Four Cs MAT

SCHEME OF DELEGATION

The Board of Trustees has overall legal responsibility for the operation of the Four Cs Multi Academy Trust (the Trust) and the academies within it. It is legally responsible and accountable to the DfE and has to operate and comply with the provisions set out in its constitutional documents and all relevant legislation including the Articles of Association of the Trust, the Master Funding Agreement and the Academies Handbook.

In accordance with the terms of its Articles of Association, the Trust's powers are exercised by its Trustees with the CEO having executive authority for day-to-day operations. In accordance with the terms of its constitutional documents and, where applicable, determinations made by the Trustees, this Scheme of Delegation sets out in detail those powers which are reserved to the Trustees (the Board) and the responsibilities delegated to Executive Officers, Headteachers and Local Governing Committees (LGC).

This document works in conjunction with the Financial Scheme of Delegation (in the Financial Controls Manual) and the Policy Approval Schedule.

KEY: A – Approve J – Joint Approval R – Recommend D - Develop I – Implement M – Monitor S – Strategic Monitoring		MEMBERS	TRUST BOARD	RESOURCE COMIMTTEE (Inc Risk and Pay)	STANDARDS COMMITTEE	CEO	CFO / TFM	BOO, SBO, ESTATES OFFICER	COO	LGC	HEADTEACHERS	CLERK
1.	**STRATEGY**											
1.1	Growth Plan		**A S**			**D R I**	**D I**		**D I**			
1.2	Trust Strategic Plan: agreeing key priorities and KPIs		**A S**			**D R I**	**D I**		**D I**			
1.3	Admission of new schools to Trust		**A S**			**D R I**	**D I**		**D I**			
2.	**GOVERNANCE**											
2.1	Members: Appoint / Remove	**A**	**R**			**R**						**I**
2.2	Trustees: Appoint / Remove	**A**	**R D**			**D**	**D**		**D**			**I**
2.3	Board Committee Chairs: Appoint / Remove		**A**	**R**	**R**							**I**
2.4	LGC Chairs: Appoint / Remove		**J**							**R**		**I**
2.5	Changes to Governance Structures and functions (Committees)		**A**	**M**	**M**	**R**						**I**
2.6	Changes to Scheme of Delegation: review / agree annually		**A**			**R**	**D I**	**I**	**D I**			**D I**
2.7	Determine level of delegation to LGC of each academy: review / agree annually		**A**			**R**						**I**
2.8	Terms of reference for committees of the Board of Trustees: review / agree annually		**A**	**I**	**I**	**D R**	**D R**		**D R**			**D**
2.9	Approval of Constitution and Terms of Reference for LGCs.		**A**									**I**
2.10	Annual schedule of Board, Committee and LGC meetings		**A**			**I D**	**I**	**R**		**I**		**I D**
2.11	Appoint and remove Clerks to Board and LGCs		**A**			**R I**			**I**	**R**		
2.12	Maintenance of Register of Interests	**I**	**I**				**S**			**I**		**D I**
2.13	Approval of Trust policies not referenced under other sections		**A**				**D R I**		**D R I**			

KEY: A – Approve J – Joint Approval R – Recommend D - Develop I – Implement M – Monitor S – Strategic Monitoring		MEMBERS	TRUST BOARD	RESOURCE COMIMTTEE (Inc Risk and Pay)	STANDARDS COMMITTEE	CEO / DCEO	CFO / TFM	BOO, SBO, ESTATES OFFICER	COO	LGC	HEADTEACHERS	CLERK
2.	**GOVERNANCE Cont'd**											
2.14	Format for Headteacher Report for LGC		A			D R					I	
2.15	Trustee performance monitoring through periodic review	S	I									
2.16	LGC performance monitoring through periodic review		A			R				I	R	
2.17	Complaints Policy		A			R		I	D I		I	
3.	**STATUTORY REPORTING**											
3.1	Trust Annual Accounts	S	A	R			I					
3.2	Response to Auditors' Management Letter		S	A			I					
3.3	Appointment/Removal of external auditors	A	R	S			R I					
3.4	Budget for the Budget Forecast Return		A	R		M S	D R I					
3.5	Other Accounting Returns DFE/EFSA					M A	D R I		D R I			
3.6	Pension / EOYC					M	D R I					
3.7	Payroll Annual return (inc P11D)					M	A		D R I			
4.	**SYSTEMS OF INTERNAL FINANCIAL CONTROL**											
4.1	Internal financial control procedures			A		M	D R I					
4.2	Financial regulations and associated policies			A		M	D R I					
4.3	Appointment of Internal Scrutineers and agree audit plan			A			R I					

KEY: A – Approve J - Joint Approval R – Recommend D - Develop I – Implement M – Monitor S – Strategic Monitoring FTS – Find A Tender Service		MEMBERS	TRUST BOARD	RESOURCE COMMITTEE (Inc Remuneration)	STANDARDS COMMITTEE	CEO	CFO / TFM	TRUST CENTRAL LEADERSHIP	COO	LGC	HEADTEACHERS	CLERK
5.	**BUDGET AND MANAGEMENT REPORTING**											
5.1	Trust Budget – 4 Year Plan		A	R S		M D I S	M D I		I			
5.2	Academy Budget – 4 Year plan			A		M D I S	M D R			S	D I	
5.3	Monthly Management Accounts		S	S		S	M D I	M		M		
5.4	Central spend / Trust levy: review and agree		A	R S		M	D R I		D R I	S		
5.5	Effective use of benchmarking to ensure robustness / value for money at Trust and academy level			S		M	D R I	I	I	I	I	
5.6	Budget virements over £10,000			A		M	D R I M		D R I			
5.7	Budget virements under £10,000						D R I M					
6.	**PURCHASING AND PROCUREMENT**											
6.1	Enter into contracts / purchasing above FTS		J	R		M J	D R I J					
6.2	Enter into contracts / purchasing between £40,000 to FTS			J		J	D R I J					
6.3	Enter into contracts / purchasing between £15,000 to £40,000			R		J	D R I J					
6.4	Enter into contracts / purchasing between £10,000 to £15,000					A	D R I					
6.5	Enter into contracts / purchasing (Primary) between £5,000 to £10,000					A	D R I					
6.6	Enter into contracts / purchasing (Primary) below £5,000 and (Secondary) below £10,000						D R I					
6.7	Develop, review and approve Trust wide procurement strategies and efficiency savings programme			A S		M	D R I		D R I			

		MEMBERS	TRUST BOARD	RESOURCE COMIMTTEE (Inc Remuneration)	STANDARDS COMMITTEE	CEO	CFO / TFM	TRUST CENTRAL LEADERSHIP	COO	LGC	HEADTEACHERS	CLERK
KEY: A – Approve, J – Joint Approval, R – Recommend, D - Develop, I – Implement, M – Monitor, S – Strategic Monitoring												
7.	**BANKING AUTHORITY AND CASH MANAGEMENT**											
7.1	Investments			J		J	J R I M					
7.2	Open new bank accounts			A			D R I M					
7.4	New credit cards			A			D R I M					
8.	**TRANSACTION PROCESSING**											
8.1	BACS – approve BACS runs					J	J					
8.2	Approve Trustee and CEO expenses (except own)						A					
8.3	Approve Central Team Expenses						A					
8.4	Write-off bad debts under £2,000						A R I					
8.5	Write-off bad debts over £2,000		A	M			R I					
9.	**FIXED ASSETS**											
9.1	Asset Register – completion of accurate register for each setting						I M					
9.2	Disposal of assets with a net book value of up to £1,000 (at any year in 1 setting)			M			A R I					
9.3	Disposal of assets with a net book value of up to £5,000			A			R I					
9.4	Disposal of assets with a net book value of up to £20,000		A				R I					
9.5	Disposal of assets with a net book value of over £20,000		A (with DfE)				R I					

KEY: A – Approve J – Joint Approval R – Recommend D - Develop I – Implement M – Monitor S – Strategic Monitoring		MEMBERS	TRUST BOARD	RESOURCE COMIMTTEE (Inc Remuneration)	STANDARDS COMMITTEE	CEO	CFO / TFM	TRUST CENTRAL LEADERSHIP	COO	LGC	HEADTEACHERS	CLERK
10.	**STAFF AND PAY**											
10.1	Approval of new or replacement Headteacher, Deputy and Assistant Headteacher posts	M	J			J			D I	R		
10.2	Approval of new academy staffing structure					A			D R I		R I	
10.3	Approval of new central team staffing structure		A			R I	D		D I			
10.4	CEO: Appoint/ Dismiss	M	D R I A									
10.5	Deputy CEO, COO and CFO: Appoint / Dismiss		A			D R I						
10.6	Undertake the recruitment process and appoint other Central Team roles					A	D R I		D R I			
10.7	Undertake the recruitment process and appoint other academy teaching and support roles										A	
10.8	Termination of employment: no severance above contractual entitlement			M	M	A			D R I		R	
10.9	Termination of employment: severance above contractual entitlement or settlement agreement		A			R			D R I			
10.10	New job descriptions and job evaluations								D R I		D R	
10.11	Restructures, redundancies processes			A		R	D R I		D R I		D R I	
10.12	Suspension/return of Headteachers		J			I J			D R I			
10.13	Suspensions/return of school teaching and support staff								D R I		A I	
10.14	Undertake an investigation relating to the Headteacher under a HR policy					A			D R I			
10.15	Undertake an investigation relating to a school-based employee under a HR Policy							D R	J		J I	
10.16	Take formal action relating to a Headteacher under a HR policy		A			R			D R I			
10.17	Take formal action relating to a school-based employee under a HR policy								D R I		A	
10.18	Take part in formal HR Hearings / Appeals		I			I			D R		I	

		MEMBERS	TRUST BOARD	RESOURCE COMMITTEE (Inc Remuneration)	STANDARDS COMMITTEE	CEO	CFO / TFM	TRUST CENTRAL LEADERSHIP	COO	LGC	HEADTEACHERS	CLERK
KEY: **A – Approve** **R – Recommend** **D - Develop** **I – Implement** **M – Monitor** **S – Strategic Monitoring**												
10.	**STAFF AND PAY Cont'd**											
10.19	Inflationary pay increases			A			D R I					
10.20	Undertake CEO performance review process and implement pay progression			A I M					I R			
10.21	Change to Central Team Leader Pay Range			A		R						
10.22	Central Team Pay Progression within Pay Range					A	R		D R I			
10.23	Undertake Headteacher performance review process			S		A I						
10.24	Headteacher pay progression within ISR			A		R						
10.25	Change to Headteachers ISR		M	A		R			D I			
10.26	Undertake School leadership members' performance review process (other than Headteacher)					S				M	A I	
10.27	School Leadership members pay progression/change of ISR (other than Headteacher)			A		D R M			I		R	
10.28	Teachers' and support staff performance review process and pay progression					A M R		I			R	
10.29	Development of Trust and Academy succession plans		A S			D R I	D R I		D R I		D	
11.	**PERFORMANCE AND CURRICULUM**											
11.1	Academy SEF / Development Plan					A M				D	D R I	
11.2	Review progress against Academy Development Plan					S				M	I	
11.3	Curriculum Intent				A	R					D I	

KEY: A – Approve R – Recommend D - Develop I – Implement M – Monitor S – Strategic Monitoring		MEMBERS	TRUST BOARD	RESOURCE COMIMTTEE (Inc Remuneration)	STANDARDS COMMITTEE	CEO	CFO / TFM	TRUST CENTRAL LEADERSHIP	COO	LGC	HEADTEACHERS	CLERK
12.	**ADMISSIONS**											
12.1	Agree Admissions arrangements in consultation with LGCs		A S			R				M	D I	
12.2	Publish admissions arrangements/policies					M					I	
12.3	Strategic decision to exceed PAN					J				M	J	
13.	**PUPIL BEHAVIOUR**											
13.1	Fixed term Exclusion					M				S	A I	
13.2	Permanent Exclusions					J M				S	J I	
13.3	Appointment of panel to hear appeals against a permanent exclusion					M				I	I	
14.	**SCHOOL ORGANISATION**											
14.1	Approval of changes to academy times of day					A M				M	R I	
14.2	Term Dates / INSET Dates					A M				M	R I	
15.	**RISK, HEALTH AND SAFETY**											
15.1	Health & Safety Policy		A	R		M		I	D R I			
15.2	Risk Management Strategy / Processes		A	A		M	D R I		D R I		D R I	
15.3	Report on Risks to Board			S		M	D R		D R			
15.4	Business Continuity Plan			M		A		D R I	M	M	D R I	

KEY: A – Approve R – Recommend D - Develop I – Implement M – Monitor S – Strategic Monitoring	MEMBERS	TRUST BOARD	RESOURCE COMIMTTEE (Inc Remuneration)	STANDARDS COMMITTEE	CEO	CFO / TFM	TRUST CENTRAL LEADERSHIP	COO	LGC	HEADTEACHERS	CLERK
16.	**PREMISES AND INSURANCE**										
16.1 Statutory compliance testing			S				D R	M		I	
16.2 Fire risk assessment and Asbestos risk assessment			S				D R	M		I	
16.3 Action plans in relation to safety of sites including buildings conditions			S				D R	M		I	
16.4 Source Trust insurance including RPA, minibus			M			I	D I	I			
16.5 Insurance Claims			M			I	I	I		I	
16.6 H & S Incidents			S				R I	M		R I	
17.	**SAFEGUARDING**										
17.1 Safeguarding audits				S	D R				M	I	
17.2 Implementation of actions from Safeguarding audits		A		S	M				M	I	
17.3 Safeguarding training for all staff					S I		M		M	I	
17.4 Trustee Safeguarding training		S			M I		M				I
17.5 Governor Safeguarding training				S	M I		M		I	M I	I
17.6 Reporting of Safeguarding/CP concerns				S	M				M	R I M	
17.7 LADO Referrals		S		S	M		I	I	M	R I M	

	KEY: A – Approve R – Recommend D - Develop I – Implement M – Monitor S – Strategic Monitoring	MEMBERS	TRUST BOARD	RESOURCE COMIMTTEE (Inc Remuneration)	STANDARDS COMMITTEE	CEO	CFO / TFM	TRUST CENTRAL LEADERSHIP	COO	LGC	HEADTEACHERS	CLERK
18.	**ICT, DATA PROTECTION AND COMPLIANCE**											
18.1	Trust ICT Strategy		A S			M	I	D I	I		I	
18.2	GDPR Compliance		S			M	I	D I	D R I		I	
18.3	Legal cases		S			M	M I	M I	M I		I	
18.4	Publication on Trust and Academy Websites of all required details on governance arrangements					S		M I			I	I
18.5	Annual report on performance of the Trust: submit to Members and publish	S	M			D R I	D I		D I			
18.6	Compliance with the requirements of the Master and Supplemental Funding Agreements			S		M	D I					
18.7	Compliance with Academies Handbook			S		M	M D R I	I	I	I	I	