

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

exc

No.	Strategy and Leadership	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
SL1	Set vision of the trust		A	R	C	C	C	LGB & leadership consulted on overall trust vision and objectives. Expectation of high degree of congruence.
SL2	Set vision and strategic objectives of the schools		A	R	C	A – for school	R – for school	LGB accountable to Trustees for individual school objectives. Trustees accountable to Ofsted and ESFA for overall trust performance. Expectation of high degree of congruence.
SL3	Oversee implementation of the strategic objectives of the trust		A	R				
SL4	Oversee implementation of the strategic objectives of the schools		A	R		A – for school	R – for school	LGB accountable to Trustees for implementation of individual school objectives. Trustees accountable to Ofsted and ESFA for delivering the overall trust vision and objectives. Expectation of high degree of congruence.
SL5	Compliance: Funding Agreement – comply with all obligations including the Academy Trust Handbook	A	A	R	R	A – for school	R – for school	
SL6	Compliance: Regulatory – with all regulations which affect the trust (including charity law, company law, employment law and health and safety legislation)	A	A	R	R	A - for school	R – for school	
SL7	Compliance: Financial Oversight – ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds		A	A to the ESFA and Parliament	R		R – for school	CEO is accountable to ESFA and parliament as the Accounting Officer (Academy Trust Handbook s1.5.24)

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Strategy and Leadership	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
SL8	Compliance – completing the register of business interest and putting in place a procedure to deal with any conflicts of interest and connected party transactions		A	R	I	A – for school	R – for school	CEO responsible in respect of maintaining register of business interest for Trustees as part of Accounting Officer capacity
SL9	Appointment and dismissal of Trustees – ensuring processes are in place for appointment of Trustees (including ensuring that the Trustees have the skills to run the trust)	A, R	C					
SL10	Appointment of LGB Governors – ensuring processes are in place for the appointment of LGB Governors (including ensuring that the individuals have the skills to monitor the schools)		A	C		R	C	
SL11	Appointment of Chairs and Vice-Chairs of LGB		A	C		R/I (see note)	I	Chair and Vice-Chair of RI/Inadequate school appointed by Trustees.
SL12	Appointment of clerk to trust board and LGB		A	R		C		
SL13	To consider whether or not to exercise delegation of functions to individuals/committee (such as LGB)		A, R	C		I		
SL14	Appointment of the Accounting Officer		A, R					
SL15	Appointment of trust external auditors	A	R	C				

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Strategy and Leadership	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
SL16	Appointment of trust internal auditors		A	R				Delegated to the Finance & Audit Committee.
SL17	Policies – review and approval of trust wide policies (refer to policy review schedule)		A	R				Delegated as appropriate to committees for recommendation to trust board for ratification.
SL18	Policies – review and approval of school level policies (refer to policy review schedule).			C		A	R	All school policies must be determined in line with trust policies/policy statements
SL19	Prepare and agree terms of reference for trust board committees		A, R	C				
SL20	Prepare and agree terms of reference for LGBs		A, R	C		C		
SL21	Performance of trust board	A	R	C				
SL22	Performance of trust board committees (including LGB)		A, R	C		I		
SL23	To appoint the IAB (Interim Advisory Board) and disband any ineffective LGB	I	A, R	C		I	I	
SL24	Training programme for Trustees and LGBs		A	R		R – for school	C – for school	

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Strategy and Leadership	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
SL25	Legal claims – with potential impact on trust or school reputation		A	R		I – for school	I – for school	
SL26	Manage and mitigate strategic risk		A	R	C		R – for school	
SL27	Code of conduct – Trustees and LGBs		A,R			I, R – for school		
SL28	To consider requests from other schools to join the trust		A	R				

Where accountability or responsibility sits with the trust board, it may be delegated to a sub-committee, such as the LGB, as long as recommendations are ratified at trust board level.

Where accountability or responsibility sits with the CEO, it may be delegated to the ELT, central trust staff or HT/HoS as appropriate, reporting back via the CEO.

St Bartholomew's CE MAT
Scheme of Delegation



R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Educational Effectiveness	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
EC1	Overall trust strategic plan		A	R	C	C	C	
EC2	Individual school development plan in line with strategic aims of the trust		I	C	I	A	R	Annual requirement
EC3	Key performance indicators – setting and reviewing performance of the trust and schools (in relation to academic standards, finance and other matters)		A	R	C	A – for school	R – for school	LGBs are accountable for academic standards at school level.
EC4	Quality of teaching – ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		I	A	C	A – for school	R – for school	LGBs are accountable for academic standards at school level.
EC5	Curriculum – setting the curriculum for the school and reviewing its effectiveness		I	A	C	A – for school	R – for school	LGBs are accountable for academic standards at school level.
EC6	Pupil premium – reviewing and challenging the value for money of the pupil premium grant in terms of educational outcomes and narrowing the achievement gap		A	R	C	A – for school	R – for school	LGBs are accountable for academic standards at school level.
EC7	Set admissions policy		A	R		C – for school	C – for school	LGB ensure compliance.
EC8	Admission application decisions and appeals		A	R		R - for school	C	

St Bartholomew's CE MAT
Scheme of Delegation



R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Educational Effectiveness	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
EC9	Collective worship arrangements for school, without religious character					A	R	This is an operational matter and thus Trustees would not become involved unless there were serious concerns identified. LGB accountable at school-level.
EC10	Pupil issues – including attendance, exclusions, punctuality and disciplinary matters		I	I		A	R	
EC11	School hours – setting the opening and closing times of the school			C		A	R	
EC12	Term dates and length of school day		A	R		I	I	
EC13	School lunch – ensure provided to appropriate nutritional standards			A		A – for school	R – for school	
EC14	Provision of free school meals to those meeting criteria			A		A – for school	R – for school	
EC15	Formal collaboration and partnership agreements		I	A	C	I – for school	R – for school	
EC16	Informal collaboration and arrangements			A	C		R – for school	

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Educational Effectiveness	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
EC17	Manage and mitigate educational risk		A	R			R – for school	<i>Trustees have determined that this sits at operational level with Heads and is then reported back to Trustees (links with the risk register).</i>
EC18	Post-inspection action plan		A	R	C	A – for school	R – for school	
EC19	Assemble data for pupil assessment and other returns		A	R		A – for school	R – for school	
EC20	Prohibit radicalisation, promote equality, diversity and tolerance and ensuring the balanced treatment of political issues		A	R		A – for school	R – for school	
EC21	Ensuring the well-being of all pupils including developing and implementing a pupil well-being strategy		A	R		A – for school	R – for school	

Where accountability or responsibility sits with the trust board, it may be delegated to a sub-committee, such as the LGB, as long as recommendations are ratified at trust board level.

Where accountability of responsibility sits with the CEO, it may be delegated to the ELT, central trust staff or HT/HoS as appropriate, reporting back via the CEO.

St Bartholomew's CE MAT Scheme of Delegation



R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	HR	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
HR1	Appointment – CEO	C	A, R			I	I	Refer to Appointment of Staff Grid.
HR2	Appointment - ELT		A	R	I		I	Refer to Appointment of Staff Grid.
HR3	Appointment – HT / HoS		A, R	R	C	C – for school		Refer to Appointment of Staff Grid.
HR4	Appointment – DHT and AHT			A, R	C	C – for school	R – for school	Refer to Appointment of Staff Grid
HR5	Appointment – central trust staff		A, R	R	C		I	Refer to Appointment of Staff Grid
HR6	Appointment – school staff			A, R	C	C – for school	A, R – for school	Refer to Appointment of Staff Grid
HR7	Establishing trust wide HR policies – including recruitment, pay policy, capability, grievance and absence policies and all in accordance with all appropriate regulations		A	R	C		I	
HR8	Performance management - CEO		A, R	I				Refer to Appraisal Policy & Pay Policy. Pay awards considered by Trustees' Pay Committee.
HR9	Performance management – ELT and HT/HoS		A	R	C	C – for school	I	Refer to Appraisal Policy & Pay Policy. Pay awards considered by Trustees' Pay Committee.

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	HR	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
HR10	Performance management – central trust staff			A, R	R			Refer to Appraisal Policy & Pay Policy. Pay awards considered by Trustees’ Pay Committee.
HR11	Performance management – school staff			C	C	A	R	Refer to Appraisal Policy & Pay Policy. Pay awards considered by Governors’ Pay Committee.
HR12	Setting terms and conditions of employment and staff handbook		C	A, R			R – for school	
HR13	Dismissal – CEO		A, R	I	I	I	I	In accordance with the trust disciplinary and capability policies Panel to be made up of 3 Trustees Appeals to be made up of Trustees not involved in previous proceedings
HR14	Dismissal – ELT and HT/HoS		A, R	C	I	I	I	In accordance with the trust disciplinary and capability policies Panel to be made up of CEO & 2 Trustees / Appeals 3 Trustees not involved in previous proceedings
HR15	Dismissal – central trust staff		A, R	C				In accordance with the trust disciplinary and capability policies Panel to be made up of CEO & Trustees/ Appeals 3 Trustees not involved in previous proceedings
HR16	Dismissal – school staff		I	C	I	A, R	C	In accordance with the trust disciplinary and capability policies. Panel to be made up of CEO / ELT member & 2 LGB Members (Trustees or LGB from other Trust schools may be used if needed)

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	HR	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
								Appeals 3 LGB Members not involved in previous proceedings
HR17	Reviewing discipline and grievance policy		A	R			I	
HR18	Review central trust team structure		A	R	C			
HR19	Organisation restructure – central trust team		A	R	C			Board ratification required. CEO notification before process begins, HR advice involved.
HR20	Organisation restructure – school staff		I	C	C	A, R	R	Board ratification required. CEO notification before process begins, HR advice involved.
HR21	Safeguarding		A	R		A – for school	R – for school	LGB is accountable for ensuring effective safeguarding and compliance at school-level
HR22	Manage and mitigate HR risk		A	R	R		R – for school	This item links with the risk register and Trustees have determined this sits at operational level with the Heads. Information to be reported to Trustees.
HR23	Maintain accurate, effective and secure employee records – central trust team			A	R			
HR24	Maintain accurate, effective and secure employee records – school staff			A	C		R – for school	

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	HR	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
HR25	Ensuring the well-being of all staff including developing and implementing a staff well-being strategy		A	R	C	A – for school	R – for school	

Where accountability or responsibility sits with the trust board, it may be delegated to a sub-committee, such as the LGB, as long as recommendations are ratified at trust board level.

Where accountability of responsibility sits with the CEO, it may be delegated to the ELT, central trust staff or HT/HoS as appropriate, reporting back via the CEO.

No.	Operations and Estates	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
OP1	Central services – determining and allocating central services provided to the schools by the trust		A	R	R	I	C	Annual requirement
OP2	Central services – overseeing the effectiveness of the central services provided to the schools by the trust		A	R	R	I	C	Annual requirement
OP3	Developing school buildings and facilities estate long term strategy		A	R	R	I – for school	C – for school	
OP4	Maintaining buildings and developing properly funded maintenance plan			I	R		R – for school	
OP5	Arranging insurance for the trust and its schools		A	R	R			
OP6	Media and PR – overseeing public relations activities to project the activities of the trust and school to the wide community		I	A, R		I	C – for school	

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Operations and Estates	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
OP7	Trust prospectus and web site		C	A	R			
OP8	School prospectus and web site			C		A – for school	R – for school	
OP9	Dealing with <i>Trust</i> complaints		A	R				Refer to trust Complaints Policy
OP10	Dealing with <i>school</i> complaints		A – if complaint re LGB	I, R		A – for school	R – for school	For individual school complaints the LGB is responsible in the first instance, unless complaint is about the LGB. Refer to trust Complaints Policy for further guidance.
OP11	Manage and mitigate operational and estates risk		A	R	R		R – for school	This item links with the risk register and Trustees have determined this sits at operational level with the Heads. Information to be reported to Trustees.
OP12	Comply with all GDPR legislation and good practice		A	R	R		R – for school	
OP13	Ensure health and safety regulations are followed		A	R	R	R – for school	R – for school	
OP14	Premises security		I	A	R		R – for school	

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Operations and Estates	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
OP15	Premises management		I	A	R		R – for school	

Where accountability or responsibility sits with the trust board, it may be delegated to a sub-committee, such as the LGB, as long as recommendations are ratified at trust board level.

Where accountability of responsibility sits with the CEO, it may be delegated to the ELT, central trust staff or HT/HoS as appropriate, reporting back via the CEO.

No.	Financial	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
F1	Funding model – agreeing a funding model across the trust and develop an individual funding model for each school so as to secure the trust's financial health in the short, medium and long term (top slice)		A	R	R	I	I	Refer to Central Funding and Services Policy
F2	Central trust annual budget – formulating and setting including 3 year forecast		A	R	R			Finance & Audit Committee initial discussions, approved by trust board
F3	Central trust annual budget – ensuring delivery of agreed budget		I	A	R			Finance & Audit Committee to review financial performance at least once a term
F4	School annual budget – formulating and setting including 3-year forecast		A	R	R	R – for school	R – for school	Finance & Audit Committee initial discussions, approved by Trust Board.

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Financial	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
F5	School annual budget – ensuring delivery of agreed budget		I	A	R	R – for school	R – for school	Finance & Audit Committee to review financial performance at least once a term.
F6	Financial key performance indicators – setting		A	R	R	I	I	
F7	Financial key performance indicators – reporting		I	A	R	I – for school	R – for school	Finance & Audit Committee to review financial performance at least once a term
F8	Financial policies – establishing policies and procedures to ensure compliance with the trust's financial reporting requirements		A	R	R		I	
F9	Establish financial decisions levels and limits		A	R	R	I	I	
F10	Maintain proper financial records			A	R		R – for school	
F11	Statutory financial reporting – annual accounts	I	A	R	R			Members to receive signed annual accounts
F12	Statutory financial reporting – other including ESFA requirements		A	R	R			
F13	Investments – agreeing the investment policy in line with the Academy Trust Handbook and any internal policies and controls		A	R	R			Investments are restricted to fixed term cash deposits only.

St Bartholomew's CE MAT
Scheme of Delegation



R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Financial	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
F14	Procurement – agreeing the procurement policy to be used for all suppliers in line with the Academy Trust Handbook and other regulations as applicable		A	R	R		I	
F15	Procurement – identify additional services to be procured on behalf of the school			A	R		C	
F16	Procurement – ensure central procured services provide value for money		A	R	R		C	
F17	Lettings – setting school specific lettings policies in accordance with the Funding Agreement, Academy Trust Handbook and internal policies and controls			I	R		C – for school	
F18	Collect income due to the school			I	C		A, R – for school	
F19	Submitting grant applications		A – above £25,000	A – up to £25,000	R		R – for school	
F20	Approval of borrowing		A	R	R			
F21	Ensuring VAT compliance		I	A	R		R – for school	
F22	Manage and mitigate financial risk		A	R	R			This item links with the risk register and Trustees have determined this sits at operational level with the Heads. Information to be reported to Trustees.

St Bartholomew's CE MAT Scheme of Delegation

R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Financial	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
F23	Bad Debt Write Off – Below £5000		I		A	I	C	DFO to report to F&A on a termly basis
F24	Bad Debt Write Off – Above £5001		A	C	R	I	C	ESFA prior approval to be obtained where applicable

Where accountability or responsibility sits with the trust board, it may be delegated to a sub-committee, such as the LGB, as long as recommendations are ratified at trust board level.

Where accountability or responsibility sits with the CEO, it may be delegated to the ELT, central trust staff or HT/HoS as appropriate, reporting back via the CEO.