



Guilborough Academy

Guilborough Multi Academy Trust

GMAT
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Scheme of Delegation

October 2024

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.

The Scheme of Delegation will be reviewed and agreed by the Trust Board annually or following significant growth or restructuring within the Trust, to

Finance Audit and Risk Committee

The Board of Trustees has established a Finance, Audit and Risk Committee to support it in its responsibilities for ensuring the adequacy of risk management, internal control and governance arrangements and that public funds are used efficiently and effectively, and any decision taken is in accordance with statutory and regulatory requirements, including those set out in the Scheme of Delegation, the Academy Trust Handbook and the Trusts funding agreement. The Finance, Audit and Risk Committee will review the comprehensiveness of assurances for the Board and review the reliability and integrity of those assurances. The committee operates under a terms of reference, agreed by Trustees annually.

Standards and Curriculum Committee

The Board of Trustees has established a Standards and Curriculum Committee to support it in its responsibilities for ensuring the overall effectiveness of the standards and performance within Guilsborough Multi Academy Trust and to consider safeguarding, SEND and equalities implications when undertaking all committee functions. The committee operates under a terms of reference, agreed by Trustees annually.

Pay Committee

The Board of Trustees has established a Pay Review Committee to support it in its responsibilities for decisions relating to pay in accordance with the approved academy pay policy. The Pay Review Committee will monitor the pay and appraisal policies and processes, ensuring they are fair and equitable. The committee will report back to the full board summarising pay decisions and any issues arising. The committee operates under a terms

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

Culture and Engagement / Governance of the Trust

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
1	Set the culture, ethos and values of the trust & academy	Determine Review	Consult Develop Recommend	Consult Develop Recommend	Consult Develop Recommend	Consult Develop Recommend
2	Set expectations for trustee conduct	Determine Review	Recommend	Recommend	Recommend	Recommend
3	Foster equality, diversity and inclusion in all aspects of the work of the board.	Determine Review	Develop Deliver	Develop Deliver	Develop Deliver	Develop Deliver
4	Ensure transparency of information , including requirement to publish information on the trust website	Determine Review	Deliver	Deliver	Deliver	Deliver
5	Engage with stakeholders	Review results of stakeholder surveys		Review results of academy stakeholder surveys Deliver trustee stakeholder surveys		Deliver academy stakeholder surveys Report
6	Adhere to the Articles of Association	Comply Review	Comply	Comply	Comply	Comply

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
Strategy and Leadership	7	Set the vision and strategic objectives of the trust & academy	Develop Determine Review	Recommend, Consult and Develop	Recommend, Consult and Develop	Recommend, Consult and Develop
	8	Deliver strategic objectives of the trust & academy	Deliver Review	Deliver on tasks assigned to the committee Review	Deliver on tasks assigned to the committee Review	Deliver on tasks assigned to the executive leaders Review
	9	Scrutiny – review & challenge progress of the trust against its strategic objectives	Deliver the Trust's strategic aims Review	Report on tasks assigned to the committee Review	Report on tasks assigned to the committee Review	Report on tasks assigned to the executive leaders Review
	10	Academy improvement plan - in line with strategic aims and priorities of the trust	Determine - academy improvement plan in Consultation with the Principal	Deliver the academy improvement plan	Deliver the academy improvement plan	Deliver the academy improvement plan Recommend academy improvement plan in consultation with trustees Deliver the academy improvement plan

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal	
Non-executive Leadership	11	Establish a high performing governance structure , including appointing board committees	Determine – governance structure and membership of committees Review for effectiveness	Recommend	Recommend	Recommend	Recommend
	12	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 academy)	Determine – procedures for the selection of trustees Recommend appointment of trustees to members				
	13	Appointment of parent trustees (in accordance with the Articles of Association)	Determine – procedures for the election of two parent trustees Deliver - appointment of parent trustees where insufficient candidates stand for election				
	14	Appointment of Governance Professional	Deliver - appointment of qualified Governance Professional to the board				

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal	
	15	Ensure appointment checks, induction and training for trustees	Deliver Review	Determine process for appointment checks and induction	Recommend	Recommend	Develop process for appointment checks and induction Comply
	16	Ensure the board has the appropriate skill set, including financial skills and provide training where required	Determine Deliver Review	Recommend	Recommend	Recommend	Recommend
	17	Appoint chair and vice chair	Deliver				
	18	Evaluate governance regularly	Deliver – regular self evaluation of the board's performance alongside external reviews of governance	Review – the committee's performance	Review – the committee's performance	Review – the committee's performance	
	19	Appoint lead trustees for safeguarding, SEND and careers	Determine the appointments of lead trustees				

			Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
Executive Leadership	20	Appointing and performance managing the senior executive leader and accounting officer	<p>Determine the appointment of the Principal / Accounting Officer</p> <p>Review outcomes from the Principal's appraisal process</p>			<p>Review and Report to the Board on the outcomes from the Principal's appraisal process</p>	
	21	Overseeing staff well-being, workload and working conditions	<p>Review</p>	<p>Deliver staff wellbeing policies</p> <p>Review</p>	<p>Determine staff wellbeing policies and procedures</p> <p>Review</p>		<p>Develop</p> <p>Deliver</p>
	22	Setting pay levels, including executive pay	<p>Determine</p>			<p>Review and Recommend pay levels to the board</p>	<p>Recommend</p>

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
Accountability	23	<p>Ensuring strategic oversight and accountability, receiving objective, high quality, timely data</p> <p>Determine trust wide and academy targets in line with strategic plan</p> <p>Review performance against targets</p>	<p>Review performance against targets linked to the committee</p>	<p>Review performance against targets linked to the committee</p>		<p>Recommend</p> <p>Deliver performance of academy and trust against targets</p> <p>Report on performance at the academy</p>
	24	<p>Setting trust approach to curriculum and assessment, including with regard to statutory requirements</p> <p>Determine approach to curriculum and assessment</p>		<p>Review effectiveness of the curriculum, ensuring it is broad, balanced and statutory requirements are met</p> <p>Report to board</p>		<p>Recommend</p> <p>Deliver</p> <p>Report</p>
	25	<p>Developing curriculum policies as required by school(s) (religious education, relationships, sex & health education, collective worship)</p> <p>Review</p>		<p>Determine curriculum policies required by schools</p> <p>Report to the Board</p>		<p>Recommend</p> <p>Consult</p> <p>Deliver</p>
	26	<p>Delivering careers guidance, with regards to statutory requirements</p> <p>Determine careers policy in accordance with statutory requirements</p> <p>Review delivery of careers guidance</p>				<p>Recommend</p> <p>Deliver</p> <p>Report</p>
	27	<p>Ensuring regulatory compliance including all obligations in the current Academy Trust Handbook</p> <p>Determine</p>	<p>Deliver</p> <p>Report</p>	<p>Deliver</p>	<p>Deliver</p>	<p>Comply</p> <p>Deliver</p>

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
	28	Appointing Chief Financial Officer	Deliver - appointment of appropriately qualified Chief Financial Officer			Recommend
	29	Setting annual budget	Determine the trust annual budget and approve it for submission to the DfE	Deliver on preparation of trust budget and present to the Board for approval		Recommend trust annual budget Deliver submission of approved trust budget to DfE
	30	Delivering monthly management accounts and forecasts , including cash position of the trust	Review and receive reports on performance against budget or key deviations from budget from the FAR Committee	Review management accounts at every meeting, ensuring the ongoing viability of the trust and monitor spend against budget		Deliver monthly management accounts setting out the trust's financial performance and position Report any material issues to the Chair of the FAR Committee as soon as reasonably possible

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
31	Appointing external auditor	Recommend appointment of external auditors to the members	Deliver a tender for external auditors at least every 5 years and make recommendations to the board			Develop a tender for external auditors at least every 5 years
32	Delivering annual report and accounts, in line with the Charity Commission's Statement of Recommended Practice	Comply with statutory duties Deliver annual report and audited accounts to the members	Deliver draft annual report and audited accounts to the board for approval			Deliver the preparation of annual accounts for external audit Deliver filing of approved annual report and accounts
33	Developing financial scheme of delegation, incorporating delegations of financial authority	Determine Comply Review	Recommend the financial scheme of delegation Review effectiveness of financial delegations Comply	Comply	Comply	Recommend financial scheme of delegation including financial limits Comply
34	Reserves and Investments	Review management of reserves and investments	Determine reserves and investment policy Report on the management of reserves and investments			Recommend reserves and investment policy Report on reserves and investments to FAR Committee

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal	
	35	Developing finance policies and procedures to ensure compliance with the Academy Trust Handbook (charging and remission, procurement)	Review	Determine financial policies and procedures Comply Review	Comply	Comply	Recommend financial policies and procedures Comply Report any issues or non-compliance to the Board
	36	Ensuring adequate insurance cover is in place	Review	Determine and Report Review			Recommend
	37	Developing risk management procedures, including maintaining the trust risk register	Determine risk management policies and procedures Review and mitigate risks identified in the risk register	Review and mitigate risks allocated to the committee	Review and mitigate risks allocated to the committee		Develop and Deliver trust risk register
	38	Managing conflicts of interest and related party transactions	Determine procedures for the declarations of interests and related party transactions	Comply	Comply	Comply	Comply

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
Compliance and Statutory Policies	39	Setting admissions policies and keeping admission registers	<p>Determine admission arrangements annually</p> <p>Review ensure admission registers are maintained</p>			<p>Recommend</p> <p>Deliver</p>
	40	Attendance	<p>Review - ensure attendance registers are maintained and monitor attendance figures for the trust</p>	<p>Determine attendance policy and targets</p> <p>Review and Report</p>		<p>Recommend attendance targets</p> <p>Report on attendance figures</p> <p>Deliver</p>
	41	Ensuring compliance with SEND Code of Practice	<p>Determine SEND and inclusion policies</p> <p>Review progress of SEND students, narrowing the gap</p>		<p>Review and Report - challenge educational outcomes for SEND students, narrowing the gap</p>	<p>Recommend</p> <p>Comply and Deliver</p> <p>Report – non-compliance to the board</p>
	42	Delivering support for looked after children	<p>Review progress of LAC students, narrowing the gap</p>		<p>Determine LAC policy</p> <p>Review and Report - challenge educational outcomes for LAC students, narrowing the gap</p>	<p>Recommend</p> <p>Comply and Deliver</p>

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
43	Review and challenge pupil premium spend inc. year 7 literacy and numeracy catch-up, challenging value for money and educational outcomes	<p>Determine policy for pupil premium students</p> <p>Review impact of pupil premium spend</p>	<p>Review and Report on spend of pupil premium funds</p>	<p>Review and Report on educational outcomes and value for money for pupil premium students</p>		<p>Recommend</p> <p>Comply and Deliver</p>
44	Ensuring compliance with health and safety legislation , including first aid, fire safety, supporting students with additional health needs, food safety	<p>Determine health and safety and first aid policies</p> <p>Review compliance with health and safety legislation</p>	<p>Develop health and safety polices and procedures</p> <p>Review and Report on health and safety compliance</p>	<p>Comply</p> <p>Review</p>	<p>Comply</p>	<p>Comply and Deliver</p> <p>Report – material non-compliance to the FAR Committee</p>
45	Setting estates management strategy to effectively maintain the estate in a safe working condition	<p>Review estates management strategy</p>	<p>Determine estates management strategy and associated policies and procedures</p> <p>Review</p> <p>Report material non compliance to the board</p>			<p>Recommend and Deliver</p> <p>Report – material non-compliance to the FAR Committee</p>

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
46	Setting asset management strategy	Review asset management strategy	Determine asset management policy and procedures Review Report material non compliance to the board			Recommend and Deliver Report – material non-compliance to the FAR Committee
47	Attending Trust inspections	Deliver - trustee representatives to attend trust inspections				
48	Setting governance policies related to data protection, information sharing, cyber security, freedom of information	Comply Review	Determine Review	Comply	Comply	Develop Comply
49	Setting governance policies related to code of conduct and whistleblowing	Determine Review	Comply	Comply	Comply	Develop Comply
50	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)	Determine Comply Review	Comply	Comply Review and Report	Comply	Develop Comply Deliver

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
51	Setting safeguarding policies (safeguarding and child protection, student mental health and wellbeing, Prevent duty, looked after children, safer recruitment, supporting pupils with medical conditions)	Determine - in-line with trust schedule of policies Review	Comply	Determine - in-line with trust schedule of policies Review	Comply	Develop Comply
52	Managing behaviour, complaints and exclusions	Review - particularly trends in complaints and exclusions Deliver - trustees disciplinary or complaints panels as required		Determine behaviour, complaints and exclusion policies		Develop Comply Report
53	Setting the approach to directing pupils offsite	Review - the use of alternative provision				Recommend Deliver Report
54	Setting the school day and school year	Determine in Consultation with stakeholders				Recommend Comply
55	Setting the uniform policy			Determine Review		Recommend Deliver

		Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
56	Setting approach to staff appointment, dismissal and redundancies, with regard to statutory requirements	Review delivery of policies and recommendations for redundancies	Determine policies and procedures Review			Recommend Report
57	Appointing senior academy staff	Review				Deliver Consult - where practical include a trustee on the recruitment panel
58	Setting approach to appraisal, performance management and pay reviews	Review outcomes of the performance management and pay review process	Review financial implications resulting from the appraisal and performance management process	Determine the policies and procedures for appraisal and performance management Review	Review and Report to the board on the outcomes of the appraisal process	Deliver Comply Report
59	Setting HR policies (including appraisal, pay, disciplinary, grievance, capability, CPD, safer recruitment, staff code of conduct, terms and conditions of employment)	Determine - in-line with trust schedule of policies Review Comply	Determine - in-line with trust schedule of policies Review Comply	Determine - in-line with trust schedule of policies Review Comply	Determine - in-line with trust schedule of policies Review Comply	Develop Deliver Comply

			Trustees	Finance Audit and Risk Committee	Standards and Curriculum Committee	Pay Review Committee	Principal
	60	Setting approach for compensation, severance and early retirement payments	Determine				Recommend
	61	Setting whistleblowing procedures	Determine Comply	Comply	Comply	Comply	Recommend Comply