

MAKERFIELD ACADEMY TRUST

SCHEME OF DELEGATION

INTRODUCTION

The table below describes the delegation of powers and responsibilities by the Trustees to the Local Governing Board. The responsibility for each decision is indicated with an 'X' in the appropriate cell, "A" indicates an advisory role for this decision. Where a cell is shaded out, the function cannot sensibly (or statutorily) be carried out at this level. Although decisions may be delegated, it is the Trust that remains accountable for the exercise of that responsibility.

The effectiveness of the Academy Trust and the Local Governing Boards shall be kept under review by the Trustees, and the Scheme of Delegation will usually be annually. However, where an Academy is assessed as being 'at risk' either because of declining educational outcomes or concerns about the financial management within an Academy of the Trust, the Trustees may adjust the Scheme of Delegation mid-year

Where weak governance is identified as a barrier to the Academy's improvement, the Scheme of Delegation and the LGB may be removed on a temporary basis. In these circumstances, an Interim executive committee ("IEC") will be formed by the Trustees to support the Academy, constituted from key personnel drawn from the Trustees and the local governing bodies of other academies operated by the Trust

xx Multi Academy Trust Scheme of Delegation

			Trustees	CEO	Byrchall Local Governing Body Decision Level			Decision Level		
					Trust	LGB	HoS	Trust	LGB	HoS
Central Services	1.	Establish a central budget for corporate services	X							
	2.	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies	X							
	3.	To identify those additional services to be procured on behalf of individual academies	X							
	4.	To ensure centrally procured services provide value for money	X							
Budgets	5.	Approve the consolidated Trust budget plan for the financial year	X							
	6.	To determine the proportion of the overall Academy budget to be delegated to individual Academies	X							
	7.	To approve the first formal budget plan each financial year (Academy)	X							
	8.	Monitor Trust expenditure	X							
	9.	Monitor Academy expenditure				X				
	10.	Approve the Financial Policies & Procedures	X							
	11.	Carry out financial processes in line with the Finance Policies	X							
	12.	To establish financial decision levels and limits	X							
	13.	To appoint the Responsible Officer	X							
	14.	Appoint an audit committee	X							
Staffing	15.	Appointment of CEO and CFO (and any other appointment to the SLT of the Trust)	X							
	16.	Appointment of Head of School, Deputy or Assistant Headteacher (selection panel) (Academy)	X		In consultation with LGB					
	17.	Appointment of Senior leader (selection panel) (Academy)		X		X	X			
	18.	Appoint other teachers (Academy)				X	X			
	19.	Appoint educational support staff (Academy)					X			
	20.	Appointment of finance and admin staff		CFO			X			
	21.	Agree HR policies including pay policy	X							
	22.	Establish disciplinary/capability procedures	X							
	23.	Dismissal of the CEO	X							
	24.	Dismissal of Head of School	X							
	25.	Dismissal of other staff				X				

			Trustees	CEO	Byrchall Local Governing Body Decision Level			Decision Level		
					Trust	LGB	HoS	Trust	LGB	HoS
Discipline /Exclusions	51.	Establish a discipline policy	x							
	52.	Review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions Can be delegated to chair/vice-chair of the LGB in cases of urgency)				x				
	53.	Appointment of an Independent Review Panel to hear appeals against a permanent exclusion	x							
Admissions	54.	To consult, establish and review the Trust's model admissions policy	x							
	55.	Admissions: to adapt the model policy to reflect local need				x				
	56.	Admissions: decisions –application of criteria				x				
Religious Education	57.	Responsibility for ensuring provision of RE				x				
Collective Worship	58.	To ensure that all pupils take part in a daily act of collective worship				x				
Premises & Insurance	59.	Ensure buildings and liability insurances are in place	x							
	60.	Develop a school buildings strategy or master plan		CFO						
	61.	Refurbish and maintain buildings, including developing properly funded maintenance plan		CFO						
Health and Safety	62.	Institute a Health and Safety Policy	x							
	63.	Ensure that health and safety regulations are followed				x				
	64.	Ensure that school lunch nutritional standards are met where provided by the LGB				x				
	65.	Ensure provision of free school meals to those pupils meeting the criteria				x				
School organisation	66.	Set the times of Academy sessions and the dates of school terms and holidays	x							
	67.	Establish and monitor the Attendance Policy	x							
	68.	Monitor the Attendance Policy				x				
Safeguarding	69.	Institute a Safeguarding Policy	x							
	70.	Monitor and ensure the application of the Safeguarding Policy				x				

