



SCHEME OF DELEGATION

The Board of Trustees has overall legal responsibility for the operation of the Trust and the Schools within it. It is legally responsible and accountable to the DfE and has to operate and comply with the provisions set out in its constitutional documents and all relevant legislation including the Articles of Association of the Trust, the Master Funding Agreement, Church Land Supplemental Agreement and the Academies Financial Handbook.

In accordance with the terms of its Articles of Association, the Trust’s powers are exercisable by its Trustees with the CEO having executive authority in respect of the day-to-day operations. Trustees are required under the terms of the Trust’s Articles to appoint a Local Governing Body for each School within the Trust. In accordance with the terms of its constitutional documents and, where applicable, determinations made by the Trustees, this Scheme of Delegation sets out in detail those the powers which are reserved to the Trustees (the Board) and the responsibilities delegated to Executive Officers and Local Governing Boards. As a Multi Academy Trust with a majority of member Academies who are Church of England schools the BWMAT has a legal relationship with the Bath and Wells Diocesan Board of Education (DBE). This is governed by the Articles of Association and a Memorandum of Understanding between the Trust and the DBE. In this Scheme of Delegation the particular actions which also involve the Diocese of Bath and Wells (as set out in the Trust’s Articles of Association) are listed on page 10.

Approved 19.07.2018

School Name

Signed by the Chair of Governors on behalf of the LGB.....

Signed by the Chair of the Trustees on behalf of the Trust.....

TASK				TRUSTEE/S	TRUST FINANCE & AUDIT COMMITTEE	TRUST HR & REMUNERATION	TRUST ETHOS, LEARNING AND ACHIEVEMENT	TRUST ADMISSIONS COMMITTEE	CEO	CENTRAL LEADERSHIP TEAM	DLA	COO	HR MANAGER	RDLA	LOCAL GOVERNING BODIES	HEAD TEACHERS
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1.			STRATEGY	←												
1.1	Growth Plan			A					R	D						
1.2	Strategic Plan			A Sep					R Sep	D June						
1.3	Admission of new Schools to Trust			A					R	D						
2.			GOVERNANCE	←												
2.1	Appointment of LGB representative to the Trustee Board			A July												
2.2	Changes to Scheme of Delegation (D)			A					R	D						
2.3	Terms of reference for committees of the Board of Trustees			A	I	I	I									
2.4	Approval of Constitution and Terms of Reference for LGBs			A												
2.5	Appoint Chairs of LGBs														A	
2.6	Organise calendar of Board and Core LGB meetings			A						R					I	
2.7	Appoint and remove Clerks to LGBs														A	
2.8	Appoint Board Advisors			A					R							
2.9	Maintenance of Register of Interests														I	
2.10	Approval of Trust policies not referenced under other sections			A												
2.11	Head teacher Report for Governors										M			D	A	D
2.12	Appointment of MAT appointed governors to LGB									A					R	

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2.13	Appointment of MAT appointed foundation governors to LGB (D)							A					R	
2.14	Removal of governors from LGB							A					R	
2.15	Complaints Policy	A					R			D				
2.16	Hearing complaints* See complaints policy for procedure	I						I					I	I
3	STATUTORY REPORTING ←													
3.1	Trust Annual Accounts	A Dec	R Nov							I Nov				
3.2	Response to Auditors' Management Letter		A Dec							I Nov				
3.3	Appointment/Removal of auditors									R Jan				
3.4	Budget Forecast Return	A July	R July							I May				
3.5	Other Accounting Returns DFE/EFSA									I A Var				
3.6	Pension Annual Return LGPS									I A May				
3.7	Pension Annual Return TP									I A Sept				
3.8	Payroll Annual return									I A Var				

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3.9	Corporation Tax									I A May				
4.	SYSTEMS OF INTERNAL FINANCIAL CONTROL													
4.1	Internal financial control procedures		A							I R				
4.2	Financial regulations and associated policies		A Jan							I R Dec				
4.3	Appointment of Internal Auditors		A July							I R April				
5.	BUDGET AND MANANGEMENT REPORTING													
5.1	Trust Budget – 3 Year Plan	A	R					I		M / D				
5.2	Trust Budget revised – 3 Year Plan	A	R					I		M / D				
5.3	Academy Budget – 3 Year plan	A	R							M / D			R	I
5.4	Academy Budget revised – 3 Year plan	A	R							M / D			R	I
5.5	Academy Monthly Management Accounts												M	I
5.6	Trust Quarterly Management Accounts	A	M							M R			M	I
6.	PURCHASING AND PROCUREMENT¹													
6.1	Academy -Enter into contracts above 25000 (within Budget)		M							A			R	I
6.2	Academy - Enter into contracts between 5000 – 25000 (within Budget)		M										M	A
6.3	Academy - Enter into contracts below 5000 (within Budget)													A

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6.4	Trust Contracts		M					A		R					
6.5	Expenditure outside of approved Budget (Non Staff)		M					A				R	R	R	
7.			BANKING AUTHORITY AND CASH MANAGEMENT												
7.1	Investment ⁱⁱ	A	R							D					
7.2	Open new bank accounts		M							A					
8.			TRANSACTION PROCESSING												
8.1	Purchasing									M				A	
8.2	Income									M				A	
8.3	Control Account Reconciliation									A					
8.4	Write-off bad debts under £5000									A					
8.5	Write-off bad debts over £5000		A							R					
9.			FIXED ASSETS												
9.1	Asset Register									M				I	
9.2	Addition and disposal of assets OVER 5000		M					A		R				I	
10.			STAFF AND PAY												
10.1	Approval of new or replacement Headteacher post (HRP 1)							A			M	RI	RM		
10.2	Approval of new or replacement role/ school staffing structure (Leadership roles other than Headteacher) (HRP 1)							A			M	RI	RM	D	

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10.3	Approval of new or replacement role/ school staffing structure (Non - Leadership) (HRP1)											A	RM	DR I
10.4	Undertake the recruitment process and appoint the Head teacher * (HRP1) (D)						A				I	IR	D	
10.5	Undertake the recruitment process and appoint a School leadership roles (other than Headteacher) * (HRP1)											AI	DM	RI
10.6	Undertake the recruitment process and appoint School teaching and support roles* (HRP1)											M	M	AI
10.7	New school based job descriptions (HRP1)										A	DRI	M	DR I
10.8	Restructures, redundancies processes * (HRP2)			M			A	R			DI	RI	M	DI
10.9	Settlement Agreements			M		M	A				RI	R		R
10.10	Writing HR policies			A				R			DRI			
10.11	Suspension/return of Head teachers (HRP 3, HRP4, HRP5) (D)						A				RI	R		
10.12	Suspensions/return of school teaching and support staff (HRP3, HRP4, HRP5)										RI	R		A
10.13	Undertake an investigation relating to the Headteacher under a HR policy * (HRP3, HRP4, HRP5, HRP6, HRP7, HRP8)	I					I		I	I	I	I	I	
10.14	Undertake an investigation relating to a schools based employee under a HR Policy * (HRP3, HRP4, HRP5, HRP6, HRP7, HRP8)	I					I		I	I	I	I	I	I

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10.15	Take formal action relating to a Headteacher under a HR policy* (HRP3, HRP4, HRP5, HRP6, HRP7) (D)	A					A					A	A	
10.16	Take formal action relating to a school based employee under a HR policy* (HRP3, HRP4, HRP5, HRP6, HRP7) (D)	A					A					A	A	A
10.17	Dismissal of Headteacher by panel * (Governor and Trustee) (HRP3, HRP4, HRP5, HRP6, HRP7, HRP8) (D)	A											A	
10.18	Dismissal of school based staff by panel * (Governor and Central Leadership Team/Trustee) (HRP3, HRP4, HRP5, HRP6, HRP7, HRP8)	A						A					A	
10.19	Inflationary pay increases (HRP9)			A				R		RI	RI			
10.20	Undertake Headteacher performance review process (HRP10)											I	I	
10.21	Headteacher pay progression within ISR (HRP9, HRP10)							A			I	R	R	
10.22	Change to Headteachers ISR (HRP9)							A			I	R	R	
10.23	Undertake School leadership members performance review process (other than Headteacher) (HRP10)											I	M	I
10.24	School Leadership members pay progression/change of ISR (other than Headteacher) (HRP9, HRP10)							A			I	R	M	R
10.25	Undertake UPS teachers performance review process and pay progression (HRP9, HRP10)											A	M	RI
10.26	School teaching (main scale) and support staff roles pay progression (HRP9, HRP10)												AM	R
10.27	Undertake School teaching and support staff performance review (HRP10)											M	M	IA

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11.				PERFORMANCE AND CURRICULUM												
11.1	School Development Plan						M Oct				M Sep			M Sep	A Sep	R/D July
11.2	Review progress against School Development Plan						M				M			M	M	I
11.3	School SEF Evaluation (F)										M Sep + 2x year			M Sep + 2x year	A Sep	I Sep + 2x year
11.4	Curriculum Statement and Overview (F)										M OCT			A Sep	R Sep	D July
11.5	Sex Education and Relationships Policy (F)						A June							M Dec	M July	I Sep
11.6	Collective Worship and RE (D) (F)			A Mar			M							M	R M JUL	I Sep
11.7	Teaching and Learning Policy						A Dec				D M Sep			D M JUL		D I JUN
11.8	Pupil Premium Strategy						M		A Sept		A Sept			DI July	M/R	DI July
11.9	Special Educational Needs and Disability Policy						M Oct				D M Sep			D M Sep	A Sep	D I Sep
11.10	Development and enhancement of Christian distinctiveness (F)			M Mar			A							D M	M/D	D I Sep

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11.11	Target Setting				M Oct				A Sep			A Sep	R / M Sep	D Sep	
12.				ADMISSIONS											
12.1	Agree Admissions arrangements (policies) in consultation with LGBs and Diocese where applicable (D)					A								R	
12.2	Determine and publish admissions arrangements/policies (D)					A								R	
12.3	Ranking of places (Admissions Committees in schools must meet)					M								A	
12.4	Allocation of in year places under PAN											M	R	A	
12.5	Admittance over PAN/refusal of place											M	R	A	
12.6	School Admission Appeals in relation to applications (D)							M					R		
13.				PUPIL Behaviour											
13.1.	School Behaviour policies (F)												M Sep	A Sep	I Sep
13.2	Exclusions Policy					A							M Sep		I Sep
13.3	Anti-bullying Policy (F)												M Sep	A Sep	D/I Sep
13.4	Fixed term Exclusion														A
13.5	Permanent Exclusions													A	R

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13.6	Appointment of panel to hear appeals against a permanent exclusion							I						
14.	SCHOOL ORGANISATION													
14.1	School times of day and term dates												M	A
14.2	Change of School Age Range (D)	A					R	D						D
14.3	Attendance Policy												M SEP	D MAY
14.4	Inset Days Shared Inset Day	A FEB					R FEB						R	
15.	HEALTH AND SAFETY													
15.1	Health & Safety Policy	A					R			D				
15.2	Risk Management Plan	A	R							D				
15.3	Report on Risks to Board						R							
15.4	School Critical Incident Plan												A	D
15.5	Trust Critical Incident Plan	A	R					D						
16.	PREMISES & INSURANCE													
16.1	Statutory compliance testing									M				I
16.2	Fire risk assessment and Asbestos risk assessment									M				I

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16.3	Monitoring and action plans in relation to safety of sites including buildings conditions							M		I			I	
16.4	Premises related policies									M			A	I R
16.5	Trust Premises & Capital Strategies (D)	A	R					R		D				
16.6	Trustees Indemnity Insurance									I				
17.				← SAFEGUARDING										
17.1	Safeguarding Policy			A				R			D	M	M	I
17.2	Undertake Safeguarding audits			M				M			I			
17.3	Implementation of actions from Safeguarding audits			M				M			M	M	M	I
17.4	Safeguarding training										D	M	M	I
17.5	Reporting of Safeguarding/CP concerns										D	M	M	I

Policy Reference Table	
Policy	Reference
Recruitment and Selection Policy	HRP1
Restructure and Redundancy Policy	HRP2
Disciplinary Procedure	HRP3
Managing Allegations Against Staff Policy	HRP4
Management of Sickness Absence Policy	HRP5

Capability Procedure	HRP6
Grievance Procedure	HRP7
Whistleblowing	HRP8
Pay and Reward Policy	HRP9
Appraisal Procedure	HRP10

Actions which applicable to Church of England Academies in the trust

Action	Notes
2.13 Appointment of MAT appointed foundation governors to LGB	All Foundation Governors on the BWMAT LGBs are appointed in line with the Diocese of Bath and Wells Policy and Definition of a Foundation Governor. All Foundation appointments are confirmed by the BWMAT governor appointment process and then are subject to the Diocese of B&W Foundation Governor appointment process. All Foundation governors who renew their term of office are also subject to the same appointment process. On appointment and on renewal of term of office all foundation governors are required by the Diocese to attend the Distinctly Christian training course run by the DBE.
10.4 Head Teacher appointments	The BWMAT will inform the Diocese when a vacancy for a headteacher arises. The person leading the appointment process will then co-ordinate with the Diocese to ensure that the appointment panel for the head teacher appointment will include a non-voting Diocesan Representative.
10.11 Suspension / return of Head teachers	The BWMAT will inform the Diocese of any issues arising.
10.15 Take formal action relating to a Headteacher under a HR Policy	As above
10.17 Dismissal of Head teacher by panel	As above
12.1 Agree Admission arrangements (policies) in consultation with LGBs and Diocese where applicable (D)	The Diocesan Board of Education Admissions Officer will be notified of any changes to the over-subscription criteria set by a LGB which include reference to specific stipulations of church membership.
14.2 Change of age range	The Diocese would need to be included in the statutory consultation process required when making any changes.
16.5 Trust Premises & Capital Strategies	The Site Trustees must be consulted about any decisions to change the buildings and premises.