

Prime7 MAT

Scheme of Delegation

Introduction

The Scheme of Delegation (known as 'Scheme' hereafter) sets out the delegated powers between the different bodies involved in the governance and operation of the PRIME7 Trust. The different bodies include:

- a. Board of Trustees (Board)
- b. Chief Executive Officer (CEO) and Accounting Officer
- c. Chief Finance Officer (CFO/Business Manager)
- d. Local School Committees (LSC)
- e. Headteachers (HT)
- f. Finance, Risk and Audit Committee (FRAC) including the sub Pay Committee

The delegated powers are broken down into different levels in line with PRIME7's principles of governance, leadership, and operations. The delegated autonomy for individual academy schools (academies) is aligned with the need for PRIME7 to fulfil its charitable and corporate responsibilities to the Department for Education (DfE), Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed as:

- a. A = Accountable (statutory obligation and answerability)
- b. R = Responsible (duty to complete and/or implement action/document)
- c. AP = Approval (recommendation made to approve and action and/or document)
- d. C = Consulted (discussion with before action taken and/or seek advice where appropriate)
- e. S = Support (provide assistance)
- f. I = Informed/Invited (notified)

The Scheme should be read in conjunction with the:

- a. Terms of Reference for the relevant body (FRAC, Pay Committee, LSC, Articles of Association)
- b. Job Roles for the positions referenced
- c. Financial Regulations Manual
- d. PRIME7 Policy Cycle
- e. PRIME7 Quality Assurance Calendar

Whilst the Scheme is designed to be comprehensive, it is not exhaustive. Any queries, please contact the CEO, Ian Lowe.

	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
Vision, strategy & strategic objectives	Setting PRIME7's vision, strategy, and strategic objectives (PRIME7 Improvement Plan in the agreed format)	Accountable for setting and regularly reviewing the MATs overall vision, culture, and values Responsible for approving Trust level vision and strategic objectives	Responsible for implementing the vision and strategic objectives across the MAT	Responsible for implementing the vision and strategic objectives across the MAT	Support academy leaders to develop local academy vision and strategic objectives	Responsible for developing, proposing, and implementing academy vision and strategic objectives that align with the Trust's strategy
	Lead on the academies' communications strategy (aligned to PRIME7's vision and values)	Accountable for overall communication strategies Support CEO/CFO in media relations and crisis communications	Responsible for meeting statutory requirements in communication Responsible for providing advice /guidance on media communications, ensuring consistency Responsible for managing crisis communications and reputational risk	Responsible for meeting statutory requirements in communication Responsible for providing advice /guidance on media communications, ensuring consistency Responsible for managing crisis communications and reputational risk	Responsible for referring any reputational risk to the CEO Support the academy leaders to communicate with the academy and local communities	Responsible for maintaining communication with the academy and local communities through the websites Responsible for managing local media Responsible for referring any reputational risk to the CEO
	Determine the scope of centralised shared services to be delivered by PRIME7	Accountable for approving and setting the overall Trust Budget and allocation to individual academies and centralised/shared services	Support to the CFO in developing economies of scale across the Trust that offer value for money through centralised shared services	Responsible for developing economies of scale across the Trust that offer value for money through shared services Responsible for the management and delivery of centralised services	Consulted regarding changes in shared services	Consulted with regarding changes in shared services

Vision, strategy & strategic objectives cont.	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
	Consider requests from schools to join PRIME7 leading on due diligence processes as required	Accountable for setting process and ensuring due diligence completed	Responsible for developing process and undertaking due diligence review/evaluating findings	Responsible for developing process and undertaking due diligence review/evaluating findings	Informed	Informed
	Promote equality, diversity, inclusion and tolerance amongst staff and pupils	Accountable for ensuring compliance with all relevant legislation Responsible for monitoring equalities compliance Responsible for approving the Trust's Equality Objectives	Responsible for promoting equality, diversity, inclusion and tolerance amongst all staff and pupils and ensuring local policies comply with equalities legislation Responsible for proposing the Equality Objectives to the Trust Board	Responsible for promoting equality, diversity, inclusion and tolerance amongst all staff and pupils and ensuring local policies comply with equalities legislation Responsible for proposing the Equality Objectives to the Trust Board	Responsible for promoting equality, diversity, inclusion and tolerance amongst academy staff and pupils and ensuring local policies comply with equalities legislation	Responsible for promoting equality, diversity, inclusion and tolerance amongst academy staff and pupils and ensuring local policies comply with equalities legislation
	Set and approve amendments to PRIME7's admissions policy	Accountable for ensuring that admissions policies are established for all academies Responsible for approving the academy's admissions policies	Responsible for proposing admissions policies to Board Support academies in developing admissions policies	Support academies in developing admissions policies Responsible for informing WNC of changes to admissions policy to enable appropriate consultations to be conducted	Consulted Over any changes to admissions policy Informed of policy renewal	Responsible for developing admissions policy supported by CEO/CFO Responsible for compliance with admissions policy

	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
Governance	Governance structure for PRIME7	Accountable for establishing and approving a governance framework, including: 1. establishing board committees to meet statutory requirements 2. establishing and approving a Scheme of Delegation/terms of reference 3. Creation of Governance Handbook	Responsible for developing the Scheme of Delegation, Governance Handbook/terms of Reference, and Policy Framework Consulted and responsible for delivering delegations	Support the CEO in developing the Scheme of Delegation, Governance Handbook terms of reference and Policy Framework Consulted and responsible for delivering delegations	Informed of changes to the governance structure. Responsible for delivering delegations	Informed of responsibilities under Scheme of Delegation Responsible for delivering delegations
	Articles of Association	Responsible for reviewing and recommending any changes to Members Accountable for complying with Articles of Association	Consulted on Proposed changes Support Board in Implementation of changes	Consulted on Proposed changes Support Board in Implementation of changes	Informed of changes	Informed of changes
	Trustees (Co-opted by the Board) (In addition, the Trust Members can appoint up to 7 trustees)	Accountable and Responsible for appointment of up to 5 co-opted trustees	Consulted on relevant appointments Support the Board in identifying potential Trustees	Consulted on relevant appointments Support the Board in identifying potential Trustees Responsible for overseeing relevant checks of potential Trustees	Informed of relevant appointments	Informed of relevant appointments
	Board Sub-Committees of the Trust Board (e.g. FRAC and Pay Committee)	Responsible for appointing Members of any Board Committees and Chairs of Board Committees	Consulted on relevant appointments	Consulted on relevant appointments	Informed of relevant appointments	Informed of relevant appointments

	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
Governance cont.	LSC representatives	Responsible and Accountable for appointing/ removing LSC representatives and Chairs of LSCs	Consulted on relevant appointments/removal Responsible for notifying Trust Board of potential representatives & appropriate Chairs	Consulted on relevant appointments Responsible for overseeing relevant checks of potential representatives Informed of appointment / removal	Informed of appointment/ removal Responsible for designating the Chair and Vice Chair positions on an annual basis	Support the CFO in identifying potential LSC representatives Consulted on relevant appointments Informed of appointment/ removal
	LSC representatives	Accountable and Responsible for role description and identifying and monitoring skills and competencies required for effective LSC Representatives	Consulted on role descriptions and recruitment process Consulted on relevant appointments and skills and competencies required Support Trustees in identifying and delivering where appropriate suitable training and development provision	Consulted on role descriptions and recruitment process Informed of relevant appointments and consulted on skills and competencies required Support Trustees in identifying and delivering where appropriate suitable training and development provision	Informed on role descriptions and recruitment process Informed of skills and competencies required Informed of suitable training and development provision	Informed of role descriptions and recruitment process Consulted on skills and competencies required Support identification of suitable training and development provision
	Governance Professional for Board of Trustees including to LSCs	Accountable and Responsible for appointment of Governance Professional in accordance with Articles and Academy Trust Handbook	Support the Board in recruitment process	Support the Board in recruitment process	Informed of appointment of Governance Professional	Informed of appointment of Governance Professional
	Determine and Monitor PRIME7-wide statutory policies in line with the Scheme of Delegation and policy schedule	Accountable for determining Statutory Trust Wide Policies Responsible for monitoring Trust Wide	Responsible for creating and recommending Statutory Trust Wide Policies	Responsible for creating and recommending Statutory Trust Wide Policies Responsible for	Informed of Trust Wide Policies Responsible for Monitoring at local level where	Consulted on Trust Wide Policies Responsible for ensuring Implementation at local

Governance cont.		policies in accordance with Scheme of delegation / Terms of reference	Responsible for ensuring Implementation of Trust Wide Policies Responsible for website compliance and monitoring of the policy schedule	ensuring Implementation of Trust Wide Policies Responsible for website compliance and monitoring of the policy schedule	applicable	level
	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
	Determine and Monitor Academy specific policies in line with the Scheme of Delegation Monitor compliance with PRIME7's policies	Accountable for ensuring that statutory policies are in place and delegated at the correct level of governance	Support academies in policy development	Support academies in policy development	Responsible for monitoring the policy compliance	Responsible for implementation and monitoring of academy level policies Responsible for website compliance and monitoring of the academy level policy schedule
	Monitoring, auditing, and reporting against statutory regulations and matters of compliance e.g. GDPR, data protection, information sharing, freedom of information and security	Accountable for meeting statutory requirements Responsible for approving relevant Policy	Responsible for meeting statutory requirements Support CFO in determining a Data Protection Policy and other relevant Policies Support CFO in providing data protection guidelines and standards; oversee network approach to data protection controls Support the CFO's response in event of a data breach	Support CEO in meeting statutory requirements Responsible for determining a Data Protection Policy and other relevant Policies Responsible for providing data protection guidelines and standards; oversee network approach to data protection controls Responsible for leading the response in event of a data breach Responsible for appointing an appropriate DPO and leading the	Support at local level in line with Scheme of Delegation Responsible for meeting statutory requirements, including data protection and security at LSC level	Responsible for Implementing statutory requirements at local level Responsible for implementing relevant Policies, guidelines and standards, including data protection Responsible for reporting a data breach to the CEO/CFO immediately in event of a data breach Responsible for supporting any investigation/actions in event of a data breach

				annual data protection audit, with external DPO		
Quality of Education (inc. outcomes)	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
	Evaluate and report on progress against PRIME7's strategic priorities	Accountable for Trust Business Plan Responsible for setting workstream priorities and monitoring priorities	Responsible for setting, implementing, delivering against milestones, and reporting on progress	Responsible for setting, implementing, delivering against milestones, and reporting on progress	Informed	Consulted on setting Responsible for delivering at academy level
	Evaluate and report on progress against individual School Development Plan priorities	Informed that appropriate SDPs have been set and finance has been assigned	Responsible for assisting the Headteachers to identify appropriate priorities	Responsible for assigning budgets to meet SDP targets Responsible for monitoring expenditure against the targets	Informed of SDP priorities Responsible for monitoring progress	Responsible for setting, delivering & monitoring annual priorities Accountable for achieving the priorities set
	Present an up to-date Self-Evaluation document in the agreed format (MAT and academy level)	Accountable for overall approach and approval Responsible for review and approval of relevant sections	Responsible for overall self-evaluation /assessment report and identification of priorities to inform improvement plans	Responsible for overall self-evaluation /assessment report and identification of priorities to inform improvement plans	Responsible for academy level self-evaluation /assessment report	Responsible for academy level self-evaluation /assessment report
	Agree, monitor, and report on progress against PRIME7-wide key outcomes targets for all pupils, including looked after / previously looked after children	Accountable for the overall quality of education Accountable for targets and for completing the CEO performance management Responsible for monitoring, reviewing, and agreeing appropriate educational targets across the Trust	Responsible for the overall quality of education including performance management of academy leaders Responsible for preparing data to inform target setting and monitoring	Support the CEO in preparing data to inform target setting	Responsible for monitoring the quality of education at academy level Responsible for monitoring groups of pupil's education and outcomes and achieving academy targets	Responsible for the quality of education at academy level Support the CEO in preparing data to inform target setting Responsible for individual pupil's education and outcomes and achieving academy targets

	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
Quality of Education (inc. outcomes) cont.	Discharge duties in respect of pupils with SEND	Accountable for ensuring compliance with SEND legislation and the Code of Practice Responsible and Accountable for appointing a SEND link trustee and reviewing the SEND Policy	Responsible for reviewing how the Trust implements the SEND Strategy and for proposing the SEND Policy	Support the CEO in reviewing how the Trust implements the SEND Strategy and for proposing the SEND Policy	Responsible for appointing a SEND link representative Responsible for reviewing compliance with SEND legislation and the Code of Practice, and the implementation of the Trust SEND Policy in the academy.	Responsible for compliance with SEND legislation and the Code of Practice, and the implementation of the Trust SEND Policy in the academy Responsible for development of the academy SEND Information Report
	Provision of pupil well-being programmes throughout the academic year	Accountable for supporting good mental health and wellbeing across the Trust in accordance with legislation and/or best practice Responsible for overseeing Trust approach to wellbeing and guiding towards best practice	Responsible for proposing approach to pupil health and wellbeing Responsible for planning and delivering activities training to promote wellbeing and good mental health	Support in proposing approach to pupil health and wellbeing Support in planning and delivering activities training to promote wellbeing and good mental health	Informed of academy level approaches to well-being Responsible for reviewing any pupil voice data that provides evidence of attitudes to well-being and well-being needs	Responsible for implementing Trust approach to health and wellbeing at academy level Responsible for monitoring to understand if a mental health or wellbeing intervention is required

	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
Quality of Education (inc. outcomes) cont.	Ensure a PRIME7-wide Safeguarding structure is in place, with designated Safeguarding Director, policy framework, and annual external audits for all academies	Accountable for ensuring that safeguarding complies with statutory guidance, Keeping Children Safe in Education Responsible for determining Trust Safeguarding Policy Responsible for appointing a Trustee responsible for safeguarding to attend the Trust DSL meetings and to report to Board Responsible for scrutinising MAT Safeguarding Policies to recommend to Board for approval, including child protection, safer recruitment, prevent, peer to peer abuse, gender issues and allegations made against teachers and other staff Responsible for reviewing implementation and effectiveness of safeguarding practices and policies	Responsible for creating Trust level safeguarding policies and proposing to the Board Responsible for establishing a Trust DSL network Responsible for reviewing implementation and effectiveness of safeguarding practices and policies Responsible for responding to safeguarding and other complaints against Headteachers Support the Board in monitoring and ensuring compliance with safeguarding across the Trust including commissioning external audits as appropriate	Support the CEO in creating Trust level safeguarding policies and proposing to the Board Support the CEO in reviewing implementation and effectiveness of safeguarding practices and policies Support the Board in monitoring and ensuring compliance with safeguarding across the Trust including commissioning external audits as appropriate	Responsible for monitoring the implementation of safeguarding policies at academy level and ensuring that safeguarding complies with Trust policies and statutory guidance, including the appointment of a Designated Safeguarding Lead Responsible for informing the CEO of any safeguarding complaints against a Headteacher Informed of safeguarding complaints, referrals, and training within academies	Responsible for implementing safeguarding policies at academy level and ensuring that safeguarding complies with Trust policies and statutory guidance, including the appointment of a Designated Safeguarding Lead Responsible for responding to safeguarding and other complaints against staff Informed of safeguarding complaints, referrals, and training within academies

Quality of Education (inc. outcomes) cont.		Informed of safeguarding complaints, referrals, and training within academies Responsible for responding to safeguarding and other complaints against the CEO				
	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
	Determine that an academy should be a PRIME7 Cause for Concern	Accountable for scrutinising the Risk Register and identifying key risks for exception reporting by the CEO/CFO to analyse risk factors	Responsible for preparing the Risk Register for presentation to the Trust Board and for identifying key risks that may put an academy into a Cause for Concern category Responsible for presentation of exception reporting to the Trust Board	Responsible for preparing the Risk Register for presentation to the Trust Board and for identifying key risks that may put an academy into a Cause for Concern category Responsible for presentation of exception reporting to the Trust Board	Informed of key risks that may lead to the identification of a Cause for Concern	Responsible for sharing key local information at an academy level that may support the Trust Board in identifying key risks that may lead to the identification of a Cause for Concern

Finance	Area of Responsibility	Delegation					
		Board	FRAC	CEO	CFO / Business Manager	LSC	Headteachers
	Establish and review financial Scheme of Delegation (SOD)	Accountable for ensuring that the Financial Procedures Manual is compliant with the Academy Trust Handbook	Responsible informing the Trust Board of the requirements of the Financial Procedures Manual for recommending adoption	Accountable for ensuring that the Financial Procedures Manual is updated and staff abide by the directives Responsible for LSC updates	Responsible for ensuring that the Financial Procedures Manual is updated and staff abide by the directives Responsible for financial staff training and compliance	Informed	Responsible for ensuring that procedures at academy level are in line with the Financial Procedures Manual

	Area of Responsibility	Delegation					
		Board	FRAC	CEO	CFO / Business Manager	LSC	Headteachers
Finance cont.	External auditors	Accountable and Responsible for recommending appointment of Auditor to the Members of MAT	Support evaluation and appointment of external auditors Responsible for receiving accounts reports from external auditors and ensuring any audit points are actioned	Responsible for identifying and proposing external auditor to Trust Board Responsible for evaluation of effectiveness of External auditor Responsible for implementing any action	Responsible for conducting tenders to appoint external auditors Responsible for working with external auditors to complete annual audits	Informed	Informed
	Delivery of budget plan to support both Trust and academy key priorities	Accountable for approving the overall MAT Budget and allocation to individual academies /central MAT services	Support through detailed budget review	Responsible for establishing appropriate academy level structures Responsible for ensuring that the BFR is completed and approved	Responsible for developing MAT wide budgets and recommending to the Board Responsible for submitting Trust budget to the DfE following approval Responsible for completion and submission of the BFR to the DfE following Board approval	Informed of the academy priorities that are aligned with the Trust Business Plan Responsible for ensuring the Headteacher is focused on the academy development priorities	Responsible for ensuring that academies are prepared for budget meetings and ensure that the CFO is aware of the academy priorities for the year ahead
	Ensure best value through effective procurement processes and contract assessment (inc. educational, commercial and contractual legal advice)	Accountable for procurement in line with regulations	Responsible for oversight of procurement activity to monitor compliance with regulations	Responsible for reviewing procurement procedures set by the CFO	Responsible for establishing procurement framework and policies in line with regulations Responsible for	Informed of relevant academy level contracts	Responsible for academy level procurement in line with Trust procedures and liaison with CFO in establishing any new contracts

					running compliant procurement exercises Support academies in arranging local level contracts		
Finance cont.	Area of Responsibility	Delegation					
		Board	FRAC	CEO	CFO / Business Manager	LSC	Headteachers
	Directs the Trust's programme of internal scrutiny	Accountable for approval and oversight of internal scrutiny within MAT and ensuring compliance with DfE requirements	Responsible for identifying the area for review from the risk register and to inform the Trust Board	Responsible for establishing, monitoring and review of MAT internal scrutiny programme and reporting to the Trust Board and the DfE	Responsible for establishing, monitoring and review of MAT internal scrutiny programme and reporting to the Trust Board and the DfE	Informed of required area of internal scrutiny	Responsible for supporting the CFO and CEO in the required area of internal scrutiny
	Submit annual report and accounts, including accounting policies, signed statement on regularity, propriety and compliance incorporating governance statement demonstrating value for money	Accountable for approving and delivering MAT annual report and accounts with regard to consolidation exercises required by DfE	Responsible for detailed review of annual report and auditor's report	Responsible for preparing and delivering the annual report and accounts to recommend to the Board for approval Responsible for ensuring to the Board that the Trust is compliant with the Academy Trust Handbook and the funding agreement	Responsible for preparing and delivering the annual report and accounts to recommend to the Board for approval Responsible for ensuring to the Board that the Trust is compliant with the Academy Trust Handbook and the funding agreement	Informed of the outcome of the annual audit and financial outturn position	Support the CFO at academy level to collate evidence required to support the preparation of the report

	Area of Responsibility	Delegation					
		Board	FRAC	CEO	CFO / Business Manager	LSC	Headteachers
Finance cont.	Plan, manage and monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend	Accountable for ensuring monthly management accounts are produced and reviewed by the Board in line with the annual meeting programme	Responsible for review of detailed management accounts monitoring and review	Responsible for ensuring that the CFO prepares accurate management accounts and reports effectively to the Trust Board, CEO and Headteachers	Responsible for producing management accounts and reporting to the Board	N/A	Responsible for working with the CFO/CEO to monitor actual spend v budget at academy level
		Accountable for ensuing that MAT maintains a strong cash position and to ensure it is a going concern	Responsible of oversight through detailed review of cash position		Responsible for managing and reporting on cash and going concern position		Responsible through effective financial management at academy level
		Accountable for ensuring grants received are used for the purposes intended					
Staff and HR (Structure)	Agree PRIME7 staffing structure	Responsible for the overall staffing structure of the MAT and to ensure that reviews of leadership structure maintain financial sustainability	Responsible for proposing the leadership structure to the Trust Board	Responsible for ensuring that the staffing structures of each academy and the overall leadership structures are reviewed regularly and presented to the Trust Board	Responsible for ensuring that proposed staffing structures are financially sound and ensure that the Trust is a going concern, while meeting the needs of the academies	Informed through the budget setting process at academy level	Responsible for working with the CEO/CFO to prepare annual staffing structures at academy level to inform budget planning

	Area of Responsibility	Delegation					
		Board	FRAC	CEO	CFO / Business Manager	LSC	Headteachers
Staff and HR (Recruitment/ Termination)	Leadership (CEO/AO, BM/CFO, Headteachers): appoint/remove	Accountable for ensuring all processes are in line with statutory requirements Accountable and Responsible for appointing Chief Executive Officer and Chief Financial Officer Accountable for the review of relevant policies and processes	Support the Trust Board with policy development and implementation as required	Responsible for the appointment of CFO and Headteachers Responsible for ensuring that all processes are compliant with up-to-date requirements	Responsible for ensuring that all processes are compliant with up-to-date requirements	Invited to support with Headteacher recruitment	Responsible for ensuring all processes are in line with statutory requirements at academy level
	Academy Level: appoint/remove	Accountable for ensuring all processes are in line with statutory requirements Accountable for the review of relevant policies and processes	Support the Trust Board with policy development and implementation as required	Responsible for ensuring that all processes are compliant with up-to-date requirements Responsible for ensuring that policies are recommended for approval by the Trust Board	Responsible for ensuring that all processes are compliant with up-to-date requirements Responsible for ensuring that policies are recommended for approval by the Trust Board	N/A	Responsible for ensuring all processes are in line with statutory requirements at academy level
Staff and HR (Appraisal/Pay)	Executive (CEO): appraisal	Responsible for undertaking the CEO's annual performance management and setting targets	Responsible for appointing the Pay Committee Responsible for reviewing pay and remuneration of CEO with recommendation	Responsible for ensuring that the Trust Board has the relevant information to review performance	Informed of relevant pay remuneration Responsible for ensuring all pay uplifts are processed	N/A	N/A

Staff and HR (Appraisal/Pay) cont.		Accountable for agreeing CEO remuneration and executive remuneration within agreed approach	to Board for approval				
	Area of Responsibility	Delegation					
		Board	FRAC	CEO	CFO / Business Manager	LSC	Headteachers
	Senior Leaders (CFO / Headteachers): appraisal and related pay increases	Accountable for agreeing Senior Leader remuneration within agreed approach	Responsible for reviewing pay and remuneration of Senior leaders with recommendation to Board for approval	Responsible for ensuring pay reviews across MAT take place in accordance with procedures and for recommending pay/remuneration reviews Responsible for undertaking the performance management of CFO and Headteachers	Responsible for ensuring that the CEO has the relevant information to review performance Responsible for ensuring all pay uplifts are processed	Informed over the Headteacher appraisal	Responsible for ensuring that the CEO has the relevant information to review performance
	Teachers and support staff: appraisal and related pay increases	Accountable for agreeing staff remuneration within agreed approach	Responsible for reviewing pay and remuneration of staff with recommendation to Board for approval	Responsible for ensuring pay reviews across MAT take place in accordance with procedures and for recommending pay/remuneration reviews	Responsible for ensuring that the Headteachers have the relevant information to review performance Responsible for ensuring pay reviews across MAT take place in accordance with procedures and for recommending pay/remuneration reviews	N/A	Responsible for ensuring pay reviews at academy level take place in accordance with procedures and for recommending pay/remuneration reviews

					Responsible for ensuring all pay uplifts are processed		
Staff and HR (Policies)	Area of Responsibility	Delegation					
		Board	FRAC	CEO	CFO / Business Manager	LSC	Headteachers
	HR policies, including appraisal, pay, disciplinary, capability, absence management, flexible working, safer recruitment, and other HR policies as considered appropriate	Accountable for HR policies and implementation in accordance with statutory requirements	Support the Trust Board in any implementation requirements of HR policies	Responsible for overseeing and approving HR policies or referring to Trust Board as appropriate	Responsible for overseeing and approving HR policies or referring to Trust Board as appropriate	Informed of HR policies at MAT level	Responsible for compliance with MAT HR policies
Staff and HR (Wellbeing)	Oversee staff wellbeing, workload and working conditions	Accountable for wellbeing policy implementation in accordance with statutory requirements Approval of wellbeing strategy	Support the Trust Board in any implementation requirements of policy / strategy	Responsible for developing the wellbeing strategy / policy Responsible for disseminating wellbeing information to staff	Responsible for wellbeing referrals e.g. counselling, OH etc.	Informed of wellbeing strategy / policy at MAT level	Responsible for compliance with MAT wellbeing strategy / policy
Staff (Whistleblowing/ Grievance)	Whistleblowing & Grievance policies updated in line with HR guidance	Accountable for policies and implementation in accordance with statutory requirements	Support the Trust Board in any implementation requirements of policy	Responsible for overseeing and approving policies or referring to Trust Board as appropriate	Responsible for overseeing and approving policies or referring to Trust Board as appropriate	Responsible for referring to the CEO or Trust Board as appropriate at academy level	Responsible for compliance with MAT policies at academy level, or referring to CEO or Trust Board as appropriate
Estates	Maintain a central property asset register, including asset evaluation	Accountable for compliance with the Academy Trust Handbook in relation to assets	Responsible for reporting into the Trust Board and ensuring compliance with the Academy Trust Handbook in relation to assets	Responsible for oversight of asset register management	Responsible for collating and maintaining a Trust asset register and ensuring evaluations are undertaken and depreciation policies applied	Informed of developments to improve the academy environment and resources	Responsible for notifying CFO of updates to the asset register and providing evidence
	Maintain a central property conditions database, delivering capital improvement projects, in	Accountable for initial approval of building projects	Responsible for recommending & monitoring significant	Responsible for overseeing all aspects of initial	Responsible for overseeing all aspects of initial capital	Informed over the identification	Responsible for identifying and supporting the CFO

Estates cont.	line with agreed methodology utilising the Conditions Improvement Fund (CIF)	Accountable for all compliance with building projects	building projects	capital build/maintenance including procurement, legal and project management Responsible for appointing consultants to support capital projects or bids	build/maintenance including procurement, legal and project management Responsible for writing Condition Improvement Bids/Academy Capital allocation	of significant building projects	at academy level with significant building projects
	Area of Responsibility	Delegation					
		Board	FRAC	CEO	CFO / Business Manager	LSC	Headteachers
	Maintain academy premises for routine condition, repair and decoration utilising the academy budget and Devolved Formula Capital (DFC)	Accountable for approving estate strategy Accountable for all compliance with building projects	Responsible for recommending the estate strategy to the Trust Board	Responsible for oversight of the estate strategy and insurance provision	Responsible for developing the estate strategy and identification of capital and improvement projects	Informed over the identification of capital and improvement projects at academy level	Responsible for planned maintenance and identification of capital and improvement projects with the CFO
	Ensure adequate insurance cover is in place	Informed of insurance cover	Accountable for adequate insurance cover being in place	Responsible for oversight of insurance provision	Responsible for timely insurance procurement and appropriate tendering	N/A	Informed of insurance cover
	Ensure compliance with all appropriate statutory functions e.g. Health and Safety, fire. and asbestos risk assessments etc.	Accountable for meeting H&S requirements, including risk assessments and for approving the H&S Policy	Approval of H&S related expenditure	Responsible for review and oversight of policy implementation	Responsible for routine compliance audits and oversight/ monitoring of any action plans including reporting of incidences Responsible for reporting to the Trust Board and FRAC Support the academies in reporting incidents appropriately	Informed of significant incidents within the academy	Responsible for ensuring appropriate risk assessments are in place and engagement with H&S compliance Responsible for reporting any incidence at academy level to CFO/BM and relevant body

	Area of Responsibility	Delegation				
		Board	CEO	CFO / Business Manager	LSC	Headteachers
Other	Responsible for handling and monitoring of complaints	Accountable for ensuring Trust wide complaints policy in place that meets statutory criteria Responsible for approving Complaint's Policy Responsible for monitoring complaints through reports from CEO Responsible for managing complaints about the CEO	Responsible for developing Complaint's policy following best practice guidance and statutory requirements and overseeing complaints Responsible for reporting complaints to the Board Responsible for managing complaints about Headteachers	Responsible for developing Complaint's policy following best practice guidance and statutory requirements and overseeing complaints	Responsible for informing the Headteacher of any complaints against staff, made to the LSC Responsible for informing the CEO of any complaints against the Headteacher	Responsible for managing complaints at academy level
	Deciding exclusions and reviewing all permanent exclusions, considering whether to uphold the Headteacher's decision or to direct reinstatement of excluded student	Accountable for considering the reinstatement of pupils as part of an independent review panel	Responsible for ensuring that the statutory policy schedule is compliant Support academy leaders in implementing policies accurately Responsible for chairing exclusion panels which make exclusion decisions	Responsible for ensuring that the statutory policy schedule is compliant Support academy leaders with exclusion administration	Support the CEO with exclusion decisions via attendance at exclusion panels Responsible for considering the reinstatement of the pupil	Responsible for adhering to the statutory procedures for exclusion Responsible for collating information to inform exclusion panel decision making and for making the case to the panel
	Responsible for ensuring that statutory information is published	Accountable for overall communications including statutory website compliance	Responsible for meeting statutory publication requirements	Responsible for meeting statutory publication requirements Responsible for commissioning an annual website audit	N/A	Responsible for maintaining academy websites in line with compliance requirements