

Balmoral Learning Trust - Scheme of Delegation Matrix

	Task Key: Approve (A), Recommend (R), Monitor (M), Consulted (C), Implement (I)	Members	Trust Board	Committee - Finance & Premises	Committee - Performance & Standards	Local Governing Bodies	CEO	DFO	Head of an individual Academy	Comments
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 Polices 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		

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3.5	Adoption of Transferring Policies and Collective Agreements		A				R	I			
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		
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	Suspension of teaching and support staff					C	C		A/I	As per agreed policy	

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4.18	Return of teaching and support staff after suspension					C	C		A/I	
4.19	Redundancy of staff		A	C	C	R	R	C	R/I	
4.20	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						
5.90	Determine, establish and maintain a Trust wide and individual academy 3-year financial plan		A	R/C		A	C/M	R/I	R/I	
5.10	Determine and establish arrangements for, and approve, a consolidated budget for each academy		A	M		A/M	C	R/I	R/I	
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		C	R/C	R/I	C	
5.12	Budget Virements		A (over £10k in-year)	M		A (up to £10k in-year)	C	R / I	C	Best practise not to use virements
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	C	Approve in excess of £5k and up to £10k in-year	Approve up to £5k in-year jointly with the DFO / Central Team	See financial handbook for day to day delegation

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5.14	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	C	Approve in excess of £5k and up to £10k in-year	Approve up to £5k in-year jointly with the DFO / Central Team	
5.15	Signatories for cheques, BACS authorisation and other bank transfers		A				I	I		2 signatures required (one must be CEO or DFO)
5.16	Signatories for ESFA grant claims and returns		A	C		C	I	I	C	
5.17	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
5.18	Write off bad debt		Approve over £1k	M		Approve in excess of £250 and up to £1k		C	Approve up to £250	
5.19	Special payments e.g. staff severance, compensation, ex-gratia payments		A				C	R / I	C	Business case needed for approval
5.20	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	C	R / I	C	
5.21	Granting or take up of any leasehold or tenancy agreement		A			C	R / I	C	C	
5.22	Purchase / sale of any freehold property or land disposal of heritage assets		A			C	R / I	C	C	
5.23	Financial statement approval	C	A			C	C	R	C	
5.24	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	

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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	
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	