

Scheme of Delegation 2024/25

Document Version Control

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Author	Governance and Compliance Manager
Approved By	Trust Board
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Version	2
Description of Changes	<p>A new role, 'Informed' has been added across the responsibility matrix.</p> <ul style="list-style-type: none"> Item No. 15: Addition of school website compliance item. Item Nos. 20/21/23: Addition of 'Informed' Item Nos. 25/26: Accountability/Responsibility amended, DOO and LGB now 'Consulted' Item No. 27: Trust safeguarding responsibility amended Item No. 28: Safeguarding in school line added. Item No. 29: SEND (Special Educational Needs and Disabilities) responsibility amended, Performance and Standards Committee now 'Informed'. Item No. 34: Accountability/Responsibility amended, Trust Board/CEO informed. Item No. 35: DOP and Trust Board/LGB now informed. Item No. 37: Responsibility amended, CEO consulted and LGB informed. Item No. 38: Finance & General Purposes (F&GP) informed, DOP consulted. Item No. 43: Accountable/responsible amended, Central Team consulted, differentiation made between Headteacher and Head of School. Item No. 61: Accountability and responsibility amended. Item No. 62: Accountability and responsibility amended. Item No. 65: Responsibility amended.

1.0 Introduction

Our Multi-Academy Trust (MAT) is run by a CEO with a Board of Trustees and is accountable to the Department for Education (DfE).

The Trust Board have overall legal responsibility for the operation of the MAT and the schools within it. The Articles of Association for the Trust allow for the Trust Board to delegate certain responsibilities as they see fit. The Trust believes that many decisions can, and should, be delegated to the Central Team, to committees (including panels and Local Governing Boards) and to individual Headteachers/Heads of School.

This Scheme of Delegation is the key document defining the lines of responsibility and accountability in the Trust. It is intended to be a clear and systematic way of ensuring Members, Trustees, committees, the Central Team and Headteachers/Heads of School are clear about their responsibilities and accountabilities, allowing everyone to focus on improving outcomes for the children who attend our schools.

This Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body or individual.

The Trust reserves the right to place restrictions on schools that are judged to be in need of additional support in any area. This judgement could be external (for example when a school moves from a 'Good' to 'Requires Improvement' rating as a result of an OfSTED inspection) or could be a judgement that comes internally from the CEO or Director of Primary Education, who would then request that Trustees agree on any restrictions deemed necessary in any delegated authority.

All schools are required to operate according to the Trust's policies and procedures, which staff can find on the Shared Policy area.

Members, Trustees, LGBs and staff must all adhere to the requirements of the ESFA Academy Trust Handbook.

Any delegated authority will be given in accordance with the Trust's Articles of Association.

2.0 Scheme of Delegation Key

- Responsible - Those who do the work to complete the task
- Accountable /Approver - The one ultimately answerable for the completion of the deliverable or task; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. Accountable must sign off on any work that Responsible provides. There is only one Accountable specified for each task or deliverable.
- Consulted - Those whose opinions are sought, and with whom there is two-way communication

