



Respect | Empowerment | Collaboration

# **Scheme of Delegation**

## Scheme of Delegation

### Document Control

Document name:	Aspirational Futures Multi Academy Trust Scheme of Delegation	
Document author	CEO, Steve Mitchell	
Reviewed by:	Aspirational Futures Multi Academy Trust Board	Date: July 2023
Approved by:	Keith Fielding, Chair of Trustees	Date: July 2023
Review:	Annually	
Next review due by:	July 2026	
Distribution:	Website	

**Version Control - see end of document**

Aspirational Futures Multi Academy Trust is a charitable trust, with the Department for Education as its principal regulator. The Members and the Board of Trustees have legal responsibility and accountability for the trust, its academies and their performance. This responsibility and accountability may not be delegated, but the board may delegate duties and decisions to other bodies.

The Articles of Association determine how members and trustees are appointed and removed, the roles and responsibilities they have, how trust meetings are held and the powers the trust has to further its charitable purposes. The Articles of Association can be found on the trust's website and at Companies House.

This Scheme of Delegation shows which body has delegated responsibilities for these duties and decisions based on the RACI model.

The bodies comprise:

- Members;

Members have an overview of the governance arrangements of the trust and have the power to amend the Articles of Association and appoint and remove member-appointed trustees. They appoint the auditors and hold the board of trustees to account. Their objectives include the advancement, for the public benefit, of education by establishing, managing and developing schools/academies and offering a broad and balanced curriculum.

- Board of Trustees;

The board is the legal governing body of the trust. They set out strategy and policy in key areas which are then applied within and across all academies within the Aspirational Futures Multi Academy Trust through the organisational framework and Scheme of Delegation to local governance arrangements. The Company Secretary is the Chief Financial Officer (CFO). The board ensures the trust complies with the Articles of Association, trust law and charity law. The board has the power to form committees to carry out specific functions on behalf of the board or to delegate responsibilities to each individual academy's Local Governing Board. The board of trustees holds the CEO to account for the overall performance of the trust and its schools. As per the trust's Articles of Association, the trustees shall appoint the Chief Executive Officer and the headteachers of the academies in the trust.

- Chief Executive Officer (CEO)

The CEO is the Accounting officer and the most senior executive leader in the trust and has a significant amount of delegated responsibilities. The CEO is accountable to the board of trustees and is responsible for the performance of the trust and the individual academies. Line management of the Executive Leadership Team (unless delegated to another executive leader) and the individual headteachers lies with the CEO. The CEO is expected to implement the strategic priorities of the board of trustees, lead on growth of the trust, represent the trust and oversee all operations of the trust.

- Executive Leadership Team
  - Chief Executive Officer (CEO)
  - Chief Financial Officer (CFO)
  - Chief Operating Officer (COO)

- Local Governing Board (LGB)

Each school within the trust has its own LGB with certain responsibilities delegated to it by the trustees. Governors serving on the LGB will only consider their respective school and work alongside the headteacher on school improvement priorities. The work of the LGB and any recommendations may be made to the board of trustees in line with this Scheme of Delegation, but the main responsibilities are as follows:

- ❖ To provide challenge and support to senior leaders in the areas of:
  - Quality of Education
  - Pupil Premium
  - SEND
  - Attendance and behaviour
  - Safeguarding
  - Wellbeing
  - Health & Safety
- ❖ To attend pupil disciplinary meetings
- ❖ To be involved in the complaints process

- Academy Leadership

Every school in the trust will be led by its own senior leadership team and headteacher. They have responsibility for the daily operational management of the school and comply with the trust's policies, procedures, ethos and values. If a new school wishes to join our trust, it is expected that the senior leadership team would remain the same, unless the school is being sponsored by the trust. As a sponsor, Aspirational Futures may take on schools judged as *requires improvement* or *inadequate* by Ofsted. The leadership of a sponsored school will be decided by the CEO in consultation with the board of trustees and this Scheme of Delegation clearly shows how the headteacher will work in consultation with the CEO. The CEO will decide when the sponsored school's senior leaders have the capacity to

## Scheme of Delegation

take on greater responsibility and autonomy, such as sustained evidence of improvement or following an Ofsted inspection when the school is judged to be *good* or better.

The delegated responsibilities for duties and decisions are broken down into different levels in line with the trust's principles of governance. The delegated autonomy for individual academies is aligned with the need for the trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Charity Commission, HMRC, Companies' House as well as to our pupils, students and their parents and carers and the wider communities of academies.

The different levels of delegated duties and decision making are listed below, but it should be noted that not every task requires all levels of delegation to be defined.

## Scheme of Delegation

Accountable	<b>The person who makes the final decision and has the ultimate ownership.</b>
Responsible	<b>The person who is assigned to do the work.</b>
Consulted	<b>The person who must be consulted before the final decision or action is taken.</b>

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive, it will not cover every task.

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>1.0</b>	<b>Governance</b>							
1.1	Appoint/remove members		A/R					
1.2	Articles of Association: review			A/R				
1.3	Articles of Association: ratify		A/R					
1.4	Review/approve trust Scheme of Delegation			A	R			
1.5	Approve new academies joining the trust		A	R				
1.6	Appoint/remove Chair and Vice-Chair of trust board		A/R					
1.7	Appoint/remove Member appointed trustees		A/R	C	C			
1.8	Appoint/remove trust board chairs		A/R					
1.9	Appoint/remove trustees		A/R					
1.10	Establish and review trust governance structure		A/R					
1.11	Agree named safeguarding trustee		A/R					
1.12	Agree named SEND trustee lead		A/R					

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
1.13	Agree named CEIAG trustee lead			A/R				
1.14	Appoint/remove trust governance professional			A	R			
1.15	Commission external review of board effectiveness every 3 years		C	A/R	C			
1.13	Agree committee clerking arrangements			A/R		C		
1.14	Determine calendar of trust board meetings			A	R			
1.15	Determine calendar of LGB meetings					A	R	R
1.16	Agree committee Terms of Reference			A/R	C	C	C	C
1.17	Appoint/remove LGB chairs			A		R		
1.18	Appoint/remove LGB members			A		R		
1.19	Complete annual review of Scheme of Delegation			A	R			
1.20	Complete annual trust board self-review			A/R				
1.21	Complete review of local governance		C	A	C	R		
1.22	Publish governance arrangements on trust and schools' websites			A	R		R	R
1.23	Annually report work of academy committee; submit to trust and publish			A	C	R	C	C
1.24	Determine powers of chair in urgent situations (Chair's Action)			A/R				

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>2.0</b>	<b>Vision and strategy</b>							
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C	C	C	C
2.2	Apply trust vision and strategy to individual schools		A	R	C	C	C	C
2.3	Determine trust-wide policies which reflect the trust's ethos and values		A	R				
2.4	Determine school level policies		A	C	C	R	R	R
2.5	Establish risk register and conduct regular review		A	R				
2.6	Ensure engagement with stakeholders		A	R	R	R	R	R
2.7	Agree Data Protection policy (and privacy notice)		A	R	C	C	C	C

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>3.0</b>	<b>Education</b>							
3.1	Approve appropriate curriculum and curriculum policy			A	R		C	C
3.2	Curriculum (Intent, Implementation, Impact)	*in consultation with CEO		A	R	R	R	R*
3.2	Quality Assurance of teaching and learning	*in consultation with CEO	A	A	R	R	R	R*
3.3	Delivery of curriculum	*in consultation with CEO		A		R	R	R*
3.4	Set targets for trust outcomes		A	R				
3.5	Plan and deliver school improvement interventions and strategies	*in consultation with CEO		A	C	R	R	R*
3.6	Agree trust behaviour policy		C	A/R	C	C	C	C
3.7	Implement behaviour policy			A		R	R	R
3.8	Review permanent exclusions and suspensions	Local governors across the trust to review, and trustees in the absence of local governors	A/R		R/C			
3.9	Agree admissions policy		A	R	C	C	C	C
3.10	Admissions appeal process	Heard by independent panel	A	R	C	C	C	C
3.11	Determine complaints policy		A/R	C	C			
3.12	Implement complaints policy		A	R	R	R	R	R

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
3.13	Review complaints at panel stage		A/R		R			
3.14	School day, term dates, holidays				A	R	R	
3.15	Changes to PAN	*in consultation with CEO	C	A	R	R	R*	
3.16	Academy website, logo, branding, uniform			C	A	R	R	R*
3.17	School lunch – ensure it's provided to appropriate nutritional standards					R	R	
3.18	Provision and funding for free school meals to those meeting criteria					R	R	
3.19	Pupil premium/sports premium: determine and monitor use of		A	C	R	R	R	
3.20	Agree relationships education (primary) and relationships and sex education (secondary)		A	R	C	C	C	
3.21	Ensure provision of religious education		A	R	C	C	C	
3.22	Ensure delivery of collective worship		A	R	C	C	C	
3.23	Agree Safeguarding and Child Protection policy		A	R	C	C	C	
3.24	Agree policy for pupils with SEND		A	R	C	C	C	
3.25	Agree Equality information and objectives (public sector equality duty) statement and monitor delivery		A/R	R	C	C	C	

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>4.0</b>	<b>Community</b>							
4.1	Developing stakeholder partnerships across the trust			A	R	C	C	C
4.2	Developing stakeholder partnerships at school level				C	A	R	R

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>5.0</b>	<b>Human Resources</b>							
5.1	Appoint/dismiss CEO/accounting officer			A/R				
5.2	Performance manage CEO			A/R				
5.3	Agree CEO pay and reward			A/R				
5.4	Conduct executive team performance management				A/R			
5.5	Conduct headteacher performance management				A/R	C		
5.6	Agree headteacher pay and reward				A/R	C		
5.7	Review and agree staff appraisal procedure and pay progression			A	R		C	C
5.8	Determine executive team staffing structure			A	R			
5.9	Determine school staffing structure	*with CEO/Board approval		C	A	C	R	R*
5.10	Headteacher appointments and dismissal			C	A/R	C		
5.11	Trust wide pay policy, terms and conditions of employment			A	R			
5.12	Determine disciplinary and capability policies			A	R			
5.13	Implement disciplinary and capability procedures for the CEO			A/R				

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
5.14	Implement disciplinary and capability procedures for the central team			A	R			
5.15	Implement disciplinary and capability procedures at school level, including dismissal			A	C	C	R	R
5.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)			A/R	C			
5.17	Agree Whistleblowing policy			A/R				

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>6.0</b>	<b>Finance and estates</b>							
6.1	Appoint/remove external auditors		A/R	C				
6.2	Appoint and performance manage chief financial officer			A	R			
6.2	Produce trust's scheme of financial delegation			A	R			
6.3	Receive external auditors report		A/R					
6.4	Action recommendations made by external auditors	*via Finance, Audit & Risk Committee		A*	R		R	R
6.5	Appoint/remove internal auditors	*via Finance, Audit & Risk Committee		A*	R			
6.6	Action recommendations made by internal auditors	*via Finance, Audit & Risk Committee		A*	R		R	R
6.7	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		A	R				
6.8	Submit required reports and returns to the DfE		A	R				
6.9	Agree budget plan to support delivery of trust strategic priorities		A	R				
6.10	Agree budget plan to support delivery of school strategic priorities		A	R	C	R	R	
6.11	Monitor trust budget	*via Finance, Audit & Risk Committee	A*	R				

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
6.12	Carry out benchmarking and trust-wide value for money evaluation	*via Finance, Audit & Risk Committee		C	A/R *			
6.13	Agree reporting and monitoring arrangements for trust and school budgets	*via Finance, Audit & Risk Committee		A*	R	C	C	C
6.14	Agree premises management documents, including estate vision, estate strategy and asset management plan	*via Finance, Audit & Risk Committee		A*	R	C	C	C
6.15	Monitor school estate to ensure it is safe and well maintained	*via Finance, Audit & Risk Committee		A*		R	R	R

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
7.0	<b>Financial Authorisations</b>							
7.1	Academy spend							
<b>Before ordering any goods/services, a budget cost centre needs identifying and a purchase order needs completing and signing by the relevant budget holder</b>								
	Cost Centres: Expenditure is within the cost centre budget and within the Trustee approved budget	Authorisation is not required if the spend is within the Trustee approved budget. Finance Manager (secondary) or SBM/Office Manager (primary) will produce an up to date monthly cost centre report.						
	Cost Centres: Expenditure would exceed the cost centre budget but is within the Trustee approved budget - CFO approval needed. See 8.5 Virements	If the proposed spend exceeds the cost centre budget; the Headteacher needs to discuss with the CFO an alternative cost centre from which to take the funds - virement required.						
	Cost Centres: Expenditure would exceed the cost centre budget and exceed the Trustee approved budget - CEO/Trustee approval needed. See 8.3.	If the proposed spend exceeds the approved budget; the Headteacher needs to discuss with the CEO to utilise available reserves.						
7.2	Academy spend - within the Trustee approved budget							
	Under £5,000 in a single transaction	No formal quotes required, SBM can approve					R	R
	£5,000 to £10,000 in a single transaction	At least one written quote required, HT can approve					R	R
	£10,001 - £30,000 in a single transaction	Obtain three written quotations, HT can approve					R	R
	Over £30,000 in a single transaction	Obtain three written quotations with CFO approval	A				R	R

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>7.3</b>	Academy spend - reserves							
	Under £50,000	Obtain one written quotation and submit business case to CEO			A		R	R
	Over £50,000	Obtain three written quotations and submit business case to CEO			A		R	R
<b>7.4</b>	MAT central purchase orders							
	Under £5,000 in a single transaction	No formal quotes required, CFO to approve			A/R			
	£5,000 to £10,000 in a single transaction	At least one written quote, CFO to approve			A/R			
	£10,001 - £30,000 in a single transaction	Obtain three written quotations with CFO approval		A	R			
	Over £30,000 in a single transaction	Obtain three written quotations with CEO approval		A	R			
	MAT central budget virements over £10,000	CFO to approve in consultation with CEO			A/R			

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
7.5	Virements	All virements will be identified in regular budget meetings between CFO and the headteacher. They will be reported in the management accounts as a variance to the approved budget.			A		R	R
7.6	Expense claims						A	A
	Individual academy employees							
	Headteachers				A		R	R
	CEO up to £500				A			
	CEO over £500				A			
	CFO				A			
	Other Central Team employees				C			
7.7	Petty cash claims							
	Individual academy employees						A	A
	Headteachers				A		R	R
	CEO and other Central Team employees				C			

## Scheme of Delegation

		Notes	Members	Board of Trustees	CEO	Local Governing Body	Academy Headteacher (Good or above)	Academy Headteacher (Below good)
<b>7.8</b>	Disposal or write-off of stock, assets or debts							
	Up to £4,999			A	R		C	C
	£5,000 to £9,999			A	R		C	C
	£10,000 to £44,999			A	R		C	C
	Over £45,000	Prior permission must be sought from the Secretary of State to write off debts of 1% of the Trust's annual income or £45,000 (whichever is smaller) per single transaction, as per section 5.20 of the ATH 2022.		A	R		C	C

## Scheme of Delegation

**Version Control**

Version	Issue Date	Amended By	Comments
1.0	July 2023	CEO	New Scheme of Delegation
1.1	September 2023	CEO	Updated section 8
1.2	November 2023	CEO	Review of Scheme of Delegation
1.3	December 2023	Trustees	Clarification around the reviewers of an exclusion decision by the headteacher (item 3.7)
1.4	February 2024	CEO & CFO	Clarification regarding section 8: financial authorisations
1.5	July 2024	CEO	Review of SoD by National Governance Association and associated recommendations
1.6	December 2024	CEO	Updated information about the LGB responsibilities on page 4
1.7	March 2025	CFO & CEO	Added curriculum to LGB responsibilities, updated section 7 to reflect current working practices and updated Finance section to reflect the responsibilities of the Finance, Audit & Risk Committee
1.8	February 2026	CEO	Review