

# **Academy SCHEME OF DELEGATION 1**

Version 2 SEPTEMBER 2016

## Rationale

This Scheme identifies the key decisions that are required in connection with the overall governance and management of Cambridge Meridian Academies Trust (CMAT) and the individual academies within. It should be read in conjunction with the Terms of Reference for Academy Councils (formerly known as Local Governing Bodies) and our Articles of Association.

The underlying principles for this Scheme of Delegation are;

That all academies are in a partnership of equals irrespective of their length of membership

1. CMAT is a registered charity and it remains true to its aims and objectives.
2. CMAT is mindful that their function is to ensure that all statutory obligations are met
3. CMAT believes Academy Councils help to ensure the needs of academy students and their local community are met.

CMAT exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the CMAT family, trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to our wider community.

Our vision, mission and values guide and bring together each of the trust's academies.

**Our Vision:** High-quality educational provision for all at the heart of local communities

**Our Mission:** To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders

The bodies identified in the Scheme of Delegation are as follows:

- **Members (M)**– Appoint trust board and monitor effectiveness
- **Trust Board (TB)** - Directors who hold the executive accountable and provide strategic direction.
- **Policy and Scrutiny Committees - Finance (Fin), Premises (Pre), Personnel (Per)** - sub- committees of the Trust, with Terms of Reference set by the Trust
- **Academy Council Chair - (ACC)** - This separation indicates particular times when the ACC has additional roles
- **Academy Council (AC)**: a sub-committee of the Trust, which operates subject to Terms of Reference set by the Trust
- **CEO (Chief Executive Officer)** - Executive official appointed by the Trust
- **COO, (Chief Operating Officer)** – Executive official appointed by the Trust
- **Principals Committee (PC)**: sub-committee of the Trust, chaired by CEO which operates to Terms of Reference set by the Trust
- **Principal (P)** of an Academy (or Executive Principal EP)
- **Other Executive Officer (EO)** – for example, where appropriate - IT Director, Finance Director, HR Manager, Site Manager, Governance Manager, Consultant Principal

The different levels of delegated power are described as follows:

- **Accountability (ACC)**- either holding executive to account, or providing ultimate review (eg appeal hearings)
- **Formally Approve (FAP)** – final accountability, will normally expect to approve but provides ultimate check
- **Approve (APP)** – decision to pursue course of action. Significance determines whether FAP is required.
- **Recommend (REC)** – Having heard and interrogated proposal, recommendation to take proposal forward
- **Propose (PRO)** – proposal emerging from professional view or consultation, as identified in SoD
- **Be consulted (CON)** – invited to comment on emerging proposals. Those responsible for Proposing are expected to take views expressed into account but not obliged to follow them. In SoD2 this does not necessarily imply the need to consult with the full LGB, the role may be fulfilled by the designated champion or the CoG.
- **Implement (IMP)** – those responsible for implementing items listed in SoD

Where more than one group is identified at the same level, this may either represent a collaboration or where different committees are completing the same task with regard to their Terms of Reference (for example). In all aspects of decision making, the Trust retains the right to overrule any other decision making body.

*Note: Whilst this Scheme of Delegation sets out the broad areas of responsibility and procedure, the Trust is also required by the Academies Financial Handbook to approve a written scheme of delegation of financial powers that “maintains robust internal control arrangements” (see 2.1.4 of the Handbook).*

	TASK	M	TB	Fin	Pre	Per	ACC	AC	CEO	COO	PC	P	EO
1	<b>GOVERNANCE</b>												
	Approve Trust Articles of Association	APP							REC	PRO			
	Approve Trust Schemes of Delegation		APP	CON	CON	CON			REC	PRO	CON		CON
	Approve new academies joining the Trust		APP	CON	CON	CON			REC	CON	CON		CON
	Establish Trust Committees		APP							IMP			
	Approve Trust Committee Terms of Reference		APP	REC	REC	REC				PRO			CON
	Approve AC Terms of Reference		APP	CON	CON	CON	CON		CON	CON	CON		CON
	Establish AC committees						IMP					IMP	
	Appoint or remove Chair of Trust Board	IMP											
	Appoint or remove Chair of AC		IMP						REC	CON			
	Appoint (or remove) Clerk to AC or Trust		APP				PRO	CON		REC		PRO	CON
	Appoint or remove Trustee	IMP								IMP			
	Appoint or remove Policy and Scrutiny Member		APP	PRO	PRO	PRO			CON	IMP			CON
	Appoint or remove AC member		APP				PRO		CON	CON		PRO	
	Organise calendar of Trust meetings		CON	CON	CON	CON	CON		CON	IMP		CON	IMP
	Approve Expenses Policy		APP	REC						REC			IMP
	Banning individuals from site						REC	APP	CON			PRO	
2	<b>Academy Performance, Curriculum and Teaching</b>												
	Academy Performance Targets		FAP					CON	APP			PRO	REC
	Academy Subject Progress Targets							CON	FAP			PRO	REC
	Academy Performance Review		FAP				CON	CON	APP				REC
	Academy 3 year plan		FAP					REC	APP			PRO	CON
	Academy 1 Year development Plan		FAP					REC	APP			PRO	CON
	Curriculum Policy and Structure								FAP		APP		CON
	Trust Teaching & Learning Policy								FAP		APP		CON
	Academy Teaching and Learning Procedures							APP				REC	CON
	Trust Sex Education policy								APP		REC		
	Academy Sex Education Procedures							APP				REC	
	Trust Religious Education and Collective Worship policy								APP		REC		
	Academy RE and Collective Worship Procedure							APP				REC	
	Trust Careers and IAG Policy								APP		REC		
	Academy Careers and IAG Procedure							APP				REC	
3	<b>Staff Policies and Pay</b>												
	Pay & Remuneration Policy		FAP			APP			REC	PRO			CON

	TASK	M	TB	Fin	Pre	Per	ACC	AC	CEO	COO	PC	P	EO
	Job Role Salary & Grading Policy					APP				REC			PRO
	Changes to Employee Terms & Conditions or Collective Agreements					FAP			APP	REC			REC
	Adoption of Transferring Policies and Collective Agreements					FAP			APP	REC			PRO
	CEO, COO pay awards		FAP	PRO		PRO							
	Principals pay awards					FAP	PRO		PRO				
	Teachers Annual Pay Award (inc SLT)			CON		FAP			APP	REC	CON		PRO
	Support Staff Annual Pay Award			CON		FAP			APP	REC	CON		PRO
	Individual Performance Pay Awards						APP		APP			PRO	REC
	Performance Management & Appraisal Review Policy					APP			REC	CON	CON	IMP	PRO
	Disciplinary Policy					APP			IMP	IMP	CON	IMP	REC
	Grievance Policy					APP			IMP	IMP		IMP	REC
	Capability Policy					APP			IMP	IMP		IMP	REC
	Whistleblowing Policy					APP				IMP		IMP	REC
	Re-structuring & Redundancy Policy			CON		APP			REC	REC		IMP	PRO
	Employee Health & Safety Policy					APP				REC	CON	IMP	IMP
4	<b>Staff Management</b>												
	Staff complement, structure and grades					ACC			APP			PRO	CON
	CEO and COO Appointment		APP	CON	CON	CON			CON	CON	CON		CON
	CEO suspension, return or dismissal		APP										CON
	Principal appointment		FAP				PRO	CON	REC	CON	CON		CON
	Deputy Principal appointment					ACC	REC	CON	APP	CON	CON	PRO	C
	Senior leadership appointments					ACC	CON	CON	APP	CON		PRO	CON
	Teaching and support staff appointments					ACC		CON	CON			APP	
	Suspension or dismissal of CEO		IMP			CON							CON
	Suspension of Principal					APP	CON		REC	CON			PRO
	Return of Principal or COO after suspension					APP	CON		REC	CON			PRO
	Dismissal of Principal or COO		APP			REC	CON		REC	CON			PRO
	Appeal of Principal or COO against dismissal					IMP							
	Suspension of teaching and support staff						CON	CON	CON	CON		REC	APP
	Return of teaching and support staff after suspension						APP	CON				C and I	REC
	Dismissal of Vice Principal, teaching and support staff						CON	CON	APP			APP	CON
	Appeal of staff against dismissal					IMP			IMP	IMP			CON
	Any restructure OR creation of TLR/Promoted Post			ACC		FAP			APP			REC	CON

	TASK	M	TB	Fin	Pre	Per	ACC	AC	CEO	COO	PC	P	EO
5	Financial Governance and Management												
	Trust & Academy Financial Regulations (inc. key policies)			APP						REC			PRO
	Trust & Academy Financial Procedures			APP						REC			PRO
	Trust Procurement Policy			APP						REC			PRO
	Trust 3 year Budget Plan		FAP						REC	PRO	CON		CON
	Trust 1 year Budget		FAP	APP					REC	CON	CON		CON
	Trust Consolidated Budget Updates			APP					CON	REC			PRO
	Trust Consolidated Financial Statements		FAP	APP						REC			PRO
	Trustees' Report			APP					REC				PRO
	Trust Academies Accounts Return to EFA		FAP	APP						REC			PRO
	Academy 3 year Budget Plan		FAP	APP					REC	CON		PRO	CON
	Academy 1 year Budget		FAP	APP					REC	CON		PRO	CON
	Academy Budget Tracking			IMP					IMP	IMP		IMP	IMP
6	Academy Operation												
	Academy times, terms and holidays						APP	CON	CON			REC	
	Trust Child Welfare & Safeguarding Policy								FAP		APP	IMP	REC
	Attendance Policy & Plan								APP		REC	IMP	
	Academy Attendance, Safeguarding and welfare Procedures							APP				REC	
	Trust Behaviour & Exclusions Policy								APP		REC	IMP	
	Academy Behaviour and Exclusion Procedure							APP				REC	
	Fixed term Exclusion											IMP	
	Permanent Exclusions							APP	CON			REC	
	Appeals against Permanent Exclusion							IMP				IMP	
	Complaints Policy					APP			CON	REC			PRO
	Admissions Policy		FAP					REC	CON			PRO	
	Allocation of places against Admissions Policy											IMP	
	Admissions Appeals							CON	CON			IMP	
	Academy website							CON	CON			IMP	REC
	Academy logo & branding		FAP					CON	CON	CON		PRO	CON
	Academy uniform		FAP					APP	CON	CON		PRO	
	Trust Trips Policy										APP		
	Academy Trips Procedures							APP				PRO	
	Academy Travel Plan						APP	CON				PRO	
	Extended services on-site						REC	CON				PRO	REC

	TASK	M	TB	Fin	Pre	Per	ACC	AC	CEO	COO	PC	P	EO
	Pupil Premium Policy								FAP		APP	PRO	
	Pupil Premium Plan						APP	APP	CON			REC	
7	Premises and Assets												
	Asset Management Policy & Plan			APP	FAP				CON	REC			PRO
	Health & Safety Policy				APP				CON	REC	CON		PRO
	Academy Health and Safety Plan				APP				CON	REC		IMP	PRO
8	Significant Changes to Academy												
	Expansion of Academy (physical expansion and PAN)		APP	CON	CON			CON	REC			PRO	
	Extension of age range		APP	CON				CON	REC			PRO	
	Extension of Academy provision (Nursery)		APP	CON				CON	REC			PRO	

### Budget Setting and Key Documentation

All final Academy and Group budgets must be submitted to the Board for ratification by 30 June each year. Indicative budgets must be in place by February each year. Budgets require evidence of consultation with Principal and authorisation by the CEO prior to being presented to the Board.

All Principals in conjunction with their Academy Council will submit their Academy Improvement Plan, Academy Review and Summary SEF to the Chief Executive by the beginning of November each year.

Document control

Change	Date	Reason	Approved by Trust