

Trinity Multi-Academy Trust Scheme of Delegated Authority

KEY

Level 0: Members
 Level 1: Board of Directors/Trustees (BoD)
 Level 2: CEO/Accounting Officer
 Level 3: Local Governing Body (LGB)
 Level 4: A sub-group of the LGB
 Level 5: Principal/Headteacher.

Note: Although decisions may be delegated, the members as a whole remain responsible for any decision made under delegation. Although the term 'academy' is used it should be noted that it is interchangeable with free school, school or any other educational organisation.

The Scheme of Delegated Authority (SoDA) is bespoke to each institution and is based on the assumption that an institution is currently rated a '1' or '2' in their most recent Ofsted inspection. If an institution is a '3' or '4' the members or BoD have the right to remove this level of autonomy for the benefit of the overall trust.

Key Function	No	Tasks	Decision Level						
			0	1	2	3	4	5	
Admissions	1	Agree Admissions Policy		✓					
	2	Propose Admissions Policy				✓			
	3	Agree PAN annually		✓					
	4	Propose PAN annually				✓			
Central Services	5	Determine the scope of central services delivered by the MAT			✓				
	6	To ensure centrally provided services provide value for money			✓				
	7	To identify those additional services to be procured on behalf of individual academies							✓
Commercial Ventures	8	To approve and any proposed commercial venture (of educational or non-educational character) within the trust		✓					
	9	To cease any commercial venture (of educational or non-educational character) within the trust		✓					
	10	To monitor the impact (educational and financial) of any commercial venture within the trust e.g. teaching school			✓				
Curriculum	11	Approval of Curriculum Policy		✓					
	12	Propose and implement Curriculum Policy				✓			
	13	Responsibility for standards in Teaching and Learning							✓
	14	Approve a Sex Education Policy		✓					
	15	Propose a Sex Education Policy				✓			
	16	Arrangements for daily collective worship							✓

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			0	1	2	3	4	5
Curriculum (continued)	17	Responsibility for ensuring provision of Religious Studies in line with curriculum and academy's religious designation				✓		
	18	Approve and monitor individual student targets						✓
	19	Accountability for individual student education and achievement				✓		
	20	Responsibility for individual student education and achievement						✓
Discipline and Exclusions	21	Approve Behaviour for Learning (BfL) Policy		✓				
	22	Propose and Implement BfL Policy				✓		
	23	Exclude a student for more than 15 days or permanently (Principal or can delegate to Vice Principal/Acting Principal if out of building)						✓
	24	Review exclusion upon appeal (Independent Panel)					✓	
	25	Direct reinstatement of excluded students				✓		
Extended Schools	26	To decide to offer additional activities (and what form these should take)					✓	
	27	To cease providing extended school provision					✓	
	28	To implement the additional services provided						✓
Finance	29	Approve trust budget plans for the financial year		✓				
	30	Approve academy budget for financial year				✓		
	31	Prepare the academy budget plan for the financial year						✓
	32	Monitor trust budget termly		✓				
	33	Monitor academy budget termly					✓	
	34	Monitor monthly expenditure of budget spend						✓
	35	To approve a Charging and Remissions Policy		✓				
	36	To propose a Charging and Remissions Policy				✓		
	37	To agree signatories for budget holders in each institution						✓
	38	To approve trust virements and budget adjustments above £50,000		✓				
	39	To approve trust virements and budget adjustments up to £50,000			✓			
	40	To approve academy virements and budget adjustments above £50,000		✓				
	41	To approve academy virements and budget adjustments from £25,001 to £50,000			✓			
	42	To approve academy virements and budget adjustments from £5,001 to £25,000				✓		
	43	To approve academy virements and budget adjustments under £5,000						✓

Key Function	No	Tasks	Decision Level						
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Finance (continued)	44	Approval to order goods/services above the value of £50,000 (with 3 written quotes). ESFA approval may be needed for £100k and above; OJEU rules may also apply		✓					
	45	Approval to order goods/services between £25,001 and £50,000 (with 3 written quotes); OJEU rules may apply			✓				
	46	Approval to order goods/services between £5,001 and £25,000 (with 3 written quotes); OJEU rules may apply				✓			
	47	Approval to order goods and services up to the value of £5,000 (including entering contracts, with 3 written quotes required above £1,000)							✓
Governance	48	Approve changes to governance structures, Terms of Reference, Articles of Association or Funding Agreement	✓						
	49	Recommend changes to the trust's governance structure, Terms of Reference, Articles of Association and/or Funding Agreement		✓					
	50	Approve changes to the SoDA		✓					
	51	Recommend changes to the SoDA			✓				
	52	Approve requests from other schools to join the trust	✓						
	53	Recommend requests from other schools to join the trust		✓					
	54	Appoint the chair of the BoD	✓						
	55	Appoint the vice chair of the BoD		✓					
	56	Appoint the chairs of any trust committees		✓					
	57	Appoint the chairs of the LGBs				✓			
	58	Elect the chairs of academy LGB committees				✓			
	59	Appoint the Clerk to LGB			✓				
	60	Recruit governors			✓				
	61	Designate link governors as appropriate e.g. Pupil Premium, SEN/D etc.				✓			
	62	Review performance of LGBs			✓				
	63	Suspend and/or dismiss members of LGB			✓				
	64	Set up Register of Business Interests for members	✓						
	65	Set up Register of Business Interests for directors		✓					
	66	Set up Register of Business Interests for governors				✓			
	67	Approve and set up Directors' Expenses Scheme		✓					
	68	Approve and set up LGB Expenses Scheme				✓			
69	Appoint a Chief Executive Officer (CEO)/Accounting Officer		✓						
70	Appoint Company Secretary		✓						
71	Appoint external auditors for trust		✓						

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Governance (continued)	72	Appoint internal auditors or Responsible Person via Audit Committee		✓				
	73	To hold a Full BoD meeting at least three times in a school year (or more often if required)		✓				
	74	Approve applications for significant changes to an open academy	✓					
	75	Approve changes impacting the ethos and vision of the trust	✓					
Health and Safety	76	Approve academy Business Continuity Policy		✓				
	77	Monitor implementation of academy Business Continuity Plans				✓		
	78	Approve Health and Safety Policy (including Fire Evacuation Procedures)		✓				
	79	Propose and implement Health and Safety Policy (including Fire Evacuation Procedures)				✓		
	80	Approve a Risk Management Plan		✓				
	81	Propose and implement Risk Management Plan			✓			
Policies and practices	82	Approve all policies*		✓				
	83	Propose policies to the BoD*			✓			
	84	Monitor operation of policies				✓		
	85	Propose policies to the CEO/Accounting Officer				✓		
	86	Propose policies to the LGB						✓
	87	Provision of appropriate buildings and other insurance (including all liability cover)			✓			
	88	Develop and approve trust capital strategy			✓			
	89	Develop and approve academy maintenance strategy					✓	
Safeguarding	90	To approve a Safeguarding Policy			✓			
	91	To implement and monitor a Safeguarding Policy						✓
	92	Complete and maintain a Single Central Record						✓
	93	Appoint a safeguarding governor		✓		✓		
School Meals	94	Monitor and ensure lunch nutritional standards are met				✓		
	95	Implement lunch nutritional standards						✓
	96	Ensure provision of Free School Meals to those students meeting the criteria						✓
School Organisation	97	Approve academy day, term dates and holidays			✓			
	98	Recommend academy day, term dates and holidays						✓
	99	Approve academy prospectus				✓		

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	100	To prepare and publish the academy prospectus						✓
	101	Adoption and review of Home-Academy Agreement						✓
	102	Ensure each academy meets the minimum requirement of school days in a year				✓		
Staffing	103	Academy Headteacher/Principal appointments			✓			
	104	Appointment of trust staff who directly support the BoD			✓			
	105	Appoint senior leaders in academies						✓
	106	Attendance on panel for appointment of academy senior leaders				✓		
	107	Appointment of any other staff in academies						✓
	108	Approve changes to trust staffing structure			✓			
	109	Approve changes to academy staffing structure					✓	
	110	Propose changes to academy staffing structure						✓
	111	Performance review of the CEO		✓				
	112	Suspend/dismiss the CEO		✓				
	113	Approve pay scale of the CEO		✓				
	114	Performance review of Executive Principal/Principal			✓			
	115	Suspend/dismiss a trust staff member who directly supports the BoD			✓			
	116	Suspend/dismiss an academy Headteacher/Principal			✓			
	117	Suspension/dismissal of all academy staff (not including the Headteacher/Principal)						✓
118	Approve any dismissal/severance/compensation payments			✓				
119	Performance review of all academy staff (not including the Headteacher/Principal)						✓	
Strategy	120	Approve and review progress of trust Improvement Plan		✓				
	121	Approve and review progress of each academy improvement plan (AIP)				✓		
	122	Review progress across trust of all AIPs			✓			
	123	Approve and monitor trust Strategic Risk Register		✓				
	124	Approve and monitor each academy Operational Risk Register				✓		

**A list of all current Trinity MAT and Academy policies is provided in Annex A (and copies of these policies are available upon request). The policy schedule is reviewed and updated on an annual basis at the start of the academic year. Where an academy is being incorporated into the trust then existing policies will remain in place until harmonisation with the trust and these will be available locally.*

For clarity and ease of communication, certain key policies are still included in the SoDA e.g. Admissions, Charging and Remissions, Health and Safety and Sex Education.

Further notes:

Conflicts of Interests Procedures

- All members of staff or Governors that join the trust are asked to sign a declaration of business and pecuniary interests form prior to starting their employment. Senior Leaders, Governors, Directors and Members are asked to complete a form annually and to inform the Chief Financial Officer if their business interests change within the year. The Chief Financial Officer will collate new registers as required upon new guidance from the ESFA or any other changes that may affect this process.

Connected Party Provisions

- All connected party transactions are completed at arm's length and can only be completed as per ESFA guidelines on an 'at cost' quote basis.

Outsourced Tendering Process

- If the trust outsources a tendering process to a third party it will only be done if it feels the level of skills and expertise would bring better knowledge about the requirements and more informed skillset regarding pricing negotiations. The Chief Financial Officer is ultimately responsible for deciding to outsource and will be the final decision maker on who to proceed the order with following informed meetings from the third party.

ESFA consent

- The academy should seek confirmation from the ESFA if it is ever unsure whether consent is required. Certain projects like capital investments, legislative consents and any planning permissions will be sought by the ESFA if required.

Three Quote Policy

- The Chief Financial Officer and the Accounting Officer of the Academy Trust have the authority to overrule the three quote rule if three quotes can't be identified due to the nature of the requirement (for example using the Times Educational Supplement to advertise teacher posts) or already committed services (for example ADT providing access, CCTV and intruder alarms, therefore using another provider to add to these services would require a full building change in these areas).

Annex A – Policies/Documentation

A	Acceptable Use of ICT Policy (for the workforce)	Non-Statutory
A	Accessibility Statement and Academy Plans	Statutory
A	Admissions Policy	Statutory
MAT	Alternative Provision Policy	Non-Statutory
MAT	Anti-bullying Policy	Non-Statutory
A	Attendance and Punctuality Policy (for students)	Non-Statutory
MAT	Attendance Management Policy (for staff)	Non-Statutory
A	Behaviour for Learning Policy - primary	Statutory
A	Behaviour for Learning Policy - secondary	Statutory
MAT	Bring Your Own Device Policy	Non-Statutory
MAT	Capability Policy	Non-Statutory
MAT	Capital Funds Policy	Non-Statutory
MAT	Care and Control Policy	Non-Statutory
A	Careers Policy	Non-Statutory
A	Central Records of Recruitment and Vetting Checks	Statutory
MAT	Charging and Remissions Policy	Statutory
A	Child Protection and Safeguarding Policy	Statutory
A	Child Protection and Safeguarding Procedures	Statutory
MAT	Code of Conduct for Directors and Governors	Non-Statutory
A	Collective Worship Policy	Non-Statutory
MAT	Code of Conduct for Staff	Statutory
A	Complaints Policy (for parents/carers/other stakeholders)	Statutory
MAT	CPD Policy	Non-Statutory
A	Critical Incidents and Business Continuity Policy [incorporates (fire) evacuation procedures; critical incident procedures, along with invacuation and lockdown academy specific plans]	Statutory
A	Curriculum Policy	Non-Statutory
MAT	Data Protection Policy	Statutory
MAT	Dignity at Work Policy	Non-Statutory
MAT	Directors and Governors Allowances Policy	Non-Statutory
MAT	Disciplinary Policy	Statutory
MAT	Drug and Substance Misuse Policy	Non-Statutory
MAT	Education of Children in Public Care Policy	Non-Statutory
A	Educational Trips and Visits Policy	Non-Statutory
A	Emotional Health and Well-being Policy (for students)	Non-Statutory
MAT	Equality Policy (and objectives)	Statutory
MAT	eSafety Policy (for students)	Non-Statutory
MAT	Examination Contingency Policy	Non-Statutory
A	Examinations Policy	Non-Statutory
MAT	Exclusions Policy	Non-Statutory
MAT	EYFS Policy	Non-Statutory
MAT	Family Leave Policy	Non-Statutory
MAT	Finance Policy (incorporating competitive tendering policy)	Statutory

MAT	Fixed Asset Policy	Non-Statutory
MAT	Flexible Working Policy	Non-Statutory
MAT	FOI Publication Scheme	Statutory
MAT	Gifts and Hospitality Policy	Statutory
MAT	Governor Visits Guidance	Non-Statutory
MAT	Grievance Policy	Statutory
A	Health and Safety Policy (incorporating first aid procedures)	Statutory
A	Home-Academy Agreement - Primary	Non-Statutory
A	Home-Academy Agreement - Secondary	Non-Statutory
MAT	Information Security Policy	Non-Statutory
MAT	Internships Policy	Non-Statutory
MAT	Intimate Care Policy	Non-Statutory
MAT	Investment Policy	Non-Statutory
MAT	Leave of Absence Policy	Non-Statutory
A	Lettings and Community Use Policy	Non-Statutory
MAT	LGPS Discretions Statement	Statutory
A	Literacy and numeracy Catch-up Report	Non-Statutory
MAT	Malpractice, Maladministration and Plagiarism Policy	Non-Statutory
MAT	Managing Allegations Against Staff Policy	Statutory
MAT	Managing the Expected Behaviour of Parents Policy	Non-Statutory
MAT	Managing Staff Reductions Policy	Non-Statutory
MAT	Marking and Feedback Policy	Non-Statutory
MAT	Minibus Policy	Non-Statutory
A	Minutes of and Papers Considered at Meetings of the BoD, Committees and LGB's	Statutory
MAT	Non-Examination Policy	Non-Statutory
MAT	Packed Lunch Policy (for primary academies)	Non-Statutory
MAT	Pay Policy	Non-Statutory
MAT	Performance Management Policy	Non-Statutory
A	Phonics/Reading Scheme for KS1 (primary)	Non-Statutory
MAT	Prevent Policy	Non-Statutory
MAT	Premises Management Policy	Statutory
MAT	Privacy Notice for Job Applicants	Statutory
MAT	Privacy Notice for Members/Trustees	Statutory
A	Privacy Notice for Parents/Carers: Use of their own Data	Statutory
A	Privacy Notice for Parents: Use of their Child's Data	Statutory
A	Privacy Notice for Pupils/Students	Statutory
MAT	Privacy Notice for Suppliers	Statutory
MAT	Privacy Notice for the School Workforce	Statutory
MAT	Privacy Notice for Visitors	Statutory
MAT	Probation Policy	Non-Statutory
MAT	Procedure for Keeping Records of Data Processing	Statutory
MAT	Procedure for the Secure Transfer of Data	Statutory
A	Provider Access Statement (careers)	Non-Statutory
A	Pupil Premium Policy and Impact Report	Non-Statutory
MAT	Purchasing Policy	Non-Statutory

MAT	Quality Assurance Policy	Non-Statutory
MAT	Records Management Policy	Non-Statutory
MAT	Recruitment and Selection Policy	Non-Statutory
A	Register of Business Interests	Statutory
A	Register of Pupil's Admission to School	Statutory
A	Register of Pupil's Attendance	Statutory
MAT	Risk Management Policy	Statutory
MAT	Safeguarding Procedures (Visitors and Volunteers)	Non-Statutory
A	School Information Published on a Website	Statutory
MAT	Security Policy	Non-Statutory
A	SEND Information Report	Statutory
MAT	SEND Policy	Statutory
MAT	Sex and Relationships Education Policy	Statutory
MAT	Social Media Policy	Non-Statutory
MAT	SoDA	Non-Statutory
A	Spirituality Policy	Non-Statutory
A	Sports Premium Report	Non-Statutory
A	Staff Procedures for Cover and Absence Requests	Non-Statutory
A	Staff Well-being Policy	Non-Statutory
A	Supporting Students with Medical Conditions Policy (including Allergy and Anaphylaxis Procedures)	Statutory
A	Uniform Policy	Non-Statutory
MAT	Values and Ethos Statement	Non-Statutory
MAT	Volunteer Policy	Non-Statutory
MAT	Whistleblowing Policy	Statutory
MAT	Work Placement Guidance	Non-Statutory