Walton Multi-Academy Trust

Scheme of Delegation

Key:

A = Accountable

R = Responsible

C = Consulted

I = Informed

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| 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 & Supplementary Funding Agreement |  | A | R |  | A – for school | R – for school |  |
| SD27 | Act as a Governor on LGB |  |  |  |  | A | A, R | Trustees may be members of individual LGBs, subject to Trust Board approval.Trustees may act in the “link governor” role on individual LGBs in order to ensure compliance. |
| SD28 | Receive termly reports from LGB |  | A |  |  | R – for school |  |  |
| No. | Education Performance | Members | Trustees | CEO | Exec | LGB | HT | Comments |
| 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 and reviewing its effectiveness |  | A | R | C | A – for school | R – for school | Strategy and statement posted on school website annually. |
| 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 an action plan to address |  | I | A, R | C | A – for school | R – for school | HT to report to LGB annually. CEO to report to Trust Board annually. |
| 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 respect to quality of spiritual, moral, social and cultural development of students |  | A | R |  | A – for school | R – for school |  |
| 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 |  |
| No. | HR | Members | Trustees | CEO | Exec | LGB | HT | Comments |
| 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 and LGB safeguarding Governor |  |  | A, R |  |  |  | CEO to report to Trust Board annually. |
| 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. through development of staff well-being strategy |  | A | R | C | A – for school | R – for school |  |
| HR27 | Staff Grievance |  | I | C |  | A, R – for school | A, R – for school |  |
| HR28 | Staff Grievance against Headteacher |  | I | C |  | A, R – for school |  |  |
| HR29 | Staff Grievance against CEO |  | A, R |  |  |  |  |  |
| No. | Operations & Estates | Members | Trustees | CEO | Exec | LGB | HT | Comments |
| 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 cyber security to ESFA |  | A | R |  |  |  |  |
| 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 |  |
| No. | Finance | Members | Trustees | CEO | Exec | LGB | HT | Comments |
| 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 |  |