



ARDEN MULTI-ACADEMY TRUST DRAFT - SCHEME OF DELEGATIONS (SEPTEMBER 2018)

Headteacher/Associate Headteacher	LGB	CEO/Executive Headteacher <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			
<ul style="list-style-type: none"> Recommends the Academy Development Plan, objectives and KPIs to the LGB, reporting to the LGB on progress 	<ul style="list-style-type: none"> Recommends the Academy Development Plan, objectives and KPIs to the Board, reviews progress 	<ul style="list-style-type: none"> EH advises the Headteacher/Associate Headteacher on the Academy Development Plan, Trust wide objectives and KPIs, reporting to the Board 	<ul style="list-style-type: none"> Approves the Academy Development Plans, Trust wide objectives and KPIs, and reviews delivery for all academies
Teaching Standards, Pupil Progress and Outcomes, Student issues (including attendance, exclusions, punctuality and disciplinary matters)			
<ul style="list-style-type: none"> Reports on all key areas for the academy 	<ul style="list-style-type: none"> Reviews progress on all key areas for the academy, reports to the Board 	<ul style="list-style-type: none"> EH advises the Headteacher/Associate Headteacher on all key areas, reviews and reports to the Board 	<ul style="list-style-type: none"> Reviews outcomes for each academy and Trust wide
Curriculum and Collective Worship			
<ul style="list-style-type: none"> Recommends curriculum/collective worship arrangements to the LGB and delivers requirements 	<ul style="list-style-type: none"> Recommends curriculum/collective worship arrangements to the Board and reviews delivery of the curriculum 	<ul style="list-style-type: none"> EH advises Headteacher/Associate Headteacher on curriculum/collective worship arrangements and reviews delivery 	<ul style="list-style-type: none"> Approves the curriculum/collective worship arrangements and reviews delivery for all academies



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Admissions			
<ul style="list-style-type: none"> • Consults with the CEO on admissions policy, including admission decisions 	<ul style="list-style-type: none"> • Delivers and reviews admissions policy and decisions 	<ul style="list-style-type: none"> • Advises the Headteacher/Associate Headteacher, and reviews admissions policy and decisions 	<ul style="list-style-type: none"> • Approves and reviews policy and decisions for all academies
Governance			
<ul style="list-style-type: none"> • Consults the CEO on the appointment of LGB governors • Recommends the LGB clerk • Is consulted on terms of reference for the LGB • Recommends training programme to the LGB 	<ul style="list-style-type: none"> • 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 • Is consulted on the LGB training programme 	<ul style="list-style-type: none"> • 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 • Recommends and reviews training programme for LGBs and Board 	<ul style="list-style-type: none"> • Approves and reviews terms of reference for LGBs and the Board • Approves training programme for governors and the Board and reviews delivery • Appoint/approve Chair and Vice Chair of LGB
Policies			
<ul style="list-style-type: none"> • Recommends all relevant financial, personnel and other policies to the LGB • Reports on compliance 	<ul style="list-style-type: none"> • Recommends all relevant policies to the Board • Operates through LGB Committees – Teaching and Learning/BSII 	<ul style="list-style-type: none"> • Advises the Headteacher/Associate Headteacher and reports on compliance to the Board 	<ul style="list-style-type: none"> • Approves policies and monitors their operation • Operates through AMAT Committees – Personnel/Finance and resources



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Term dates and length of school day/School lunch/INSET Days			
<ul style="list-style-type: none"> Follows agreed policy 	<ul style="list-style-type: none"> Consults with the Board 	<ul style="list-style-type: none"> Advises Board 	<ul style="list-style-type: none"> Determines term dates and school lunch arrangements in consultation with LGBs
Funding Model across the Trust and academies/financial policies			
<ul style="list-style-type: none"> Complies with funding model and requirements, is consulted (academy only) 	<ul style="list-style-type: none"> Is consulted Reviews compliance with requirements (academy only) 	<ul style="list-style-type: none"> Recommends funding model to the Board Reviews compliance, academy and trust wide 	<ul style="list-style-type: none"> Determines funding model and financial policies, in consultation with LGBs
Trust Annual Budget			
		<ul style="list-style-type: none"> Recommends Trust annual budget to the Board Delivers and reviews 	<ul style="list-style-type: none"> Determines and reviews Trust annual budget
Academy Annual Budgets/Accounts			
<ul style="list-style-type: none"> Is consulted, delivers against budget and reports to LGB Recommends annual accounts 	<ul style="list-style-type: none"> Is consulted, monitors and reports to Board Complies with annual accounting requirements, assisting in the preparation of annual accounts 	<ul style="list-style-type: none"> Recommends academy budgets to the Board, monitors and reports Complies with EFA requirements Arranges for the auditing and filing of annual report and accounts 	<ul style="list-style-type: none"> Determines academy budgets and keeps under review Approves annual accounts



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Corporate Risk Register			
<ul style="list-style-type: none"> Acts in accordance with the register and reports to the LGB 	<ul style="list-style-type: none"> Reviews compliance with the register and reports to the Board 	<ul style="list-style-type: none"> Acts in accordance with the register and reports on risk across academies and Trust wide 	<ul style="list-style-type: none"> Approves risk register and monitors all risk
Investments			
		<ul style="list-style-type: none"> Delivers investment and reports to the Board 	<ul style="list-style-type: none"> Approves investments and reviews delivery
Appointing the CEO and EH			
			<ul style="list-style-type: none"> Responsibility of the Board
Appointing Headteachers/Associate Headteachers			
	<ul style="list-style-type: none"> An appointment panel of one or two LGB members sit on the appointment panel with the two/three Trustees and the CEO and EH make a recommendation to the Board 		Board considers the recommendation and makes the appointment



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Appointing cross Trust staff/allocating central services			
<ul style="list-style-type: none"> • CEO consults as appropriate • Headteacher/Associate Headteachers report, as appropriate 	<ul style="list-style-type: none"> • CEO consults, as appropriate • LGB reports, as appropriate 	<ul style="list-style-type: none"> • CEO makes appointment, reporting to the Board • CEO consults with EH as appropriate, making recommendations to the Board 	<ul style="list-style-type: none"> • Board receives CEO report <p>Board agrees allocation of central services, as appropriate</p>
Appointing teaching staff and associate staff to schools and academies			
<ul style="list-style-type: none"> • EH consults as appropriate • Associate Headteacher/Headteacher report as appropriate <p>Leadership posts</p> <ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • LGB reports as appropriate <p>Leadership posts:</p> <ul style="list-style-type: none"> • As above • One LGB member and one Trustee represented on interview panel with CEO and EH 	<ul style="list-style-type: none"> • EH consults as appropriate and makes recommendations to CEO • EH makes/confirms appointments to CEO <p>Leadership posts:</p> <ul style="list-style-type: none"> • EH consults as appropriate and makes recommendations to CEO • EH and CEO make appointments 	<ul style="list-style-type: none"> • Board receives EH report • Board agrees staffing structure as appropriate <p>Leadership posts:</p> <ul style="list-style-type: none"> • Trustee representative on panel • Board receives EH/CEO report • Board agrees staffing structure as appropriate



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Establishing Trust wide HR policies/terms and conditions			
<ul style="list-style-type: none"> Is consulted; complies with policies, reporting as necessary 	<ul style="list-style-type: none"> Monitors and reports on implementation, as necessary 	<ul style="list-style-type: none"> Recommends policies to the Board, reporting as necessary 	<ul style="list-style-type: none"> Determines policies and keeps under review
Dismissing EH/Principals/Headteachers/cross academy staff			
	<ul style="list-style-type: none"> Review with respect to the Headteacher/Associate Headteacher 	<ul style="list-style-type: none"> Reports on any dismissals to the Board 	<ul style="list-style-type: none"> Review, with respect to the CEO/EH
Setting procurement policies			
<ul style="list-style-type: none"> Is consulted, complies with policies, and reports as necessary 	<ul style="list-style-type: none"> Complies with policies, reports as necessary 	<ul style="list-style-type: none"> Recommends policies, reviews deliver and reports to the Board 	<ul style="list-style-type: none"> Determines policies and reviews deliver
Asset and premises maintenance strategy			
<ul style="list-style-type: none"> Headteacher/Associate Headteachers deliver the strategy, in accordance with Academy policy 	<ul style="list-style-type: none"> LGBs determine the academy plan in accordance with Trust policy and review delivery 	<ul style="list-style-type: none"> CEO recommends the strategy to the Board and reports on progress 	<ul style="list-style-type: none"> Board determines the strategy



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Changing use of assets and acquiring and disposing of Trust land			
<ul style="list-style-type: none"> Headteacher/Associate Headteachers consulted, as appropriate, report, as appropriate 	<ul style="list-style-type: none"> LGBs consulted, as appropriate, report, as appropriate 	<ul style="list-style-type: none"> CEO makes recommendations to the Board, and reports, as appropriate 	<ul style="list-style-type: none"> Board approves changes, acquisitions, reviewing, as appropriate
Arranging insurance for the Trust			
		<ul style="list-style-type: none"> CEO makes recommendations to the Board, reporting, as necessary 	<ul style="list-style-type: none"> Board determines arrangements
Media and PR			
<ul style="list-style-type: none"> Is consulted, reporting, as appropriate, on academy issues 	<ul style="list-style-type: none"> Is consulted, as appropriate 	<ul style="list-style-type: none"> CEO makes recommendations to the Board, and reports on delivery 	<ul style="list-style-type: none"> Board approves arrangements, reviewing, as appropriate
Prospectus – Academy and Trust			
Headteacher/Associate Headteachers recommend and keep under review academy prospectus	<ul style="list-style-type: none"> LGBs keep prospectus for academies under review 	<ul style="list-style-type: none"> CEO advises on academy and Trust wide prospectus, reviews and reports to the Board 	<ul style="list-style-type: none"> Board approves academy and Trust wide prospectus