



## **Scheme of Delegation**

The Houlton CofE Multi Academy Trust is the legal entity responsible for the governance of all academies within the Trust. The Chief Executive Officer (CEO) is accountable for the performance of all academies within the Trust. The Houlton MAT shall have regard to any guidance as to the governance of academies that the Secretary of State may publish to the extent permitted by the governing documents. Houlton MAT Board of Trustees is accountable in law for all decisions about its academies. However, this does not mean that the Board makes all the decisions itself and as such, may choose to delegate to the CEO, Board Committees and Local Governing Bodies (LGB). The decision to delegate a function is made by the full Board of Trustees and is recorded as such. Without formal delegation, the individual or committee has no power to act. The Scheme of Delegation will be published on the Trust and its schools' websites.

The Board of Trustees is committed to consultation and collaboration with its boards and at all times will seek to operate with the values of **Love, Community, Respect, Integrity and Growth**. All members of all committees have an important voice and meaningful communication is encouraged and structured across all levels of the Trust.

The object of the Trust is to advance for the public benefit education in the UK, establishing, maintaining, carrying on, managing and developing schools providing high quality education to students from all backgrounds by offering a broad and balanced curriculum and fostering collaboration across the Trust family of schools, other schools, educational establishments, the wider community for the benefit of the community and in line with schools' vision and values. In relation to all church academies, these are to be conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship.



The Scheme of Delegation is the key document defining which functions have been delegated and to whom. This Scheme of Delegation ensures that members, Trustees, Trust Board Committees, LGBs, executive leaders and Academy Headteachers are clear about who has responsibility for making which decisions in the Trust. This overarching Scheme of Delegation covering all decision making in the Trust, is not to be confused with the written Scheme of Delegation of financial powers referred to in the Academies Trust Handbook. This Scheme of Delegation explicitly establishes who makes which decisions, and ensures this is clear to both all those within the MAT, as well as to the governing bodies of schools potentially looking to join. It will demonstrate clearly the lines of accountability.

This Scheme of Delegation will:

- Ensure that the roles and responsibilities across the MAT are clearly understood
- Promote a culture of transparency and accountability
- Identify the mechanism for the appointment and performance management of all leaders
- Set out mechanisms for policy and practice in each academy
- Set out mechanisms for the creation and monitoring of each academy's budget
- Set out mechanisms for risk management
- Set out mechanisms for the oversight of educational performance in each academy



## Scheme of Delegation

AREA	DECISION	MEMBERS	TRUST BOARD	FAR CTTEE	HR/PAY CTTEE	LGB	CEO/HT
PEOPLE AND HR	APPOINT/REMOVE MEMBERS	✓					
	APPOINT/REMOVE TRUSTEES	✓					
	RECRUIT AND CO-OPT TRUSTEES		✓				
	AGREE ROLES FOR TRUSTEES/COMMITTEE MEMBERS		✓				
	APPOINT AND REMOVE COMMITTEE CHAIRS		✓				
	APPOINT AND REMOVE LGB CHAIRS		✓				
	APPOINT AND REMOVE CLERK TO BOARD		✓				
	APPOINT AND REMOVE TRUST CEO / ACADEMY HT		✓				
	APPOINT AND REMOVE TRUST CFO		✓				
	ARRANGE TRUSTEE AND GOVERNOR TRAINING AND DEVELOPMENT						✓
	DEVELOP SUCCESSION PLANS		✓				✓
	RECOMMEND POLICIES FOR MANAGEMENT OF PEOPLE AND HR, PAY, APPRAISAL, CAPABILITY, DISCIPLINARY, GRIEVANCE					✓	
	APPROVE POLICIES FOR MANAGEMENT OF PEOPLE AND HR, PAY, APPRAISAL, CAPABILITY, DISCIPLINARY, GRIEVANCE			✓			
REVIEW STAFFING COMPLEMENT					✓		



AGREE PAY SCALES				✓		
APPROVE PAY PROGRESSION				✓		
RECOMMEND TERMS AND CONDITIONS FOR EMPLOYEES				✓		
APPROVE TERMS AND CONDITIONS FOR EMPLOYEES		✓				
ENSURE TRUST PROMOTES WELL-BEING OF STAFF		✓				
ENSURE TRUST PROMOTES PROFESSIONAL DEVELOPMENT AND TRAINING FOR ALL STAFF		✓				
REVIEW STAFF DEVELOPMENT AND DEPLOYMENT				✓		
APPOINT ACADEMY STAFF						✓



AREA	DECISION	MEMBERS	TRUST BOARD	FAR CTTEE	HR/PAY CTTEE	LGB	CEO/HT
SYSTEMS STRUCTURE AND OPERATION	AGREE AND REVIEW ARTICLES OF ASSOCIATION	✓					
	AGREE GOVERNANCE STRUCTURE FOR THE TRUST: ESTABLISH AND REVIEW ANNUALLY		✓				
	AGREE TERMS OF REFERENCE FOR TRUST BOARD, COMMITTEES, LGB AND REVIEW ANNUALLY		✓				
	AGREE ANNUAL SCHEDULE OF BUSINESS FOR TRUST BOARD AND COMMITTEES		✓				
	AGREE ANNUAL SCHEDULE OF BUSINESS FOR LGB					✓	
	AGREE SCHEME OF DELEGATED AUTHORITY		✓				
	APPROVE KEY POLICIES ACROSS TRUST		✓				
	APPROVE LOCAL ACADEMY POLICIES					✓	
	AGREE TERM DATES		✓				
	APPROVE ADMISSION ARRANGEMENTS		✓				
	ADMISSION AUTHORITY, REVIEW ACADEMY MOBILITY, ADMISSIONS AND APPEALS					✓	
	APPROVE HEALTH AND SAFETY POLICIES, ARRANGEMENTS AND RISK ASSESSMENTS		✓				
	MAINTAIN POLICY SCHEDULE						✓
RECOMMEND MANAGEMENT, MAINTENANCE AND DEVELOPMENT PLANS FOR ACADEMY SITE(S)					✓		



	RECOMMEND LOCAL HEALTH AND SAFETY POLICIES, ARRANGEMENTS AND RISK ASSESSMENTS					✓	
	CONDUCT STAGE TWO OF COMPLAINTS PROCEDURE					✓	



AREA	DECISION	MEMBERS	TRUST BOARD	FAR CTTEE	HR/PAY CTTEE	LGB	CEO/HT
REPORTING	SUBMIT ANNUAL REPORT OF TRUST PERFORMANCE		✓				
	SUBMIT ANNUAL REPORT OF LGB PERFORMANCE					✓	
	APPROVE STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE		✓				
	ENSURE STATUTORY INFORMATION IS ON TRUST WEBSITE		✓				
	REVIEW AND REPORT ACADEMY QUALITY OF EDUCATION STANDARDS					✓	
	REVIEW AND REPORT ON ACADEMY BEHAVIOUR AND ATTITUDES (INC ATTENDANCE)					✓	
	REVIEW AND REPORT ON ACADEMY PERSONAL DEVELOPMENT					✓	
	REVIEW AND REPORT ON ACADEMY LEADERSHIP					✓	
	REVIEW AND REPORT ON ACADEMY SEND PROVISION					✓	
	REVIEW AND REPORT ON ACADEMY CLA AND CLPA					✓	
	REVIEW AND REPORT ON ACADEMY STAFF DEVELOPMENT					✓	



REVIEW AND REPORT ON ACADEMY ASSESSMENT AND DATA ANALYSIS					✓	
REVIEW AND REPORT ON ACADEMY WELLBEING					✓	
REVIEW AND REPORT ON ACADEMY PPG					✓	
REVIEW AND REPORT ON ACADEMY EYFS					✓	
REVIEW AND REPORT ON ACADEMY INCLUSION AND EQUALITY					✓	
REVIEW AND REPORT ON ACADEMY COMMUNITY/HOME LINKS					✓	
REVIEW AND REPORT ON ACADEMY PREMISES AND HEALTH AND SAFETY					✓	
REVIEW AND REPORT ON ACADEMY EXTENDED SERVICES					✓	
REVIEW AND REPORT ON ACADEMY CHRISTIAN DISTINCTIVENESS					✓	
REVIEW AND REPORT ON ACADEMY SAFEGUARDING AND WELFARE					✓	
RECEIVE LINK GOVERNOR REPORTS					✓	
RECEIVE COMMITTEE REPORTS		✓				
GIVE NOTICE OF EXCLUSIONS						✓
COLLATE REPORTS FOR THE TRUST		✓				





AREA	DECISION	MEMBERS	TRUST BOARD	FAR CTTEE	HR/PAY CTTEE	LGB	CEO/HT
HOLDING TO ACCOUNT	ENSURE COMPLIANCE WITH STATUTORY REGULATION		✓				
	CONDUCT ANNUAL SELF-REVIEW OF TRUST BOARD, AND COMMITTEE PERFORMANCE		✓				
	CONDUCT ANNUAL SELF-REVIEW OF LGB PERFORMANCE					✓	
	COMPLETE ANNUAL REGISTER OF BUSINESS AND PECUNIARY INTERESTS FOR MEMBERS, TRUSTEES AND COMMITTEES		✓			✓	
	UNDERTAKE PERFORMANCE MANAGEMENT OF CEO/HT				✓		
	ENSURE PERFORMANCE MANAGEMENT OF STAFF				✓		
	MONITOR PERFORMANCE OF TRUSTEES	✓					



AREA	DECISION	MEMBERS	TRUST BOARD	FAR CTTEE	HR/PAY CTTEE	LGB	CEO/HT
EDUCATION AND CURRICULUM	AGREE ETHOS AND VALUES OF THE TRUST		✓				
	AGREE ETHOS AND MISSION OF THE ACADEMY					✓	
	APPROVE ACADEMY CURRICULUM					✓	
	SCRUTINISE PERFORMANCE OUTCOMES					✓	
	APPROVE BEHAVIOUR STRATEGY					✓	
	APPROVE KEY PRIORITIES, SCHOOL IMPROVEMENT PLAN AND SELF-EVALUATION AGAINST BOTH OFSTED AND SIAMS SCHEDULES					✓	
	REVIEW SCHOOL IMPROVEMENT PLANS AND SELF-EVALUATION					✓	
	APPROVE INITIATIVES AND ACTIONS TO SUPPORT DELIVERY OF SCHOOL IMPROVEMENT PLAN						✓



AREA	DECISION	MEMBERS	TRUST BOARD	FAR CTTEE	HR/PAY CTTEE	LGB	CEO/HT
STRATEGIC DIRECTION AND LEADERSHIP	AGREE STRATEGIC DIRECTION / GROWTH OF TRUST		✓				
	REVIEW TRUST SELF EVALUATION		✓				
	REVIEW ACADEMY SELF EVALUATION					✓	
	APPROVE TRUST KEY PRIORITIES AND KEY PERFORMANCE INDICATORS		✓				
	APPROVE ACADEMY SELF-EVALUATION, KEY PRIORITIES, SCHOOL IMPROVEMENT PLANS					✓	
	AGREE ACADEMY KEY PRIORITIES, SCHOOL IMPROVEMENT PLANS					✓	
	APPOINT KEY SERVICE PROVIDERS ACROSS TRUST		✓	✓			✓
	ENGAGE WITH STAKEHOLDERS	✓	✓	✓	✓	✓	✓
	APPROVE COLLABORATIONS AND PARTNERSHIP AGREEMENTS		✓				
	CONSULT ON COLLABORATIONS AND PARTNERSHIP AGREEMENTS					✓	



AREA	DECISION	MEMBERS	TRUST BOARD	FAR CTTEE	HR/PAY CTTEE	LGB	CEO/HT
ENSURING FINANCIAL PROBITY	APPOINT AUDITORS	✓					
	APPOINT RESPONSIBLE OFFICER		✓				
	AGREE FINANCIAL SCHEME OF DELEGATED AUTHORITY		✓				
	APPROVE BUDGET		✓				
	AUTHORISE SPEND IN LINE WITH FINANCIAL SODA		✓	✓			✓
	AUTHORISE BANK ACCOUNTS		✓				
	APPROVE FINANCIAL REPORTS AND ACCOUNTS		✓				
	ENSURE COMPLIANCE WITH FUNDING AGREEMENTS		✓				
	ENSURE ADEQUATE INSURANCE IS IN PLACE ACROSS THE TRUST		✓				
	DETERMINE ACCOUNTING POLICIES AND PROCEDURES				✓		
	AGREE GOVERNANCE STATEMENT DEMONSTRATING VALUE FOR MONEY				✓		
	SCRUTINISE AND PROPOSE BUDGET				✓		
	REVIEW MONTHLY STATEMENTS OF ACCOUNTS				✓		
	REVIEW FINANCIAL REPORTS				✓		
	DETERMINE ACTIONS TO BE TAKEN FOLLOWING RESPONSIBLE OFFICER REPORTS				✓		



	AUTHORISE PROCUREMENT AND TENDER PROCESSES			✓			
	APPROVE APPLICATION FOR CAPITAL GRANTS		✓				
	REVIEW RISK REGISTERS			✓			
	APPROVE PUPIL PREMIUM AND SPORTS PREMIUM STRATEGY					✓	
	BENCHMARK FINANCIAL PERFORMANCE			✓			
	ACQUIRING AND DISPOSAL OF TRUST LAND		✓				
	INVESTMENTS		✓				