

Scheme of Delegation 2022 / 2023

July 2022







The St. Bart's Academy Trust Scheme of Delegation

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Date	Section Amended	Signature



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1. Overarching Governance

	Overarching Governance													
	Member Matters													
	ltem .	Mei	nbers	Trust Board	CEO	Dep CEO	coo	CFO	LGC	Principal	Comments /No	tes if applicable	Legal Complia	ance element
1.1	Amendment of Articles of association		A	R										
1.2	Appoint/remove Members and Trustees		A											
1.3	Ensure appropriate procedures are in place for the recruitment of Member Appointed Trustees	A	R											
1.4	Member Register of Interests are completed and keep under regular review		R											
1.5	Hold Trustees to account for achieving the Trusts objectives, effective governance and working with the law and any guidance on the governance of academy trusts	А	R											
1.6	Determine the name of the Trust	А	R											
1.7	Appoint Auditors		A	R							Academies Financial Ha	andbook sections 4.5-4.8	Appointing ex	ternal auditor
1.8	Receive Statutory Accounts		A	R										
1.9	Dissolve the company	А	R											

	Trust Board Matters													
	item	Members	Trus	t Board	CEO	Dep CEO	coo	CFO	LGC	Principal	Commer	nts /Notes	Legal Compli	ance element
1.10	Complete / Review Trustee Board skills audit and training plan annually		А	R							Governance Handl	book, section 3.5.36	Ensuring finance	skill set on board
1.11	Appoint/Remove Chair / Vice Chair of Trustees		А	R										
1.12	Appoint Clerk to the Trustees			A	R									
1.13	Appointment of CEO		А	R							Governance Handbo	ook, section 6.6.1.137	Appointing senior executive	e leader as accounting office
1.14	Appoint Principals			А	R									
1.15	Determine and allocate specific Trustee roles, inclusive of trust representratin for trust inspections		А	R							Governance Handbook, section 2.2.8	Governance Handbook, section 7.3	Nominating safeguarding lead trustee and Nominating SEND lead	Attending trust inspection
1.16	Agree Scheme of Delegation and review annually		А	R									Notificating Series (Case	
1.17	Approve Board of Trustees Annual Schedule of Business inclusive of appointing board committees		А	R							Governance Handbook, section 6.6.1.137,	Academies Financial Handbook, section 3.6	Establishing and appoin	nting board committees
1.18	Ensure that there is support identified for looked after children		А	R							Governance Handboo	k, sections 6.4.12.62-67	Delivering support fo	r looked after children
1.19	The removal of delegated responsibilities of Academy LGC		А	R										
1.20	The removal of the LGC at Acadmey Level		А	R										

	LGC Matters												
	Item	Members	Trust Board	CEO	Dep CEO	coo	CFO	LGC	Principal	Commer	its /Notes	Legal Compli	ance element
1.21	Determine LGC Composition		A R										
1.22	Appoint Chair/ Vice Chair of LGC		A R										
1.23	Allocate governor specific roles							A R					
1.24	Complete and maintain LGC register of interests							A R					
1.25	Review of LGC Effectiveness		А					R					
1.26	Complete LGC Skills Audit		А					R					
1.27	Ensure effectiveness of leadership and management in individual academies		А	R									
1.28	Ensure the quality of teaching, learning and assessment, personal development and best outcomes for children and learners		Α	R					R				

2. Strategy and Leadership

	Strategy and Leadership														
	Item	Members	Trust	t Board	CEO	Dep CEO	coo	CFO	LGC	Principal		Commer	its /Notes	Legal Compli	ance element
2.1	Ensure the Trust is financially viable, run in accordance with its Articles and law and meeting its charitable objectives			A				R							
2.2	Agree Trust Strategic and Operational Plan, including growth model			А	R							Governance Hand	book, section 2.1.3	Setting Tru	ist Strategy
2.3	Agree Trust Vision and key Priorities			А	R							Governance Hand	book, section 2.1.2	Setting tr	ust vision
2.4	Develop the character, mission and ethos of the Trust fostering the individuality of each school			A	R				R	R		Governance Hand	book, section 2.2.4	Setting trust cu	lture and values
2.5	Scrutiny of performance across the MAT			А	R	R	R	R							
2.6	Performance management of CEO		А	R											
2.7	Setting approach to appraisal and performance management		А	R	R						Governance Handbook, section 6.5.6.102		ook, section 6.5.6.102	Setting approach to app manag	oraisal and performance gement
2.8	Ensure statutory policies are in place, approved and reviewed in line with statutory guidance and equalities legislation.			A	R		R					Governance Handbook, sections 4.1.2.11, 6.14, 6.15, 6.16	Academies Financial Handbook sections 2.41-2.46	Setting governance policies (data protection, information sharing, Freedom of Information (FOI)	code of conduct, complaints, whistleblowing
2.9	Ensure compliance with all regulation, policies and other statutory obligations inclusive of disclosure and barring service checks (DBS)			А	R				R	R		Governance Handl	oook, section 6.5.71	Setting approach to staff a with regard to statutory re disclosure and barrin	quirements Carrying out
2.10	Approve and maintain the risk process/register and approve the risk appetite			А			R					Academies Financial H	landbook, section 2.36	Maintaining	
2.11	Formally approve and review non DfE statutory school specific policies			А					R	R					
2.12	School Development Plans are in place and regularly reviewed			А		R			R	R					
2.13	Set the curriculum in line with the national curriculum and context of the school and in line with trust approach			А						R		Governance Handbook, section	s 6.4.1.13, 6.4.3.24, 6.4.13.68-69	Setting trust approach to o with regard to stat	urriculum and assessment, utory requirements
2.14	Review and challenge the spend of pupil premium/ sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap			А					R	R	Governance Handbook, section 6.6.3.145-152		s, section 6.6.3.145-152	Monitoring pupil premium s numeracy catch-up and	

3. Education

	Education												
	Item	Members	Trust Board	CEO	Dep CEO	coo	CFO	LGC	Principal	Comme	nts /Notes	Legal Compliance ele	
3.1	Admission Policies and decisions							R		Governance Handb	ook, section 6.9.1.230		
3.2	Review and evaluate school performance through production and analysis of data		А		R	R			R	Governance Hand	book, section 3.4.15	Production and	analysis of data
3.3	Evaluate the school self evaluation and key priorities		Α						R				provement plan in line with riorities
3.4	Agree term dates and length of school day		А						R				
3.5	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements where applicable		А						R	Governance Handb	ook, section 6.4.10.51	Delivering Early Years Four with statutory	ndation Stage (EYFS), in line requirements
3.6	The deployment of a focused task group to investigate any concerns raised at Academy level		А	R	R								

4. Behaviour Attendance and Inclusion

	Behaviour Attendance and Inclusio r	า													
	Item			CEO	Dep CEO	coo	CFO	LGC	Prin	cipal		Commer	its /Notes	Legal Compli	ance element
4.1	Ensure pupil attendance is monitored and challenged in line with national guidance			А		R			F	R		Governance Handbo ok, section 6.8.6.204		Keeping admission and	attendance registers
4.2	Issuing of exclusions to pupils (Fixsed and (permanent)								А	R					
4.3	Review the decision to permanently exclude a pupil / direct reinstatement of a pupil								А	R					
4.4	Setting behaviour and welfare policies		А	R							Governance Handbo ok, section 6.8.3.194		ok, section 6.8.3.194	Setting behaviour and wel exclu	

5. Finance

	Finance													
	Item	Members	Trust	Board	CEO	Dep CEO	coo	CFO	LGC	Principal	Commen	its /Notes	Legal Compli	ance element
5.1	Appointment of the Accounting Officer & inform the Secretary of State		Α	R										
5.2	Appointment of the CFO		А	R							Governance Handbo	ok, section 6.6.1.137	Appoin	ing CFO
5.3	Ensure Trust's continuing compliance with all requirements of ESFA/DfE and Funding Agreement		А	R				R			Governance Handbook, section 6.6.1.137	Academies Financial Handbook sections 2.6, 3.1-3.22	Establishing controls fram	
5.4	Agree Investment policy in line with the Academies Handbook			А				R						
5.5	Delivering monthly management accounts and forecasts			A				R			Academies Financial Hand	dbook, section 2.10 & 2.18		
5.6	Approval of Special Payments per ESFA including staff severance and compensation payments		А	R										
5.7	Approval of novel or contentious transactions - which always must be referred to the ESFA for prior authorisation		А	R								ns 3.5.37, 6.6.1.137; Academies k sections 5.44-5.47	Managing conflicts of in transa	
5.8	Approve a scheme for paying Governors allowances		А	R										
5.9	Ensure the Trust is adequately insured (RPA)		,	A				R			Governance Handbo	ok, section 6.6.1.137	Ensuring adequate insi	rance cover is in place
5.10	Review and approve a Charging and Remissions policy for the Trust for the academies		А	R							Governance Handbo	ok, section 6.6.5.156	Developing finance policie procur	s (charging and remission, ement)
5.11	Approval of capitalisation limits and depreciation policy for the Trust		Α	R							Governance Handbo	ok, section 6.6.1.137	Setting delegated authors	
5.12	Ensure sufficient capacity and expertise to manage the finances of all academies		А	R										
5.13	Review and challenge the principal on the financial spend to raise standards in education			A				R	R					
5.14	Maintaining oversight of the school budget			A						R				
5.15	Developing and maintaining budgets			А				R			Handbook section 2.8-10	6.6.1.137; Academies Financial	Developing budget. I	fanaging cash position
5.16	Delivering annual report and accounts, with regard to accounts consolidation exercises required by DfE		,	Α				R				Academies Financial Handbook sections 4.1-4.4	Delivering annual report ar accounts consolidation	d accounts, with regard to exercises required by DfE

6. Compliance

	Compliance												
	Item	Members	Trust Board	CEO	Dep CEO	coo	CFO	LGC	Principal	Commen	ts /Notes	Legal Compli	ance element
6.1	Agree the annual audit program and recommend to Trustees		А			R	R						
6.2	Receive External and Internal Audit Management letters and findings reports		А			R	R						
6.3	Ensure all points raised from Annual Audit Management reports are actioned and provide Board with assurance		А			R	R						
6.4	Investigate any financial irregularities and report to Trust Board		А				R						
	Ensure statutory policies at school level are in place, approved and reviewed in line with statutory guidance and equalities legislation including SEND		А			R		R	R	Governance Handbook, sections 2.2.6, 6.3.9-12, 6.5.72, 6.5.2.82: Academies Financial Handbook, Part 5	Governance Handbook, sections 6.4.11.52- 57; SEND Code of Practice; Children and Families Act 2014	Ensuring compliance with equalities legislation.	Ensuring compliance with SEND Code of Practice

7. Estates

	Estates														
	Item	Members	Trust Board	CEO	Dep CEO	coo	CFO	LGC	Principal		Commen	ts /Notes	Legal Complia	ance element	
7.1	Ensure that building and grounds remain Health & Safety compliant		А	R		R			R						
7.2	Recommend H&S policy as required by law for approval by the Board of Trustees		A R								Governance Handbook, section 6.8		Setting health ar	d safety policies	
7.3	Ensure the Estates Strategy is fit for purpose and recommend to the Board		А			R									

8. HR

	HR															
	Item		Trust Board		CEO		Dep CEO	coo	CFO	LGC	Principal		Comments /Notes		Legal Compliance element	
8.1	Approval and appointment of the Executive Team			A		R										
8.1	Approve new posts to the structure where they fall outside of agreed budgets		А	R												
8.3	Approving the dismissal of CEO, DEP CEO, COO, CFO		А	R												
8.4	Dismissal of Principals			A		R										
8.5	Approve the appointment of senior leaders				А	R										
8.6	Changes to terms and conditions of employment			Α		R										
8.7	Moving of staff within the Trust to meet local need				А	R										
8.8	Awarding pay rises and any other appropriate remuneration for staff on Executive and leadership contracts		А	R									Governance Handbook, section 6.5.7.111	Academies Financial Handbook, section 2.30-2.32	Setting pay levels, including executive pay	
8.9	Awarding pay rises and any other relevant remuneration to an individual within an individual academy for teaching and non teaching staff including CLT in line with the Trust Pay Policy		A	R									Governance Handbook, s	ection 6.5.8.119, 6.7.3.179	Setting HR policies (appraisal, pay, disciplinary, gr capability, safer recruitment)	

9. Communications

	Communications												
	Item	Members	Trust Board	CEO	Dep CEO	coo	CFO	LGC	Principal	Commen	ts /Notes	Legal Complia	ance element
9.1	Ensure websites are compliant with national regulation		А			R			R				
	The Sharing of academy updates through media outlets to Parents and other stakeholder groups			А					R	Governance Handbook, section 2.4.15		Engaging with parents	

10. Safeguarding

	Safeguarding												
	Item		Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal	Comments /Notes		Legal Compliance element	
10.1	Ensure Safeguarding Annual Report is filed with the Trust		А	R									
	Ensure local procedures are in place and implemented in line with local safeguarding boards			А					R	Governance Handbool	k, sections 6.7.164-170 statutory guidance, inc		practices, with regard to ng appointing designated g lead (DSL)
10.3	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)		А	R					R	Governance Handbook	Setting trust safeguarding practi Governance Handbook, sections 6.7.164-170 statutory guidance, including apple		practices, with regard to ng appointing designated

LGC Complete Overview

	Overarching Governance	
	Member Matters	
1.9	Dissolve the company	
	1	
	Trust Board Matters	
1.14	Appoint Principals	
1.16	Agree Scheme of Delegation and review annually	
1.18	Ensure that there is support identified for looked after children	
	LGC Matters	
1.21	Determine LGC Composition	
1.22	Appoint Chair / Vice Chair of LGC	
1.23	Allocate governor specific roles	А
1.24	Complete and maintain LGC register of interests	А
1.25	Review of LGC Effectiveness	R
1.26	Complete LGC Skills Audit	R
1.27	Ensure effectiveness of leadership and management in individual academies	
1.28	Ensure the quality of teaching, learning and assessment, personal development and best outcomes for children and learners	
	Strategy and Leadership Ensure the Trust is financially viable, run in accordance with its Articles and law	
2.1	and meeting its charitable objectives	
2.2	Agree Trust Strategic and Operational Plan, including growth model	
2.3	Agree Trust Vision and key Priorities	
2.4	Develop the character, mission and ethos of the Trust fostering the individuality of each school	R
2.5	Scrutiny of performance across the MAT	
2.8	Ensure statutory policies are in place, approved and reviewed in line with statutory guidance and equalities legislation.	
2.9	statutory guidance and equalities legislation. Ensure compliance with all regulation, policies and other statutory obligations inclusive of disclosure and barring service checks (DBS)	R
2.10	Approve and maintain the risk process/register and approve the risk appetite	
2.11	Formally approve and review non DfE statutory school specific policies	R
2.12	School Development Plans are in place and regularly reviewed	R
2.13	Set the curriculum in line with the national curriculum and context of the school	
2.14	and in line with trust approach Review and challenge the spend of pupil premium/ sports funding and recovery	R
	funding in terms of educational outcomes and narrowing the achievement gap	
	Education	
3.1	Admission Policies and decisions	R
3.2	Review and evaluate school performance through production and analysis of data	
3.3	Evaluate the school self evaluation and key priorities	
3.4	Agree term dates and length of school day	
3.5	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements where applicable	
	Behaviour Attendance and Inclusion	า
4.1	Ensure pupil attendance is monitored and challenged in line with national guidance	
4.2	Issuing of exclusions to pupils (Fixsed and (permanent) Review the decision to permanently exclude a pupil / direct reinstatement of a	
4.3	pupil	
4.4	Setting behaviour and welfare policies	
	Finance	
5.13	Review and challenge the principal on the financial spend to raise standards in education	R
5.14	Maintaining oversight of the school budget	
5.15	Developing and maintaining budgets	
	0 1:	
	Compliance Ensure statutory policies at school level are in place, approved and reviewed in	
6.5	line with statutory guidance and equalities legislation including SEND	R
	Estates	
7.1		
7.1	Ensure that building and grounds remain Health & Safety compliant	
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	Ensure that building and grounds remain Health & Safety compliant HR	
8.4	Ensure that building and grounds remain Health & Safety compliant HR Dismissal of Principals	
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8.4 8.5 8.6	HR Dismissal of Principals Approve the appointment of senior leaders Changes to terms and conditions of employment Communications	
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LGC Accountable and Responsible

	LGC Matters									
1.23	Allocate governor specific roles	А	R							
1.24	Complete and maintain LGC register of interests	Α	R							
1.25	Review of LGC Effectiveness R									
1.26	Complete LGC Skills Audit	ı	₹							
	Strategy and Leadership									
2.4	Develop the character, mission and ethos of the Trust fostering the individuality of each school	ı	₹							
2.9	Ensure compliance with all regulation, policies and other statutory obligations inclusive of disclosure and barring service checks (DBS)	ı	₹							
2.11	Formally approve and review non DfE statutory school specific policies	ı	₹							
2.12	School Development Plans are in place and regularly reviewed	F	₹							
2.14	Review and challenge the spend of pupil premium/ sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap	ı	2							
	Education									
3.1	Admission Policies and decisions	ı	₹							
	Behaviour Attendance and Inclusion	1								
	Finance									
5.13	Review and challenge the principal on the financial spend to raise standards in education	ı	2							
	Compliance									
6.5	Ensure statutory policies at school level are in place, approved and reviewed in line with statutory guidance and equalities legislation including SEND	F	2							
	Estates									
	HR									
	Communications									



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