

SOUTH WEST ESSEX COMMUNITY EDUCATION TRUST SCHEME OF DELEGATION

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and member academies.

The bodies/individuals may include:

1. Members of the Trust
2. Board of Trustees
3. Trust Finance & Audit Committee
4. Trust HR & Remuneration Committee
5. Local Governing Body
6. Trust Chief Executive Officer
7. Trust Chief Operating Officer
8. Leadership Group of Headteachers
9. Headteacher of Individual Academies

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body (where applicable). While the Scheme is designed to be comprehensive it will not cover every task and will be revised at least annually or when significant change occurs.

Trust Policies

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. These policies may include those listed below.

Sex Education	Pay & Remuneration
Religious Education	Disciplinary
Child Welfare & Safeguarding	Re-structuring and Redundancy
Attendance	Job Role, Grade & Salary
Pupil Premium	Grievance
Health & Safety	Capability
Academy Trips	Whistleblowing
Complaints	Employee Health & Safety
SEN & Inclusion	Financial Regulations & Procedures
	Asset Management
	Procurement

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	Fin Cttee	HR Cttee	LGB	CEO	COO	Ldr Grp	HT
1.	Governance									
1.1.	Approve & Amend Trust Articles of Association	Members only	A				R	D		
1.2.	Approve & Amend Trust Board Terms of Reference		A				R	D		
1.3.	Approve Trust Scheme of Delegation		A				R	D		
1.4.	Approve new convertor or sponsored academies joining MAT		A				R		C	P
1.5.	Establish Trust Committees		A				R			
1.6.	Establish Working Parties or Sub Committees of the LGBs					A				R
1.7.	Approve & Amend Trust Committee Terms of Reference		A				R	D		
1.8.	Appoint Chair of Trust Board		A							
1.9.	Appoint (and remove) Chair(s) of Trust Committees	Annually by Chair, Vice Chair of Trust Board and CEO	A							
1.10.	Appoint (and remove) Trust Committee members	As per agreed composition	A							
1.11.	Appoint (and remove) LGB members	Recommended by the Chair of the LGB	A			R				
1.12.	Appoint (and remove) Clerk to Trust Board		A					R		
1.13.	Appoint (and remove) Clerk to Trust Committees		A			C		R	C	C
1.14.	Organise calendar of Trust Board and Trust Committees		A				R	D	C	
1.15.	Approve Trustees Expenses Policy		A					R		
2.	Trust & Academy Performance, Curriculum and Teaching									
2.1.	Trust Strategic Plan		A				R	C	C	
2.2.	Academy Performance Targets		A			C	R		C	D
2.3.	Academy Performance Review e.g. SEF		A			M	R			P
2.4.	Academy 3 year plan					C	A			P
2.5.	Academy 1 Year Plan					C	A			P
2.6.	Teaching & Learning Policy					A	C		C	P
2.7.	Curriculum Policy					A	C		C	P
2.8.	Sex Education Policy		A			C	P		RM	P
2.9.	Religious Education Policy		A			C	P		RM	P
2.10.	SEN & Inclusion Policy		A			C	P		RM	P
2.11.	Trust CPD Plan		A				R		D	
2.12.	Trust Inset Days						A		D	
3.	Staff Policies and Pay									
3.1.	Pay & Remuneration Policy		A		RM		P	C	C	
3.2.	Job Role Salary & Grading Policy		A		RM		P	C	C	
3.3.	Changes to Employee Terms & Conditions or Collective Agreements		A		R		P		C	
3.4.	Adoption of Transferring Policies and Collective Agreements		A		R		P			

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3.5.	Teachers Annual Pay Award		A	C	R		P		C	
3.6.	Support Staff Annual Pay Award		A	C	R		P		C	
3.7.	Individual Performance Pay Awards				A		R			P
3.8.	Performance Management & Appraisal Review Policy	Procedures at each school to reflect local practice	A		RM		P		C	D
3.9.	Disciplinary Policy		A		RM		P		C	
3.10.	Grievance Policy		A		RM		P		C	
3.11.	Capability Policy		A		RM		P		C	
3.12.	Whistleblowing Policy		A		RM		P		C	
3.13.	Re-structuring & Redundancy Policy		A		RM		P		C	
4.	Staff Management									
4.1.	Academy staff complement, structure and grades				A	C	C	C	C	P
4.2.	CEO appointment	Led by Chair of the Board	A						C	
4.3.	Trust leadership structure									
4.4.	Headteacher appointment		A			C	R			
4.5.	Deputy Headteacher appointment		A			C	R			R
4.6.	Teaching and support staff appointments								C	A
4.7.	Suspension of CEO		A							
4.8.	Return of CEO after suspension		A							
4.9.	Dismissal of CEO		A							
4.10.	Suspension of Headteacher		A			C	RI			
4.11.	Return of Headteacher after suspension		A			C	RI			
4.12.	Dismissal of Headteacher		A			C	RI			
4.13.	Suspension of teaching and support staff						C			I
4.14.	Return of teaching and support staff after suspension						A			RI
4.15.	Redundancy of staff		A	C	R		P		C	P
4.16.	Restructuring of staff		A	C	R		P		C	P
5.	Financial Governance & Management									
5.1.	Trust & Academy Financial Regulations and Procedures		A	R				P	C	
5.2.	Appoint Trust auditors			A				R		
5.3.	Academy 1 year Budget	To incorporate Trust charges		A		C		R	C	P
5.4.	Trust 1 year Budget		A	R			C	P		
5.5.	Academy 3 year Budget Plan			A		C		R	C	P
5.6.	Trust 3 year Budget Plan		A	R			C	P		
5.7.	Academy Interim Year End Accounts	To be consolidated					C	A		PR
5.8.	Trust Interim Year End Accounts	Consolidated accounts		A			R	P		
5.9.	Trust Annual Accounts		A	R			P	D		
5.10.	Trustees Report		A	R			P			
5.11.	Trust Academies Accounts Return to EFA							I		
5.12.	Response to Auditor's Management Letter		A	R			R	P		
5.13.	Academy YTD reports			M			M	R		M

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5.14.	Trust YTD reports		M	M			M	R		
6.	Academy Policies & Procedures									
6.1.	Academy times, terms and holidays		A				R		P	D
6.2.	Change of Academy Age Range		A	C			R	C	R	P
6.3.	Expansion of Academy PAN		A	C			R	C	R	P
6.4.	Extension of Academy provision (EYFS)		A	C			R	C	R	P
6.5.	Safeguarding Policy		A			CM	R		R	P
6.6.	Attendance Policy & Plan		A			CM	R		R	P
6.7.	Pupil Premium Policy & Plan					AM	C	C	C	R
6.8.	Pupil Behaviour & Exclusions Policy					AM	C		C	P
6.9.	Short-term Exclusion									A
6.10.	Return after short-term exclusion									A
6.11.	Permanent Exclusions	Hearing to be held								I
6.12.	Complaints Policy		A				R	D		
6.13.	Admissions Policy		A			R	C		C	P
6.14.	Admissions Appeals	Independent panel				I				
6.15.	Academy prospectus					A	C		C	P
6.16.	Academy website					A	C	C	C	P
6.17.	Academy logo & branding					A	C	C	C	P
6.18.	Academy uniform					A	C		C	P
7.	Premises Management									
7.1.	Academy Premises Management Strategy			A				C		RP
7.2.	Trust Estates Plan			A			C	R		
8.	Health & Safety									
8.1.	Educational Visits Policy		A				R	D	C	
8.2.	Trust Health & Safety Policy		A				R	D	C	
8.3.	Academy Health & Safety Policy					A		C		R
9.	Other									
9.1.	Freedom of Information		A				R	D	C	
9.2.	Trust Data Protection Policy		A				R	D	C	
9.3.	Academy Data Protection Policy					A		C		R