



LEARNING ACADEMY PARTNERSHIP MULTI ACADEMY TRUST

SCHEME OF DELEGATION 2019-2020

The Board of Trustees has overall legal responsibility for the operation of the Trust and the academies within it.

It is legally responsible and accountable to the DfE to operate and comply with the provisions set out in its constitutional documents and all relevant legislation including Articles of Association, the Master Funding Agreement and the Academies Financial Handbook.

In accordance with the terms of its Articles of Association, the Trust's powers are exercisable by its Trustees with the CEO having executive authority.

The Scheme of Delegation sets out in detail those powers which are reserved for the Trustees (the Board), the members and the roles undertaken by the CEO, Local Committees, Trust Executive Team, Secondary Principals, Executive Heads and Heads.

Approved by the Board of Trustees

19.9.19

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





















Introduction


























































The MAT is the statutory body and legal entity responsible for all the academies and free schools within the Trust. Academies joining the MAT will promote, adhere to and be guided by the underlying objectives and principle of the MAT as agreed by its Trust Board.



The Scheme of Delegation should be read in conjunction with the Trust's Articles of Association and where there is any unintended conflict, the Articles shall take preference. The Trustees have overall responsibility and ultimate decision making for all the work of the Trust and have the power to direct change if required.

Key for Trust Committees


















































































HR	Human Resources
F/A	Finance/Audit
A	Admissions
















































































FUNCTION	TASK KEY:  Decision delegated to (D)  Consulted with (C)	Members	Board of Trustees	Trustee Committee	CEO/Accounting Officer	Local Committee	CEO/Trust Executive Team	Secondary Principal	Executive Head	Head/Vice Principals	Central	Local
1 STRATEGY												
1.1	Overall strategy- Determine trust vision and strategy agreeing key priorities and key performance indicators against which progress towards achieving the vision can be measured										D C	
1.2	Admission of New Schools to Trust										D C	
1.3	Setting the strategic priorities for the academy each academic year in line with Trust core objectives											D C
1.4	Determine the scope of mandatory core services to be delivered by the Trust										D C	
1.5	Propose to change category of academy										D	
1.6	Propose to alter or discontinue status										D	
1.7	Determine those policies which will be mandatory for all academies										D C	
1.8	Consider requests for schools to join the Trust										D C	C
1.9	Consider requests for academies to leave the Trust										D	C
1.10	Maintain a Trust risk register										D C	
2 GOVERNANCE												
2.1	Ensure compliance with the requirements of the funding agreements and articles										D C	
2.2	Appoint/approve Trustees										D	
2.3	Approval of changes to Articles										D C	
2.4	Appoint and remove Trustees										D C	
2.5	Appointment/Removal of Chair and Vice Chair to Board										D	
2.6	Consider whether to delegate responsibility to individual Trustees/committees										D C	C
2.7	Create/Disband Local Committees and amend their delegated responsibilities										D C	C
2.8	Annual 360 review of Chair of Board										D C	
2.9	Undertake regular self-evaluation of Trust Board and its effectiveness										D C	
2.10	Undertake regular self-evaluation of Local committees and effectiveness										D C	D
2.11	Establish and review Changes to Scheme of Delegation										D C	C
2.12	Agree and review annually Terms of Reference for Board sub committees and membership										D C	
















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											D C	D C
2.13	Agree and review annually terms of reference for Local Committees, constitution of committee and membership										D C	C
2.14	Appoint Local Committee members										D C	
2.15	Appoint /Remove Chairs of Local Committees (Chair represents Local Committee at Full Board)										D C	
2.16	Agree calendar of Board meetings and Trust Committee meetings										D C	
2.17	Agree Calendar of Local Committee meetings										D C	
2.18	Appoint and remove clerk to Trust Board										D	
2.19	Appoint and remove clerks to Local Committees										D C	
2.20	Appoint Board Advisors										D C	
2.21	Maintain Register of Interests/publish statutory information re governance on LAP website										D C	
	Maintain Register of Interests/publish statutory information re governance on Academy website										D C	C
2.22	Approval of Statutory Trust policies not referenced under other sections										D C	
2.23	Appoint Safeguarding Trustee to Board										D C	
	Appoint safeguarding member to Local Committee										D C	
2.24	Determine development needs for the Trust Board and Local committees										D C	C
2.25	Succession planning for Trust Board										D C	
2.26	Agree auditing and reporting arrangements for matters of compliance eg. Safeguarding, H&S, employment										D	
2.27	Develop and approve Trust PR marketing strategy										D C	C
2.28	Approve academy marketing strategy in line with above										D	C
2.29	Agree reporting arrangement for Trust KPIs										D C	
2.30	Agree reporting arrangement for Academy KPIs										D C	C
2.31	Agree Complaints policy and monitor										D C	
2.32	Manage complaints concerning an individual academy Stage 1											D
2.33	Complaints – Stage 2 -4					S4		S3	S3	S2	D	D
2.34	Review and monitor local hub Risk register										D	C
2.35	Annual 360 review of Chair of Local Committee										D C	

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											D	C
2.36	Review annually Local Committee members contribution										D	C
2.37	Succession planning for Local Committee										D	C
2.38	Appoint Safeguarding Local Committee Member										D	
3 STATUTORY REPORTING												
3.1	Submit annual report and accounts to members, signed statement of regularity, propriety and compliance, incorporating governance statement demonstrating value for money. Publish annual report on performance of the Trust - Trust Annual Accounts										D	C
3.2	Response to Auditors' Management Letter										D	C
3.3	Approve Annual Accounts										D	
3.4	Appointment and Removal of auditors										D	
3.5	Submit Budget Forecast Return										D	C
3.6	Submit Other Accounting Returns										D	C
4 SYSTEM OF INTERNAL FINANCIAL CONTROLS												
4.1	Ensure compliance with the Academies Financial Handbook			F/A							D	C
4.2	Approve and Monitor Internal financial control procedures			F/A							D	C
4.3	Approve and monitor Financial regulations and associated policies			F/A							D	C
4.4	Appointment of Internal Auditors			F/A							D	C
4.5	Receive report and respond to internal auditors			F/A							D	C
5 BUDGET AND MANAGEMENT REPORTING												
5.1	Approve Trust Budget – 1 year plan			F/A							D	C
5.2	Develop and propose the individual academy budgets			F/A							D	C
5.3	Develop and propose Trust Budget 3 Year Plan to support trust priorities and staffing structure			F/A							D	C
5.4	Ensure centrally procured services provide value for money and efficiency savings			F/A							D	C
5.5	Review and monitor Trust Monthly Management Accounts			F/A							D	C
5.6	Monitor academy expenditure			F/A							D	C
5.7	Review Academy Budget Monitoring Reports										C	D
5.8	Propose Academy budget plans to support delivery of academy key priorities and staffing structure										C	D
5.9	Bench mark the Trust to ensure Trust wide value for money			F/A							D	C

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											D	C	C
5.10	Bench mark to ensure academy value for money			F/A							D	C	C
6 FINANCE													
6.1	Appoint Accounting Officer										D	C	
6.2	Review and approve Finance policy and financial scheme of delegation			F/A							D	C	
6.3	Approve contracts over 12 months						CEO/CFO				D	C	
6.4	Manage capital funds			F/A							D	C	
6.5	Approve Investments			F/A							D	C	
6.6	Approve new bank accounts			F/A							D	C	
6.7	Write-off bad debts under £10,000										D	C	
6.8	Write-off bad debts over £10,000										D	C	
6.9	Approve Expenses policy for Trustees										D	C	
6.10	Manage deployment of Devolved Formula Capital			F/A							D	C	
7 FIXED ASSETS													
9.1	Approve Asset Register			F/A							D	C	
9.2	Approve Additions and disposal of assets up to £10,000						CFO				D	C	
9.3	Approve Additions and disposal of assets up to £20,000			F/A							D	C	
9.4	Addition and disposal of assets over £20,000										D	C	
8 STAFF AND PAY													
8.1	Review and approve HR Scheme of Delegation to include appointments, dismissal, suspensions, grievance			HR							D	C	
8.2	Agree CEO pay performance award			HR+ F/A							D	C	
8.3	Agree TET pay performance award			HR+ F/A							D	C	
8.4	Agree Principal, Executive Head & Heads pay performance award			HR+ F/A							D	C	
8.5	Agree pay performance award – other staff			HR+ F/A							D	C	
8.6	Appoint /performance review academy staff within budget										D	C	D
8.7	Appoint/performance review Operations Team within budget										D	C	
8.8	Approve Disciplinary and capability policies			HR							D	C	
8.9	Approve performance appraisal policies			HR							D	C	
8.10	Monitor effectiveness of appraisal process										D	C	D
8.11	Approve Pay Policy			HR+ F/A							D	C	
8.12	Suspension/Return of CEO										D	C	

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											D	C	D
8.13	Approve Trust Executive and Leadership Structure			 HR							D	C	
8.14	Approve Central Services Team Staffing Structure										D	C	
8.15	Determine all pay ranges			 HR							D	C	
8.16	Agree Academy staffing structure within budget										D		D C
8.17	Approve creation of new post outside of Trust budget			 HR							D	C	
8.18	Central Services Team Staffing structure changes within budget										D		
8.19	Agree terms and conditions of employment			 HR							D	C	
8.20	Appoint senior Designated Safeguarding member of academy staff and deputy												D
8.21	Succession plan for TET										D	C	
8.22	Succession Plan for Academies including senior leadership										D		C
8.23	Succession Plan for central services team										D		
9 CURRICULUM & TEACHING													
9.1	Approve Trust Development Plan										D	C	
9.2	Approve Academy Improvement Plan										D		D C
9.3	Review progress against Academy Improvement Plan										D	C	C
9.4	Review & Monitor School SEF Evaluation												D C
9.5	Approve Curriculum Policies										D		D C
9.6	Responsibility for ensuring provision of sex education, RE and Collective Worship are in line with Trust												D
9.7	Establish Home School Agreement/Induction procedures												D
9.8	Approve Teaching and Learning Policy										D		D C
9.9	Approve Safeguarding and Special Educational Needs and Disability Policies										D	C	C
9.10	Decide to offer additional activities and what form these take										C		D C
10 ADMISSIONS													
10.1	Agree Admissions arrangements (policies) in consultation with Local Committees and EDEN where applicable			 A							D	C	
10.2	Determine and publish admissions arrangements/policies										D		C
10.3	Allocation of places in accordance with Admissions Policy												D
10.4	Appeals on Admissions allocations										D	C	D

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											D	C	D
10.5	Set PAN for each academy										D	C	C
11 SCHOOL MANAGEMENT													
11.1	Agree Behaviour Management Policies											C	C
11.2	Agree Anti-bullying Policy											D	C
11.3	Agree Exclusions Policy											D	
11.4	Exercise authority to issue fixed term and permanent exclusions												D
11.5	Where necessary review fixed term and permanent exclusion decisions											D	
11.6	Determine Academy Uniform Policy											D	C
11.7	Agree School times of day and term dates										D	C	C
11.8	Agree Change of School Age Range											D	
11.8	Agree Attendance Policy										D	C	C
11.9	Extended Academy Services within budget											C	D
11.10	Maintain a single central record											D	C
11.11	Agree Data protection Policy and procedures to be compliant with GDPR											D	C
11.12	Maintain Trust Website											D	
11.13	Maintain Academy Website												D
12 HEALTH & SAFETY													
12.1	Agree Health & Safety Policy											D	
12.1	Ensure academy premises are H&S compliant											C	D
12.2	Secondary Critical Incident Plan											D	C
12.3	Primary Critical incident Plan											D	C
12.4	Trust Critical Incident Plan											D	
13 PREMISES & INSURANCE													
13.1	Approve premises insurance and personal liability											D	
13.2	Develop and approve the estates management and capital strategy											D	C
13.3	Decide on PFI contract variations up to de minimus levels set in capital strategy											C	D
13.4	Develop and approve Trust IT strategy											D	C
13.5	Statutory compliance testing											D	
13.6	Fire risk assessment and Asbestos risk assessment											D	
13.7	General monitoring in relation to safety of sites including building conditions											C	D
13.8	Agree Premises related policies											D	
14 SAFEGUARDING													

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14.1	Ensure suitable Safeguarding Policy and associated procedures are in place in all academies										D	D
14.2	Monitor the effectiveness of the Safeguarding and PREVENT Policies and Procedures										D	C
14.3	Discharge duties in respect of pupils with SEN										C	D C