



**Launceston College**

*A Multi Academy Trust*

**SCHEME OF DELGATED AUTHORITY  
FOR LAUNCESTON COLLEGE MULTI  
ACADEMY TRUST  
(SODA)**

**Updated on: 1 November 2019**

**Review by: Claire Penfold (CEO) and  
Elaine Marshall (Chair of MAT Board)**

## **Scheme of Delegated Authority for Launceston College Multi Academy Trust**

### **1. Responsibilities of the Multi Academy Trust Board**

- 1.1. The Launceston College Multi Academy Trust is a charitable company limited by guarantee. It entered into a Funding Agreement dated 1st January 2013 for Launceston College and 1st March 2016 for Bideford College and Egloskerry Primary Academy on 1 September 2017.
- 1.2. The Directors are the charity trustees (within the terms of Section 97(1)) of the Charities Act 1993 and are responsible for the general control and management of the administration of the Multi Academy Trust in accordance with the provisions set out in the Memorandum and Articles of Association of the Multi Academy Trust.
- 1.3. The Launceston College Multi Academy Trust Board shall consist of titles not names and any other Directors appointed by the Members in pursuant of articles 47 to 50 of the Articles of Association of the Multi Academy Trust.
- 1.4. The Local Governing Bodies shall be committees established by the Trustees as agreed by the Multi Academy Trust Board, in pursuant to articles 1 to 144 of the Articles of Association of the Multi Academy Trust. The Multi Academy Trust Board may dissolve these committees as required and if necessary de-delegate responsibilities.
- 1.5. The Directors retain authority and responsibility for the following:
  - i. Compliance with the provisions of the Funding Agreements
  - ii. Preparation and approval of these Terms of Reference under which the academies are governed and subsequent amendments.
  - iii. Agreement of the academies' annual funding.
  - iv. Compliance with the Academies Financial Handbook including, but without limitation, determination of procurement policies for the Multi Academy Trust
  - v. Oversight with regard to the finances of the Multi Academy Trust and the academies within the Multi Academy Trust, including, but without limitation, responsibility for compliance with the financial and accounting requirements detailed within the Funding Agreement
  - vi. Determination of the corporate planning and strategy for the academies and the Multi Academy Trust in consultation with the Local Governing Body
  - vii. Determining the cash flow policy for the Multi Academy Trust and the academies and monitoring income and expenditure for the Multi Academy Trust and the academies within the Multi Academy Trust
  - viii. As the legal employer of all staff, responsibility for human resource policies and procedures and terms and conditions of service
  - ix. Appointment of the internal auditor for the Multi Academy Trust
  - x. Ensure all academies maintain a fixed asset register as outlined by the Multi Academy Trust
  - xi. Compliance with all statutory regulations and Acts of Parliament governing the operation of each of the academies.

- xii. Determination of the admissions policy and arrangements for the academies within the Multi Academy Trust in accordance with admissions law and DfE codes of practice.
- xiii. Determination of the educational vision of the Multi Academy Trust and the academies within the Multi Academy Trust in consultation with the Local Governing Bodies and the Principals, including, but without limitation, determination of each academy's Improvement and Development Plan.
- xiv. The job description, appointment, appraisal and dismissal if necessary of the Executive Principal.
- xv. The appointment of Academy Principals will be made by a panel consisting of the Chair of the MAT Board, CEO and Chair of the LGB (depending on which school recruiting to).

## **2. Delegation to the Chief Executive Officer**

Subject to the limitations set out in section 1, the Directors delegate the running of each academy to the Executive Principal with the support of the Principal in each academy and the Finance Director and specifically the following duties:

- 2.1 The Executive Principal will have responsibility for the implementation of actions required to comply with statutory regulations and the Funding Agreements.
- 2.2 The Executive Principal will have responsibility for the implementation of the policies agreed by the Directors with regard to admissions and to the educational vision of the Multi Academy Trust.
- 2.3 The Executive Principal will have responsibility for the oversight of the academies' activities including responsibility for the day to day work of the Finance Director, including but without limitation, maintenance of proper accounting records, the preparation of income/expenditure and balance sheets and implementation of procurement policies as required by the Multi Academy Trust.
- 2.4 The Executive Principal will assist the Directors in complying with the provisions of the Funding Agreements where requested.
- 2.5 The Executive Principal will have responsibility for establishing and implementing, with the support of the Academy Principals, an Academy Improvement and Development Plan for reviewing the staffing structure whenever a vacancy occurs within a school and at least annually in relation to each academy's plan.
- 2.6 The Executive Principal will have responsibility for the maintenance of the academies' estates in accordance with the guidelines established by the Multi Academy Trust.
- 2.7 The Executive Principal will notify the Multi Academy Trust of any changes to fixed assets used by the academies in line with the Multi Academy Trusts Scheme of Financial Delegation.

- 2.8 The Executive Principal will have responsibility for ensuring that all essential and statutory policies are in place across all academies and these are approved by the Multi Academy Trust Board or relevant Committee with delegated responsibility. The Executive Principal will put in place and monitor systems to ensure the academies remain compliant with these policies.
- 2.9 The Executive Principal will have responsibility for the Performance Development of each Academy Principal, the Finance Director, the Teaching and Learning Lead and any other centrally employed Multi Academy Trust staff but the remuneration of these members of staff and their terms of service shall be within the parameters established by the Directors of the Multi Academy Trust Board.
- 2.10 The Executive Principal will have responsibility for the appointment, job description, appraisal and dismissal of all members of staff of the academies excluding the Executive Principal and Principals of each academy but the remuneration of every member of staff and their terms of service shall be within the parameters established by the Directors of the Multi Academy Trust Board.
- 2.11 The Executive Principal will have responsibility for recruiting the Principal of each academy jointly with the respective Local Governing Body and representatives of the Multi Academy Trust Board. (See paragraph 1.5 xv)
- 2.12 The Executive Principal will have responsibility for ensuring that Academy Principals maintain a good reputation, marketing and promotion of the academy with parents, within the local community and beyond and that there is an effective communication strategy in place.
- 2.13 The Executive Principal in consultation with the Principal will have responsibility to close an individual academy for a short fixed-term, such as in the case of extreme weather conditions, advice from emergency services etc.
- 2.14 The Executive Principal will have responsibility for pay progression of all members of the Launceston College Multi Academy Trust staff in consultation with the Principal's in line with policies agreed by the Launceston College Multi Academy Trust Board.

### **3. Delegation of Responsibilities to the Local Governing Body**

The Directors delegate the following responsibilities to the local Governing Body.

- 3.1 It is the responsibility of the Local Governing Body to propose a Chair and Vice Chair, at its first meeting held in the autumn term of each year, and it is the responsibility of the Board of Directors to ratify any proposal. Ordinarily, no Local Governor employed at any of the academies should act as Chair of the Local Governing Body. In exceptional circumstances the Multi Academy Trust Board may appoint a Chair for a fixed period and in these circumstances this Chair may be an employee of the Multi Academy Trust. Chairs of Local Governing Bodies should not sit on the MAT Board or be a Trustee, other than in exceptional circumstances.

- 3.2 The Local Governing Body will comprise of; The Principal, 2 parent governors, 4 appointed governors, 1 elected staff governor and 2 student associate governors, (Associate governors are non-voting members of the Local Governing Body). The Multi Academy Trust Board may remove or replace a member of the Local Governing Body at any time and may increase the membership either permanently or for a transition period.
- 3.3 The term of office of any Local Governor is four years. The elected Parent Local Governors must be eligible as identified in Articles 54 to 56 of the Articles of Association for the Multi Academy Trust. Elected Staff Local Governors must be an employee of the Academy for the duration of their term of office, this post would become vacant immediately the Local Staff Governor ceases to become an employee. The term of office of Parent Local Governors will terminate when they no longer have a child attending the academy. Where elections are required they will be carried out in line with DfE guidance on governance and the Articles of Association of the Multi Academy Trust.
- 3.4 Except where it is otherwise constrained within its terms of reference, the Academy Local Governing Body may invite attendance by persons who are not Governors or where such attendance is considered by the members of the Local Governing Body to benefit its deliberations.
- 3.5 The Local Governing Body shall meet a minimum of once per term and may meet on additional occasions in order to carry out their delegated responsibilities. Meetings shall be conducted in accordance with current Department for Education guidance on governance with responsibilities as delegated by the Multi Academy Trust Board
- 3.6 The Local Governing Body will propose at least one representative to undertake health and safety responsibilities working alongside the Finance & Assets committee; it is the responsibility of the Board of Directors to ratify these proposals.
- 3.7 The Local Governing Body will nominate a Safeguarding representative who will monitor safeguarding policies and practices within the relevant academy, working alongside the Designated Child Protection Officer in the academy.
- 3.8 Copies of the minutes of the Local Governing Body meetings are to be circulated to all Local Governors and those who are entitled to attend Local Governing Body meetings and also to the Multi Academy Trust Board.
- 3.9 The quorum for each Local Governing Body is three Local Governors.
- 3.10 The Clerk to the Local Governing Body will circulate an agenda for each meeting and any relevant papers at least one week before the date of the meeting.
- 3.11 Only governors who are members of the Local Governing Body may vote at Local Governing Body meetings. Where necessary, the elected Chair of the Local Governing Body may have a second or casting vote.

- 3.12 Local Governors will be expected, by agreement with the Principal, to make a minimum of two visits to lessons in each academic year. The purpose of these visits is to triangulate with other evidence to carry out their delegated responsibilities and to improve Local Governors' knowledge of the academy, it is not the responsibility of Local Governors to make judgements about the quality of teaching. The Governor may be accompanied by a member of the Academy Leadership Team for this visit.
- 3.13 The Local Governing Body will review and approve annual school targets and strategies for improvement set by the Academy Principal in consultation with the Executive Principal and academy staff as set out in the academy Improvement and Development Plan.
- 3.14 The Local Governing Body will receive the following documents to enable them to effectively carry out their delegated responsibilities:
- i. The Principal's termly report (Self Evaluation Framework – SEF)
  - ii. External data including examination results, Ofsted reports and IDSR.
  - iii. Outcomes of curriculum reviews.
  - iv. The Academy Improvement and Development Plan.
- 3.15 The Local Governing Body will nominate up to two representatives, (including the Chair of the Local Governing Body), to be part of the Principal's appointment process as and when required. (See paragraph 1.5 xv.).
- 3.16 The Local Governing Body will be responsible for monitoring the progress of students and the quality for teaching and learning at the relevant academy. Specifically they will monitor the following on a termly basis :
- i. Consider the way students become successful, responsible and happy young people.
  - ii. Be aware of student events and achievements.
  - iii. Review the College's policy and provision for collective worship, religious education and sex education and make recommendations to the Multi Academy Trust Board with regards to national guidance.
  - iv. Review the academy Improvement & Development Plan annually or otherwise as required for approval of the Multi Academy Trust Board.
  - v. Review targets set for students at all Key Stages.
  - vi. Progress and attainment of students including students with English as an Additional Language (EAL), Special Educational Needs and Disability (SEND), Pupil Premium and other identified groups ensuring that the provision for pupils with SEND are made.
  - vii. Progress of students in Years 7-11 in all subjects.
  - viii. Progress of students in Key Stage 5.
  - ix. The effectiveness of Key Stage 5 study programmes.
  - x. The quality of teaching and learning in all subjects.
  - xi. The maintenance of high standards of behaviour including monitoring praise, sanctions and exclusions.
  - xii. Student attendance.
  - xiii. Reports of incidents of bullying.

- xiv. Formal feedback from parents.

#### **4. Delegation of Responsibilities to the Finance and Assets committee**

The Finance and Assets committee is a subcommittee of the Multi Academy Trust Board and Directors delegate the following duties to the Finance and Assets committee.

- 4.1 It is the responsibility of the Finance and Assets committee to propose a Chair and Vice Chair, at its first meeting held in the autumn term of each year, and it is the responsibility of the Multi Academy Trust Board to ratify any proposal. Ordinarily, no Director employed at any of the academies, (Executive Directors), should act as Chair of the Finance and Assets committee.
- 4.2 Finance and Assets committee will comprise of; The Chair of the Multi Academy Trust Board, the Chief Executive Officer/Executive Principal, the Finance Director and one MAT Board Trustee. The Multi Academy Trust Board may remove or replace a member of the Finance and Assets Committee at any time. Members who are not directors have attendance but not voting rights to all Finance and Assets committee meetings.
- 4.3 The quorum for the Finance and Assets committee is three of which the majority must be Non-Executive Directors who are not employee's of any of the schools n the Trust.
- 4.4 The Finance and Assets Committee shall meet at least once per half term and may meet on additional occasions in order to carry out their delegated responsibilities. Meetings shall be conducted in accordance with current Department for Education guidance on Financial Governance with responsibilities as delegated by the Multi Academy Trust Board.
- 4.5 The Finance and Assets Committee has delegated responsibility for all matters relating to the school premises, grounds, security and Health and Safety. They will undertake an annual Health and Safety review of each academy with the support of nominated representatives from the Local Governing Body of the respective academy in order to ensure that the school complies with health and safety regulations.
- 4.6 The Finance and Assets Committee will work with relevant academy staff to inspect the premises and grounds and prepare a statement of priorities. The Committee will approve tenders for maintenance, redecoration and improvements within the constraints of the budget allocated for this purpose.
- 4.7 The Finance and Assets Committee will oversee the preparation of tenders and implementation of buildings and grounds contracts.
- 4.8 The Finance and Assets Committee will review the lettings arrangements and hiring fees annually.

- 4.9 The Finance and Assets Committee will provide guidance and assistance to academy staff and the Multi Academy Trust Board on all matters relating to budgeting and finance. Preparing and reviewing financial policy statements including consideration of long term planning and resourcing.
- 4.10 The Finance and Assets Committee will consider each year's annual management plan priorities and present an annual budget to the Multi Academy Trust Board for approval.
- 4.11 The Finance and Assets Committee will monitor the income and expenditure of all public funds, including but without limitation, devolved funds and standard fund and report the financial situation to the Multi Academy Trust Board each term.
- 4.12 The Finance and Assets Committee will recommend to the Multi Academy Trust Board the level of delegation for the day to day financial management of each academy by providing a Financial Scheme of Delegation, approved on an annual basis.
- 4.13 The Finance and Assets Committee will authorise major procurement acquisitions in line with agreed authorisation protocol set out in the Financial Scheme of Delegation.
- 4.14 The Finance and Assets Committee will vire funds, if necessary, within limits set by the Multi Academy Trust Board through the Financial Scheme of Delegation.
- 4.15 The Finance and Assets Committee will ensure the audit of non-public funds for presentation to the Multi Academy Trust Board and where appropriate respond to recommendations from the audit reports.
- 4.16 The Finance and Assets Committee will review and recommend for adoption the procedures for dealing with pay, performance, discipline and grievance and ensure that academy staff are informed of these policies
- 4.17 The Finance and Assets Committee will, if necessary, draft and review, in consultation with the Executive Principal, the Finance Director and other relevant academy staff, the criteria for redundancy for the approval of the Multi Academy Trust Board.
- 4.18 The Finance and Assets Committee will propose criteria for the approval of the Multi Academy Trust Board about the use of discretionary elements of pay provisions and make recommendations to the Multi Academy Trust Board for implementing them.
- 4.19 The Finance and Assets Committee will monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for each academy and the Multi Academy Trust.
- 4.20 The Finance and Assets Committee will manage the academies' cash flow and monitor expenditure by the academies in accordance with policies determined by the

Directors and the operational procedures established by the Director of Finance through the agreed Financial Scheme of Delegation.

- 4.21 The Finance and Assets Committee will also act as the Audit Committee by undertaking the duties of the Audit Committee to achieve internal scrutiny which delivers objective and independent assurance, which means that staff employed by the Trust should not participate as members when audit matters are discussed; they remain in attendance to provide information and participate in discussions. The committee's work must focus on providing assurances to the Board of Trustees that risks are being adequately identified and managed.

## **5. Delegation of Responsibilities to the Academy Principals**

- 5.1 The Principal will be responsible for the internal organisation, management and control of the academy, the implementation of policies approved by the Multi Academy Trust and for the direction of the teaching and curriculum. For these purposes the Multi Academy Trust shall delegate these powers and functions required by the Principal.
- 5.2 The Principal will ensure that all Multi Academy Trust policies which relate to procedures and practices in the academy are applied effectively and consistently. This includes but is not limited to policies which relate to; human resources, staff grievances, parental complaints, staff capability and disciplinary action.
- 5.3 The Principal in consultation with the Executive Principal and academy staff will identify annual targets and areas for improvement producing an annual Academy Improvement and Development Plan, this will include but not limited to, medium and long term planning in all areas relating to teaching and learning. This plan will be provided to and then progress reviewed by the Local Governing Body.
- 5.4 The Principal will be a member of the Local Governing Body and will attend Local Governing Body meetings to be accountable for progress and performance in the academy producing a termly report.
- 5.5 The Principal, alongside the MAT Director of Teaching and Learning, will be responsible the quality of teaching and learning in the academy
- 5.6 The Principal will be responsible for maintaining a good reputation, marketing and promotion of the academy with parents, within the local community and beyond. They will ensure that appropriate recruitment of students at Year 7 and Year 12 and that there is effective support for these key transitions.
- 5.7 The Principal will liaise directly with relevant Trades Unions in respect of academy policy and practice.
- 5.8 The Principal will be responsible for the safeguarding of children procedures and practices in the academy.

- 5.9 The Principal will be responsible for ensuring an effective behaviour policy is in place for the academy and for deciding on internal and external exclusion of students from the academy in consultation with the Executive Principal. Data relating to behaviour sanctions will be provided to the Local Governing Body on a termly basis and the Principal will be accountable to the Local Governing Body for the behaviour of students in the academy.
- 5.10 The Principal will be responsible for the development of the academy vision in line with the principles of the Multi Academy Trust.
- 5.11 The Principal will ensure Professional Development processes are carried out in the academy and they will develop the other Senior Leaders at the academy.
- 5.12 The Principal is responsible for ensuring that curricula provision is in place that enables all students to be successful and achieve their aspirations and that the curriculum meets all statutory responsibilities. The Principal will ensure that this curriculum is reviewed annually.
- 5.13 The Principal is responsible for challenging and monitoring student progress and attainment ensuring the highest possible achievement and reporting this progress to the Local Governing Body on a termly basis.
- 5.14 The Principal is responsible for ensuring that the academy adheres to the Multi Academy Trust's agreed Admission Policy.
- 5.15 The Principal is responsible for ensuring effective assessment, recording and reporting systems are in place, that these inform parents of their children's progress and enable students to be aware of what they need to do to improve their learning.
- 5.16 The Principal is responsible for preparing policy statements for those curriculum matters requiring approval of the Local Governing Body, including but not limited to Special Educational Needs.
- 5.17 The Principal is responsible for ensuring that all staff at the academy have access to high quality professional development which is focused on improving outcomes for students.
- 5.18 The Principal will represent the academy at locally coordinated network groups, including but not limited to; admissions fora, behaviour groups and professional associations and networks. The Principal may choose to delegate this responsibility to senior colleagues as appropriate.
- 5.19 The Principal is responsible for calling emergency services to the academy in the event of student or staff violence or other perceived risk.

In the case of a critical incident calling 999 will be the appropriate response by any member of staff and if it is a considered referral to the police then that should be

made by the Principal or the member of the senior leadership team designating for the Principal in any school.

- 5.20 The Principal is responsible for authorising young people who are not on the roll of the academy to take part in academy activities.

## **6. Delegation of Responsibilities to the Finance Director**

- 6.1 Within the framework of the academy development plan and financial policies, approved by the Multi Academy Trust, the Finance Director will have overall executive responsibility for each academy's financial activities as delegated by the Multi Academy Trust Board and the Finance and Assets Committee and set out in the Financial Scheme of Delegation.

**SODA Appendix 1: Implementation of the Scheme of Delegation of Authority for Launceston College Multi Academy Trust**

A “C” indicates that this decision should be communicated to this party. The number in brackets indicates within how many academy days. (A is in advance).

	Members	MAT Board	CEO/ Executive Principal	Finance & Assets Committee	Finance Director	HR Manager	Local Governing Body	Principal
Appointing and removing Members in consultation with the Chair of the MAT Board	✓	C (10)						
Appointing Directors and Non-Executive Directors	✓	C (10)						
Removing Members and Directors in consultation with the Chair of the MAT Board	✓	C (10)						
Setting the values, vision and strategic aims for the MAT		✓						
Contextualising the vision for each Academy								✓
Establishing the Scheme of Financial delegation for each Academy					✓			
Appointing and removing Chairs of LGBs		✓	C(A)					C (5)
Proposing Chairs of LGBs		C (5)					✓	
Appointing and removing the MAT Governance Officer		C (10)	✓					
Appointing and removing Co-opted Local Governors		✓					C (10)	
Deciding the committee structure for the MAT Board		✓					C (10)	
Generating Terms of Reference for all committees and reviewing annually in line with the Scheme of Delegation of Authority.		✓					C (10)	
Developing a format for each Academy’s AIDP			✓					C (10)
Creating the AIDP for each Academy			C (A)					✓
Developing a format for Principal’s Reports			C (A)					✓
Compiling evidence to for MAT Board to review strategic outcomes for all academies.			C (10)				C (10)	✓
Compiling evidence to for LGBs to review Principal’s report and LGB terms of reference			C (10)				C (10)	C (10)
Planning the schedule of work for the MAT Board		✓						

Providing a model schedule of work for LGBs		✓					C (10)	
Contextualising the schedule of work for each LGB			C (5)		C (5)		✓	
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Quality assuring the schedule of work for LGBs		✓					C (10)	
Setting the Academy day, (start and finish)		✓					C (10)	C (10)
Setting the academy day, (timings within the day)			C (A)				C (5)	✓
Setting the Academy year, (190-195 days)		✓						C (1)
<b>The running of the Academy</b>								
The day to day running of the academy in all areas with the exceptions of those defined in the Scheme of Delegation of Authority including this appendix								✓
Authorising the Fixed Term Exclusion of a student			C (1)					✓
The Permanent Exclusion of a student			C (A)					✓
Considering whether to uphold the permanent exclusion of a student		✓	C (1)				C (10)	C (1)
The line management of premise staff supervisors					✓			
The line management of catering staff supervisors					✓			
The line management of administrative staff supervisors					✓			
The line management of technician staff supervisors					✓			
Closing the school for a short fixed term due to circumstances such as extreme weather.		C (1)	C (A)					✓
Calling emergency services to the academy in the event of student or staff violence or other perceived risk.			C (1)					✓
<b>Strategic Leadership and External Partnerships</b>								
Promote collaboration within the Trust and externally and identify and support the development of strategic partnerships that support the vision of the Trust			✓					
Provide challenge and support to the CEO		✓						
Consider strategic threats and opportunities in relation to the Academies, assessing the impact on			✓					

premises, curriculum, resources and admissions.								
Expansion or contraction of an Academy		✓						
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Be responsible for the long term strategy of the Trust and each Academy, ensuring the Trust's strategic plan is robust, accountable and promotes outstanding teaching and learning			✓					
Intervene in the management of an Academy where necessary			✓					
Provide a perspective on the wider education community and the challenges facing state funded schools			✓					
Assist with the creation of a public face and external identity for the Academies within the Trust, facilitating discussions with those who might be considered strategic partners of the Academies			✓					
Approve the Admission Policy for the Academies.			✓					
Support the Principals in relation to any complaints from parents or the wider community			✓				C (30)	C (1)
<b>Academy improvement</b>								
Development of the curriculum which meets the Academy's specific needs and has regard to:								
<ul style="list-style-type: none"> <li>Any nationally recognised curriculum priorities and initiatives</li> </ul>							C (10)	✓
<ul style="list-style-type: none"> <li>The obligation to provide religious education, sex education and physical education</li> </ul>							C (10)	✓
<ul style="list-style-type: none"> <li>Special educational needs</li> </ul>							C (10)	✓
<ul style="list-style-type: none"> <li>National testing and attainment targets</li> </ul>							C (10)	✓
Monitoring and evaluating the implementation of the AIDP:								

• Studying data							✓	
• Conducting monitoring visits							✓	C (A)
• Receiving reports from the Principal and staff							✓	
Quality assuring the AIDP for each Academy			✓				C (5)	C (5)
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Validating or challenging the grades in the Principal's report			✓				C (5)	C (A)
Quality assuring self-evaluation processes for each Academy		C (30)	✓					C (5)
Monitoring and evaluating the quality of teaching and learning			C (30)				C (30)	✓
Monitoring and evaluating value for money at the academy		C (30)	C (A)		✓		C (30)	C (30)
Monitoring and evaluating behaviour, safety, welfare and engagement with stakeholders			C (A)				C (30)	✓
Identifying patterns and trends to bring to the attention of the MAT Board		C (30)	✓					
<b>Pupils, parents and community</b>								
To determine who will be offered a place in accordance with the Admission Policy								✓
To ensure that the Academy complies with all regulations re the publishing of information								✓
To ensure that all stakeholders have a voice in decisions that impact on them								✓
Ensure that the reputation of the Academy is enhanced and maintained in the local community and further afield.								✓
Be responsible for all consultations and engagement with the community								✓
<b>Financial management</b>								
Approving financial procedures in accordance with					✓			

legal and DfE requirements and best practice								
Ensuring that the financial procedures are implemented effectively					✓			
Maintaining accurate, reconciled and up to date records to provide financial and statistical information				C (30)	✓			
Establishing and maintaining asset registers in accordance with financial procedures				C (30)	✓			
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Ensuring that any disposal of assets complies with the financial procedures					✓			
Maintaining a register or pecuniary and business interests of governors and staff				C (30)	✓			
Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements				C (30)	✓			
Ensuring appropriate insurance arrangements in accordance with the financial procedures				C (30)	✓			
To approve the first formal budget plan each financial year in accordance with DfE timeframes		C (30)		✓				
Receiving reports from audit inspections and the resulting Action Plan		C (30)		✓				
Review reports from internal audit		C (30)		✓				
Ensure delivery of agreed actions from internal audit reports		C (30)		✓				
<b>Risk Management</b>								
Ensure appropriate risk management policies are in place				C (30)	✓			
Review risk register for the academy				C (30)	✓			
Review the risk register for the MAT				C (30)	✓			
To monitor, review, and amend as necessary, the MAT's actual financial performance throughout the year and at year end		C (30)		✓				
Ensuring that all transfers between budget headings					✓			

(virements) comply with the financial procedures								
Establishing and implementing procedures for staff, Directors and Governors to claim expenses					✓			
Approving a lettings policy and fees				✓				
Establishing a lettings policy and fees					✓			
Ensuring that any writing off of debts complies with the financial procedures			C (A)		✓			
Authorise the writing off of bad debts				✓				
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Ensuring that all procurement processes and resulting contracts and agreements conform with the financial procedures					✓			
Complying with VAT					✓			
<b>Premises &amp; Estates</b>								
To establish and implement a Buildings Maintenance strategy			C (A)		✓			
To maintain a strategic oversight of the Buildings Maintenance Strategy				✓				
To ensure compliance with Health and Safety legislation				✓				
<b>Staffing</b>								
Recruiting & Appointing Executive Principal/CEO		✓						
Recruiting & Appointing Principals		✓						
Recruiting and Appointing all staff with the exception of Executive Principal/CEO and Principals								✓
Recommending the staffing structure for each Academy			✓					
Approving the overall staffing structure for each Academy		✓						
Implementing the staffing structure for each Academy			✓					
Develop a set of HR policies and contracts to be used						✓		

by all Academies ensuring consistency and having regard to all legal responsibilities and the equality duty, consulting as necessary								
Review, approve and maintain a set of HR policies and contracts to be used by all Academies ensuring consistency and having regard to all legal responsibilities and the equality duty, consulting as necessary				✓				
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Monitor the standards of teaching and learning in each of the Academies, ensuring that proper standards of professional performance are established and maintained		C (30)					C (5)	✓
Formulate, implement and keep under review a policy for disciplinary and grievance procedures						✓		
Facilitate discussion with staff representative bodies, including the Unions at an Academy level.			C (5)					✓
Facilitate discussion with staff representative bodies, including the Unions at the MAT Board level if required			✓					
Performance management of CEO		✓	C (5)					
Performance management of Executive Team including Academy Principals, Finance Director and Standards Director, including recommendations re pay			✓	C (30)				
Performance management of Academy Leadership Teams								✓
Validating or challenging recommendations re teachers' and support staff salaries in each Academy				✓				
Suspend or dismiss Principals		✓	C (A)					C (1)

Dealing with complaints about the CEO		✓	C (1)					
Dealing with complaints about a Principal of central MAT team member			✓					C (1)
Dealing with complaints about a member of staff in an Academy								✓
Dealing with a complaint that cannot be resolved by a Principal			✓					
Dealing with a complaint that cannot be resolved by the CEO		✓						
Suspend or dismiss teachers and support staff			✓					
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Approve any leaving payments (redundancy, dismissal, early retirement) in accordance with academy policy				✓				
<b>Policies</b>								
Create review and maintain policies for approval by the MAT board								
Capability of staff						✓		
Charging and remissions					✓			
School behaviour								✓
Sex Education								✓
Special Educational Needs								✓
Teacher Appraisal						✓		
Pay Policy						✓		
Data Protection						✓		
Health and Safety					✓			
Admissions Arrangements			✓					

Accessibility Plan								✓
Central Record of recruitment and Vetting Checks								✓
Complaints procedure statement						✓		
Freedom of Information/ Publication Scheme						✓		
Governors' allowances (schemes for paying)					✓			
Home-school agreement document								✓
Instrument of government			✓					
Minutes of, and papers considered at, meetings of the MAT Board		✓						
Minutes of, and papers considered at, meetings of the Local Governing Body							✓	
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Premises management documents					✓			
Equality information and objectives statement for publication						✓		
School information published on the website								✓
Register of business interests of Principals Directors and Local Governors					✓			
Register of pupils' admission to school								✓
Register of pupils' attendance								✓
Staff discipline, conduct and grievance (procedures for addressing)						✓		
Child protection policy and procedures						✓		
Statement of procedures for dealing with allegations of abuse against staff			✓					
Supporting pupils with medical conditions								✓
Anti-bullying policy								✓

Appeals procedure for exams								✓
Careers Education, IAG								✓
Drugs, Alcohol and Tobacco statement								✓
E safety policy								✓
Exams Policy								✓
PREVENT guidelines								✓
Emergency Plan								✓
Whistleblowing Policy			✓					
Visitor Policy								✓
Annual review of Scheme of Delegation of Authority (SODA)		✓	✓					
Scheme of Delegation of Financial Authority (SODFA)					✓			
	<b>Members</b>	<b>MAT Board</b>	<b>CEO/ Executive Principal</b>	<b>Finance &amp; Assets Committee</b>	<b>Finance Director</b>	<b>HR Manager</b>	<b>Local Governing Body</b>	<b>Principal</b>
Register of Fixed Assets					✓			
Register of Interests					✓			
Register of Risk					✓			