

Saracens Multi-Academy Trust Non-Financial Scheme of Delegation July 2023

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	
Governance	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 (after initial 3 years)			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				
Strategy and Policies	SP1	Trust strategy, vision and ethos - development and agreement	C	A	R					
	SP2	School strategic plan - development and agreement in line with Trust Strategy	I	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	I	I	I		
	SP5	Policy development and approval in accordance with delegated authority from Board			A/R	R	R	R	R	As per agreed delegation
	SP6	Policy dissemination, implementation & monitoring				A/R	A/R	R	A/R	In accordance with Governance Plan

Function	Number	Task	Members	Trustees	CEO/TBM	LGB	Audit and Risk	Principal	Note
Education (Curriculum and Character)	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	To set Trust wide behaviour principles		A	R			C	
	E6	Set and monitor delivery of policy and strategies for pupil discipline, exclusions, special needs provision and inclusion (including pupil premium)				A/R		R	
	E7	To receive and consider attainment and progress reports from schools		R	A	R		R	
	E8	Preparation of attainment and progress reports for review by Trustees (Trust format)			A			C	
	E9	Appoint Link Governors for SEND, LAC, More Able Children			I	A/R		I	
	E10	Create, agree and monitor progress of school development plan			A	C		R	Oversight lies with CEO
	E11	Receive report on school improvement		A	C	R		R	
	E12	Development and implementation of School Improvement Intervention Programmes			A/R			C	
	E13	Provision of Relationships, Health and Sex Education (RHSE)		I		A		R	
	E14	Provision of religious education within curriculum policy		I		A		R	
	E15	Education delivery in accordance with British Values, avoiding indoctrination and ensuring balanced treatment of controversial issues		I		A		R	
	E16	Agreement of Charging and Remissions Policy		A	R	C	C	C	
	E17	Implementation of Charging and Remissions Policy			R	A		R	
Safeguarding	SG1	Approval of Trust wide SG Policy and Statement of SG Principles, creating a SG culture		A	R			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	

Function	Number	Task	Members	Trustees	CEO/TBM	LGB	Audit and Risk	Principal	Note
HR	HR1	Appoint CEO/Accounting Officer	I	A/R					
	HR2	CEO suspension/dismissal	I	A/R					
	HR3	CEO appraisal/pay review		A/R					
	HR4	Appointment of Principals		A/R	R	C			
	HR5	Principal Suspension/dismissal in conjunction with CEO		A/R	C	I			
	HR6	Principal Appraisal and Pay review		A	R	C			CEO responsibility with input from Chair LGB
	HR7	Appointment TBM		C	A/R		C		
	HR8	TBM suspension/dismissal		A/R	C		I	I	On advice from CEO
	HR9	TBM Appraisal and Pay review		I	A/R				
	HR10	Appointment/appraisal and pay review school SLT in conjunction CEO			A	C		R	Appointment agreed posts and appraisal delegated by CEO to Principals. CEO responsible for pay.
	HR11	Appointment/appraisal and pay review teaching staff in conjunction CEO (in accordance with budget)			A			R	
	HR12	Appointment/appraisal and pay review school support staff in conjunction CEO (in accordance with budget)			A			R	
	HR13	Appointment/appraisal and pay review Trust office staff (in accordance with budget)			A/R				
	HR14	To appoint the Vice Principal (in consultation with CEO and Principal)			C	A/R	C		
	HR15	Set Trust Pay Policy		A	R				
	HR16	Agree employment related policies (including terms and conditions) on advice from CEO		A	R				
	HR17	Dismissal of staff		I	A/R			C	
	HR18	Determining dismissal/retirement/redundancy payments (subject ESFA approval)		I	A/R			C	
	HR19	Correct payment of salaries and invoices			A/R			C	
	HR20	Provide feedback to Trustees on effectiveness of policies			R	R	R	R	
Financial Management (see Financial Scheme of Delegation for details)	FM1	Ensure the Trust's 's continuing compliance with the ESFA Academies Financial Handbook, funding agreements and Trust Financial Scheme of Delegation		A	R		C		
	FM2	Approve a written Scheme of Delegation of financials powers which must operate in conjunction with the ESFA Academies Financial Handbook and the Financial Scheme of Delegation of the Trust.		A	C		R		
	FM3	To fulfil the duties Accounting Officer in accordance with the Academies Financial Handbook and funding agreements and ensure the keeping of proper financial records			A/R				
	FM4	To receive and review management accounts not less than 6 times each year, taking action where required		A/R	R	C	R		
	FM5	Approve the Trust's financial policies		A	R		C		
	FM6	Prepare the three-year plan in conjunction with Trust office		A	R	C	C	C	

Function	Number	Task	Members	Trustees	CEO/TBM	LGB	Audit and Risk	Principal	Note
Budget (see Financial Scheme of Delegation for details)	B1	Determine the three-year plan in conjunction with Trust office		A	R	C	C	C	
	B2	Review and approve the consolidated 3-year plan (Audit and Risk and Resources review and Trust Board approves)		A	R	C	A	C	
	B3	Determine budget for Trust as a whole, including Trust office		A	R	C	R	C	
	B4	Preparation of draft school budget for review and approval of Trustees			A/R	C		C	
	B5	Undertake financial benchmarking exercises on an annual basis		I	R		A		
	B6	Consider benchmarking work for the Trust as prepared by the TBM and Principal		A	R	C	C		
Financial reporting	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		
Audit	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				
Purchasing (see Financial Scheme of Delegation for details)	P1	Maintain a Contracts Register		A	R				
	P2	Review contracts register					A		Via auditors
	P3	Approve expenditure from Reserves (for all schools)		A/R		C	C		

Function	Number	Task	Members	Trustees	CEO/TBM	LGB	Audit and Risk	Principal	Note
Income	I1	Agree the SMAT Investment Policy and SMAT Reserves Policy in line with Academies Financial Handbook		A	R		C		
(see Financial Scheme of Delegation for details)	I2	Approve procedures for chasing outstanding income due to the school (Debt Policy).			R	A		C	Will be transferred to A and R when 2nd school opens
Assets	A1	Determine a value above which assets should be recorded on the school's inventory			R		A		
(see Financial Scheme of Delegation for details)	A2	Maintain fixed asset register			R		A		
	A3	Periodically inspect fixed asset register					A		
	A4	Agree charging arrangements for all schools		A	R	C			
Trust Office	T1	Determine scope and charge of mandatory core services to be delivered by Trust on behalf of schools		A	R	C	C	C	
	T2	Identify those additional services to be procured on behalf of schools and ensure provide value for money			A/R				
Premises and Insurance	PI1	Ensure that arrangements for insurance are in place and are adequate. CFO to notify the Audit and Risk and Resources Committees on any eventuality that could affect the SMAT insurance arrangements. Insurance to be arranged by Trust office and approved by Trust Board		A	A/R		C		
	PI2	Develop and implement the Trust's building programme		A	A/R			C	
	PI3	Develop and implement a school maintenance programme in conjunction with CEO			A/R			C	
	PI4	Develop a Health and Safety Policy		A	R				
	PI5	Ensure Health and Safety regulations are followed and review incident log/audit findings			A/R	R			
	PI6	Implement Trust's Health and Safety Policy			A/R			A/R	
	PI7	Purchase/disposal of freehold land or buildings – ESFA approval required		A	R				