

Scheme of Delegation Matrix

This is based on [NGA guide to developing a scheme of delegation](#) for multi academy trusts issued July 2023 but also includes additional responsibilities)

Key

A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.

		Members	Trust Board	CEO	Committees/LGB	Principal/ Headteacher
1. Board business						
a.	Appoint/remove members	*A/R				
b.	Appoint/remove trustees	*A/R	*A/R			
c.	Elect chair of trustees		*A/R			
d.	Appoint and remove board committee chairs		*A/R			
e.	Establish and review trust governance structure		*A/R	C		
f.	Agree named safeguarding trustee		*A/R			
g.	Agree named SEND trustee lead		*A/R			
h.	Agree named careers trustee lead		*A/R			

		Members	Trust Board	CEO	Committees/LGB	Principal/ Headteacher
i.	Appoint/remove academy committee chairs		*A	R	C	C
j.	Appoint/remove academy committee members		*A	R	C	C
k.	Appoint trust governance professional		*A	R		
l.	Agree academy committee clerking arrangements		*A/R		C	
m.	New Academies joining the Trust		A	C	A/C	
n.	Articles of association: review		*A/R			
o.	Articles of association: ratify	*A/R				
p.	Agree committee terms of reference		*A/R	C	C	C
q.	Agree committee structure in the LGB				R	C
r.	Complete annual review of scheme of delegation		*A	R		
s.	Complete annual trust board self-review		A/R			
t.	Complete review of local governance	C	A	R	C	C
u.	Publish governance arrangements on trust and schools/colleges' websites		*A	R		
v.	Ensure trust website is compliant and effective		*A	R		
w.	Ensure school/college websites are compliant and effective		*A	A		R
x.	Submit annual report on the performance of the trust to members and publish		A	R		
y.	Commission external review of board effectiveness every three years	C	A/R	C		
z.	Annually report work of academy committee: submit to trust and publish		A	C	R	C
aa.	Risk register		R	R		
	2. Vision and Strategy					
a.	Determine trust's vision, strategy and key priorities		A/R	R	C	C
b.	Apply trust vision and strategy to individual schools/colleges		A	R	C	R

		Members	Trust Board	CEO	Committees/LGB	Principal/ Headteacher
c.	Determine trust-wide policies which reflect the trust's ethos and values		*A	R		C as applicable
d.	Determine school/college level policies		*A	R	C	R
e.	Establish risk register and conduct regular review		*A	R		
f.	Ensure engagement with stakeholders		A	R	R	R
	3. Finance					
a.	Appoint and remove external auditors	*A/R				
b.	Appoint and remove internal auditors		A/R			
c.	Appoint and performance manage chief financial officer		*A	R		
d.	Produce trust's scheme of financial delegation		*A	R		
e.	Receive external auditors report	*A/R	R	R		
f.	Action recommendations made by external auditors		*A	R		R
g.	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R		
h.	Submit ESFA required reports and returns		*A	R		
i.	Agree budget plan to support delivery of trust strategic priorities		A	R		
j.	Agree budget plan to support delivery of school strategic priorities		*A	A	R	R
k.	Monitor trust budget		*A	R		
l.	Carry out benchmarking and trust-wide value for money evaluation		C	A/R		
m.	Agree reporting and monitoring arrangements for trust and school/college budgets		*A	R	C	C

4. Human Resources

a.	Appoint and dismiss CEO/accounting Officer	*A	R		
b.	Performance manage CEO	*A/R			
c.	Agree CEO pay and reward	*A/R			
d.	Conduct executive team performance management	C	A/R		
e.	Conduct headteacher performance management		A/R	C	
f.	Agree headteacher pay and reward		A/R	C	
g.	Review and agree staff appraisal procedure and pay progression	A	R		C
h.	Determine executive team staffing structure	*A	R		
i.	Determine school staffing structure		A	C	R
j.	Headteacher appointments and dismissal		A/R	C	
k.	Trust wide pay policy, terms and conditions of employment	*A	R		C
l.	Determine disciplinary and capability policies	*A	R		
m.	Implement disciplinary and capability procedures – CEO	A/R			
n.	Implement disciplinary and capability – central team	A	R		
o.	Implement disciplinary and capability procedures – schools	A	C	C	R
p.	Approval of exit payments/early retirement/pension discretion (above a certain threshold)	*A	C		

5. Education

- a. Approve overarching principles for the curriculum within the Trust
- b. Approve the college/school's curriculum
- c. Ensure high standards of teaching and learning
- d. Delivery of curriculum
- e. Set targets for trust outcomes
- f. Plan and deliver individual school improvement interventions and strategies

A	R	C	C
		A	R
A	R	C	R
	A		R
A	R		
	A	C	R

6. Community

- a. Developing stakeholder partnerships across the trust
- b. Developing stakeholder partnerships at school level

A	R	C	C
	C	A	R

7. Compliance

Ensure compliance with statutory obligations and mandatory Trust policies, including: -

- a. Safeguarding and Prevent
- b. Promote wellbeing of students, including mental health and emotional wellbeing
- c. Approve overarching principles for behaviour within the Trust
- d. Agree colleges/school's behaviour policy
- e. Implement behaviour policy
- f. Approve exclusions policy
- g. Review permanent and fixed term exclusions
- h. Agree admissions policy
- i. Admissions appeal process
- j. Determine complaints policy
- k. Implement complaints procedures
- l. Determine health and safety procedures

*A/R	R	R	R
*A	R	R	R
A	A/R	C	C
	C	A	R
		A	R
		A	R
		*A/R	R
	R	*A	C
	R	*A	C
*A/R	R	C	C
*A/R	R	R	R
*A	R	R	R

m.	GDPR data protection, cyber security		*A	R	R	R
n.	Establish risk management processes		A/R	R	R	R

o.	Approve whistleblowing Procedure		A	R	R	C
	8. Director of Governance	Director of Governance				
a.	Register of Interests for Directors	A/R				
b.	Filings with Companies House	A/R				
c.	Website compliance	C		A/R		
d.	Statutory policies (a schedule of Trust policies is maintained)		*A	A/R	C	R

