

The City of London Academies Trust

Scheme of Delegation

Key

- 1 **Members** - Oversight meeting about once a year unless there is a crisis
- 2 **The Board of Trustees** - Meeting four times a year, really the Directors of the Trust receiving reports from the CEO and looking at strategic MAT issues
- 3 **Chief Executive Officer/Senior Executive Team** - Operating on behalf of the Trustees. Responsible for MAT strategy, operations and delivery. Including the accountability framework, support, challenge as well as wider educational development of the family of schools
- 4 **Local Governing Body** - (Recommended delegation although agreed local delegation may vary between LGBs and Headteachers)
- 5 **Headteacher/Principal or Executive Principal** - (Recommended delegation although agreed local delegation may vary between LGBs and Headteachers)

Function	Task	1	2	3	4	5	Notes
Trust Governance	1 Approve changes to the Company's constitution i.e. the Articles of Association	✓					
	2 Recommend to the Members any changes to Company's Articles of Association		✓				
	3 Approve and/or remove Board Trustees if required	✓					
	4 Establish and approve changes to the Scheme of Delegated Authority		✓				
	5 Appoint the Chair and Vice Chair of the Company Board		✓				
	6 Appoint the Chairs of Committees of the Company Board		✓				
	7 Appoint Company Secretary and Clerk to the Board of Trustees		✓				
	8 Set up Register of Directors' and Governors' Business Interests			✓			
	9 Approve Director's and Governors Expenses scheme		✓				
	10 Appoint a Chief Executive Officer		✓				
	11 Appoint Accounting Officer		✓				
	12 Appoint Chairs of MAT sub-committees		✓				
	13 Approve Company Budget plans for the coming year		✓				
	14 Recommend Company Budget plan for financial year		✓				
	15 Propose MAT expansion opportunities	✓	✓	✓	✓	✓	
	16 Consider/Agree MAT expansion in under due diligence + Sponsorship Agreement		✓				
	17 Approve company development plan		✓				
	18 Review progress against company development plan		✓				
Oversight of Local Governance	19 Approve the appointment of the Chairs of LGBs in consultation with LGB		✓				Consultation to ensure the appointment of effective CoG
	20 Appoint the Chairs of sub committees				✓		
	21 Appoint Clerk to LGBs				✓		
	22 Appoint appropriate Governors for LGBs (excluding staff/parent govts)				✓		
	23 Approve the appointment of staff and parent governors to LGBs				✓		
	24 Review performance of LGB		✓				
	25 Suspend and/or dismiss LGB governors		✓				
	26 Propose changes to the Scheme of Delegated Authority		✓	✓	✓	✓	All stakeholder able to propose changes. Approval lies with Trust (4)
Finance	27 Recommend LGB Budget Plan for financial Year				✓		
	28 Approve LGB Forecast for Current Year & Budget Plan for following year		✓				
	29 Monitor Company Budget at least termly		✓				
	30 Monitor LGB Budget at least termly				✓		
	31 Monitor academy monthly expenditure					✓	
	32 Agree budget adjustments up to £100,000 within the annual approved budget					✓	Agreed to extend the limit to £100K to allow more flexibility for LGBs
	33 Agree LGB budget adjustments over £100,000		✓				
	34 Approve financial, accounting and procurement policies		✓				
	35 Enter into contracts (up to £100,000) except salaries				✓		
	36 Enter into contracts (above £100,000) except salaries		✓				So MAT can examine potential economies of scale
	37 Tender and Approve the appointment of auditors subject to relevant member approval		✓				
	38 Approve MAT banking arrangements		✓				
Company Staffing and Performance	39 Produce and review year end accounts		✓				
	40 Performance review of Chief Executive Officer		✓				
	41 Suspend/end the suspension of the Chief Executive Officer		✓				
	42 Dismiss the Chief Executive Officer		✓				
	43 Approve changes to company staffing structure including recruitment		✓				
	44 Approve school Principal/Executive /Headteacher of academy appointments		✓				
	45 Approve staff, HR, pay, performance and disciplinary policies		✓				
	46 Appointment of company staff (Executive)			✓			
	47 Participate in the appointment of company staff		✓				Trustees will be involved in the appointment of senior staff
	48 Set targets/objectives for school Headteachers/Executive Headteachers				✓		
School Leader Appointments, Performance and Accountability	49 Actively participate in the performance review of Headteachers/Executive Headteachers			✓			
	50 Approve targets and objectives set for school Headteachers/Executive Headteachers		✓				
	51 Monitor targets and objectives set for Headteachers/Executive Headteachers termly				✓		
	52 Participate in target/objective monitoring of Headteachers/ Executive Headteachers			✓			
	53 Recommend appointment of school Pr/Exec Head/Headteacher				✓		
	54 Participate in the appointment of school Pr/Exec Head/Headteacher				✓		
	55 Approve the appointment of school Pr/Exec Head/Headteacher		✓				
	56 School Deputy Headteacher appointment (subject to prior LGB approval)					✓	
	57 Advise and recommend the Deputy Headteacher appointment					✓	
	58 Approve Deputy Headteacher appointment				✓		
	59 Propose to suspend/end suspension/ dismiss a school Headteacher/Executive Headteacher					✓	
	60 Advise on the suspension/end of suspension/dismissal of a Headteacher				✓		
	61 Approve suspension/end of suspension/dismissal of a Headteacher/Exec Headteacher		✓				
	62 Teaching staff appointments					✓	
	63 Propose staff, HR, pay, performance and disciplinary policies					✓	
	64 Approve changes to school staffing structure (within budget approved by Trustees)					✓	
	65 Suspension of other staff					✓	
	66 Ending suspension of other staff					✓	
	67 Dismissal of other staff					✓	
	68 Propose dismissal payments/early retirement					✓	
69 Approve dismissal payments/early retirement if there is a financial burden on the Trust		✓				Given 63 then the Headteacher/Principal and LGB must not take action which presents a financial liability to the Trust without the knowledge and approval of the Trust.	
70 Performance review of other staff					✓		
Curriculum Perf	71 Approve school development plan				✓		
	72 Review progress against school development plan				✓		
	73 Report progress across company against all Academy Development Plans			✓			Progress against KPIs need to be reported to the Trust
	74 Review progress across company against all Academy Development Plans		✓				
	75 Approval of curriculum policy				✓		
	76 Establish and implement curriculum policy				✓		
	77 Propose performance and curriculum policies				✓		
	78 Responsibility for standards of teaching					✓	

Ornance	79	Provision of sex education					✓	
	80	Arrangements for collective worship					✓	
	81	Propose targets for pupil achievement					✓	
	82	Approve LGB targets for pupil achievement and recommend to Board			✓			Trust should be able to scrutinise and challenge targets/performance
	83	Monitor targets for pupil achievement					✓	Trust through CEO will monitor in line with the agreed accountability framework
	84	Report, monitor & if necessary intervene to support the delivery of pupil achievement			✓			
Discipline	85	Approve pupil behaviour policies					✓	
	86	Monitor implementation of pupil behaviour policies					✓	
	87	Monitor issues implementation of pupil behaviour policies & take relevant actions arising					✓	
	88	Exclude a pupil more than 15 days or permanently					✓	
	89	Review exclusion on appeal			✓			Trust will need to convene and manage appeals against LGB decisions to exclude
	90	Direct re-instatement of excluded pupils after appeal			✓			
Admissions	91	Propose admissions policy					✓	
	92	Consult on an admissions policy					✓	
	93	Approve admissions policy			✓			The Trust will need to be satisfied that the policy is legal and fair
	94	Approve PAN annually, consulting with LGBs			✓			
	95	Admissions: application decisions					✓	
	96	Approve admissions prospectus					✓	
Premises/Insurance	97	Approval of appropriate buildings and other relevant insurance (including Governors)			✓			
	98	Develop and recommend to the MAT Board the capital strategy				✓		Executive CEO/CFO will assess capital stock, depreciation and future need. Trust will approve.
	99	Develop and recommend to the MAT Board the school maintenance strategy				✓		
	100	Approve Trust wide capital development strategy			✓			
	101	Approve Trust school maintenance strategy			✓			
	102	Approve academy premises related policies					✓	
Health and Safety	103	Approve local health and safety policy					✓	
	104	Monitor implementation of health and safety policy					✓	
	105	Approve a school risk management plan					✓	
	106	Monitor school risk management plan					✓	
	107	Monitor implementation of school risk management plans					✓	
	108	Approve company risk management plan			✓			
	109	Monitor company risk management plan			✓			
	110	Approve business continuity plans			✓			
	111	Monitor implementation of school business continuity plans					✓	
	112	Review company-wide implementation of school continuity plans					✓	
Acad Organisation	113	Recommend dates of school terms and holidays					✓	
	114	Approve dates of school terms and holidays					✓	
	115	Monitor school holiday dates on behalf of the trust					✓	Trust will need to ensure dates are considered strategically
	116	Ensure that school meets a minimum number of sessions in a school year					✓	
School Meals	117	Ensure that school lunch nutritional standards are met					✓	
	118	Responsibility for provision of free school meals, reporting back to the Trust as required					✓	
	119	Ensure the provision of universal free school meals offering to infant age pupils					✓	
	120	Approval of additional activities					✓	
Extend Provision	121	Monitoring the delivery of services , reporting back to the MAT Board as required					✓	
	122	Approval of Extended Services					✓	
	123	Cease providing extended school provision					✓	
Safe-guarding	124	Complete and maintain Single Central Record					✓	
	125	Appoint safeguarding governor					✓	
	126	Annual approval of school safeguarding review					✓	
	127	Undertake annual review of school safeguarding and report to MAT Board as required					✓	