Impact Multi Academy Trust - Scheme of Delegation

Academic Year 2023 - 2024

Trust Board Agreement: 13 July 2023
Date of next Review: July 2024

Welcome to Impact Multi Academy Trust (IMAT) scheme of delegation. This scheme of delegation defines the lines of responsibility and accountability across the Trust and clarifies who (Members, Trustees, CEO, central team, Head Teachers, school leaders and / or school governing bodies) carries out and can make decisions associated with areas and tasks helping to prevent confusion, misunderstandings, and duplication arising. A clear and easy to understand scheme of delegation is an essential requirement for effective governance and clear decision making. This scheme of delegation has been agreed by the Board of Trustees and it is everybody's role to ensure they know and understand what they can and cannot do.

This document should be read in conjunction with IMAT's Governance Handbook, which provides more in-depth information and guidance on how governance works in our Trust. This document is also intended to be read alongside the following documents:
• Trust's Articles of Association.
• The Trust's Master Funding and Supplemental Funding Agreements.
• The Trust's Policy Schedule.
• The DfE Governance Handbook.
• The DfE Academy Trust Handbook

The Scheme of Delegation will be reviewed annually and will be responsive to the changing circumstances of the Trust. The Board of Trustees reserve the right to review and alter this Scheme of Delegation at any time.

Definitions

Development	Person or group who carries out the background or preparatory work on this area, for example drafting a policy, researching an issue, bringing forward a proposal.
Approval/Control	The person or group who has sign off on this area and to whom any requests for changes must be made
Implementation	The person or group responsible for carrying out the work and activity associated with this area. In many cases, it will be the CEO, Head Teacher and their teams respectively carrying out the associated tasks
Monitor/Review	The person or group who will ensure that work or activity in this area is producing the desired effect. Where there are two or more groups or individuals shown, this represents a hierarchy of accountability.

Notes

No further delegation of responsibility or accountability in the Scheme of Delegation is permitted. Please note, the named people are the people responsible for making sure the work happens. They will not, though, necessarily be the people actually doing the work. The work may be carried out by someone in their team.

Whilst certain tasks and functions are delegated to a certain role for approval / control; in some instances, it is good practice and expected that liaison with the wider team occurs. For example, in the performance management and appraisal of the Head Teachers, the approval, control is delegated to the CEO, as the line manager; however, there is an expectation that the CEO will always involve the relevant Chair of the School Governing Body and ensure they have opportunity to contribute.

Executive Team refers to CEO and the Senior Central Team

Leadership & Management

Nos	Responsibility	Development	Approval/Control	Implementation	Monitor/Review
1	Trust Strategic/Development Plan inc. vision and values	Executive Team	Board	Executive Team	Board
2	Strategic objectives of the Trust	Executive Team	Board	Executive Team	Board
3	Strategic objectives of the School	Head Teacher	LGB	Head Teacher	LGB
4	Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs	Executive Team	Board	Executive Team	Board
5	Compliance: with articles of association, funding agreement and the Academies Trust Handbook	Executive Team	Board	Executive Team	Board
6	Compliance: Regulatory – with all regulations affecting the Trust (eg all charity law, company law, employment law, health & safety)	Executive Team	Board	Executive Team	Board
7	Compliance: Financial Oversight - ensuring there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Executive Team	Board	Executive Team	Board
8	Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Executive Team	Board	Executive Team	Board
9	Holding of AGM	Executive Team	Members	Executive Team	Board
10	Appointments and removal of Members	Executive Team	Members	Executive Team	Executive Team
11	Changes to Articles of Association	Executive Team	Members	Executive Team	Board
12	Member Appointed Trustee appointment and removal	Board	Members	Executive Team/Board	Board
13	Co-opt Trustee appointment and removal	Executive Team	Board	Executive Team/Board	Board
14	Board Committee Structure	Executive Team	Board	Executive Team/Board	Board
15	Changes to Scheme of Delegation	Executive Team	Board	Executive Team	Executive Team/Board
16	Appointment & removal of Trust Appointed Governors	LGB/Executive Team	Board	LGB	Executive Team
17	Appointment & removal of LGB Chair	LGB / Board	Board	LGB	Executive Team / Board
18	Appointment & removal of Governance Manager	Executive Team	Executive Team	Executive Team	Executive Team / Board
19	Appointment & removal of Clerk to LGBs	Executive Team	LGB	Executive Team	Executive Team / LGBs
21	Statutory retained Trust policies, including complaints	Executive Team	Board	Executive Team/Head Teacher	Board/LGB/Executive Team
22	Governance Policies & Calendar for Board and LGBs	Executive Team	Board	Board/LGB	Board/LGB/Executive Team
23	Statutory delegated school policies	Head Teacher	LGB	Head Teacher/Executive Team	LGB/Executive Team
24	LGB Terms of Reference	Executive Team	Board	LGB	Executive Team/Board
25	Annual governance review	Executive Team	Board	Board / LGB	Executive Team / Board / LGB
26	Growing the MAT - incorporating more schools	Executive Team	Board	Executive Team	Board

Education & Curriculum

Nos	Responsibility	Development	Approval/Control	Implementation	Monitor/Review
27	School Development Plan	Head Teacher/Executive Team	LGB/CEO	Head Teacher	LGB/Executive Team
28	Quality of Teaching	Head Teacher	LGB	Head Teacher	LGB/Executive Team
29	Develop the Curriculum within schools	Head Teacher	LGB	Head Teacher	LGB/Executive Team
30	Approve the Curriculum annually	Head Teacher	LGB	Head Teacher	LGB/ Executive Team
31	Oversee Curriculum compliance across the Trust for all 7 schools	Executive Team	Board	Executive Team	Board
32	Pupil Premium, Covid Catch Up Premium, Sports Premium	Head Teacher	LGB	Head Teacher	LGB/Executive Team
33	Learning Environment	Head Teacher	LGB	Head Teacher	LGB/Executive Team
34	Day to day running of the school	Head Teacher	Head Teacher	Head Teacher	LGB
35	Collective worship arrangements	Head Teacher	LGB	Head Teacher	LGB
36	Student issues (including attendance and behaviour)	Head Teacher	LGB	Head Teacher	LGB/Executive Team
37	Student exclusions	Head Teacher	Head Teacher	Head Teacher	LGB/Executive Team/Board
38	Term dates	Executive Team	Board	Head Teacher	LGB
39	School lunch – ensure provided to appropriate nutritional standards and to all who want one, and that they are provided free to those meeting the criteria	Head Teacher	LGB	Head Teacher	LGB
40	Internal and External school improvement reviews	Executive Team	CEO	Head Teacher	LGB/Executive Team
41	Trust stakeholder consultation	Executive Team	Board	Executive Team	Board
42	School stakeholder consultation	Head Teacher	LGB	Head Teacher	LGB/Executive Team
43	Onsite Extended Community Services	Head Teacher	Executive Team/LGB	Head Teacher	LGB
45	Ensure the single central record is compliant - school & Trust scrs	Head Teacher	LGB	Head Teacher / Executive Team	LGB/Executive Team
46	Create a Trust Safeguarding Policy annually to cover all 7 schools	Executive Team	Board	CEO/Head Teacher	LGB/Executive Team

Nos	Responsibility	Development	Approval/Control	Implementation	Monitor/Review

Admissions

Nos	Responsibility	Development	Approval/Control	Implementation	Monitor/Review
47	Determine Admissions policies for each of the 7 schools in the Trust	Executive Team	Board	Head Teacher	LGB/Executive Team
48	Ensure admissions arrangements are lawfully implemented and arrange and attend school admissions appeals	Head Teacher	Board	Head Teacher	Executive Team/LGB
49	Consider out of normal age admission requests	Head Teacher	LGB	Head Teacher	LGB
50	Arrange consultations on Admissions Policies	Executive Team	Board	Executive Team	Board

Financial Management

Nos	Responsibility	Development	Approval/Control	Implementation	Monitor/Review
51	Compliance with Funding agreements	Executive Team	Board	Head Teacher / Executive Team	LGB/Board
52	Formulating and setting 3 year financial plans for the Trust	Executive Team	Board	Executive Team	Board/Executive Team
53	Formulating and setting Trust Annual Budget	Executive Team	Board	Executive Team	Board/Executive Team
54	Formulating and setting 3 year financial plans for the school	Head Teacher / Executive Team	Board	Head Teacher	LGB/Executive Team
55	Formulating and setting School Annual Budget	Head Teacher/Executive Team	Board	Head Teacher	LGB/Executive Board
56	Monthly reporting of Trust management accounts	Executive Team	Board	Executive Team	Executive Team/Board
57	Review and control of school expenditure	Executive Team/Head Teacher	Executive Team/LGB	Head Teacher	LGB /Executive Team
58	Measure of performance against agreed school budget	Executive Team/Head Teacher	Board	Head Teacher	LGB/Executive Team/Board
59	Monthly reporting of school accounts, financial information	Head Teacher	Head Teacher/Executive Team	Head Teacher	LGB/Executive team
60	Financial Policies and Procedures Manual – establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements including finance scheme of delegation and procedures	Executive Team	Board	Executive Team	Executive Team
61	Implementation of internal and external audit recommendations, financial scheme of delegation and procedures	Executive Team	Board	Head Teacher/Executive team	LGB/Executive Team/Board
62	Appoint external auditors	Executive Team	Members	Executive Team/Board	Members/Board
63	Appoint Internal auditors	Executive Team	Board	Executive Team/Head Teacher	LGB/Board
64	External audit and annual accounts school collation	Executive Team	Executive Team	Head Teacher	LGB/Executive Team
65	Approving and submitting annual accounts, annual report and external audit	Executive Team	Board/CEO	Executive Team	Board
66	Trust Risk Register and business continuity plan	Executive Team	Board	Executive Team	Board
67	School Risk Register and business continuity plan	Head Teacher	LGB	Head Teacher	LGB/Executive Team
68	Determining and monitoring the annual scrutiny programme	Executive Team	Board	Executive Team/Head Teacher	Board
69	Setting Trust wide procurement policies	Executive Team	Board	Executive Team/Head Teacher	LGB/Board

Human Resources

Nos	Responsibility	Development	Approval/Control	Implementation	Monitor/Review
70	Setting Terms and Conditions of Employment, Staff Handbook and Trust HR wide policies (see Matrix)	Executive Team	Board	Head Teacher /Executive Team (for central team)	Executive Team
71	Appointing the CEO	Executive Team/Board	Board	Board	Members
72	Suspension of CEO	Chair	Chair	Executive Team	Chair/Executive Team
73	Dismissal of CEO	Chair	Board	Executive Team	Board
74	Appointment of the Chief Operating Officer (COO)	Executive Team/Board	Board	Executive Team	Board
75	Appointment of the Director of Education (DoE)	Executive Team/Board	Board	Executive Team	Board
76	Appointing the Head Teacher	CEO	Board	Executive Team	Board
77	Suspension of Head Teacher	CEO	CEO	Executive Team	CEO/Executive Team
78	Dismissal of Head Teacher	CEO	Board	Executive Team	Board
79	Appointing of centrally employed Trust staff	Executive Team	CEO	Executive Team	Board
80	Suspension of centrally employed Trust staff	Executive Team	CEO	Executive Team	Board/Executive Team
81	Dismissal of centrally employed Trust staff	Executive Team	Board	Executive Team	Executive Team
82	Appointing School staff within agreed budget and staffing structure	Head Teacher	Head Teacher	Head Teacher	LGB/Executive Team
83	Appointing Deputy Head Teacher	Head Teacher/CEO	LGB	Head Teacher/CEO	LGB/Executive Team
84	Suspension of school staff, except the Head Teacher	Head Teacher	Head Teacher/CEO	Head Teacher/Executive Team	Head Teacher/Executive Team
85	Dismissal of school staff, except the Head Teacher	Head Teacher	LGB	Head Teacher	LGB/Executive Team
86	Performance Management of CEO	Board / Executive Team	Board	Board	Board
87	Performance Management of centrally employed Trust staff	Executive Team	CEO	Executive Team	Board
88	Performance Management of Head Teacher	CEO	CEO	CEO	Board
89	Performance Management of School staff	Head Teacher	LGB	Head Teacher	LGB/Executive Team
90	Pay Determination and Pay Progression of CEO	Board	Board	Board	Board
91	Pay Determination and Pay Progression of centrally employed Trust staff	Executive Team	Board	Executive Team	Board
92	Pay Determination and Pay Progression of Head Teacher	Executive Team	Board	Executive Team	Board
93	Pay Determination and Pay Progression of school staff	Head Teacher	LGB	Head Teacher	LGB/Executive Team
94	Staffing restructures and re-organisation approval	Head Teacher/Executive Team	LGB before Board	Head Teacher	LGB/Executive Team

Operations

Nos	Responsibility	Development	Approval/Control	Implementation	Monitor/Review
95	**Determining central services budget and school contribution**	**Executive Team**	**Board**	**Executive Team2**	**Executive Team3**
96	Overseeing the effectiveness of services provided centrally by the Trust	Executive Team	Executive Team2	Executive Team3	Board
97	Trust IT Strategy	Executive Team	Board	Executive Team	Board
98	Trust Asset and Estates Strategy	Executive Team	Board	Executive Team	Board
99	Acquiring and disposing of Trust land	Executive Team / Board	Members	Executive Team	Board
100	School property management & maintenance, including health and safety	Head Teacher	LGB	Head Teacher	LGB
101	Changing use of assets	Executive Team	Board	Executive Team	Board
102	Arranging RPA insurance for the Trust	Executive Team	Board	Executive Team	Executive Team
103	Managing critical incidents	Head Teacher/ Executive Team	CEO	Head Teacher	LGB/Executive Team
104	Maintaining and updating school prospectus and website, including statutory requirements	Head Teacher / Executive Team	Head Teacher	Head Teacher	LGB / Executive Team
105	Maintaining and updating Trust website, including statutory requirements	Executive Team	Executive Team	Executive Team	Board
106	GIAS governance reporting	Trust - Executive Team	Executive Team	Trust – Executive Team	Trust - Board
107	Companies House reporting	Executive team	Executive Team	Executive team	Executive Team/ Board

Bromley Schools Collegiate

Nos	Responsibility	Development	Approval/Control	Implementation	Monitor/Review
108	Administration, Organisation and Leadership of the Bromley Schools Collegiate	Hayes Head Teacher	Executive team	Hayes Head Teacher	Hayes LGB / Executive Team
109	Compliance with contract criteria	Hayes Head Teacher	Executive team	Hayes Head Teacher	Hayes LGB / Executive Team
110	Analysis of data and monitoring of success	Hayes Head Teacher	Executive team	Hayes Head Teacher	Hayes LGB / Executive Team
111	Formulating and Setting Annual Budget	Hayes Head Teacher	Board	Hayes Head Teacher	Hayes LGB / Executive Team
112	Monthly reporting of Bromley Schools Collegiate financial management accounts	Hayes Head Teacher	Board	Hayes Head Teacher	Hayes LGB / Executive Team