



## ARDEN MULTI-ACADEMY TRUST - SCHEME OF DELEGATIONS (updated November 2020)

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Associate Headteacher (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
<b>Academy Development Plans, Objectives, KPIs</b>			
<ul style="list-style-type: none"> <li>Develop and consult with EH</li> <li>Recommend the Academy Development Plan, objectives and KPIs to the LGB, reporting to the LGB on progress</li> <li>Deliver and review</li> </ul>	<ul style="list-style-type: none"> <li>Review and deliver report the Academy Development Plan, objectives and KPIs to the Board via AH</li> <li>Review progress</li> </ul>	<ul style="list-style-type: none"> <li>EH advises the Associate Headteacher on the Academy Development Plans. Trust wide objectives and KPIs, Review and reporting to the Board</li> </ul>	<ul style="list-style-type: none"> <li>Determine</li> <li>Approve the Academy Development Plans, Trust wide objectives and KPIs, and reviews delivery for all academies</li> </ul>
<b>Teaching Standards, Pupil Progress and Outcomes, Student issues (including attendance, exclusions, punctuality and disciplinary matters)</b>			
<ul style="list-style-type: none"> <li>EH consults AH</li> <li>Deliver</li> <li>Reports on all key areas for the academy – strengths</li> </ul>	<ul style="list-style-type: none"> <li>Reviews progress on all key areas for the academy, reports via the AH to the Board</li> </ul>	<ul style="list-style-type: none"> <li>EH advises the Associate Headteacher on all key areas, reviews and reports to the Board</li> </ul>	<ul style="list-style-type: none"> <li>Reviews outcomes for each academy and Trust wide</li> </ul>



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and concerns to LGB and EH			
<b>Curriculum and Collective Worship</b>			
<ul style="list-style-type: none"> <li>EH consults with AH</li> <li>Recommends effective curriculum/collective worship arrangements to the LGB and delivers requirements</li> <li>Develop and Deliver</li> <li>Report to LGB</li> </ul>	<ul style="list-style-type: none"> <li>Review curriculum/collective worship arrangements to the Board and reviews delivery of the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>EH advises Associate Headteacher on curriculum/collective worship arrangements and reviews delivery</li> <li>Develop and Deliver</li> <li>Report and Review</li> </ul>	<ul style="list-style-type: none"> <li>Determine</li> <li>Approves the curriculum/collective worship arrangements and reviews delivery for all academies</li> </ul>
<b>Admissions</b>			
<ul style="list-style-type: none"> <li>Consults with the CEO/EH on admissions policy, including admission decisions</li> </ul>	<ul style="list-style-type: none"> <li>Delivers and reviews admissions policy and decisions</li> </ul>	<ul style="list-style-type: none"> <li>Advises the Associate Headteacher.</li> <li>Reports and reviews admissions policy and decisions</li> </ul>	<ul style="list-style-type: none"> <li>Determine</li> <li>Approves and reviews policy and decisions for all academies</li> </ul>
<b>Governance</b>			



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<ul style="list-style-type: none"> <li>• CEO consults on the appointment of LGB governors</li> <li>• Recommends the LGB clerk</li> <li>• Is consulted on terms of reference for the LGB</li> <li>• Recommends training programme to the LGB following consultation with CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews procedures for the election of staff and parent governors</li> <li>• Is consulted on the appointment of clerk</li> <li>• Is consulted on terms of reference for the LGB</li> <li>• Is consulted on the LGB training programme</li> <li>• Recommends to CEO Chair and Vice Chair of LGB</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews annually the size, structure and composition of the LGBs</li> <li>• Recommends clerk to the Board</li> <li>• Recommends LGB and Trust wide terms of reference to the Board</li> <li>• Recommends and reviews training programme for LGBs and Board</li> </ul>	<ul style="list-style-type: none"> <li>• Approves and reviews terms of reference for LGBs and the Board</li> <li>• Approves training programme for governors and the Board and reviews delivery</li> <li>• Appoint/approve Chair and Vice Chair of LGB</li> </ul>
<b>Policies</b>			
<ul style="list-style-type: none"> <li>• CEO/EH consults with AH</li> <li>• Review and recommend all relevant policies to the LGB and</li> <li>• Reports on compliance to LGB</li> </ul>	<ul style="list-style-type: none"> <li>• Review and determine all relevant policies to the Board</li> <li>• Operates through LGB Committees – Teaching and Learning and BSII</li> </ul>	<ul style="list-style-type: none"> <li>• Advises the Associate Headteacher and reports on compliance to the Board</li> <li>• Develop</li> <li>• Recommend and Report</li> </ul>	<ul style="list-style-type: none"> <li>• Approves policies and monitors their operation</li> <li>• Operates through AMAT Committees – Business and Personnel; Audit and Risk</li> </ul>



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<b>Term dates and length of school day/School lunch/INSET Days</b>			
<ul style="list-style-type: none"> <li>Follows agreed Trust programme following consultation with EH/CEO</li> <li>Deliver</li> </ul>	<ul style="list-style-type: none"> <li>Review and Consult with the Board</li> </ul>	<ul style="list-style-type: none"> <li>Recommend to Board</li> <li>Approves any School Closures</li> <li>Deliver</li> </ul>	<ul style="list-style-type: none"> <li>Determine term dates, INSET days and school lunch arrangements in consultation with LGBs</li> <li>Review</li> </ul>
<b>Funding Model across the Trust and academies/financial policies</b>			
<ul style="list-style-type: none"> <li>Complies with funding model and compliance requirements, is consulted by EH/CEO</li> </ul>	<ul style="list-style-type: none"> <li>Is consulted by CEO/EH</li> <li>Reviews and ensures compliance as required</li> </ul>	<ul style="list-style-type: none"> <li>Recommends funding model to the Board</li> <li>Reviews compliance, LGB, academy and trust wide</li> <li>Deliver and Report</li> </ul>	<ul style="list-style-type: none"> <li>Determines funding model and financial policies, in consultation with LGBs</li> <li>Review</li> </ul>
<b>Trust Annual Budget</b>			
		<ul style="list-style-type: none"> <li>Delivers, reviews and recommends Trust annual budget to the Board</li> </ul>	<ul style="list-style-type: none"> <li>Determines and reviews Trust annual budget</li> </ul>



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Academy Annual Budgets/Accounts			
<ul style="list-style-type: none"> <li>• CEO/EH/CFO consults with AH</li> <li>• Delivers against budget and reports to LGB</li> <li>• Comply</li> <li>• Report to LGB</li> <li>• Assists in termly and annual accounts/audits</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/EH consult LGB</li> <li>• Comply and Deliver</li> <li>• LGB monitors and reports to Board via AH</li> <li>• Complies with termly and annual accounting/audit requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Recommends academy budgets to the Board, monitors and reports</li> <li>• Complies with EFA requirements</li> <li>• Arranges for the auditing and filing of annual report and accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Determines academy budgets and keeps under review</li> <li>• Approves annual accounts</li> </ul>
Corporate Risk Register			
<ul style="list-style-type: none"> <li>• Deliver</li> <li>• Acts in accordance with the register and reports to the LGB and CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews compliance with the register</li> <li>• Reports to CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Acts in accordance with the register and reports on risk across academies and Trust wide</li> <li>• Deliver</li> </ul>	<ul style="list-style-type: none"> <li>• Approves risk register and monitors all risk</li> <li>• Review delivery</li> </ul>
Investments			
		<ul style="list-style-type: none"> <li>• Delivers investment and reports to the Board</li> </ul>	<ul style="list-style-type: none"> <li>• Determine</li> <li>• Approves investments and reviews delivery</li> </ul>



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Appointing the CEO and EH			
			<ul style="list-style-type: none"> <li>Determine and Appoint</li> </ul>
Appointing Associate Headteachers			
	<ul style="list-style-type: none"> <li>Recommend one/two LGB members to sit on the appointment panel</li> </ul>	<ul style="list-style-type: none"> <li>Recommend</li> <li>CEO and EH sit on appointment with LGB representatives and two/three Trustees</li> </ul>	<ul style="list-style-type: none"> <li>Determine in consultation with appointment Panel</li> <li>Board considers the recommendation and makes the appointment</li> </ul>
Appointing cross Trust staff/allocating central services			
<ul style="list-style-type: none"> <li>CEO/EH consult as appropriate</li> <li>Report, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>CEO/EH consult as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>CEO makes appointment, reporting to the Board</li> <li>CEO consults with EH as appropriate, making recommendations to the Board</li> <li>Determine and Report</li> </ul>	<ul style="list-style-type: none"> <li>Determine</li> <li>Review</li> <li>Board receives CEO report</li> <li>Board agrees allocation of central services, as appropriate</li> </ul>
Appointing teaching staff and associate staff to schools and academies			



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<ul style="list-style-type: none"> <li>• EH consults as appropriate and approves</li> <li>• Associate Headteacher report as appropriate</li> <li>• Deliver</li> </ul> <p><b>Leadership posts</b></p> <ul style="list-style-type: none"> <li>• As above</li> </ul>	<ul style="list-style-type: none"> <li>• LGB review as appropriate and represented on interview panel if possible</li> </ul> <p><b>Leadership posts:</b></p> <ul style="list-style-type: none"> <li>• As above</li> <li>• One LGB member and one/two Trustees represented on interview panel with CEO and EH</li> </ul>	<ul style="list-style-type: none"> <li>• EH consults as appropriate and approves</li> <li>• EH makes recommendations to CEO</li> <li>• EH makes/confirms appointments to CEO</li> </ul> <p><b>Leadership posts:</b></p> <ul style="list-style-type: none"> <li>• EH consults as appropriate and makes recommendations to CEO</li> <li>• EH and CEO make appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Board receives EH report</li> <li>• Board agrees staffing structure as appropriate</li> </ul> <p><b>Leadership posts:</b></p> <ul style="list-style-type: none"> <li>• Approve and Determine</li> <li>• Trustee representatives on panel</li> <li>• Board receives EH/CEO report and agrees staffing structure as appropriate</li> </ul>
<p><b>Establishing Trust wide HR policies/terms and conditions</b></p>			



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<ul style="list-style-type: none"> <li>• CEO/EH consult</li> <li>• Comply</li> <li>• Report</li> </ul>	<ul style="list-style-type: none"> <li>• Review and report on implementation, as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Recommends policies to the Board, reporting as necessary</li> <li>• Deliver</li> </ul>	<ul style="list-style-type: none"> <li>• Determines policies and keeps under review</li> </ul>
<b>Dismissing CEO/EH/Associate Headteachers and cross academy staff</b>			
	<ul style="list-style-type: none"> <li>• Review with respect to the Associate Headteacher</li> <li>• Consult with EH/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Review</li> <li>• Reports and recommend on any dismissals to the Board</li> </ul>	<ul style="list-style-type: none"> <li>• Determine</li> <li>• Review, with respect to the CEO/EH</li> </ul>
<b>Dismissing all other staff</b>			
<ul style="list-style-type: none"> <li>• EH consults and approves</li> <li>• Comply</li> <li>• Deliver</li> <li>• Report</li> </ul>	<ul style="list-style-type: none"> <li>• Review in consultation with EH</li> <li>• Report to EH/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Review and Determine</li> <li>• Report</li> </ul>	<ul style="list-style-type: none"> <li>• Review</li> <li>• Determine</li> </ul>
<b>Setting procurement policies</b>			





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<ul style="list-style-type: none"> <li>Is consulted, complies with policies, and reports as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Complies with policies, reports as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Recommends policies, reviews deliver and reports to the Board</li> <li>Deliver</li> </ul>	<ul style="list-style-type: none"> <li>Determines policies and reviews deliver</li> </ul>
<b>Asset and premises maintenance strategy</b>			
<ul style="list-style-type: none"> <li>EH/CEO consult with Associate Headteacher.</li> <li>AH deliver the strategy, in accordance with Academy and Trust policy</li> <li>Deliver</li> <li>Report</li> </ul>	<ul style="list-style-type: none"> <li>LGBs review the academy plan in accordance with Trust policy and review delivery</li> </ul>	<ul style="list-style-type: none"> <li>CEO recommends the strategy to the Board and reports on progress</li> </ul>	<ul style="list-style-type: none"> <li>Board determines the strategy</li> </ul>
<b>Changing use of assets and acquiring and disposing of Trust land</b>			
<ul style="list-style-type: none"> <li>Associate Headteacher consulted, as appropriate, report, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>LGBs consulted, as appropriate</li> <li>Recommend and report, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>CEO makes recommendations to the Board, and reports, as appropriate</li> <li>Review</li> </ul>	<ul style="list-style-type: none"> <li>Board approves changes, acquisitions, reviewing, as appropriate</li> <li>Deliver</li> </ul>



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Arranging insurance for the Trust			
		<ul style="list-style-type: none"> <li>CEO makes recommendations to the Board, reporting, as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Board determines arrangements</li> </ul>
Media and PR			
<ul style="list-style-type: none"> <li>EH consults</li> <li>Determines academy media and PR, reports as appropriate, on academy issues</li> <li>Deliver</li> </ul>	<ul style="list-style-type: none"> <li>Is consulted, as appropriate</li> <li>Review</li> </ul>	<ul style="list-style-type: none"> <li>Recommends to the Board, and reports on delivery</li> <li>Develop</li> </ul>	<ul style="list-style-type: none"> <li>Review as appropriate</li> </ul>
Prospectus – Academy and Trust			
<ul style="list-style-type: none"> <li>EH consults</li> <li>Associate Headteacher recommends and determines and keep under review the academy prospectus</li> <li>Deliver</li> </ul>	<ul style="list-style-type: none"> <li>LGBs keep prospectus for academies under review</li> <li>Report as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>CEO/EH advises on academy and Trust wide prospectus, reviews and reports to the Board</li> </ul>	<ul style="list-style-type: none"> <li>Determine</li> <li>Board approves academy and Trust wide prospectus</li> </ul>