

# Saracens Multi-Academy Trust Non-Financial Scheme of Delegation July 2021



Scheme detailing Accountability, Responsibility, Right to be Consulted and Right to be informed

Accountability (A)	The level at which the decision is taken
Responsibility (R)	The level at which the task is completed
Consultation (C)	Those who must be consulted by those carrying out the task (to be involved in discussion and debate)
Inform (I)	Those who are informed or outcome of task

Function	Number	Task	Members	Trustees	CEO/TBM	LGB	Audit and Risk	Principal	Note
<b>Governance</b>	G1	Overall accountability for operation of Trust in accordance with funding agreements		A	R		C		
	G2	Appoint/remove Members	A						
	G3	Appoint/remove Trustees	A	C					Board may also co-opt trustees
	G4	Appoint/remove co-opted Trustees	I	A					
	G5	Approve Articles of Association	A	C					
	G6	Review of Trust Governance	I	A	R	C	C	C	
	G7	Appointment of LGB Chair			C	A		C	
	G8	Approval of committee Terms of Reference		A	C	C	C	C	
	G9	Approval Trust Non- financial Scheme of Delegation		A	R		C		
	G10	Approval of schools joining trust		A	R		C		
	G11	Approve Statutory Accounts	I	A	R		C		
	G12	Membership Trust Board Committees		A					
	G13	Work plan for Trust Board and Audit and Risk		A	R		C		
	G14	Work plan for LGB and Sub-committees			C	A/R		C	
	G15	Composition LGB		A	C	R			
	G16	Annual Review of Complaints		A		R			
	G17	On recommendation of CEO, to appoint a Clerk		A	R				
	G18	Approval and Review of Trust Risk Register		A	R		C		
	G19	Induction and ongoing training Trustees		A/R	C				
	G20	Induction and ongoing training Governors					A/R		As number of schools grows this the Trust will assume responsibility
	G21	Ensure stewardship of public funds to achieve economy, efficiency and effectiveness		A	R				
<b>Strategy and Policies</b>	SP1	Trust strategy, vision and ethos - development and agreement	C	A	R	C	C	C	
	SP2	School strategic plan - development and agreement in line with Trust Strategy	C	C	C	A/R	I	R	Set by LGB, ratified by TB
	SP3	School business continuity plan		I	C	A	I	R	
	SP4	Trust development plan	I	A	R	C	I	C	
	SP5	Policy development and approval in accordance with delegated authority from Board		A/R	R	R	R	R	As per agreed delegation

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	SP6	Policy dissemination, implementation & monitoring			A/R	A/R	R	A/R	
<b>Education (Curriculum and Character)</b>	E1	Develop overall Trust educational vision	I	A	R			C	
	E2	Develop, implement curriculum policy to meet needs of pupils and statutory requirements (in line with Trust model) developed by Principal		I	A	C		R	
	E3	Monitor and evidence curriculum and assessment provision			I	A/R		R	CEO line manages Principals on delivery of curriculum
	E4	Agree admissions policy for each school in line with LA admission arrangements (delegated to LGB)		A	C	A/R		R	Duty delegated to LGB
	E5	Appoint trustee with overall responsibility for inclusion		A/R					
	E6	To set Trust wide behaviour principles		A	R			C	
	E7	Set and monitor delivery of policy and strategies for pupil discipline, exclusions, special needs provision and inclusion (including pupil premium)				A/R		R	
	E8	To receive and consider attainment and progress reports from schools		R	A	R		R	
	E9	Preparation of attainment and progress reports for review by Trustees (Trust format)			A			C	
	E10	Appoint Link Governors for SEND, LAC, More Able Children			I	A/R		I	
	E11	Create, agree and monitor progress of school development plan				A		R	
	E12	Receive report on school improvement		A	C	R		R	
	E13	Development and implementation of School Improvement Intervention Programmes			A/R			C	
	E14	Provision of Relationships, Health and Sex Education (RHSE)		I		A		R	
	E15	Provision of religious education within curriculum policy		I		A		R	
	E16	Education delivery in accordance with British Values, avoiding indoctrination and ensuring balanced treatment of controversial issues		I		A		R	
	E17	Agreement of Charging and Remissions Policy		A	C	R		R	
	E18	Implementation of Charging and Remissions Policy			R	A		R	
<b>Safeguarding</b>	SG1	Approval of Trust wide SG Policy and Statement of SG Principles, creating a SG culture		A	R	C		C	
	SG2	Appoint Trustee with responsibility for SG compliance across Trust schools		A/R					
	SG3	Ensuring all Trustees have up to date training on SG (inc KCSIE)		A/R					
	SG4	Ensuring all Governors have up to date training on SG (inc KCSIE)				A/R			
	SG5	Ensuring all staff have up to date training on SG (inc KCSIE)			A/R			A/R	
	SG6	Monitoring how schools are fulfilling SG responsibilities and creating a SG culture			A	C		C	
	SG7	Receiving regular summary reports and full annual report on SG from schools on school's SG practice and SG culture		A	R	R		C	



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<b>Budget</b>	B1	Determine the three-year plan in conjunction with Trust office		A	R	C	C	C	
(see Financial Scheme of Delegation for details)	B2	Review and approve the consolidated 3-year plan (Audit and Risk and Resources review and Trust Board approves)		A	R	C	C	C	
	B3	Determine budget for Trust as a whole, including Trust office		A	R	C		C	
	B4	Review and approve BFRO		A	R		C		
	B5	Preparation of draft school budget for review and approval of Trustees			R	A		C	
	B6	Undertake financial benchmarking exercises on an annual basis		I	R		A	R	
	B7	Consider benchmarking work for the Trust as prepared by the TBM and Principal		A	R	C	C	R	
<b>Financial reporting</b>	FR1	Monitor & control expenditure for the Trust against the budget during the financial year, including preparation & approval of reports		A	R	C	C		
	FR2	Receive and review financial reports for schools			R	A			
	FR3	Consider consolidated financial reports for schools and SMAT		A	R		C		
	FR4	Ensure that earmarked funds/capital projects and large trading activities are separately monitored and reported on		I	R	C	A		
	FR5	Monitor earmarked funds, trading activities and large school operations, (e.g. catering, sports facilities, extended school activities, hirings, etc.) to ensure that the allocations are spent in accordance with the recognized terms and within the allocation set out in the budget.		I	R	C	A		
	FR6	Review year end accounts for the Trust and recommend to the Trust Board			R		A/R		
	FR7	Receive and approve draft financial statements prior to submission to Secretary of State		A	R		C		
<b>Audit</b>	A1	Maintain a register of interests for all members, trustees, governors and school staff (must include all budget holders and senior staff)		A	R				
	A2	Appoint auditors for the MAT	A	C	R				
	A3	Agree an annual programme of work to review internal financial control		A	R		C		
	A4	Ensure that there are adequate controls in place and that the principles of internal control are in place and that documents and records are available for audit by the internal and external auditor			R		A		
	A5	Receive and consider reports of the External /Internal auditor and inform the DfE if it suspects any irregularity affecting resources		A	R		A		
	A6	Produce a response to the Internal and External Audit reports & an action plan on how recommendations will be implemented.		I	R		A		
	A7	Review and approve action plan from External/Internal Audit report		A	R		A		
	A8	Ensure that the recommendations agreed by the Trust have been implemented			A/R				
<b>Purchasing</b>	P1	Maintain a Contracts Register		A	R				

