



ARDEN MULTI-ACADEMY TRUST - SCHEME OF DELEGATIONS (updated June 2026)

In this document the phrases used have the following meanings: **Consult**: the individual/group should be consulted; **Deliver**: the individual/group has responsibility for undertaking the task; **Determine**: the individual/group has primary responsibility for ensuring the task is completed; **Develop**: the individual/group has responsibility for developing proposals; **Recommend**: the individual/group should make recommendations as to how a task should be completed; **Report**: the individual/group that has responsibility for reporting on the delivery of tasks; **Review**: the individual/group has responsibility for reviewing whether a particular task is being carried out satisfactorily; **Comply**: the individual/group will follow agreed policies and procedures.

Director of Primary: The CEO/Executive Headteacher may delegate operational leadership of the Primary Division to the Director of Primary. In carrying out these delegated responsibilities, the Director of Primary will lead the development, delivery and review of the Trust's primary strategy; support and challenge Associate Headteachers and Heads of School; report directly to the CEO/Executive Headteacher on standards, outcomes and school improvement; and promote consistency, quality and effective practice across all primary academies.

Headteacher/Associate Headteacher (H/AH)	LGB	CEO/Executive Headteacher (EH) <i>Note: EH responsibilities are shaded. In other areas, the CEO will seek the support of the EH, who will act as his/her deputy.</i>	Trust Board
Academy Development Plans, Objectives, KPIs			
- Develop and consult with EH - Recommend the Academy Development Plan, objectives and KPIs to the LGB, reporting to the LGB on progress - Deliver and review	- Recommend and review and deliver report the Academy Development Plan, objectives and KPIs to the Board via H/AH - Review progress	- EH advises the Headteacher/Associate Headteacher on the Academy Development Plans. Trust wide objectives and KPIs, Review and reporting to the Board - The EH and CEO delegate the delivery, review and	- Determine - Approve the Academy Development Plans, Trust wide objectives and KPIs, and reviews delivery for all academies



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		reporting of the Primary Division responsibilities to the Director of Primary Education.	
Teaching Standards, Pupil Progress and Outcomes, Student issues (including attendance, exclusions, punctuality and disciplinary matters)			
- EH consults H/AH - Deliver - Reports on all key areas for the academy – strengths and concerns to LGB and EH	Reviews progress on all key areas for the academy, reports via the H/AH to the Board	- EH advises the Headteacher/Associate Headteacher on all key areas, reviews and reports to the Board. - The EH and CEO delegate the delivery, review and reporting of the Primary Division responsibilities to the Director of Primary Education.	Reviews outcomes for each academy and Trust wide
Curriculum and Collective Worship			
- EH consults with H/AH - Recommends an effective curriculum/collective worship arrangements to the LGB and delivers requirements - Develop and Deliver - Report to LGB	Recommends curriculum/collective worship arrangements to the Board and reviews delivery of the curriculum	- EH advises Headteacher/Associate Headteacher on curriculum/collective worship arrangements and reviews delivery - Develop and Deliver - Report and Review	- Determine - Approves the curriculum/collective worship arrangements and reviews delivery for all academies



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		The EH and CEO delegate the delivery, review and reporting of the Primary Division responsibilities to the Director of Primary Education.	
Admissions			
Consults with the CEO on admissions policy, including admission decisions	Delivers and reviews admissions policy and decisions	- Advises the Headteacher/Associate Headteacher. - Reports and reviews admissions policy and decisions - The EH and CEO delegate the delivery, review and reporting of the Primary Division responsibilities to the Director of Primary Education.	- Determine - Approves and reviews policy and decisions for all academies
Governance			
- CEO consults on the appointment of LGB governors - Recommends the LGB clerk - Is consulted on terms of reference for the LGB - Recommends training	- Reviews procedures for the election of staff and parent governors - Is consulted on the appointment of clerk - Is consulted on terms of reference for the LGB	- Reviews annually the size, structure and composition of the LGBs - Recommends clerk to the Board - Recommends LGB and Trust wide terms of reference to the Board	- Approves and reviews terms of reference for LGBs and the Board - Approves training programme for governors and the Board and reviews delivery



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programme to the LGB following consultation with CEO	- Is consulted on the LGB training programme - Recommends to CEO Chair and Vice Chair of LGB	Recommends and reviews training programme for LGBs and Board	Appoint/approve Chair and Vice Chair of LGB
Policies			
- CEO/EH consults with H/AH - Review and recommend all relevant policies to the LGB and - Reports on compliance to LGB	- Review and determine all relevant policies to the Board - Operates through LGB Committees – Teaching and Learning and BSII	- Advises the Headteacher/Associate Headteacher and reports on compliance to the Board - Develop - Recommend and Report	- Approves policies and monitors their operation - Operates through AMAT Committees – Business and Personnel; Audit and Risk
Term dates and length of school day/School lunch/INSET Days			
- Follows agreed Trust programme following consultation with EH/CEO - Deliver	- Consults with the Board - Recommend to Board - Review	- Recommend to Board - Approves any School Closures - Deliver	- Determine term dates, INSET days and school lunch arrangements in consultation with LGBs - Review
Funding Model across the Trust and academies/financial policies			



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Complies with funding model and compliance requirements, is consulted by EH/CEO	- Is consulted by CEO/EH - Reviews and ensures compliance as required	- Recommends funding model to the Board - Reviews compliance, LGB, academy and trust wide - Deliver and Report	- Determines funding model and financial policies, in consultation with LGBs - Review
Trust Annual Budget			
		Delivers, reviews and recommends Trust annual budget to the Board	Determines and reviews Trust annual budget
Academy Annual Budgets/Accounts			
- CEO/EH/CFO consults with H/AH - Delivers against budget and reports to LGB - Comply - Report to LGB - Assists in termly and annual accounts/audits	- CEO/EH consult LGB - Comply and Deliver - LGB monitors and reports to Board via H/AH - Complies with termly and annual accounting/audit requirements	- Recommends academy budgets to the Board, monitors and reports - Complies with EFA requirements - Arranges for the auditing and filing of annual report and accounts - The EH and CEO delegate the delivery, review and reporting of the Primary Division responsibilities to the Director of Primary Education.	- Determines academy budgets and keeps under review - Approves annual accounts
Corporate Risk Register			
Deliver	Reviews compliance with the register	Acts in accordance with the register and reports	Approves risk register and monitors all risk



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Acts in accordance with the register and reports to the LGB and CEO	Reports to CEO	- on risk across academies and Trust wide - Deliver	Review delivery
Investments			
		Delivers investment and reports to the Board	- Determine - Approves investments and reviews delivery
Appointing the CEO/ EH/ Director of Primary			
			Determine and Appoint
Appointing Headteachers/Associate Headteachers			
	Recommend one/two LGB members to sit on the appointment panel	- Recommend - CEO and EH sit on appointment with LGB representatives and two/three Trustees	- Determine in consultation with appointment Panel - Board considers the recommendation and makes the appointment
Appointing cross Trust staff/allocating central services			
- CEO/EH consult as appropriate - Report, as appropriate	CEO/EH consult as appropriate	- CEO makes appointment, reporting to the Board - CEO consults with EH as appropriate, making recommendations to the Board - Determine and Report	- Determine - Review - Board receives CEO report - Board agrees allocation of central services, as appropriate



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Appointing teaching staff and associate staff to schools and academies			
• EH consults as appropriate and approves • Associate Headteacher/Headteacher report as appropriate • Deliver and Recommend Leadership posts • As above	• LGB reports as appropriate and represented on interview panel if possible Leadership posts: • As above • One LGB member and one/two Trustees represented on interview panel with CEO and EH	• EH consults as appropriate and approves • EH makes recommendations to CEO • EH makes/confirm appointments to CEO • The EH and CEO delegate the delivery, review and reporting of the Primary Division responsibilities to the Director of Primary Education. Leadership posts: • EH consults as appropriate and makes recommendations to CEO • EH and CEO make appointments	• Board receives EH report • Board agrees staffing structure as appropriate Leadership posts: • Approve and Determine • Trustee representatives on panel • Board receives EH/CEO report and agrees staffing structure as appropriate
Establishing Trust wide HR policies/terms and conditions			



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• CEO/EH consult • Comply • Report	• Review and report on implementation, as necessary	• Recommends policies to the Board, reporting as necessary • Deliver	• Determines policies and keeps under review
Dismissing CEO/EH/Director of Primary/ Headteachers/Associate Headteachers and cross academy staff			
	• Review with respect to the Headteacher/Associate Headteacher • Report	• Review • Reports and recommend on any dismissals to the Board	• Determine • Review, with respect to the CEO/EH
Dismissing all other staff			
• EH consults and approves • Comply • Deliver • Report	• Review in consultation with EH • Report to EH/CEO	• Review and Determine • Report • The EH and CEO delegate the delivery, review and reporting of the Primary Division responsibilities to the Director of Primary Education.	• Review • Determine
Setting procurement policies			
• Is consulted, complies with policies, and reports as necessary	• Complies with policies, reports as necessary	• Recommends policies, reviews deliver and reports to the Board • Deliver	• Determines policies and reviews deliver
Asset and premises maintenance strategy			



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• EH/CEO consults with Headteacher/Associate Headteachers. H/AH deliver the strategy, in accordance with Academy and Trust policy • Deliver • Report	• LGBs determine and review the academy plan in accordance with Trust policy and review delivery	• CEO recommends the strategy to the Board and reports on progress	• Board determines the strategy
Changing use of assets and acquiring and disposing of Trust land			
• Headteacher/Associate Headteachers consulted, as appropriate, report, as appropriate	• LGBs consulted, as appropriate • Recommend and report, as appropriate	• CEO makes recommendations to the Board, and reports, as appropriate • Review	• Board approves changes, acquisitions, reviewing, as appropriate • Deliver
Arranging insurance for the Trust			
		• CEO makes recommendations to the Board, reporting, as necessary	• Board determines arrangements
Media and PR			
• EH consults • Determines academy media and PR, reports as appropriate, on academy issues • Deliver	• Is consulted, as appropriate • Report	• Recommends to the Board, and reports on delivery • Develop	• Review as appropriate
Prospectus – Academy and Trust			



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• EH consults • Headteacher/Associate Headteachers recommends and determines and keep under review the academy prospectus • Deliver	• LGBs keep prospectus for academies under review • Report as appropriate	• CEO/EH advises on academy and Trust wide prospectus, reviews and reports to the Board • The EH and CEO delegate the delivery, review and reporting of the Primary Division responsibilities to the Director of Primary Education.	• Determine • Board approves academy and Trust wide prospectus
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