

Scheme of Delegation Version 8 May 2024

RATSI Decision Framework Key

R: Responsible - makes sure the work is done to an agreed standard - not necessarily doing the work

A: Authority - key decision maker

T: Task - responsible for doing the work

S: Support - Provides inputs in critical or exceptional situations requiring judgement calls

I: Informed - is given information that the task has been done successfully

Important note: The Finance, Audit, Premises and Personnel Committee shall have responsibility for all delegations allocated separately to the Finance and Personnel Committee and the Audit and Risk Committee until 31 August 2024. From the 1st September 2024 each committee will be responsible for its own delegations as listed below.

Overarching Governance

Member matters

	Delegation Schedule	Members	Trust Board	CEO	CFO	COO	LSB	Headteachers	Comments/Notes
1	Signatories to amendment of Articles of Association	A	R	ST					
2	Right to amend Articles of Association	A	RT	S					
3	Organise Members' Meetings	A		RT	S				Extraordinary meetings may also be called by Directors or Members. Decisions may be made by written resolution between meetings.
4	Appoint/remove Members	ART	I	S					
5	Appoint/remove Trustees	ART	IT	S	I	I	I	I	Dismissal Decision Body: Panel of trust board (including Vice Chair of trust board) Appeal: Panel from trust board (3 other members of the trust board)
6	Ensure appropriate procedures are in place for the recruitment of Member Appointed Trustees both in terms of finding suitable candidates and putting in place an open and robust selection process for candidates.	A	S	RT					
7	Complete Member Register of Interests, and keep under regular review	R		AST					Financial Scheme of Delegation 3.3 schools Financial Handbook

8	Hold Trustees to account for achieving the Trusts objectives, effective governance and working with the law and any guidance on the governance of academy trusts	RTA							Financial scheme of delegation 1.1 schools Financial Handbook NGA Academy Trust role of members Funding agreement 1.13111, 1.22
9	Determine the name of the Trust	RIA	T	I	I	I	I	I	NGA Academy Trust role of members
10	Appoint Auditors	A			TR				schools Financial Handbook
11	Receive Statutory Accounts	A	RI		T	I	I		schools Financial Handbook
12	Dissolve the company	AR	S	ST	S	I	I	I	NGA Academy Trust role of Members
Board Matters									
	Delegation Schedule	Members	Trust Board	CEO	CFO	COO	LSB	Headteachers	Comments/Notes
13	Complete Director/Trustee Board skills audit and training plan annually		AR	ST					
14	Appoint/Remove Chair of Trustees	I	ART	I	I	I	I	I	Articles of Association Dismissal Decision Body: Panel of trust board (including Vice Chair of trust board) Appeal: Panel from trust board (3 other members of the trust board)
15	Appoint/Remove Vice Chair of Trustees	I	ART	I	I	I	I	I	Articles of Association Dismissal Decision Body: Panel of trust board (including Chair of trust board) Appeal: Panel from trust board (3 other members of the trust board)
16	Appoint clerk to the Trustees		AR	TS					Articles of Association
17	Appointment of CEO	I	ART	I	I	I	I	I	Articles of Association
18	Appoint Head teachers or Heads of Schools of schools	I	S	ART	I	I	S	I	Articles of Association. LSB to work jointly with CEO.
19	Determine and allocate specific Trustee roles in safeguarding/child protection and others as required		AR	ST			I		
20	Agree Scheme of Delegation	I	AR	ST	I	I	I	I	
21	Complete Trustee Register of Interests and keep under regular review		AR	ST					Articles of Association Companies Act
22	Approve Board of Trustees' Annual Schedule of Business		AR	ST	I	I	I	I	
23	Approve Terms of Reference for Members, LSBs and Finance, Premises and Personnel Committee and Audit and Risk Committee		AR	ST	I	I	I	I	
24	Determine policy review process and schedule		AR	ST	I	I	I	I	
25	Review of Governance and Board Effectiveness		ART	S	I	I	I	I	
26	Delegate powers and functions to the CEO, Head teachers and committees including the LSB and any other holder of an executive office, ensuring delegated powers, arrangements for reporting and rescinding powers are documented		AR	ST	I	I	S	I	

27	Ensure sufficient capacity and expertise to manage the finances of all schools		A	R	ST	I			
28	Provide assurance on progress against objectives		A		RT				
LSB Matters									
	Delegation Schedule	Members	Trust Board	CEO	CFO	COO	LSB	Headteachers	Comments/Notes
29	Determine and allocate role, rules and reporting requirements of LSBs by way of Scheme of Delegation		AR	ST	I	I	S	I	
30	Determine LSB composition		AR	ST	I	I	S	I	
31	Appointments to LSB		A	S			R	ST	
32	Review Staff applications and hold Parent Governor elections for LSB		A				R	ST	
33	Appoint/remove Chair of LSB		AR	S			T	S	Dismissal Decision Body: Panel of Trust Board (including vice chair of Trust Board Dismissal Appeal: Panel from trust board (3 other Board members)
34	Appoint/remove Vice Chair of LSB		AR	S			T	S	Dismissal Decision Body: Panel of Trust Board (including chair of Trust Board) Dismissal Appeal: Panel from trust board (3 other Board members)
35	Allocate governor specific roles						ART	S	
36	Complete LSB register of interests and keep under regular review						AR	ST	
37	Removal of LSB Members		AR	S			T	S	Dismissal Decision Body: Panel of LSB members (including chair/vice chair as appropriate and 2 other LSB members Dismissal Appeal: Panel from trust board (3 other board members)
38	LSB Skills audit						ART	S	
39	Ensure effectiveness of leadership and management in individual schools		I	ART			S		
40	Ensure the quality of teaching, learning and assessment		I	S			R	AT	
41	Ensure personal development and appropriate behaviours for children		I	S			R	AT	
42	Ensure best outcomes for children and learners		I	S			R	AT	
43	Dismissal appeals for staff and staff within their probationary period		I	S			ART		
Strategy and Leadership									
	Delegation Schedule	Members	Trust Board	CEO	CFO		LSB	Headteachers	Comments/Notes
44	Ensure the Trust is financially viable, run in accordance with its Articles and law and meeting its charitable objectives		AR	S	T	I			

45	Take forward the strategic objectives of the Trust to further its charitable purpose of delivering education		AR	ST	S	S	S	S	
46	Develop the character, mission and ethos of the school retaining the individuality of each school whilst aligning the mission and ethos to trust values			I		S	RAS	T	
47	Agree Trust Strategic and Operational Plan, including growth model		A	RIT	S	S	S	S	
48	Scrutiny: performance - hold senior leaders to account, review and challenge progress of the trust against its strategic objectives and KPIs		I	ART			S	S	
49	Performance management of CEO		ART	S					
50	Compliance: - ensure financial compliance and probity with all obligations		RA	S	TI	I	S	S	
51	Compliance: regulatory - ensure compliance with all the regulations affecting the Trust (including all charity law, company law, employment law and health and safety)		RA	S	S	T	S	S	
52	MAT Risk Register - approve risk process and risk appetite to include operational and H&S risk		RA	T	S	S		S	
53	Ensure Trustees and members of Trust Committees - have the necessary skills to fulfill their role and access to relevant training		ART	S					
54	Local Governors – ensuring they have the necessary skills to fulfil their role, including access to relevant training						ART	S	
55	Appointment of Clerk - Board		ART	S					
56	Appointment of clerk - LSB						ART	S	
57	Review and agree Scheme of Delegation and other delegated accountabilities annually		RA	TS	I	I	I	I	
58	Policies - Agreeing a policy schedule with appropriate delegations		RA	TS			I	I	
59	School Development Plans - for each Academy in line with the strategic aims of the Trust		I	R			S	T	LSB will support Headteacher with identifying and setting school KPIs
60	Key Performance Indicators (MAT)- setting and reviewing performance of the Trust with appropriate support if required		TS	RA			I	I	
61	Key Performance Indicators (schools)- setting and reviewing performance of the schools including “category” of each school with appropriate support if required		TS	RA			I	I	

62	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes			R			S	ATS	
63	Curriculum - setting the curriculum for the schools and reviewing its effectiveness			SR				A	
64	Ensure appropriate due diligence is conducted for any school joining the trust			RA	S	TS			
65	Report progress against objectives to Trustee Board		I	I			RA	T	
Education									
	Delegation Schedule	Members	Trust Board	CEO	CFO	COO	LSB	Headteachers	Comments/Notes
66	Assure achievement of the Trusts charitable purpose 'to advance for public benefit - education'		RA	T	S	S	S	S	
67	Set Admissions Policy		RA	ST			IS	S	
68	Admission decisions						SRA	T	
69	Review - considering and evaluating performance of the schools by								
70	• Reviewing progress against agreed KPIs		RA	T			S	S	
	• Holding each school's leadership to account for academic performance, quality of care and quality of provision		RA	T			S	S	
	• Monitoring the overall effectiveness and efficiency of leadership and management in schools		RA	T			S	S	
	• Receiving reports on the quality of teaching and learning and reporting to the Board		RA	T			S	S	
71	Self evaluation - carrying out the self evaluation process to identify areas for improvement with regard to outcomes and success criteria		RA	T			S	T	
72	Review priorities - considering the aims and priorities for raising standards of achievement in each of the schools strategic development plans in Trust format		RA	T			S	S	
73	Report - termly to the Board on performance			ART			I	S	
74	School Hours - setting the opening and closing times for the schools		RA	S			T	S	
75	Term dates and length of school day 3.10		RA	S			T	S	
76	Stakeholder engagement								

	• Promoting partnership working in individual schools between parents/ carers and the schools to promote high standards of attendance, behaviour and learning by students/ pupils		I				RA	TS	
	• Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience		A				R	TS	
77	Ofsted Inspections Trust support								
	• Trust will liaise with Ofsted where MAT is inspected and assist with a school inspection		A	RT			I	I	
	• CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review		A	RT			S	S	
	• CEO will support LSBs and heads for individual academy inspections		A	RT					
78	Effectively manage resources and capacity from across the Trust to bring about sustained improvement in schools		A	RT		S	S	S	
79	SEN standards in individual schools			I			I RA	RT	
80	Inclusion standards in individual schools			I			I RA	RT	
81	Curriculum standards in individual schools			I			I RA	RT	
82	FSM standards in individual schools			I				RATS	
Behaviour, attendance and inclusion									
	Delegation Schedule	Members	Trust Board	CEO	CFO		LSB	Headteachers	Comments/Notes
83	Monitor and challenge pupil attendance on an ongoing basis and provide regular updates		I	I			RA	T	
84	Establish and keep under review academy Behaviour policy for pupils, monitoring the impact		I	I			RA	T	
85	Fixed term or permanently exclude a pupil			I			RA	T	Where circumstances dictate, it will be permissible for trustees to sit on exclusions panels in order to enable the hearings to take place and to ensure a fair hearing.
86	Review the decision to permanently exclude a pupil / direct reinstatement of a pupil			I			RA	T	For example, EAP decision.
Finance									
	Delegation Schedule	Members	Trust Board	CEO	CFO	COO	LSB	Headteachers	Comments/Notes

Trustees have delegated responsibility for financial performance and monitoring financial administration of the schools (except for those items reserved for Trustees) to the Finance, Premises and Personnel Committee. The Committee will ensure the CEO, CFO, LSB, Headteacher and other staff act within their delegated authority, as laid out in the Academies Trust Handbook and approved by the Trustee Board. This document contains matters which are not addressed through the Academies Trust Handbook. Irregularities that emerge from the activities below will be reported to the Trust Board.

87	Determine and allocate role, rules and reporting requirements of Finance Committee by way of Scheme of Delegation annually		RA	ST	S	S			Finance Committee Supports
88	Appointment of the Accounting officer & inform the Secretary of State		RA						
89	Appointment of the CFO		R	AST					
90	Appointment of the COO		R	AST					
91	Ensure Trust's continuing compliance with all requirements of ESFA/DfE and Funding Agreement around financial management & controls and to draw any matters of concern to the Trust Board		A	R	ST	S			
92	Gain assurance from Finance Committee over Trust wide annual budgeting, to ensure the Trust remains viable		A	R	ST	SI			
93	Investments -agreeing the investment policy in line with the schools financial handbook and the Academies Trust Handbook		A	R	ST				
94	Approve the school support charges from Trust to individual schools		AR	ST	ST		I	I	
95	Approval of Special Payments per ESFA including staff severance and compensation payments		AR	S	ST	SI		I	
96	Approval of novel or contentious transactions - which always must be referred to the ESFA for prior authorisation		AR	S	ST				
97	Approve a scheme for paying Governors allowances		AR	S	ST		I	I	I
98	Review and approve a Charging and Remissions policy for the Trust for the schools		AR		ST		I	I	
99	Receive and review termly management accounts		AR		ST				
100	Approval of capitalisation limits and depreciation policy for the Trust		AR		ST				
101	Changing use of assets		AR		ST				
102	Ensure funds are only applied in furtherance of charitable objectives		AR		ST				
103	Ensure adequate compliance records are kept in line with Company law		AR			ST			
104	Ensure adequate finance records are kept in line with Company law		AR		ST				

105	Report progress to the Trustee Board		A	R	ST				
106	Report progress to Finance Committee		A	R	ST				
107	Review policies		AR		ST	I			
108	Gain assurance that the following policies are fit for purpose and followed : whistleblowing , GDPR, data protection, equality and diversity		AR	ST	S	S			
109	Ensure funding is spent in line with the requirements of the Funding Agreement and in furtherance of the Trusts charitable objectives		AR	S	ST	S			
110	Ensure annual reports and accounts are prepared and submitted to Companies House		AR		ST				
111	Ensure a balanced budget subject to clauses set out in the Funding Agreement		AR		ST				
112	Determine trust and school's budget in line with the strategic plans and objectives of the trust/relevant school			IR	AT				
113	To determine Trust Financial Allocations to individual schools with reference to MAT GAG Pooling Policy		I	A	RT				

Estates

Delegation Schedule	Members	Trust Board	CEO	CFO	COO	LSB	Headteachers	Comments/Notes
Responsibility for estates has been delegated to the Finance, Premises & Personnel Committee								
114	Ensure that building and grounds remain Health & Safety compliant		AR	S		T	S	
115	Monitor Trust wide implementation and compliance of the Health and Safety policy with regard to Estates		AR	S		T		
116	Recommend H&S policy as required by law for approval by the Board of Trustees		AR	S		T		
117	Report to the Board on all necessary estates matters		AR			T	S	
118	Ensure the Estates Strategy is fit for purpose and recommend to the Board		A			RT	S	S
119	Review Estates Policies		A			RT		

Audit, Risk and Compliance

Delegation Schedule	Members	Trust Board	CEO	CFO	COO	LSB	Headteachers	Comments/Notes
Responsibility for audit and risk has been delegated to the Audit and Risk Committee.								
120	The Committee shall conduct an annual review of its work and it's terms of reference and shall report the outcome and make recommendations to the Trust Board.		AR	ST	S			

121	Determine and allocate role, rules and reporting requirements of Audit and Risk by way of Scheme of Delegation		AR		ST				
122	Agree the annual audit program and recommend to Trustees		AR	S	ST				
123	Receive External Audit Management letter and findings report and recommend to Trustees		AR		ST				
124	Receive Internal Audit service reports and report action points and academy responses to AO/ Trust Board		AR	S	ST				
125	Assure all points raised from Annual Audit Management reports are actioned and provide Board with assurance		AR	S	ST				
126	Investigate any financial irregularities and report to Trust Board		AR	S	ST				
127	Investigate financial irregularities at Trust Board level		AR	S	ST				
128	Evaluate H and S Policy		AR	T		S	T	AR	Trust and School Policies as per trust Scheme of Business
129	Ensure Secretary of State is informed of all new or replacement members within 14 days of appointment		AR	ST					
130	Report to the Board of Trustees		AR		T				
140	Determine and allocate role, rules and reporting requirements of Audit & Risk Committee by way of Scheme of Delegation		AR	S	T				
141	Ensuring the Trust is adequately insured (RPA)		AR		ST				

Human Resources

Delegation Schedule	Members	Trust Board	CEO	CFO	COO	LSB	Headteachers	Comments/Notes
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Responsibility for HR has been delegated to the Finance Premises and Personnel Committee

142	Determine and allocate role, principles and reporting requirements of Pay Committee by way of Scheme of Delegation		AR		ST	S			The Finance, Audit and Personnel Committee will act as the appeal committee for the trust central staff team where an appeal is made regarding remuneration
143	Approving the executive structure		AR	R					
144	Appointing the CEO		AR						
145	Appointing the Executive team		SI	ART	S	S			
146	Appointing the headteachers		I	ART		S	I		
147	Appointing LG up to DHT			S		S	ART		
148	Appointing main scale teachers & support staff			I		I	ART		
149	Appointing central staff		I	ART	S	S	I		

150	Approve new posts to the structure where they fall outside of agreed budgets		AT	RS				I		
151	Approving the dismissal of CEO, (in accordance with the Trust Disciplinary and Capability policies)		ART						Dismissal Decision Body: Chair of the trust board and panel of 2 other LSB members Dismissal Appeal: Panel from trust board (3 other Board members)	
152	Dismissal of CFO, COO (in accordance with the Trust Disciplinary and Capability policies)			ART						
153	Dismissing Headteachers/ Heads of school (in accordance with the Trust Disciplinary and Capability Policy)			ART			S		Dismissal Decision Body: CEO Dismissal Appeal: Panel from trust board (3 other members including Chair or Vice Chair)	
154	Dismissing Teachers (in accordance with the Trust Disciplinary and Capability Policy)			SI				I	ART	Dismissal Decision body: Headteacher in consultation with CEO. Dismissal Appeal: Panel from LSB
155	Dismissing Support Staff (in accordance with the Trust Disciplinary and Capability Policy)			SI				I	ART	Dismissal Decision body: Headteacher in consultation with CEO. Dismissal Appeal: Panel from LSB
156	Dismissing Educational Central Team (in accordance with the Trust Disciplinary and Capability Policy)			ART					I	Dismissal Decision body: CEO or designated senior member of Central Team. Dismissal Appeal: Panel from trust board (including chair of vice chair of trustees)
157	Dismissing Support Staff Central Team (in accordance with the Trust Disciplinary and Capability Policy)			ART						Dismissal Decision body: CEO or designated senior member of Central Team. Dismissal Appeal: Panel from trust board (including chair of vice chair of trustees)
158	Approving Trust wide HR policies required by law: <ul style="list-style-type: none"> ● Equal opportunities. ● Equality and diversity. Discipline/dismissal and grievance where it is not a statutory requirement to have a policy, but , there is a legal duty to comply with law ; ensure the policy is fit for purpose		AR							
159	Setting terms and conditions of employment and staff handbook		AR	T	S	S			S	
160	Moving of staff within the Trust to meet local need			ART			S		S	
161	Setting pay reviews and ensuring all staff have access to either the LGPS or Teachers' Pension Scheme		A	RI				S	T	
162	Awarding pay rises and any other appropriate remuneration for staff on leadership contracts within individual schools			S				AI	ART	

163	Awarding pay rises and any other relevant remuneration to an individual within an individual academy for teaching and non teaching staff (with the exception of LG)			I			I	ART	
164	Production of HR policies (including Pay Policy)		AR	I	S	T			
165	Report on outcomes and KPIs to Trustee Board		AR	T					
166	Agree special payments for work outside or normal contract		AR		T				
167	Approving the central and school's staffing structures		I	ART	S	S			
168	Appointing Central staff			ART	S	S			
169	Overseeing PMR for CEO		ART		I				
170	Overseeing PMR for Central Team - educational staff		I	ART		S			
171	Overseeing PMR for HT's		I	ART			S		
172	Reporting HR related Key Performance Indicators and metric information to trustees periodically		I	ART		T	S	I	
Communications									
	Delegation Schedule	Members	Trust Board	CEO	CFO		LSB	Headteachers	Comments/Notes
173	Ensure the schools publish details of pupil premium on their web sites in accordance with the requirements of the Funding Agreement		A	S			R	T	
174	Ensure information on curriculum , and details of achievements, are published on each school's website in accordance with Funding Agreement		A	S			R	T	
175	Media and PR for trust		I	ART				S	
176	Media and PR for schools		I				I	ART	
Safeguarding									
	Delegation Schedule	Members	Trust Board	CEO	CFO		LSB	Headteachers	Comments/Notes
177	Checking each school has a Safeguarding Policy		A	I			R	T	
178	Safeguarding Policy & Procedures: review & monitor		A	I			AR	T	
179	Safeguarding Annual Report: filed to Trust		AR	ST					
180	Safeguarding Systems: ensure systems in place to ensure compliance		AR	T			S	S	
181	Safeguarding Audits of all schools completed		AR	S			I	T	
182	Safeguarding Training: provision and monitoring			A			R	TS	
183	Ensure local procedures are in place and implemented						AR	TS	