



CASTLEMAN ACADEMY TRUST – SCHEME OF DELEGATION – ACCOMPANYING DOCUMENT

Area of delegation	Trust Board (or lead committee)	CEO (with Central Team)	School Standards Board	Headteacher
1. Governance				
1.1 Articles of Association	Change to Articles are recommended by the Board to the Members who are accountable for approval.	Responsible for ensuring formalities are carried out when changes are required.		
1.2/1.6/1.7 Terms of Reference	Committees responsible for reviewing their ToRs annually and implementing. Board accountable for (a) formally adopting committee ToRs; (b) reviewing and adopting SSB Tors; (c) reviewing and adopting the Board ToRs.	DGO responsible for highlighting and making changes that are required and completing the necessary paperwork.	Responsible for implementing SSB ToRs.	
1.3 Scheme of Delegation	Committees responsible for reviewing their sections annually and implementation. Board accountable for adopting SoD.	Central Team will ensure implementation across the Trust.	Will implement and use as a reference tool to understand decision-making within the Trust.	
1.4 New convertor or sponsored academies joining MAT	Board accountable for approving all academies joining MAT.	Central team responsible for ensuring due diligence is carried out and legalities are completed.		
1.5 Establish Trust committees	Board is accountable for establishing F&A, HR, QE committees and ensuring that SSBs are established in all schools.			
1.8 Establish SSB working groups			Accountable for the remit and performance of working groups. Responsible for establishing working groups if the SSB perceives a need.	

1.9 Decision to intervene in school governance	Accountable for making decision to intervene.	Central Team responsible for carrying out interventions with the Chair of the Trust. They would also be involved in improvement work prior to intervention.	Central Team would usually work with SSB to seek to improve prior to intervention.	
1.10 Appoint Chair of Board	Accountable and responsible to be done annually in July board meeting.	DGO responsible for ensuring processes are followed.		
1.11 Appoint Trustees	Board responsible for application process and making recommendation to Members who are accountable for the appointment, in accordance with the Articles of Association.			
1.12 Remove Trustees	Members are accountable for decision and responsible for process according to Articles of Association, in consultation with Board.			
1.13/14 Appoint/Remove members	Members are accountable and responsible for recruitment, appointment and removal of members in accordance with the Articles of Association.			
1.15 Appoint Chair and Vice Chair of SSB			Accountable and responsible for process, to be completed annually in accordance with Terms of Reference in June/July and results reported to the DGO. GO responsible for ensuring process is carried out according to Trust procedures.	

1.16 Remove Chair or Vice Chair of SSB	Board Accountable for decision, in consultation with SSB. Chair of trust responsible for process.	CEO and DGO will provide support.	Will be consulted in the decision.	
1.17 Appoint SSB members	Accountable for decision, as reported from SSB via DGO.		Responsible for appointments through the recognised CAT processes; must be reported to Board via the DGO.	
1.18 Remove SSB members	Accountable for decision.	CEO and DGO to support where required.	SSB responsible for ensuring processes carried out in line with recognised Trust procedures, keeping Chair of the Trust informed at each stage of the process.	
1.19 Appoint and remove Chairs of Trust Committees	Board is accountable . Committees responsible for electing chairs at first meeting of academic year and will be notified to Board through the minutes. Board responsible for removal.			
1.20 Appoint and remove Trust committee members	Board accountable and responsible for agreeing committee structure at first meeting of academic year.			
1.21 Appoint and remove Director of Governance Operations	Board accountable for approving decision to appoint and remove DGO.	Central Team responsible for managing process with Trustee involvement.		
1.22 Appoint and remove Governance Officer to SSB			Governors will be consulted through involvement in the recruitment and interview process.	Accountable for decision, as the person who hires school staff, and responsible for the process.
1.23 Appoint Accounting Officer	Board accountable and responsible for decision, evidenced in minutes.			

1.24 CAT policy matrix	Board accountable for approving recommended designations for review. Board and committees responsible for approving trust policies.	DGO responsible for ensuring that policies are correctly designated. Central Team responsible for writing CAT policies.	SSB responsible for approving school policies and school addendums to trust policies where required.	Head teacher and school staff responsible for writing school policies and adding addendums to trust policies where required.
1.25 CAT governance calendar	Board accountable for approving calendar.	DGO responsible for drawing up calendar and cascading to SSBs		
1.26 Trustees' and Governors' Expenses Policy	Board accountable for approval of policy annually.	Central Team responsible for writing the policy.		
1.27 Appoint Company Secretary	Board accountable for approving appointment.	Central Team responsible for managing process with Trustee involvement.		
1.28 Trust website compliance	Board accountable to DfE for compliance.	Central Team members responsible for ensuring compliance is maintained on a day-to-day basis.		
2. Trust and School Performance, Curriculum and Teaching				
2.1 Trust Development Plan	Accountable - approval of the strategic plan and development plan Monitoring progress at half termly board meetings	CEO responsible for writing plan and, with Central Team, for implementation	Will ensure that trust priorities feature in school development plan	Will ensure that trust priorities feature in school development plan
2.3 School performance targets and review e.g. SEF	Board will be kept up to date through CEO reports, work of QE committee.	CEO is accountable for SEF.	Will be consulted in SEF.	Responsible for writing SEF.
2.4 School Development Plan			Accountable for approval of Plan Support and Challenge of plan through governor S&C visits, half-termly SSB meetings	Responsible for writing and implementing plan
2.5 Decision to implement School Intervention Policy	Accountable for decision on recommendation of CEO	Responsible for implementing policy when required and advising Board appropriately	Governors will be informed.	Consulted on requirement for implementation
2.6 Trust Staff development plan	HR Committee accountable for agreeing plan	Responsible for drawing up plan		

2.7 School staff development plan			Accountable for agreeing plan	Responsible for drawing up plan
2.8 Trust Inset days	Accountable to DfE for ensuring that Inset days are set			Responsible for setting Inset days in school
2.9 Pupil attendance	Board accountable to DfE for pupil attendance		Support and Challenge of attendance at SSB meetings	Responsible for oversight and for implementing strategies to ensure high levels of attendance.
3. Staff Policies and Pay				
3.1 HR, employment and staff related policies 3.2-3 Employee terms and conditions or collective agreements	Board is accountable for ensuring that these are in place. HR Committee responsible for oversight and approval of policies, terms and conditions etc.	Central team responsible for writing policies, with support from Trust HR provider.	Consulted where appropriate, noting that many are legal requirements.	Consulted where appropriate, noting that many are legal requirements.
3.4-5 Annual pay awards for teachers and support staff	Accountable for adopting STPCD and NJC recommendations annually.	Central Team responsible for implementing STPCD and NJC once adopted by Board.	Consulted where appropriate	Consulted where appropriate
3.6 CEO Performance Review and Pay	Accountable for process and decision. Responsible for completing the process through recognised Trust procedures.			
3.7 Headteacher Performance Review and Pay	Accountable for approving decisions as recommended by SSB	Responsible for managing process, involving Chair of Governors	Consulted as Chair of Governors involved in process; SSB recommends decision to Trust Board.	
3.8 Individual staff Performance Pay Awards	Accountable for approving decisions as recommended by SSB		Consulted through the Performance and Pay Review Committee; SSB recommends decisions to Trust Board.	Responsible for managing process and reporting recommendations to SSB Performance and Pay Review Committee

4. Staff Management

4.1 CEO appointment	Accountable for appointment, and responsible for leading the process	Central Team will assist in implementation of process.	SSB representation in the process.	Headteacher representation in the process.
4.2-3 Trust staff structure and appointments	Accountable for approving the central team structure. Accountable for appointments. Trustees may be involved in the interview process.	CEO responsible for drawing up the central team structure, in consultation with Headteachers. CEO responsible for making appointments to the Central team.		Consulted in changes to the central team structure. May be consulted in appointments to the central team; may be involved in the appointment process.
4.4 School staff structure and compliment	Accountable for changes to staff structures; therefore significant changes should be notified to Board	CEO would notify significant changes to the Board, on behalf of Headteacher.	Responsible for working with Headteacher to ensure staff structure aligns with budget and school development plan.	Responsible for setting staff structure and compliment, ensuring alignment to budget and school development plan.
4.5 Head teacher appointment	Accountable for ratifying the appointment.	Responsible for managing the process with SSB and recommending appointment to Board.	Consulted in the appointment and involved in the process	
4.6 Appointment of Deputy Head Teacher	Accountable for ratifying the appointment.	Involved in the process and responsible for ensuring the appointment is made in line with the Trust's vision and ethos	Consulted in the appointment and involved in the process	Responsible for making the appointment
4.6/7 School staff appointments below Headteacher			Support and Challenge provided through involvement in interview panels	Accountable for making appointments; responsible for ensuring CAT processes are followed
4.8 Decision to intervene in school staff management		CEO responsible for intervening if s/he believes necessary and accountable for overall staffing within the Trust.		Responsible for management of school staff
4.9/10/11 Suspension of CEO/Return of CEO after suspension/dismissal of CEO	Accountable for the decision and responsible for process, led by Chair of Trustees			

4.12/13 Suspension/ Return of Headteacher	HR Committee to be consulted	CEO accountable for suspension/return and responsible for implementation of procedures.		
1.14 Dismissal of Headteacher	HR Committee to be consulted Trustees would be involved in appeal hearings	CEO accountable for decision and responsible for implementation of procedures.		
4.15-20 Suspension/Return/ Dismissal of staff below Headteacher		Central team will provide support around the process	Will be informed by Head. Panel of 3 governors to form appeals panel if required.	Accountable for the decision and responsible for ensuring Trust HR policies and procedures are followed.
4.21 Redundancy of school staff	HR Committee and Board will be notified by CEO	Will provide support around the process	Accountable for making the decision, on recommendation from Headteacher.	Will be responsible for recommending redundancies and ensuring Trust HR policies and procedures are followed.
4.22 Restructuring of school staff	May be notified by CEO	CEO and central team may support process	Accountable for approving decision, on recommendation of Headteacher	Responsible for recommending and implementing changes.
5. Financial Governance and Management				
5.1-2 Trust and School Financial Regulations and Procedures	F&A Committee responsible for approving. Board accountable to DfE for these documents.	CFO responsible for drafting and proposing, in consultation with Finance Team where appropriate		
5.3 Decision to intervene in school financial management	F&A Committee responsible for oversight of interventions and for proposing to Board. Full Board accountable to DfE for decision to intervene.	CEO and CFO responsible for implementing interventions if required.	SSBs will be consulted and kept informed.	
5.4 Appoint trust auditors	F&A Committee responsible for overseeing process. Board responsible for recommendation to the Members who are accountable for approval.	CFO manages process.		

5.5-6 Trust 3-year and 1-year budget plan	F&A Committee responsible for challenge and recommendation to Board. Board accountable for final approval.	CFO draws up budget plans, in consultation with CEO		
5.7-8 Trust services and charges to schools	F&A Committee responsible for reviewing charges to schools and recommending to Board. Board accountable for final approval of trust services and charges.	CEO responsible for deciding services that are required and recommending to Board. CFO responsible for working out trust charges to schools, based on services required.		Will be consulted in deciding the planned services that are required.
5.9 Trust management account monitoring	F&A Committee responsible for challenge and consideration of management accounts at each meeting. Board accountable for ensuring accounts are acceptable and that F&A fulfil their function.	CFO responsible for drawing up monthly management accounts.		
5.10 Trust draft year-end accounts	F&A Committee accountable for review of year-end accounts and for recommendation to Board.	CFO responsible for ensuring audit is completed and draft accounts drawn up in a timely fashion.		
5.11-12 Trust Annual Accounts and Trustees' Report	Board accountable for signing off the accounts and trustees' report. F&A Committee responsible for recommending trustees' report and accounts to the Board.	CFO responsible for ensuring accounts prepared on time. Central Team responsible for drafting Trustees' report, for agreement by Board.		
5.13 Trust Academies Accounts Return to ESFA	Board accountable for ensuring return is made on time.	CFO responsible for submitting return.		
5.14 Response to auditors' management letter	F&A Committee responsible for reviewing response and recommending to Board. Board accountable for agreeing response.	CFO responsible for drafting response.		

5.15-16 School 3-year and 1-year budget plan	F&A responsible for reviewing and recommending to Board the consolidated budget plan. Board accountable for agreeing consolidated budget plan.	CFO will oversee and assist school finance staff in drawing up annual budgets.	Support and challenge the budget plans to triangulate that budgets are balanced, or within an acceptable level of using reserves.	Headteacher responsible for working with finance staff to draw up the school budget plans.
5.17 School financial account monitoring	Board accountable to ESFA. F&A responsible for reviewing and recommending to the Board.	CFO has oversight of Finance Officers	Responsible for monitoring	Responsible for oversight of school accounts
5.18 Asset Management Policy	F&A responsible for agreeing policy. Board accountable to ESFA.	CFO responsible for drawing up the policy		
5.19 School Estates Management Plan	F&A responsible for oversight of the plan. Board accountable to ESFA.	CFO responsible for drawing up, with Headteacher and site managers.	Support and Challenge to triangulate with H&S walkabouts and ensure robustness.	Headteacher responsible for drawing up, with site manager and CFO.
6. Financial Authorisation				
6.1 Expenditure up to £1,000 by Head of School where role is held				
6.2 Expenditure under £15K				Accountable and for sign-off. Finance staff responsible for formulating proposals etc.
6.3 Expenditure under £25K		CEO accountable for sign-off	Will be consulted about major expenditure from school budget and will need to agree.	Responsible for formulating proposals with finance team and ensuring affordability
6.4 Expenditure over £25K	Accountable for sign-off at F&A Committee	CFO responsible for bringing proposals and ensuring affordability	Will be consulted about major expenditure from school budget and will need to agree.	Will be involved in formulating proposals with finance team and CFO
6.5 Expenditure over WTO GPA limit	Accountable for sign-off by Board F&A Committee responsible for recommendation	CFO responsible for bringing proposals to F&A Committee and ensuring affordability	Will be consulted about major expenditure from school budget and will need to agree.	Will be involved in formulating proposals with finance team and CFO

6.6 Schedule of School Lettings Charges			Accountable for agreement of levels of charges.	Responsible for formulating schedule of charges with Finance Officer.
6.7 Disposals or write-off of stock, assets or debts up to lower limit			Accountable for agreeing write-offs.	Responsible for proposing write-offs.
6.8/9 Disposals or write-off of stock, assets or debts over lower limit	F&A committee accountable for agreeing write-offs.	CFO Responsible for proposing write-offs, in conjunction with school staff		
6.10 Compensation/settlement payments up to £50K or limit set by ESFA	Board accountable for agreeing payments F&A Committee responsible for reviewing requests and making recommendation.	CEO will formulate proposals in consultation with senior leaders of Trust and school.		
7. School Policies and Procedures				
7.1 School times, terms and holidays	Board accountable for ensuring these fall within legal requirements.	CEO responsible for setting, in consultation with Heads, and bring proposals to Board.	Will be consulted in any changes to school times.	Will set Inset days, will be consulted on term dates and changes to school times.
7.2 Change of school age range	Board accountable for signing off change.	CEO responsible for changes, in consultation with Heads and SSBs, and bring proposals to Board.	Will be consulted .	Will be consulted . May provide evidence for change.
7.3 Expansion of school PAN	Board accountable for signing off expansion.	CEO responsible for ensuring changes are appropriate and bringing proposals to Board.	Will be consulted .	Will be consulted . May provide evidence for change.
7.4 Extension of school provision i.e. nursery provision	Board accountable for signing off extension.	CEO and central team responsible for ensuring plans are appropriate and bringing proposals to Board.	Will be consulted .	Will be consulted . May provide evidence for need of provision.
7.5 Extended services on-site (wrap-around care)			Accountable for agreeing additional provision.	Responsible for provision.
7.6 Child Welfare and Safeguarding Policy	Board accountable for signing off policy and implementation.	CEO responsible for writing, implementation and monitoring.	Responsible for monitoring.	Responsible for implementation and monitoring.
7.7 Health and Safety Policy	Board accountable for signing off policy and implementation.	CEO responsible for writing, implementation and monitoring.	Responsible for monitoring through H&S walkabouts.	Responsible for writing school appendix, implementation and monitoring.

7.8 School statutory policies <i>See Policy Matrix for details</i>	Board accountable for ensuring statutory policies in place.		Responsible for (a) agreeing school policies and addendums where listed on matrix (b) monitoring where appropriate through Support and Challenge programme.	Responsible for writing school policies, implementation and monitoring.
7.9 School non-statutory policies. <i>See Policy Matrix</i>			Accountable for signing off.	Responsible for writing, implementation and monitoring.
7.10/11 Short-term suspensions and return			Will convene a governor review panel where necessary.	Accountable and responsible for process being carried out according to DfE guidance.
7.12 Permanent Exclusions			Accountable - will convene a governor review panel and ensure a fair review.	Responsible for ensuring process carried out according to DfE guidance. Will provide the necessary documentation in the required time-frame.
7.13 Appeals against permanent exclusions	Board accountable for putting an IRP in place.	Central team responsible for collating paperwork from school.		
7.14 Complaints Policy	Board accountable for signing off policy.	CEO responsible for writing policy.	May be required to convene a panel.	Will ensure policy is followed.
7.15 Complaints appeals	Board accountable for independent review panel.	Central team responsible for collating paperwork.		
7.16 Admissions Policy	Board accountable for signing off policy.	CEO and Central Team responsible for administering changes.	Consulted on any changes.	Consulted on any changes.
7.17 Allocation of places against Admissions Policy	Board accountable for ensuring the process is conducted within legal framework. Currently carried out by LA.	CEO and Central Team responsible for carrying out the process, or contracting to local authority.		
7.18 Admissions Appeals	Board accountable for ensuring appeals are conducted within legal framework – currently carried out by LA.	CEO and Central Team responsible for carrying out the process, or contracting to local authority.		Responsible for providing necessary paperwork. Will be involved in the process – currently carried out by LA

7.19 School prospectus			Accountable for sign-off, if school has one.	Responsible for writing, if school has one (not a legal requirement).
7.20 School website		Central team will provide support where required.	Accountable for meeting legal requirements.	Responsible for content.
7.21 School logo and branding			Accountable for agreeing changes.	Responsible for proposing and implementing changes.
7.22 School uniform			Accountable for agreeing changes.	Responsible for proposing and implementing changes.