



LEARNING ACADEMY PARTNERSHIP MULTI ACADEMY TRUST

SCHEME OF DELEGATION 2020 - 2021

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, Executive Heads and Heads.

Approved by the Board of Trustees
July 2020 for the academic year 2020 - 2021

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Introduction




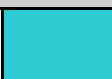





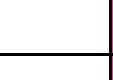






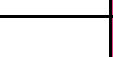






The MAT is the statutory body and legal entity responsible for all the academies within the Trust. Academies joining the MAT will promote, contribute and adhere to and be guided by the underlying objectives and principle of the MAT as agreed by its Trust Board.



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 & Risk
A	Admissions
CF	Chairs Forum

FUNCTION	TASK KEY:  Decision delegated to (D)  Consulted with (C)	Members	Board of Trustees	Trustee Committee	CEO / Accounting Officer	Local Committee	Trust Executive	Executive Head	Head
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								
1.2	Admission of New Schools to Trust								
1.3	Setting the strategic priorities for the academy each academic year in line with Trust core objectives			 Chairs Forum					
1.4	Determine the scope of mandatory core services to be delivered by the Trust								
1.5	Propose to change category of academy								
1.6	Propose to alter or discontinue status								
1.7	Determine those policies which will be mandatory for all academies								
1.8	Consider requests for schools to join the Trust								
1.9	Consider requests for academies to leave the Trust								
1.10	Maintain a Trust risk register								



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2 GOVERNANCE									
2.1	Ensure compliance with the requirements of the funding agreements and Articles								
2.2	Appoint/approve Trustees (foundation/non foundation)								
2.3	Approval of changes to Articles								
2.4	Remove Trustees								
2.5	Appointment/Removal of Chair and Vice Chair to Board								
2.6	Consider whether to delegate responsibility to individual Trustees/committees								
2.7	Create/Disband Local Committees and amend their delegated responsibilities								
2.8	Annual 360 review of Chair of Board								
2.9	Undertake regular self-evaluation of Trust Board and its effectiveness								
2.10	Undertake regular evaluation of Local committees and effectiveness								
2.11	Establish and review Changes to Scheme of Delegation								

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







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3 STATUTORY REPORTING






























3.1	Submit annual reports 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								
3.2	Response to Auditors' Management Letter								
3.3	Approve Annual Accounts								
3.4	Appointment and Removal of auditors								
3.5	Submit Budget Forecast Return								
3.6	Submit Other Accounting Returns								



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4 SYSTEM OF INTERNAL FINANCIAL CONTROLS



4.1	Ensure compliance with the Academies Financial Handbook			F/AR					
4.2	Approve and Monitor Internal financial control procedures			F/AR					
4.3	Approve and monitor Financial regulations and associated policies			F/AR					
4.4	Appointment of Internal Auditors			F/AR					
4.5	Receive report and respond to internal auditors			F/AR					



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5 BUDGET AND MANAGEMENT REPORTING									
5.1	Approve Trust Budget – 1 year plan			F/AR 					
5.2	Develop and propose the individual academy budgets			F/AR 					
5.3	Develop and propose Trust Budget 3 Year Plan to support trust priorities and staffing structure			F/AR 					
5.4	Ensure centrally procured services provide value for money and efficiency savings			F/AR 					
5.5	Review and monitor Trust Monthly Management Accounts		CHr	F/AR 					
5.6	Monitor academy expenditure			F/AR 					
5.7	Review Academy Budget Monitoring Reports								
5.8	Propose Academy budget plans to support delivery of academy key priorities and staffing structure								
5.9	Bench mark the Trust to ensure Trust wide value for money			F/AR 					
5.10	Benchmark to ensure academy value for money			F/AR 					



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6 FINANCE									
6.1	Appoint Accounting Officer								
6.2	Review and approve Finance policy and financial scheme of delegation			F/AR 					
6.3	Approve contracts over 12 months						CEO CFO 		
6.4	Manage capital funds			F/AR 					
6.5	Approve Investments			F/AR 					
6.6	Approve new bank accounts			F/AR 					
6.7	Write-off bad debts under £10,000								
6.8	Write-off bad debts over £10,000								
6.9	Approve Expenses policy for Trustees								
6.10	Manage deployment of Devolved Formula Capital			F/AR 					










































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7 FIXED ASSETS									
7.1	Approve Asset Register			F/AR					
7.2	Approve Additions and disposal of assets up to £10,000						CFO		
7.3	Approve Additions and disposal of assets up to £20,000			F/AR					
7.4	Addition and disposal of assets over £20,000		+ ESFA						










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8 STAFF AND PAY									
8.1	Review and approve HR Scheme of Delegation to include appointments, dismissal, suspensions, grievance			HR					
8.2	Agree CEO pay performance award			HR+ F/AR					
8.3	Agree TET pay performance award			HR+ F/AR					
8.4	Agree Executive Head & Heads pay performance award			HR+ F/AR					
8.5	Agree pay performance award – other staff			HR+ F/AR					
8.6	Appoint academy staff within budget								
8.7	Performance review academy staff								
8.8	Appoint/performance review Business Support Team within budget								
8.9	Approve Disciplinary and capability policies			HR					
8.10	Approve performance appraisal policies			HR					
8.11	Monitor effectiveness of appraisal process								
8.12	Approve Pay Policy			HR+ F/A					
8.13	Suspension/Return of CEO								
8.14	Approve Trust Executive and Leadership Structure			HR					
8.15	Approve Business Support Team Staffing Structure								
8.16	Determine all pay ranges			HR					
8.17	Agree Academy staffing structure within budget								
8.18	Approve creation of new post outside of Trust budget			HR					
8.19	Business Support Team Staffing structure changes within budget								
8.20	Agree terms and conditions of employment			HR					












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8 STAFF AND PAY continued									
8.22	Succession plan for TET								
8.23	Succession Plan for Academies including senior leadership								
8.24	Succession Plan for Business Support Team								










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9 CURRICULUM & TEACHING									
9.1	Approve Trust Development Plan								
9.2	Review Academy Performance through Academy Risk Assessment Tool			CF					
9.3	Approve Academy Improvement Plan								
9.4	Review progress against Academy Improvement Plan			CF					
9.5	Review & Monitor School SES Evaluation			CF					
9.6	Approve Curriculum Policies								
9.7	Responsibility for ensuring provision of sex education, RE and Collective Worship are in line with Trust								
9.8	Establish Home School Agreement/Induction procedures								
9.9	Approve Safeguarding and Special Educational Needs and Disability Policies								
9.10	Review of academy curriculum offer								
9.11	Wider curriculum opportunities								

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10 ADMISSIONS									
10.1	Review Admissions arrangements and consultations (with EDEN where applicable)			A					
10.2	Approve and publish admissions arrangements/policies								
10.3	Allocation of places in accordance with Admissions Policy								
10.4	Appeals on Admissions allocations								
10.5	Set PAN for each academy								

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11 SCHOOL MANAGEMENT									
11.1	Agree Behaviour Management Policies								
11.2	Agree Anti-bullying Policy								
11.3	Agree Exclusions Policy								
11.4	Exercise authority to issue fixed term exclusions								
11.5	Exercise authority to issue permanent exclusions						CEO 		
11.6	Review of permanent exclusions and fixed term exclusions (in excess of 15 days) decisions								
11.7	Determine Academy Uniform Policy								
11.8	Agree School times of day and term dates								
11.8	Agree Change of School Age Range								
11.9	Agree Attendance Policy								
11.10	Approve Extended Academy Services including viability								
11.11	Maintain a single central record								
11.12	Agree Data Protection Policy and procedures to be compliant with GDPR								
11.13	Maintain Trust Website								
11.14	Maintain Academy Website								

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12 HEALTH & SAFETY									
12.1	Agree Health & Safety Policy								
12.2	Ensure academy premises are H&S compliant								
12.3	Trust Critical Incident Plan including all settings								

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13 PREMISES & INSURANCE									
13.1	Approve premises insurance and personal liability			F/A					
13.2	Develop and approve the estates management and capital strategy			F/A					
13.3	Develop and approve Trust IT strategy								
13.4	Statutory compliance testing								
13.5	Fire risk assessment and Asbestos risk assessment								
13.6	General monitoring in relation to safety of sites including building conditions								
13.7	Agree Premises related policies								

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