## MAKERFIELD ACADEMY TRUST SCHEME OF DELEGATION

## INTRODUCTION

The table below describes the delegation of powers and responsibilities by the Trustees to the Local Governing Board. The responsibility for each decision is indicated with an 'X' in the appropriate cell, "A" indicates an advisory role for this decision. Where a cell is shaded out, the function cannot sensibly (or statutorily) be carried out at this level. Although decisions may be delegated, it is the Trust that remains accountable for the exercise of that responsibility.

The effectiveness of the Academy Trust and the Local Governing Boards shall be kept under review by the Trustees, and the Scheme of Delegation will usually be annually. However, where an Academy is assessed as being 'at risk' either because of declining educational outcomes or concerns about the financial management within an Academy of the Trust, the Trustees may adjust the Scheme of Delegation mid-year

Where weak governance is identified as a barrier to the Academy's improvement, the Scheme of Delegation and the LGB may be removed on a temporary basis. In these circumstances, an Interim executive committee ("IEC") will be formed by the Trustees to support the Academy, constituted from key personnel drawn from the Trustees and the local governing bodies of other academies operated by the Trust

xx Multi Academy Trust Scheme of Delegation

	,	y Trast contine of Belegation	Trustees	CEO	Byrchall Local Governing Body Decision Level			Decision Level		
					Trust	LGB	HoS	Trust	LGB	HoS
Central Services	1.	Establish a central budget for corporate services	х							
	2.	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies	х							
	3.	To identify those additional services to be procured on behalf of individual academies	х							
	4.	To ensure centrally procured services provide value for money	х							
Budgets	5.	Approve the consolidated Trust budget plan for the financial year	x							
	6.	To determine the proportion of the overall Academy budget to be delegated to individual Academies	х							_ <del></del>
	7.	To approve the first formal budget plan each financial year (Academy)	х							
	8.	Monitor Trust expenditure	х							
	9.	Monitor Academy expenditure				Х				
	10.	Approve the Financial Policies & Procedures	Х							
	11.	Carry out financial processes in line with the Finance Policies	Х							
	12.	To establish financial decision levels and limits	х							
	13.	To appoint the Responsible Officer	х							
	14.	Appoint an audit committee	Х							
Staffing	15.	Appointment of CEO and CFO (and any other appointment to the SLT of the Trust)	x							
	16.	Appointment of Head of School, Deputy or Assistant Headteacher (selection panel) (Academy)	х		In consultation with LGB					
	17.	Appointment of Senior leader (selection panel) (Academy)		х		X	X			
	18.	Appoint other teachers (Academy)				Х	X			
	19.	Appoint educational support staff (Academy)					X			
	20.	Appointment of finance and admin staff		CFO			X			
	21.	Agree HR policies including pay policy	Х							
	22.	Establish disciplinary/capability procedures	х							
	23.	Dismissal of the CEO	х							
	24.	Dismissal of Head of School	Х							
	25.	Dismissal of other staff				х				

			Trustees	CEO	Byrchall Local Governing Body Decision Level			Decision Level		
					Trust	LGB	HoS	Trust	LGB	HoS
	26.	Suspension of CEO	х							
	27.	Suspension of Head of School		х						
	28.	Suspension of other staff					x			
	29.	Ending suspension (CEO)	х							
	30.	Ending suspension (Head of School)		х						
	31.	Ending suspension (except Head of School)					х			
	32.	Determine staff complement	х			Α				
	33.	Determine severance/compensation payments/early retirement (excluding CEO)	х							
Curriculum and Standards	34.	' '								
	35.	,	х							
	36.	' '				X				
	37.	, , , ,		х						
	38.						X			
	39.	1 /	х							
	40.	Prohibit political indoctrination and ensuring the balanced treatment of				х				1
	10.	political issues, including support for 'British Values'.								
	41.		х							
	42.	1 7 11				X				
	43.	0 0 1 1	х							
	44.	Approve and publish targets for pupil achievement	X							
Appraisal and										
Performance Management	45.	To establish and annually review the Appraisal Policy for the Trust	Х							
		Appraisal of the CEO	х							<u> </u>
	47.	Appraisal of the Head of School		х						
	48.		х							
Complaints	49.	, ,	x							
	50.	To implement the Complaints Policy				X	Х			

			Trustees	tees CEO	Byrchall Local Governing Body Decision Level			Decision Level		
					Trust	LGB	HoS	Trust	LGB	HoS
Discipline /Exclusions	51.	Establish a discipline policy	x							
	52.	Review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions Can be delegated to chair/vice-chair of the LGB in cases of urgency)				x				
	53.	Appointment of an Independent Review Panel to hear appeals against a permanent exclusion	х							
Admissions	54.	To consult, establish and review the Trust's model admissions policy	х							
	55.					х				
	56.	· · · · ·				х				
										<u> </u>
Religious Education	57.	Responsibility for ensuring provision of RE				x				
Collective Worship	58.	To ensure that all pupils take part in a daily act of collective worship				х				
Premises & Insurance	59.	Ensure buildings and liability insurances are in place	x							
	60.	Develop a school buildings strategy or master plan		CFO						
	61.	Refurbish and maintain buildings, including developing properly funded maintenance plan		CFO						
Health and Safety	62.	Institute a Health and Safety Policy	х							
_	63.	Ensure that health and safety regulations are followed				Х				
	64.	Ensure that school lunch nutritional standards are met where provided by the LGB				х				
	65.					Х				
School organisation	66.		х							
-	67.	Establish and monitor the Attendance Policy	х							
	68.	Monitor the Attendance Policy				Х				
Safeguarding	69.	Institute a Safeguarding Policy	х							
<u> </u>	70.					Х				

			Trustees	CEO	Byrchall Local Governing Body Decision Level			Dec	cision Level	
					Trust	LGB	HoS	Trust	LGB	HoS
Information for Parents	71.	Prepare and publish information for parents including school prospectus if applicable. Compliant website provision	х				x			
Decord and LCD										
Board and LGB Procedures	72.	Approve the Articles of Association and any subsequent amendments	x							
	73.	Appoint (and remove) the Clerk to the Trustees	х							
	74.	Appoint (and remove) the Clerk to the LGB	х							
	75.	Establish LGB meeting format and procedures	х							
	76.	Ensure LGB meets and complies with guidance prepared by Trust	х							
	77.	Ensure a Register of Directors' Business Interests, Gifts & Hospitality is maintained	x							
	78.	Ensure a Register of Governors' Business Interests, Gifts & Hospitality is maintained				х				
	79.	Establish a Trustee and Governors Expenses Scheme	х							
	80.	Discharge duties in respect of pupils with special needs by appointing a "responsible person"	х							
	81.	To ensure that all statutory policies and procedures required by academies within the Trust are in place	х							
	82.	To determine the LGB procedures	х							
	83.	Consider an application for a school or academy to join the Trust	х							
	84.	Review the Trust's key performance indictors	х							