

Synergy Multi Academy Trust Scheme of Delegation 2026-2027

(An Operational Guidance Document)

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined

(A) Accountable – The body/person answerable for the task

(R) Responsible – The body/person who will complete the task

The Scheme of Delegation should be read in conjunction with individual job descriptions, the Trust Governance and Improvement Handbook, the Master Policy Schedule and the Terms of Reference for the relevant Board or Committee.

While the Scheme is designed to be wide-ranging it will not cover every task as it is designed to provide clarity that is not available through other sources (listed above).

[illegible]

	threshold for the CEO (pending approval at full board 15-7-26)														
Education															
1	Set term dates and INSET			A				R	R						
2	Approve all education related policies			A				R	R						
3	Set Trust and Academy academic targets			A				R	R						
4	PP Plans and monitoring			A										R	
5	SEND provision and monitoring			A										R	
6	Monitoring Safeguarding			A				R	R					R	
7	School SEF							A	A						R
8	SIDP							A	A						R
9	Curriculum design							A	A						R
Estates, Health & Safety															
1	Estates SCA spend plan					A				R		R			
2	Approve significant					A				R		R			

	capital expenditure														
3	Estate Compliance						A					R			
4	All estate Health & Safety provision						A					R			
5	Approve all Estates, H&S related policies						A					R			
6	All required H&S / Estates "returns"						A					R			
People															
1	Agree all staffing related policies		A		R										
2	Appointment & performance rev of CEO		A		R										
3	Appointment & performance review of CFO		A					R							
4	Appointment of Central Services staff		A					R	R	R	R	R	R		
5	Appt & perf rev of EHT / Heads / HOS		A					R	R					R	
6	Appt & perf rev of DHT, AHT and LT													A	R
7	Appt & perf rev of school staff													A	R
8	Central Team salary decisions				A			R	R						

9	Headteacher salary decisions				A			R	R						
10	CEO and DCEO salary decisions				A, R										
11	Authority to dismiss staff inc redundancy							A, R	R	R	R				
11	Appoint LGB Members with approval of the Chair of Trustees		A											R	
12	Responsibilities listed in Trust Handbook		A	R	R	R	R	A	R	R	R	R	R	R	R
13	Remove LGBs or LGB Members		A,R											R	
14	Ensure all mandatory training is completed		R	R	R	R	R	A	R	R	R	R	R	R	R
IT Systems & Service															
1	DfE Digital Standards						A						R		
2	Cyber Security Updates						A						R		
3	KCSIE Updates						A						R		
4	Upgrades of software and hardware						A						R		
5	All IT related policies						A						R		