

Balmoral Learning Trust - Scheme of Delegation Matrix 2023-24

	Task Key: Approve (A), Recommend (R), Monitor (M), Consulted (C), Implement (I)	Members	Trust Board	Committee - Audit and Finance	Committee - Performance & Standards	Local Governing Bodies	CEO	DFO	Head of School	Comment
1.0	Governance									
1.1	Trust Articles of Association - approve and amend	Members only	R			I	C/R			
1.2	Name change for the Trust - approve	Members only	R			C	C/R			
1.3	Appoint Members	Members only	R				C/R			
1.4	Dissolve the Trust	Members only	R			C	C	C	C	
	Trust Board									
1.5	Trust Scheme of Delegation - approve and amend		A	I	I	I	R/I	C	C	Comments can be submitted by LGB for consideration by Trust Board
1.6	Trust Board Terms of Reference - approve and amend	C	A							
1.7	Appoint / remove / suspend Chair and Vice Chair of Trust Board	C	A							In line with Articles of association
1.8	Appoint / remove / suspend Directors of the Trust Board	C	A							In line with Articles of association
1.9	Appoint (and remove) Clerk to Trust Board and Committees		A			C	R	C		
	Trust Committees									
1.10	Establish Trust Committees (excluding LGBs)		A				R			ToR
1.11	Trust Committee Terms of Reference and functions (excluding LGB's)		A	R/I	R/I		R			ToR
1.12	Appoint / remove / suspend Chair(s) of Trust Committees and Committee members	C	A	R/I	R/I					
	Local Governing Bodies									
1.13	Establish LGB's and LGB sub-committees or working groups (as required)					A	C		C	ToR
1.14	Local Governing Body (LGB) Terms of Reference and functions		A			R/I	R		C/I	ToR
1.15	Appoint / Remove / Suspend Chair of LGB	C	A			R	C		C	
1.16	Appoint / remove / suspend LGB members		A			R	C		C	
1.17	Approve changes to the constitution and make-up of each LGB		A			R	C		C	
1.18	Appoint (and remove) Clerk to LGB		A			C	R	C	C	ToR
	General activity									
1.19	Organise calendar and annual plan for all Trust Board and LGB meetings		A	I	I	I	R	C	C	ToR

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1.20	Maintain and publish a register of Members, Directors, Local Governors and members of staff and their business interests to avoid conflicts of interest		A	I	I	I	I	I	I	
1.21	Approve Directors Expenses Policy		A				R	R		
1.22	New convertor or sponsored academies joining MAT - approve	C	A			C	R	C	C	
2.0 Trust & Academy Policies, Performance, Curriculum and Teaching										
2.1	Determine the Trust's mission, vision, strategy and long term business plan	C	A	I	I	C/I	R	C/I	C/I	
2.2	Determine and approve each individual academy's mission, vision, long term development plan (in line with the Trust's overall mission and vision)	C	A/M			R/I	C/M		C/I	
2.3	To ensure Trust compliance with charity and company law, through the Memorandum and Articles of Association and all other relevant legislation	Members	A/I	I	I	I	M/I	I	I	In line with Articles of association
2.4	Determine and monitor key performance indicators and targets for the Trust		A/M			C	R	M	C	
2.5	Determine and monitor key performance indicators for individual academies		M		M	A/M	R/M	M	R/I	
2.6	Develop, Approve and implement each individual academy's development/improvement plan		M		M	A/M	C/M	C	R/I	
2.7	Determine and implement Trust wide policies and Statutory policies		A			I/M	R/I	I	C/I	
2.8	Trust Child Protection Policy and Procedures		A		M	M/I	R/I		R/I	
2.9	Review and monitor Trust wide policy schedule (at least annually)		A		M	C	R/I	C	C/I	
2.10	Review and monitor School policy schedule		A			M/I	M	C	R/I	
2.11	Trust Staff Development Plan		A		M		R	I	I	
2.12	School Staff Development Plan		M		C/M	A/M	C/M		R/I	
2.13	LGB Development Plan		A/C		M	R/I	C	C	I	Including skills audits
3.0 Staff Policies and Pay										
3.1	Pay & Remuneration Policy		A	C	R	M	R	I		
3.2	Chief Executive Headteacher's Appraisal		A		M					
3.3	Head of School Appraisal		A			M	R/I			
3.4	Changes to Employee Terms & Conditions or Collective Agreements		A	C	C	C	R	I		
3.5	Adoption of Transferring Policies and Collective Agreements		A				R	I		

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3.6	Teachers Annual Pay Award		A	C	R	C	C	I		ToR
3.7	Support Staff Annual Pay Award			C	R	C		I		ToR
3.8	Performance Management & Appraisal Review Policy		A	C	M	M	R	I	I	ToR
3.9	Disciplinary Policy		A		R	M	R	C	I	
3.10	Grievance Policy		A		R	M	R	C	I	
3.11	Capability Policy		A		R	M	R	C	I	
3.12	Whistleblowing Policy		A		R	M	R	C	I	
3.13	Re-structuring & Redundancy Policy		A		R	M	R	C/I	I	
3.14	Employee Health & Safety Policy		A		R	M	R	C/I	I	
3.15	Code of Conduct		A		R	M	R	C/I	I	ToR
4.0	Staff Management									
4.1	Establish and review Trust leadership structure		A	C	C	C	R	C	C	
4.2	Establish and review staffing structure for central/trust wide staff		A		C		R	C/I		
4.2	Establish and review staffing structure for each individual academies		A		C	C	R	C	C	
4.4	Recruitment, appointment, remuneration and performance management of CEO	C	A	C	R		C	C	C	As per agreed process
4.5	Dismissal of CEO	C	A							
4.6	Suspension of CEO	C	A							
4.7	Return of CEO after suspension	C	A							
4.8	Recruitment, appointment, remuneration and performance management of Director of Finance and Operations		A	C			R		C	
4.9	Recruitment, appointment and remuneration of Academy Heads of School		A			C	R			
4.10	Performance management of Academy Heads of School				M	M	A/I/M			
4.11	Suspension of Head of School		A			C	I			As per agreed policy
4.12	Return of Head of School after suspension		A			C	R			
4.13	Dismissal of Head of School		A			C	R			
4.14	Senior leadership appointments					A #	R/C #		R/I #	# CEO has a right to appoint a MAT representative to attend interview
4.15	Teaching staff appointments in each Academy					A #	C #		R/I #	
4.16	Support staff appointments in each Academy					R #	C #		A/I #	
4.17	Consider requests for flexible working (academy staff)						A		R/I	
4.18	Consider requests for flexible working (Senior Leadership/Executive Leadership Team)				A		R / I		C	

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4.19	Consider requests for flexible working (Central Team)						A / I	C		
4.20	Appeals against Flexible working (academy staff)				A					
4.21	Appeals against Flexible working (Senior Leadership/Executive Leadership Team)	A	A							Committee of Members and Directors to be formed if needed
4.22	Suspension of teaching and support staff					C	C		A/I	As per agreed policy
4.23	Return of teaching and support staff after suspension					C	C		A/I	
4.24	Redundancy of staff		A	C	C	R	R	C	R/I	
4.25	Performance management of all staff employed within an Academy				A	M	C/M		I	
5.0 Financial Authorisation										
5.1	Trusts scheme of financial delegation: establish and review		A	R/C			C/M	R/I	I	
5.2	Appoint/remove auditors	Members	R	C			C	R/I		
5.3	External auditor's report: receive and respond	Members	A	R			C	R/I		
5.4	Benchmarking and Trust wide value for money: ensure robustness		A	R/M			I	R/I		
5.5	Benchmarking and academy value for money: ensure robustness		A	R/M		M	C	R/I	I	Central Team to support
5.6	Develop trust wide procurement strategies and efficiency savings programme		A	R/M			C	R/I	C	
5.7	Review and approve trust wide procurement strategies and efficiency savings programme		A	R/M		C	R	R/I		
5.8	Determine, establish and maintain a Trust wide investment policy and strategy		A	R/M			C	C		
5.9	Determine, establish and maintain a Trust wide and individual academy 3-year financial plan		A	R/C		R/M	C/M	R/I	C/I	Local Board to Review / Monitor
5.10	Determine and establish arrangements for, and approve, a consolidated budget for each academy		A	M		R/M	C	R/I	C/I	Local Board to Review / Monitor
5.11	Determine and establish arrangements for bidding for and allocating capital funding and for allocating funding for the maintenance, improvement and expansion of the Trust's building estate		A	R/C		M	R/C	R/I	I	
5.12	Budget Virements		A (over £10k in-year)	M			A (up to £10k in-year)	R/I	C	Best practise not to use virements

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5.13	Ordering goods & services and sign-off of invoices		Approve in excess of £20k in year	M			Approve in excess of £10k and up to £20k in-year	Approve in excess of £2k and up to £10k in-year	Approve up to £2k in-year jointly with the DFO / Central Team	See financial handbook for day to day delegation
5.14	Procurement of capital goods / services i.e. over £1K that will entered on to the fixed asset register.		Approve in excess of £20k in year or if expenditure is required from reserves	M			Approve in excess of £10k and up to £20k in-year	Approve up to £10k in-year		The total sum required to undertake the project / procure works to completion must be clearly shown before approval is given. The source of funding is not a factor in the decision.
5.15	Quotes / tenders for capital works		Approve in excess of £20k in year or if expenditure is required from reserves				Approve in excess of £10k and up to £20k in-year	Approve in excess of £2k and up to £10k in-year	Approve up to £2k in-year jointly with the DFO / Central Team	The total sum required to undertake the project / procure works to completion must be clearly shown before approval is given. The source of funding is not a factor in the decision. Capital works quotations to be sought by the central team.
5.16	Signatories for cheques, BACS authorisation and other bank transfers		A				I	I		2 signatures required (one must be CEO or DFO)
5.17	Signatories for ESFA grant claims and returns		A	C		C	I	I	C	
5.18	Acquisition / disposal, write off of a fixed asset (other than land and buildings / heritage assets)		Approve in excess of £1k	M			Approve up to £1k	R / I	C	Recorded on the fixed asset register
5.19	Write off bad debt		Approve over £1k	M			Approve in excess of £250 and up to £1k	C	Approve up to £250	
5.20	Special payments e.g. staff severance, compensation, ex-gratia payments		A				C	R / I	C	Business case needed for approval
5.21	Operating leases (not related to land or buildings) FINANCE LEASES ARE NOT PERMITTED UNDER ANY CIRCUMSTANCE		Approve over £15k over the lifetime of the lease	M			Approve up to £15k over the lifetime of the lease	R / I	C	

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5.22	Granting or take up of any leasehold or tenancy agreement		A			C	R / I	C	C	
5.23	Purchase / sale of any freehold property or land disposal of heritage assets		A			C	R / I	C	C	
5.24	Financial statement approval	C	A			C	C	R	C	
5.25	Use of reserves	C	A			C	C	R / I	C	Business case needed for approval
6.0 Academy Policies and Procedures										
6.1	Academy times, terms and holidays		A			C	R		C/I	
6.3	Monitor pupil/students admission numbers overall and in each academy		M			C	C/M		M/I	
6.4	Determine and establish, following consultation with LGBs, arrangements for organisational change (e.g. changes in the number, age range, size and location of academies)		A			C/R	C/R	C/R	C/I	
6.5	Child Protection Policy and Procedures (including SCR)		A		M	M	R		I	ToR
6.6	Attendance Policy & Plan		A		M	M	R		I	ToR
6.7	Pupil Premium Policy		A		M	M	R		I	ToR
6.8	Pupil Premium Plan		A		M	M	R		R/I	ToR
6.9	Academy Educational Visits Policy		A		M	M	R		I	
6.10	Pupil Behaviour		A		M	M	R/M/C		R/I	ToR
6.11	Short-term Exclusion				M	M	C		A/I	ToR
6.12	Return after short-term exclusion					M	C		A/I	ToR
6.13	Permanent Exclusions		A			C	C		R	As per agreed policy
6.14	Review of Permanent Exclusion		I		M	C	C		C	Independent panel
6.15	Complaints Policy		A			M	R		I	Appeals processes are detailed within the specific policy
6.16	Admissions Policy – for each Academy		A			R	C		R	
6.17	Allocation of places against Admissions Policy					I	C		C	LA co-ordinated scheme
6.18	Admissions Appeals					M	C		C/I	Independent panel
6.19	Academy website compliance		A		M	M	C	I/R	C	
6.20	Academy uniform		C			A	C		I/R	
6.21	Extended use of site / lettings		M			A		I/R		
7.0 Premises and Assets										
7.1	Asset Management Policy		A	M				R/I		
7.2	Health & Safety - Trust wide statement		A	M		I/M	I	R/I	I	
7.3	Health & Safety individual academy policies		A	R/M		M	C	R/I	I	
7.4	Asset Management Plan		A	M		M	C	R/I	I	

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8.0	Risk Management									
8.1	Risk Management Policy and Processes		A	M/R		R	I	R/I	I	
8.2	Complete and Review Trust Risk Register		A	M/R			R	R/I	C	
8.3	Complete and Review Academy Risk Register		M	M/R		A/M	C	R/I	C/I	
8.4	Secure appropriate and adequate insurance arrangements		A	M/R		M	C	R/I	C/I	
8.5	Approve and update a business continuity plan, reporting annually to the Board		A	M/R		M	C/I	R/I	C/I	

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9.0	Safeguarding						
9.1	Ensure Safeguarding Policy and associated procedures are in place across the Trust	Agrees the safeguarding Policy and procedures	Monitors the Safeguarding Policy and procedures at the individual school level	Contributes to the production and implementation of the safeguarding Policy and procedures	Local responsibility for updating the Safeguarding Policy and procedures with individual school details	Ensures the safeguarding Policy is effective at school level and communicates all concerns to the Head of School	Ensure policy is applied and used consistently for all.
9.2	Monitors the effectiveness of the Safeguarding policy	Ensures the annual review of the safeguarding Policy and procedures	Monitors the safeguarding Policy at individual school level	Monitors effectiveness at school level and reports to the Board	Reviews the effectiveness of the policy and makes recommendations for change where appropriate	Reports recommendations for changes to the safeguarding Policy to the Head of School	Amend policy ready for Trust Board to review and ratify.
9.3	Produce an annual report to the Board on the MAT's Safeguarding Policy and procedures	Ensures there is an annual Safeguarding Report		Produces an annual safeguarding report for the board		Provides data and other feedback to the CEO for the production of the Trust Annual Report	
9.4	Produce a termly safeguarding report	Receives a collated termly safeguarding report	Receives the termly safeguarding report	Receives individual termly safeguarding reports and collates for the board	Meets with the DSL to approve the termly safeguarding report	Produces the termly safeguarding report	
9.5	Ensure annual Safeguarding Audit takes place and is reported to the Board	Receives in the autumn term the Safeguarding Audit Report	Reviews and challenges the Safeguarding Audit	Commissions the annual safeguarding Audit and reviews the report with each school	Reviews the audit and ensures the next steps are implemented	Provides information for the Annual Safeguarding Audit	Supports with audit review, supplying information where necessary.
9.6	Attend all relevant training as identified in KCSIE	Receive a report on safeguarding training and reads KCSIE	Attends all relevant Training and Reads KCSIE	Attends all relevant training and reads KCSIE Reports to the board safeguarding Training	Attends all relevant Training and Reads KCSIE	Attends all relevant Training and Reads KCSIE	
9.7	Ensures Safer Recruitment procedures are implemented and adhered to	Agrees the Safer Recruitment Policy and procedures	Ensure Safer Recruitment policy and procedures are followed in staff appointments	Work with the central team to produce and monitor the safer Recruitment Policy and procedures.	Adheres to Safer Recruitment Policy and procedures		Ensures all recruitment processes follow the requirements of the safer Recruitment Policy

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9.8	Ensures the school workforce is aware of their responsibilities in relation to Safeguarding	Agrees the Trust Code of Conduct	Receives safeguarding updates on a termly basis	Works with the Central team to produce the Code of Conduct and review on an annual basis. Ensures Safeguarding updates are shared on a Termly basis or more frequently if appropriate	Ensures the Code of Conduct is shared with all staff on an annual basis	Provides Termly updates to all staff	
9.9	Ensures there is a single Central Register in Place	Receives report on the SCR	Receive a report on the SCR	On a termly basis ensure that the SCR is compliant and upto date	Ensures the school admin teams accurately record short term supply and volunteers on the SCR		Maintain to the SCR for each school and ensure individual schools maintain the record for volunteers and temporary staff.
9.10	Confidential safeguarding issues are handled in a timely, sensitive and confidential manner	Agrees the Code of Conduct, Safeguarding and Low level Concerns Policy	Monitors safeguarding and follows HR policies	Receives and reports issues to the LADO if concerns are about the DSL or Head of School.	Reports issues to the LADO as appropriate. Reviews low level concerns.	Reports issues to the LADO as appropriate. Reviews low level concerns	
9.11	Safeguarding Investigations			Ensures Policies are followed			Support investigations as necessary