



## **SWECET Scheme of Delegation: How SWECET works**

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and member academies.

The bodies/individuals may include:

1. Members of the Trust
2. Board of Trustees
3. Trust Finance & Audit Committee
4. Trust HR & Pay Committee
5. Local Schools Advisory Boards (LSABs)
6. Trust Chief Executive Officer
7. Trust Chief Operating Officer
8. Trust Human Resources Director
9. Leadership Group of Headteachers
10. Headteacher of Individual Academies

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. 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, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body (where applicable). While the Scheme is designed to be comprehensive it will not cover every task and will be revised at least annually or when significant change occurs.

### **Trust Policies**

A key task for the Trust is to develop and monitor a range of policies that member academies must follow. For ease, all policies below will be developed by the HRD, COO and/or CEO in consultation with the Leadership Group, other stakeholders and Trustees. These, therefore, do not feature in the scheme that follows. However as policies are determined at Trust level or re-delegated locally, changes to this document will follow.

Other policies are school level policies and are to be written and reviewed by the individual academies. Should the Trust specifically require a local school policy, this will be set out in Trust policy or statement, i.e. Health & Safety.

- Charging and Remissions Policy
- LGPS Discretions

- Data Protection Policy
- Complaints Policy
- Freedom of information procedures
- Safeguarding Policy (all areas)
- Finance Handbook (all finance policies)
- LSAB & Trustee Visit Guidance
- Health & Safety (Trust Wide)
- Risk Management
- Sickness Absence Management Procedure
- Capability (all staff) Procedure
- Code of Conduct
- Equality & Diversity in Employment
- Leave of Absence Policy & Guidance
- Behaviour Principle Statement
- Induction Policy for new Academies
- Apprenticeships Guidance
- Requirements to Work in the UK
- Education Visits
- Minibus Safety
- Agency Workers Regulations
- Grievance Procedure
- Pay Policy (all areas)
- Pre-Employment Checks Procedure
- Probation Procedure
- Recruitment Policy
- Redundancy & Re-Structuring Procedure
- Teachers Severance
- Performance Management Procedure (all staff)
- Cover & PPA Policy (Secondary)
- Cover & PPA Policy (Primary)
- Discipline & Dismissals Procedure including
- Statement for dealing with Allegations against staff
- Flexible Working Policy
- Sabbatical Policy
- Whistleblowing Policy (within Code of Conduct)
- Overseas Trained teachers FLAs Guidance

This specific Scheme of Delegation applies to **Stifford Clays Primary School**.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	Fin Cttee	HR Cttee	LSAB	CEO	COO	HRD	Ldr Grp	HT
<b>1.</b>	<b>Governance</b>										
1.1.	Approve & Amend Trust Articles of Association	Members Approve	R				R	D			
1.2.	Approve & Amend Trust Board Terms of Reference		A				R	D			
1.3.	Approve Trust Scheme of Delegation		A				R	D	D		
1.4.	Approve new convertor or sponsored academies joining MAT		A				R			C	P
1.5.	Establish Trust Committees		A				R	R	R		
1.6.	Establish Working Parties or Sub Committees of the LSAB					R					A
1.7.	Approve & Amend Trust Committee Terms of Reference		A				R	D	D		
1.8.	Appoint Chair of Trust Board		A								
1.9.	Appoint (and remove) Chair(s) of Trust Committees		A								
1.10.	Appoint (and remove) Trust Committee members		A								
1.11.	Appoint (and remove) LSAB members	Appointed by Chair, CEO & HT					A				P
1.12.	Appoint (and remove) Clerk to Trust Board		A					R			
1.13.	Appoint (and remove) Clerk to Trust Committees		A					R			
1.14.	Organise calendar of Trust Board and Trust Committees		A				R	D	C	C	

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<b>2.</b>	<b>Trust &amp; Academy Performance, Curriculum and Teaching</b>										
2.1.	Trust Strategic Plan		A				R	C	C	C	
2.2.	Academy Performance Targets		A			C	R			C	D
2.3.	Academy Performance Review <i>e.g. SEF</i>		A				R				P
2.4.	Academy 3 year plan						A				P
2.5.	Academy 1 Year Plan						A				P
2.6.	Trust CPD Plan		A				R		D	D	
2.7.	Trust Inset Days						A			D	
<b>3.</b>	<b>Staff Policies and Pay</b>										
3.1.	Changes to Employee Terms & Conditions or Collective Agreements		A		R		P		D	C	
3.2.	Adoption of Transferring Policies and Collective Agreements		A		R		P		C		
3.3.	Teachers Annual Pay Award		A	C	R		P		D	C	
3.4.	Support Staff Annual Pay Award		A	C	R		P		D	C	
3.5.	Individual Performance Pay Awards				A		R		C		P
<b>4.</b>	<b>Staff Management</b>										
4.1.	Academy staff complement, structure and grades				A		C	C	C	C	P
4.2.	CEO appointment	Led by Chair of the Board	A						C	C	
4.3.	COO appointment	Led by CEO					A		C		
4.4.	HRD appointment	Led by CEO					A				
4.5.	Trust leadership structure		A				R		C		
4.6.	Headteacher appointment	Appointment Panel including Trustees				C	A		C		
4.7.	Deputy Headteacher appointment	Appointment Panel including Trustees				C	A		C		R
4.8.	Teaching and support staff appointments									C	A
4.9.	Suspension of CEO		A						C		
4.10.	Return of CEO after suspension		A						C		
4.11.	Dismissal of CEO		A						C		
4.12.	Suspension of Headteacher		A				RI		C		
4.13.	Return of Headteacher after suspension		A				RI		C		
4.14.	Dismissal of Headteacher		A				RI		C		
4.15.	Suspension of teaching and support staff						C		C		I
4.16.	Return of teaching and support staff after suspension						A		C		RI
4.17.	Redundancy of staff		A	C	R		P		C	C	P
4.18.	Restructuring of staff		A	C	R		P		C	C	P
<b>5.</b>	<b>Financial Governance &amp; Management</b>										
5.1.	Trust & Academy Financial Regulations and Procedures		A	R				P	C	C	
5.2.	Appoint Trust auditors			A				R			
5.3.	Academy 1 year Budget	To incorporate Trust charges		A				R	C	C	P
5.4.	Trust 1 year Budget		A	R			C	P	C		
5.5.	Academy 3 year Budget Plan			A				R	C	C	P
5.6.	Trust 3 year Budget Plan		A	R			C	P	C		

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5.7.	Academy Interim Year End Accounts	To be consolidated					C	A			PR
5.8.	Trust Interim Year End Accounts	Consolidated accounts		A			R	P			
5.9.	Trust Annual Accounts		A	R			P	D			
5.10.	Trustees Report		A	R			P				
5.11.	Trust Academies Accounts Return to EFA							I			
5.12.	Response to Auditor's Management Letter		A	R			R	P			
5.13.	Academy YTD reports			M			M	R			M
5.14.	Trust YTD reports		M	M			M	R			
<b>6.</b>	<b>Academy Policies &amp; Procedures</b>										
6.1.	Academy times, terms and holidays		A				R		C	P	D
6.2.	Change of Academy Age Range		A	C			R	C	C	R	P
6.3.	Expansion of Academy PAN		A	C			R	C	C	R	P
6.4.	Extension of Academy provision (EYFS)		A	C			R	C	C	R	P
6.5.	Short-term Exclusion										A
6.6.	Return after short-term exclusion										A
6.7.	Permanent Exclusions	Hearing to be held									I
6.8.	Admissions Appeals	Independent panel									I
6.9.	Academy prospectus						C			C	A
6.10.	Academy website						C	C	C	C	A
6.11.	Academy logo & branding						C	C		C	A
6.12.	Academy uniform						C			C	A

For clarity, should a matter not be delegated on this list, or within an approved Trust policy, or written, then it must not be considered delegated.

Approved by the Board

Date: 06/11/18