All Saints Trust Proposed Scheme of Delegation Matrix September 2023

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

Catego	Description	Key
Approv	Authority for making the decision and/or implementing the task	A
Manag	Managing the completion and delivery of task and the communications with all relevant parties B17	M
Respor	Oversight/monitoring compliance at local level	R
Consul	Stakeholders/relevant parties whose opinions are sought and considered	C

Refere / Task	Members	Board of Directors	Chief Executive Officer	Finance & Audit Committee	Renumeration Committee	Education & Standards Committee	Safeguarding	Ethos	Local Academy Councils	Headteacher
1. Governance and Vision										
1.1 To draw up legal Governing Documents such as Articles of Association, Master Funding Agreements, Commercial Transfer Agreements etc.	A	C	M							
1.2 Approve any changes to Trust Articles of Association	A	C	M							
1.3 Approve any changes to Trust Scheme of delegation		A	M						C	C
1.4 Establish or merge local academy committees		A	M						C	C
1.5 Change of name or legal entity	A	C	M							
1.6 Approve new academies joining the Trust		A	M							
1.7 Appoint & Remove - Chair of Board	A		M							
1.8 Appoint & Remove - Vice-Chair of Board		A	M							
1.9 Appoint and remove Directors		A	M							
1.10 Appoint and remove External Auditors to the Board	A	C	M							
1.11 Appointment and remove Chair of Board Finance & Audit Sub Committees		A	M	C						
1.12 Appoint and remove Board Sub-Committee members		A	M							
1.13 Initial Set up of Academy Governance Board and Appointment Chair of Academy Governing Board		A	M							C
1.14 Appointment of on-going Chair Academy Governing Board									A	C
1.15 Removal of Chair of Academy Governing Board		A	M						C	C
1.16 Appoint and remove Academy Governing Board Members		A	C						C	M
1.17 Appoint and remove Governance Professional Services across the Trust		A	M							
1.18 Determine and approve the Trust Board Terms of Reference		A	M							
1.19 Determine and approve the Trust Board Sub-Committee Terms of Reference		A	M							
1.20 Determine and approve Academy Governing Board Terms of Reference		A	M						C	C
1.21 Determine Calendar of Director and Academy Governing Board meetings		A	M							C
1.22 To determine and approve the delegation of duties to relevant committee		A	M							
1.23 To set up and maintain a register of Business Interests for all Members, Directors, Governors, Staff, managing conflicts of interest.		A	M							R
1.24 To determine the development needs of Directors and Governors and put in place appropriate programme of training with reference to skills audit		A	M						C	C

Ref	Item							
1.25	Incorporate a subsidiary company. Disposal/Dissolution of a subsidiary company	A	C	M		C		
1.26	Bid to open new Free Academy		A	M		C		
1.27	Approval of academy to leave the Trust	A	C	M			C	C
1.28	Ensuring Trust and academies comply with all regulations regarding publication of information		A	M			C	R
1.29	Consultation and engagement with the wider local communities		A	M			C	R
1.30	Agree and implement Acadeny vision and ethos		A	M			C	R
1.31	Agree and implement Trust vision, ethos and strategic direction			M			A	R
1.32	Approve and adopt all statutory and trust wide policies and ensure compliance		A	M			R	R
1.33	Approve and adopt all academy-based policies and ensure compliance			M			A	R

2. Finance & Audit

Ref	Item							
2.1	Approve and adopt all Trust Financial regulations, policies and ensure compliance			M		A		
2.2	Approve and manage Trust 3-year budget plan and submit relevant statutory returns.			M		A	C	R
2.3	Approve and manage academy 3-year budget plan			M		A	C	R
2.4	Approve Budget virements in line with overall 3-year budget plan			M		A	C	
2.5	Directors Report and Annual Finance Statement		A	M				
2.6	Trust academy accounts return to ESFA and submission to DfE		A	M				
2.7	Monthly Trust Budget Monitoring and Forecast Report and Actions			M		A		
2.8	Approval and management of Trust Significant Risk Register			M		A		
2.9	Approval and management of Trust Condition Allocation Capital Grant Projects			M		A		
2.10	Disposal of any land and buildings		A	M		C		
2.11	Approval of legal terms and conditions of supplier contracts			M		A		
2.12	Scope of central services to be provided to academies within the trust with regards to the Central costs			M		A	C	C
2.13	Amendment of Trust bank account mandate/signatories			M		A		
2.14	Borrowing including finance leases and overdraft facilities from any source			M		A		
2.15	Charitable donations/contributions to social innovation projects/gifts/sponsorship			M		A		R
2.16	Settlement of litigation claims/threatened or pending legal proceedings		A	M		C		
2.17	Trust and Academy Business continuity Policies and procedures			M		A	C	R
2.18	Asset Management Strategic Policy and Plan and management of assets			M		A		
2.19	Acquiring and disposing of freehold on land or buildings			M		A		
2.20	Entering/granting any leasehold or tenancy agreement			M		A		
2.21	Entering into any finance or operating leases			M		A		
2.22	Procurement of Insurance for the Trust			M		A		
2.23	Services to be contracted by the Trust			M		A		

3. HR and Operations

Ref	Item							
3.1	Development, Approval and implementation of all statutory and Trust wide HR policies and ensure compliance		A	M			C	R
3.2	To determine a pay and grading structure and the impact of implementation			M		A	C	R
3.3	Determining staff structure within agreed budget			M	C	A	C	
3.4	To make payroll and pension arrangements for all Trust staff			M		A	C	M
3.5	To recruit and appoint the Chief Executive Officer		A			C	C	
3.6	To carry out the statutory appraisal of CEO and to determine pay progression					A		

Ref	Description	Col1	Col2	Col3	Col4	Col5	Col6	Col7
3.7	Managing any disciplinary process of the CEO	A			C			
3.8	Managing the Appeal process of Disciplinary of CEO	A						
3.9	Manging the dismissal/suspension of CEO	A						
3.10	Determining dismissal payment/early retirement of CEO			C	A			
3.11	To recruit and appoint the Headteacher (Panel members approve the appointment CEO, Chair of LAC and Director)		M	C	A		R	
3.12	To carry out and manage the pay progression of Headteachers		M	C	A		C	
3.13	Managing any disciplinary process of the Headteacher	C	M				A	
3.14	Managing the Appeal process of Disciplinary of Headteacher	C	M				A	
3.15	Manging the dismissal/suspension of Headteacher	A	M				C	
3.16	Determining dismissal payment/early retirement of Headteacher		M		A		C	
3.17	To recruit and appoint of members Academy Senior Leadership Team		M		A		C	R
3.18	To carry out appraisal and manage pay progression of Academy Senior Leadership Team		M		A		C	R
3.19	Disciplinary of Academy Senior Leadership Team		C				A	M
3.20	Managing the Appeal process of Disciplinary of Senior Leadership Team		C				A	M
3.21	Determining dismissal payment/early retirement of Academy Senior Leadership Team		C		A			M
3.22	Dismissal of Academy Senior Leadership Team		C				A	M
3.23	Suspension of Academy Senior Leadership Team		C				A	M
3.24	To recruit and appoint of Central staff members		C	C	A			
3.25	To carry out and manage pay progression of Central Staff.		M		A			
3.26	Disciplinary of Central Staff		M		A			
3.27	Managing the Appeal process of Disciplinary of Central Staff		M		A			
3.28	Determining dismissal payment/early retirement of Central staff		M		A			
3.29	Dismissal of Central staff		M		A			
3.30	Suspension of Central staff		A					
3.31	To recruit and appoint of academy staff members			C			A	M
3.32	To carry out and manage pay progression of academy teaching staff		C		A		C	M
3.33	Disciplinary of Academy Staff		C				A	M
3.34	Managing the Appeal process of Disciplinary of Academy Staff		C				A	M
3.35	Determining dismissal payment/early retirement of academy staff		C		A			M
3.36	Dismissal of academy staff		C				A	M
3.37	Suspension of academy staff		C				A	M
3.38	Approve additions of posts to the staffing establishment of the central Trust/Academy within budget		M	C	A		C	
3.39	Approve deletion of posts to the staffing establishment of the central Trust/Academy within budget		M	C	A		C	
3.40	Creation of new post to the establishment for Trust outside of approved budget		M	C	A			
3.41	Approve cost of living pay rises and other national policy pay rises		M	C	A			
3.42	Determine amendments to employee's terms and conditions		M		A		C	C

4. Education

Ref	Description	Col1	Col2	Col3	Col4	Col5	Col6	Col7
4.1	Determine and set admission policy and the appeal process		M				A	C
4.2	Expansion or reduction of Academy (PAN)		M			A	C	C
4.3	Approval of trust education development strategy		M			A	C	C
4.4	Development, Approval and implementation of all statutory and Trust wide educational policies and ensure compliance		M			A	R	R

#	Responsibility						
4.5	Development, Approval and implementation of Academy Educational policies and ensure compliance		M		A		C	C
4.6	To prepare and publish the academy's prospectus	C	A					R
4.7	To ensure trust/academy website is fully compliant	A	M				C	C
4.8	Determine Academy logo and branding		A				R	R
4.9	Determine Academy uniform		C				A	M
4.10	To set the times of academy sessions and the dates of academy terms and holidays	A	M				C	R
4.11	To ensure that academies meet the statutory requirements for 380 sessions in an academy year		A				R	M
4.12	Set trust/academy performance targets and monitor academy performance		M		A		C	C
4.13	New, converter or sponsored academies joining the trust	A	M	C				
4.14	Production and approval of the Academy's 3-year development/improvement plan		M		A		R	R
4.15	Production and approval of the Academy's 1-year development/improvement plan (if applicable)		M		A		R	R
4.16	Ofsted Preparation for Ofsted Inspection and Post-Inspection Action Plan		M		A		R	R
4.17	Determine Pupil Premium Plan		C		A		M	R
4.18	To determine, approve student exclusions and reinstatement and manage any appeals relating to the exclusion		C				A	M
4.19	Managing the Complaints process and any appeals		C				A	M

5. Health and Safety

#	Responsibility						
5.1	Safety policies/procedures and ensure compliance	A	M				R	R
5.2	Ensure an annual assessment cycle of risk management is actioned by relevant staff with delegated responsibility	A	M				R	R
5.3	Academy Designated Health & Safety Officer Training		C				R	A
5.4	General Health & Safety Training for staff with delegated responsibility such as Heads of Dept., Central Support Staff, other academy staff						A	M
5.5	Appointment of External Health & Safety Inspection Service	A	M					
5.6	Approve and implement actions recommended by the Health & Safety Inspector	A	M				R	R

6. Renumeration

#	Responsibility						
6.1	Review the Pay and Renumeration Policy annually		M		A			
6.2	Determine policy in relation to discretionary payments and identify criteria for their award.		M		A			
6.3	Set and monitor delegation of functions under the Pay Policy to the CEO and HT's		M		A			
6.4	Ensure that statutory and contractual obligations for pay of teachers and support staff are provided for and met in a fair and consistent manner.		M		A			
6.5	Review and recommend to the LAC the appropriate individual academy range.		M		A			

7. Education and Standards Committee

7.1	To hold leaders to account on the adequacy and effectiveness of the areas highlighted within the purpose.	M	A			
7.2	To take appropriate action on any relevant matter referred by the Board.	M	A			
7.3	To have an oversight of the Academy Improvement Plan/Development Plans, identity any training needs and monitor outcomes.	M	A			
7.4	To monitor and review and scrutinise attendance at each Academy and over the Trust.	M	A		R	R
7.5	To have oversight and representation on the Trust Attendance Challenge Board.	M	A			
7.6	To review and evaluate the learning experience of all learners.	M	A		R	R
7.7	To monitor arrangements for, and the success of, meeting all learner's needs.	M	A		R	R
7.8	To advise and recommend annual progress and attainment targets to the Board. Monitor the achievement of all groups and the impact of initiatives to improve their performance.	M	A		R	R
7.9	To monitor and evaluate actual performance against local and national data.	M	A		R	R
7.10	processes and to alert the board of a potential significant drop in outcomes.	M	A		R	R
7.11	To monitor appropriateness and effectiveness of actions to rectify issues of concern.	M	A		R	R
7.12	To monitor the breadth and effectiveness of the curriculum.	M	A		R	R
7.13	To monitor the quality of teaching via internal and external review.	M	A		R	R
7.14	To implement and have oversight of EYFS policies	M	A		R	R
7.15	To monitor and evaluate EYFS plan and quality of provision	M	A		R	R
7.16	To monitor and evaluate Post 16 provision across the Trust	M	A		R	R
7.17	To implement, monitor and evaluate the effectiveness of SEN plan and quality of provision	M	A		R	R
7.18	To implement, monitor and evaluated Religious Education policy	M		A	R	R
7.19	Agree and implement the Trust-wide requirements for summative assessment	M	A		R	R
7.20	Allocate and monitor the impact on pupil outcomes of additional funding	M	A		R	R

8. Safeguarding

8.1	Ensure a Trust wide Safeguarding and Child Protection Policy is in place in compliance with statutory guidance	M		A	R	R
8.2	Appoint a named link trustee for SEND	M		A			
8.3	ASMAT central team employees and Trustee Board	M		A	R	R
8.4	Ensure the Trust has centrally appointed and appropriately trained designated safeguarding lead (DSL) including LAC/CLA and Post LAC/ Care-experienced and a centrally appointed deputy DSL	M		A	R	R
8.5	Ensure all linked safeguarding policies are in place in each academy and are compliant with statutory guidance e.g. behaviour, SEND, RHE, PSHE	M		A	R	R
8.6	Ensure an annual academy safeguarding audit is completed	M		A			
8.9	Ensure academy staff including central team and trust board receive regular and appropriate safeguarding training	M		A			
8.10	Ensure that child protection records are well organised and held/ shared securely	M		A		R	
8.11	Ensure allegations made against Trust central staff and/or Trustee Board members are dealt with in accordance with Trust policy for dealing with allegations against a member of staff	M		A			

8.12	Ensure safeguarding concerns are escalated in line with LA escalation guidance following inadequate or insufficient action taken by services to safeguarding children	M	A	
8.13	Ensure internet filters and monitoring procedures are in place	M	A	R