



Guilsborough Multi Academy Trust
Draft Scheme of Delegation
New structure from January 1st 2023

Delegations

The phrases used have the following meanings:

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the Principal this will be at Trust level.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of the Principal they will be making recommendations to the Board.

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of the Principal they will be making reports to the Board.

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of the Board they will be reviewing the Principal

Comply: the individual/group will follow agreed policies and procedures.

To assist interpretation of the matters delegated the table below provides additional comment as appropriate.

		Trustees	Principal
STRATEGY AND LEADERSHIP	Set strategic objectives of the Trust & Academies 1.0	Determine - for the Trust & Academies	Recommend, consult and develop
	Multi Academy Trust Improvement Plan - for each Academy in line with strategic aims of the Trust 1.1	Determine - the Multi Academy Trust Improvement Plan in consultation with the Principal	Drafting and work with the Trustees in producing the Academy Improvement Plan Deliver the Academy Improvement Plan
	Deliver strategic objectives of the Trust & Academies 1.2	Review	Deliver
	Scrutiny - review & challenge progress of the Trust against its strategic objectives and KPIs 1.3	Review - progress of the Trust & Academies	Report - progress of the Academy to the trustees.
	Compliance: Funding Agreement - comply with all obligations including the Academies Handbook 1.4	Review	Comply and deliver
	Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety) 1.5	Review	Deliver Report - to Trustees
	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds 1.6	Determine - policies to ensure compliance Review	Deliver Report - to Trustees
	Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions 1.7	Determine - policies to ensure compliance Deliver	
STRATEGY AND LEADERSHIP	Appointments of Trustees - ensuring processes in place for appointment of trustees (including ensuring that the Trustees have the skills to run the Trust and the Academies)	Determine - policies and criteria for the selection of Trustees Review - the Board's own performance	

		Trustees	Principal
	1.8		
	Appointment of the Auditors for internal scrutiny 1.9	Deliver - appoint Auditors for internal scrutiny	
	Appointment of Governance Professional (GP) - Board 1.10	Deliver - appoint the GP to the Board	
STRATEGY AND LEADERSHIP	Policies - review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding) 1.11	Determine	Deliver - presenting policies to the Board for approval Report - material non-compliance to the Board
	Prepare terms of reference for Trustee's and Committees 1.12	Deliver Review - annually	Develop
	Training programme for trustees 1.13	Deliver	Recommend training for trustees

		Trustees	Principal
EDUCATION AND CURRICULUM	<p>Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes</p> <p>2.2</p>	Review - the work of the Principal	<p>Review and deliver - management of staff to ensure teaching and learning objectives are met</p> <p>Report- strengths and concerns in the quality of teaching to the board</p>
	<p>Curriculum - setting the curriculum for the Academies and reviewing its effectiveness</p> <p>2.3</p>	<p>Determine - curriculum and standards</p> <p>Review - effectiveness of the curriculum</p>	Review and deliver
	<p>Pupil Premium - reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap</p> <p>2.4</p>	Determine and Review	<p>Deliver</p> <p>Report - on effectiveness of use of the Pupil Premium to the Board</p>

		Trustees	Principal	
EDUCATION AND CURRICULUM	Set admissions policy	2.5	Deliver	Develop
	Admission decisions - NCC Implement agreed policy	2.6	Deliver	Consult
	Collective worship arrangements for school, without religious character	2.7	Review	Deliver
	Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)	2.8	Receive and review reports	Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies Report - to the Board on any material issues
	Academy Hours - setting the opening and closing times for the Academies	2.9	Determine	Recommend and Comply
	Term Dates and length of school day	2.10	Determine - in consultation with Principal	Recommend and Comply
	School lunch - ensure provided to appropriate nutritional standards	2.11	Review	Deliver
	Provision of free school meals to those meeting criteria		Review	Deliver

		Trustees	Principal
FINANCIAL	<p>Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term</p> <p>3.0</p>	<p>Determine - in consultation with the Principal</p> <p>Review - compliance with the overall financial plan for the Academy</p>	<p>Consult and Recommend a funding model to the Board for approval</p> <p>Comply</p>
	<p>Trust Annual Budget - formulating and setting the Trust wide budget</p> <p>3.1</p>	<p>Determine</p>	<p>Deliver - on preparation of Trust budget and present to the Board for approval</p> <p>Review - submission of Trust budget to the EFA</p>
	<p>Academy Annual Budgets - formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)</p> <p>3.2</p>	<p>Determine</p>	<p>Deliver - on preparation of Academy budgets and present to the Board for approval</p> <p>Review - submission of Academy budgets to the EFA</p> <p>Comply</p>

		Trustees	Principal
FINANCIAL	Expenditure and ensuring delivery of Annual Budgets 3.3	Review Receive reports - on matters of concern in connection with compliance with the Annual Budgets	Review Report - to the board any material issues with delivery against the Annual Budget
	Reporting: financial reporting and KPIs 3.4	Determine Review	Deliver
	Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the Academies 3.5	Determine	Deliver - on recommending financial limits to the Board Review - effectiveness of limits Comply - adherence to limits

		Trustees	Principal
FINANCIAL	Financial Policies -establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements <p style="text-align: right;">3.6</p>	Determine	Review and Deliver - compliance with finance policies Report - any issues or non-compliance to the Board
	Approving annual accounts <p style="text-align: right;">3.7</p>	Approve Comply - by keeping proper records in respect of the Academy in preparation of the Annual Accounts	Deliver - arrange for auditing and filing of annual report and accounts
	Corporate Risk Register <p style="text-align: right;">3.8</p>	Review delivery	Deliver - management of Academy risk register.
	Investments - agreeing the investment policy in line with the Academies Financial Handbook and any internal polices and controls <p style="text-align: right;">3.9</p>	Determine and review delivery	Deliver

		Trustees	Principal
HR AND OPERATIONS	Appointing the Executive Principal/Principal 4.0	See 4.1	
	Appointing the Principal at each Academy 4.1	Approve -in consultation with an external advisor Appoint	
	Appointing of cross-Trust Staff (in line with recruitment policy) 4.2	Review	Appoint and report to the Board
	Appointing Academy Staff 4.3	Appoint (in consultation with Principal)	Recommend
	Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate regulations 4.4	Determine Review	Comply
	Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations) 4.5	Review Receive reports - in respect of appraisal arrangements and outcomes Assure - in respect of performance management of Principal Review - any appeals	Review - and Report - (annually) to the Board on appraisal
		Trustees	Principal
HR AND OPERATIONS	Setting Terms and Conditions of Employment and Staff Handbook 4.6	Determine - and consider any proposals by Principal to make amendments	Recommend Comply
	Dismissing Exec Principal, Principal, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)	Review - in respect of Principal	Report - any dismissals to the Board

	4.7		
Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)	4.8		Review Report - to the Board Comply
Determine discipline and grievance policy	4.9	Review delivery	Recommend
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	4.10	Determine	Deliver Comply

		Trustees	Principal
HR AND OPERATIONS	Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Handbook and the Trust's procurement policy 4.11	Determine	Review Recommend Deliver
	Determining and allocating central services provided to the Academies by the Trust 4.12	Determine	Consult Deliver- on recommending the allocation of services to the Board
	Overseeing the effectiveness of services provided centrally by the Trust 4.13	Review	Deliver and report to Board
	Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained 4.14	Determine - Trust wide policy Review delivery of academy plan	Determine - academy plan in accordance with Trust policy Deliver - in accordance with Academy policy
	Acquiring and disposing of Trust land 4.15	Deliver	Recommend
	Changing use of Assets 4.16	Deliver	Recommend to the Board of any changes to fixed assets used by the Academy
	Arranging insurance for the Trust 4.17	Review	Deliver
	Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community 4.18	Review	Deliver Comply
		Trustees	Principal
HR AND OPERATIONS	Academy Prospectuses and websites 4.19		Review Deliver
	Determine and review Trust Prospectus and website 4.20		

