



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
Revised October 2020

Contents

Introduction

Key for Trust Committees

1. Strategy

2. Governance

3. Statutory Reporting

4. System of Internal Financial Control

5. Budget & Management Reporting

6. Finance

7. Fixed Assets

8. Staff and Pay

9. Curriculum & Teaching

10. Admissions

11. School Management

12 Health & Safety

13 Premises and Insurance

14 Safeguarding


























Introduction




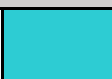





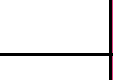






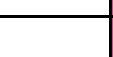






The MAT is the statutory body and legal entity responsible for all the academies within the Trust. Academies joining the MAT will promote, contribute and adhere to and be guided by the underlying objectives and principle of the MAT as agreed by its Trust Board.



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 | |  | | | |  | | |



| 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 |
|---------------------|--|---|---|-------------------|--------------------------|-----------------|---|----------------|------|
| | | | | | | | | | |
| 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 | |  | | | |  | | |

| 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 |
|-------------------------------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|
| 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 | | | | | | | | |







| 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 |
|----------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|
|----------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|



































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 | | | |  | |  | | |



| 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 |
|----------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|
|----------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|



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 | | |  | | |



| 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 |
|--|--|---------|---|--|--|-----------------|---|---|---|
| | | | | | | | | | |
| 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  | | |  |  |  |



| 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 |
|------------------|--|---------|---|--|--|-----------------|--|----------------|------|
| | | | | | | | | | |
| 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  | | |  | | |










































| 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 |
|-----------------------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|
| 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 | | | | | | |










| 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 |
|------------------------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|
| 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 | | | | | |












| 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 |
|----------------------------------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|
| 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 | | | | | | | | |















| 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 |
|------------------------------------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|
| 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 Policies | | | | | | | | |
| 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 | | | | | | | | |

| 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 |
|----------------------|--|---------|-------------------|-------------------|--------------------------|-----------------|-----------------|----------------|------|
| 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 | | | | | | | | |

| 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 |
|-----------------------------|--|---------|--|-------------------|--------------------------|--|---|--|---|
| | | | | | | | | | |
| 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 | | | | | | | |  |

| 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 |
|-------------------------------|--|---------|---|-------------------|--------------------------|-----------------|---|----------------|---|
| | | | | | | | | | |
| 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 | |  | | | |  | |  |

| 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 |
|------------------------------------|--|---------|-------------------|-------------------|--------------------------|-----------------|---|----------------|---|
| 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 | | | | | |  | | |

| 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 |
|------------------------|--|---------|---|-------------------|--------------------------|---|---|---|---|
| 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 | | | | | |  |  |  |