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**
  - Principle
  - Chief Financial Operating Officer (CFOO)
  - Vice Principal

- **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 Rainhill High 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

✓	Responsible for action

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		Local Academy Committee	Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay		Principal/Exec team	CFOO	
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	Exercise administration of governance board
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		✓						
Appoint/Remove Members	✓							
Appoint/Remove Trustees	✓							

	Members	Trustees	Trust Board Committees		Local Academy Committee	Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay		Principal/ Exec	CFOO	
Elect chair/vice chair of trustees annually		✓						
Appoint committee chairs annually and remove when necessary		✓						
Determine powers of chair of trustees in urgent situations		✓						
Establish and review trust governance structure		✓						
Agree named safeguarding trustee		✓						
Agree named trustee for SEND		✓						
Agree named trustee for careers		✓						
Appoint Trust governance professional		✓						
Undertake trust governance professional appraisal annually		✓				✓		
Articles of Association: Review		✓						
Articles of Association: Ratify changes	✓							
Agree scheme of delegation and complete annual review		✓						
Agree committee terms of reference and complete annual review		✓						
Agree trust board and committee meeting dates and agendas		✓				✓		✓
Commission external review of trust board effectiveness every 3 years		✓						
Complete annual trust board self-evaluation		✓						

	Members	Trustees	Trust Board Committees		Local Academy Committee	Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay		Principal/Exec	CFOO	
Publish governance arrangements on website								✓
Ensure trust and academy websites are compliant and effective						✓		✓
Maintain compliance on GIAS and Companies House						✓		✓
Submit annual report on the performance of the trust to members		✓						
Maintain register of interests		✓						
Maintain trustee/governor expenses policy		✓						
Approve statutory policies		✓						
Appoint/remove academy committee Chair					✓			
Agree LAC meeting dates and agendas, ensuring trust consistency					✓	✓		✓
Complete periodic review of local governance		✓						✓
Set clear expectations on monitoring and visits to the school		✓						
Ensure board reporting channels are established		✓						✓
Agree remit and constitution of any working party established to support the trust`s strategic objectives		✓						

	Members	Trustees	Trust Board Committees		Local Academy	Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay		Principal/Exec	CFOO	
Vision & Strategy								
Determine Trust`s Vision, Strategy, ethos/culture and key priorities		✓				✓		
Develop engagement channels with key stakeholders in line with trust vision and priorities						✓		
Determine non-statutory trust policies						✓		
Determine academy level policies						✓		
Finance & Estates								
Appoint and performance manage chief financial officer (CFO)		✓				✓		
Produce trust's financial manual to further expand on processes relating to delegated financial powers		Trust board to approve				✓		
Produce annual report and accounts		Trust board to approve				✓	✓	
Submit required financial reports and returns							✓	
Agree budget plan to support delivery of trust strategic priorities		✓				✓	✓	
Monitor trust budget		✓	✓			✓	✓	
Approve long-term financial plans		✓						
Develop and submit three-year budget forecast						✓	✓	

	Members	Trustees	Trust Board Committees		Local Academy	Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay		Principal/Exec	CFOO	
Carry out bench marking and trust-wide value for money evaluation						✓	✓	
Agree reporting and monitoring arrangements for trust and academy budgets		✓	✓			✓	✓	
Prepare management accounts every month setting out the trust's financial performance and position		To be shared with chair monthly	To be shared with chair monthly				✓	
Approve expenditure/contracts above a specified threshold		✓						
Approve exit payments/early retirement/pension discretion		✓						
Operations								
Appoint and remove external auditors	✓							
Receive external auditor's report	✓							
Ensure ATH requirements relating to the review of the external auditor's are adhered to			✓					
Action recommendations arising from internal audits						✓	✓	
Agree and deliver a programme of internal scrutiny ensuring the effective use of external third parties to support the trust			✓			✓		
Agree risk management policy		Trust board to approve	✓			✓		
Oversee the risk register and undertake a full annual review		✓						
Undertake termly review of risk register			✓					

	Members	Trustees	Trust Board Committees		Local Academy Committee	Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay		Principal/Exec	CFOO	
Manage and report on risk mitigation strategies						✓		
Maintain trust contingency and business continuity plans						✓		
Monitor implementation of, and compliance with, health and safety policy and procedures at academy level			✓			✓		
Agree premises management documents, including estate vision, estate strategy and asset management plan						✓		
Monitor academy estates to ensure they are safe and well-maintained			✓			✓		
Ensure that there is suitable expert support on health and safety						✓		
Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust						✓		
Develop a cyber security framework						✓		
Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓			✓		
Ensure there is adequate company sectretarial support		✓						
Appoint a data protection officer (DPO)						✓		
Complete and maintain Single Central Record (SCR						✓		
Receive routine reports on the status of the SCR				✓				

		Members	Trustees	Trust Board Committees		Local Academy Committee	Executive Functions		Governance Professional
				Finance & Audit	Staffing & Pay		Principal/Exec	CFOO	
Workforce									
Appoint/ Dismiss	Accounting Officer/Principal		✓						
	Other executive and senior team		✓				✓		
	Academy level staff members						✓		
Performance management and determining pay/ progression	Principal		✓						
	Other executive and senior team						✓		
	Academy level staff members						✓		
Undertake staff panel hearings such as disciplinary, grievance and capability	Principal		✓						
	Other executive and senior team		✓						
	Academy level staff						✓		
Determine executive and senior team staffing structure							✓		
Determine academy level staffing structure							✓		
Ensure appointment of DSLs, deputy DSLs and SENCOs							✓		
Monitor compliance with safer recruitment requirements			✓		✓				
Monitor staff wellbeing and workload					✓	✓	✓		
Monitor staff statutory training and impact of CPD					✓	✓	✓		
Approve HR policies and school pay policy									

	Members	Trustees	Trust Board Committee		Local Academy	Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay		Principal	CFOO	
Curriculum								
Approve trust-wide curriculum						✓		
Agree equality information and objectives (public sector equality duty) statement and monitor		✓				✓		
Ensure provision of religious education						✓		
Ensure delivery of collective worship						✓		
Ensure compliance with SMSC requirements including the promotion of British values					✓	✓		
Deliver provision of statutory careers education (secondary)						✓		
Monitor the inclusiveness of the curriculum					✓	✓		
Pupils & Learning Support								
Ensure high standards of teaching and learning						✓		
Set targets for pupil outcomes across trust and monitor in-year data termly						✓		
Agree school improvement strategies						✓		
Determine use and monitor impact of pupil premium					✓			
Set the dates of school terms and holidays		✓				✓		
Set the times of school sessions		✓				✓		

	Members	Trustees	Trust Board Committee		Local Academy Committee	Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay		Principal	CFOO	
Monitor attendance and persistent absence of pupils					✓	✓		
Ensure effective and compliant trust-wide SEND provision		✓				✓		
Regularly monitor compliance with SEN code of practice						✓		
Monitor effectiveness of SEND provision at academy level, ensuring compliance statutory requirements					✓	✓		
Monitor progress and attainment for all vulnerable children					✓	✓		
Monitor support for looked after and previously looked after children					✓	✓		
Monitor pupil behaviour data across different pupil groups					✓	✓		
Ensure careers provider access across trust						✓		
Review Principal decision to suspend/exclude pupils		✓			✓			
Monitor rates of suspension and exclusion across the trust					✓	✓		
Ensure school food standards are met for pupils						✓		
Ensure free school meal provision is adequately implemented						✓		
Deliver inclusive extra-curricular activities						✓		
Monitor children's wellbeing and how this is actively supported					✓	✓		
Monitor provision and outcomes for EAL pupils					✓	✓		
Monitor safeguarding arrangements at academy level, ensuring compliance statutory requirements					✓	✓		

	Members	Trustees	Trust Board Committees			Executive Functions		Governance Professional
			Finance & Audit	Staffing & Pay	Local Academy	Principal	CFOO	
Community								
Review complaints at panel stage					✓			
Monitor all complaints raised (including through external agencies e.g LA, ESFA and Ofsted) across the trust		✓				✓		
Engage with key stakeholders at academy level					✓	✓		