



Rayleigh Schools Trust

Scheme of Delegation

Introduction

This Scheme of Delegation sets out the delegated powers between the MAT Executive board, its committees, key employees and the Local Governing Bodies of its member schools.

The powers delegated are to allow effective Operation and Governance. They are ultimately to allow the objectives of the Trust to be fulfilled. Accountability to the following is also required; Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body/committee.

The bodies include:

1. MAT Members
2. MAT Executive Board
3. MAT Assets Finance, Scrutiny and Audit Committee
4. MAT Teaching & Learning, Standards and School development Committee
5. CEO and Accounting Officer
6. Local Governing Body
7. Headteachers of individual schools

The different levels of delegated power are listed below. It should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Develop and Propose (P)
- Monitor and report (M) (*reporting is to the MAT board*)
- Consult (C)
- Implement (I)

Undefined tasks will fall to be defined by the CEO as required. The Scheme of Delegation shall be reviewed at least annually by the Trust Executive Board.

Voting for members, Executive Board and Local Governing Body (LGB) shall be on a simple majority basis with the appointed Chairman having a casting vote.



A meeting shall not be quorate unless 5 persons or 50% of the membership be present.

Membership for 4 years on the Executive Board and LGB. *Membership by appointment not election.*

Members are appointed by a majority vote of other members

Proposed schedule of meetings

(M) Members, (EB) Executive Board, (SPS) Swayne Park LGB, (G) Glebe LGB

Term	M	EB	SPS	SPS (Committees)	G
Autumn 1 st half term		*	*		*
Autumn 2 nd half term		*		**	*
Spring 1 st half term		*	*		*
Spring 2 nd half term	*	*		**	*
Summer 1 st half term		*	*		*
Summer 2 nd half term		*		**	*

The CEO, as a principle method of fulfilling their delegated responsibilities, will form a working party known as the “Teaching and Learning group”. Key decisions and actions resulting from the work of this group shall be noted by the CEO, and reported to the MAT Board. Areas of focus shall be;

- Targets,
- School Development Priorities,
- Teaching and Learning
- Training,
- Interventions,
- Curriculum planning,
- Pupil cohorts (inc. SEN/PPG),
- Vision.



Terms of reference

MAT executive board

All of the sections marked **A** in the Scheme of Delegation, along with any other statutory requirements, may be delegated to one of the MAT committees mentioned below.

Assets Finance, Scrutiny and Audit Committee

To be determined during the first year of MAT operation.

Teaching & Learning, Standards and School Development Committee

This committee is not formed at this point in time.

N.B. The Essex 2017 Pay Policy is adopted across both schools but the MAT Board pay panel and relevant appeal panel, will need to undertake the performance management of, and set pay for, the two Headteachers. The CEO will be part of the MAT Board pay panel in relation to Glebe, but not Sweyne Park.

	Task Key: Approve (A), Recommend (R) Propose and Develop (P) Monitor & Report (M), Consulted (C), Implement (I) <i>XXX= Sweyne Park XXX =Glebe</i>	Notes	Members	Board	Assets, Finance, Scrutiny and Audit committee	Teaching and Learning, Standards, and School development	CEO	LGB	Headteacher
1	Governance								
1.1.	Approve MAT Articles of Association		A	C			C		
1.2.	Approve MAT Board Terms of Reference		A	C			C		
1.3.									
1.4.	Appoint new members		A				C		
1.5.	Appoint new executive board members		A				C		
1.6.	Approve MAT Scheme of Delegation	Annual review		A			C	C	C
1.7.	Approve new convertor or sponsored schools joining MAT	Subject to criteria and due diligence		A				R	
1.8.	Establish MAT Committees			A					
1.9.	Approve MAT Committee Terms of Reference			A				R C	
1.10.	Approve Local Governing Body (LGB) Terms of Reference			A					
1.11.	Establish LGB sub-committees			A				R	
1.12.	Appoint Chair of MAT Board			A					
1.13.	Appoint Chair and Vice Chair of LGB			A				R	
1.14.	Remove Chair or Vice Chair of LGB	In exceptional circumstances		A					
1.15.	Appoint LGB members			A				R C	
1.16.	Remove LGB members	In exceptional circumstances		A					
1.17.	Appoint (and remove) Chair(s) of MAT Committees			A					
1.18.	Appoint (and remove) MAT Committee members			A					
1.19.	Appoint (and remove) Clerk to MAT Board			A					
1.20.	Appoint (and remove) Clerk to LGB			A				C	
1.21.	Appoint Accounting Officer			A					
1.22.	MAT Policy Matrix			A					
1.23.	MAT meeting Calendar			A					
1.24.	To ensure compliance with The Academies Financial Handbook and reporting requirements			A					
2.	MAT and School Performance								
2.1.	MAT Strategic Plan			A					
2.2.	MAT 1 Year Plan			A					
2.3.	School Performance Targets			A			R	R C	P I
2.4.	School Performance Review			A			I		I
2.5.	School Strategic Vision			A			P M	C	C I
2.6.	School 1 Year Plan			A			P M		C I
2.7.	MAT Staff Development Plan	Within MAT 1 Year Plan		A			P M		
2.8.	School Staff Development Plan	Within School 1 Year Plan					A	C	I
2.9.	MAT Inset Days and holidays	See 7.1		A			P	C	C
2.10.	Ensure that the appropriate curriculum is taught			A			R	R C	I P I
2.11.	Pupil Premium Grant spending priorities						A	R	I



2.12.	Monitoring of teaching standards						C	M	I
2.13.	Monitoring of Pupil progress						C	M	I
2.14.	Daily act of Collective worship			A			C	M	I
3.	Staff policies and Pay								
3.1.	HR, Employment & Staff related policies	MAT Policies: See policy matrix		A			R	C	P
3.2.	Employee Terms & Condition changes			A			C		
3.3.	Employee T&Cs for new schools			A			R	C R	
3.4.	Teachers Pay Award	MAT Policy		A			R	C	P
3.5.	Support Staff Pay Award	MAT Policy		A			R	C	P
3.6.	CEO Performance Review & Pay	(by 3 exec board members)		A					
3.7.	Headteacher Performance Review & Pay (not if Lead school Head and CEO are the same)	(by CEO +2 exec board members)		A			R		
3.8.	Performance management						A	C	I
3.9.	Individual Performance Pay Awards (inc Progression)			A			R	R C	P I
4.	Staffing								
4.1.	CEO appointment			A					
4.2.	MAT staff structure & complement			A			P I		
4.3.	MAT staff appointments			A			C		
4.4.	School staff structure & complement	Within School 1 Year Plan					A	A	R I P
4.5.	Headteacher appointment	Appointment panel		A			I		
4.6.	Senior leadership appointments						A		I
4.7.	Teaching and support staff appointments						A	A	R I P
4.8.	Suspension of CEO			A I					
4.9.	Return of CEO after suspension			A I					
4.10.	Dismissal of CEO		A	R					
4.11.	Suspension of Headteacher			A			I		
4.12.	Return of Headteacher after suspension			A			I		
4.13.	Dismissal of Headteacher			A I					
4.14.	Suspension of teaching and support staff						A		I
4.15.	Return of teaching and support staff after suspension						A		I
4.16.	Redundancy of school staff			A			C		I
4.17.	Restructuring of school staff			A			C		I
4.18.	Settlement and Compensation packages			A			C I		
4.19.	Safeguarding strategy			A			R	C	P I
4.20.	Safeguarding administration							M	I
5.	Finance								
5.1.	MAT & School Financial Regulations	MAT Policy		A				C M	I
5.2.	MAT & School Financial Procedures	MAT Policy		A				C M	I
5.3.	Appoint MAT auditors			A					
5.4.	MAT 5 year Budget Plan			A			C		
5.5.	MAT 1 year Budget			A			C		
5.6.	To receive and approve Academy budgets			A					



5.7.	To approve any whole budget overspend request			A			C		
5.8.	MAT Budget Reports			A M					
5.9.	MAT Interim Year End Accounts			A					
5.10.	MAT Annual Accounts Consolidated			A					
5.11.	Trustees Report			A					
5.12.	MAT Accounts Return to EFA						I		
5.13.	Response to Auditor's Management Ltr			A					
5.14.	School 1 year Budget			A			R	C R	P
5.15.	School Budget Reports							I	
5.16.	School Interim Year End Accounts						I		
5.17.	Accounts submission to Companies House						I		
5.18.	Expenditure or contracts up to Lower Limit	Limits as per Finance Regulations					A		I
5.19.	Expenditure or contracts from Lower Limit to Upper Limit	Limits as per Finance Regulations					A	C	I
5.20.	Expenditure or contracts from Upper Limit to OJEU limit	Limits as per Finance Regulations					C		I
5.21.	Expenditure over OJEU limit			A			C I		
5.22.	Compensation payments up to £1,000	Anything more = formal legal advice and Board					A		C
6.	General								
6.1.	School times, terms and holidays			A			C	R	I
6.2.	Change of School Age Range			A			C	R	I
6.3.	Expansion of School PAN			A			C	R	I
6.4.	Extension of School provision			A			C	R	I
6.5.	Extended services on-site			A			C	R	I
6.6.	Child Welfare & Safeguarding Policy	MAT policy		A				M	I
6.7.	School Statutory Policies	See policy matrix							I
6.8.	School non-Statutory Policies	See policy matrix							I
6.9.	Short-term Exclusion								A
6.10.	Return after short-term exclusion								A
6.11.	Permanent Exclusions						C	A	R I
6.12.	Appeals against Permanent Exclusion			I					
6.13.	Complaints Policy	MAT policy							I
6.14.	Complaints Appeals			I					
6.15.	Admissions Policy			A			C	R	I
6.16.	Admissions allocation of places	As per Admissions policy							I
6.17.	Admissions Appeals			I					
6.18.	School prospectus						A		I
6.19.	School website						A		I
6.20.	School logo & branding			A			C	R	I
6.21.	School uniform						C	A	I
6.22.	Pupil Premium reporting						A		I
7.	Premises								
7.1.	Asset Management Policy			A			P		



7.2.	Asset Management Plan			A			C	R	P
7.3.	Estate management Strategy						A I		
7.4.	Estate insurance and other insurance requirements						A I		
7.5.	Procurement of building maintenance requirements						A I		

Trust Policies

A principle task for the Trust Board is to develop and monitor a range of policies that the MAT and Trust schools adopt and implement.

The Board will, within a determined timescale, harmonize policies across the MAT.

Statutory Policies and requirements for procedures are as follows and are available on request.

Ref:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357068/statutory_schools_policies_Sept_14_FINAL.pdf

- Academies Financial handbook – Financial Regulations
- Admission arrangements
- Articles of governance
- Accessibility Plan
- Behavior
- Capability
- Charging and Remissions
- Child Protection and Safeguarding
- Complaints
- Data protection
- Dealing with allegations about staff
- Equality
- Freedom of information
- Governor Allowances
- Health and Safety
- Home School Agreements
- Leave of absence
- Minutes of meetings
- Pay Policy
- Performance management and teacher appraisal
- Premises management document
- Register of interests
- Registration of admissions and Attendance
- SEN
- Sex and Relationships
- Single central record and vetting
- Staff discipline, Conduct and grievance
- Supporting Children with medical Needs
- Website information

November 2017