



Epping Forest Schools Partnership Trust

*Unlocking the Potential of Collaboration*

**The Epping Forest Schools Partnership Trust**  
**Scheme of Delegation**

Reviewed by the Board of Trustees: April 2018

## **Introduction**

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust (MAT) and member schools.

The bodies may include:

1. MAT Members
2. MAT Board of Directors
3. MAT Finance and Audit Committee
4. MAT HR Committee
5. CEO
6. Local Governing Body
7. Leadership group of Headteachers
8. Headteachers of individual schools

The delegated powers are broken down into different levels in line with the MAT's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the MAT to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Ratify (Ra)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive, it will not cover every task.

## **MAT & School policies**

A key task for the MAT Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are MAT or School policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify key MAT or School policies.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Trustees	F&A Cttee	HR Cttee	CEO	LGB	Ldship Grp	Headteacher
<b>1.</b>	<b>Governance</b>								
1.1.	Approve MAT Articles of Association	Members only	R						
1.2.	Approve MAT Board Terms of Reference	Article 105	A			R		C	
1.3.	Approve MAT Scheme of Delegation	Article 105	A			R		C	
1.4.	Approve new convertor or sponsored schools joining MAT	Subject to criteria and due diligence	A			R		P	
1.5.	Establish MAT Committees	Article 100	A	R	R	R		C	
1.6.	Approve MAT Committee Terms of Reference	Article 105	A	I	I	R		C	
1.7.	Establish Local Governing Bodies	Article 100							
1.8.	Approve Local Governing Body (LGB) Terms of Reference	Article 105	A			R	P	C	
1.9.	Establish LGB sub-committees						A		
1.10.	Decision to intervene in school governance	Article 93	A			R			
1.11.	Appoint Chair of MAT Board	Article 82	A						
1.12.	Appoint Chair and Vice Chair of LGB	Delegated					A		
1.13.	Remove Chair or Vice Chair of LGB	Article 105 but in exceptional circumstances	A				A		
1.14.	Appoint Trust Governors to the LGB	Article 105	A				R		
1.15.	Remove LGB members	Article 105 but in exceptional circumstances	A				R		
1.16.	Appoint (and remove) Chair(s) of MAT Committees	Article 105	A						
1.17.	Appoint (and remove) MAT Committee members	Article 105	A						
1.18.	Appoint (and remove) Clerk to MAT Board	Article 81	A			R			
1.19.	Appoint (and remove) Clerk to LGB	Article 105	A			R	P		
1.20.	Appoint Accounting Officer		A						
1.21.	MAT Policy Matrix	Article 93	A			R		P	
1.22.	MAT Statutory Policies		AM	RM	RM	RM			
1.23.	MAT Governance Calendar		A			R		P	
1.24.	MAT Risk Management Strategy		A			R			
1.25.	MAT Risk Management Plan		AM	M	M	RM	M		
1.26.	Approve Directors Expenses Policy	MAT Policy	A						
1.27.	Appoint a Company Secretary	Not mandatory	A						
1.28.	Trust website	Compliance	A			R		C	
<b>2.</b>	<b>MAT &amp; School Performance/Planning</b>								
2.1.	MAT Vision, Ethos & Values		A				C	C	
2.2.	MAT Strategic Plan		AM			R		P	
2.3.	MAT 1 Year Plan		AM			R		P	
2.4.	School Performance Targets		AM			P	RM	P	D
2.5.	School Performance Review		A			P	R	P	D

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2.6.	School Strategic Plan		A			P	R	P	D
2.7.	School 1 Year Plan	Delegated				R	AM	R	P
2.8.	Decision to intervene in school management	Article 93	A			R			
2.9.	MAT Staff Development Plan	Within MAT 1 Year Plan	A			R		P	
2.10.	School Staff Development Plan	Within School 1 Year Plan						C	A
2.11.	MAT Inset Days	See 7.1				A		R	
<b>3.</b>	<b>Staff Policies and Pay</b>								
3.1.	HR, Employment & Staff related policies	MAT Policies: See policy matrix	A		R	P	M	C	
3.2.	Employee Terms & Condition changes		A		R	P		C	
3.3.	Employee T&Cs for new schools		A		R	P		C	
3.4.	CEO Performance Targets	Sub-group	A						
3.5.	Headteacher Performance Targets		A			R	P		C
3.6.	Staff Performance Targets								A
3.7.	Teachers Annual Pay Award	MAT Pay Policy	A	R		P		C	
3.8.	Support Staff Annual Pay Award	MAT Pay Policy	A	R		P		C	
3.9.	CEO Performance Review & Pay	MAT sub-group	A		R				
3.10.	Headteacher Performance Review & Pay	MAT/LGB sub-group	A			P	R		
3.11.	Staff Performance Pay Awards	As per MAT policy					A	C	R
3.12.	TLRs & Allowances	As per MAT policy				C	A	C	R
<b>4.</b>	<b>Staff Management</b>								
4.1.	CEO appointment	Article 107	A						
4.2.	MAT staff structure & complement		A			R		P	
4.3.	MAT staff appointments		A			R		C	
4.4.	School staff structure & complement	Within School 1 Year Plan				R	A	R	P
4.5.	Headteacher appointment	Article 108 MAT/LGB panel	A			R	R	C	
4.6.	Senior leadership appointments					R	AC	C	P
4.7.	Teaching and support staff appointments								A
4.8.	Decision to intervene in school staff management		A			R			
4.9.	Suspension of CEO		A						
4.10.	Return of CEO after suspension		A						
4.11.	Dismissal of CEO		A		C				
4.12.	Suspension of Headteacher	As per policy	A			A	R		
4.13.	Return of Headteacher after suspension	As per policy	A			A	C		
4.14.	Dismissal of Headteacher	As per policy	A		C	RI	C		
4.15.	Suspension of teaching and support staff								A
4.16.	Return of teaching and support staff after suspension						C		A
4.17.	Dismissal of teaching and support staff	As per policy				A	C		RI
4.18.	Appeals against dismissal	As per policy	I				I		

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4.19.	Redundancy of school staff	As per policy	A			P	R		D
4.20.	Restructuring of school staff					C	A	C	P
<b>5.</b>	<b>Financial Governance &amp; Management</b>								
5.1.	MAT & School Financial Regulations	MAT Policy	A	RM		P	M		
5.2.	MAT & School Financial Procedures	MAT Policy	A	RM		P	M		
5.3.	Decision to intervene in school financial management	Article 105 & 93a	A	R		P			
5.4.	Appoint MAT auditors	Members	R	P					
5.5.	MAT 3 year Budget Plan		A	R		P		C	
5.6.	MAT 1 year Budget	Article 93a	A	R		P		D	
5.7.	MAT Services to schools	Article 93a	A	R		P		D	
5.8.	MAT Charges to schools	Article 93a	A	R		P		D	
5.9.	MAT Budget Reports		AM	RM		PM			
5.10.	MAT Interim Year End Accounts			A		R			
5.11.	MAT Annual Accounts	Article 131	A	R					
5.12.	Trustees Report	Article 130	A	R					
5.13.	MAT Accounts Return to ESFA					A			
5.14.	Response to Auditor's Management Ltr		A	R		P			
5.15.	School 1 year Budget	Article 93a	A	R		Ra	P		D
5.16.	School Budget Reports			M		M	AM		RM
5.17.	School Interim Year End Accounts			AM		R	M		P
5.18.	Asset Management Policy	MAT Policy	A	R		P		C	
5.19.	Asset Management Plan						A		R
<b>6.</b>	<b>Financial Authorisation</b>								
6.1.	Expenditure or contracts up to Lower Limit	Limits as per Finance Regulations				A			A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit			A		R	A		R
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	Limits as per Finance Regulations		A		R	R		P
6.4.	Expenditure over OJEU limit		A	R		P			R
6.5.	Compensation payments up to £50,000		A	C	C	R		C	P
<b>7.</b>	<b>School Policies &amp; Procedures</b>								
7.1.	School times, terms and holidays	See 2.14	A			R	C	P	C
7.2.	Change of School Age Range		A				R	C	P
7.3.	Expansion of School PAN		A				R	C	P
7.4.	Extension of School provision		A				R	C	P
7.5.	Extended services on-site						A		R
7.6.	Child Welfare & Safeguarding Policy	MAT Policy	AM			RM	M	PM	M
7.7.	School Statutory Policies	See policy matrix					AM	C	PM
7.8.	School non-Statutory Policies	See policy matrix					AM	C	PM
7.9.	Short-term Exclusion								A
7.10.	Return after short-term exclusion						A		R
7.11.	Permanent Exclusions						A		R
7.12.	Appeals against Permanent Exclusion	Independent	I						

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		Panel							
7.13.	Complaints Policy	MAT policy	A			R			
7.14.	Complaints Appeals	Independent Panel	I						
7.15.	Admissions Policy	School Policy	A			R	R	C	P
7.16.	Admissions allocation of places	As per Admissions policy							I
7.17.	Admissions Appeals	Independent Panel	I						
7.18.	School prospectus						A		R
7.19.	School website						A		R
7.20.	School logo & branding						A		R
7.21.	School uniform						A		R