

# Synergy MAT Scheme of Delegation 2021 to 2022

Although decisions may be delegated to the LGB, The Trust Board as a whole remains responsible for any decision made under delegation and may overrule the LGB or Headteachers if appropriate.

1	Trust Board (TB)
2	Trust Board in consultation with the Local Governing Boards
3	Chief Executive Officer (CEO)
4	Local Governing Board (LGB)
5	Chair of Governors (CoG) of LGB in consultation with CEO
6	CEO in consultation with Headteachers
7	Headteachers (HTs)

Key Function	Ref	Task	1	2	3	4	5	6	7	Comment
Specific roles of the Trust	A	Approve Trust Scheme of Delegation	x							
	B	Approve new convertor or sponsored academies joining the MAT	x							
	C	Establish Trust Committees	x							
	D	Approve Trust Committees terms of reference	x							
	E	Approve LGB terms of reference	x							
	F	Appoint Chair of the Trust Board	x							
	G	Appoint and remove chairs of Trust committees	x							
	H	Appoint and remove Trust committee members	x							
	I	Appoint and remove Clerk to Trust Board	x							
	J	Appoint/ remove LGB Chair	x							Appointment and removal of LGB Vice Chair delegated to LGB
	K	Appoint / remove local governors	x							
	L	Convene at least three Trust Board meetings in any year	x							
	M	Establish and maintain Trust register of business interests	x							
	N	Establish a Governors' and Trustees expenses policy	x							
	O	Regulate the LGB procedures ( where not set out in law)	x							Clerk to monitor
	P	Establish code of conduct for governors	x							
	Q	Establish complaints policy	x							
R	Agree a Trust governance calendar	x								
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Specific roles of the LGB	S	Establish LGB committees/working groups				x				As required
	T	Appoint/ dismiss clerk to LGB				x				
	U	Change of academy PAN				x				
	V	Academy website		x		x				Common format across MAT
	W	Academy uniform				x				
Key Function	Ref	Task	1	2	3	4	5	6	7	Comment
Finance	1	Trust and academy financial regulations	x							
	2	Trust and academy financial procedures	x							
	3	Appoint Trust auditors	x							
	4	Develop and implement a Trust 3 year budget plan	x							
	5	Trust annual accounts	x							
	6	Monitor monthly Trust expenditure	x							
	7	Trustees report and financial annual report	x							Trustees responsible for financial reporting to members
	8	Trust academies accounts return to ESFA	x							
	9	Approve Trust expenditure over agreed limits	x							As per policy
	10	Approve academy expenditure over agreed limits	x							As per policy
	11	Approve the first formal budget plan in each financial year	x							Agreed funds to be delegated to each academy
	12	Monitor monthly academy expenditure							x	With CFO
	13	Review the budget termly	x						x	LGB to be notified of the budget position by HT though AR reports
	14	Establish a charging and remissions policy	x							
	15	Enter into contracts	x	x	x	x			x	As per policy
	16	Authorise payments			x				x	As per policy
	17	Miscellaneous financial decisions			x					As per policy



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Staff policies and pay	52	Job role, salary and grading determination			x				x	CEO for Central services, HT for academies
	53	Agree Teachers pay policy	x							
	54	Determine pay policy for unqualified teachers	x							
	55	Agree employee terms and conditions	x							
	56	Implement the pay policy						x		HT in consultation with CoG has the responsibility for day to day implementation of the pay policy
	57	Receive annual recommendations on salary				x	x			
	58	Decisions/ appeals arising out of pay and performance management policies				x				For individual academy staff
	59	Undertake CEO's performance review	x							
	60	Undertake Headteacher's performance review			x					With 2 governors from LGB. Delegated to the EPL for primary Headteachers
	61	Establish staff disciplinary and capability procedure	x							
	62	Grievance policy	x							
	63	Whistleblowing policy	x							
64	Restructuring and redundancy policy	x								
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Appraisal	65	Determine an appraisal policy	x							
	66	Implement appraisal policy						x		
	67	Annual review of appraisal policy								
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Academy Performance, Curriculum and Teaching	68	Trust Strategic Plan	x							
	69	Trust performance review	x							
	70	Academy Strategic Development Plan				x				
	71	Teaching and Learning policy				x				Individual for each academy but strong alignment in best practice
	72	Ensuring the National Curriculum is taught to all pupils				x				
	73	Establish a curriculum policy	x			x				Trust Board to determine framework
	74	Implement the curriculum policy							x	
	75	Monitor the implementation of the curriculum policy				x				
	76	Implement action to maintain teaching standards							x	
	77	Monitor action to maintain teaching standards				x				Input from CEO and EPL
	78	Determination of subject options to be taught, given the available resources				x			x	
	79	Responsibility for the education of each child							x	
	80	SEND and Inclusion policy	x			x				Trust Board to determine framework
	81	Monitor SEND provision				x				
	82	Implement the SEND policy							x	
	83	Monitor implementation of the SEND policy				x				
	84	Determine RSE policy for the Trust	x			x				
	85	Monitor implementation of the RSE policy				x				
	86	Monitor for any political indoctrination				x				
	87	Prevent policy				x				Within safeguarding policy
	88	Attendance policy				x				
	89	Attendance plans							x	
	90	Pupil Premium policy				x				
91	Pupil Premium plan				x					
92	Educational Visits policy				x					

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Target Setting	93	Set targets for pupil achievement (outcomes/ progress) in each academy				x				Targets in consultation with CEO, EPL and HTs
	94	Set targets for pupil achievement (outcomes/ progress) across the MAT	x							
Discipline and Exclusions	95	Establish a behaviour policy	x			x				Statement approved by the Trust Board
	96	Review the levels of exclusions in each academy				x				Termly monitoring
	97	Review permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination				x				LGB panel
	98	Direct reinstatement of excluded pupils				x				
	99	Appeals against permanent exclusion				x				Independent panel required
Admissions	100	Consulting annually before setting an admissions policy				x				
	101	Setting an admissions policy	x			x				Trust Board to determine framework
	102	Admissions: Application decisions							x	
Religious Education	103	Admissions: Appeals							x	Appeals are dealt with by an independent panel. HT to present academy case. CoG to be kept informed
	104	Responsibility for ensuring provision for RE in line with the academy curriculum							x	Report annually to LGB
Collective Worship	105	RE policy				x				Within curriculum policy
	106	Arrangements for collective worship							x	
Premises and insurance	107	Buildings insurance and personal liability	x							
	108	Develop academy buildings strategy. Contribute as required to Trust asset Management Planning arrangements		x						
	109	Procure and maintain buildings including developing a properly funded maintenance plan	x							Estates Manager to lead
	110	Determine health and safety policy	x							
	111	Monitor implementation of the health and safety policy				x				
	112	Ensure health and safety regulations are followed							x	
	113	Asset management plan		x						
Academy Organisation	114	Determine lettings policy				x				
	115	Setting the times of academy sessions, term dates and holidays	x			x		x		Session timings determined by LGB
	116	Ensure the academy meets for 380 sessions in the academy year	x							
	117	Set INSET days and staff training sessions						x		
	118	Ensure academy meals provided are nutritious and value for money	x			x				
Information for parents	119	Extended services on site				x				
	120	Prepare and publish the academy prospectus							x	As required
	121	Prepare and publish Annual Governance Statement to parents				x				
	122	Ensure the provision of FSM to qualifying students							x	
Governance procedures	123	Home-Academy agreements				x				
	124	Monitor implementation of complaints policy		x						
	125	Establish FOI request policy	x							
	126	Implement FOI policy where required	x			x				
	127	Monitor implementation of the FOI policy	x							

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Equalities Act	128	Establish Single Equalities Act policy (Equality information and objectives)	x			x				
	129	Implement Single Equalities Act policy and objectives at Trust level via equality action plan			x					
	130	Implement Single Equalities Act policy and objectives at academy level via Academy equality action plan							x	
	131	Monitor implementation of Single Equalities Act policy and objectives at Trust and local level	x			x				
Data Protection	132	Establish data protection policy	x							
	133	Implement data protection policy							x	
	134	Monitor implementation of data protection policy in each academy							x	Breaches reported to DPL, and DPO as required
Safeguarding	135	Establish a safeguarding policy	x			x				Trust Board to determine framework
	136	Implement safeguarding policy and procedures							x	
	137	Monitor implementation of safeguarding policy				x				Termly monitoring plus annual report to LGB
	138	Refer allegations of abuse against staff to LADO			x					x
ICT	139	Establish an acceptable use policy	x							ICT Manager to lead
	140	Implement acceptable use policy and procedures							x	
	141	Monitor implementation of acceptable use policy				x				ICT Manager to lead
Social media usage	142	Establish a social media policy	x							ICT Manager to advise
	143	Implement social media policy and procedures							x	
	144	Monitor implementation of social media policy				x				