



## Scheme of Delegation

Function	Task	1	2	3	4	5	Notes
Executive Trust Governance	1 Approve changes to the Company's constitution i.e. the Articles of Association	X					
	2 Recommend to the Members any changes to Company's Articles of Association		X				
	3 Approve and/or remove Board Trustees if required	X					
	4 Establish and approve changes to the Scheme of Delegated Authority		X				
	5 Appoint the Chair and Vice Chair of the Board of Trustees		X				
	6 Appoint the Chairs of Committees of the Board of Trustees		X				
	7 Appoint Clerk to the Board of Trustees and include the role of the Company Secretary in this role		X				
	8 Set up Register of Directors' and Governors' Business Interests			X			
	9 Approve Trustees and Governors Expenses scheme		X				
	10 Appoint Chief Accounting Officer		X				
	11 Appoint Chairs of MAT sub-committees		X				
	12 Approve Trust Budget plans for the coming year		X				
	13 Recommend Trust Budget plan for financial year		X				
	14 Propose MAT expansion opportunities	X	X	X	X	X	
	16 Consider/Agree MAT expansion and undertake due diligence + Sponsorship Agreement		X				
	17 Approve Trust development plan		X				
	18 Review progress against Trust development plan		X				
	Oversight of Local Governance	19 Propose the Chairs of LGBs				X	
20 Approve the appointment of the Chairs of LGBs			X				
21 Appoint the Chairs of sub committees					X		
22 Appoint Clerk to LGBs					X		



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	23	Appoint appropriate Governors for LGBs (excluding staff/parent gov's)				X		All stakeholder able to propose changes. Approval lies with Trust
	24	Approve the appointment of staff and parent governors to LGBs				X		
	25	Review performance of LGB		X				
	26	Suspend and/or dismiss LGB governors		X				
	27	Propose changes to the Scheme of Delegated Authority		X	X	X	X	
Finance	28	Recommend LGB Budget Plan for financial Year				X		So MAT can examine potential economies of scale- think about HR services, payroll, catering, premises management, IT
	29	Approve LGB Forecast for Current Year & Budget Plan for following year		X				
	30	Monitor Trust Budget at least termly		X				
	31	Monitor LGB Budget at least termly				X		
	32	Monitor academy monthly expenditure					X	
	33	Agree budget adjustments up to £50,000 within the annual approved budget				X		
	34	Agree LGB budget adjustments over £50,000		X				
	35	Approve financial, accounting and procurement policies		X				
	36	Enter into contracts (up to £100,000) except salaries				X		
	37	Enter into contracts (above £100,000) except salaries		X				
	38	Tender and Approve the appointment of auditors subject to relevant member approval		X				
	39	Approve MAT banking arrangements		X				
40	Produce and review year end accounts		X					
Company Staffing and Performance	41	Performance review of CEO		X				
	42	Suspend/end the suspension of the CEO		X				
	43	Dismiss the CEO		X				



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	44 Approve changes to Trust staffing structure including recruitment		x				Trustees will be involved in the appointment of senior staff
	45 Approve Headteacher of academy appointments		x				
	46 Dismiss Headteacher and ' head office' staff		x				
	47 Approve staff, HR, pay, performance and disciplinary policies		x				
	48 Appointment of company staff			x			
	49 Participate in the appointment of Trust staff		x				
School Leader Appointments, Performance and Accountability	50 Set targets/objectives for school Headteachers				x		Given 63 then the Headteacher and LGB must not take action which presents a financial liability to the Trust without the knowledge and approval of the Trust.
	51 Participate in the performance review of Headteachers			x			
	52 Approve targets and objectives set for school Headteachers		x				
	53 Monitor targets and objectives set for Headteachers termly				x		
	54 Participate in target/objective monitoring of Headteachers/		x				
	55 Recommend appointment of school Headteacher				x		
	56 Participate in the appointment of school Headteacher			x	x		
	57 Approve the appointment of school Headteacher		x				
	58 School Deputy Headteacher appointment (subject to prior LGB approval)					x	
	59 Advise and recommend the Deputy Headteacher appointment					x	
	60 Approve Deputy Headteacher appointment				x		
	61 Propose to suspend/end suspension of a school Headteacher				x		
	62 Advise on the suspension/end of suspension of a Headteacher			x			
	63 Approve the suspension/end of suspension of a school Headteacher		x				
64 Teaching staff appointments					x		
65 Propose staff, HR, pay, performance and disciplinary policies				x			



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	66	Approve changes to school staffing structure (within budget approved by Trustees)				X		
	67	Suspension of other staff					X	
	68	Ending suspension of other staff					X	
	69	Dismissal of other staff					X	
	70	Propose dismissal payments/early retirement				X		
	71	Approve dismissal payments/early retirement if there is a financial burden on the Trust		X				
	72	Performance review of other staff					X	
Curriculum Performance	73	Approve school development plan				X		
	74	Review progress against school development plan				X		Progress against KPIs need to be reported to the Trust
	75	Report progress across company against all Academy Development Plans			X			High level statement held with the Trust as part of vision and values, delivery in line with statement is the responsibility of the LGB
	76	Review progress across company against all Academy Development Plans		X				
	77	Approval of curriculum philosophy statement		X				
	78	Establish and implement curriculum policy				X		
	79	Propose performance and curriculum policies				X		
	80	Responsibility for standards of teaching					X	Trust should be able to scrutinise and challenge targets/performance
	81	Provision of sex education					X	
	82	Arrangements for collective worship				X		Trust through CEO will monitor in line with the agreed accountability framework as established by the Trust
	83	Propose targets for pupil achievement				X		
	84	Approve LGB targets for pupil achievement and recommend to Board			X			
	85	Monitor targets for pupil achievement				X		



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	86	Report, monitor & if necessary intervene to support the delivery of pupil achievement			X			
Discipline	87	Approve pupil behaviour policies				X		Trust will need to convene and manage appeals against LGB decisions to exclude
	88	Monitor implementation of pupil behaviour policies				X		
	89	Monitor issues implementation of pupil behaviour policies & take relevant actions arising				X		
	90	Exclude a pupil more than 15 days or permanently				X		
	91	Review exclusion on appeal		X				
	92	Direct re-instatement of excluded pupils after appeal		X				
Admissions	93	Propose admissions policy				X		The Trust will need to be satisfied that the policy is legal and fair
	94	Consult on an admissions policy				X		
	95	Approve admissions policy		X				
	96	Approve PAN annually, consulting with LGBs		X				
	97	Admissions: application decisions				X		
	98	Approve admissions prospectus				X		
Premises /Insurance	99	Approval of appropriate buildings and other relevant insurance (including Governors)		X				CEO will assess capital stock, depreciation and future need in conjunction with other school headteachers. Trust will approve.
	100	Develop and recommend to the MAT Board the capital strategy			X			
	101	Develop and recommend to the MAT Board the school maintenance strategy			X			
	102	Approve Trust wide capital development strategy		X				
	103	Approve Trust school maintenance strategy		X				
	104	Approve academy premises related policies				X		
Health and Safety	105	Approve local health and safety policy				X		
	106	Monitor implementation of health and safety policy				X		



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Function	Task	1	2	3	4	5	Notes
	107	Approve a school risk management plan				X	
	108	Monitor school risk management plan				X	
	109	Monitor implementation of school risk management plans				X	
	110	Approve Trust risk management plan		X			
	111	Monitor Trust risk management plan		X			
	112	Approve business continuity plans		X			
	113	Monitor implementation of school business continuity plans				X	
	114	Review company-wide implementation of school continuity plans			X		
Academy Organisation	115	Recommend dates of school terms and holidays				X	Trust will need to ensure dates are considered strategically
	116	Approve dates of school terms and holidays				X	
	117	Monitor school holiday dates on behalf of the trust			X		
	118	Ensure that school meets a minimum number of sessions in a school year				X	
School Meals	119	Ensure that school lunch nutritional standards are met				X	
	120	Responsibility for provision of free school meals, reporting back to the Trust as required					X
	121	Ensure the provision of universal free school meals offering to infant age pupils				X	
	122	Approval of additional activities				X	
Extend Provision	123	Monitoring the delivery of services , reporting back to the MAT Board as required					X
	124	Approval of Extended Services				X	
	125	Cease providing extended school provision				X	
Safe - guarding	126	Complete and maintain Single Central Record					X
	127	Appoint safeguarding governor				X	



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	128	Annual approval of school safeguarding review				x		
	129	Undertake annual review of school safeguarding and report to MAT Board as required				x		

- 1. Members** - Oversight meeting about once a year unless there is a crisis
- 2. The Board of Trustees** - Meeting three times a year minimum, really the `governors` of the Trust receiving reports from the local governing bodies and CEO, holding the vision and examining strategic MAT issues such as the overall performance and direction of the MAT
- 3. CEO** Operating on behalf of the Trustees and providing the educational support and advice for the Trustees. Responsible for MAT strategy, operations and delivery, including the accountability framework, support, challenge as well as the wider educational of the family of schools. **CEO is also the Chief Accounting Officer.**
- 4. Local Governing Body** - Day to day management of an individual school, providing the role of governors and reporting to the Trustees on performance and finance.
- 5. Headteacher** - Accountable to the local governing body and the Board of Trustees. Responsible for the day-to-day management of the school, standards, progress, staff appointments and capability



Communitas Education Trust

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### **Scheme of delegation (2) in addition to the above:**

1. In the exercise of its powers and functions, the LGB must follow all recommendations given by the CEO and/or the Trustees.
2. The LGB must ensure there is a representative of the Board on appointment panels for all senior leadership team positions.
3. The LGB may, in line with the Trust Pay Policy and the Budget Plan, award pay discretions to staff other than the Headteacher or Principal, consistent with recommendations from the PR Procedure and in consultation with the views of the CEO.
4. Were a situation to arise whereby the CEO did not feel that the Local Governing Body was acting in the best interests of the Trust in both their support and challenge to the Principal, the CEO would be able to insist on a course of action.