



Fields Multi Academy Trust

Scheme of Delegation

This scheme of delegation shows the level of delegated responsibility and functions.

Key

The ticks show the level at which responsibility has been delegated.

Level 1: MAT Board of Directors

Level 2: MAT Finance and Personnel Committee

Level 3: Accounting Officer

Level 4: Local Governing Body

Level 5: Executive Headteacher

Although decisions may be delegated, the MAT as a whole remains responsible for any decision made at Levels 2-5

Tasks	Level of Delegated Responsibility				
	1	2	3	4	5
Finance Matters					
To receive and approve the budget to be allocated to the Academies.		√			
To approve the formal budget plans and mid-year adjustments for the academies each financial year.		√			
To monitor expenditure throughout the year.		√			
To approve contracts.		√			
To make payments within agreed financial limits and agreed budget headings.					√
To fulfil the role of the Audit Committee.		√			
To sign the Annual Report (Members only)	√				
To appoint Auditors.		√			
To designate a named individual as the MAT's Accounting Officer.	√				
To assure the Company Directors that the requirements of the Academies Financial Handbook, the Funding Agreements and all relevant aspects of Company Law and Charity Law are being satisfied. (This task cannot be delegated)			√		
To be able to assure Parliament and the EFA, the MAT is meeting high standards of probity in management of public funds (Not to be delegated)			√		
To comply with all the requirements as specified in the Academies Financial Handbook, to include the requirement to ensure <i>regularity, propriety</i> and <i>value for money</i> . (this task cannot be delegated.			√		

Tasks	Level of Delegated Responsibility				
	1	2	3	4	5
Finance Matters					
To advise the Directors of the MAT in writing if, at any time, in his or her opinion: <ol style="list-style-type: none"> the Board appears to be failing to act where required to do so by the terms and conditions of the Academies Financial Handbook or the Trust's funding agreement. any action or policy under consideration by them is incompatible with the terms of the Academies' Financial Handbook or the Trust's funding agreement. 			√		
To consider the reasons the Directors of the MAT provide if they wish to proceed to act against the Accounting Officer's advice (as noted above).			√		
To follow the mandatory requirement to advise the EFA's accounting officer if the Directors of the MAT intend to proceed to act against the Accounting Officer's advice (as noted above)			√		
To establish and monitor any MAT financial policies and procedures e.g. Charging and Remissions policy.			√		
Staffing Matters					
Appointment of the Executive Headteacher	√				
Appointment of Senior Leaders	√				
Appointment of teachers				√	
Appointment of support staff				√	
Pay Discretions		√			
Establishing disciplinary/capability procedures				√	
Suspending the Executive Headteacher	√				
Suspending Senior Leaders	√				
Suspending other staff			√		
Ending suspension the Executive Headteacher	√				
Ending suspension of Senior Leaders	√				
Ending suspension other staff			√		
Maintaining a central record of recruitment and vetting checks			√		
Proposing staff complement					√
Approving staff complement		√			
To implement the staff performance appraisal scheme					√
To review annually the staff performance appraisal scheme				√	
Determining dismissal payments/early retirement		√			
Performance management of Executive Headteacher	√				
Performance management of senior leaders					√
Performance management of staff					√

Tasks	Level of Delegated Responsibility				
	1	2	3	4	5
Policies and Procedures					
To send the Annual Report to the EFA			√		
To send the Annual Report to Companies House			√		
To ensure that the LGBs establish and implement the minimum statutory policies as required by legislation.	√				
To prepare and effect the Accessibility Plan					√
To produce and monitor Health and Safety Policy					√
To devise a staff performance appraisal scheme for staff.					√
Pay policy for academies		√			
Charging and Remissions Policy		√			
School Behaviour Policy					√
Relationships and Sex Education					√
Special Educational Needs					√
Admissions Arrangements				√	
Central Record of recruitment and vetting checks					√
Staff discipline, conduct and grievance procedures					√
To produce and review the Complaints Procedure statement					√
To establish equality objectives and publish information annually in relation to equality duty					√
Child protection policy and procedures				√	
Statement of procedures for dealing with allegations of abuse against staff					√
Supporting pupils with medical conditions					√
To ensure required information is published on the website and in the prospectus				√	
Production of the Register of pupils' admission to the academy					√
Production of the Register of pupils' attendance at the academy					√
To ensure the operation of procedures for self-evaluation of the academies					√
To appoint a designated lead for LAC					√
Compliance with Freedom of Information legislation					√
Compliance with data protection legislation					√
Curriculum and Standards					
Ensure appropriate curriculum taught to all pupils and to consider any disapplication for pupils				√	
Responsibility for ensuring provision of RE in line with locally agreed syllabus				√	
Ensure all pupils take part in an act of daily collective worship					√
Monitoring standards of teaching				√	
Responsible for standards of teaching					√
To prohibit political indoctrination and ensuring the balanced treatment of political issues				√	
Monitoring pupils' progress by cohort, including the more able and those eligible for Pupil Premium funding				√	

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