

Scheme of Delegation

Key

- ✓ Action to be undertaken at this level
- A Provide advice and support to those accountable for decision making
- <> Direction of advice and support

Level 1: Members
Level 2: Board of Trustees
Level 3: Accounting Officer
Level 4: Local Governing Body
Level 5: Academy Principal

Approved: March 2017

To be reviewed: by March 2018

Guidance notes:

The Board of Directors ultimately is accountable and responsible for the governance of each academy. However the Trust recognises the benefits of the local skills, knowledge, and commitment required to support and challenge those who work within each academy to ensure the best

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outcomes for its children and young people. Unity MAT will therefore establish Local Governing Bodies made up of local stakeholders in a manner and at a time the Directors consider appropriate.

This scheme of delegation sets out the decision making levels and responsibilities for the Members, Directors, AO, Local Governing Bodies and Academy Principal. The Local Governing Bodies will have an important role in supporting governance generally within the Trust and in particular monitoring standards by holding the academy principal to account for all aspects of the students' experience within the academy thus ensuring the Trust's Christian values and ethos are upheld. The Board want to ensure that there is strong communication between the Board and the Local Governing Bodies and the LGB Chair will hold a Co opted position on the Board. The scrutiny and consultative role of a LGB is vital to the success of the Trust.

This document should be read in conjunction with the Memorandum and Articles of Association, the Master Funding Agreement, the Supplemental Funding Agreement, the DfE Governance Handbook, the process for appointments to [Academy Councils in DSAMAT](#) Local Governing Bodies within the Unity MAT, the Financial Procedures and Policy Manual, and other documents and guidance produced by [DSAMAT](#) Unity MAT from time to time.

This scheme of delegation provides for certain functions to be carried out by one or more of the following:

The Members

The Members are akin to shareholders in a commercial company and have ultimate control over the direction of the Academy Trust through the appointment of Directors and control of the governance structure of the [DSAMAT](#) Unity Board.

The Trust Board

The Trust Board is a Board of Directors that has responsibility for the effective running of the Trust and the individual academies within it. The Board may decide to form committees to carry out certain of its functions. The term 'Trust Board' will therefore include any such committees/boards that may be formed from time to time.

The Accounting Officer

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A significant number of responsibilities under the scheme of delegation lie with the AO. ~~I have deleted the wider definition as to other staff that could be included because I think it is important that the Board is dealing with one individual~~ The AO is personally responsible to parliament as well as being accountable to the Board

Local Governing Body (LGB)

The Local Governing Body is essentially a committee of the Trust which has delegated powers in order to oversee the running of its individual academy. It is essential that the LGB focusses attention on strategic activity and holding the school to account. The LGB is expected to manage its workload to undertake all of the delegated responsibilities but may, if considered necessary, choose to delegate some of these powers to the Principal as it deems fit to fulfil its responsibilities, but with the understanding that the ultimate responsibility lies with the LGB.

Reference to the DfE Governance Handbook and training provided or suggested by DBE is essential for all members of the LGB

Principal

In this document, the term 'Principal' is used whereas in some schools, 'Headteacher' or 'Head of School' is used; where it says Principal, this can be read to also mean Headteacher or Head of School. The Principal will be assigned delegated powers but may choose to delegate these further to another member of staff e.g. Business Manager or Vice-principal. Where the document refers to Principal, this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility lies with the Principal.

In all cases the Unity MAT Board is accountable directly to the Secretary of State for each academy and thus has overall responsibility in all areas regardless of delegated powers.

Unity MAT reserves the right to overrule this scheme if at any point it judges the LGB is not providing good delegated governance and acting in the best interests of the academy. This may be triggered by poor assessment outcomes, a deterioration in the quality of teaching and learning, mismanagement of the budget or acting in a manner that does not reflect the vision and values of the Trust. It is expected that this would only occur in exceptional circumstances and the LGB will be given warning of any concerns.

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Decision	Members	Trust Board	AO	LGB	Academy Principal
Members: appoint and remove	✓				
Trustees: appoint and remove	✓				
Role descriptions for Members	✓				
Role descriptions for Trustees/Chair/specific roles/Committee/AC members: agree		✓	<A		
Parent Trustee/committee member: elected/appointed		✓			
Parent/Staff/Foundation/Community/ LGB members: elected/appointed				✓	✓
Committee chairs: appoint and remove		✓	<A		
LGB		✓			
Clerk to the Board: appoint and remove		✓			
Clerk to LGB: appoint and remove		✓			

Governance framework - Systems and structures		Delegation			
Decision	Members	Trust Board	AO	LGB	Academy Principal
Articles of Association: agree and review	✓	<A			
Governance structure (committees) for the Trust: establish and review annually		✓	<A		
Terms of reference for Trust committees (including audit if required, and scheme for LGB committees): agree annually		✓	<A		
Terms of reference for Academy Council: agree and review annually		✓	<A		
Skills audit: complete and recruit to fill gaps		✓	<A>	✓	A
Annual self-review of Trust Board and committee performance: complete annually		✓			
Annual self-review of LGB performance: complete annually				✓	
Chair's performance: carry out 360 review periodically		✓		✓	

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Trustee/committee member contribution: review annually		✓		✓	
Succession: plan		✓	<A>	✓	A
Annual schedule of business for Trust Board: agree		✓	<A		
Annual schedule of business for LGB: agree			A>	✓	A

Reporting	Delegation				
Decision	Members	Trust Board	AO	LGB	Academy Principal
Trust governance details on Trust and academies' websites: ensure		✓	<A	✓	
Academy governance details on academy website: ensure		✓	<A	✓	
Register of all interests, business, pecuniary, loyalty for Members/Trustees/committee members: establish and publish		✓	<A	✓	
Annual report on performance of the Trust: submit to Members and publish		✓	<A		
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
Annual report on work of LGB: submit to Trust and publish				✓	A

Being strategic	Delegation				
Decision	Members	Trust Board	AO	LGB	Academy Principal
Determine Trust-wide policies which reflect the Trust's Christian ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and Freedom of Information (FOI); staffing policies including capability, discipline, conduct and grievance: approve		✓	<A		

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Determine guiding principles for school level policies for example Special Educational Needs and Disabilities (SEND); safeguarding and child protection; curriculum; behaviour: approve					
Determine school-level policies which reflect the Trust's Christian ethos and values to include e.g. (Special Educational Needs and Disabilities (SEND); safeguarding and child protection; curriculum; behaviour: approve				✓	A
Central spend/top slice: agree		✓	<A		
Management of risk: establish register, review and monitor		✓	<A>	<A	A
Engagement with stakeholders	✓	✓	✓✓	✓	✓
Trust's Christian vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		
School Christian vision and strategy, agreeing key priorities and key performance indicators (KPIs) which are consistent with those of the Trust against which progress towards achieving the vision can be measured: determine		A>		✓	A
Accounting Officer: appoint and dismiss		✓			
Academy Principal: appoint and dismiss		✓			
Budget plan to support delivery of Trust key priorities: agree		✓	<A		
Budget plan to support delivery of school key priorities: agree		✓	<A	<A	
Trust's staffing structure: agree		✓	<A		
School staffing structure: agree		✓	<A	<A	A

Holding to account	Delegation				
Decision	Members	Trust Board	AO	LGB	Academy Principal

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Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, health and safety (H&S), employment): agree		✓	<A>	A	A
Reporting arrangements for progress on key priorities: agree Standards as a key KPI		✓	<A>		A
Performance management of the AO: undertake		✓			
Performance management of Academy Principal: undertake		✓		<A	
Trustee monitoring: agree arrangements		✓			
LGB monitoring: agree arrangements		A>		✓	

Staffing delegation	Delegation				
Decision	Members	Trust Board	AO	LGB	Academy Principal
Appointment of Senior Leaders other than the Academy Principal		✓	<A	<A	
Appointment of other school staff				✓	<A
Dismissal of Senior Leaders other than the Academy Principal		✓		<<A>	<A
Dismissal of other school staff		A>		<<A>	✓
Pay on appointment and progression for the Academy Principal		✓		<<A>	
Pay on appointment and progression for Senior Leaders		✓		<A	<A
Pay on appointment and progression for all other teaching staff			<A	<A>	✓
Pay on appointment for all other support staff				<A>	✓
Role descriptions for Senior Leaders			✓	<A>	<A
Role descriptions for other school staff			A>*	<A>	✓

Comment [JB1]: What does the asterisk relate to?

Ensuring financial probity	Delegation				
Decision	Members	Trust Board	AO	LGB	Principal
Accounting Officer for delivery of Trust's detailed accounting processes: appoint		✓			

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Trust's scheme of financial delegation: establish and review		✓	A		
Schools' scheme of financial delegation: establish and review		✓	A		
External auditors' report: receive and respond		✓	A		
AO pay award: agree		✓			
Academy Principal pay award: agree		✓			
Staff appraisal procedure and pay progression: monitor and agree		✓			
Benchmarking and Trust-wide value for money: ensure robustness		✓	A		
Benchmarking and academy value for money: ensure robustness		✓	A		
Develop Trust-wide procurement strategies and efficiency savings		✓	A		

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