**Synergy Multi Academy Trust Scheme of Delegation 2023 to 2024**

Although decisions may be delegated to the LGB, The Trust Board as a whole remains responsible for any decision made under delegation and may overrule the LGB or Headteachers if appropriate.

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| **Key Function** | **Ref** | **Task** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Comment** |
| **Specific roles of the Trust** | A | Approve Trust Scheme of Delegation | x |  |  |  |  |  |  |  |
| B | Approve new convertor or sponsored academies joining the Trust | x |  |  |  |  |  |  |  |
| C | Establish Trust Committees | x |  |  |  |  |  |  |  |
| D | Approve Trust Committees terms of reference | x |  |  |  |  |  |  |  |
| E | Approve LGB terms of reference | x |  |  |  |  |  |  |  |
| F | Appoint Chair of the Trust Board | x |  |  |  |  |  |  |  |
| G | Appoint and remove chairs of Trust committees | x |  |  |  |  |  |  |  |
| H | Appoint and remove Trust committee members | x |  |  |  |  |  |  |  |
| I | Appoint and remove Governance Professional to Trust Board | x |  |  |  |  |  |  |  |
| J | Appoint and remove LGB Chair | x |  |  |  |  |  |  | Appointment and removal of LGB Vice Chair delegated to LGB |
| K | Appoint and remove local governors | x |  |  |  |  |  |  |  |
| L | Convene at least three Trust Board meetings in any year | x |  |  |  |  |  |  |  |
| M | Establish and maintain Trust register of business interests | x |  |  |  |  |  |  |  |
| N | Establish a Governors’ and Trustees expenses policy | x |  |  |  |  |  |  |  |
| O | Regulate the LGB procedures (where not set out in law) | x |  |  |  |  |  |  | Trust Governance Professional to monitor |
| P | Establish code of conduct for governors, including Directors and Members | x |  |  |  |  |  |  |  |
| Q | Establish complaints policy | x |  |  |  |  |  |  |  |
| R | Agree a Trust governance calendar | x |  |  |  |  |  |  |  |
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| **Specific roles of the LGB** | S | Establish LGB committees/working groups |  |  |  | x |  |  |  | As required – Note: The Trust Board does not normally recommend the use of committees for LGBs |
| T | Appoint/ dismiss Governance Professional to LGB |  |  |  | x |  |  |  |  |
| U | Change of academy PAN |  |  |  | x |  |  |  |  |
| V | Academy website |  | x |  | x |  |  |  | Common format across MAT |
| W | Academy uniform |  |  |  | x |  |  |  |  |
| **Key Function** | **Ref** | **Task** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Comment** |
| **Finance** | 1 | Trust and academy financial regulations | x |  |  |  |  |  |  |  |
| 2 | Trust and academy financial procedures | x |  |  |  |  |  |  |  |
| 3 | Appoint Trust auditors | x |  |  |  |  |  |  |  |
| 4 | Develop and implement a Trust 3 year budget plan | x |  |  |  |  |  |  |  |
| 5 | Trust annual accounts | x |  |  |  |  |  |  |  |
| 6 | Monitor monthly Trust expenditure | x |  |  |  |  |  |  |  |
| 7 | Trustee’s report and financial annual report | x |  |  |  |  |  |  | Directors responsible for financial reporting to members |
| 8 | Trust academies accounts return to ESFA | x |  |  |  |  |  |  |  |
| 9 | Approve Trust expenditure over agreed limits | x |  |  |  |  |  |  | As per policy |
| 10 | Approve academy expenditure over agreed limits | x |  |  |  |  |  |  | As per policy |
| 11 | Approve the first formal budget plan in each financial year | x |  |  |  |  |  |  | Agreed funds to be delegated to each academy |
| 12 | Monitor monthly academy expenditure |  |  |  |  |  |  | x | LGB notified normally termly by HT as required to inform strategic decisions |
| 13 | Review the budget | x |  |  |  |  |  | x |  |
| 14 | Establish a charging and remissions policy | x |  |  | x |  |  |  |  |
| 15 | Enter into contracts | x | x | x | x |  |  | x | As per policy |
| 16 | Authorise payments |  |  | x |  |  |  | x | As per policy |
| 17 | Miscellaneous financial decisions | x |  | x |  |  |  | x | As per policy |

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| **Staff Management** | 18 | CEO appointment | x |  |  |  |  |  |  | In consultation with Chair and Members |
| 19 | Suspension of CEO | x |  |  |  |  |  |  | In consultation with Chair and Members |
| 20 | Return of CEO after suspension | x |  |  |  |  |  |  | In consultation with Chair and Members |
| 21 | Dismissal of CEO | x |  |  |  |  |  |  | In consultation with Chair and Members |
| 22 | Headteacher appointments |  | x | x |  |  |  |  | Delegated to CEO - CEO and/or EPL to support the selection panel which includes LGB members |
| 23 | Suspension of Headteacher |  |  | x |  |  |  |  |  |
| 24 | Ending suspension of Headteacher |  |  | x |  |  |  |  |  |
| 25 | Dismissal of Headteacher | x |  |  |  |  |  |  |  |
| 26 | Appointment of central services staff | x |  | x |  |  |  |  | Delegated to CEO |
| 27 | Suspension of central Trust staff |  |  | x |  |  |  |  |  |
| 28 | Ending suspension of central Trust staff |  |  | x |  |  |  |  |  |
| 29 | Dismissal of central Trust staff | x |  |  |  |  |  |  |  |
| 30 | Deputy Headteacher/ SLT appointments |  |  |  | x |  |  | x | CEO and/or EPL input |
| 31 | Appointment of academy based teaching and support staff |  |  |  |  |  |  | x |  |
| 32 | Suspension of academy based staff |  |  |  |  |  |  | x |  |
| 33 | Ending suspension of academy based staff except the Headteacher |  |  |  |  |  |  | x |  |
| 34 | Dismissal of academy based staff except the Headteacher |  |  |  |  |  |  | x | CEO and/or EPL if required |
| 35 | Determining staff complement in each academy |  |  |  |  |  | x | x | Headteacher to determine in consultation with CEO or EPL |
| 36 | Determining staff complement – Central Trust services | x |  | x |  |  |  |  |  |
| 37 | Determining dismissal / early retirement payments – Academy based staff | x |  |  |  |  | x |  | In consultation with CoG of LGB |
| 38 | Determining dismissal payments/ early retirement – Central Trust staff | x |  | x |  |  |  |  |  |
| 39 | Formal meetings for academy based staff re: discipline, sickness absence, capability, grievance adjustment |  |  |  | x |  |  |  |  |
| 40 | Leading a case on behalf of the Academy where a HT has a grievance |  |  |  |  | x |  |  | Grievance policy requires CoG to lead the Academy case in relation to the HT |
| 41 | Formal meetings for central shared service staff re: discipline, sickness absence, capability, grievance adjustment |  |  | x |  |  |  |  | CEO to appoint panel |
| 42 | Formal warnings and dismissal decisions |  |  | x |  |  |  | x | HT/CEO/EPL for academy staff; CEO for central staff (except where it involved the HT, in which case it is the CoG) |
| 43 | Receive concerns from whistle-blowers |  |  | x |  | x |  | x | Whistleblowing policy - CEO/ HT/ CoG is notified as appropriate |
| 44 | Determine whether a whistleblowing investigation is appropriate |  |  | x |  | x |  | x |  |
| 45 | Determine application from employee for special leave of absence |  |  | x | x |  |  | x | LGB/ HT as appropriate. CEO for central service staff |
| 46 | Staffing adjustment decision to consult academy staff and consider responses |  |  |  | x |  |  |  |  |
| 47 | Staffing adjustment decision to consult central service staff and consider responses | x |  |  |  |  |  |  |  |
| 48 | Staffing adjustment decisions following consultation - Academy staff |  |  |  |  |  |  | x | Redundancy policy allows for decisions to be delegated to Headteacher |
| 49 | Staffing adjustment decisions following consultation- Central services staff |  |  | x |  |  |  |  |  |
| 50 | Central Service staff professional development plan |  |  | x |  |  |  |  |  |
| 51 | Academy staff professional development plan |  |  |  |  |  |  | x |  |

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| **Staff policies and pay** | 52 | Job role, salary and grading determination | |  |  | x |  |  |  | x | CEO for Central services, HT for academies |
| 53 | Agree Teachers pay policy | | x |  |  |  |  |  |  |  |
| 54 | Determine pay policy for unqualified teachers | | x |  |  |  |  |  |  |  |
| 55 | Agree employee terms and conditions | | x |  |  |  |  |  |  |  |
| 56 | Implement the pay policy | |  |  |  |  |  | x |  | HT in consultation with CoG has the responsibility for day to day implementation of the pay policy |
| 57 | Receive annual recommendations on salary | | x |  |  | x | x |  |  | As per policy |
| 58 | Decisions/ appeals arising out of pay and performance management policies | | x |  |  | x |  |  |  | For individual academy staff |
| 59 | Undertake CEO’s performance review | | x |  |  |  |  |  |  |  |
| 60 | Undertake Headteacher’s performance review | |  |  | x |  |  |  |  | With 2 governors from LGB. Delegated to the EPL for primary Headteachers |
| 61 | Establish staff disciplinary and capability procedure | | x |  |  |  |  |  |  |  |
| 62 | Grievance policy | | x |  |  |  |  |  |  |  |
| 63 | Whistleblowing policy | | x |  |  |  |  |  |  |  |
| 64 | Restructuring and redundancy policy | | x |  |  |  |  |  |  |  |
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| **Appraisal** | 65 | Determine an appraisal policy | | x |  |  |  |  |  |  |  |
| 66 | Implement appraisal policy | |  |  |  |  |  | x | x |  |
| 67 | Annual review of appraisal policy | | x |  |  |  |  |  |  |  |
| **Key Function** | **Ref** | | **Task** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Comment** |
| **Academy Performance, Curriculum and Teaching** | 68 | | Trust Strategic Plan | x |  |  |  |  |  |  |  |
| 69 | | Trust performance review | x |  |  |  |  |  |  |  |
| 70 | | Academy Strategic Development Plan |  |  |  | x |  |  |  |  |
| 71 | | Teaching and Learning policy |  |  |  | x |  |  |  | Individual for each academy but strong alignment in best practice |
| 72 | | Ensuring the National Curriculum is taught to all pupils |  |  |  | x |  |  |  |  |
| 73 | | Establish a curriculum policy | x |  |  | x |  |  |  | Individual for each academy but strong alignment in best practice |
| 74 | | Implement the curriculum policy |  |  |  |  |  |  | x |  |
| 75 | | Monitor the implementation of the curriculum policy |  |  |  | x |  |  |  |  |
| 76 | | Implement action to maintain teaching standards |  |  |  |  |  |  | x |  |
| 77 | | Monitor action to maintain teaching standards |  |  |  | x |  |  |  | Input from CEO and EPL |
| 78 | | Determination of subject options to be taught, given the available resources |  |  |  | x |  |  | x |  |
| 79 | | Responsibility for the education of each child |  |  |  |  |  |  | x |  |
| 80 | | SEND and Inclusion policy | x |  |  | x |  |  |  | Trust Board to determine framework |
| 81 | | Monitor SEND provision |  |  |  | x |  |  |  |  |
| 82 | | Implement the SEND policy |  |  |  |  |  |  | x |  |
| 83 | | Monitor implementation of the SEND policy |  |  |  | x |  |  |  |  |
| 84 | | Determine RSE policy for the Trust | x |  |  | x |  |  |  |  |
| 85 | | Monitor implementation of the RSE policy |  |  |  | x |  |  |  |  |
| 86 | | Monitor for any political indoctrination |  |  |  | x |  |  |  |  |
| 87 | | Prevent policy |  |  |  | x |  |  |  | Within safeguarding policy |
| 88 | | Attendance policy | x |  |  | x |  |  |  |  |
| 89 | | Attendance plans |  |  |  |  |  |  | x |  |
| 90 | | Pupil Premium policy |  |  |  | x |  |  |  |  |
| 91 | | Pupil Premium plan |  |  |  | x |  |  |  |  |
| 92 | | Educational Visits policy |  |  |  | x |  |  |  |  |

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| **Target Setting** | | 93 | | Set targets for pupil achievement (outcomes/ progress) in each academy |  |  |  | x |  |  |  | Targets in consultation with CEO, EPL and HTs |
| 94 | | Set targets for pupil achievement (outcomes/ progress) across the MAT | x |  |  |  |  |  |  | Targets in consultation with EPL and HTs |
| **Discipline and Exclusions** | | 95 | | Establish a behaviour policy | x |  |  | x |  |  |  | Statement approved by the Trust Board |
| 96 | | Review the levels of exclusions in each academy | x |  |  | x |  |  |  | Termly monitoring |
| 97 | | Review permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination |  |  |  | x |  |  |  | LGB panel |
| 98 | | Direct reinstatement of excluded pupils |  |  |  | x |  |  |  |  |
| 99 | | Appeals against permanent exclusion |  |  |  | x |  |  |  | Independent panel required |
| **Admissions** | | 100 | | Consulting annually before setting an admissions policy |  |  |  | x |  |  |  |  |
| 101 | | Setting an admissions policy | x |  |  | x |  |  |  | Trust Board to determine framework |
| 102 | | Admissions: Application decisions |  |  |  |  |  |  | x |  |
| 103 | | Admissions: Appeals |  |  |  |  |  |  | x | Appeals are dealt with by an independent panel. HT to present academy case. CoG to be kept informed |
| **Religious Education** | | 104 | | Responsibility for ensuring provision for RE in line with the academy curriculum |  |  |  |  |  |  | x | Report annually to LGB |
| 105 | | RE policy |  |  |  | x |  |  |  | Within curriculum policy |
| **Collective Worship** | | 106 | | Arrangements for collective worship |  |  |  |  |  |  | x | Estates Manager to lead |
| **Premises and insurance** | | 107 | | Buildings insurance and personal liability | x |  |  |  |  |  |  |
| 108 | | Develop academy buildings strategy. Contribute as required to Trust asset Management Planning arrangements |  | x |  |  |  |  |  |
| 109 | | Procure and maintain buildings including developing a properly funded maintenance plan | x |  |  |  |  |  |  |
| 110 | | Determine health and safety policy | x |  |  | x |  |  |  |
| 111 | | Monitor implementation of the health and safety policy | x |  |  | x |  |  |  |
| 112 | | Ensure health and safety regulations are followed |  |  |  |  |  |  | x |
| 113 | | Asset management plan |  | x |  |  |  |  |  |
| 114 | | Determine lettings policy |  |  |  | x |  |  |  |
| **Academy Organisation** | 115 | | Setting the times of academy sessions, term dates and holidays | | x |  |  | x |  | x |  | Session timings determined by LGB |
| 116 | | Ensure the academy meets for required sessions in the academy year | | x |  |  |  |  |  |  |  |
| 117 | | Set INSET days and staff training sessions | |  |  |  |  |  | x |  |  |
| 118 | | Ensure academy meals provided are nutritious and value for money | |  |  |  | x |  |  |  |  |
| 119 | | Extended services on site | |  |  |  | x |  |  |  |  |
| **Information for parents** | 120 | | Prepare and publish the academy prospectus | |  |  |  |  |  |  | x | As required |
| 121 | | Prepare and publish Annual Governance Statement to parents | |  |  |  | x |  |  |  | Trust proforma |
| 122 | | Ensure the provision of FSM to qualifying students | |  |  |  |  |  |  | x |  |
| 123 | | Home-Academy agreements | |  |  |  | x |  |  |  |  |
| **Governance procedures** | 124 | | Monitor implementation of complaints policy | |  | x |  |  |  |  |  |  |
| 125 | | Establish FOI request policy | | x |  |  |  |  |  |  |  |
| 126 | | Implement FOI policy where required | | x |  |  | x |  |  |  |  |
| 127 | | Monitor implementation of the FOI policy | | x |  |  |  |  |  |  |  |

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| **Equalities Act** | 128 | Establish Single Equalities Act policy (Equality information and objectives) | x |  |  | x |  |  |  |  |
| 129 | Implement Single Equalities Act policy and objectives at Trust level via equality action plans |  |  | x |  |  |  | x |  |
| 130 | Implement Single Equalities Act policy and objectives at academy level via Academy equality action plan |  |  |  |  |  |  | x |  |
| 131 | Monitor implementation of Single Equalities Act policy and objectives at Trust and local level | x |  |  | x |  |  |  |  |
| **Data Protection** | 132 | Establish data protection policy | x |  |  |  |  |  |  |  |
| 133 | Implement data protection policy |  |  |  |  |  |  | x |  |
| 134 | Monitor implementation of data protection policy in each academy | x |  |  |  |  |  | x | Breaches reported to DPL, and DPO as required. Audit and Risk Committee to monitor across Trust |
| **Safeguarding** | 135 | Establish a safeguarding policy | x |  |  | x |  |  |  | Trust Board to determine framework |
| 136 | Implement safeguarding policy and procedures |  |  |  |  |  |  | x |  |
| 137 | Monitor implementation of safeguarding policy | x |  |  | x |  |  |  | Termly monitoring plus annual report to LGB. Audit and Risk Committee to monitor across Trust |
| 138 | Refer allegations of abuse against staff to LADO |  |  | x |  |  |  | x |  |
| ICT | 139 | Establish an acceptable use policy | x |  |  | x |  |  |  | ICT Manager to lead |
| 140 | Implement acceptable use policy and procedures |  |  |  |  |  |  | x |  |
| 141 | Monitor implementation of acceptable use policy |  |  |  | x |  |  |  | ICT Manager to lead |
| Social media usage | 142 | Establish a social media policy | x |  |  | x |  |  |  | ICT Manager to advise |
| 143 | Implement social media policy and procedures |  |  |  |  |  |  | x |  |
| 144 | Monitor implementation of social media policy |  |  |  | x |  |  |  |  |