

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 Directors
3. Trust Finance & Audit Committee
4. Trust HR Committee
5. School Standards Boards
6. Trust Chief Executive Officer
7. Leadership group of Headteachers
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:

- Approve (A)
- Ratified (Ra)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

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.

Trust Policies

A key task for the Trust is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are CAT or school policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The Notes column is used to identify key CAT or school policies.

#	Task Key: Approve (A), Ratify (Ra), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	F&A Cttee	HR Cttee	SSB	CEO	Ldship Grp	HT/EHT
1.	Governance								
1.1.	Approve Trust Articles of Association	Members only	R						
1.2.	Approve Trust Board Terms of Reference		A	P	P		P		
1.3.	Approve Trust Scheme of Delegation		A	P	P	PC	P		
1.4.	Approve new convertor or sponsored academies joining MAT	Subject to criteria and due diligence	A				R P		
1.5.	Establish Trust Committees		A	P	P		P		
1.6.	Approve Trust Committee Terms of Reference		A	P	P		P		
1.7.	Approve School Standards Board (SSB) Terms of Reference		A			R			
1.8.	Establish SSB working groups		C			A			R
1.9.	Decision to intervene in school governance		A				R		
1.10.	Appoint Chair of Trust Board		A						
1.11.	Appoint Chair and Vice Chair of SSB					A			
1.12.	Remove Chair or Vice Chair of SSB	In exceptional circumstances	A			R			
1.13.	Appoint SSB members	As per ToRs	A			AR			
1.14.	Remove SSB members	In exceptional circumstances	A			R			
1.15.	Appoint (and remove) Chair(s) of Trust Committees	Cttee to appoint. Board power to remove	A	R	R				
1.16.	Appoint (and remove) Trust Committee members	As per agreed composition	A						
1.17.	Appoint (and remove) Governance Operations Director		A						
1.18.	Appoint (and remove) Clerk to SSB		A			R	C		
1.19.	Appoint Accounting Officer		A				R	P	
1.20.	CAT Policy Matrix		A			C	R	C	
1.21.	CAT governance calendar		A			C	R	P	
1.22.	Approve Directors' Expenses Policy	CAT policy	A						
1.23.	Appoint a Company Secretary	Not mandatory	A						
1.24.	Trust website compliance	Compliance	A				R	C	
2.	Trust & School Performance, Curriculum and Teaching								
2.1.	Trust Strategic Plan		A				R	D	
2.2.	Trust 1 year plan		AM				R	P	
2.3.	School Performance Targets		A			MP	R	C	D
2.4.	School Performance Review <i>e.g. SEF</i>	Received by Board				CR MA	PR	C	D
2.5.	School Strategic plan		A			R	P	P	D
2.6.	School 1 Year Plan	Received by Board				AM	RM	CM	DM
2.7.	Decision to implement School Intervention Policy		A			C	R	C	C
2.8.	Trust Staff Development plan	Within MAT 1 year plan			A		R	C	P
2.9.	School Staff Development plan	Within school 1 year plan				C	P	C	A

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2.10.	Trust inset days	Align to term dates						A	C
3.	Staff Policies and Pay								
3.1.	HR, Employment & Staff related policies	<u>CAT Policies: see policy matrix</u>			A	M	R	C	
3.2.	Changes to Employee Terms & Conditions or Collective Agreements		A		R		P	C	
3.3.	Employee T&Cs for new schools		A		R		P		C
3.4.	Teachers Annual Pay Award	National agreement	A	C	R		P	C	
3.5.	Support Staff Annual Pay Award		A	C	R		P	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	R		
3.8.	Individual Performance Pay Awards	As per CAT policy. Appeals heard by Trust.				A		C	R
4.	Staff Management								
4.1.	CEO appointment	Board led process, SSB reps.	A			C		C	
4.2.	Trust staff structure and complement		A				R	P	
4.3.	Trust staff appointments		A				R	C	
4.4.	School staff structure & complement	Aligned to budget Within school 1 year plan				A	R	R	P
4.5.	Headteacher appointment	SSB led panel inc. CEO	A			P	R		
4.6.	Senior leadership appointments					A	C		R
4.7.	Teaching staff appointments	As per relevant policy				C			A
	Support staff appointments					C			A
4.8.	Decision to intervene in school staff management		A				R		
4.9.	Suspension of CEO	As per policy	A	C	C	C			
4.10.	Return of CEO after suspension	As per policy	A						
4.11.	Dismissal of CEO	As per policy	A		C				
4.12.	Suspension of Headteacher/Executive Head Teacher	As per policy	A			R	P		
4.13.	Return of Headteacher/Executive Head Teacher after suspension	As per policy	A			R	P		
4.14.	Dismissal of Headteacher/Executive Head Teacher	As per policy	A			R	P		
4.15.	Suspension of Head of School	As per policy				C	A		
4.16.	Return of Head of School after suspension	As per policy				C	A		
4.17.	Dismissal of Head of School	As per policy				C	A		
4.18.	Suspension of teaching staff	As per policy				C			A
	Suspension of support staff					C			A
4.19.	Return of teaching and support staff after suspension	As per policy				C			A
4.20.	Redundancy of school staff	As per policy	A	C	R	C	P D		CDI
4.21.	Restructuring of school staff	As per policy	A			R	C		DP

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5.	Financial Governance & Management								
5.1.	Trust & School Financial Regulations	CAT policy	A	RM		M	P		
5.2.	Trust & School Financial Procedures	CAT Policy	A	RM		M	P		
5.3.	Decision to intervene in school financial management		A	R			P		
5.4.	Appoint Trust auditors		A	R			I		
5.5.	Trust 3 year Budget Plan		A	RM			P	C	
5.6.	Trust 1 year Budget		A	RM			P	D	
5.7.	Trust services to schools		A	R		C	P	D	
5.8.	Trust charges to schools		A	R		C	P	D	
5.9.	Trust Management Account monitoring		A	RM			PM		
5.10.	Trust Interim Year End Accounts			A			R		
5.11.	Trust Annual Accounts		A	R			I		
5.12.	Trustees Report		A	R					
5.13.	Trust Academies Accounts Return to ESFA		A	R			I		
5.14.	Response to Auditor's Management Letter		A	R			P		
5.15.	School 3 year Budget Plan		A	R		P	Ra		D
5.16.	School 1 year Budget		A	R		P	Ra		D
5.17.	School Management Account monitoring			M		AM	M		RM
5.18.	School Interim Year End Accounts			AM		M	R		P
5.19.	Academy Accounts Return to ESFA			A			R		
5.20.	Asset Management Policy	Trust policy	A	RM		CM	PD	C	
5.21.	School Asset Management Plan		A			CR			D
6.	Financial Authorisation								
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 £5,000	As per relevant policy							A
6.3.	Expenditure or contracts under £10,000	As per relevant policy					A		P
6.4.	Expenditure or contracts from £10,000 to OJEU limit	As per relevant policy		A			R		P
6.5.	Expenditure over OJEU limit	As per relevant policy	A	R			P		
6.6.	Disposals or write off of stock, assets or debts up to Lower Limit	As per relevant policy							A
6.7.	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit	As per relevant policy		A			R		
6.8.	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)	As per relevant policy		A			R		
6.9.	Compensation and/or settlement payments up to the higher of £50,000 or the limit set by the ESFA	As per relevant policy	A	C	C		R	C	P
7.	School Policies & Procedures								
7.1.	School times, terms and holidays		A			C	R	C	P
7.2.	Change of School Age Range		A			C	P	C	D
7.3.	Expansion of School PAN		A			C	P	C	D

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7.4.	Extension of School provision (EYFS)		A			C	P	C	D
7.5.	Extended services on-site		A			C			DR
7.6.	Child Welfare & Safeguarding Policy	Trust policy	A			M	MP	MC	I
7.7.	School Statutory Policies	See policy matrix				A		C	P
7.8.	School non-statutory Policies	See policy matrix				A		C	P
7.9.	Short-term Exclusion								A
7.10.	Return after short-term exclusion								A
7.11.	Permanent Exclusions					A			R
7.12.	Appeals against Permanent Exclusion	Independent panel	I						
7.13.	Complaints Policy	Trust policy	A			M	R		
7.14.	Complaints Appeals	Independent panel	I						
7.15.	Admissions Policy	Trust policy	A			R		C	P
7.16.	Allocation of places against Admissions Policy					AI	P		R
7.17.	Admissions Appeals	Independent panel	I						
7.18.	School prospectus					A	C		R
7.19.	School website					A	C		R
7.20.	School logo & branding					A	C		R
7.21.	School uniform					A	C		R