

Scheme of Delegated Authority

Approval Date: 14th June 2017

Maltby Learning Trust



The
Maltby Learning Trust

Scheme of Delegated Authority

The scheme of delegation is a key document defining which functions have been retained at Board level or delegated to the following roles:

COLUMN TICKED:	Action to be undertaken at this level following advice and consultation in line with accountability framework.
COLUMN MARKED 'A':	Provide advice and support to those that are accountable for the decision making
COLUMN MARKED 'C'	Consulted about the key task
COLUMN MARKED 'R'	Representative to be involved in the decision/process

The Scheme of Delegation should be used in conjunction with other supporting documents which are listed at Appendix A.

It is important to note that a range of other sources of professional advice will be utilised by the MLT. E.g. Trust Legal Team, Audit Team, LA HR Consultants.

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Key Function	No	Task	Members	Board	CEO/AO	CFO	Clerk to Board	SRFA Committee	LGB	Clerk to LGB	RAC Committee	Executive Principal	Principal
SECTION A Governance Legal Framework and Structure	A1	Articles of Association: review and amend	✓	C	A	A	A						
	A2	Approve changes to the Master and Supplemental Funding Agreements	✓		A	A							
	A3	Approve changes to the MLT Governance Structure		✓	A		A						
	A4	Members: Appoint/Remove	✓		A		A						
	A5	Trustees: Appoint/Remove	✓		A		A						
	A6	Appoint the Chair and Vice-chair of the Trust Board		✓			A						
	A7	Approve the admission of new academies to the Trust		✓	A	A							
SECTION B Governance Terms of reference, Committees and Key Posts	B1	Appoint the Chair and Vice-chair of the SRFA Committee		C			A	✓					
	B2	Appoint the Chair and Vice-chair of other Trust Committees		✓	A		A		C				
	B3	Appoint/dismiss the CEO/AO		✓			A						
	B4	Appoint/dismiss the CFO		✓	A								
	B5	Appoint/dismiss the Clerk to the Trust Board		✓	A								
	B6	Appoint/dismiss the Clerk to other Trust committees			✓		C		R				R
	B7	Appoint representatives to the SRFA Committee		✓	A								

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	B8	To establish and agree the constitution of other Committees		✓	A		A					A	A
	B9	To develop and review the Scheme of Delegation		✓	A	A	A						
	B10	To approve and review Terms of Reference for the Trust Board	✓		A	A	A						
	B11	To approve and review Terms of Reference for Committees: SRFA and other Trust committees.		✓	A	A	A						
SECTION C Governance Administration	C1	Update records held by Companies House, including a register of people with Significant Control					✓						
	C2	To provide notice and provide minutes in respect of: AGM, Trust Board and SRFA Committee			A	A	✓						
	C3	To provide notice and provide minutes in respect of: LGB and RAC			A		A			✓			A
	C4	To provide minutes of the AGM, Trust Board and SRFA Meetings					✓						
	C5	To maintain a register of Members and Directors' Business Interests and publish on the Trust website		C	A	A	✓						
	C6	To maintain a register of Governors' Business Interests and publish on the Trust website			C		C		C	✓			
	C7	To maintain the Department for Education 'Edubase' portal with respect to Governance					✓			C			

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	C8	To ensure Governance information for Board and SRFA i.e. date of appointment, terms of office, type of governor and last academic year governor attendance is recorded on the Trust website annually.					✓						
	C9	To ensure Governance information for LGB i.e. date of appointment, terms of office, type of governor and last academic year governor attendance is recorded on the Academy websites annually.					A			✓			
SECTION D Governance Risk Management	D1	To ensure that adequate insurance arrangements for the Trust and its Academies is in place				A		✓					
	D2	To appoint the Trusts Legal representatives		✓	A	A							
	D3	To appoint the Trusts External Auditors	✓	C		A		C					
	D4	To appoint the Trusts Internal Auditors		✓		A							
	D5	To review recommendations made by External and Internal Audit and ensure that appropriate plans			A	A		✓					
	D6	Management of Risk: establish register, review and monitor		✓	A	A		✓				C	C
	D7	Approve Business Continuity Plans		C	✓	A		C	C			C	C
SECTION E Governance – Financial	E1	To approve the annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement	✓	C	A	A							
	E2	To submit the annual report and accounts and audit findings to the EFA following approval by Members			A	✓							

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	E3	To ensure that the annual report and accounts are put on file at Companies House				✓							
	E4	To submit the Abbreviated Accounts Return via the EFA HUB			C	✓							
	E5	Approve the Trust annual budget forecast, including individual Academy I/E plans		✓	A	A		A	C			C	C
	E6	To determine the level of central spend: management charge and SLAs		✓	A	A		A					
	E7	To authorise the operation of Trust/Academy Bank Accounts and Authorised Signatories		✓	A	A							
	E8	To ensure that Monthly Managements Accounts are prepared					✓						
	E9	To Receive and review Monthly Management Accounts		C	A	A		✓					
	E10	To submit the annual Budget Forecast Return Outturn (BFRO)			C	✓							
SECTION F Finance - Administration	F1	To ensure that Financial Accounting and HR/Payroll software solutions are setup to ensure adequate separation of duties			C	✓							
	F2	To ensure that backup arrangements are in place to secure Financial, HR/Payroll and MIS data		✓	A	A							
	F3	To authorise the opening of additional Trust Bank Accounts			✓	✓							
	F4	To ensure that Trust Bank Accounts are regularly reconciled with the Trust financial software solution				✓							
	F5	To authorise the use of Trust/Academy Procurement Cards			✓	✓							
	F6	To authorise the investment of Trust reserves		✓	A	A			C				

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	F7	To authorise use of the Endowment Fund, within the powers granted in the Deed of Gift		✓	A	A		C					
SECTION G Finance - Procurement	G1	To receive and open tenders with an expected value of over £100,000		R	✓	✓							
	G2	To receive and open tenders with an expected value of between £50,000 and £100,000			✓	✓		R					
	G3	To receive and open tenders with an expected value of up to £50,000			R	✓							
	G4	To enter into contracts or for the procurement of goods and services with a value of over £100,000		✓	A	A		A					
	G5	To enter into contracts or for the procurement of goods or services above £20,000 to a maximum of £100,000			A	A		✓					
	G6	To enter into contracts or for the procurement of goods or services above £5,000 but below £20,000			✓	✓							
	G7	To enter into contracts or for the procurement of goods or services below £5,000					A					✓	✓
	G8	To enter into lease arrangements, ensuring compliance with the Academies Financial Handbook (AFH)		✓	A	A		A					
SECTION H Finance – Debt Management	H1	To write off bad debts with a value over £5,000 (subject to it being within the limits set by the Secretary of State for Education)		✓	A	A		A					
	H2	To write off bad debts with a value of over £1,000 to a maximum of £5,000			A	A		✓					
	H3	To write off bad debts with a value under £1,000			✓	A							

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SECTION I Staffing Structures, Appointment and Dismissal of Staff	I1	To approve the staffing structure for the Trust Central Services		✓	A	A		A					
	I2	To approve the staffing establishment for each Academy with the Trust		✓	A	A		A	C			C	C
	I3	To appoint Executive Principal/Academy Principal's within the approved establishments		A	✓				A				
	I4	To appoint other Academy Senior Leadership posts and Teaching Staff within approved establishments			C				A			A	✓
	I5	To appoint Academy Associate Professional Staff within approved establishments											✓
	I6	To appoint the MLT Central Services Team		C	✓	A		C					
	I7	To approve changes to the Academy staffing structure (within the agreed budget)			A	A			C			A	✓
	I8	To approve changes to the Academy staffing structure (outside the agreed budget)		✓	A	A		A					
	I9	To suspend or dismiss an Executive Principal or Academy Principal		C	✓							A	
	I10	To dismiss a member of staff, other than the Executive Principal or an Academy Principal			C							A	✓
	I11	To determine Trust/Academy ISR and approve pay increases	Refer to MLT Pay Policy										
SECTION J Policies	J1	To review and approve Statutory and Trust wide Policies (see separate policy overview document)		✓	A	A						A	
	J2	To review and approve other MLT Policies, e.g. Finance, HR, ICT (see separate policy overview document)		✓	A	A			C			A	

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Key Function	No	Task	Members	Board	CEO/AO	CFO	Clerk to Board	SRFA Committee	LGB	Clerk to LGB	RAC Committee	Executive Principal	Principal
	J3	To review and approve Academy level policies			A	A			✓			A	A
	J4	Approve the Trust Health & Safety Policy Statement		✓	A	A							
	J5	To maintain a register and co-ordinate the upkeep of Trust Policies			A	A	✓						
	J6	Approve Academy Health & Safety Policy and other Premises Related Policies and Risk Assessments				A			✓			A	A
SECTION K FOI and Data Protection	K1	Ensure that the Trust has a nominated Data Controller			C	✓							
	K2	Manage FOI requests received by the Trust			✓	C							
	K3	Ensure that appropriate security and back up arrangements are in place to protect Personal Data			C	✓							
	K4	Ensure that appropriate ICT Disaster Recovery arrangements are in place to prevent the loss of information			C	✓						C	
SECTION L Admissions and School	L1	Approve the Trust Admissions Arrangements, including a review of the PAN		✓	A	A						A	C
	L2	To approve Academy term dates and the school day		✓	A				C			A	C
SECTION M Curriculum, Pupil Attendance &	M1	To approve the curriculum model for all phases of education including the provision for pupils with SEN		✓	A						C	A	C
	M2	Approval of Trust and Academy targets for student achievement and attendance		✓	A						C	A	C
	M3	Monitoring of Trust and Academy targets for student achievement and attendance		✓	A						✓	A	C

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SECTION N Safeguarding	N1	To ensure that the Academy has in place and maintains a Single Central Record or Staff, Volunteers and Contractors			A	A			R				✓
	N2	To appoint a Safeguarding Governor			A		A		✓				C
	N3	To appoint a Safeguarding Officer for the Academy							R				✓
	N4	To undertake an Annual Review of Academy Safeguarding arrangements			✓	✓						✓	
SECTION O Provision of School Meals	O1	To Ensure that School Nutritional Standards are met				✓						C	C
	O2	Ensure the provision for FSM			C	✓						C	C
	O3	Ensure the provision of UIFSM			C	✓						C	C
	O4	To determine the annual cost of a School Meal for Primary and Secondary Phases of Education			C	A		✓				C	C

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Appendix A

Government Legislation and Directories

- Memorandum and Articles of Association
- Master Funding Agreement
- Supplemental Funding Agreement (s)
- Academies Financial Handbook
- Academies Accounts Direction
- Charities Commission SORP

Maltby Learning Trust Policies