

**Furness Education Trust
Scheme of Delegation Matrix
Summer 2023**

Accountable/Responsible/Support/Consulted/Informed

Function	Number	Activity	Members	Trustees	CEO	LAC	Head Teacher
Strategy and Function	1	To determine mission, direction, values and aims and strategic objectives of the Trust and prepare a Trust Business Plan.		A	R	S	S
	2	To determine the scope of central services to be delivered by The Multi Academy Trust to and on behalf of the academies.		A	R	C	C
	3	To identify additional services to be procured on behalf of the academies.		A	R	C	C
	4	To ensure centrally delivered services provide value for money.		A	R	I	C
	5	To set the times of school sessions and the dates of school terms and holidays		A	C	C	R
	6	To consider requests from other schools to join the Multi Academy Trust		A	R	I	S
	7	To agree academy level policies and procedures within Trust policy framework		A	S	R	S
Education	1	To propose targets for student achievement.		A	S	S	R
	2	To agree targets for student achievement		A	R	C	C
	3	To establish a Trust behaviour policy		A	R	S	S
	4	To review the use of exclusions and to decide whether or not to confirm all permanent exclusions		A	I	R	S
	5	To direct reinstatement of excluded students		A	I	R	I
	6	To produce the Academy Development Plan		A	S	C	R
	7	To agree the Academy Development Plan		A	R	C	S
	8	To develop a curriculum policy and framework		A	R	C	C
	9	To implement a curriculum policy		A	S	S	R
	10	To prohibit radicalisation and promote equality and diversity and tolerance and ensuring the balanced treatment of political issues		A	S	S	R
	11	To ensure the quality of teaching		A	S	S	R
	12	To discharge duties in respect of students with special educational needs and disabilities		A	S	S	R
	13	To ensure the quality of individual child's education		A	R	C	S
	14	To ensure the quality student outcomes		A	R	C	S

Furness Education Trust
Scheme of Delegation Matrix
Summer 2023

Accountable/Responsible/Support/Consulted/Informed

Function	Number	Activity	Members	Trustees	CEO	LAC	Head Teacher
Governance	1	To appoint/remove Members and Trustees	A				
	2	To review and amend Articles of Association	A				
	3	To change the name of the Academy Trust	A				
	4	To hold the Trust Board to account, attend the AGM and receive annual report	A				
	5	To appoint/establish committees of the Trust and reviewed annually.		A	C	C	I
	6	To identify and review on an annual basis the skills and experience required (skills audit) for the Trust Board and recruitment/training		A			
	7	To agree and publish a Scheme of Delegation for governance		A	R	I	I
	8	To appoint (and remove) the Chair of the LAC		A	R	I	I
	9	To appoint and dismiss the Clerk to the Trust Board + LACs		A	R	I	I
	10	To hold a full LAC meeting at least three times a year and review and report the performance of the academy.		A	I	R	S
	11	To appoint, remove and actively seek members of the LAC		A	R	R	I
	12	To approve governance documents and any amendments thereafter.		A	R	I	I
	13	To approve and set up a governors' expenses scheme		A	R	I	I
	14	To review and challenge progress of the Trust against strategic objectives		A	R	S	S
	15	To consider whether or not to exercise delegation of functions to individuals/committee		A	R	S	I
	16	To regulate LAC procedures		A	R	C	I
	17	To determine the development needs of the governors and put in place an appropriate programme		A	R	R	I
	18	To develop a safeguarding policy in line with statutory requirements and best practice		A	R	I	I
	19	To determine, on an annual basis, those policies which will be developed by the MAT and mandatory for all MAT schools		A	R	I	I
	20	To provide to the MAT, on an annual basis, copies of all current policies and procedures and a schedule for their review, to review and update policies where allocated to the school.		A	S	R	S
	21	To provide a Complaints Procedure policy		A	R	I	I
	22	To develop a common reporting and assessment framework		A	R	C	S
	23	To agree Trust Safeguarding and Child Protection Policy		A	R	S	S

**Furness Education Trust
Scheme of Delegation Matrix
Summer 2023**

Accountable/Responsible/Support/Consulted/Informed

Function	Number	Activity	Members	Trustees	CEO	LAC	Head Teacher
HR and Operations The Trust Board is responsible for all HR aspects associated with the CEO in accordance with the Trust policies and procedures.	1	To appoint a Headteacher		A	R	C	I
	2	To appoint a Deputy Headteacher		A	I	C	R
	3	To agree a pay policy for all MAT staff.		A	R	I	C
	4	To appoint / dismiss Chief Executive Officer (CEO) and CFO		A			
	5	To appoint/dismiss the Headteacher		A	R	C	I
	6	To implement the Trust's safeguarding policy		A	S	S	R
	7	To set Trust wide procurement policies in accordance with FA and AFH		A	R	I	I
	8	To agree H&SW Policy and Procedure Framework		A	R	I	I
	9	To establish Trust wide HR policies (including recruitment, disciplinary, grievance)		A	R	I	I
	10	To agree changes to the staffing structure of the Trust and each academy.		A	R	S	S
	11	To appoint academy teachers other than Headteacher and SLT.		A	I	S	R
	12	To appoint non-teaching academy staff within agreed budget.		A	I	S	R
	13	To ensure provision of free school meals to those students meeting the criteria		A	I	S	R
	14	To ensure there is qualified teacher designated as SENCO for the academy		A	I	S	R
	15	To appoint members of academy SLT.		A	C	C	R
	16	To appoint central service staff		A	R	I	C
	17	To dismiss and suspend staff other than Headteacher		A	S	C	R
	18	To set appraisal performance management and pay review policy.		A	R	C	C
	19	To set terms and conditions of employment and staff handbook		A	R	C	C
	20	To determine staff complement within agreed budget		A	S	C	R
	21	To determine dismissal payment/early retirement of the Headteacher		A	R	I	I
	22	To determine dismissal payment/early retirement of others		A	S	C	R
	23	To conduct staff appraisals at academies, monitor & report performance to CEO		A	S	S	R

**Furness Education Trust
Scheme of Delegation Matrix
Summer 2023**

Accountable/Responsible/Support/Consulted/Informed

Function	Number	Activity	Members	Trustees	CEO	LAC	Head Teacher
Finance	1	To agree and annually review a Scheme of Financial Delegation and Regulation		A	S	C	R
	2	To recommend for approval the first formal budget plan each financial year.		A	R	I	C
	3	To plan, manage, monitor and report monthly expenditure at academies and identify actual or potential items of budget overspend/underspend		A	R	I	C
	4	To plan, manage and monitor monthly expenditure of the MAT and identify and report actual or potential items of budget overspend/underspend		A	S	S	R
	5	To approve any amount to be transferred between budget headings and/or likely budget overspends in line with authorisation document		A	S	S	R
	6	To establish financial decision levels & limits and appropriate financial controls		A	S	S	R
	7	To establish a charging and remissions policy for the academies.		A	R	I	I
	8	To appoint the internal auditor for the academy.		A	C	R	S
	9	Agreeing miscellaneous financial expenditure outside the agreed budget.		A	S	S	R
	10	To enter into additional contracts which exceed the agreed annual budget allocation within limits specified in the Financial Regulations Manual.		A	R	S	S
	11	To authorise acquisition of assets within limits specified in the Financial Regulations Manual.		A	C	R	S
	12	To authorise the disposal of assets within limits specified in the Financial Regulations Manual		A	R	I	I
	12	To appoint external auditors		A	R	I	I
	14	To make academy payments within agreed financial limits.		A	R	I	I
	15	To collect income due to the academy		A	R	C	S
	16	To maintain proper financial records for the academy		A	R	I	I
	17	To prepare monthly accounts for the academy		A	I	R	S
	18	To monitor compliance with approved financial procedures.		A	I	R	S
	19	To agree Risk Management Policy and Procedure Framework		A	R	I	I
	20	To decide how to apply Pupil Premium.		A	I	C	R

**Furness Education Trust
Scheme of Delegation Matrix
Summer 2023**

Accountable/Responsible/Support/Consulted/Informed

Function	Number	Activity	Members	Trustees	CEO	LAC	Head Teacher
Admissions & Organisational changes	1	To consult before setting/amending an admissions policy		A	C	C	R
	2	Admissions: Application decisions		A	S	C	R
	3	If appropriate to appeal against LA directions to admit students		A	S	R	S
	4	To publish proposals to change category of school		A	R	C	I
Academy Premises	1	To implement a Health & Safety Policy		A	S	C	R
	2	To ensure appropriate Buildings Insurance and Public Liability		A	R	I	C
	3	To develop academy buildings and estate long term strategy.		A	R	I	C
	4	To maintain buildings, including developing properly funded maintenance plan		A	S	S	R
	5	To ensure that Health & Safety regulations are followed		A	S	S	R
	6	To ensure premises security and management of assets		A	S	S	R
Information Sharing	1	To prepare and publish the school prospectus.		A	I	I	R
	2	To agree Freedom of Information and Data Protection Policy and Procedure		A	R	I	S
	3	To assemble data for student assessment and other returns		A	C	I	R
	4	To maintain accurate, effective and secure student records in partnership with the LAC		A	I	S	R
	5	To ensure the academy website is fully compliant.		A	S	S	R