



Guilsborough Academy

Guilsborough Multi Academy Trust

GMAT
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Guilsborough Multi Academy Trust
Scheme of Delegation
October 2023



Purpose

The Board of Trustees at Guilsborough Multi Academy Trust is accountable in law for all decisions about the Trust and academies within the Trust. It is vital to ensure there are systems in place so that the Board is assured of the quality of education as well as safety, financial probity good estate management and the wellbeing of staff and students within the Trust. However, this does not mean the Board is required to undertake all tasks or make all the decisions itself. This Scheme of Delegation sets out the functions delegated by the Board within the Trust's governance structure. This document, together with the committee structures and terms of reference, is kept under regular review.

The intention of the document is to:

- Set out delegations for specific areas of activity or decision making in a clear, usable format.
- Provide clarity, consistency and avoid duplication or overlap in governance procedures.

The delegations have been drafted in line with the Trust's Articles of Association, Trust policies and procedures and to meet compliance requirements.

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	1.0 Set the vision, ethos and strategic objectives of the Trust & Academies	Determine – for the Trust & Academies Review	Recommend, Consult and Develop
	1.1 Multi Academy Trust Improvement Plan - for each Academy in line with strategic aims of the Trust	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
	1.2 Deliver strategic objectives of the Trust & Academies	Review	Deliver
	1.3 Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs	Review – progress of the Trust & Academies	Report – progress of the Academy to the Trustees.
	1.4 Compliance: Funding Agreement – comply with all obligations including the current Academy Trust Handbook	Review	Comply and Deliver
	1.5 Compliance: Regulatory – comply with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Review	Deliver Report – to Trustees

		Trustees	Principal
STRATEGY AND LEADERSHIP	1.6 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	Determine – policies to ensure compliance Review	Deliver Report – to Trustees
	1.7 Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Determine – policies to ensure compliance Deliver	Comply
	1.8 Appointments of Trustees – ensuring processes are in place for the appointment of Trustees by Members (including ensuring that the Trustees have the skills to run the Trust and the Academies)	Determine – procedures for the selection of Trustees Recommend appointment of Trustees to Members Review – the Board’s own performance	
	1.9 Appointment of the Auditors for scrutiny	Deliver - appoint Auditors for internal scrutiny Recommend – appointment of external auditors to Members	Comply

		Trustees	Principal
STRATEGY AND LEADERSHIP	1.10 Appointment of Governance Professional	Deliver - appoint the Governance Professional to the Board	
	1.11 Policies – Review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	Determine	Deliver – presenting policies to the Board for approval Report – material non-compliance to the Board
	1.12 Trust Governance structure, delegation and terms of reference	Determine Review - annually	Develop
	1.13 Training programme for Trustees	Deliver Review	Recommend training for Trustees
	1.14 Staff and Student Wellbeing	Determine Review	Develop and Deliver

		Trustees	Principal
STRATEGY AND LEADERSHIP	1.15 Attendance, behaviour, complaints, exclusions – student issues	Determine Review – particularly trends in complaints and behaviour reports Deliver – complaints / behaviour / exclusion panels as required	Develop Deliver Report – to the Board on any material issues
	1.16 Safeguarding	Determine Review	Develop Deliver Report
	1.17 SEND Provision - reviewing and challenging the educational outcomes and narrowing the achievement gap of SEND pupils	Determine Review	Develop Deliver Report
	1.18 Health and Safety	Determine Review	Develop Comply

		Trustees	Principal
EDUCATION AND CURRICULUM	2.0 Quality of Education - Academy Improvement Plan drawn up in line with strategic aims of the Trust	Determine - the Academy Improvement Plan in Consultation with the Principal Review	Drafting and working with Trustees to produce the Academy Improvement Plan Recommend – Academy Improvement Plan to the Board Deliver the Academy Improvement Plan
	2.1 Key Performance Indicators – setting and reviewing performance of the Trust & the Academies	Determine – Trust wide and Academy KPIs Review – performance against KPIs	Deliver – performance of the Trust and Academy against KPIs Report – performance of the Board

		Trustees	Principal
EDUCATION AND CURRICULUM	2.2 Quality of Educational Outcomes - ensuring appropriate levels of support, challenge and intervention to support delivery of educational outcomes	Review - the work of the Principal and senior leaders	Review and Deliver – management of staff to ensure teaching and learning objectives are met Report - strengths and concerns in the quality of teaching to the Board
	2.3 Curriculum – setting the curriculum for the Academies and reviewing its effectiveness	Determine - curriculum and standards Review – effectiveness of the curriculum Review standards	Recommend Review and Deliver
	2.4 Pupil Premium – reviewing and challenging the value for money/ return of investment (ROI) of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Determine and Review	Deliver Report – on effectiveness of use of the Pupil Premium funding to the Board
	2.5 Admissions and Admissions appeals	Determine Deliver	Develop Consult

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EDUCATION AND CURRICULUM	2.6 Collective worship arrangements - for academies without religious character	Determine Review	Deliver
	2.7 Careers Guidance	Determine Review	Develop Deliver Report
	2.7 Academy Hours – setting the opening and closing times for the Academies	Determine – in Consultation with Principal	Recommend and Comply
	2.8 Term Dates and length of school day	Determine – in Consultation with Principal	Recommend and Comply
	2.9 School lunch – ensure provided to appropriate nutritional standards	Review	Deliver
	2.10 Provision of free school meals to those meeting criteria	Review	Deliver

		Trustees	Principal
FINANCIAL	3.0 Funding Model - agreeing a funding model across the Trust and Academy so as to secure the Trust's financial health in the short term and the long term <p style="text-align: right;">3.0</p>	Determine – in Consultation with the Principal Review - compliance with the overall financial plan for the Trust	Consult and Recommend a funding model to the Board for approval Comply
	3.1 Trust Annual Budget – formulating and setting the Trust wide budget	Determine	Deliver - on preparation of Trust budget and present to the Board for approval Review – submission of Trust budget to the ESFA
	3.2 Expenditure and ensuring delivery of Annual Budgets	Review and 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

		Trustees	Principal
FINANCIAL	3.3 Reporting: financial reporting and KPIs	Determine Review	Deliver
	3.4 Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority	Determine	Recommend financial limits to the Board Review – effectiveness of limits Comply - adherence to limits
	3.5 Financial Policies - establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements	Determine financial policies and scheme of delegation Review	Review and Deliver – compliance with finance policies and schemes Report – any issues or non-compliance to the Board
	3.6 Approving annual accounts	Comply – by keeping proper records in respect of the Trust in preparation of the Annual Accounts Deliver annual audited accounts to the Members at the AGM	Deliver – arrange for auditing and filing of annual report and accounts

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FINANCIAL	3.8 Corporate Risk Register	Review and mitigate risks identified in corporate risk register	Develop Deliver – management of Trust risk register.
	3.9 Investments – agreeing the investment policy in line with the current Academy Trust Handbook and any internal policies and controls	Determine Review delivery of policy	Deliver

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HR AND OPERATIONS	4.0 Staffing structure and proposals for restructuring or redundancy Not previously included	Determine – staffing structure Approve - proposals for staffing changes	Develop Recommend
	4.1 Appointing the Principal	Approve -in Consultation with an external advisor Deliver	
	4.2 Appointing Senior Academy Staff	Review	Deliver Consult (where practical include a Trustee on the recruitment panel)
	4.3 Establishing Trust wide HR Policies (including recruitment, capability and absence policies) in accordance with all appropriate regulations	Determine Review	Comply

		Trustees	Principal
HR AND OPERATIONS	4.4 Staff Continuous Professional Development	Determine Review	Develop Deliver
	4.5 Setting Appraisal Performance Management Policy together with Pay Reviews (in line with the Trust's pay policy and all statutory regulations)	Determine Review reports in respect of appraisal arrangements and outcomes Report – in respect of performance management of Principal Review – any appeals	Review - and Report – (annually) to the Board on appraisal
	4.6 Setting Terms and Conditions of Employment and Staff Handbook	Determine – and consider any proposals by Principal to make amendments	Recommend Comply
	4.7 Determine discipline and grievance policy	Determine Review delivery of policies	Recommend
	4.8 Compensation, severance, and early retirement payments	Approve Review	Recommend

	Trustees	Principal	
HR AND OPERATIONS	4.9 Dismissing Principal, Senior Trust staff (in accordance with the Trust disciplinary and capability policies)	Review – in respect of Principal	Report – any dismissals to the Board
	4.10 Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)	Review	Review Report – to the Board Comply
	4.11 Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academy Trust Handbook and the Trust’s procurement policy	Determine	Deliver Comply
	4.12 Asset and Premises Maintenance Strategy – determining use of Trust premises and ensuring premises are adequately maintained	Determine – Trust wide policies Review delivery of asset and premises management plan	Determine – asset and premises maintenance plan in accordance with Trust policies Deliver – in accordance with Trust policies

		Trustees	Principal
HR AND OPERATIONS	4.13 Asset and Premises Maintenance Strategy – determining use of Trust premises and ensuring premises are adequately maintained	Determine – Trust wide policies Review delivery of asset and premises management plan	Determine – asset and premises maintenance plan in accordance with Trust policies Deliver – in accordance with Trust policies
	4.14 Acquiring and disposing of Trust land - (in line with the Trust Funding Agreement, DFE guidance and the current Academy Trust Handbook)	Deliver	Recommend
	4.15 Changing use of Assets	Deliver	Recommend to the Board any changes to fixed assets within the Trust
	4.16 Arranging insurance for the Trust	Review	Deliver
	4.17 Media and PR - overseeing public relations activities of the Trust to the wider community	Review	Deliver Comply
	4.18 Determine and Review Trust / Academy Prospectus and website	Review	Deliver Comply