



THIS IS A GENERIC DECISION PLANNER. IT SHOWS DELEGATION OF RESPONSIBILITIES WITHIN THE MAT. THE ACTUAL LEVEL OF DELEGATION WILL BE NEGOTIATED ON A SCHOOL BY SCHOOL BASIS BEFORE ENTRY TO THE MAT.

The Trust Board, who are the Directors of all the academies in the MAT, have the right to alter an academy's level of delegated responsibilities if that LGB is a cause for concern, as defined by the Trust.

The role of Members:

Members can:

1. Appoint and Remove Members
2. Appoint and Remove some Trustees
3. Approve and amend the Articles of Association (subject to DfE agreement)

X = Decision maker

A = Advisor

C = Consultee

| Area | Function | Trustees | Executive Team | Local Governing Body | Head | Notes |
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| | To approve the formal budget plan each financial year | X | A | | | |
| | To agree the annual levy for central services. This will include the % contribution that each school makes to the MAT, for agreed central services. | X | A | A | | |
| | To monitor monthly expenditure (overseen by Chief Financial Officer). | X | X | | | Executive team to provide a report to confirm if budget spend is within the approved budgets |

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| Budget & Finance | Ensure all schools receive their funding as per EFA/DFE funding formula including: -GAG - Pupil Premium, - Sports Premium, - LAC, - Post LAC, - SEN, - Forces Premium. | X | | | | Less the % levy |
| | To formulate a resource plan across the MAT and construct options for central services budget. | X | A | A | | |
| | Take miscellaneous financial decisions as per MAT scheme of financial delegation | X | X | X | X | |
| | Approve each individual school budget. | X | | | | |
| | To monitor monthly expenditure within the trust. | X | | | | |
| | Setting the individual school budget. | (X) | | X | | LGB to set balanced budget in line with Trust overarching strategic aims. Trustees must approve. |
| | To monitor monthly expenditure at each individual school. | | | X | A | |
| | To establish a charging and remissions policy | X | | X | | One trust policy with variations approved by LGBs. |
| | Decide how school budget carry forward is spent. | A | A | X | | Subject to Trustee notification – not to be unreasonably withheld |
| | Staff pensions responsibilities. | X | | | | |
| Staffing | Manage selection process and appoint CEO | X | C | C | | |
| | Appoint selection panel and appoint headteacher for each school (LGB represented) | X | A | A | | |

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| Appoint selection panel for Leadership Group (Headteacher represented) | | C | X | A | On the basis that some leadership posts may have a role across the trust |
| Appoint selection panel for other members of the senior leadership team | | | X | A | |
| Appoint other teachers | | | | X | |
| Appoint non-teaching staff | | | | X | |
| To put in place a pay policy | X | | X | | |
| To make pay decisions in line with the pay policy and legal requirements for the CEO and each Headteacher. | X | | A | | |
| To make pay decisions in line with the pay policy and legal requirements for each schools staff excluding the Headteachers. | | | X | | |
| Establish and review procedures for addressing staff discipline, conduct and grievance. | X | A | | | |
| Dismissal of headteacher & Chief Executive | X | | | | |
| Suspending head/Executive Principal | X | A | | | |
| Suspending staff (except head) | | | X | A | |
| Ending suspension (head) | X | | | | |
| Ending suspension (except head) | | | X | | |
| Setting the overall staffing structure of the MAT. | X | A | C | | Recommendation received from Executive Team. |
| Setting the overall staffing structure of individual schools. | | | X | A | Recommendation received from Headteacher. |
| Determining dismissal payments/ early retirement | X | C | C | | |

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| | To produce and maintain a central record of recruitment and vetting checks – for staff, all governors/trustees and volunteers | X | | X | | |
| | To audit and monitor schools' SCR | X | | | X | Individual School responsibility - with notification of compliance to the Trust |
| Curriculum | To establish and monitor a curriculum policy | | C | | X | |
| | To consider any disapplication for pupil(s) | | | | X | |
| | Responsibility for standards of teaching and progress for each child | | | X | X | Ultimately the Trust has to be satisfied |
| | To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day) | | | X/C | X | |
| | Establish and review a sex education policy (including in primary schools where the LGB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children. | X | | X | | LGBs to modify as required, but to notify the Trust for approval |
| | To prohibit political indoctrination and ensuring the balanced treatment of political issues – uphold British Values | X | X | X | X | |
| Religious Education | Responsibility for ensuring that provision of RE meets statutory requirements. | | | X | | |
| Collective Worship | To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements. | | | | X | |
| Extra- Curricular Provision | To decide whether to offer additional activities and what form these should take | | | X | | |
| | To put into place the additional services provided | | | X | | |

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| | To decide whether to stop providing additional activities. | | | X | | |
| Performance Management | To formulate an overall Trust performance management policy | X | A | C | | |
| | To appoint the panel to carry out the appraisal of the CEO/Executive Team | X | | C* | | Consultation through Chair's Group |
| | To appoint the panel to carry out the appraisal of the head teacher (at least 1 LGB rep and 1 trustee). | X | | X | | |
| | To carry out appraisal of other teachers. | | | | X | |
| Discipline/ Exclusions | To establish appropriate CPD for all staff | | A | X | X | |
| | To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency). | X | C | X | X | As per statutory guidance |
| | To produce a set of written principles for the school behaviour policy and share these with parents/carers, staff and pupils. | X | A | | | |
| | To draft the content of the school behaviour policy and publicise it to staff, students and parents. | | | X | A | |
| | To consult as required by the Code of Practice | X | | | | |
| Admissions | To set each schools admission policy | X | A | A | | Each school can have a variant of the policy if necessary |
| | Admissions: application decisions | X | | | | Trust is the Admission Authority |
| | To appeal against LA directions to admit pupil(s) | X | A | A | | |

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| Premises & Insurance | All insurances - school trips and motor usage | X | | X | | To be confirmed by business manager /CFO report |
| | To develop a school asset management policy – with specific reference to school premises | X | X | A | A | To facilitate grant applications for CIF. |
| Health & Safety | To ensure that suitable health and safety policy and procedures are in place. | X | X | X | X | |
| | To ensure that health and safety regulations are followed | X | X | X | X | |
| | To publish proposals to change category of school | X | | | | |
| | To set the times of school sessions and the dates of school terms and holidays. | X | | X | | |
| | Admission of other schools/academies into the Trust | X | A | C* | | As appropriate, in discussion with Chair's group |
| School Organisation | To establish a data protection policy and review it at least every two years. | X | A | | | |
| | Maintain a register of pupil attendance | | | | X | |
| | To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable). | | | | X | |
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| | Set overarching strategic development framework | X | A | C | | |
| | Develop and implement individual academy improvement plan | | A | X | A | |

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| Information For Parents | To adopt and review the home-school agreement | | A | X | | Particularly in light of the GDPR changes |
| | To establish, publish and review a complaints procedure. | X | | X | | |
| | To establish and publish a Freedom of Information scheme and ensure the school complies with it. | X | | | X | |
| | To draw up an instrument of government and any amendments thereafter | X | | | | |
| | To hold a full LGB meeting at least three times in a school year | | | X | | |
| LGB Procedures | To appoint (and remove) the chair and vice- chair | X | | A/X | | |
| | To appoint and remove LGB members | (X) | | X | | This will be for the LGB – unless there is a significant issue across the whole LGB, e.g. Ofsted Cat 4 |
| | To appoint and dismiss the clerk to governors | X | A | X | | Trust will have to consider how to ensure a standard method of clerking |
| | To set up a register of governors' business interests | X | | X | | |
| | To approve and set up a governor's expenses scheme | X | | | | |
| | To consider whether or not to exercise delegation of functions to individuals or committees. | X | | X | | |
| | To regulate the GB procedures (where not set out in law) | X | | A | | |

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| MAT | To consider the sponsorship of any schools who are identified by the DfE to join the Trust | X | A | C* | | Potential consultation with chair's group or individual school |
| | To consider requests from other schools to join the Trust | X | A | C* | | As appropriate, in discussion with Chair's group |
| | To consider a school leaving the MAT | X | A | | | |
| | Maintenance of MAT ethos | X | X | X | X | |
| | Review governance structures annually | X | A | A | A | |
| | Set annual schedule of governance and business | X | A | C | | |
| | Induction for new Trustees, members and Governors | X | | X | X | Depending on which group they join |
| Publish an annual report on Trust performance for Members and the school community and public | X | A | | | | |
| | Management of Risk – establish risk register, audit and monitoring procedures | X | A | C | | |
| | Determine Trust reporting procedures to manage KPIs and standards | X | A | | | |
| | Ofsted readiness | X | X | X | X | |
| Inclusion & Equality | To establish and review a special educational needs (SEN) policy. | X | | X | | |
| | To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years. | X | | X | | |
| | To designate a 'responsible person' for children with SEN | | | X | | |
| | To designate a 'responsible person' for looked after children | | | X | | |

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| | To establish an accessibility plan and review it every three years. | | | X | | |
| | To establish and review annually a child protection policy and relevant procedures. | X | A | X | | LGB to make any necessary in school changes |

Scheme Agreed: April 2018
Review Date: April 2019