



**THE ST. BART'S
ACADEMY**
— TRUST —



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The St. Bart's Multi-Academy Trust Scheme of Delegation

(Excerpt from the full SBMAT Governance Handbook)

November 2019

www.sbmat.org

The St Bart's Multi Academy Trust is a charitable company limited by guarantee and registered in England and Wales (registered number 08735454)

Registered Office:
Belgrave St. Bartholomew's Academy,
Sussex Place, Longton, Stoke-on-Trent, ST3 4TP

Scheme of Delegation

This Scheme identifies the key decisions that are required in connection with the overall governance and management of the St Bart's Multi-Academy Trust and the individual academies within it and should be read in conjunction with the Terms of Reference for Local Governing Committees and the Articles of Association of the Academy Trust. The Scheme is reviewed by Trustees at least once per year.

The bodies identified in the Scheme are as follows:

- Members (shareholders who have ultimate control over the direction of St Bart's MAT and ensure that St Bart's achieves its objectives)
- Trust Board (develops strategic direction, holds individual academies to account for their performance and ensures the MAT and academies are performing financially. (The Trust Board can delegate its powers to the CEO and to specific committees of the Trust Board))
- Local Governing Committee of the Academy (a committee of the Trust Board, which operates subject to Terms of Reference set by the Trust Board). It is important to remember that although a responsibility may have been delegated to a LGC the legal responsibility is still with the MAT in terms of performance, finance and as the employer of staff.

The different levels of delegated power and decision making are designated as **X**.

Note: Whilst this scheme intends to cover all foreseen aspects of responsibility and procedure it is not exhaustive and when in doubt all parties should engage in meaningful consultation before acting, in order to ensure that the Trust meets the regulations as set out in the Academies Financial Handbook.

It is the St. Bart's Multi-Academy Trust's stated intention and preference that:

- The Trust and the LGC's will work collaboratively and in partnership at all times
- The Trust will make decisions, following consultation with LGC's, on matters related to all the academies in the Trust. LGC's will make decisions within their powers of delegation on matters which affect individual academies and make recommendations to the Trust and the Principal of the Academy
- The Trust Board will put into place effective arrangements for monitoring and evaluating the performance of LGC's and academies
- LGC's / Principals will report regularly and frequently to the Board and will make available all relevant data and information on performance and effectiveness.

Members of the LGC agree to:

- attend such training as is reasonably required by the Trust in order to update and improve the knowledge and skills available within the LGC to fulfil its role
- provide the information required by the Trust in the form indicated in this Scheme and its Appendix and not to withhold any information which the Trust reasonably requires;
- refer certain decisions to the Trust for approval as set out in this Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval.

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1 Budgets & Finance



1.1 Procurement of Essential Services

1.1.2 Central Essential Services

The Trust shall determine the scope of mandatory core services to be procured and delivered on behalf of its academies and shall deliver those services ensuring that they represent good value for money.

1.1.3 Non-Central Essential Services

The Trust shall also determine in partnership with the Principal those essential services which must be procured by each Academy, ensuring that such services procured represent value for money.

1.2 Budget and Budget Plan

1.2.1 The Trust shall determine the proportion of the overall Academy budget to be retained for Central Services and shall inform the LGC of the balance (“the Budget”).

1.2.2 The Principal and CFO (Budget Control Officers) shall develop the individual Academy plan for spending the budget (“the Budget Plan”) in accordance with the Academies Financial Handbook and the School Development Plan and shall present the proposed Budget Plan to the Trust for approval.

The Trust shall approve the Budget Plan provided that:

- it is consistent with the Academies Financial Handbook;
- it is consistent with the Ethos of the Trust and the Academy;
- it is consistent with all policies published by the Trust;
- it represents what the Trust considers to be the most appropriate allocation of resources consistent with the School Development Plan (SDP) for the Academy.

1.3 Financial Monitoring

The Trust shall:

- monitor monthly expenditure of the Academy against the approved Budget Plan;
- approve any variations between Budget Plan headings (provided that these are within the overall Budget);
- enter into contracts within the financial limits published by the Trust from time to time [Financial Scheme of Delegation and Financial Procedure] and within the Budget Plan of the Academy;
- oversee the policy on charging and remissions published by the Academy from time to time [Charging and Remissions Policy];
- not agree to any expenditure outside of the approved Budget Plan without the recommendation of the CFO [Financial Scheme of Delegation and Financial Procedures].

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2 Staffing



2.1 Appointments

The Trust shall appoint the Principal and the Deputy Principal(s) of the Academy having regard to representations of the LGC who shall be invited to appoint two of their members to sit on any appointment panel.

The LGC shall appoint other staff to the Academy in accordance with the HR policies published by the Trust from time to time.

2.2 Performance Review, Pay Discretions and other HR matters

The performance review of the Principal shall be conducted by the CEO or a Trust appointed officer, the Chair of the LGC and an External Advisor in accordance with the Trust's Performance Review Policy [Appraisal Policy for Teaching Staff].

2.3 Performance review – other staff

The LGC shall ensure that the performance review of all other staff is conducted in accordance with the Trust's Performance Review Policy published from time to time [Appraisal Policy for Teaching Staff and Appraisal Policy for non-teaching staff].

2.4 Pay Discretions

The CEO may, in line with the Trust Pay Policy and the Budget Plan, and with any written recommendations from the Performance Review procedure, recommend discretionary pay awards for the Principal and all other staff to the Trust who will consider, but not be bound by such recommendations.

2.5 Disciplinary and Capability Procedures

The LGC shall undertake any capability or disciplinary procedure in accordance with the Trust's policies and in accordance with advice from the Trust's HR Department [Capability Policy for Teaching and Support Staff, Disciplinary Policy].

2.6 Determining Dismissal Payments

In the event that a staff member is dismissed no payment in respect of that dismissal shall be made without the consent of the Trust CEO.

2.7 Considering Requests for Early Retirement or Flexible Working

The Trust shall consider any requests for Early Retirement or Flexible Working and must seek advice in that respect from the Trust's HR Department and CEO.

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3 Standards, Curriculum and Target Setting

The LGC shall determine the curriculum of the Academy in line with the Trust's Curriculum Policy and shall set targets for each pupil of the Academy. The LGC shall refer proposed targets to the Trust for approval.

4 Admissions, Structure and Opening Times

Admissions

The LGC shall ensure that the Admissions policy for the Academy is consistent with the Admissions Policy of the Trust and that it is published on the Academy's website. Decisions on admissions shall be made by the LGC in line with the Admissions Policies and procedures mentioned above. Appeals shall be considered by the Trust taking into account, but not being bound by, any representations from the LGC.

5 Structure

The LGC shall refer to the Trust any proposal to alter:

- Opening Times;
- Extended School Provision;
- Setting Term times and Inset Days;
- Change in age range;

Prior to implementation of, or consultation on such change, and shall not make or consult upon any such change without the prior consent of the Trust. The Trust will consider such consent having regard to but not being bound by representations from the LGC.

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6 Safeguarding

The LGC shall ensure that the academy has a Designated Officer and Deputy and that their contact details are published on the School website. The LGC shall also ensure that the names and contact details of the Designated Officer and Deputy are sent to the Trust so that contact details may be published on the MAT website.

The LGC shall appoint a Member with specific responsibility for safeguarding and make contact details for that Member available on the Academy website. The LGC shall also inform the Trust of the name and contact details of that responsible LGC Member for publication on the Trust's website.

The Trust's website will include the name and contact details of the person at the Trust with special responsibility for safeguarding.

7 Premises and Insurance

The Trust shall effect an insurance policy for buildings, public liability, business interruption and officer's liability in accordance with the Articles.

The Trust shall develop and implement a strategy for the maintenance and development of the school site and buildings.

8 Health & Safety

The LGC shall ensure that the Academy implements and complies with the Health and Safety policy published by the Trust from time to time.

Reporting Requirements

Reports from LGC to Trustees

1. LGC Academy Report including actions and issues to be addressed
 2. Targets and Annual performance data.
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Scheme of Delegation Matrix

	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Overall Trust strategy	X	X					In consultation with CEO
New convertor academies joining		X					CEO recommendation post due diligence
New sponsor academies joining		X					CEO recommendation post due diligence
Entering into funding agreements for new partner academies		X	X				
Approval of MAT Development Plan		X					
Determine the scope of central services to be delivered by the Trust		X	X				

Governance	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Appointment of Members	X						CEO and Trustees can recommend
Appointment of Trustees	X						CEO and Trustees can recommend
Removal of Trustees	X						CEO and Trustees can recommend
Approval of terms of reference for subcommittees and for LGC's		X					Standard across all partner academies
Recruitment procedures for LGC's		X	X	X			Per Articles of Association
Appointment of LGC members		X	X				Per Articles of Association
Appoint Chair of academy LGC		X	X				This is a Trust Board appointment confirmed at the annual meeting in the Autumn term by the CEO and in consultation with the LGC.
Removal of academy LGC		X					Based on specific triggers
Appoint & Remove Clerk to the Board of Trustees and Academy LGC		X					Trust employed clerk
To draw up governance documents		X	X	X			
Authorisation to approve/amend Scheme of Delegated Authority		X					
Maintenance of Register of Interests		X		X		X	At each level
Publish proposals to change category of school		X	X				
Complete annual skills audit and appropriate training programme		X		X		X	At each level

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SCHOOL PERFORMANCE AND CURRICULUM	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Set and monitor Academy pupil achievement and attendance targets				X		X	After consultation with CEO
Approval and monitoring of academy targets for pupil achievement and attendance		X	X				
Approval and monitoring of standards of quality of teaching and learning				X		X	
Approval and monitoring of academy plans for pupil wellbeing				X		X	
Approval and monitoring of St Bart's school specific development plans		X	X				
Approval of academy development and improvement plans			X	X		X	
Post-Ofsted Academy Action Plan sign off			X	X		X	Report to Trustees
Academy Performance reviews		X	X				
Curriculum: Planning, implementation and review				X		X	
Ensure provision of RE in line with school's basic curriculum				X		X	
Compile data for pupil assessment and statutory returns				X			Submitted to trust for information
To develop and implement a safeguarding policy in line with statutory requirements				X		X	
Approval of St Bart's educational policies (e.g. off site visits, RE provision, Collective worship, sex education etc.)				X		X	All trust wide policies to be signed off by Trustees
Term dates		X				X	
Length/ organisation of Academy day/daily act of worship		X		X		X	
Exclusion				X		X	Report to LGC
Permanent exclusions				X		X	Report to LGC
Exclusion appeals						X	
Consult on setting/amending Admissions policies and criteria				X		X	
Admissions application decisions						X	
Admission appeals				X			

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FINANCE							
STATUTORY REPORTING	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Completion and approval of annual accounts and reports to funding and regulatory bodies	X	X	X				Reviewed by CFO and CEO and after support from external Accountants
Completion and submission of other accounting returns		X	X		X		In role of Accounting Officer
Completing annual & periodic financial reports to Board (including income/expenditure, cash flow, projections etc.).					X		
Authorised to complete PAYE returns					X		
Authorised to complete VAT returns.					X		
SYSTEMS OF INTERNAL FINANCIAL CONTROL	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Assurance over adequacy of systems of internal financial control			X		X		In role of Accounting Officer
Approval of financial regulations		X			X		CFO reports to the Trustees
Appointment of external auditors	X	X					Recommendation from CFO and CEO
BUDGET & MANAGEMENT REPORTING	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Approval of annual budget for St Bart's MAT		X					Prepared by CFO
Recommendation of line by line individual academy budget			X	X	X		
Approve individual academy budget		X	X				
Receipt and review of management accounts		X	X				Report prepared by CFO
Approval of St Bart's budget and academy contributions		X	X				Recommendation for central charge by CFO/CEO
Establish a charging and remissions policy		X				X	LGC consulted on local issues.
PURCHASING & PROCUREMENT	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Placing orders for goods and services, entering into contracts - up to £5,000				X	X		
Placing orders for goods and services, entering into contracts - up to £10,000				X	X		Three quotes needed - within set budget
Placing orders for goods and services, entering into contracts - up to £30,000		X					BACs transactions etc. to monitor overall budget
Placing orders for goods and services, entering into contracts - up to £50,000		X					Tendering process adhered to within budget
Ensuring compliance with tendering processes		X			X		Report to Trustees
Identify additional services to be procured on behalf of the academies			X		X		
Ensure centrally procured services provide value for money		X			X		

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BANKING AUTHORITY & CASH MANAGEMENT	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Cash flow Management, Treasury & Investment		X			X		Report to Trustees
Open a bank account and approve signatories		X			X		CFO to open (standard model for each new partner academy - approval not needed)

TRANSACTION PROCESSING	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Maintain proper financial records		X	X	X	X		
Payroll - Starters, leavers and amendments					X		Delegated to SBM where appropriate
Payroll - Administration					X		Delegated to SBM where appropriate
Purchasing - Authorised to create vendors on accounting system					X		Delegated to SBM where appropriate
Income					X		Delegated to SBM where appropriate
Authorisation of expense claims (cannot authorise ones own expenses)			X	X	X		Cannot authorise own expenses
Control account reconciliation					X		
Write-off bad debts		X					Report by CFO

FIXED ASSETS	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Management of capital projects			X	X	X		Trust Maintenance Officer advice
Asset Register					X	X	Partner academies to maintain their own
Security Of Assets						X	Any issues reported to Trustees via LGC report
Disposal of Assets up to £20,000				X	X		
Disposal of Assets over £20,000		X			X		Advised by CEO/CFO
Loan of Assets				X	X	X	

INSURANCES	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Annual Risk Review & Premium Renewal					X		RPA

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HUMAN RESOURCES							
STAFF STRUCTURE	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Approval of annual staffing structure		X	X				Principal and LGC consultation.
Approval of academy staffing budget		X	X				Trust Board to approve
Authorised to Increase Academy/Organisational Headcount (Establishment) within existing staffing budget			X		X		With invitation to LGC to be involved
Job Description sign off			X	X			

GRADE OF POSTS (TEACHING & SUPPORT STAFF)	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Job evaluation policy & procedures			X		X		Ensures consistency
Authorised to evaluate jobs and grades			X		X		Ensures consistency
Authorised to agree/vary basic employment Terms & Conditions			X				Ensures consistency

RECRUITMENT	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Recruitment and appointment of CEO	X	X					
Recruitment and appointment of CFO (when appropriate)		X	X				
Recruitment and appointment of EHT (When appropriate)		X	X				
Recruitment and appointment of Principals/Heads of School		X	X			X	
Recruitment and appointment of other Senior Leaders			X	X		X	
Recruitment and appointment of other staff				X		X	
Recruitment processes including pre recruitment checks		X	X	X	X	X	Appropriate team leads at each level
Signing of employment contracts			X				

PAY POLICY	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Annual approval of pay policy, including pay awards, pay point values, etc.		X	X				Report to Trustees
Determination of pay ranges		X	X				When needed
Allocation of TLR / SEN values		X	X	X			Within staffing budget
Annual Pay Progression		X	X	X			Within staffing budget and reported via PM procedures to Trustees

PENSION POLICY & DISCRETIONS	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Handling of all pension matters (teachers and support staff)					X		
Approval of use of discretions		X					

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OPERATION OF POLICIES	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Formulation and approval of MAT policies including performance management and capability, disciplinary, grievance, complaints etc.		X					CEO makes recommendations
Approval of formal restructure plans		X	X		X		CEO and CFO make recommendations
Approval of severance or redundancy agreements		X	X				
Authority to issue warnings or other disciplinary measures except dismissal			X	X			
Authorisation of settlement agreements		X	X				Within budget
Suspension		X	X	X			
Dismissal	X	X	X	X		X	Trustees and LGC with CEO (HR advice needed)
Appeals	X	X				X	
Comply with all Data protection legislation with regards to students, parents and staff		X	X	X	X	X	
Comply with academy website requirements		X		X	X	X	

PERFORMANCE MANAGEMENT	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Carry out Principal performance management			X			X	
Carry out academy staff performance management				X			

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HEALTH AND SAFETY AND ESTATES	Members	Trustees	CEO	Principal	CFO	LGC	Commentary
Health and Safety Policy		X				X	
Ensuring the adequacy of health and safety practice throughout St Bart's		X	X	X	X		
Critical incident planning		X		X			
Health and Safety RIDDOR Accident reporting				X		X	Reports to Trustees
Premises management and security				X		X	
Statutory training		X		X		X	Report to LGC
Statutory compliance testing		X	X	X		X	
Academy health and safety arrangements including committee and use of risk assessments				X	X	X	Reports via LGC to Trustees
Fire risk assessment			X	X			SBM organise risk assessments locally reported via LGC
Asbestos risk assessment			X	X			SBM organise risk assessments locally reported via LGC
General monitoring and action plans in relation to safety of sites including buildings conditions			X	X		X	Reports to Trustees
Develop academy building and facilities estate long term strategy for development and maintenance		X	X	X	X		

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