



JOHN MILTON ACADEMY TRUST

Scheme of Delegation

Introduction

This Scheme identifies the key decisions that are required in connection with the overall governance and management of the Academy Trust and the individual school within the Trust. It should be read in conjunction with the Terms of Reference for Local Governing Bodies and the Articles of Association of the Academy Trust.

The Scheme is reviewed by the Trustees at least once per year and is subject to modifications made by the Trustees from time to time.

The bodies identified in the Scheme are as follows:

- **Members** of the Academy Trust
- **Trust Board** (which may separately delegate any powers reserved to it to specific committees of the Trust Board)
- **Local Board** of the school (usually the Local Governing Body - a committee of the Trust Board, which operates subject to Terms of Reference set by the Trust Board)
- **Headteacher** of the school
- **Chief Executive Officer / Accounting Officer**
- **Director of Finance and Business (CFO)**
- **HR Manager**
- **Estate and Facilities Manager (EFM)**

The different levels of delegated power are described as follows:

Approve/Accountable	A
Recommend/Responsible	R
Propose	P
Be consulted	C
Implement	I

Please note: individual schools will work to, and retain, their own policies until JMAT policy is agreed

No	TASK Approve (A) Propose (P) Implement (I)	NOTES	TRUST BOARD	LGB	HEADS	CEO	CFO	HR	EFM
1.	Governance								
1.1	Approve Trust Articles of Association		P						
1.2	Approve Trust Scheme of Delegation		A			P	C	C	
1.3	Approve new Schools joining the Trust		A			P	C	C	C
1.4	Establish Trust Committees		A						
1.5	Approve Trust Committee Terms of Reference		A						
1.6	Approve Local Governing Body (LGB) Terms of Reference		A						
1.7	Establish LGB committees or any variation of this (temporary or permanent)	Structure approved by the Board with legal advice	A	I					
1.8	Appoint Chair of Trust Board	As per Articles	A						
1.9	Appoint Chair of LGB	As per LGB ToRs	A	R					
1.10	Remove the Chair of LGB	As per LGB ToRs	A	I					
1.11	Appoint (and remove) Clerk to Trust (linked to LGB)		A						
1.12	Organise calendar of LGB meetings	Responsibility of the JMAT Clerk	A	I	C	P/R			
1.13	Take Chair's Action (LGB)	Actions to be reported at the next meeting of the full LGB or Board		I (Chair)					
1.14	Take Chair's Action (Trust)		I (Chair)						
1.15	Trust's Strategic Plan (inc 3 year overview)		A	C	C	P/R			
1.16	Produce termly CEO report including KPIs and LGB input			R (LGB page)	R (data/returns)	A	C	C	C

No	TASK Approve/Implement (A) Recommend (R) Propose (P) Be consulted (C) Implement (I)	NOTES	TRUST BOARD	LGB	HEADS	CEO + (SiP)	CFO	HR	EFM
2	Individual School Performance: Leadership, Curriculum and Teaching	The Trust has the right and responsibility to intervene on any aspect of school performance where Executive Officers and/or the Trust identify a risk.							
2.1	Establish a Trust Framework for Continuous School Improvement (FCSI document)	All schools will have SiPs and use PiXL	A		C	P/R			
2.2	Set targets across all schools: outcomes EYFS; KS1 – KS5; attendance; quality of learning and teaching; exclusions	The Trust has overall responsibility for the performance of JMAT schools. Targets should be set in line with the top 20% of schools	A	C	P (with SiP)	R			
2.3	Monitor and provide termly statistics on KPIs to CEO and LGB	Termly reporting to the Board + LGB			P/R	A			
2.4	Complete termly risk tool (to inform self-evaluation) and publish for CEO and LGB	Termly reporting to the Board		A	P/R				
2.5	Complete a SEF (school self-evaluation form) Update in Dec/Jan each year	Agreed format to be used		C	P/R	A			
2.6	(a) Implement School Performance Reviews (SiP visits + subject/themed reviews)	In line with School Improvement Framework	A	C	C	P/R			
	(b) Host, organise or accommodate any visit connected with school improvement (LA or any other, including peer review)					A			
	(c) Sign any agreement linked to school improvement			C	P/R	A			
2.7	(a) Draft the SID Plan (sustaining, improving, developing) Complete by 1st September each year and monitor termly	The Trust/CEO will publish and discuss priorities, but each school will deliver its own SiP using Ofsted headings		C	P/R				
	(b) Approve the SID Plan					A			
	(c) Monitor progress termly (including student progress and outcomes)			A					

2.8	Establish Trust Pupil Premium Policy		A		I	P/R			
2.9	Establish and monitor a school Pupil Premium Plan (inc website information) in line with the Trust Policy and Trust templates Deadline: End of October each year			A	P/R	C			
2.10	Validate or challenge individual school pupil premium plans					A			
2.11	School Curriculum Policy - in line with the Trust's curriculum statement		A	C	P/R	C			
2.12	Teaching & Learning Policy	In line with Trust's Strategic Plan: 19/20	A	C	P/R	C			
2.13	Sex Education Policy	In line with the Trust's Strategic Plan: 19/20	A	C	P	R			
2.14	Religious Education policy	In line with the Trust's Strategic Plan: 19/20	A	C	P	R			

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3	Staff Policies and Pay		As the employer, the MAT will determine the overarching policies to ensure equality across all employees. Individual schools will determine the status of posts and salary progression in line with these policies							
3.1	Pay & Remuneration Policy			A	I	C	C	P/R	P/R	
3.2	Job Role Salary & Grading Policy for schools in line with equality responsibilities	CFO and HR Manager maintain oversight			A	P/R	C		C	
3.3	Changes to Employee Terms & Conditions or Collective Agreements			A	I	C	C	P/R	P/R	
3.4	Teachers' Pay Award (national pay award)			A	I	C	P/R	C	C	
3.5	Support Staff Pay Award (national pay award)			A	I	C	P/R	C	C	
3.6	Individual Performance Pay Awards for teachers and support staff (in line with 3.7)	Any issues should be referred to the Trust's HR Manager			A	P/R	C			

3.7	Trust Performance Management & Appraisal Review Policy		A	I	C	C		P/R	
3.8	Pay Awards for Headteachers (inc Hds of School)			P/R (18/19 only)		A			
3.9	Disciplinary Policy	Trust Policy	A	I	C/I	P/R		P/R	
3.10	Grievance Policy	Trust Policy	A	I	C/I	P/R		P/R	
3.11	Capability Policy	Trust Policy	A	I	C/I	P/R		P/R	
3.12	Whistleblowing Policy	Trust Policy	A	I	C/I	P/R		P/R	
3.13	Re-structuring & Redundancy Policy	Trust Policy	A	I	I	P/R		P/R	
3.14	Safer Recruitment Policy	Trust Policy	A	I	I	P/R		P/R	
3.15	Managing Staff Absence	Trust Policy	A	I	C/I	P/R		P/R	
3.16	Discretionary Leave Policy	Trust Policy	A	I	C/I	P/R		P/R	
3.17	Flexible Working Policy	Trust Policy	A	I	C/I	P/R		P/R	

No	TASK Approve/Implement (A) Recommend (R) Propose (P) Be consulted (C) Implement (I)	NOTES	TRUST BOARD	LGB	HEADS	CEO	CFO	HR	EFM
4A	Staff Management - within the Trust NB: All HR issues to be managed through the Trust HR Manager, working alongside the Trust HR Provider								
4.1	Trust staffing complement, structure and grades		A			P/R	C	C	
4.2	CEO Appointment and grade		A						
4.3	CFO Appointment and grade		A			P/R			
4.4	Suspension of CEO		A						
4.5	Return of CEO following suspension		A						
4.6	Suspension of CFO		A			R/I			
4.7	Return of CFO following suspension		A			R/I			
4.8	Appointments to Central Service Team		A (CFO)			A (Appts other than CFO)			

4.9	Suspension of Central Service staff	*Any Appeal to be dealt with by individuals who were not involved in the original dismissal decision.	A			R/I			
4.10	Return of Central Service staff after suspension		A			R/I			
4.11	Dismissal of Central Service staff		A			R/I			
4.12	Appeal of Central Service staff against dismissal		A*						
4.13	Restructuring of Central Service staff					A	C	C	
4.14	Alteration to Central Service staffing structure - including any significant changes to existing gradings					A	C	C	
4.15	Redundancy of Central Service staff		A			P/R	C	C	
4.16	Requests for flexible working (Central Service staff) - Trust process and documentation must be used and HR informed of any requests	Trust committee to hear any appeal				A		C	
4B	Staff Management – within schools NB: All HR issues to be managed through the Trust HR Manager, working alongside the Trust HR Provider								
4.17	Staff complement, structure and grades	*Any Appeal to be dealt with by individuals who were not involved in the original dismissal decision.		C	P/R	A			
4.18	Headteacher appointment (inc Head of School)		A	P/R		C			
4.19	Deputy Headteacher appointment			A	R	C			
4.20	Senior leadership appointments (above L12)			A	P/R	C			
4.21	Senior leadership appointments (below L12)			A	P/R				
4.22	Teaching and support staff appointments				A				
4.23	Suspension of Headteacher		A	P/R		C			
4.24	Return of Headteacher after suspension		A	P/R		C			
4.25	Dismissal of Headteacher		A	P/R		C			
4.26	Appeal of Headteacher		A*						
4.27	Suspension of teaching and support staff			A	R/I	C			
4.28	Return of teaching and support staff after suspension			A	R/I	C			
4.29	Dismissal of teaching and support staff			A	R/I	C			
4.30	Appeal of staff against dismissal		A*						
4.31	Restructuring of staff		A	C	P/R	P/R	C	C	

4.32	Alteration to staffing structure (teaching and/ or support - including any significant changes to existing gradings)			C	P/R	A	C	C	
4.33	Redundancy of staff		A	C	P/R	P/R	C	C	
4.34	Requests for flexible working (teaching and support) - Trust process and documentation must be used and HR informed of all requests	LGB would hear any appeal (schools at Good+) Trust committee would hear any appeal (schools at Requirement Improvement)			A (schools at Good+)	A (schools at RI)		C	
4.35	Requests for flexible working (Headteacher)	Trust committee to hear any appeal				A		C	

No	TASK Approve/Implement (A) Propose (P) Implement (I)	NOTES	TRUST BOARD	LGB	HEADS	CEO	CFO	HR	EFM
5	Financial Governance & Management								
5.1	Trust Financial Regulations (inc key policies)		A			P/R	P/I		
5.2	Trust Procurement Policy		A			C	P/R/I		
5.3	Trust 3 year Budget Plan		A	C		P/R	P/R		
5.4	Trust 1 year Budget		A	C		P/R	P/R/I		
5.5	Trust Consolidated Budget Updates		A				P/R/I		
5.6	Trust Consolidated Financial Statements		A				P/R/I		
5.7	Trustees' Report (Annual Report)		A			C	P/R		
5.8	Trust's Accounts Return to EFA		A				P/R/I		
5.9	Individual School 3 year Budget Plan			A	P/R	C	C		
5.10	Individual School 1 year Budget			A	P/R	C	C/I		
5.11	Individual School Budget Updates			A	P/R	C	C/I		
5.12	Authority to draw on JMAT reserves								

	- Reserves <i>*in an emergency ie staff cover for long-term absence, the CFO/CEO can give approval prior to Business and Risk meeting</i>		A	P/R	P/R	C (A)	C (A)		
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No	TASK Approve/Implement (A) Propose (P) Implement (I)	Recommend (R) Be consulted (C)	NOTES	TRUST BOARD	LGB	HEADS	CEO	CFO	HR	EFM
6	Financial Authorisation									
6.1	Expenditure or award of contracts: <ul style="list-style-type: none"> Individual Budget Holder (up to their budget limit) £0 - £5,000 HT limit up to £10,000 (c.f. Finance Regulations) LGB Limit up to £24,999 (unless identified and approved in LGB budget plan) 				A	R		C/I		
6.2	Expenditure or contracts from LGB Limit to OJEU limit £25,000 - £172,514 (goods and services) £25,000 - £4,322,012 (works)			A	P	R	C	C/I		
6.3	Expenditure over OJEU limit Over £172,514 (goods and services) Over £4,322,012 (works)			A			R	C/I		
6.4	Payroll authorisation – Heads to approve via EPM portal. CFO authorises Stowupland payroll due to Trust personnel	HR Manager is approved to authorise any school payroll in an emergency				A		A/I (Trust)	A (Emergency)	
6.5	BACS authorisation limit Payroll - up to £1,500,000					A				
6.6	BACS authorisation limit Purchase order/staff expenses - up to £50,000					P/R	C	A/I		
6.7	BACS authorisation limit					P/R	A	C/I		

	Purchase order/staff expenses - over £50,000								
6.8	Disposals or write off of stock, assets or debts up to HT Limit HT Limit = £500.00 (all) Time limit for debt write-off 6 months.				A		C/I		
6.9	Disposals or write off of stock, assets or debts from HT Limit to LGB Limit £501 - £10,000 (all) Time limit for debt write-off 6 months			A	R		C/I		
6.10	Disposals or write off of stock, assets or debts from LGB Limit up to Trust limit (AFH limit) £10,001 – 2.5% of total annual income Time limit for debt write-off 6 months.		A	P		R	C/I		
6.11	Compensation payments up to £10,000 (*confidentiality may require this to be delegated to a committee or CoG)	The Trust's HR provider must agree compensation payments and seek further legal advice if required		A *	R	C	C	(A)	
6.12	Compensation payments from £10,001 to £49,999 (AFH Limit) (*confidentiality may require this to be delegated to a committee or CoG)		A	R *	R	C	C	C	
6.13	Compensation payments of £50,000 and over	EFA consent required – see 3.7.6 of AFH	Subject to EFA consent	P/R	P/R	C	C	C	
6.14	Novel or potentially contentious payments not within the categories above must be referred to the EFA for prior authorisation	EFA consent required 3.3.1 of AFH							
6.15	Gifts, hospitality, awards and prizes must be appropriate and have due regard to propriety and regularity in the use of public funds. A register should be kept of gifts/awards/prizes given, and those received School limit - gift (£50.00)				A		C/I		

	- prizes/awards (no more than £25.00 per student)								
6.16	Credit card limits: £1,000 per card per month (maximum amount permitted)				A		C/I		
P L E A S E N O T E	Any goods or services provided by individuals or organisations connected to the Trust must be provided at “no more than cost” - AFH 3.2								
	Any instances of fraud or theft must be reported to the Board’s Business and Risk Committee and any item (or cumulative value of items) over £5,000 will be reported by the Board to the EFA – AFH 4.8.2								
	Any borrowing (including finance leasing and overdraft facilities) requires prior approval by the EFA. Any proposal should be submitted to the Board’s Business and Risk Committee in the first instance.								

No	TASK Approve/Implement (A) Recommend (R) Propose (P) Be consulted (C) Implement (I)	NOTES	TRUST BOARD	LGB	HEADS	CEO	CFO	HR	EFM
7	Additional Policies & Procedures								
7.1	School times, terms and holidays		A	C	P/R	C			
7.2	Trust Safeguarding Policy	The Trust has overall responsibility for safeguarding across all schools	A	I	I	P/R			
7.3	Local Procedures for Safeguarding	School document updated annually in line with the Trust’s Policy		A	P/R				
7.4	Attendance Policy - as above		A	C	P/I	P/R			

	(Schools will operate under individual policies until approval of Trust policy)								
7.5	Trust Pupil Behaviour & Exclusions Policy (in line with DfE guidance)		A		I	P/R			
7.6	Fixed Term Exclusions (a) to be notified to Executive Assistant within 48 hours (b) to be notified to LGB where required (c) termly figures to be reported to LGB (via HT) and Board (via CEO)	DfE guidance must be followed			A/I				
7.7	Permanent Exclusion (in line with DfE guidelines)	CEO/CoG advice to be sought as appropriate		A	P/R				
7.8	Trust Complaints Policy	*Appendix A should reflect local arrangements	A	I	P/I*	P/R			
7.9	Trust Admissions Policy		A	R	P				
7.10	Allocation of places against Admissions Policy			A	P/R				
7.11	Admissions Appeals	Commissioned service							
7.12	Individual School Website	Working to statutory requirements		A	P/R	C			
7.13	Individual School logo and branding			A	P/R	C			
7.14	Individual School uniform			A	P/R				
7.15	Trust Trips and Visits Policy - spring term 2019	Working to the Trust's Charging and Remissions Policy	A	I	C/I	P/R	C	C	
7.16	Individual Lettings Policy	NB: Trust policy to be developed 19/20		A	P/R				
7.17	GDPR – Trust Policies and Handbooks		A	I	C	P/R		C	
7.18	GDPR – school monitoring and implementation (in line with policies and handbooks)	Termly collation to form part of the KPI reporting to LGBs and CEO/Board		I	I				

No	TASK Approve (A) Propose (P) Implement (I)	Recommend (R) Be consulted (C)	NOTES	TRUST BOARD	LGB	HEADS	CEO	CFO	HR	EFM
8	Estate, Facilities, Premises, Assets and Health and Safety									
8.1	CIF Bids and capital projects - submission				C	C	A	C		P/R
8.2	CIF Bids and capital projects – project management				C	P/R	A	C		P/R/I
8.3	Central delivery of services for estate, facilities, premises	All contracts, purchasing and licences relating to section 8 must operate through the Trust		A	C	C	C	P/R		P/R
8.4	Central delivery of services for ICT (inc procedures, licences, procurement and asset management)			A	C	C	C	P/R		
8.5	Trust Health and Safety Policy- including adherence to Trust/School/LGB responsibilities			A	I	I	C			P/R/I
8.6	Trust Lettings Policy	This will apply to lettings across all schools		A	I	I	C	C		P/R
8.7	Building Improvement Plan (individual schools)	All schools should work with the Trust E&F Manager to identify the range and prioritisation of works to be undertaken.			C	P/R	A	C		P/R/I
8.8	Any alteration or development (including change of use) of land, buildings or facilities at individual schools	The Trust is legally accountable for all school buildings and land (both freehold and leasehold)		A	C	P/R	C	C		P/R/I
8.9	Use of additional capital funds (where delegated)	All delegated monies should be spent in line with the approved Building Improvement Plan			C	P/R	A	C		P/R
8.10	Trust Asset Management Policy & Plan			A		C	C			P/R/I

No	TASK Approve (A) Recommend (R) Propose (P) Be consulted (C) Implement (I)	NOTES	TRUST BOARD	LGB	HEADS	CEO	CFO	HR	EFM
9	Significant Changes to a Multi Academy Trust (school or Trust level)								
9.1	Expansion of MAT (physical expansion rather than PAN)	EFA approval required	A	R	P	C			
9.2	Extension of age range	EFA approval required	A	R	P	C			
9.3	Extension of Academy provision (Nursery)	EFA approval required	A	R	P	C			
9.4	Additional facility or unit on site (with or without LA involvement or other partners)	see also 8.7	A	R	P	C	C		C