

Scheme of Delegation (including all statutory policies)

Revised september 2022

#	Task	Key:	Notes	AGM	MAT Board	MAT Board Resources Committee	MAT Board Standards Cttee	Trust Appointments, Pay and Discipline	Audit & Risk Cttee (Resources)	LGB	LGB Sub-Committees	Chair of Trust	CEO	HT	Joint Consultative Committee	
1.	Governance															
1.1.	Approve Trust Articles of Association			A	R					I			R			
1.2.	Approve Trust Board terms of Reference				A					I			R			
1.3.	Approve Trust Scheme of Delegation				A					I			R			
1.4.	Approve new convertor or sponsored academies joining MAT				A					I			R			
1.5.	Establish Trust Committees				A					I			R			
1.6.	Approve Trust Committee Terms of Reference				A					I			R			
1.7.	Approve Local Governing Body (LGB) and Progress Board (PB) Terms of Reference				A					P			R			
1.8.	Establish LBG working groups									A						
1.9.	Appoint Chair of Trust Board				A					I						
1.10.	Appoint Chair/Vice Chair of LGB/PB				A					P			R			
1.11.	Remove Chair/Vice Chair of LGB/PB				A					I						
1.12.	Appoint (and remove) Chair of LGB/PB				A								R			
1.13.	Appoint (and remove) LGB/PB members				A					R			P			
1.14.	Appoint (and remove) Chair (s) of Trust Committees				A					I			R			
1.15.	Appoint (and remove) Trust Committee members				A					I			R			
1.16.	Appoint (and remove) Clerk to Trust Board				A							R	P			
1.17.	Appoint (and remove) Clerk to LGB/PB									R			A	P		
1.18.	Trust Governance Calendar				A					I		P	C	C		
1.19.	Directors' & Governors Allowances Policy				A							P	R			
1.20.	Register of business interests of Trustees				E											
1.21.	Register of business interests of Governors & Headteachers									E						
1.22.	Code of Conduct for Trustees & Governors				A							P	R			
2.	Trust & School Performance, Curriculum and Teaching															
2.1.	Trust Strategic Plan				A	C	M			I			R	C		
2.2.	Academic Performance Targets				M		M			AM			C	P		
2.3.	School Performance Review e.g. SEF						M			AM			C	R		
2.4.	School 3 year plan									AM			C	P		
2.5.	School 1 year plan						M			AM			C	R		
2.6.	Teaching and learning policy (LGB policy)						C			AM			C	R		

2.7.	Curriculum Policy (LGB policy)					C			AM			C	R	
2.8.	Sex Education policy (LGB policy)					C			AM			C	R	
2.9.	Religious Education policy (LGB policy)					C			AM			C	R	
2.10.	SEND & Inclusion policy (LGB policy)					C			AM			C	R	
2.11.	Trust Staff Development Plan					A						R		
2.12.	School Staff Development Plan								A			C	R	
2.13.	Trust Inset Days			A								R	C	
3.	Staff Policies and Pay (these policies are based on advice and guidance from the Trust's HR provider, which might change)													
3.1.	Pay Policy			A	RM		M		I			R	C	C
3.2.	Job Role Salary & Grading Policy			A	AM		M		I			R	C	C
3.3.	Employee Terms & Conditions changes	National Conditions		A	R				I			P	C	C
3.4.	Trust Staff Annual Pay Award	National Agreement		A	R		M		I					C
3.5.	Teachers Annual Pay Award	National Agreement		A	R		M		I			P	C	C
3.6.	Support Staff Annual Pay Award	National Agreement		A	R		M		I			P	C	C
3.7.	Individual Performance Pay Awards						A		I			R C	R	
3.8.	Performance Management Policy			A	R				M			R	C	C
3.9.	Disciplinary Policy			A	R				M			R	C	C
3.10.	Grievance Policy			A	R				M			R	C	C
3.11.	Capability Policy			A	R				M			R	C	C
3.12.	Whistleblowing Policy			A	R				M			R	C	C
3.13.	Recruitment Policy			A	R				M			R	C	C
3.14.	Re-structuring & Redundancy Policy			A	R				M			R	C	C
3.15.	Employee Health & Safety Policy			A	R				M			R	C	C
3.16.	Statement of procedures for dealing with allegations of abuse against staff			A	R				C			R	C	C
4.	Staff Management (within agreed staffing structure)													
4.1.	Single Central Record (Trust)											M	A	
4.2.	Single Central Record (School)											M	A	
4.3.	Trust staffing structure			A	C				I			C	R	
4.4.	Trust CEO appointment			A					I			R		
4.5.	Trust staff appointment											C	A	
4.6.	School staffing structure			A	R				R			C	P	
4.7.	EHT appointment			A					C			C	R	
4.8.	Headteacher appointments						A		C				R	
4.9.	Senior leadership appointments								C			A	R	
4.10.	Teacher appointments								C				A	
4.11.	Support staff appointments								C				A	
4.12.	Central Trust appointments										A	R		
4.13.	Suspension of CEO			I					I			E		
4.14.	Return of CEO after suspension			I					I			E		

6.8	Expenditure or contracts from £10,001 to £29,999										A	A		
6.9	Expenditure or contracts from £30,000 to £50,000										A	A		
6.12	Expenditure or contracts from £50,001 to OJEU Limit			A	R	R					A	P		
6.13	Compensation payments up to £30,000	EFA threshold			I						A	P		
6.14	Compensation payments up to £30,000 involving CEO			A							P			
Financial Authorisation (Brentwood County High School Only)														
6.15	Expenditure or contracts up to £500													A
6.16	Expenditure or contracts from £501 to £1000	Approved by Exec Head												P
	Expenditure or contracts from £1000 to £29,999										A	A	P	
6.17	Expenditure or contracts from £30,000 to £50,000 (two from three authorisers required)				A				M	C	A	A	P	
6.18	Expenditure or contracts from Upper Limit to OJEU Limit			A	R				M	C	A	R	P	
6.19	Expenditure over OJEU limit			A	R				M	C	A	P	P	
6.2	Compensation payments up to £30,000	ESFA threshold			I				M		A	P		
7. School & Trust Policies & Procedures														
7.1.	School times, terms and holidays			A						C			P	C
7.2.	Change of School Age Range			A						R			C	P
7.3.	Expansion of School PAN			A						R			C	P
7.4.	Extension of School provision			A	C	C				R			C	P
7.5.	Extended services on-site				C					A			C	p
7.6.	Safeguarding (Child Protection Policy and Procedures)						M			A			C	R
7.7.	Attendance Register						M			M				E
7.8.	Attendance Policy (Trust)			A			C			C			P	C
7.9.	Attendance Plan (LGB)									A			C	R
7.10.	Pupil Premium Policy (Trust)			A		C				C			P	C
7.11.	Pupil Premium Plan (LGB)						M			AM			C	R
7.12.	School Trips Policy & Proceedure (Trust)			A		C				C			P	C
7.13.	Trust Behaviour Vision & Strategy			A			M						P	C
7.14.	Pupil Behaviour						CM			A			C	P
7.14a	*Pupil Suspensions & Exclusion Policy			A									P	C
7.15.	*Short-term Suspension									I			C	RE
7.16.	*Return after short-term suspension									I			C	RE
7.17.	Permanent Exclusions									I	A		C	RE
7.18.	Appeals against Permanent Exclusion									I	E			
7.19.	Complaints Policy (Trust, includes schools)			A						C			R	C
7.20.	Complaints Appeals									I			E	

7.21.	Admissions Policy			A					C			P	C	
7.22.	Admissions allocation of places								I			C	E	
7.23.	Admissions Appeals								I	E			R	
7.24.	Admission Register				M				A				RE	
7.25.	School prospectus								A			C	P	
7.26.	School website								A			C	P	
7.27.	School uniform								A			C	P	
7.28.	School Charging & Remissions Policy								A				P	
7.29.	Data Protection Policy			A								R		
7.30.	Freedom of Information Publication Scheme			A					C			R	C	
7.31.	EYFS Policies & Procedures					M			A				P	
7.32.	Equality Information & Objectives					A			R				P	
7.33.	Examination Contingency Plan (Exam Centres)								A				P	
7.34.	First Aid					M			A				P	
7.35.	Non-examination Assessment Policy								A				P	
7.36.	Supporting Pupils with Medical Conditions								A				P	
8.	Premises & Assets													
8.1.	Asset Management Policy					AM						R		
8.2.	Asset Management Plan					AM			C			R	CI	
8.3.	Health & Safety Policy			A		M						R	C	
8.4.	Accessibility Plan					M			A				P	
8.5.	Premises Management documents								A				P	
8.6.	Risk Assessments								A				P	

* amended to reflect changes in DfE guidance published July 2022

Autumn term agenda

Spring term agenda

Summer term agenda

Agenda as required throughout year, usually monitoring or reporting action taken