

NOVEMBER 1, 2024



COLLABORATIVE EDUCATION TRUST SCHEME OF DELEGATION

Collaborative Education Trust

Scheme of Delegation 2024

This Scheme:

- sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under Article 105 of the Articles of Associations of certain powers and/or functions as detailed below;
- confirms which powers and functions are reserved to the Trustees;
- should be read in conjunction with the Trust's Committee Terms of Reference;
- may only be altered or revoked by the Trustees.

At all levels of delegation, the trustees retain the right to withdraw delegation of certain responsibilities or functions if performance in the delegated area is a cause for concern. For example, if a school's leadership and management is judged to be inadequate, the trustees may wish to take responsibility for governance at a local level to ensure the correct support and scrutiny is in place.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under the Academies Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

The Scheme is divided into sections as follows:

- Governance (People, Systems and Structures)
- Reporting
- Strategy
- Accountability
- Finance
- Quality of Education and Safeguarding

To assist interpretation of the matters delegated in the Scheme it uses defined phrases which are supplemented by additional comment as appropriate. The defined phrases should be given their common meaning but for the avoidance of doubt an explanation can be found on the final page of this Scheme.

MAT Scheme of Delegation – November 2024

Governance (People, Systems and Structures) DECISION	MEMBERS	TRUST BOARD	Executive Head teacher	Local Governing Body	Head teacher	Additional documentation
Members: Appoint/Remove	Accountable/ Responsible	Informed	Informed	Informed	Informed	Articles of Association
Trustees: Appoint/Remove	Accountable	Responsible	Informed	Informed	Informed	
Role Description for Members	Accountable/ Responsible					
Role description for Trustees/Chair/specific roles/LGB governors: agree		Accountable/ Responsible		Consulted		
Parent Governor: elected				Accountable/ Responsible		
Trust Board Committee Chairs: appoint and remove		Accountable/ Responsible				
LGB Chairs: appoint and remove		Accountable		Responsible		
LGB Governor: appoint and remove		Informed		Accountable/ Responsible		
Governance Professional to Trust Board: appoint and remove		Accountable	Responsible			
Governance Professional to Local Governing Body: appoint and remove				Accountable/ Responsible		
Articles of Association: review and agree	Accountable/ Responsible	Consulted				
Governance structure (committees) for the Trust: establish and review annually		Accountable/ Responsible				

MAT Scheme of Delegation – November 2024

Governance (People, Systems and Structures) DECISION	MEMBERS	TRUST BOARD	Executive Head teacher	Local Governing Body	Head teacher	Additional documentation
Terms of Reference for Trust Board Committees and scheme of delegation: agree annually		Accountable/ Responsible		Consulted		
Terms of Reference for LGB		Accountable/ Responsible		Consulted		
Skills audit: complete and recruit to fill gaps – Trust Board		Accountable/ Responsible				
Skills audit: complete and recruit to fill gaps – LGB				Accountable/ Responsible		
Annual Self Review of Trust Board and committees: complete annually		Accountable/ Responsible				
Annual self-review of LGB's: complete annually				Accountable/ Responsible		
Succession Plan for Trust		Accountable/	Responsible			
Succession Plan for School				Accountable/	Responsible	
Annual schedule of business for Trust Board: agree		Accountable	Responsible			
Annual schedule of business for LGB: agree		Accountable		Responsible		
Executive Headteacher: appoint and dismiss		Accountable/ Responsible				
Headteacher: appoint and dismiss		Accountable	Responsible	Consulted		

MAT Scheme of Delegation – November 2024

Reporting/ Strategy DECISION	MEMBERS	TRUST BOARD	Executive Head teacher	Local Governing Body	Head teacher	Additional documentation
Publication on Trust's website of all required details on governance arrangements: ensure		Accountable	Responsible	Consulted	Consulted	DfE List
Publication on Schools' websites of all required details on governance arrangements: ensure		Informed	Consulted	Accountable	Responsible	DfE List
Annual report on work of the LGB: extract from Annual Trust Report and provide to LGB to publish		Accountable		Responsible		
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to Members/DfE/Companies House and publish		Accountable	Responsible			
Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety; premises management; GDPR and FOI; staffing policies including capability; discipline; safeguarding and child protection; conduct and grievance: approve		Accountable	Responsible	Consulted	Consulted	
Determine school level policies which reflect the school's ethos and values to include e.g SEND, curriculum, behaviour: approve		Informed	Consulted	Accountable	Responsible	

MAT Scheme of Delegation – November 2024

Strategy DECISION	MEMBERS	TRUST BOARD	Executive Headteacher	Local Governing Body	Head teacher	Additional documentation
Central spend/top slice: agree		Accountable	Responsible	Consulted	Consulted	
Management of risk: establish register, review and monitor		Accountable	Responsible	Consulted	Consulted	
Engagement with stakeholders (Trust)		Accountable	Responsible			
Engagement with stakeholders (School)				Accountable	Responsible	
Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		Accountable	Responsible	Consulted	Consulted	
School's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		Informed	Accountable	Consulted	Responsible	
Budget plan to support delivery of Trust key priorities: agree		Accountable	Responsible			
Budget plan to support delivery of school key priorities: agree		Informed	Accountable	Consulted	Responsible	
Trust's central staffing structure: agree		Consulted	Accountable/ Responsible	Informed	Informed	
School's staffing structure: agree		Informed	Accountable	Consulted	Responsible	

Holding to Account DECISION	MEMBERS	TRUST BOARD	Executive Head teacher	Local Governing Body	Head teacher	Additional documentation
Auditing and reporting arrangements for matters of compliance (e.g safeguarding, H&S, employment): agree		Accountable	Responsible	Informed	Informed	
Reporting arrangements for progress on key priorities: agree – Trust		Accountable	Responsible	Informed	Informed	
Reporting arrangements for progress on key priorities: agree – LGB		Informed	Accountable	Responsible	Informed	
Performance management of the Executive Head teacher: undertake		Accountable/ Responsible				
Performance management of Headteacher: undertake		Informed	Accountable/ Responsible	Informed		
Trustee monitoring of Trust: agree arrangements		Accountable	Responsible	Informed	Informed	
LGB governors monitoring of school: agree arrangements		Accountable	Responsible	Consulted	Informed	

MAT Scheme of Delegation – November 2024

Finance DECISION	MEMBERS	TRUST BOARD	Executive Head teacher	Local Governing Body	Head teacher	Additional documentatin
Appoint Chief Financial Officer for delivery of Trust's details accounting processes		Accountable	Responsible	Informed		
Trust's scheme of financial delegation: establish and review		Accountable	Responsible	Informed		
External auditors' report: receive and respond		Accountable	Responsible			
Executive Head teacher pay award: agree		Accountable/ Responsible				
Headteacher pay award: agree		Informed	Accountable	Responsible		
Staff appraisal procedure and pay progression: review and agree		Accountable	Responsible	Informed	Consulted	
Benchmarking and Trust wide value for money: ensure robustness		Informed	Accountable/ Responsible	Informed	Informed	

MAT Scheme of Delegation – November 2024

Quality of Education and Safeguarding DECISION	MEMBERS	TRUST BOARD	Executive Head teacher	Local Governing Body	Head teacher	Additional documentation	Pupils
School Development Plan for each school in line with the Trust's strategic aims		Informed	Consulted	Accountable	Responsible	Trust-wide template developed collaboratively	Consulted
KPI's for the Trust		Consulted	Accountable/ Responsible	Consulted	Consulted		
Quality of Teaching – ensuring appropriate levels of support, challenge and intervention to support delivery of outcomes		Informed	Accountable	Informed	Responsible	Trust-wide sharing good practice	Consulted
Setting the curriculum for each school and reviewing its effectiveness		Informed	Consulted	Informed	Accountable/ Responsible	Trust-wide sharing good practice	Consulted
Ensuring the legal requirements specified in EHCPs are met and that pupils are given support for learning				Informed	Accountable/ Responsible	SENCOs across Trust share good practice	
Pupil Premium and other grants such as the Primary Sports Grant – reviewing and challenging value for money, effectiveness and impact on pupil outcomes		Informed	Consulted	Informed	Accountable/ Responsible	Trust-wide sharing good practice	
Assessment and reporting arrangements for each school			Consulted	Informed	Accountable/ Responsible	Trust-wide sharing good practice	
Admissions Policy and process		Consulted	Consulted	Informed	Accountable/ Responsible	Solihull LA	
Reviewing and evaluating performance of the Trust		Informed	Accountable/ Responsible	Consulted	Consulted		Consulted
Reviewing and evaluating performance of each school in terms of: Progress against KPIs Outcomes Safeguarding Quality of Teaching		Informed	Accountable	Consulted	Responsible	Trust-wide developed template	Consulted

MAT Scheme of Delegation – November 2024

School Self-Evaluation		Informed	Consulted	Consulted	Accountable/ Responsible	Trust-wide sharing good practice	Consulted
Safeguarding arrangements for each school		Informed	Consulted	Informed	Accountable/ Responsible	Trust-wide sharing good practice	
Health and Safety for each school		Informed	Consulted	Informed	Accountable/ Responsible	Trust-wide sharing good practice	
Wellbeing of staff for each school		Informed	Informed	Informed	Accountable/ Responsible	Trust-wide sharing good practice	
Handling of complaints at a school level		Informed	Informed	Accountable	Responsible		
Handling of complaints at a Trust level		Responsible	Accountable	Consulted	Informed		

Key Terms:

- **Accountable:** overall accountability and authority to approve (delegates work and is the last group or person to review the task or deliverable before it is deemed to be complete.
- **Responsible:** required to ensure effective execution – does the work to complete the task.
- **Consulted:** provides input to the process based on how it will impact their work or where it is important to gather information based on their knowledge or expertise of the task or deliverable itself.
- **Informed:** kept in the loop on progress as likely to be impacted by the decision.