report (M), Consulted (C) & Implement (I)		Trustee Board	FACC	S&P	SGC(s)	CEO	Headteacher / Head of School
5.10	Accounts Return to ESFA			A			
5.11	Response to annual auditors letter			AR			I
5.12	Academy 3 year budget plan		A	RM		C/M	C	P
5.13	Academy 1 year budget plan		A	RM		C/M	C	P
5.14	Academy monthly management accounts – not necessarily at a formal meeting		M	AM		M	PD	I
5.15	Academy financial returns to ESFA			A			PI	
6.	Financial Authorisation							
	See Financial Scheme of Delegation							
7.	Academy Policies and Procedures							
7.1	Academy times, terms and holidays		A			C/M	R	DI
7.2	Change of Academy Age Range		A			C	R	DI
7.3	Expansion of Academy PAN		A			C	R	DI
7.4	Changes & Extension of Academy provision		A				RD	DI
7.5	Safeguarding Policy		AM				R	I
7.6	Attendance Policy					AM		ID
7.7	Behaviour Policy & Exclusions Policy					A		
7.8	PSHE Policy					A		
7.9	Fixed term exclusions							A
7.11	Permanent Exclusions						A	R
7.12	Appeals against Permanent Exclusion					A	R	C
7.13	Complaints Policy		A				R/D	
7.14	Complaints Appeals		AI					
7.15	Admissions Policy		AM			C	R	ID
7.16	Allocation of places against Admissions Policy		AM			C	R	ID
7.17	Admissions Appeals		AM			C	DR	I
7.18	Academy prospectus		AM			C	DR	C
7.19	Academy website		AM			C	DR	C
7.20	Academy logo & branding		AM			C	DR	C
7.21	Academy uniform		AM	C		C	DR	C
7.22	Academy Trips Policy (EVC)			C/M		A	R	DI
7.23	Lettings Policy			C/M		A	R	DI
7.24	Pupil Premium / DP Policy		A/M				R	DI
7.25	Pupil Premium/DP Annual Plan					AM	R	DI

TASK Kay: Approve (A), Recommend (R), Propose (P), Develop (D), Monitor and Report (M), Consulted (C) & Implement (I)		Trustee Board	FACC	S&P	SGC(s)	CEO	Headteacher / Head of School
8.	**Premises and Assets**						
8.1	Asset Management Policy		A	PM			R	
8.2	Health and Safety Policy		A	PM			R/D	I
8.3	Commissioning of Capital works up to £x						A	R
8.4	Commissioning of Capital works up to £x			A			R	C
8.5	Commissioning of Capital works over £x		A	R			P	C