

UNAPPROVED DRAFT

| All Saints Trust Proposed Scheme of Delegation Matrix September 2024 | | | | | | | | | | | |
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| Reference No. | Task | Members | Board of Directors | Chief Executive Officer | Finance & Staffing Committee | Risk and Audit Committee | Education & Standards Committee | Safeguarding Committee | Governance Committee | Local Academy Councils | Headteacher |
| 1. Governance and Vision | | | | | | | | | | | |
| 1.1 | To draw up legal Governing Documents such as Articles of Association, Master Funding Agreements, Commercial Transfer Agreements <i>etc</i> | A | C | M | | | | | | | |
| 1.2 | Approve any changes to Trust Articles of Association | A | C | M | | | | | | | |
| 1.3 | Approve any changes to Trust Scheme of Delegation <i>and this matrix</i> | | | M | | | | | A | C | C |
| 1.4 | Establish or merge local academy committees | | A | M | | | | | | C | C |
| 1.5 | Oversee a change of name or legal entity | A | C | M | | | | | | | |
| 1.6 | Approve new academies joining the Trust | | A | M | | | | | | | |
| 1.7 | Appoint and remove the Trust Chair | | A | M | | | | | | | |
| 1.8 | Appoint and remove the Trust Vice-Chair | | A | M | | | | | | | |
| 1.9 | Appoint and remove <i>Foundation</i> Directors | A | | M | | | | | | | |
| 1.10 | Appoint and remove <i>co-opted</i> Directors | | A | M | | | | | | | |
| 1.11 | Appoint and remove External Auditors to the Board | A | C | M | | | | | | | |
| 1.12 | Appoint and remove Board Committee chairs | | A | M | | | | | | | |
| 1.13 | Appoint and remove Board Committee members | | A | M | | | | | | | |
| 1.14 | Initially set up a Local Academy Council, and appointment of a LAC's first chair | | | M | | | | | A | | C |
| 1.15 | Appoint a LAC chair subsequently | | | | | | | | | A | € |
| 1.16 | Remove a LAC Chair | | A | M | | | | | | C | C |
| 1.17 | Appoint and remove Trust-appointed and Foundation LAC Members | | | C | | | | | A | C | M |
| 1.18 | Appoint and remove Governance Professional Services across the Trust | | A | M | | | | | | | |
| 1.19 | Determine and approve the Trust Board Terms of Reference | A | | M | | | | | | | |
| 1.20 | Determine and approve the Trust Board Committee Terms of Reference | | A | M | | | | | | | |
| 1.21 | Determine and approve LAC Terms of Reference | | | M | | | | | A | C | C |
| 1.22 | <i>Ensure suitable clerking arrangements are in place for all levels of governance</i> | | C | M | | | | | A | C | C |
| 1.23 | Determine the calendar of Board, Committee and LAC meetings | | | M | | | | | A | | C |
| 1.24 | Set up and maintain a register of Business Interests for all Members, Directors, Governors, Staff, managing conflicts of interest | | A | M | | | | | | | R |
| 1.25 | Determine the development needs of Directors and Governors and put in place appropriate programme of training with reference to skills audit | | | M | | | | | A | C | C |
| 1.26 | Incorporate, dissolve or dispose of a subsidiary company | A | C | M | C | | | | | | |
| 1.27 | Bid to open new Free Academy | | A | M | C | | | | | | |
| 1.28 | Approve an academy leaving the Trust | A | C | M | | | | | | C | C |
| 1.29 | Ensure Trust and academies comply with all regulations regarding publication of information | | A | M | | | | | | C | R |
| 1.30 | Consult and engage with wider local communities | | A | M | | | | | | C | R |
| 1.31 | <i>Agree and implement Trust vision, ethos and strategic direction</i> | | A | M | | | | | | C | |
| 1.32 | <i>Agree and implement Academy vision and ethos</i> | | | M | | | | | | A | R |
| 1.33 | Approve and adopt all statutory and trust wide policies and ensure compliance | | A | M | | | | | | R | R |
| 1.34 | Approve and adopt all academy-based policies and ensure compliance | | | M | | | | | | A | R |

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| 2. Finance | | | | | | | | | | | |
| 2.1 | Approve and adopt all Trust financial regulations, policies and ensure compliance | | | M | A | | | | | | |
| 2.2 | Appoint, or reappoint, external and internal auditors for the Trust | A | C | M | | C | | | | | |
| 2.3 | Review all auditors' letters of engagement, and approve the planned audit approach | | | M | | A | | | | | |
| 2.4 | Review auditors' reports, consider issues raised and resultant action plans | | | M | | A | | | | | |
| 2.5 | Refer any auditors' reports to the Board, as appropriate, for information or action | | C | M | | A | | | | | |
| 2.6 | Approve and manage Trust 3-year budget plan and submit relevant statutory returns | | | M | A | | | | | C | R |
| 2.7 | Approve and manage academy 3-year budget plan | | | M | A | | | | | C | R |
| 2.8 | Approve Budget virements in line with overall 3-year budget plan | | | M | A | | | | | C | |
| 2.9 | Approve the Directors' Report and Annual Finance Statement | | A | M | | C | | | | | |
| 2.10 | Approve the Trust academy accounts return to ESFA and submission to DfE | | A | M | | | | | | | |
| 2.11 | Receive the monthly Trust Budget Monitoring and Forecast Report and Actions | | | M | A | | | | | | |
| 2.12 | Approve and manage the Trust's Risk Register | | | M | | A | | | | | |
| 2.13 | Oversee the arrangements for risk management, control and related governance processes, assuring the Board that all risks are being adequately identified and managed | | C | M | | A | | | | | |
| 2.14 | Agree and annual programme of internal scrutiny for checking financial systems, controls, transactions and risks, ensuring the programme delivers objective and independent assurance | | C | M | | A | | | | | |
| 2.15 | Ensure compliance with policies such as Risk Management, Business Continuity, Data Protection, Health and Safety | | | M | | A | | | | | |
| 2.16 | Approve and manage Trust Condition Allocation Capital Grant Projects | | | M | A | | | | | | |
| 2.17 | Acquire and dispose of the freehold on any land or buildings | | A | M | C | | | | | | |
| 2.18 | Approve legal terms and conditions for supplier contracts | | | M | A | | | | | | |
| 2.20 | Provide academies with the scope of central services, with regard to central costs Scope of central services to be provided to academies within the trust with regards to the Central costs | | | M | A | | | | | C | C |
| 2.22 | Amend Trust bank account mandate/signatories | | | M | A | | | | | | |
| 2.23 | Oversee all borrowing, including finance leases and overdraft facilities from any source | | | M | A | | | | | | |
| 2.24 | Oversee all charitable donations/contributions to social innovation projects/gifts/sponsorship | | | M | A | | | | | | R |
| 2.25 | Settle litigation claims, and threatened or pending legal proceedings | | A | M | C | | | | | | |
| 2.26 | Oversee Trust and Academy Business continuity Policies and procedures | | | M | A | | | | | C | R |
| 2.27 | Oversee the Asset Management Strategic Policy and Plan and management of assets | | | M | A | | | | | | |
| 2.28 | Enter into, or grant, any leasehold or tenancy agreement | | | M | A | | | | | | |
| 2.29 | Procure insurance for the Trust | | | M | | A | | | | | |
| 2.30 | Oversee services to be contracted by the Trust | | | M | A | | | | | | |
| 3. HR and Operations | | | | | | | | | | | |
| 3.1 | Develop, approve and implement all statutory and Trust wide HR policies, and ensure compliance | | A | M | | | | | | C | R |

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| 3.2 | Determine a pay and grading structure and the impact of implementation | | | M | A | | | | | C | R |
| 3.3 | Determine staff structure within agreed budget | | | M | A | | | | | C | |
| 3.4 | Make payroll and pension arrangements for all Trust staff | | | M | A | | | | | C | M |
| 3.5 | Recruit and appoint the Chief Executive Officer | | A | | | € | | | | C | |
| 3.6 | Carry out the statutory appraisal of CEO and to determine pay progression | | | | A | | | | | | |
| 3.7 | Manage any disciplinary process of the CEO | | A | | C | | | | | | |
| 3.8 | Manage the appeal process arising from any CEO disciplinary process | | A | | | | | | | | |
| 3.9 | Manage the dismissal/suspension of CEO | | A | | | | | | | | |
| 3.10 | Determine any dismissal payment/early retirement of CEO | | | | A | | | | | | |
| 3.11 | Recruit and appoint an Academy Headteacher (Panel members, ie the CEO, LAC Chair and a director, approve the appointment) | | | M | A | | | | | R | |
| 3.12 | Carry out and manage the pay progression of Headteachers | | | M | A | | | | | C | |
| 3.13 | Manage any disciplinary process of a Headteacher | | C | M | | | | | | A | |
| 3.14 | Managing the appeal process arising from any Headteacher disciplinary process | | C | M | | | | | | A | |
| 3.15 | Manage the dismissal/suspension of a Headteacher | | A | M | | | | | | C | |
| 3.16 | Determine any dismissal payment/early retirement of a Headteacher | | | M | A | | | | | C | |
| 3.17 | Recruit and appoint members of an Academy Senior Leadership Team | | | M | A | | | | | C | R |
| 3.18 | Carry out appraisal and manage pay progression of senior leaders in an Academy | | | M | A | | | | | C | R |
| 3.19 | Manage any disciplinary process of senior leaders in an Academy | | | C | | | | | | A | M |
| 3.20 | Manage the appeal process arising from any Academy senior leader disciplinary process | | | C | | | | | | A | M |
| 3.21 | Determine any dismissal payment/early retirement of an Academy senior leader | | | C | A | | | | | | M |
| 3.22 | Dismiss a senior leader in an Academy | | | C | | | | | | A | M |
| 3.23 | Suspend a senior leader in an Academy | | | | | | | | | A | M |
| 3.24 | Recruit and appoint central staff members | | | C | A | | | | | | |
| 3.25 | Carry out and manage pay progression of central staff members | | | M | A | | | | | | |
| 3.26 | Manage any disciplinary process of central staff members | | | M | A | | | | | | |
| 3.27 | Manage the appeal process arising from any central staff member disciplinary process | | | M | A | | | | | | |
| 3.28 | Determine any dismissal payment/early retirement of a central staff member | | | M | A | | | | | | |
| 3.29 | Dismiss a member of the central staff | | | M | A | | | | | | |
| 3.30 | Suspend a member of the central staff | | | A | | | | | | | |
| 3.31 | Recruit and appoint of academy staff members | | | | C | | | | | A | M |
| 3.32 | Carry out and manage pay progression of academy teaching staff | | | C | A | | | | | C | M |
| 3.33 | Manage any disciplinary process of academy staff | | | C | | | | | | A | M |
| 3.34 | Manage the appeal process arising from any Academy staff member disciplinary process | | | C | | | | | | A | M |
| 3.35 | Determine any dismissal payment/early retirement of an Academy staff member | | | C | A | | | | | | M |
| 3.36 | Dismiss an Academy staff member | | | C | | | | | | A | M |
| 3.37 | Suspend an Academy staff member | | | C | | | | | | A | M |

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| 3.38 | Approve additions of posts to the staffing establishment of the central Trust/Academy within budget | | | M | A | | | | | C | |
| 3.39 | Approve deletion of posts to the staffing establishment of the central Trust/Academy within budget | | | M | A | | | | | C | |
| 3.40 | Approve the creation of a new post in the establishment for Trust outside of approved budget | | | M | A | | | | | | |
| 3.41 | Approve cost of living pay rises and other national policy pay rises | | | M | A | | | | | | |
| 3.42 | Determine amendments to employees' terms and conditions | | | M | A | | | | | C | C |
| 4. Education | | | | | | | | | | | |
| 4.1 | Determine and set an Academy admission policy and the appeal process | | | M | | | | | R | A | C |
| 4.2 | Increase or decrease an Academy's Planned Admission Number (PAN) | | | M | | | A | | | C | C |
| 4.3 | Approve the Trust education development strategy | | | M | | | A | | | C | C |
| 4.4 | Develop, approve and implement all statutory and Trust-wide educational policies, and ensure compliance | | | M | | | A | | | R | R |
| 4.5 | Develop, approve and implement Academy educational policies, and ensure compliance | | | M | | | A | | | C | C |
| 4.6 | Prepare and publish the academy's prospectus | | C | A | | | | | | | R |
| 4.7 | Ensure Trust and Academy websites are fully compliant | | A | M | | | | | | C | C |
| 4.8 | Determine Academy logo and branding | | | A | | | | | | R | R |
| 4.9 | Determine Academy uniform | | | C | | | | | | A | M |
| 4.10 | Set the dates of academy terms and holidays | | | M | | | | | A | C | R |
| 4.11 | Set the times of Academy sessions | | | M | | | | | | A | R |
| 4.12 | Ensure that Academies meet the statutory requirements for 380 sessions in an academy year | | | A | | | | | | R | M |
| 4.14 | Set Trust/Academy performance targets and monitor Academy performance | | | M | | | A | | | C | C |
| 4.15 | Produce and approve an Academy's 3-year development/improvement plan | | | M | | | A | | | R | R |
| 4.16 | Produce and approve an Academy's 1-year development/improvement plan (if applicable) | | | M | | | A | | | R | R |
| 4.17 | Oversee preparation for any Ofsted or Section 48 Inspection and Post-Inspection Action Plan | | | M | | | A | | | R | R |
| 4.18 | Determine Pupil Premium Plan | | | C | | | A | | | M | R |
| 4.19 | Undertake all governance roles in relation to suspension/exclusion, as outlined in DfE guidance | | | C | | | | | | A | M |
| 4.20 | Manage the Complaints process and any appeals | | | C | | | | | | A | M |
| 5. Health and Safety | | | | | | | | | | | |
| 5.1 | Develop, approve and implement all statutory and Trust wide Health & Safety policies/ procedures, and ensure compliance | | A | M | | | | | | R | R |
| 5.2 | Ensure an annual assessment cycle of risk management is actioned by relevant staff with delegated responsibility | | A | M | | | | | | R | R |
| 5.3 | Oversee Academy designated Health & Safety Officer training | | | C | | | | | | R | A |
| 5.4 | Oversee general Health & Safety training for staff with delegated responsibility such as central support staff, Academy Heads of Department, and other Academy staff | | | | | | | | | A | M |

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| 5.5 | Appoint an external Health & Safety inspection service | | A | M | | | | | | | |
| 5.6 | Approve and implement actions recommended by the Health & Safety inspector | | A | M | | | | | | R | R |
| 6. Remuneration | | | | | | | | | | | |
| 6.1 | Review the Pay and Remuneration Policy annually | | | M | A | | | | | | |
| 6.2 | Determine policy in relation to discretionary payments and identify criteria for their award | | | M | A | | | | | | |
| 6.3 | Set and monitor delegation of functions under the Pay Policy to the CEO and Headteachers | | | M | A | | | | | | |
| 6.4 | Ensure that statutory and contractual obligations for pay of teachers and support staff are provided for and met in a fair and consistent manner | | | M | A | | | | | | |
| 6.5 | Review and recommend to the LAC the appropriate individual academy range | | | M | A | | | | | | |
| 7. Education and Standards | | | | | | | | | | | |
| 7.1 | Hold leaders to account for the adequacy and effectiveness of the areas highlighted within the 'Purpose and Role' of the Education and Standards Committee, as stated in the Committee's Terms of Reference | | | M | | | A | | | | |
| 7.2 | Take appropriate action on any relevant matter referred by the Board | | | M | | | A | | | | |
| 7.3 | Oversee the Academy Development Plans, identifying any training needs, and monitoring outcomes | | | M | | | A | | | | |
| 7.4 | Monitor, review and scrutinise attendance at each Academy and over the Trust | | | M | | | A | | | R | R |
| 7.5 | Oversee, and have representation on, the Trust Attendance Challenge Board | | | M | | | A | | | | |
| 7.6 | Review and evaluate the learning experience of all learners | | | M | | | A | | | R | R |
| 7.7 | Monitor how, and the extent to which, all learners' needs are met | | | M | | | A | | | R | R |
| 7.8 | Advise and recommend annual progress and attainment targets to the Board | | | M | | | A | | | R | R |
| 7.9 | Monitor the achievement of all groups and the impact of initiatives to improve their performance | | | M | | | A | | | R | R |
| 7.10 | Monitor and evaluate actual performance against local and national data | | | M | | | A | | | R | R |
| 7.11 | Oversee the establishment of effective monitoring and evaluation processes, and alert the board to a potential significant drop in outcomes | | | M | | | A | | | R | R |
| 7.12 | Monitor the appropriateness and effectiveness of actions to rectify issues of concern | | | M | | | A | | | R | R |
| 7.13 | Monitor the breadth and effectiveness of the curriculum | | | M | | | A | | | R | R |
| 7.14 | Monitor the quality of teaching <i>via</i> internal and external review. | | | M | | | A | | | R | R |
| 7.15 | Implement and have oversight of Early Years and Foundation Stage policies | | | M | | | A | | | R | R |
| 7.16 | Monitor and evaluate EYFS plans and quality of provision | | | M | | | A | | | R | R |
| 7.17 | Monitor and evaluate post-16 provision across the Trust | | | M | | | A | | | R | R |
| 7.18 | Implement, monitor and evaluate the effectiveness of SEND plans, and the quality of provision | | | M | | | A | | | R | R |
| 7.19 | Implement, monitor and evaluate Religious Education policies | | | M | | | | A | | R | R |
| 7.20 | Agree and implement the Trust-wide requirements for summative assessment | | | M | | | A | | | R | R |

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| 7.21 | Allocate and monitor the impact of additional funding on pupil outcomes | | | M | | | A | | | R | R |
| 8. Safeguarding | | | | | | | | | | | |
| 8.1 | Ensure a Trust-wide Safeguarding Policy, and Academy-level Child Protection Policies, are in place, in compliance with statutory guidance | | | M | | | | A | | R | R |
| 8.2 | Appoint a named link trustee for SEND | | | M | | | | A | | | |
| 8.3 | Complete and maintain a Single Central Record (SCR) including compliance checks for central team employees, and for the Trust Board | | | M | | | | A | | R | R |
| 8.4 | Ensure the Trust has, in each of its academies, (a) a centrally-appointed and appropriately trained Designated Safeguarding Lead ('DSL') whose responsibilities include Looked-After Children ('LAC')/Children Looked After and post-LAC/care-experienced children, and (b) a centrally-appointed deputy DSL | | | M | | | | A | | R | R |
| 8.5 | Ensure all linked safeguarding policies are in place in each academy and are compliant with statutory guidance eg Behaviour, Special Educational Needs and Disabilities, Relationships and Health Education, and Personal, Social and Health Education | | | M | | | | A | | R | R |
| 8.6 | Ensure an annual academy safeguarding audit is completed for each academy | | | M | | | | A | | | |
| 8.7 | Ensure academy staff including central team and trust board receive regular and appropriate safeguarding training | | | M | | | | A | | | |
| 8.8 | Ensure that child protection records are well organised and held/shared securely | | | M | | | | A | | | R |
| 8.9 | Ensure allegations made against Trust central staff and/or Trust Board members are dealt with in accordance with Trust policy for dealing with allegations against a member of staff | | | M | | | | A | | | |
| 8.10 | Ensure safeguarding concerns are escalated in line with LA escalation guidance following inadequate or insufficient action taken by services to safeguarding children | | | M | | | | A | | | |
| 8.11 | Ensure internet filters and monitoring procedures are in place | | | M | | | | A | | | R |