

# Walton Multi-Academy Trust

## Scheme of Delegation

Key:

A = Accountable

R = Responsible

C = Consulted

I = Informed

No.	Strategic Development	Members	Trustees	CEO	Exec	LGB	HT	Comments
SD1	Set vision and strategy objectives of the Trust		A	R	C	C	C	Executive group and LGBs fully involved in determination of Trust strategy. Signed off by Trust Board.
SD2	Set vision and strategy objectives of each school				C	A – for school	R – for school	LGB accountable to Trust Board for setting school strategy objectives. Important that school / Trust objectives align.
SD3	Implementation of strategy objectives for the Trust		A	R				Regular reports to Trust Board from CEO.

SD4	Implementation of strategy objectives for each school					A – for school	R – for school	CEO / HTs to work together to provide Trust Board with regular reports.
SD5	Compliance: Funding Agreement – comply with all funding regulations as set out in the Academies Handbook (AH)	A	A	R		A – for school	R – for school	CFO to report to Trust Board annually.
SD6	Regulatory compliance – comply with all regulations pertaining to the Trust (e.g. charity law, company law, employment law, H&S regulations) -	A	A	R		A – for school	R – for school	CFO to report to Trust Board annually.
SD7	Compliance: financial oversight – ensure that there are appropriate financial controls so that there is regularity, probity and value for money in relation to public funds		A	A – to the ESFA and to parliament	R		R – for school	
SD8	Compliance: Register of Business Interests – ensuring that procedures to deal with conflicts of interest and related party transactions are in place		A	R	I	A – for school	R – for school	CEO to present Register of Business Interests to Trust Board on an annual basis.

SD9	Appointment & dismissal of Trustees. Ensuring that procedures are in place to appoint Trustees (including ensuring that Trustees have the relevant skills to run the Trust)	A, R	C					Members to consider Trustees' skill matrix at AGM.
SD10	Appointment of LGB Governors. Ensuring that Governors have appropriate skills and that parents are appropriately represented		A	C		R	C	LGB to review constitution and forthcoming expiry dates at each meeting.
SD11	Appointment of Chairs and Vice-Chairs of LGBs		A	C		R	I	Chairs and vice-chairs elected by LGB on an annual basis. Recommendations subject to Trust Board ratification.
SD12	Appointment of clerk to Trust Board and LGBs		A	R		C		
SD13	Appointment of Accounting Officer		A, R					
SD14	Appointment of Trust external officers	A	R	C				
SD15	Appointment of Trust internal auditors		A	R				
SD16	Review / approval of Trust wide policies		A	R				CEO / delegated committees to draft. Trust Board to ratify.

SD17	Review / approval of school level policies			I		A	R	HTs responsible for school level policies (should adhere to Policy Schedule). LGBs to ratify.
SD18	Prepare and agree terms of reference for Trust Board committees		A, R	C				
SD19	Prepare and agree terms of reference for LGBs		A, R	C		I – for school		
SD20	Disband ineffective LGB and appoint IEB		A, R	C		I	I	Only Trust Board can take this decision and, usually, only after warning to LGB.
SD21	Training programme for Trustees and LGB		A	R	C	R – for school	C – for school	
SD22	Dealing with legal claims		A	R		A – for school	R – for school	CEO and Trust Board should always be informed. Authority might be delegated to HT / LGB.
SD23	Manage and mitigate strategic risk		A	R		A – for school	R – for school	CEO / CFO responsible for maintenance of Risk Register. Risk Register standing item on all Trust Board agendas.
SD24	Code of Conduct – Trustees and LGBs		A, R			I, R – for school		Reviewed annually by Trust Board and LGBs.
SD25	Recruit additional schools to the Trust		A	R				Any applications must be submitted to the Advisory Board of the Regional Director.
SD26	Ensure governance processes in each school are in line with legal requirements as set down in Articles of Association and the Master &		A	R		A – for school	R – for school	

	Supplementary Funding Agreement							
SD27	Act as a Governor on LGB					A	A, R	
SD28	Receive termly reports from LGB		A			R – for school		
<b>No.</b>	<b>Education Performance</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>Exec</b>	<b>LGB</b>	<b>HT</b>	<b>Comments</b>
EP1	Trust Development Plan		A	R	C	C	C	Ratified by the Trust Board on an annual basis.
EP2	Individual school development plans		I	C	C	A	R	CEO to assist with drafting of individual school development plans. LGB to ratify on an annual basis.
EP3	Periodic review of progress towards development plan objectives		A	R		A – for school	R – for school	Exec to review on a termly basis. CEO to report to Trust Board.
EP4	Quality of teaching – appropriate processes in place to quality assure, support and challenge		I	A, R	C	A – for school	R – for school	Exec to draw up appropriate plans. CEO to present to Trust Board.
EP5	Ensure external view / validation of quality of teaching		I	A	R	A – for school	R – for school	CEO to seek out external quality assurance. CEO to report to Trust Board.
EP6	Establishing the curriculum for each school and reviewing its effectiveness		I	A	C	A – for school	R – for school	
EP7	Establishing a strategy for use of Pupil Premium grant		A	R	C	A – for school	R – for school	Strategy and statement posted on school website annually.

	and reviewing its effectiveness							
EP8	Admissions policy		A	R		C – for school	C – for school	CEO to ensure compliance.
EP9	Ensure that schools comply with admission appeals		A	R		R – for school	C	Continue to use LA in initial years.
EP10	Student issues (e.g. attendance, suspensions etc)		I	I		A	R	CEO to report to Trust Board at each meeting. HT to report to LGB at each meeting.
EP11	School day – setting opening and closing time			C		A	R	CEO to ensure compliance with new national expectations.
EP12	Term dates		A	R		I	I	CEO to attempt to adhere to LA guidance for the benefit of families with children in more than one school. Each school to produce agreed annual calendar.
EP13	Provision of school meals			A		A – for school	R – for school	
EP14	Provision of free school meals			A		A – for school	R – for school	
EP15	Determining staff structure within agreed budget		I	A	C	A – for school	R – for school	
EP16	Post inspection action plan		A	R	C	A – for school	R – for school	HT to report to LGB regularly. CEO to report to Trust Board regularly.
EP17	Attend feedback meetings with DfE / Ofsted		I	A, R	I	I	R	
EP18	Ensure accurate self-evaluation of each school, its strengths and weaknesses and		I	A, R	C	A – for school	R – for school	HT to report to LGB annually. CEO to report to Trust Board annually.

	an action plan to address							
EP19	Agree SEF grade with each school		I	A, R	I	I	R	
EP20	Support each school to be "Ofsted ready"		I	A, R	C	A – for school	R – for school	
EP21	Promote equality and diversity		A	R		A – for school	R – for school	
EP22	Ensure well-being of students		A	R	C	A – for school	R – for school	
EP23	Ensure that all schools within the Trust comply with all duties in relation to students with SEND		A	R	C	A – for school	R – for school	
EP24	Ensure that all schools within the Trust have a SEND plan that is reviewed annually		A	R		A – for school	R – for school	CEO to present to Trust Board annually.
EP25	Monitor progress and achievement of different groups of students		A	R		A – for school	R- for school	Regular focus of Exec meetings.
EP26	Monitor overall quality of student progress and achievement – support and challenge individual schools to improve		A	R				
EP27	Provide professional support to schools to help them to improve		A	R	C			

EP28	Appoint a LGB member with responsibility for SEND		I	I		A, R – for school		CEO to report annually to Trust Board.
EP29	Comply with LA in relation to “local offer” for students		I	I		A – for school	R – for school	CEO to report annually to Trust Board.
EP30	Develop the strategic vision and provide support for CPD, training, induction and succession planning across all schools		A	R				
EP31	Design, develop and deliver a professional development programme		A	R		A – for school	R – for school	
EP32	Design, develop and deliver a professional development programme at school level			I	C	A – for school	R – for school	
EP33	Review CPD plans with HTs			A, R			R	
EP34	Ensure sufficient resources are allocated to CPD across all schools		A	R				
EP35	Ensure induction and probation are highly effective for all staff			A, R		A – for school	R – for school	
EP36	Monitor statutory compliance with		A	R		A – for school	R – for school	

	respect to quality of spiritual, moral, social and cultural development of students							
EP37	Support, challenge and advise HTs on development of curriculum and extra-curricular framework		A	R	C	A – for school	R – for school	
EP38	Ensure statutory policies are in place, as directed by Trust Board		A	R	C	A – for school	R – for school	
<b>No.</b>	<b>HR</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>Exec</b>	<b>LGB</b>	<b>HT</b>	<b>Comments</b>
HR1	Appointment of CEO	C	A, R					Chairs of LGB invited to participate in interviews.
HR2	Appointment of Exec Team		A	R	C	I	I	
HR3	Appointment of HT		A, R	R	I	C – for school		All LGB Governors invited to participate Day 1. Trust Board appointment but Chair of LGB invited to participate Day 2.
HR4	Appointment of DHT / AHT /Business Manager		A	R	C	R – for school	R – for school	Trust Board has the right to be involved in interviews.
HR5	Appointment of any central Trust staff		A, R	R	I	I	I	
HR6	Appointment of school staff		A	R	I	R – for school	R – for school	Trust Board has right to be involved in interviews.
HR7	Establishment of Trust wide HR policies		A	R	C	I	I	
HR8	Manage and hear HR appeals		A, R	R				

HR9	Performance Management - CEO		A, R					Pay awards decided by Trustees.
HR10	Performance Management – Exec Team, HTs, Central Trust Staff		A	R		R – for school HT		Pay awards decided by Trustees. HT awards recommended by LGB.
HR11	Performance management – school staff		C	C		A	R	Pay awards decided by LGB Committee.
HR12	Establishing terms and conditions of staff and production of staff handbook		A	R	C	A – for school	R – for school	
HR13	Dismissal of Trust staff	I	A, R	I	I	I	I	In accordance with Trust disciplinary and capability policies / procedures.
HR14	Dismissal of school staff		I	C	I	A, R	C	In accordance with Trust disciplinary and capability policies / procedures.
HR15	Organisational restructure		A	R	C			CEO to inform Trust Board before process starts. HR involved throughout. Trust Board ratification required.
HR16	Safeguarding		A	R		A – for school	R – for school	
HR17	Ensure accuracy of schools’ SCR and statutory compliance with respect to training for safer recruitment		A	R		A – for school	R – for school	
HR18	Complete annual check of each school’s SCR with DSL			A, R				CEO to report to Trust Board annually.

	and LGB safeguarding Governor							
HR19	Complete annual safeguarding audit in each school		A	R		A – for school	R – for school	DSL to complete. HT / CEO to review. CEO to report to Trust Board annually.
HR20	Appoint a member of each LGB who has responsibility for ensuring LGB is fully briefed on safeguarding and child protection in school and who undertakes safer recruitment training		A	R		A – for school	R – for school	
HR21	Ensure fully trained DSL in place in each school		A	R		A – for school	R – for school	
HR22	Ensure that a named person for Looked After Children is in place		A	R		A – for school	R – for school	
HR23	Annual safeguarding report to LGB			C	C	A – for school	R – for school	
HR24	Maintain accurate, effective and secure employee records – central team			A	R			
HR25	Maintain accurate, effective and secure employee records – school staff			A	C	A – for school	R – for school	
HR26	Ensuring the well-being of all staff – e.g.		A	R	C	A – for school	R – for school	

	through development of staff well-being strategy							
<b>No.</b>	<b>Operations &amp; Estates</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>Exec</b>	<b>LGB</b>	<b>HT</b>	<b>Comments</b>
OE1	Determining and allocating central services provided by Trust to schools		A	R		I	C	To be determined on an annual basis.
OE2	Developing long term estates strategy		A	R		I	C	
OE3	Maintaining buildings and developing maintenance plan		A	C	C	A – for school	R – for school	
OE4	Arranging insurance for Trust and its schools		A	R				
OE5	Oversight of PR activities to portray the Trust in a positive light to its community		I	A, R	C	I	R – for school	
OE6	Develop effective links with community, parents and carers		I	I	I	A – for school	R – for school	
OE7	Development and maintenance of Trust website		C	A, R				
OE8	School prospectus and website		C	C		A – for school	R – for school	
OE9	Dealing with Trust complaints		A	R				To be dealt with in accordance with Complaints Procedure.
OE10	Dealing with school complaints		A – if complaint against LGB	I, R		A, R – for school	R – for school	HT / LGB responsible in first instance. Dealt with in accordance with Complaints Procedure.

OE11	Monitor and receive updates on complaints from schools		A	R	C	C	C	CEO to report to Trust Board at every meeting.
OE12	Managing and hearing appeals against complaints		A	R				Appeals committee comprised of Trustees / CEO / Exec members.
OE13	Comply with all GDPR legislation		A	R		A – for school	R – for school	
OE14	Ensure websites and GIAS are up to date and compliant		A	R		A – for school	R – for school	
OE15	Ensure cyber security protection and ransomware protection are in place		A	R				
OE16	Inform LGB of all Freedom of Information and Subject Access Requests					A	R	
OE17	Ensure effective implementation of data protection policies and procedures in each school		A	R	C	A – for school	R – for school	
OE18	Maintain accurate and secure staff and student records					A – for school	R – for school	
OE19	Refer any financial demands relating to		A	R				

	cyber security to ESFA							
OE20	Ensure Health & Safety regulations are followed		A	R		A – for school	R – for school	
OE21	Commission professional H&S audits with follow up support and guidance		A	R				
OE22	Monitor implementation of H&S guidance and policies		A	R		A – for school	R – for school	
OE23	Receive regular H&S reports, including audit reports		A	R		A – for school	R – for school	Trust Board to receive annual report.
OE24	Appoint member of LGB with responsibility for ensuring LGB is fully briefed on all aspects of H&S					A – for school		
OE25	Conduct annual H&S inspection in each school with union reps			A, R				
OE26	Premises security		A	I	C	A – for school	R – for school	
OE27	Premises management		I	A	C	A – for school	R – for school	
<b>No.</b>	<b>Finance</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>Exec</b>	<b>LGB</b>	<b>HT</b>	<b>Comments</b>
F1	Agreeing a funding model across the Trust (top slice)		A	R		I	I	Refer to central funding and services policy

F2	Central Trust annual budget (including 5 year forecast)		A	R				Delegated to Finance Committee, approved by Trust Board.
F3	Delivery of central Trust annual budget		I	A, R				Finance Committee to review performance against budget at least termly.
F4	School annual budget (including 5 year forecast)		A	R		A – for school	R – for school	Reviewed termly by LGB and Finance Committee.
F5	Delivery of school annual budget		I	A, R		A – for school	R – for school	Performance against budget reviewed termly by LGB and Finance Committee.
F6	Approve annual capital expenditure plan		A	R				
F7	Establishing financial policies and procedures to ensure compliance with the Trust’s financial reporting requirements		A	R		I	I	
F8	Establishing financial decision levels and limits		A	R		I	I	See separate financial scheme of delegation.
F9	Maintain proper financial records			A	R		R – for school	
F10	Statutory financial reporting – annual accounts	I	A	R				Members to receive signed annual accounts.
F11	Statutory financial reporting – all other ESFA requirements		A	R				

F12	Agreeing investment policy in line with AH and any internal policies and controls		A	R				
F13	Agreeing procurement policy to be used with all suppliers in line with AH and any other applicable regulations		A	R		I	I	
F14	Setting school specific lettings policies in accordance with the funding agreement, AH and any internal policies and controls			I	C	A – for school	R – for school	
F15	Submitting grant applications		A – above £25k	A – up to £25K	R	A – for school	R – for school	
F16	Approval of borrowing		A	R				
F17	VAT compliance		I	A	R		R – for school	

