



Scheme of Delegation

Stephenson Multi Academy Trust is a charitable trust, with the Department for Education as its principal regulator. The Members and the Board of Trustees have legal responsibility and accountability for the trust, its academies and their performance. This responsibility and accountability may not be delegated, but the board may delegate duties and decisions to other bodies.

The Articles of Association determine how members and trustees are appointed and removed, the roles and responsibilities they have, how trust meetings are held and the powers the trust has to further its charitable purposes. The Articles of Association can be found on the trust's website and at Companies House. This Scheme of Delegation shows which body has delegated responsibilities for these duties and decisions. The bodies comprise:

- **Members**

Members have an overview of the governance arrangements of the trust and have the power to amend the Articles of Association and appoint and remove member-appointed trustees. They appoint the auditors and hold the board of trustees to account. Their objectives include the advancement, for the public benefit, of education by establishing, managing and developing schools/academies and offering a broad and balanced curriculum.

- **Board of Trustees**

The board is the legal governing body of the trust. They set out strategy and policy in key areas which are then applied within and across all academies within the Stephenson Multi Academy Trust through the organisational framework and Scheme of Delegation to local governance arrangements. The Company Secretary is the Governance Professional. The board ensures the trust complies with the Articles of Association, trust law and charity law. The board has the power to form committees to carry out specific functions on behalf of the board or to delegate responsibilities to the Local Academy Committee. The board of trustees holds the Executive Principal to account for the overall performance of the trust and its school. As per the trust's Articles of Association, the trustees shall appoint the Executive Principal of the trust.

- **Principal**

The Principal is the Accounting officer and the most senior executive leader in the trust and has a significant amount of delegated responsibilities. The Principal is accountable to the board of trustees and is responsible for the performance of the trust. Line management of the Executive Leadership Team (unless delegated to another executive leader) and SLT lies with the Principal. The Principal is expected to implement the strategic priorities of the board of trustees, lead on growth of the trust, represent the trust and oversee all operations of the trust.



- **Executive Leadership Team**

- Principal
- Chief Finance and Operations Officer (CFFO)

- **Local Academy Committee**

The school within the trust has its own Local Academy Committee with certain responsibilities delegated to it by the trustees. Governors serving on the LAC will consider their respective school and work alongside the Principal on school improvement priorities. Governors will be required to challenge senior leaders within the school, attend pupil disciplinary meetings and be involved in any complaints lodged against the school. Recommendations from the LAC may be made to the board of trustees in line with this Scheme of Delegation.

- **Academy Leadership**

The school will be led by the senior leadership team under the Principal. They have responsibility for the daily operational management of the school and comply with the trust's policies, procedures, ethos and values.

The delegated responsibilities for duties and decisions are broken down into different levels in line with the trust's principles of governance. The delegated autonomy is aligned with the need for the trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education & Skills Funding Agency, Charity Commission, HMRC, Companies' House as well as to our pupils, students and their parents and carers and the wider community of school.

The different levels of delegated duties and decision making are listed below, but it should be noted that not every task requires all levels of delegation to be defined.



Key

A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible.
R Responsible	Responsible for the delivery. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. These are important stakeholders.

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

	Members	Trustees	Trust Board Committees			Executive Functions	
			Finance & Audit	Staffing & Pay	Local Academy	Principal	CFO
Prime Function	Appointment of Directors	Strategy, Policy and discharge of legal duties	Discharge of duties from the Trust Board of Directors through assurance, scrutiny and exercise of delegated authority			Exercise of delegated functions for academy	Exercise of delegated functions for academy
Membership	5	10	Min 3 Trustees	Min 3 Trustees	2 x Parent 1 x Staff 12 x Community 1 x Principal		
Board Business							
Agree code of conduct for governing board		A/R				C	
Appoint/Remove Members	A/R						
Appoint/Remove Trustees	A/R						



SCHOOLS IN PARTNERSHIP
STEPHENSON
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	Members	Trustees	Trust Board Committees			Executive Functions	
			Finance & Audit	Staffing & Pay	Local Academy	Principal	CFOO
Appoint/Remove Committee members		A/R					
Appoint/Remove Chairs of Committees		A/R	C	C	C		
Appoint/Remove Company Secretary		A/R					
Appoint LAC chair & Vice Chair					A/R		
Remove LAC chair		A/R					
Appoint/remove LAC members		A			R		
Appoint Trust governance professional		A				R	
Appoint Trust banking provider		A				R	C/R
Appoint Trust legal advisor		A				R	C/R
Articles of Association: Review		A/R				C	
Articles of Association: Ratify	A/R						
Agree Terms of Reference for Committees		A/R	C	C	C	C	
Commission ERG every 3 years	C	A/R				C	
Complete Annual review of Scheme of Delegation		A				R	
Complete Annual Trust board self-review		A/R					
Complete Annual review of governance structure	C	A	C	C	C	R	
Compliance: Funding Agreement – comply with all obligations including the ATH		A	C			R	R
Elect Chair of Trustees		A/R					
Ensure website compliancy		A				R	



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	Members	Trustees	Trust Board Committees			Executive Functions	
			Finance & Audit	Staffing & Pay	Local Academy	Principal	CFOO
Establish a training program for the governing board		A/R				C	
Determine powers of chair in urgent situations (Chair's Action)		A/R					
Oversight of GDPR and Freedom of Information		A				R	
Submit annual report to Members & publish		A				R	
Vision & Strategy							
Determine Trust's Vision, Strategy and key priorities		A/R				R	
Apply Trust Strategic Plan		A	C	C	C	R	
Determine policies which reflect the Trust's values		A				R	
Determine school level policies		A			C	R	
Establish Risk Register and conduct regular review		A/R	R	R	R	R	
Ensure engagement with stakeholders		A			R	R	
Review Academy term dates & day		A			C	R	
Review Asset Management Plan		A/R	C			R/C	R/C
Agree Data Protection Policy (and privacy notice)		A				R	
Finance & Estates							
Appoint & remove external auditors	A/R	C					
Appoint and performance manage the Principal		A/R					



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	Members	Trustees	Trust Board Committees			Executive Functions	
			Finance & Audit	Staffing & Pay	Local Academy	Principal	CFO
Produce the Trust's Financial SOD		A	C			R	C
Receive external auditors report	A/R						
Action recommendations made by external auditors		A	A			R	R
Produce annual report & accounts		A	C			R	R
Submit ESFA required reports & returns		A	C			R	R
Agree budget plan		A	C			R	C
Monitor Trust budget		A				R	
Benchmarking and evaluation		A				R	R/C
Approve Estate strategy		A				R	R/C
Monitor school estate to ensure it is safe and well maintained		A				R	
Arrange insurance for the Trust		A	C			R	C
Acquiring & disposing of Trust land		A/R				C	C
Submitting grant applications		A				R	R
VAT Compliance		A				R	R
Overseeing the IT services		A				R/C	R/C
Review Subcontracting agreements (FEFA)							
Human Resources							
Appoint/Dismiss Accounting Officer and/or CFO		A/R				C	
Appoint/Dismiss Principal		A/R		C			
Performance Manage Principal		A/R		C			



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	Members	Trustees	Trust Board Committee			Executive Functions	
			Finance & Audit	Staffing & Pay	Local Academy	Principal	CFO
Agree Principal pay & reward		A/R		C			C
Review & agree staff appraisal procedure & pay progression		A		C		R	
Determine Senior Leaders staffing structure		A		C		R	C
Appoint Senior Leaders – Vice & Assistant Principals		A				R	C
Appoint lead finance members		A/R				C	C
Determine school staffing structure			C	C		A/R	C
Appoint school staff				C		A/R	C
Implement pay policy and code of conduct for staff		A		C		R	C
Determine disciplinary and capability policies		A		C		R	
Approval of exit payments/early retirement/pension discretion		A		C		R	C
Dismissal of school staff		A		C	R	A/R	C
Education							
Approve school curriculum and curriculum policy		A			R		
Ensure high standards of teaching & learning		A				R	
Delivery of curriculum						A/R	
Set targets for school outcomes		A				R	
Plan & deliver school improvement interventions					C	A/R	
Agree behaviour policy					C	A/R	



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			Finance & Audit	Staffing & Pay	Local Academy	Principal	CFOO
Implement behaviour policy		A			C	A/R	
Review perm & ft exclusions		A/R			R/C		
Review admissions		A	C		R	R	
Admissions appeal process		A			C	R	
Determine complaints policy		A			R	R	
Implement & review complaints procedure (panel stage)		A/R			R		
Implement and review Attendance Policy		A			R	R	
Review Pupil Premium Expenditure		A	A/R		C	R	R
Review term dates & length of the school day					A	R	
Review formal collaborations and partnership agreements		A	A/R			R	R
Safeguarding		A			R	R	
Agree policy for pupils with SEND		A			R	R/C	
Agree Equality information and objectives statement		A			R	R	
Community							
Develop stakeholder partnerships across the trust		A			C	R	
Develop stakeholder partnerships at school level					A	R/C	
Media & PR – overseeing public relations activities		A/R				A/R	
Set the Communication policy		A				R/C	