Rainbow Education MAT Scheme of Delegation

Responsible	means **Responsible**. The individual/group that has responsibility for undertaking or completing the task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO, this reporting will be at Board level. In the case of the
Accountable	means **Accountable**. The individual/group that has the ultimate or final responsibility for ensuring completion of the task. This will include determining how the Trust and/or Academies (as appropriate) should undertake the task including determining
Support	means **Support**. The individual/group who should provide support during the implementation of the task.
Consult	means **Consult**. The individual/group that should be consulted as part of the process of the completing the task because they can provide valuable advice and/or input.
Inform	means **Inform.** The individual/group that should be kept up-to-date about the progress of the task and/or the decisions in the task.

This Scheme of Delegation sets out those functions delegated by the Board. It is subject to the Articles of Association which takes precedence in the case of conflict.

Decision-Makers/Role		Trustee Board	CEO	Local Academy Council	Headteacher
Domain 1: Strategy and Leadership					
Strategy	Set strategic objectives of the Trust	A/R	A/R	S	C
	Set strategic objectives of the Schools	A	R	S	R
	Develop the character, mission & ethos of the Trust	A/R	R	C	C
	Develop the character, mission & ethos of the schools	A	S	R	R
Scrutiny	Scrutiny: Performance – review & challenge progress of the Trust against its strategic objectives and KPIs	A	R	C	S
	Scrutiny: Ethos – operation of the Trust & Schools against the agreed character, mission & ethos	A	R	R	S
Compliance	Compliance: Funding Agreement – comply with all obligations including the Academies Financial Handbook	A	R	S	R
	Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, GDPR, employment law and health and safety)	A	R	S	S
	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	A	R	S	S
	Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	A	R	R	S
Registers	Register of Interests	A/R		A/R	
	Trust Risk Register	A	R	S	S
	Appointment and removal of Trustees– ensuring processes in place for appointment and removal of trustees (including ensuring that the Trustees have the skills to run the Trust)	A/R	S		

Category	Task	Col1	Col2	Col3	Col4
Appointments	Appointments of Governors – ensuring processes in place for appointment of governors (including ensuring that the Governors have the skills to run the schools)	C	C/S	A/R	S
	Appointment of Clerk – Board	A/R	S		
	Appointment of Clerk – Governing Body	C	C	A/R	S
Policies	Review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	A	R	C/S	S
	Review and approval of School Policies (including admissions, behaviour, health & safety and safeguarding)	A	S	A	S
Committee Delegations	Prepare terms of reference for Committees	A/R	S	C	C
	Prepare terms of reference for LAC Committees eg pay and admissions	A/R	S	C	C
Training	Training programme for trustees	A/R	S		
	Training programme for governors	C	S	A/R	S

Domain 2: Education and Leadership

Category	Task	Col1	Col2	Col3	Col4
Academy Performance	School Development Plan - for each school in line with strategic aims of the Trust	A	R	S	R
	Key Performance Indicators – setting and reviewing performance of the Trust & the schools	A/R	R	C	S
	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	A	R	S	R
	Curriculum – setting the curriculum for the schools and reviewing its effectiveness	A	R	S	R
	Ensuring all trust wide reporting systems accurately reflect the performance and effectiveness of each school.	I	S	A/R	A/R
Student Issues	Student issues (including attendance, exclusions, punctuality and disciplinary matters for each school)		S/C	A/R	A/R
	Ensure school lunch provided to appropriate nutritional standards		S	A	R
Safeguarding	Ensuring each school has appointed a designated safeguarding lead, ensuring compliance with statutory guidance and maintenance of single central record	A	S/C	R	S/C
Stakeholder Engagement	Promoting partnership working between parents/carers and the schools (including undertaking consultation with students, parents/carers and other stakeholders and ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience)	A	S	R	S
Academy Calender and Opening Hours	Setting term dates	A	R	C	S
	School Hours -setting the opening and closing times for the Schools	A	R	C	R
Admissions	Set admissions policy	A/R	S	R	S
	Admissions Decisions	C	I	R	S

Category	Item				
Ofsted	Ofsted Inspections Trust Support: (1) Board will liaise with Ofsted where MAT is inspected and will assist with an individual school inspection. (2) CEO and executive leaders will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review (3) CEO and executive leaders will support Local Academy Councils and Headteachers for individual school inspections	A/R	S	I	S
	Ofsted Inspections, supported by executive leaders: school level	A	S	R	R
Domain 3: Financial					
Appointments	Appoitment of Audit and Risk Committee	A/R	S	I	I
	Appointment of Accounting Officer and Chief Financial Officer	A/R			
	Recommend appoiment of External Auditors to Members	A/R	S		
	Appoitment of Internal Auditors	A/R	S		
Funding Model and Budget	Agreeing a funding model across the Trust and develop an individual funding model for the schools) so as to the secure the Trust's financial health in the short term and the long term	A/R	S	C	C
	Formulating and setting the Trust wide budget	A/R	S		
	Formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)	A/R	S		
	Expenditure and ensuring delivery of Annual Budgets	A/R	S		
	Expenditure and ensuring delivery of Pupil Premium and Sports Premium	A	S	A/R	A/R
Financial Delegation	Establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements	A/R	S	C	S
Investments	Agreeing the investment policy in line with the Academies Financial Handbook and the Scheme of Financial Delegation	A	R		
Domain 4: HR and Operations					
Appointments	Appointment of CEO	A/R			
	Appointment of Headteachers at each school	A	R	C	
	Appointment of school staff (non SLT or Leadership)		A	R	R
	Appointment of cross-Trust staff (in line with recruitment policy)	A	R	I	C
	Appointment of School SLT (excluding Headteacher)		A	R	R
	Appointment of Data Protection Officer	A/R	S		
Dismissals	Dismissing CEO (in accordance with the Trust disciplinary and capability policies)	A/R			
	Dismissing cross Trust Staff (in accordance with the Trust disciplinary and capability policies)	I	A/R	C	S
	Dismissing Headteachers (in accordance with the Trust disciplinary and capability policies)	A	R	S	
	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		S	A	R
	Excluding Head		R	A	
Appraisal	Staff appraisal				R
	Headteacher appraisal	R	R	C	

Category	Activity				
Policies and Terms & Conditions	Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	A	R	C	S
	Setting Terms and Conditions of Employment and Staff Handbook	A	R	I	I
	Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations)	A	R	C	S
	Reviewing discipline and grievance policy	A/R	R	S	S
Procurement	Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	A	R	I	S
	Setting school specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	A	R	S	S
	Enter into contracts – up to limit of delegation set out in Scheme of Financial Delegation	A	R	C	S
Central Services	Determining and allocating central services provided to the schools by the Trust	A	R	C	S / C
	Overseeing the effectiveness of services provided centrally by the Trust	A	R	C	S / C
	Arranging insurance for the Trust	A	R		
Premises and Assets	Acquiring and disposing of Trust land	A	R	C	
	Changing use of Assets	A	R	C	
	Asset and Premises Maintenance Strategy – determining use of Academies' premises and ensuring premises are adequately maintained	S	A	C	S
Media and PR	Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	A	R	S	S
	Information management – including adopting and following policies for information security and compliance with FoI and DPA legislation and maintaining accurate records (staff, student)	A	R	S	S