Scheme of Delegation 2026-2027

The primary purpose of this document is to inform those involved with the governance of the academy trust those powers and functions which are reserved to the Trust Board, and which are delegated elsewhere.

The Company has two layers of corporate governance as set out in the Articles of Association:

Members
The Members of the trust subscribed to the Memorandum and Articles of Association and are guardians of the governance of the Trust. They perform the functions shareholders would in a company, although this is not a profit-making company. The articles of association describe how Members are recruited and determine how many of the Trustees the Members can appoint to the Trust Board. The Members appoint Trustees to ensure that the Trust's charitable object is carried out and can remove Trustees if they fail to fulfil this responsibility. Accordingly, the Trust Board submits an annual report on the performance of the trust to the Members. Members are also responsible for approving any amendments made to the Trust's articles of association.

Trustees
The MAT is a charitable company, and so Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and Company Directors. To ensure ease of reference, they will always be referred to as Trustees.
The Trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions and for the performance of all schools within the Trust.

The Board of Trustees is supported by three committees – Finance, Audit and Risk, Performance and Standards Committee and Pay Review Committee – to carry out some of its governance functions which will include making decisions, although any decisions made will be deemed decisions of the Trust Board. Trustees make up the membership of these committees, with advice and input from the Executive Team which includes Co-Executive Leaders (SEL), Safeguarding & Pastoral Lead and School Improvement Leads. Committees may co-opt governors from Local Governing Bodies or from the community with strong and relevant skills, providing the majority of members are trustees.

Trustees, in addition, must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction.
2. Hold the Co-CEOs, head teachers and senior leaders to account for the educational performance of the Trust's schools and their pupils, and the performance management of staff.
3. Oversee the financial performance of the Trust and make sure its money is well spent.

Local Governing Boards

In accordance with the principle that effective governance is best delivered as close as possible to the point of impact of decisions, the Company has a third tier of governance in the form of Local Governing Boards. Local Governing Boards are essentially committees of the Board with powers delegated to them in accordance with this Scheme of Delegation, which include:

- Setting the vision, values and strategic aims of the school, in line with the overall trust vision.
- Developing the budget plan for the academy.
- Monitoring and reviewing school expenditure.
- Ensuring appropriate risk assessments are in place for the school.
- Challenging attainment and progress across a healthy curriculum.
- Ensuring implementation of policies and procedures and evaluating impact of those policies to report to trustees.
- Engaging with stakeholders.
- Reporting to the Trust Board.

Executive Team

The performance and governance of the company is supported by an Executive Leadership Team.

- Co – Chief Executive Officer (CEO) & School Improvement director – Patsy Petrie
- Co – Chief Executive Officer (CEO) & Chief Accounting Officer (CAO) – Jason Murgatroyd
- Head Teacher Whale Hill Primary & Safeguarding/Pastoral lead – Sandra Marsden
- Head Teacher Caedmon Primary – Rachel Bergamino
- Head Teacher Bankfields Primary – Emma Gatenby
- Head Teacher Grangetown Primary – Charlotte Mott

The Trust has established a central team which will be responsible for the day-to-day operations of the trust. In addition, one of the Co – CEOs is the Accounting Officer so has overall responsibility for the operation of the Academy Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Board will delegate functions appropriate to the roles within the Executive Team. They will remain accountable to the Trust Board for their individual performance and the performance of the Trust. They will meet regularly and accept responsibility for operational tasks delegated in order to drive forward school improvement.

Academy Head Teacher/Head of School

The Academy Headteacher is responsible for the day-to-day management of the school and reports to the Board of Trustees and Local Governing Board on matters which have been delegated to it in regard to both function and accountability.

In determining this Scheme, the Trustees have been mindful that the Board of Trustees is ultimately accountable for the way in which the schools are managed by the MAT and as such must be satisfied that:

- Delegation takes place only where appropriate and that it receives appropriate reports on matters delegated by it/actions taken in its name to enable appropriate oversight
- There are some areas where it makes sense for matters to be dealt with centrally, rather than by individual academies. It is hoped that this will reduce the burden on the individual school, which already have a heavy workload, and in appropriate cases achieve economies of scale.
- The Board cannot take all decisions itself, and in making decisions that the Board reserves for itself, it will often be reliant on information and advice from and be guided (as appropriate) by its committees, the school LGBs and others operating at school level.
- The Scheme should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook, which is a separate document.

The Scheme will be reviewed by trustees each year and may only be altered or revoked by the trustees. Trustees have the absolute discretion to review, amend, and/or terminate the Scheme at any time and as it sees fit. It does not contain details of every decision/responsibility or every aspect that will be delegated. The content will be supplemented by the Trust's strategic plans, policies and procedures and any direction given or rules and directions agreed or issued by the Members or the Board of Trustees. In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the Chair of the Trust. It should also be made clear that alternative schemes of delegation may be adopted for schools which are performing less than well or where there are other concerns around the leadership or governance of the school.

There will be standard practice across the trust, which includes:

- Safeguarding practice and policy
- School self-evaluation and school improvement
- SEND practice and policy
- The pupil premium report, strategy and policy

We will also be working towards creating standard practice in other areas, which includes:

- Common reporting

- Staff performance
- Assessment framework

Review Schedule

The scheme of delegation can be reviewed at any time in light of any changes to the academy trust, government policy or the Academy Handbook.

Key:		Key	
✓	Action undertaken at this level		
*	Information to be presented for scrutiny		
ET	Executive Team	< >	Direction of advice & support
CEO	Chief Executive Officer	COT	Chair of Trustees
CAO	Chief Accounting Officer	TB	Board of Trustees
HT	Head teachers	LGB	Local Governing Body
CFO	Chief Financial Officer	SBM	School Business Managers
FAR	Finance, Audit and Risk Committee	Gov	Appointees to LGB
PSC	Performance and Standards Committee	EWO	Education Welfare Officer
SASP	Safeguarding and SEN Panel	DPO	Data protection officer
AFH	Academies Financial Handbook	SIT	School Improvement Team

A **Accountable**	Answerable for the task being delivered. Delegates the task to those responsible to complete the task.
R **Responsible**	Responsible for the delivery and completion of the work to achieve the task
C **Consulted**	Involved in decision making process of the task. Communication is two way and have relevant specialist knowledge.
I **Informed**	Information shared so group are aware of task and any outcomes.

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
Strategic Direction	Setting the vision, values & strategic aims of the trust	I	A	C	R	C		
	Setting the vision, values & strategic aims of the school, in line with the overall vision and objective of the academy trust.	I	C	R	A	R	I	HTs will ensure it aligns with Trust Vision and Values
	Trust Strategic Plan: establish & monitor	I	A	C	R	C	I	
	School Development Plan: establish & monitor	I	C	A	C	R	I	HTs will create development plans in conjunction with the CEO to ensure alignment with Trust priorities. with Trust board when complete. School Development Plans are reviewed termly at the LGB and PSC meetings.
Financial & Operational Management	Budget plan for Trust and Individual Academies: agree & approval.	I	A	C	R	C	C	Individual school budget plans will be checked by CEO, CFO, LGB and FAR before presenting to the TB. All budgets must be in line with the Trust Handbook recommendations.
	Budget plan for Trust: monitor		I		A/R		C	
	Budget plan for Individual School: monitor		I	I	A	R	C	
	Agree corporate and trust-wide contracts for service		A	I	R	C	C	When highlighting the trust board, this also means that contract decisions can also be made by the FAR committee.
	Agree school contracts/binding agreements		A	I	I	R	C	These are agreements for individual schools, where there is no collective arrangement with the trust and is in line with individual school

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
								priorities. Each agreement will comply with AFH and financial elements within the scheme of delegation and will be signed off by trustees as necessary.
	Financial procedures: approve in accordance with legal & DfE requirements, best practice & auditor recommendations	I	A		R	C	C	Agreed at trust board information shared with LGB.
	Authorise expenditure and make payments at school level. • Expenditure up to £10,000 will be delegated to the Head teacher. • Expenditure of £10,000 and up to £20,000 will be delegated to the Local Governing Body but needs to be authorised by the CEO. • Expenditure of £20,000, or more, will be delegated to the Trust Board.		 A	 A C	 I C C	 A/R R R	 C C C	Also see SRAT Finance Procedures Policy HTs will provide a business plan plus 3 quotes for all capital spending over £20K. This will be presented to FAR or TB for approval.
	Authorise expenditure, make payments and approve contracts at Trust level. • Expenditure up to £10,000 will be delegated to the CAO and CFO.				A/R		C	The CFO will always look for value for money and include the CAO with spending plans.

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	• Expenditure of £10,000 and up to £20,000 will be delegated to the CAO and ET Team.				A/R	C	C	All decisions will be made with the backing and agreement of the ET Team.
	• Expenditure of £20,000, or more up to £50,000, will be delegated to the FAR committee.		A		R	C	C	The procurement process will be followed as outlined in the finance procedures policy. A contract working party may be created if trustees deem it necessary. Meetings will be held with prospective suppliers before approval. When highlighting the trust board this also means that contract decisions can also be made by the FAR committee.
	• Expenditure over £50,000 – Tender process Trust board		A		R	C	C	For all contracts over £50k a full tendering process will be implemented with a working party made up of Trustees supporting the process.
	Approve charging policy for school services		A	I	R	C	C	
	Approval of loan from SRAT central reserves		A	C	R	C	C	All loans will need to be made on the loan application form in the Reserves Policy, they must be agreed by the CAO and shared with the LGB before being presented to the FAR committee for approval.
	DfE indicative funding of Schools: consider & assess implications		A		C		R	

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
Financial & Operational Management	School budget headings & areas of expenditure: receive & recommend, inc, level & use of contingency funds or balances		A		C		R	
	Income & expenditure (Trust): monitor and review		A		R		C	
	Income & expenditure (School): monitor and review		A	I	C	R	C	All variances to be reported to LGB, with any variances exceeding £10,000 also reported to the trust board, accompanied by explanation of planned action by LGB to address. This allows for LGB to retain scrutiny role, whilst ensuring the TB remains accountable. Monthly management accounts to be presented to trustees who retain accountability.
	Financial procedures: monitor & review to ensure effective implementation & operation inc, bank account arrangements, recommend improvements		A	I	R	C	C	
	Investment decisions: Approve investment policy, receive and recommended investment strategy and use of contingency funds or balances.		A		R		C	
Annual Report	Financial Statements/ Annual Report approve		A		C		R	
	Financial Statements/ Annual Report receive	I						

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Appointment of external auditors	A	C	I	R	I	R	External auditors are to be re-appointed each year as part of the AGM with members after reviewing accounts.
	External Audit: determine nature & scope		A		C		R	Trust board to determine the focus of the audit with advice from external auditors.
	Internal control systems: establish		A		R	I	C	CAO and CFO report findings and action plans to FAR and TB. Action reviewed termly during FAR meetings. LGB to be informed of information relating to individual schools.
	Internal control systems of Trust & Schools: review effectiveness		A		R	I	C	Internal auditor will report findings in a report and action plan to CAO, CFO and FAR. This will then be feedback to TB for discussion and approval.
	External Auditor's reports: receive, consider & recommend action to findings & good practice		A		R	I	C	External auditor will report findings in a report and action plan to CAO, CFO and FAR. This will then be feedback to TB for discussion and approval.
	Internal Audit provision: ensure it meets relevant standards & is compliant with guidelines		A		R		C	
	Trust's internal and external financial statements & reports: review to ensure sound financial management & good practice		A		C		R	
Premises	Security of premises & equipment: oversee & monitor school activities			A	C	R	C	

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Premises related funding bids: oversee		A	I	R	I	C	
	Building Development Programme & Asset Management Plan approve		A	I	R	C	C	
	Capital development projects: monitor school activities, advise & make recommendations to Board		A	A/C	R	C	C	
Insurance	Insurance arrangements: oversee		A	I	R	I	R	
Health and Safety	Health & Safety: oversee & monitor health and safety across the trust, including policies & procedures across the trust		A	I	A/R	C	C	TB will be given annual H&S reports for each school with recommendations and action plans for approval. The action plans will be reviewed mid-year.
	Health and Safety: audit of individual schools.		I	A	R	R	C	LGB to monitor action plan termly.
	Health & Safety: ensure Risk Assessment (RA) processes in place in each individual school.		I	A	A/R	R	C	LGB to monitor RA process and ensure it is in place.
Risk Management	Management of risk: establish & monitor Trust Risk Register & risk management systems		A	I	R		C	

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Management of risk: establish & monitor Individual School Risk Register & risk management systems			A	A/R	R	C	LGB to establish and monitor Risk Register at school level and report back to TB regularly as part of the consolidated risk register.
ICT	IT: oversee & monitor Trust strategy, developments & implementation.		A		R	C	C	Trust board to agree trust wide communication systems and strategy for trustees, LGB and schools
	IT: oversee & monitor Individual school strategy, developments & implementation.			A	I	R	C	Overall MAT strategy will inform individual school strategy who will then assess their own requirements for development and improvements then follow financial procedures for implementation.
	Information Security: oversee & monitor policies & procedures across trust		I	I	A/R		C	Trust board to agree policy and procedure. IT systems will provide trust wide GDPR audits and report to be presented to LGB with action plan.
Governance	Members: appoint/remove	A	C	I	I	I	I	
	Trustees: appoint/remove	A	R	I	R	I	I	
	Co-opted Trustees: appoint/remove	A	R	I	R			

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Board/ Board Committee Chairs/Vice Chair: appoint/remove	I	A	I	C	I	I	
	LGB Governors: appoint/remove (unless elected)		A	R	C	C	I	LGBs are committees of the board therefore membership is the responsibility of trustees. For the purposes of elected local governors, (i.e. staff and parents) appointments will be processed on condition is subject to approval by TB. For other LGB members the LGB will recommend to the the TB candidates for appointment. Trust board has the authority to remove LGB members if it is deemed that they are not compliant to the underlying principles of the trust and the Governance framework
	LGB Chairs: appoint/remove		A	R	C	C	I	LGB to recommend chair from within LGB to the trust board who will ratify appointment if candidate is deemed suitable Trust board has the authority to appoint and remove LGB Chairs if it is deemed that they are not compliant to the underlying principles of the trust and the Governance framework
	Clerking service to Board: appoint/remove		A		R			
	Clerking service to LGB: appoint/remove		A	C	R			Provided by top slice. LGB to discuss any change wanted with trust board.
	Articles of Association: agree & review	A	I		R			Agreement from Secretary of State will be sought.

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Governance Structure (Committees) for the Trust: Establish & Review		A		R			
	Scheme of Delegation: agree & review		A	C	R	C	C	CEO to review SoD and present to ET and TB for approval. SoD will be shared with LGBs and any comments will be raised for consideration.
	Terms of Reference for Trust Committees: agree & review		A		R	I		Each committee has opportunity to review first meeting in each term so would have input into any recommended changes to trustees.
	MAT Policies & Procedures: establish, approve & review.		A	I	R	C	C	In addition to statutory policy requirements for which the MAT is legally accountable, the TB recognises there may be a need for individual schools to establish policies that are appropriate to their individual needs.
	Register of Business & Pecuniary Interests for Members/ Trustees/ Governors: establish & publish		✓					
	Annual schedule of business for Trust Board: agree		✓					
	Annual schedule of business for LGB: agree		>	✓				
	Compliance with legislative requirements		✓					
	Individual School self-evaluation process: establish & monitor	I	A	R	R	R	I	Individual HTs will write the SEF for their schools in consultation with the CEO and external consultant who will then share these with the PSC and TB.

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Skills Audit of Board/ LGB: complete & recruit to fill gaps		A	R	R	R	I	
	Self-review of Board: performance		A	I	R	I		
	Self-review of LGB: performance		I	A	R	R		
Human Resources and Staffing	CEO: Appoint	I	A	I		C		
	CEO: Dismiss	I	A/R	I		C		Disciplinary/capability policy and procedure to be followed. Trust board to make final decision based on evidence and guidance.
	Performance Management Review of CEO: undertake	I	A/R					Panel to include members of the Trust Board. External Consultant will lead the process. Panel to make recommendation on successful completion of performance management review and any pay award to Trust Pay Committee.
	School Head teachers: Dismiss	I	A	R	R	I	I	Procedure would be led by CEO and trustees who would be supported by HR and Legal. LGB if not involved would be kept up to date. Disciplinary/capability policy and procedure to be followed. Trust board to make final decision based on evidence and guidance.
	School Head Teachers: Appoint	I	A	R	R			An appropriate and experienced recruitment panel will be made up from the TB, LGB and CEO. The successful candidate will be recommended to the TB for final approval.

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Performance Management reviews of school Head teachers: undertake		A	R	R	C	I	Panel to include LGB members including the Chair of Governors, SRAT link trustee and CEO. External Consultant will lead the process. Panel to make recommendation on successful completion of performance management review and any pay award to Trust Pay Committee.
	Pay Awards – School Head teachers: agree		A	R	R			LGB to make recommendation on successful completion of performance management review and any pay award to Trust Pay Committee.
	Performance Management reviews of School staff.		I	A	C	R		
	School Senior Leadership (other than HT): Appoint (DHT, AHT)		C	A	R	R	I	LGB to lead process with HT and CEO. Link trustee will be invited to join recruitment panel. Other members of the ET to be invited if required.
	School Senior Leadership: Dismiss (DHT, AHT)	I	C	A	R	R	I	Disciplinary/capability policy and procedure to be followed. Final decision based on evidence and guidance from HR.
	School Staff: Appoint		C	A	C	R	I	Circumstances may arise where the trust is obliged to consider redeployment of a displaced member of staff from within schools across the trust. CEO to be informed of contract terminations within each school.
	School Staff: Dismiss		C	A	R	R		Disciplinary/capability policy and procedure to be followed. In the event of any appeal the matter will be determined by the trust board

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Central Trust Staffing Structure: agree & review		A	I	R	C		
	Individual School Staffing Structure: agree		C	A	R	R	C	Structure to be shared with CEO and trustees as part of agreeing the annual budget plan.
	Agree general employment terms and conditions for staff, including pay structures and policy		A	I	R	C		
	Pay Awards –Central Trust Staff: agree (excluding CEO)		A		R	C		
	Staff Appraisal Policy: agree policy Review process & procedure in line with policy		A		R	C		
	Personnel Policies: develop, review, oversee implementation & monitor impact via KPIs		A		R	C		
Pupil Development	Academic Performance: setting targets		A	R	R	R		The HT will set improvement targets in collaboration with the CEO who will report back to the PSC.
	Academic Performance: monitor & review student progress, attainment & achievement against targets		A	R	R	R		The HT will monitor improvement targets in collaboration with the CEO who will report back to the PSC
	School Improvement/ Raising Standards		A	R	R	R		This will form part of the trust and school improvement plans.
Performance Management	Holding the Head teacher to account for school performance		A	R	R			CEO and LGB to hold HT to account across the year. This will include reports on Performance management interim and end of year reviews,

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
								School improvement work with SIT and external consultant. Termly reports to the LGB and PSC.
	Holding all schools to account		A	R*	R			The CEO will set up a timetable of monitoring and reviews which will be fed back to the PSC who will report to Trust board. SIT made up of leaders from across the trust.
	Teaching & Learning (Quality of Education?): monitor quality		A	R	R	R		CEO will create an annual timetable of reviews and monitoring visits which will include, data, teaching and learning and curriculum.
	Selected Groups (eg SEND/EAL/Pupil Premium/Most Able): monitor progress & provision		A	R	R	R		This will form part of an annual timetable
	Inclusion, equality & diversity: promote & monitor		A	R	R	R		This will form part of an annual timetable
Admissions	Admissions policy - Trust		A	I	R	C		The trust has adopted the Local Authourity Policy until 2025 and will review. In the event of appeal the academy trust will comply with Code of Practice and for the purpose of appeal will use Local Authority policy.
	Admissions: admitting pupils above the school's pupil admission number				A	R		Individual schools will know if they have the capacity to go over their numbers in any particular year group, taking in to consideration class sizes, number of staff, number of SEN, pupils with EAL etc. Therefore, this will vary from school to school and needs to be a school level operational decision.

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
Behaviour, discipline & exclusions	MAT Behaviour Policy: review and monitor		A	I	R	C		MAT to create an overall behavior management policy. Individual schools' procedures will be set as an appendix to add to the overall policy to ensure a consistent approach across all schools.
	Personal Development, Behaviour, Attendance & Welfare of Students: review & monitor		A	R	R	R		
	Pupil Exclusions and Suspensions: policy & procedure		A	I	R	C		Has to comply with statutory guidance agreed by trustees and fed into individual schools via the trust exclusion policy.
	School Pupil Exclusions and Suspensions: review fixed term suspensions/permanent exclusions		A	R	R	R		Fixed term Suspensions and Permanent Exclusions must follow procedures set out in SRAT Exclusion policy. HTs make decisions on Fixed Term Suspensions feeding back to LGB and PSC termly. If a child is looking at Permanent Exclusion the final decision is made by a panel from the TB.
Attendance	Attendance Policy: review and monitor		A	R	R	R		A trust attendance policy is in place, however there are variations within each school to meet their individual circumstances.
Complaints	Complaints: policy & procedure		A	I	R	C	I	Trustees agree policy for implementation across the trust, LGB responsible for implementing

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
	Review complaints: Individual School		A	R	C	R		If there are not enough local governors for a panel we can use governors from other LGB's across the trust.
	Review complaints: Academy Trust and LGB		A	R	R	R		
Curriculum	Curriculum policy: review and monitor		A	I	R	C		
	Setting the aims of the curriculum across the Trust.		A	I	R	C		This will be through key priorities identified in the MAT strategic plan and self-evaluation.
	Curriculum: review & monitor scope, impact & implications		A	R	R	R		This is part of the monitoring and review timetable, reviews are reported back to the PSC who feedback to the TB.
	Curriculum: ensure compliant with legal requirements & funding agreement		A	C	R	R		
	British Values & strategies to avoid radicalisation: promote & monitor impact		A	R	R	R		
Community	Community Relations & Marketing: Trust		A	I	R	C	R	
	Community Relations & Marketing; Individual School		C	A	C	R	R	

Area	Function	Members	Board	LGB	CEO	HT	CFO/SBM	Notes
Safeguarding	Safeguarding procedures: agree and review		A	R	R	R		Overarching Safeguarding policy in place at Trust level. Child Protection Policy which sets out individual schools' procedures is produced at school level and is aligned with the Trust Policy.
	Safeguarding procedures: monitor implementation		A	R	R	R	R	LGB to monitor individual school. Safeguarding lead will report to LGB and Trustees on success of implementation.
Term Time	Term Time dates: set	I	A	I	R	C	I	The Trust will adhere to the LA set dates. Individual academies will set their own PD days and share with LGB.
	School day: times		A	R	R	R	I	Individual school timings may differ but overall contact time will become consistent across all schools.