



# QEGSMAT Scheme of Delegation

## Introduction

QEGSMAT has the following agreed goals:

### QEGSMAT 5 Goals

- Curriculum: To offer a broad, balanced & creative curriculum, which enables all our young people to achieve the very best outcomes and leave education well prepared for the next steps in their lives
- Teaching and Learning & Effective Leadership: To deliver high quality teaching, learning & assessment and effective leadership at all levels
- Culture: To develop the culture & individuality of our academies & trust, building a strong community in and around us
- Workplace: To offer a rewarding & stimulating workplace for staff
- Finance: To provide a strong, safe & financially sustainable environment

The Members and the Board of Trustees of the QEGSMAT 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.

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 appoint and remove Trustees. Their objectives include the advance, for the public benefit, of education by establishing, managing and developing schools/academies and offering a broad and balanced curriculum. They authorise amendments to the Articles of Association.
- **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 QEGSMAT schools/academies through the organisational framework and Scheme of Delegation to local governance arrangements. The Company Secretary is Lisa Key. The QEGSMAT Trust Board has the following sub committees:
  - Finance, Audit & Risk
  - Performance CommitteeEach sub committee meets on a regular basis and makes recommendations to the Trust Board, as it considers appropriate.

### Executive Leadership comprises:

- Executive Head/Chief Executive (Accounting Officer)
- Director of Finance and Operations (Chief Finance Officer)

- Directors of Education
- Head of Human Resources
- Headteachers of individual academies
- Local Governing Bodies

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 for individual academies 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 communities of academies.

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:

- **Approve (A) – *authorisation to decide with or without modification to any recommendations***
- **Recommend (R) – *make recommendation for approval to appropriate body***
- **Propose (P) – *put forward suggestions***
- **Consult (C) – *should be asked for views that will be taken into account in decision making – evidence must be provided to show that consultation has taken place***

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.

Duties and decision making responsibilities in relation to procedures laid out in policy documents are set out in the relevant policies.

## Trust Policies

Trust policies where appropriate must be published on the QEGSMAT website along with the Scheme of Delegation. School policies and procedures must be published on the school's website. The table below sets out the policies the Trust and school are responsible for. Those policies developed by the Trust, must be adopted and implemented by the school. There is no requirement for Local Governing Bodies to approve these.

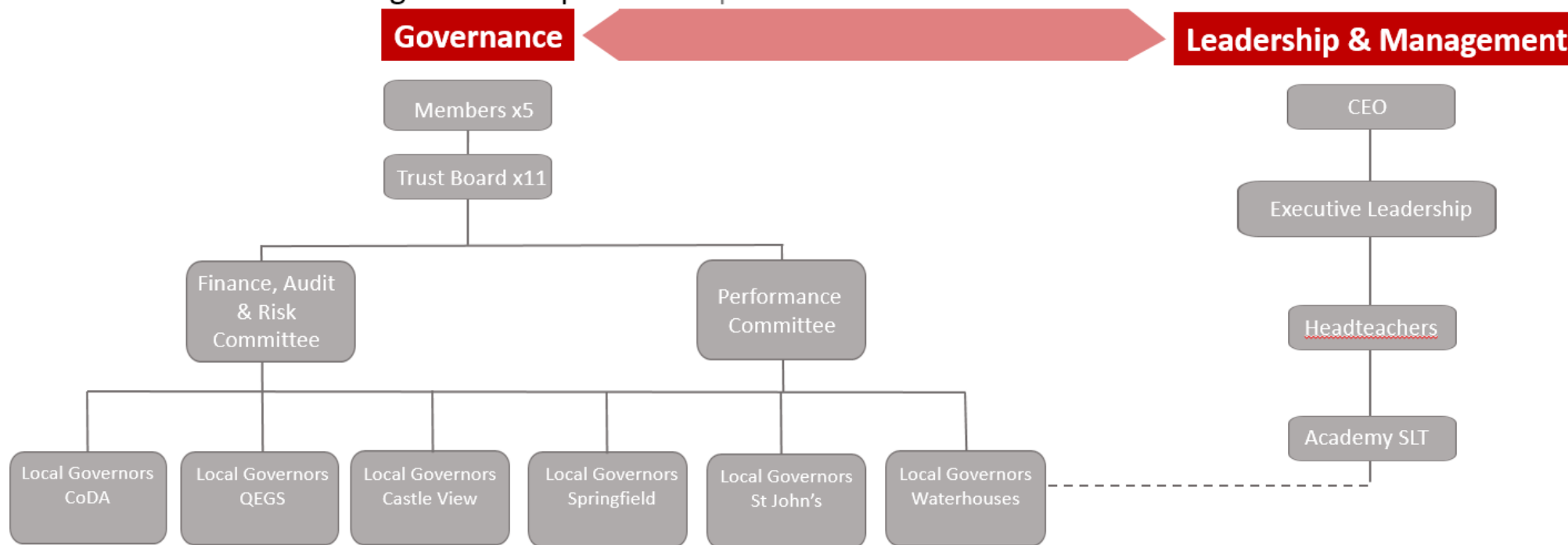
Statutory		Non-statutory	
Trust	School	Trust	School
Admissions statement	Accessibility plan	Acceptable use of ICT	Critical incident and business continuity plan
Behaviour in schools	Admission arrangements	Anti-fraud and corruption	Privacy notices
Capability of staff	Child protection policy and procedures	Appraisal	Sex and relationships education
Charging and remissions	Children with health needs that cannot attend school	Asbestos management	
Children with health needs that cannot attend school Trust statement	Designated teacher for looked after or previously looked after children	Assets and depreciation	
Code of Conduct	Early years foundation stage	Authorised leave of absence	
Complaints	Safeguarding	Bereavement	
Data Protection	School exclusion	Business expenses	
Designated teacher for looked after or previously looked after children Trust statement	Special educational needs and disability	Bursary	
Disciplinary		CCTV	
Early years foundation stage statement		Conflicts of interest	
Equality		Equal opportunities	
First aid in schools		Financial regulations and procedures	
Grievance		Flexible working	
Health and Safety		Freedom of information	
Managing allegations of abuse against staff		Gifts and hospitality	
NQT Induction		Investment	
Pay		Legionella	
Protection of biometric information of children in schools		Lettings	
Safeguarding statement		LGPS discretions	

Special educational needs and disability statement		Lone worker	
Supporting pupils with medical conditions statement		Managing change	
		Maternity, paternity, parental and adoption leave	
		Procurement and tendering	
		Reserves Statement	
		Risk register	
		Safer recruitment	
		Sex and relationships education Trust statement	
		Sickness absence	
		Social media	
		Staff bullying & harassment	
		Whistleblowing	

The Trust Scheme of Delegation follows; please note that the responsibilities allocated to the Executive Head/Chief Executive reflect those that go beyond their position of Trustee on the Trust Board, including their role as the Trust's Accounting Officer.

# Governance

- Aligned to the growth of the MAT
- Specifically designed to manage change as the Trust grows
- Clear lines of accountability
- Clear lines of communication
- Allows Trustees to get to know phase in depth



		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Heads of Academies
<b>1.0</b>	<b>Governance</b>										
1.1	Changes to Articles of Association		A	R							
1.2	Trust Scheme of Delegation			A	R	P	P			C	C
1.3	Approve new academies joining the Trust			A	R	C	C				
1.4	Trust Board Terms of Reference		A	R							
1.5	Appoint Chair and Vice Chair of Trust Board			A							
1.6	Appoint sub-committees of the Trust Board			A	R	C	C				
1.7	Appoint and remove of up to 7 Trustees		A	R							
1.8	Appoint (and remove) Clerk to Trust Board			A							
1.9	Determine calendar of meetings of Trust Board and Trust Board sub-committees	In consultation with Chair of Local Governors		A	R	P	P				
1.10	Trust Committee Terms of Reference			A	P	C	C				
1.11	Local Governing Body Terms of Reference			A	R	C	C			C	
1.12	Appoint Local Governors and establish Local Governing Body sub committees									A	R
1.13	Appoint Chair and Vice Chair of Local Governing Body					P	P			A	
1.14	Remove Chair of Local Governing Body and Governors			A	R					C	C
1.15	Appoint (and remove) Clerk to Local Governing Body									A	
1.16	Determine calendar of meetings of Local Governing Body and sub-committees	The timings of these meetings must complement the Trust's programme of work and the timing of Trust Board meetings				R	R				A
<b>2.0</b>	<b>Academy Performance, Curriculum and Teaching</b>										
2.1	Academy Improvement Plan				A	C	R		C	C	P
2.2	Curriculum				A	C	R			C	P
2.3	Pupil Premium, Sport Premium Strategy and Catch Up Plans				A	C	R		C	C	P
<b>3.0</b>	<b>Academy Policies and Procedures</b>										
3.1	School day times, term dates and holidays				A		R			C	P
3.2	Making an application for a significant change	Needs DfE approval		A	R	C	C			C	P
3.3	Allocation of places in line with Admissions Policy									C	A

		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Heads of Academies
3.4	Admissions appeals	Independent appeals panel									
3.5	Temporary increase of PAN	Needs DfE approval			A						R
3.6	Fixed term exclusions										A
3.7	Permanent exclusions	Panel to approve consisting of 2 Local Governors and a Director of Education			R					A	P
3.8	Appeals against permanent exclusions	Independent appeals panel									
3.9	Academy prospectus						C			C	A
3.10	Academy logo, branding and website						C			C	A
3.11	Academy uniform				A	C				C	R
<b>4.0</b>	<b>Staff Policies and Pay</b>										
4.1	Pay scales and other terms and conditions of service for employees			A	R	P					
4.2	Adoption of transferring policies and collective agreements			A	R	P					
4.3	Appraisal										
	CEO			A				R			
	Executive Leadership team			A	P			R			
	Headteacher			A	P	C		R		C	
	All other academy employees			A	P	C		R		C	C
	All other central team employees			A	P	C		R			
<b>5.0</b>	<b>Staff Management</b>										
5.1	Response to requests for early retirement or ill health from CEO			A		R					
5.2	Response to requests for early retirement or ill health from all other				A	R					
5.3	Staff changes within staff complement structure and grade										
	Within Academy						C	C		C	A
	Central Team				A	C					

		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Heads of Academies
5.4	Staff changes outside staff complement structure and grade										
	Within Academy				A	R	C			C	P
	Central Team				A	C	C				
5.5	Staff appointments – Central Team										
	CEO			A							
	All other leadership team			A	C	C					
	All other			A	P	C	C	R			
5.6	Disciplinary matters – academy based employees										
	Suspension of CEO			A		R	C				
	Suspension of Headteacher			C	A	C	C			C	
	Suspension of Academy staff				A	R	C			C	C
	Suspension of Central Team staff				A	R	C				
<b>6.0</b>	<b>Audit Arrangements</b>										
6.1	Internal audit arrangements			A		P		R			
6.2	Appointment of new external auditors		A	R		C		P			
6.3	Re-engagement of existing auditors			A		P		R			
<b>7.0</b>	<b>Financial Governance and Management</b>										
7.1	Budget plans – current and future years (Integrated Curriculum Led Financial Planning)			A	C	P	C	R		C	C
7.2	Statutory financial reports and returns			A	C	P		R			

\* For clarification on this document or in the event of an unforeseen circumstance please contact the CEO's PA – Sharon Taylor - [taylor@qegsmat.com](mailto:taylor@qegsmat.com)

<b>8.0</b>	<b>Financial Authorisations</b>										
8.1	Academy purchase orders										
	Up to £4,999 in a single transaction	Headteachers may determine a limit below which approval is delegated to their Finance Officer (or equivalent)									A
	£5,000 to £9,999 in a single transaction	Three written quotations must be obtained				A					R



		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Heads of Academies
	£10,000 to £29,999 in a single transaction					R		A			P
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations and procedures		A		R		R		C	P
8.2	MAT central purchase orders										
	Up to £9,999 in a single transaction	DFO may set a limit below which approval is delegated to the Trust's Finance Manager				A					
	£10,000 to £29,999 in a single transaction	Three written quotations must be obtained				R		A			
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations and procedures		A		P		R			
8.3	Virements										
	Academy budget virements up to £10,000					A				C	R
	Academy budget virements over £10,000					R		A		C	P
	MAT central budget virements up to £10,000					A					
	MAT central budget virements over £10,000					R		A			
8.4	Expense claims										
	Academy employees										A
	Headteachers	DFO may set a limit below which approval is delegated to the Trust's Finance Manager				A					
	CEO up to £500					A					
	CEO over £500	Chair of Trust Board									
	Director of Finance and Operations					A					
	Other central team employees					A					
8.5	Petty cash claims										
	Academy employees	Petty cash is limited to £50									A
	Headteachers					A					
	Director of Finance and Operations					A					
	CEO and other central team employees					A					
8.6	Disposal or write off of stock, assets or debts										
	Up to £4,999					A					

		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Heads of Academies
	£5,000 to £9,999					R		A			
	£10,000 to £44,999			A		P		R			
	Over £45,000	Prior permission must be sought from the Secretary of State to write off debts of 1% of the Trust's annual income or £45,000 (whichever is smaller) per single transaction		R		P					
<b>8.7</b>	<b>Entering into commercial contracts</b>										
	Up to £9,999 in a single transaction	Subject to obtaining three written quotations				A					
	£10,000 to £29,999 in a single transaction	Subject to obtaining three written quotations				R		A			
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations and procedures		A		P		R			
<b>8.8</b>	<b>Entering into operating leases</b>			A		P		R			
<b>8.9</b>	<b>Borrowing (including financial leases and overdraft facilities)</b>	Needs Secretary of State approval		R				P			
<b>8.10</b>	<b>Severance/compensation payments</b>										
	Up to £25,000				R	P		A			
	£25,001 to £50,000			A	P	C		R			
	Over £50,000	If non contractual element is greater than £50,000 prior approval from the Secretary of State is required		R				P			
<b>8.11</b>	<b>Ex-gratia payments</b>	Needs approval from the Secretary of State		R				P			
<b>9.0</b>	<b>Central services</b>										
<b>9.1</b>	<b>Scope of central services to be provided to academies within the Trust</b>				A	R	R			C	C
<b>10.0</b>	<b>Premises and Assets</b>										
<b>10.1</b>	<b>Asset management and plan</b>			A		P		R			C
<b>10.2</b>	<b>Acquiring a freehold on land or buildings</b>	Needs approval from the Secretary of State		R				P			
<b>10.3</b>	<b>Disposing of a freehold on land or buildings</b>	Needs approval from the Secretary of State		R				P			

		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Heads of Academies
10.4	Entering/granting any leasehold or tenancy agreement for more than seven years	Needs approval from the Secretary of State		R				P			
<b>11.0</b>	<b>Policies</b>										
11.1	Trust level			A	R	C	C				
11.2	Statutory policies school level				A					C	R
11.3	Non-statutory policies school level									A	P

*Approved by QEGSMAT Trust Board 4/12/20 Minute number: 0162.1*