

MAT Scheme of Delegation – Oak Trees Multi Academy Trust – November 2022

APPROVES - A COMPLETES - C RECOMMENDS - R INFORMS - I	MAT LEVEL						ACADEMY LEVEL	
	Members	Trustees	CEO	CFO	SIL	CM	LGB	Headteacher
STRATEGY								
TRUST STRATEGIC DEVELOPMENT								
Set strategic objectives of the Trust		A	C	R	R	R	I	I
Delivery of Trust Strategy and Strategic Development Plan		A	C	C	C	C	I	I
Financial strategy including the management of Trust reserves and assets		A (FC)	A	C AND R				
Provision of financial advice for strategy development		A (FC)	A	C AND R				
Monitoring of progress against strategic targets		A	C	C	C	C		
Admission of academies to MAT		A	C AND R	C AND R	R			
Provision of advice in relation to due diligence for the admission of academies to MAT		A (AC)	C AND R	C AND R	C AND R	C AND R		
Develop character, mission and ethos of the Trust		A	C	R	R	I	I	I
Develop character, mission and ethos of the Academies		A					A	C AND R
FINANCIAL								
Entering into DfE / ESFA funding arrangements		A	R	C				
Entering into leases or other legal arrangements (as per Financial Handbook)		A	R	R			I	R + C
Development of annual top-slice plans		A	C	C			I	I
ACADEMY STRATEGIC DEVELOPMENT								
Implementation of Academy Improvement Plan		A	I		I		A	C
Reviewing progress against Academy Improvement Plan and reporting to Trust on progress.		A	R		R		A	C
Reviewing progress against Academy Improvement Plan and reporting to LGB on progress							A	C
Highlighting risk to Trust Board by exception		I – AUD COMM	C AND R	C AND R	C AND R	C		
Review overall effectiveness of Academy Improvement Plan		A – AUD COMM	R		R		A	C
RISK MANAGEMENT SYSTEMS								
Strategic oversight of risk • Strategic • Operational • Financial • Reputational		A	I	I	I	I	I	I
Delivery of risk management: • Strategic • Financial • Operational • Reputational		I	C	C	C	C	I	C
Preparation and delivery of Trust Risk Register		I	C	C	C	C	I	C
Preparation and delivery of School Risk Register			I	I			I	C

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	Members	Trustees	CEO	CFO	SIL	CM	LGB	Headteacher
GOVERNANCE								
THE BUSINESS OF GOVERNANCE								
Appointment of Trustees	A	A – CO-OPTED	R	R				
Removal of Trustees	A	A –CO-OPTED	R	R				
Approval of Terms of Reference for Trust committees		A	R	R				
Approval of terms of reference for formation of Trust subcommittees and for LGBs		A	R AND C	R AND C	R		I	I
Approval of terms of reference for LGBs		A	R AND C	R AND C	R		I	I
Recruitment procedures for co-opted governors for Academy Local Governing Bodies where the school is performing well			I				C	I
Recruitment procedures for co-opted governors for Academy Local Governing Bodies where the school is not performing well/deemed vulnerable		A	R	R	R		C	I
Appoint Chair of Academy Local Governing Bodies		ACCOUNTABLE	R				C	I
Remove & replace Chair of Academy Local Governing Bodies in schools providing cause for concern		C AND A	R				I	I
Removal of Local Academy LGB		C AND A	R				I	I
Reviewing progress against Academy Development Plan and reporting to Trust on progress.		I	C		C		I	C
Suspension or removal of a Local Academy governor		A	R AND I				C AND A	I
Approval / amendment of scheme of delegation		A	C	C			I	I
Maintain register of interests for LGB							A AND C	R
Maintain register of interests for Trust Board		A AND C	C					
Appointment of clerk for Trust Board		A AND C	R	R				
Appointment of clerk for LGBs		A	R AND C	R AND C			R	R
Creation of training programme for LGBs/Trustees		A	C	C	C		I	I

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	Members	Trustees	CEO	CFO	SIL	CM	LGB	Headteacher
COMPLIANCE								
POLICIES								
Approval of MAT policies		A	R AND C	R AND C	R AND C		I	I
Approval of local policies			R	R	R	R	A	C
Monitoring the effectiveness and impact of policies		A	R AND C	R AND C	R AND C	R AND C	A	C
OTHER AREAS								
Term dates and INSET dates (may differ between academies)		A	I				A	C
Length / organisation of academy day			I				A	C
Fixed term exclusions			I				A	C
Permanent exclusions			I				A	C
Exclusions appeals			I				A	C
Admissions policies and criteria		A					A	C
Admissions decisions							A	C
Pupil issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)							A	C
School lunch – ensure provided to appropriate nutritional standards		A					A	C
Provision of free school meals to those meeting criteria							A	C
Ensuring staff and pupil records are maintained appropriately (school register etc.) and reports (such as Census) are made accurately and in a timely manner							A	C
Ensuring the academy website is maintained with accurate and up-to-date information and is fully compliant with statutory requirements			R				A	C
Ensuring the Trust website is maintained with accurate and up-to-date information and is fully compliant with statutory requirements		A	C	C				
GDPR								
Approval of data protection and associated policies		A	C AND R			C AND R		
Ensuring that Trust data protection practices reflect the Trust data protection policy		A	C AND R			C AND R	A	C
Responsibility for ensuring Academy local practice reflects Trust policies		A	R			R	A	C
Monitoring data protection systems and practice at local academy level to ensure they fulfil the requirements of the Trust Policy – reporting any concerns to the Trust Board.		A	C			C	A	C

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	Members	Trustees	CEO	CFO	SIL	CM	LGB	Headteacher
EDUCATIONAL PERFORMANCE								
Outcomes and Attendance								
Setting Academy targets based upon previous performance, ASP, IDSR		A	C AND R		C AND R		I	I
Monitoring of progress against targets and ensuring that outcomes are in line with Local & National standards and monitoring specific groups (PPG, SEND, Gender		A	C AND R		C AND R		I	I
Analysing Trust educational performance and identifying areas of underachievement		A	C AND R		C AND R		I	I
Quality of Teaching and Learning								
Monitoring the quality of teaching and learning in the academy and reporting to the LGB		A	C AND R		C AND R		I	C
Reporting to Trustees on the quality of teaching and learning		A	C AND R		C AND R		I	C
Curriculum								
Curriculum planning, implementation and review			R		R		A	C
Monitoring the impact of curriculum on standards (schools performing to an acceptable standard)			C AND R		C AND R		A	C
Ensuring the delivery of a broad and balanced curriculum		A	R		R		A	C
Ensuring the effectiveness of Pupil Premium		A	R		R		A	C
Ensuring the effectiveness of Sports Premium		A	R		R		A	C
Ensuring that the legal requirements for children with special needs are met and that they are given support for learning.		A	R		R		A	C
Collective worship arrangements for school without religious character		A	R		R		A	C
Assessment								
Provide termly reliable and validated assessments			R		R		A	C
Provide overview of Trust educational performance		A	C AND R		C AND R		I	I
Provide an assessment framework for all academies		A	C AND R		C AND R		I	I
Facilitate moderation of writing on an annual basis		A	C AND R		C AND R		I	C
Produce dashboard proformas for Academies		A	C AND R		C AND R		I	I
Complete dashboard proforma termly for LGBs/Trustees							A	C
Complete MAT dashboard overview for Trustees		A	C AND R		C AND R			

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HUMAN RESOURCES								
STAFF PLANNING								
Central Team - Approval annual CT budget		A	R	C				
Approval of annual staffing budgets – Academy Level		A (FC)	R + A	A + R + C			I	R + C
Job Description sign off Grade of posts (Central services staff)		A	C + R	C + R				
Job Description sign off Grade of posts (academy teaching & support staff)			A + R	A + R		R		C
Approval / variation of basic employment terms and conditions school level			A	A	A		C	R + I
Approval / variation of basic employment terms and conditions Trust level		A	R + A	R + A				R + I
RECRUITMENT								
Appointing Headteacher each Academy		A (PANEL)	A (PANEL)	I	A (PANEL)	I	A (PANEL)	I
Appointing Deputy Headteacher and Assistant Headteacher		I	A (PANEL)	I	A (PANEL)	I	A (PANEL)	A (PANEL)
Appointing of Trust Central Staff (in line with recruitment policy)		A (PANEL)	A (PANEL)	A (PANEL)	A (PANEL)	A (PANEL)	I	I
Appointing Academy SLT (excluding Headteacher & Deputy Headteacher)			R + I				A	R + A
Appointing Academy Staff (excluding Headteacher & Deputy Headteacher)							A	R + A
Appointing Academy Finance and Admin Staff			A	A (PANEL)		R (PANEL)	A	A (PANEL)
Dismissing CEO, CFO, SIL, CM, senior/Trust Centre staff (in accordance with the Trust disciplinary and capability policies)		A CEO, CFO	A CM SIL	A FINANCE STAFF			I	I
Dismissing Headteachers (in accordance with the Trust disciplinary and capability policies)		I	C				C	
Dismissing Academy staff (in accordance with the Trust disciplinary and capability policies)		I	I	I	I		A	C
PAY POLICIES								
Reviewing discipline and grievance policy		A	R AND C					

Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations		A	R AND C					
Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations)		A	R AND C				I	I
Setting Terms and Conditions of Employment and MAT behaviour policies		A	C			C	I	I
Annual approval of pay policy		A	R	R			I	I
Determination of pay ranges – Central Team		A (FC)	R and C	R and C				
Determination of pay ranges – Academy HT'S		I	C AND A	R AND A			C	
Determination of pay ranges – Academy SLT			C AND A	R AND A			I	C
Annual pay progression all MAT Exec team		C - CEO CFO SIL (PC)	R AND C – CFO, CM, SIL A - £ STAFF	R AND C				
Annual pay progression of Headteachers			A		R		R	
Annual pay progression other school staff							A	R
SAFEGUARDING								
SAFEGUARDING POLICY								
Approval of Trust safeguarding policy		A	C AND R		C AND R		I	I
Responsibility for ensuring the Trust safeguarding policy is reflected in local practice		A	R		R		A	C
Approval of individual academy safeguarding policy							A	C
SAFEGUARDING PRACTICE								
Ensuring each Academy has appointed a Designated Safeguarding Lead with at least one Deputy Designated Safeguarding Lead		A	R		R		A	C
Maintenance of single central record and register of interests at schools		A	R		R		A	C
Maintenance of Trust single central record and register of interests at the Trust		A	C	C				
Ensuring Academy practices reflect local academy safeguarding policy		A	R		R		A	C
Maintaining effective systems for the identification and reporting of safeguarding concerns		A	R		R		A	C
Ensuring all staff & governors receive		A	C AND R		C AND R		A	C

appropriate training in relation to safeguarding, including safer recruitment								
Ensuring safer recruitment procedures are completed in accordance with Trust policy		A	R			R		A C
SAFEGUARDING CONCERNS								
Reporting an overview of safeguarding, behaviour and attendance at academy level on a termly basis								I AND A C
Reviewing safeguarding matters and holding senior leaders to account for safeguarding			C			C		I I
HEALTH AND SAFETY								
Approval of health and safety policy		A	C					A C
Ensuring the adequacy of health and safety practice throughout the Trust		A	C					
Health and Safety Accident reporting								A C
Health and Safety RIDDOR reporting		I	I					A C
Reviewing systems in place to ensure compliance with health and safety policy and minimising risk. Reporting of Medium – high levels of risk to Trust Board		A	C			R		I I
Responsibility for ensuring health and safety throughout the Trust		A	C			R		
Responsibility for ensuring that staff receive appropriate health and safety training		A	C			R		C
Responsibility for ensuring statutory compliance checks are undertaken (asbestos, legionella, PE equipment etc.)		A	C			R		C
Responsibility for ensuring risk assessments are completed (using external contractors where appropriate) and recommended actions are completed.		A				R		C
Ensuring that the level of risk for school visits is acceptable and obtaining approval from the LGB for any residential visits.			I					A C
Approval of residential risks			I					A C
BUSINESS CONTINUITY PLANNING								
Implementation of Critical incident management planning at academy level		A	R	R			C	I C
Ensuring suitable critical incident plans are in place, monitoring compliance and reviewing the effectiveness of the policy at academy level		A	R	R			C	I C
Developing Critical Incident Management Policy		A	R	R			C	I C
Checking adequate measures are in place to manage Critical Incident Management planning		A	R	R			C	I C