

## **Scheme of Delegation**

This Scheme of Delegation (SOD) identifies the key decisions that are required in connection with the overall governance and management of Wildern Academy Trust and the individual schools within.

It should be read in conjunction with the Terms of Reference for the Finance Committee, Health and Safety (inc. Safeguarding) Monitoring Group and Local Governing Bodies (LGB), our Articles of Association and our Funding Agreement.

The underlying principles for this Scheme of Delegation are:

That all academies are in a partnership of equals irrespective of their length of membership.

Wildern Academy Trust is a registered charity and it remains true to its aims and objectives.

Wildern Academy Trust is mindful that their function is to ensure that every school provides the best possible education to its students and that all statutory obligations are met.

Wildern Academy Trust believes Local Governing Bodies are vital to ensure the needs of academy students and their local community are met.

Wildern Academy Trust exists to provide support and champion high quality education at the heart of local communities. As part of the Wildern Trust family, Trust academies aim to unite their students, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to our wider community.

Our vision, mission and values guide and bring together each of the Trust's academies.

Our Vision: high-quality educational provision for all at the heart of local communities.

Our Mission:

1. To enhance the opportunities and successes enjoyed by all present and future students and staff.
2. To develop further each school's track record of contributing to school improvement, innovation and transformation within the school, locally within our immediate family of schools and for the wider system as a whole.
3. To develop further each school's wider community role and our contribution to opportunities for our stakeholders in our immediate community.

The Members and Trust Board of Wildern Academy Trust have legal responsibility and accountability for the Trust, its schools and their performance. This responsibility and accountability may not be delegated, but the Board may delegate duties and powers to other bodies.

Powers are delegated in line with the Trust's principles of governance. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Charities Commission, Department for Education, Education and Skills Funding Agency, HMRC, Companies House as well as to our students and their parents/carers and the wider communities of academies.

The bodies identified in the Scheme of Delegation are as follows:

# Wildern Academy Trust



- **Members** - Appoint trust board and monitor effectiveness
- **Trustees** - Trustees who hold the executive accountable and provide strategic direction
- **Finance Committee** - a committee of the Trust, with Terms of Reference set by the Trust
- **Health and Safety and Safeguarding Committee** - a monitoring group of the Trust, with Terms of Reference set by the Trust
- **Local Governing Bodies** - committees of the Trust, which operate subject to Terms of Reference set by the Trust
- **Executive Headteacher** - Senior Officer of the MAT
- **Head of Central Services** - oversees aspects of IT, Finance, HR and Site management
- **Headteachers**

## Trust Policies

The Trust Board approves policy on behalf of Academies in the Trust. There is no requirement for LGBs to approve these. They need to be aware of them and implement them. As required by statutory law Trust policies will be available on each school's websites.

The Trust's policies are listed below.

## Statutory Policies

Accounting Policy	Information Communication and Technology (ICT)
Act of Collective Worship	Investment and Reserves
Admissions	Low Level Concerns
Anti Bullying	Non Examination Assessments
Behaviour Policies	Pay Policy
Charging, Remissions & Examination Entry	Premises Management Policy
Child Protection	Procurement and Tendering Policy
Code of Conduct	Protected Disclosures (Whistleblowing)
Complaints	Protection of Biometric Information of Children
Data Protection	Publication Schemes (Freedom of Information)
Data Retention	Relationships and Sex Education
Early Careers Teacher	Risk Assessments
Early Years Foundation Stage (EYFS)	Safeguarding Policy (including community)
Examinations Emergency Contingency Plan	Safeguarding Policy
Equality	Special Educational Needs and Disability (SEND) Including Accessibility Plan
First Aid	Staff Capability
Fire Safety Management Plan	Staff Disciplinary
Gifts and Hospitality	Staff Grievance
Health and Safety at work - Community	Supporting Students at School with Medical Conditions
Health and Safety at work	

## Non Statutory Policies

There are non statutory policies for each school, please refer to the school's own policy list for details.

Please note that the responsibilities allocated to the Executive Headteacher reflect those that go beyond his/her position as Trustee on the Trust Board, including his/her role as the Trust's Accounting Officer.



**Key:**

- Level 1 Members
- Level 2 Trust Board
- Level 3 Finance Committee
- Level 4 Local Governing Body
- Level 5 Executive Headteacher
- Level 6 Head of Central Services
- Level 7 Headteachers
- Level 8 Health and Safety (inc. Safeguarding) Monitoring Group

- ✓ Responsibility
- A/C Advisory/Consultee role

	Functions	Delegation							
		1	2	3	4	5	6	7	8
STRATEGY	Establish long term MAT strategy, vision and mission	A/C	✓			A/C	A/C		
	Review and amend the ethos, aims and values of the MAT		✓			A/C	A/C		
	Review and Challenge Strategic Objectives		✓	A/C					
	Consider applications from other schools to join the MAT and approve if appropriate such requests		✓			A/C			
	Agree central spend/top slice		✓			A/C	A/C		
	Decide the core services to be delivered by the MAT to its schools		✓			A/C	A/C		
	Establish and monitor a strategic risk register			✓			A/C		
	Establish and monitor a disaster recovery plan			✓		A/C	A/C		
	Establish and maintain an asset management plan			✓		A/C	A/C		
	Develop a MAT marketing and publicity plan	A/C	✓			A/C	A/C	A/C	
	Determine all statutory MAT policies		✓	A/C		A/C	A/C		
	Determine all MAT non statutory policies				A/C	✓	A/C	A/C	
	Ensure statutory provision for SEND		✓	A/C			A/C	A/C	
	Ensure statutory provision for Safeguarding		✓	A/C			A/C	A/C	A/C
Ensure statutory provision for Health and Safety		✓	A/C			A/C	A/C	A/C	
GOVERNANCE	Review and amend where appropriate the Articles of Association (with ESFA approval sought)	✓				A/C	A/C		
	Appoint or remove Members	✓							



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GOVERNANCE	Appoint or remove Trustees	✓							
	Appoint, co-opt or remove the chair of the board		✓						
	Appoint, co-opt or remove the vice chair		✓						
	Appoint or remove the chair of a committee		✓						
	Appoint or remove LGB Governors		✓						
	Appoint the Chair of the LGB				✓				
	Remove the Chair of the LGB		✓						
	Agree and review a structure of governance		✓			A/C			
	Write an annual report, including the accounts with associated statements		✓			A/C	A/C		
	Determine and review leadership structure for the MAT		✓			A/C			
	Draw up Governing Body documents, including those for LGBs		✓			A/C			A/C
	Draw up and approve the scheme of delegation and terms of reference		✓						
	Approve the appointment of the Company Secretary & Clerk		✓						
	Ensure appropriate support and CPD for Trust Board and LGBs					A/C	✓	A/C	A/C
Establish a review structure for members, trustees and LGBs	✓	A/C				A/C	A/C		



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GOVERNANCE	Establish and maintain a register of conflicts of interests for the Trust Board and LGBs		✓							
	Determine and review the admissions policy		✓			A/C				
	Review performance of the Board (including self reviews)	✓	✓			A/C				
	Review performance of the Board committees and LGBs		✓							
	Determine and keep under review committee membership to ensure each have a diverse and appropriate skill set		✓		A/C	A/C		A/C		
	Delegate to Clerk addition of Member, Governor or Trustee e-signature/name and dates to minutes once approved at meetings		✓							
	Set and review the terms of reference for the LGBs		✓		A/C					
	Appointments and removal of members of the LGB		✓			A/C				
	Trust Board skills register		✓							
	LGB Skills register				✓					
	Convene a panel to review Headteacher's decision to exclude a pupil		✓							
	Convene panels for grievance, complaints and disciplinary matters according to policy and procedures		✓		A/C					
	Ensure compliance of H&S regulations of schools		✓	A/C	A/C	A/C		A/C	A/C	



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	Ensure compliance of Safeguarding regulations of schools		✓		A/C	A/C		A/C	A/C
	Ensure compliance of SEND regulations of schools		✓		A/C	A/C		A/C	A/C
	Hold the School Leadership to account		✓		A/C				A/C
	Chairs/Governors of LGBs to undertake safer recruitment training		✓						
	Ensure policies and other statutory information published on schools' and Trust website		✓		A/C		A/C	A/C	
	Carry out Governor Link visits as agreed with Trustees and Headteacher		A/C		✓			A/C	
	Ensure income received by the MAT is as income expected		✓	A/C	A/C		A/C		
	Establish MAT Pay policy		✓		A/C	A/C	A/C	A/C	
	Review and agree pay awards for teaching and non teaching staff			✓	A/C	A/C		A/C	
	Review and agree pay award for Executive Headteacher (Advice from Trustees involved in performance management review only)		A/C	✓					
	Ensure completion of School resource management self-assessment tool (SRMSAT)		✓	A/C		A/C	A/C		
	Ensure the Trust is a Going Concern		✓	A/C			A/C		
	Establish a procurement policy		✓	A/C	A/C		A/C		



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FINANCE	Develop and propose all MAT budgets			✓		A/C	A/C		
	Approve MAT budgets		✓			A/C	A/C		
	Monitor the MAT budgets throughout the year			✓		A/C	A/C		
	Establish a robust budget monitoring system for each school		✓	A/C	A/C		A/C	A/C	
	Establish financial decision levels and limits		✓	A/C	A/C	A/C	A/C		
	Manage and approve internal work scrutiny			✓	A/C		A/C		
	Appoint the MATs external auditors	✓		A/C			A/C		
	Review all schools' budgets throughout the financial year		✓	A/C		A/C	A/C		
	Approve the MATs annual report and financial statements		✓	A/C	A/C	A/C	A/C		
	Receive the annual accounts	✓		A/C			A/C		
	Review and approve banking arrangements			✓			A/C		
	Propose financial and procurement tendering policies			✓			A/C		
	Approve financial and procurement policies			✓			A/C		
	Approve use of school reserves		✓	A/C		A/C	A/C		
	Community Provision management and report back		✓		A/C				
	Maintain a Financial Procedures Manual			A/C			✓		
	Central Services Recharge Policy		✓	A/C			✓		
Appoint the Executive Headteacher		✓	A/C						
Appoint School Headteachers and other senior leaders		✓	A/C		A/C				
Appoint school teaching staff			A/C		A/C		✓		



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STAFFING	Appoint school support staff			A/C			A/C	✓	
	Performance management review of Executive Headteacher		✓						
STAFFING	Suspend the Executive Headteacher or Headteacher		✓						
	End the suspension the Executive Headteacher of Headteacher		✓						
	Dismiss the Executive Headteacher or Headteacher		✓						
	Performance management review of Headteachers		✓		A/C				
	Remodel the workforce as required	A/C	✓			A/C	A/C	A/C	
	Determine staff disciplinary, capability and grievance procedures		✓	A/C		A/C			
	Determine staff suspension and dismissal policies		✓	A/C		A/C			
	Determine an early retirement policy		✓			A/C			
	Develop and review appraisal policies for staff		✓			✓		A/C	
	Succession plan for staff and governors		✓			A/C			
	Establish and review Trust staffing structure		✓			A/C			
	Establish and review school staffing structures		✓		A/C	A/C		A/C	
PREMISES	Develop a MAT property strategy and maintenance plan			✓	A/C	A/C			A/C
	Ensure adequate building insurance and personal liability insurance is in place			✓	A/C		A/C		A/C
	Approve School Development Plan (SDP)		✓		A/C			A/C	





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TEACHING & LEARNING	Review progress against SDP		✓	A/C	A/C	A/C		A/C	
	Ensure that the curriculum in each school is in line with the Trust's curriculum policy				✓			A/C	
	Establish standards for teaching and learning		✓		A/C			A/C	
	Review and approve Curriculum Maps		✓		A/C			A/C	
	Establish standards and expectations for pupil progress and achievement		✓		A/C	✓		✓	
	Determine the policy for effective use of Pupil Premium and publish report annually		✓	A/C	A/C			A/C	
	Understand and monitor the use of Pupil Premium		✓		A/C	A/C	A/C	A/C	
	Understand and monitor the use of PE and Sport Premium			A/C	A/C			✓	
SCHOOL ORGANISATION	Approve School Trips				✓			A/C	
	Operational day to day management of each academy							✓	
	Agree timings of school sessions, dates of term, holidays		✓			A/C		A/C	