

Schemes 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

Powers Delegated to the local school – Schools graded good or outstanding

- Level 1: Members
- Level 2: Board of trustees
- Level 3: Chief executive officer
- Level 4: Regional Hub Board (RHB)
- Level 5: Academy Council (AC)
- Level 6: Academy Principal

No local delegation – Schools Requiring Improvement, in Special Measures or requiring governance support

- Level 1: Members
- Level 2: Board of trustees
- Level 3: Chief executive officer
- Level 4: Regional Hub Board (RHB)
- Level 5: Academy Council (AC)
- Level 6: Academy Principal

Approved: March 2018

To be reviewed: by Sept 2019

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 outcomes for its children and young people. DSAMAT will therefore establish an Academy Council made up of local stakeholders in a manner and at a time the Directors consider appropriate. These Academy Council's will, in the first instance, be responsible to the relevant Regional Hub Board for their area who will monitor and support their work.

Where the Trust is unable to recruit a high quality Local Academy Council the relevant Regional Hub Board will act in the place of the Academy Council until such time that one can be recruited


This scheme of delegation sets out the decision making levels and responsibilities for the Members, Directors, CEO, Regional Hub Board, Academy Council and Academy Principal. Levels of delegation are dependent upon the Ofsted category or the governance needs of the academy:

- 1. Schools graded good or outstanding – have a significant amount of delegated responsibility**
- 2. Schools Requiring Improvement, in Special Measures or requiring governance support – may be granted increasingly delegated responsibility as they improve.**

This document should be read in conjunction with the Memorandum and Articles of Association, Master Funding Agreement, Supplemental Funding Agreement, Church Supplemental Agreement, the DfE Governance Handbook, the process for appointments to Academy Councils in DSAMAT, the Financial Procedures and Policy Manual, and other documents and guidance produced by DSAMAT 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 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 Regional Hub Board

Regional Hub Boards are appointed by the Trust Board and hold two responsibilities:

- a) To monitor, challenge and support the work of Academy Councils in the geographical area for which they are responsible for.
- b) To act in the place of an Academy Council where it has not been possible to recruit a high quality Council

The CEO

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. In the event of the absence of the CEO decision making powers would be delegated to the COO (operational decisions) and CEdO (educational decisions).

Academy Council (AC)

The Academy Council 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 AC focuses attention on strategic activity and holding the school to account. The AC is expected to manage their workload to undertake all of their delegated responsibilities.

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.

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

DSAMAT reserves the right to overrule this scheme if at any point it judges the Academy Council or Regional Hub Board, where acting in place of an Academy, 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 Christian vision and values of the Trust. The Trust also reserves the right to remove any Regional Hub Board or Academy Council member in line with its published code of conduct.

UNDER REVIEW

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Governance framework - People	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Members: Appoint/Remove	✓					
Trustees: Appoint/Remove	✓					
Role descriptions for members	✓					
Role descriptions for trustees/chair/specific roles/ Committee/AC members: agree		✓	<A			
Parent trustee/committee member: elected		✓				
RHB members elected/appoint		✓				
Parent/Staff/Foundation/Community AC members elected/appoint				✓	<A	
Trust Committee chairs: appoint and remove		✓	<A			
RHB chairs: appoint and remove		✓	<A			
Academy Council chairs: appoint and remove			A>	✓		
Clerk to board: appoint and remove		✓				
Clerk to RHB: appoint and remove		✓				
Clerk to AC: appoint and remove					✓	

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Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Members: Appoint/Remove	✓					
Trustees: Appoint/Remove	✓					
Role descriptions for members	✓					
Role descriptions for trustees/chair/specific roles/ Committee/AC members: agree		✓	<A			
Parent trustee/academy council member: elected		✓				
RHB members elected/appoint		✓				
Parent/Staff/Foundation/Community AC members elected/appoint			A>	✓	<A	
Trust Committee chairs: appoint and remove		✓				
RHB chairs: appoint and remove		✓	<A			
Academy Council chairs: appoint and remove			A>	✓		
Clerk to board: appoint and remove		✓				
Clerk to RHB: appoint and remove		✓				
Clerk to the AC: appoint and remove				✓		

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Governance framework - Systems and structures	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Articles of association: agree and review	✓	<A	<A			
Governance structure (committees) for the trust: establish and review annually		✓	<A			
Terms of reference for trust committees agree annually		✓	<A			
Terms of reference for RHB and AC: agree and review annually		✓				
Skills audit: complete and recruit to fill gaps		✓	<A>	✓	✓	A
Annual self-review of trust governance: complete annually		✓				
Annual self-review of RHB performance: complete annually				✓		
Annual self-review of AC performance: complete annually				A>	✓	
Annual schedule of business for trust board: agree		✓	<A			
Annual schedule of business for Regional Hub board: agree		A>		✓		
Annual schedule of business for AC: agree				A>	✓	A

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Governance framework - Systems and structures	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Articles of association: agree and review	✓	A	A			
Governance structure (committees) for the trust: establish and review annually		✓	A			
Terms of reference for trust committees agreed annually		✓				
Terms of reference for RHB and AC: agree and review annually		✓				
Skills audit: complete and recruit to fill gaps		✓	<A>		✓	
Annual self-review of trust board performance: complete annually		✓				
Annual self-review of RHB performance: complete annually				✓		
Annual self-review of AC performance: complete annually				✓	✓	
Annual schedule of business for trust board: agree		✓	A			
Annual schedule of business for Regional Hub board: agree		A>		✓		
Annual schedule of business for academy council: agree		A>		✓	<A	A

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Reporting	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Trust governance details on trust and academies' websites: ensure			✓			✓
Academy governance details on academy website: ensure			✓			✓
Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		✓		✓	✓	
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 RHB: submit to trust and publish				✓		
Annual report on work of AC: submit to trust and publish				A>	✓	

Reporting	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Trust governance details on trust and academies' websites: ensure			✓			✓
Academy governance details on academy website: ensure			✓			✓
Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		✓		✓	✓	
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		✓				
Annual report on work of RHB: submit to trust and publish				✓		
Annual report on work of academy council: submit to trust and publish				✓	<A	

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Being strategic	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Determine trust wide policies which reflect the trust's ethos and values		✓	<A			
Determine Academy level policies which reflect the Trust ethos and values				A>	✓	✓
Central spend/top slice: agree		✓	<A			
Management of risk: establish register, review and monitor		✓	<A>	A>	✓	✓
Engagement with stakeholders	✓	✓	✓	✓	✓	✓
Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A	<A	<A	<A
Academy vision and strategy, agreeing key priorities in line with Trust priorities			A>	A>	✓	✓
Chief executive officer: appoint and dismiss		✓				
Academy principal: appoint and dismiss		✓	A	<A>	<A	
Budget plan to support delivery of trust key priorities: agree		✓	<A			
Budget plan to support delivery of Academy key priorities: agree		✓		<A	<A	A
Trust's staffing structure: agree		✓	<A			
Academy staffing structure: agree				A>	✓	A

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Being strategic	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Determine trust wide policies which reflect the trust's ethos and values		✓	A			
Determine Academy level policies which reflect the Trust ethos and values				A>	✓	✓
Central spend/top slice: agree		✓	A			
Management of risk: establish register, review and monitor		✓	<A>	A>	✓	✓
Engagement with stakeholders	✓	✓	✓	✓	✓	✓
Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A	<A	<A	<A
Academy vision and strategy, agreeing key priorities		✓		<A		<A
Chief Executive Officer: appoint and dismiss		✓				
Academy principals: appoint and dismiss		✓	<A	<A		
Budget plan to support delivery of trust key priorities: agree		✓	A			
Budget plan to support delivery of academy key priorities: agree		✓	A	<A		A
Trust's staffing structure: agree		✓	A			
Academy staffing structure: agree		✓	<A>	✓		<A

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Holding to account	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Auditing and reporting arrangements for matters of compliance (e.g. H&S, employment): agree		✓	<A>	Monitor>	✓	✓
Auditing and reporting arrangements for matters of compliance (e.g. safeguarding): agree				A>	✓	✓
Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	✓	✓
Performance management of the Chief Executive Officer: undertake		✓				
Performance management of academy principal: undertake		✓		✓	✓	

Holding to account	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A>	Monitor>	✓	✓
Auditing and reporting arrangements for matters of compliance (e.g. safeguarding): agree				A>	✓	✓
Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	✓	✓
Performance management of the Chief Executive Officer: undertake		✓				
Performance management of academy principal: undertake		✓		✓	✓	

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Staffing delegation	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Appointment of Senior Leaders other than the Academy Principal			✓	✓	A>	✓
Appointment of other school staff					A>	✓
Dismissal of Senior Leaders other than the Academy Principal					A>	✓
Dismissal of other school staff					A>	✓
Pay on appointment and progression, following appraisal, for the Academy Principal		✓*	<A	A		
Pay on appointment and progression, following appraisal, for Senior Leaders		A>*		A>		✓
Pay on appointment and progression, following appraisal, for all other teaching staff				A>	<A>	✓
Pay on appointment for all other support staff					<A>	✓

* Or a nominated representative or representatives

Staffing delegation	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Appointment of Senior Leaders other than the Academy Principal			✓	✓	A>	✓
Appointment of other school staff					A>	✓
Dismissal of Senior Leaders other than the Academy Principal					A>	✓
Dismissal of other school staff					A>	✓
Pay on appointment and progression, following appraisal, for the Academy Principal		✓*	<A	A		
Pay on appointment and progression, following appraisal, for Senior Leaders		A>*		A>		✓
Pay on appointment and progression, following appraisal, for all other teaching staff				A>	<A>	✓
Pay on appointment for all other support staff					<A>	✓

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Ensuring financial probity	Delegation					
Decision	Members	Trust Board	CEO	RHB	Academy Council	Academy Principal
Chief financial officer for delivery of trust's detailed accounting processes: appoint		✓	A			
Trust's scheme of financial delegation: establish and review		✓	A			
External auditors' report: receive and respond		✓	A			✓
CEO pay award: agree		✓				
Trust Central Staff appraisal procedure and pay progression: monitor and agree		✓	✓			
Benchmarking and trust wide value for money: ensure robustness		✓	A	<A		
Benchmarking and academy value for money: ensure robustness				<A>	✓	✓
Develop trust wide procurement strategies and efficiency savings		✓	✓			