

CASTLEMAN ACADEMY TRUST SCHEME OF DELEGATION

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Castleman Academy Trust (CAT) and member schools.

The bodies may include:

1. Trust Members
2. Trust Board of Trustees
3. Trust Finance & Audit Committee
4. Trust HR Committee
5. Trust QE Committee
6. School Standards Boards
7. Trust Chief Executive Officer
8. Headteacher of individual schools

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education & Skills Funding Agency, Charities Commission, HMRC and Companies House. The Scheme of Delegation will also need to take into consideration any requirements of the Dioceses of Exeter and Salisbury.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- **Accountable (A):** the individual/group that has primary responsibility for ensuring the particular task is completed/signed off and determining how the Trust and/or schools (as appropriate) should undertake the task including defining appropriate milestones and targets to be reported against.
- **Responsible (R):** the individual/group that has responsibility for undertaking/defining the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO, this will be at trust level. In the case of the Head Teacher, this will be at school level.
- **Consulted (C):** the individual/group that should be consulted on their views as part of the process of completing a particular task.
- **Support and Challenge (SC):** the individual/group that offers support and challenge to a process, procedures or provision. In the case of SSBs, this would be to school leaders. In the case of the Trust Board, this would be to CEO and the CAT Core Team.

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task. There is an explanatory document to accompany the Scheme of Delegation, which gives more detail.

Trust Policies

The Trust has a Matrix of Policies that puts policies into three categories:-

- Acknowledge – the majority of policies – are approved by Trust Board or one of its committees; SSBs have no authority to amend; SSBs minute annually that they acknowledge requirement to follow these policies
- Ratify – Main policy approved by Trust Board or one of its committees which is acknowledged by SSBs; Schools create their own local appendix which is approved by SSBs
- Approve – wholly school-based policies requiring approval by SSBs.

#	Task Accountable Responsible Consulted Support and Challenge	Notes	Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO (with SLG)	SSB	HT/EHT
1.	Governance									
1.1.	Approve Trust Articles of Association	Members only	A	R						
1.2.	Approve Trust Board Terms of Reference			A				R		
1.3.	Approve Trust Scheme of Delegation			A	R	R	R			
1.4.	Approve new convertor or sponsored academies joining MAT	Subject to criteria and due diligence		A				R		
1.5.	Establish Trust Committees			A	R	R	R			
1.6.	Approve Trust Committee Terms of Reference			A	R	R	R			
1.7.	Approve School Standards Board (SSB) Terms of Reference			A				R	C	
1.8.	Establish SSB working groups								A R	
1.9.	Decision to intervene in school governance			A				R		
1.10.	Appoint Chair of Trust Board			A R						
1.11.	Appoint Trustees	Recommended by Trustees	A	R						
1.12.	Remove Trustees		A R	C						
1.13.	Appoint Members		A R							
1.14.	Remove Members		A R							
1.15.	Appoint Chair and Vice Chair of SSB								A R	
1.16.	Remove Chair or Vice Chair of SSB	In exceptional circumstances		A R					C	
1.17.	Appoint SSB members	As per ToRs		A					R	
1.18.	Remove SSB members	In exceptional circumstances		A					C R	
1.19.	Appoint (and remove) Chair(s) of Trust Committees	Cttee to appoint. Board power to remove		A	R	R	R			
1.20.	Appoint (and remove) Trust Committee members	As per agreed composition		A R						
1.21.	Appoint (and remove) Director of Governance Operations			A C				R		
1.22.	Appoint (and remove) Governance Officer to SSB								C	A R
1.23.	Appoint Accounting Officer			A R						
1.24.	CAT Policy Matrix			A				R		
1.25.	CAT governance calendar			A				R		
1.26.	Approve Trustees' and Governors' Expenses Policy	CAT policy		A				R		
1.27.	Appoint a Company Secretary	Not mandatory		A				R		
1.28.	Trust website compliance	Compliance		A				R		
1.29.	Accountable Responsible Consulted Support and Challenge		Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO (with SLG)	SSB	HT/EHT

2.	Trust & School Performance, Curriculum and Teaching Accountable Responsible Consulted Support and Challenge		Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO (with SLG)	SSB	HT/EHT
2.1.	Trust Development plan			A				R		
2.2.	School Performance Review <i>e.g. SEF</i>	Received by Board						A		R
2.3.	School Development Plan	Received by Board							A SC	R
2.4.	Decision to implement School Intervention Policy			A				R		C
2.5.	Trust Staff Development	Within MAT 1 year plan				A		R		
2.6.	School Staff Development plan	Within school 1 year plan							A	R
2.7.	Trust inset days	Align to term dates		A						R
2.8.	Ensure high level of pupil attendance			A					SC	R
3.	Staff Policies and Pay Accountable Responsible Consulted Support and Challenge		Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO (with SLG)	SSB	HT/EHT
3.1.	HR, Employment & Staff related policies	CAT Policies: see policy matrix		A		R		R	C	C
3.2.	Changes to Employee Terms & Conditions or Collective Agreements			A		R		R	C	C
3.3.	Employee T&Cs for new schools			A		R		R	C	C
3.4.	Teachers Annual Pay Award	National agreement		A		C		R	C	C
3.5.	Support Staff Annual Pay Award			A		C		R	C	C
3.6.	CEO Performance Review and Pay	CAT sub group		A R						
3.7.	Headteacher Performance Review & Pay	MAT/SSB sub-group		A				R	C	
3.8.	Individual Performance Pay Awards	As per CAT policy. Appeals heard by Trust.		A					C	R

4.	Staff Management Accountable Responsible Consulted Support and Challenge		Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO with SLG)	SSB	HT/EHT
4.1.	CEO appointment	Board led process, SSB reps.		A R						
4.2.	Trust staff structure and complement			A		C		R		
4.3.	Trust staff appointments			A				R		
4.4.	School staff structure & complement	Aligned to budget; within school dev plan		A					R	R
4.5.	Headteacher appointment			A				R	C	
4.6.	Deputy Headteacher appointments			A				R	C	R
4.7.	Teaching staff appointments	As per relevant policy						SC		A R
	Support staff appointments							SC		A R
4.8.	Decision to intervene in school staff management							A R		R
4.9.	Suspension of CEO	As per policy		A R						
4.10.	Return of CEO after suspension	As per policy		A R						
4.11.	Dismissal of CEO	As per policy		A R						
4.12.	Suspension of Headteacher/Executive Head Teacher	As per policy				C		A R		
4.13.	Return of Headteacher/Executive Head Teacher after suspension	As per policy				C		A R		
4.14.	Dismissal of Headteacher/Executive Head Teacher	As per policy		A				R		
4.15.	Suspension of Head of School	As per policy								A R
4.16.	Return of Head of School after suspension	As per policy								A R
4.17.	Dismissal of Head of School	As per policy								A R
4.18.	Suspension of teaching staff	As per policy								A R
	Suspension of support staff									A R
4.19.	Dismissal of teaching staff	As per policy								A R
	Dismissal of support staff	Appeals held by Trust								A R
4.20.	Return of teaching and support staff after suspension	As per policy								A R
4.21.	Redundancy of school staff	As per policy				C			A	R
4.22.	Restructuring of school staff	As per policy				C			A	R
4.23.	Accountable Responsible Consulted Support and Challenge		Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO (with SLG)	SSB	HT/EHT

5.	Financial Governance & Management Accountable Responsible Consulted Support and Challenge		Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO (with SLG)	SSB	HT/EHT
5.1.	Trust & School Financial Regulations	CAT policy		A	R			R		
5.2.	Trust & School Financial Procedures	CAT Policy		A	R			R		
5.3.	Decision to intervene in school financial management			A	R			R	C	
5.4.	Appoint Trust auditors		A	R	R					
5.5.	Trust 3 year Budget Plan			A	R					
5.6.	Trust 1 year Budget			A	R					
5.7.	Trust services to schools			A				R		
5.8.	Trust charges to schools			A	R					
5.9.	Trust Management Account monitoring			A	R					
5.10.	Trust Draft Year End Accounts				A			R		
5.11.	Trust Annual Accounts			A	R					
5.12.	Trustees Report			A	R					
5.13.	Trust Academies Accounts Return to ESFA			A				R		
5.14.	Response to Auditor's Management Letter			A	R					
5.15.	School 3 year Budget Plan			A					SC	R
5.16.	School 1 year Budget			A					SC	R
5.17.	School financial account monitoring			A	R				R	R
5.18.	Asset Management Policy	Trust policy		A	R			R		
5.19.	School Estates Management Plan			A	R			R	SC	R

6.	Financial Authorisation Accountable Responsible Consulted Support and Challenge		Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO (with SLG)	SSB	HT/EHT
6.1.	Expenditure up to £1,000 by Head of School, where this role is held	As per relevant policy								
6.2.	Expenditure or contracts under £15,000	As per relevant policy								A R
6.3.	Expenditure or contracts under £25,000	As per relevant policy						A		R
6.4.	Expenditure or contracts from £25,000 to WTO GPA limit	As per relevant policy			A			R		
6.5.	Expenditure over WTO GPA limit	As per relevant policy		A	R					
6.6.	Schedule of School Lettings Charges								A	R
6.7.	Disposals or write off of stock, assets or debts up to Lower Limit	As per relevant policy							A	R
6.8.	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit	As per relevant policy			A			R		
6.9.	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)	As per relevant policy			A			R		
6.10.	Compensation and/or settlement payments up to the higher of £50,000 or the limit set by the ESFA	As per relevant policy		A	R					

7.	School Policies & Procedures Accountable Responsible Consulted Support and Challenge		Members	Board	F&A Cttee	HR Cttee	QE Cttee	CEO (with SLG)	SSB	HT/EHT
7.1.	School times, terms and holidays			A				R	C	C
7.2.	Change of School Age Range			A				R	C	C
7.3.	Expansion of School PAN			A				R	C	C
7.4.	Extension of School provision (EYFS)			A				R	C	C
7.5.	Extended services on-site								A	R
7.6.	Child Welfare & Safeguarding Policy	Trust policy		A	R	R	R	R	R	R
7.7.	Health and Safety Policy	Trust Policy SSB ratify appendix		A	R	R	R	R	R	R
7.8.	School Statutory Policies	See policy matrix		A					R	R
7.9.	School non-statutory Policies	See policy matrix							A	R
7.10.	Short-term Suspensions									A R
7.11.	Return after short-term suspension									A R
7.12.	Permanent Exclusions								A	R
7.13.	Appeals against Permanent Exclusion	Independent Review Panel		A				R		
7.14.	Complaints Policy	Trust policy		A				R		
7.15.	Complaints Appeals	Independent panel		A				R		
7.16.	Admissions Policy	Trust policy		A				R	C	C
7.17.	Allocation of places against Admissions Policy			A				R		
7.18.	Admissions Appeals	Independent panel		A				R		R
7.19.	School prospectus								A	R
7.20.	School website								A	R
7.21.	School logo & branding								A	R
7.22.	School uniform								A	R
7.23.	Approve educational visits							A	A	R