



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 Members

Level 2: MAT Board of Trustees

Level 3: Accounting Officer

Level 4: Local Governing Body

Level 5: Executive Headteacher

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

Tasks	1	2	3	4	5
To agree and review where necessary the strategic vision for the Trust.	√				
To appoint Trustees/Directors to the Board.	√				
Finance Matters					
To agree and sign the Trust Annual Report and Statement of Account.		√			
To review the Trust Annual Report and Statement of Account.	√				
To prepare the Trust Annual Statement of Account.			√		
To ensure the Trust Annual Report is sent to the ESFA.			√		
To ensure the Trust Annual Report is sent to Companies House.			√		
To receive summary reports enabling monitoring of budgets throughout the year and ensuring longer term financial sustainability.		√			
To prepare financial management information and share with appropriate bodies in line with the academies financial handbook.			√		
To develop a scheme of Financial Delegation and Authorities.			√		
To propose Trust commissioned and central services.			√		
To agree Trust commissioned and central services.		√			
To appoint Trust Auditors.	√				

Tasks

	1	2	3	4	5
To make payments within agreed financial limits and agreed budget headings			√		
To be able to assure Parliament and the ESFA, the Trust is meeting high standards of probity in management of public funds.			√		
To comply with all of the requirements as specified in the Academies Financial Handbook, to include the requirement to ensure regularity, propriety and value for money.			√		
To advise the Directors/Trustees of the MAT in writing if, at any time, in his or her opinion: <ol style="list-style-type: none"> 1. 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. 2. 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 agree any Trust financial policies and procedures.		√			
Appointment of Executive Headteacher and senior leaders.		√			
Appointment of staff within each school.				√	
Approval of new posts within each school (including agency arrangements extending to more than 4 weeks).			√		
Implementing Trust's Pay policy for each school across the Trust.		√			
Hearing final appeals about pay awards across the Trust.		√			
To establish the staff performance appraisal scheme.		√			
To implement the staff performance appraisal scheme in individual schools.				√	
To implement the staff performance appraisal scheme for trust central staff.		√			
To review annually the staff performance appraisal outcomes in each school and where appropriate to ensure action plans to address under performance.		√			
Performance management of the Executive Headteacher.		√			
Performance management of individual staff.					√
Maintaining a central record of recruitment and vetting checks.					√
Suspending and ending the suspension of the Accounting Officer.		√			
Suspending and ending the suspension of the Executive Headteacher.		√			
Suspending and ending the suspension of other individual staff.					√
Determining discretionary dismissal payments, in consultation with the Executive Headteacher.		√			
Determining discretionary early retirement decisions (Trust Policy)		√			

To monitor staff well being in individual schools, highlighting issues to the Trust Board.				√	
To ensure that the LGBs implement the minimum statutory policies as required by legislation.		√			
To prepare and effect the individual school's Accessibility Plan.					√
To produce and monitor individual school's Health and Safety Policies.					√
To produce a Pay Policy for the Trust.			√		
Staff attendance/disciplinary/capability policies.		√			
To approve and monitor a Trust Charging and Remissions Policy.		√			
To approve and monitor School Behaviour Policy.				√	
To approve and monitor Relationships and Sex Education Policy.				√	
To approve and monitor individual School Special Educational Needs Policy.				√	
Staff discipline, conduct and grievance procedures.		√			
To produce and review the Complaints Policy.		√			
To establish equality objectives and publish information annually in relation to equality duty.				√	
Safeguarding policy and procedures in consultation with Trustees/Directors.				√	
Dealing with allegations of abuse against staff policy.		√			
Supporting pupils with medical conditions policy in consultation with Trustees.				√	
Implementing relevant Trust policies in each school.					√
To ensure required information is published on the website.				√	
Register of pupils' admission to a school.					√
Register of pupils' attendance at a school.					√
To provide self-evaluation of a school.					√
To appoint a designated lead for CLA.					√
Compliance with Freedom of Information legislation.			√		
Compliance with data protection legislation.			√		
Ensure appropriate curriculum is taught to all pupils, which as a minimum delivers the content of the National Curriculum.				√	
Ensure provision of RE in line with locally agreed syllabus.				√	
Monitoring the standards of teaching and highlighting issues to the Trust Board.				√	
Responsible for standards of teaching.					√
Monitoring pupils' progress by cohort, including the more able, SEND pupils and those eligible for Pupil Premium funding and highlighting any issues to the Trust Board.				√	
Monitoring of school attendance data and highlighting issues to the Trust Board.				√	
To monitor standards of behaviour and highlighting issues to the Trust Board.				√	

To monitor recorded incidents.					
Monitoring the views of pupils, parents and carers and highlighting issues to the Trust Board.				√	
To review any permanent exclusions and/or fixed term exclusion where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (usually delegated to a subcommittee comprising of at least three Governors/Trustees)				√	
To direct reinstatement of excluded pupils (usually delegated to an ad hoc committee comprising at least three LGB members)				√	
To decide if consultation is required before setting an admissions policy, to review the consultation outcome and determine the admissions policy.				√	
Admissions: application decisions, to ensure an appeals process in place.					√
Premises and Insurance					
To ensure buildings and all necessary insurances are in place.		√			
Developing Trust buildings' strategy or master plan.		√			
Procuring and maintaining all Trust buildings, including developing properly funded maintenance plan.			√		
Ensure maintenance of relevant premises management documents.					√
Local Governing Bodies					
To appoint and dismiss the clerk to the LGB.		√			
To recommend appointments to the LGB.				√	
To approve appointments to the LGB.		√			
In exceptional circumstances to remove members of the LGB.		√			
To ratify appointment of the chair and vice chair of the LGB.		√			
To hold a full LGB meeting at least three times in a school year.				√	
To set up and publish a Register of LGB members' Business Interests.				√	
To determine the development needs of Governors and/or Trustees and put in place an appropriate programme of training, in conjunction with the Trust Clerk.		√			
To ensure the working of the LGBs is subject to monitoring and review.		√			
Undertake an annual self-evaluation to ensure the LGB is running effectively.				√	
Raise concerns with the Trust Board as and when identified to ensure Trustees are aware of significant matters within relevant Trust schools.				√	
Trust Strategic Plan.		√			

