

Everyone Matters Schools Trust

Scheme of Delegation

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within the Everyone Matters Schools Trust (“the Trust”) – the Members of the Trust, Trust Board, CEO, Local Governing Boards (LGBs) and Principals.

This summary is designed for use by governance stakeholders within the Trust and external regulators, including Ofsted and the Education & Skills Funding Agency (“EFSA”).

Summary of governance structure

Within the Trust, the overarching approach to delegations for each governance tier is as follows:

- **Members** – Members have responsibility for ensuring that the charitable purpose of the trust is pursued. They have a limited and distinct role as set out in the scheme of delegation below.
- **Trust Board** – The Trust Board holds the ultimate legal accountability for all aspects of operation delivery, policy and decision making. They oversee the management and administration of the Trust and the academies within it. The Board will deal with non delegated key matters such as strategic direction, vision and values and educational targets.
- **Chairs Action** in certain circumstances in between meetings when a decision is needed by the Trust board and written agreement cannot be obtained from the Trustees. The Chair in these exceptional circumstances has the power to act on the behalf of the board and then have the action shared and retrospectively approved by the Trust Board.
- **CEO** – Holds delegated responsibility from the Trust Board to manage the day to day activities of the trust.
- **Local Governing Boards** – LGBs hold delegated power from the Trust Board at Academy level to make decisions and scrutinise at a local level.
- **Academy Principals**** – The Academy Principals within the Trust are responsible for all aspects of the day to day running of their setting and operational delivery of Academy improvement plans. ** The term Academy Principal is interchangeable with Headteacher when appropriate.

A multi academy trust’s board of trustees is accountable in law for all major decisions about all the schools within the trust. However, this does not mean that the board is required to carry out all the trust’s governance functions and many functions can and should be delegated elsewhere, including to the CEO, the board’s committees, and to LGBs.

At all levels of delegation, the Trust Board retains the right to withdraw delegation of certain responsibilities or functions if performance in the delegated area is a cause for concern or there is a need to refocus the delegated powers to secure rapid improvements. For example, if a school's leadership and management is judged to be inadequate, the trustees may wish to take responsibility for governance at a local level to ensure the correct support and scrutiny is in place.

The decisions as to which powers the board has delegated are recorded in the table below. This allows individuals and groups to act promptly when such power is within their remit.

Reading the grid
Description of actions to be undertaken at this level included within the grid.
These are: Approve appointment or removal, Review and Agree, Propose and recommend, Agree and Approve, Act, Act and Inform, Consult and Inform, Consult and Advise, Conduct, complete and develop, Establish and Review
< / > - Demonstrates which way up/down the decision chain the advice must be provided
Note: Decisions retained by the trust board may be delegated to a board committee but not to the CEO, academy committee or HT

Governance function		Members	Trust Board	Trust Board Committees	CEO	Local Governing Boards	Principal
Governance Function	Trustees: appoint/remove	Approve appointment or removal					
	Parent LGB members: appoint when elected		Agree and Approve			Appoint	
	Board committee chairs: appoint and remove		Appoint and Remove			Propose and recommend	
	Named safeguarding trustee: appoint and remove		Appoint and Remove				
	LGB chairs: appoint and remove		Appoint and Remove			Propose and recommend	
	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
	LGB members: appoint and remove		Appoint and Remove			Propose and recommend	
	Clerk to board: appoint and remove		Appoint and Remove				
	LGB Governance Professional appoint and remove		Appoint and Remove			Consult	
	Chairs Action: Chair's action is the procedure by which the chair of the board can take unilateral decisions, bypassing usual processes, in		Chair of Trust Board			Chair of LGB	

	specific circumstances of urgency. This would be when “delay... would be likely to be seriously detrimental to the interests of the school; any pupil at the school, or their parent; or a member of staff”. This cannot be used to approve budget, suspend governors, discontinue school or pass policies relating to the management of staff						
Governance framework: systems and structures	Articles of association: review and agree	Review and Agree	Propose and recommend				
	Governance structure for the trust: establish and review annually		Establish and Review				
	Committee terms of reference and scheme of delegation: agree annually		Agree and Approve				
	Annual schedule of governance business: agree		Agree and Approve			Propose and recommend	
	Self-review of trust board and committees: complete annually		Conduct , complete and develop				
	Self-review of academy committees (LGBs): complete annually					Conduct, complete and develop	
	Chair’s performance: carry out 360° review periodically		Conduct, complete and develop				

	Trustee/academy committee contribution: (LGB) member review annually		Conduct, complete and develop			Conduct, complete and develop	
Governance framework: reporting	Publish governance arrangements on trust and schools' websites: ensure				Act		Act
	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
	Annual report on the performance of the trust: submit to members and publish				Act	Consult	Consult
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		Act				
	ESFA required reports and returns - submit		Act		Advise		

	Annual report work of academy committee (LGB): submit to trust and publish					Act	
Being strategic	Determine trust wide policies which reflect the trust's values: approve		Agree and Approve		Propose and recommend	Consult	Consult
	Determine school level policies: approve					Agree and Approve	Propose and recommend
	Management of risk: establish register, review and monitor		Establish, register, review and monitor	Review and monitor	Advise		
	Engagement with stakeholders: ensure		Act		Act	Act	Act
	Determine trust's vision, strategy and key priorities: approve		Agree and Approve		Propose and recommend	Consult and inform	Consult and inform
	Determine schools' vision, strategy and key priorities: approve				Approve	Approve	Propose and Recommend
	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
	Chief executive officer: appoint and dismiss		Agree and Approve	Appoint or dismiss			
	Accounting officer: appoint and dismiss		Agree and Approve	Appoint or dismiss			
	HTs: appoint and dismiss				Agree and approve	Appoint or dismiss	

	Budget plan to support delivery of trust key priorities: agree		Agree and Approve		Advise		Consult
	Budget plan to support delivery of schools' key priorities: agree		Informed		Agree	Propose and recommend	Consult
	Trust's staffing structure: agree		Agree and Approve		Advise		
	Schools' staffing structure: agree				Agree	Propose and Recommend	Advise
	Admission of new academies to the MAT		Agree and Approve		Advise		
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment, whistleblowing): agree auditing and reporting arrangements		Agree auditing and reporting arrangements	Agree	Accountable	Responsible	Responsible
	Monitoring progress on key priorities: agree reporting arrangements		Agree reporting arrangements	Agree reporting arrangements	Advise		
	Performance management of the chief executive: undertake		Agree and Approve	Undertake and Recommend			
	Performance management of HTs: undertake				Agree	Undertake and recommend	

	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
Financial oversight	External auditors: appoint	Appoint					
	Chief financial officer: appoint		Appoint	Appoint	Advise		
	Trust's scheme of financial delegation in the Trusts Financial Procedure Manual: establish, monitor and review		Establish Monitor and Review	Establish, Monitor and Review	Advise		
	External auditors' report: receive and respond		Receive and Respond	Advise	Advise		
	CEO and Director of Business and Finance (CFO) pay award: agree		Agree	Agree			
	Principal's pay award: agree		Agree	Agree	Advise	Propose and Recommend	
	Staff appraisal procedure and pay progression: review and agree		Review and Agree	Review and Agree	Propose and Recommend	Agree	Advise
	Benchmarking and trust wide value for money: ensure robustness		Review and ensure	Review and ensure	Advise		
	Monitoring budget: agree reporting		Agree reporting	Agree reporting	Advise	Advise	
Admissions	Setting Admissions Policies		Agree	Agree	Propose and Recommend		Advise

	Keeping Admission and Attendance Registers						Act
	Compliance with admissions and appeals codes		Act	Act	Act		
	Arranging suitable independent appeals panels				Act		
	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
	Setting individual academy PANs		Approve	Approve	Advise	Propose and Recommend	Advise
Safeguarding	Setting of Safeguarding Practices and Policies					Approve	Advise
	Support for LAC, Disadvantaged and SEN students						Act
	Monitoring effect of additional grants						Act
	Monitoring amount of additional grants					Act	
	Setting and monitoring of Behaviour Policy					Act	<Advice
	Monitoring of Single Central Record				Act	Act	Act
	Statutory Safeguarding Employment Checks				Act	Act	Act

Standards, Curriculum and Assessment	Set the Trust approach to Curriculum and Assessment with regard to statutory requirements				Act		<Advise
	Develop statutory curriculum policies				Advise >		Act
	Trust and Academy academic targets				Advise>		Act
	Academy Self Evaluation				Advise>	Advise>	Act
	Delivery of careers guidance						Act
	Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
	Term dates		Agree and approve		<Advise	<Advise	<Advise
	Length of the Academy Day		Agree and Approve		<Advise	<Advise	<Advise
	Fixed Term Exclusions				Advise>		Act
	Permanent Exclusions				Advise>		Act
	Exclusion Reviews					Act	
Human Resources	Approval of annual staffing plan				Act	Propose and Recommend	<Advise
	Authority to increase academy/organisational		Act	Act	Act		<Advise

headcount within existing staffing budget						
Job Description – Sign off		Act	Act	Act		<Advise
Job evaluation policy and procedures		Act	Act			
Varying employment terms and conditions		Act		<Advise		<Advise
Suspension of academy staff (deputy principal and below)				Consult and Advise>		Act and inform
Suspension of the principal				Act		
Suspension of executive staff				Act		
Suspension of the Chief Executive Officer		Act	Act			
Governance function	Members	Trust board	Trust Board Committees	CEO	Local Governing Boards	Principal
Dismissal of academy staff (deputy principal and below)				Consult and Advise >	Act	Act and inform
Dismissal of the principal				Act	<Advise	
Dismissal of executive staff				Act		
Dismissal of the Chief Executive Officer		Act	Act			
Appeals		Act			Act	

Complaints	Complaints made under Stage 2 of the policy (formal complaint)				Consult and Advise>		Act and inform
	Complaints made under Stage 2 of the policy about the principal (formal complaint)				Consult and Advise>	Act and inform	
	Complaints made about executive trust staff under Stage 2 of the policy (formal complaint)				Act		
	Complaints made about the CEO under Stage 2 of the policy (formal complaint)	Act	Act				
	Complaints made under Stage 3 of the policy (regarding the academy, all staff including the principal)					Act	
	Complaints made under Stage 3 of the policy (regarding the executive team, including the CEO)	Act	Act				
Estates Management	Trust wide estates vision		Responsible		Responsible	Support	Support
	Trust Health and Safety Policy		Accountable		Accountable		
	School Health and Safety Policy					Repsonsible	Responsible
	School Preplanned Maintenance Schedule				Responsible		Responsible
	Trust Sustainability Plan		Accountable		Accountable	Support	Support
	School Sustainability Plan					Responsible	Responsible

	Trust and School Energy Saving Policy		Accountable		Accountable	Responsible	Responsible
--	---------------------------------------	--	-------------	--	-------------	-------------	-------------