



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 amend the Articles of Association and 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.
- **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 Committee

Each sub committee meets on a regular basis and their scope of work is set out in clear Terms of Reference.

Executive Leadership comprises:

- Executive Head/Chief Executive (Accounting Officer)
- Chief Operating Officer (Chief Finance Officer)
- Director of Education
- School Improvement Lead
- 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

All policies are held at Trust level and where appropriate must be published on the QEGSMAT website along with the Scheme of Delegation. Where there are specific procedures to outline how a school will implement a policy, schools will ensure these are made clear in a school statement/document and published on the school website where appropriate. The table below sets out the policies the Trust are responsible for. These policies must be adopted and implemented by the school. There is no requirement for Local Governing Bodies to approve these. The only exception to this is the Safeguarding and Child Protection Policy. This sits at school level as the templates to guide them are provided by the relevant Local Authority, Children’s Safeguarding Boards. Schools in the MAT are covered by three separate arrangements.

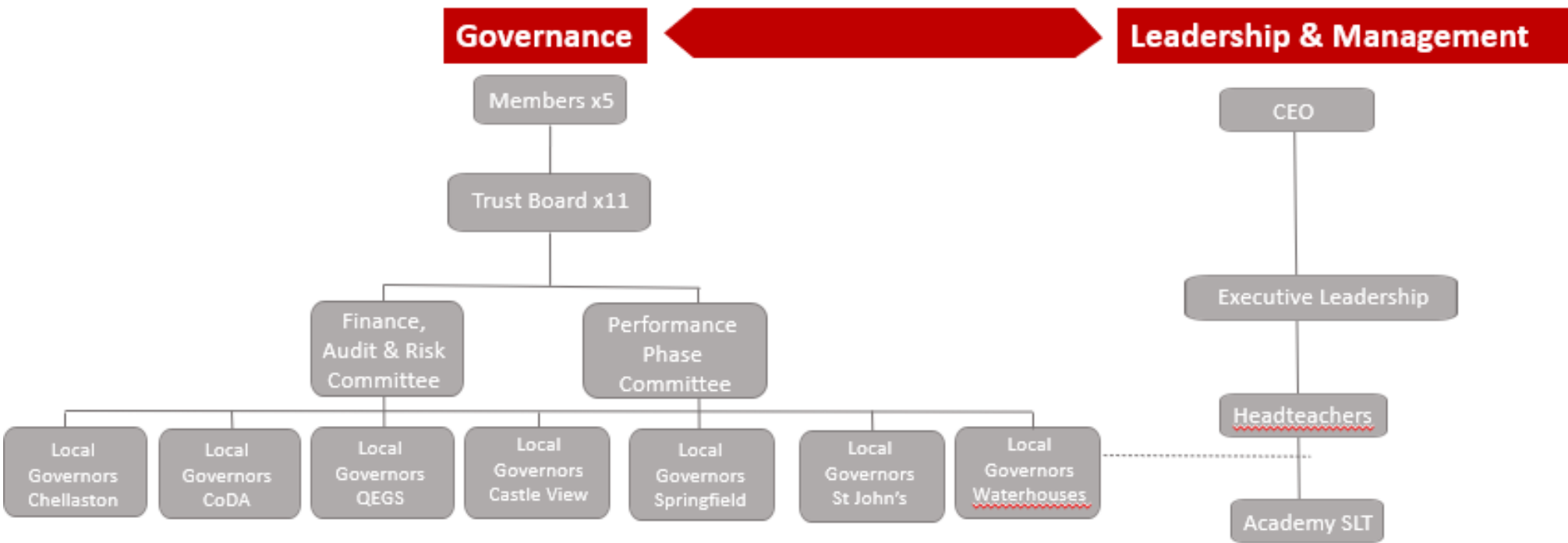
Statutory	
Accessibility plan	ECT Induction
Admission arrangements	Equality information and objectives (public sector equality duty) statement for publication
Behaviour in schools	Equality
Capability of staff	First aid in schools
Charging and remissions	Grievance
Child Protection and Safeguarding	Health and safety
Children with health needs who cannot attend school	Managing allegations of abuse against staff
Code of Conduct	Pay
Complaints	Protection of biometric information of children in schools
Data protection	Sex and relationships education
Designated teacher for looked after or previously looked after children	Special educational needs and disability
Disciplinary	Supporting children with medical conditions
Early Years	

Non-statutory		
Acceptable use of ICT	Equal opportunities	Lone worker
Appraisal	Financial Manual	Managing change
Asbestos	Flexible working	Maternity, paternity, parental and adoption leave
Assets and depreciation	Fraud	Privacy notices
Authorised leave of absence	Forest School	Reserves
Bereavement	Freedom of information	Safer recruitment
Business expenses	Gifts and hospitality	Sickness absence
Bursary	Investment	Use of social media by staff
CCTV	Legionella	Staff bullying & harassment
Conflicts of interest	Lettings	Tendering & Procurement
Critical incident and business continuity plan	LGPS discretions	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	Chief Operating Officer	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Academy Headteacher
1.0	Governance										
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 Member appointed Trustees		A	R							
1.8	Appoint (and remove) Clerk to Trust Board			A							
1.9	Determine calendar of Trust Board and Trust Board sub-committee meetings	In consultation with Chair of Local Governing Body		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 Local 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
2.0	Academy Performance, Curriculum and Teaching										
2.1	Academy Improvement Plan				A	C	R		C	C	P
2.2	Curriculum (linked with financial planning)				A	R	C			C	P
2.3	Pupil Premium Recovery Strategy, Sport Premium Strategy and Catch Up Plans				A	C	R		C	C	P

* Any prospective local QEGSMAT Governor must have QEGSMAT Trustee approval if they have served as a Trustee or Governor of a school, single or multi academy trust which has been judged to be inadequate by OFSTED

		Notes	Members	Board of Trustees	CEO	Chief Operating Officer	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Academy Headteacher
3.0	Academy Policies and Procedures										
3.1	School day times, term dates and holidays				A		R			C	P
3.2	Making an application for a significant change	Requires DfE approval		A	R	C	C			C	P
3.3	Allocation of places in line with Admissions Policy									C	A
3.4	Admissions appeals	Heard by an independent appeals panel									
3.5	Temporary increase of PAN	Requires 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	Heard by an 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
4.0	Staff Policies and Pay										
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	Pay Decisions										
	CEO	The Trust's Pay and Appraisal Policies must be observed in relations to all pay decisions		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			
5.0	Staff Management										
5.1	Requests for early retirement or ill health from CEO			A		R					
5.2	Requests for early retirement or ill health from all other employees				A	R					
5.3	Staff changes within staff complement structure and grade										

		Notes	Members	Board of Trustees	CEO	Chief Operating Officer	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Academy Headteacher
	Academy						C	C		C	A
	Central Team				A	C					
5.4	Staff changes outside staff complement structure and grade										
	Academy				A	R	C			C	P
	Central Team				A	C	C				
5.5	Staff appointments										
	CEO			A							
	All other leadership team			A	C	C					
	All other			A	P	C	C	R			
5.6	Disciplinary matters										
	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				
6.0	Audit Arrangements										
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			
7.0	Financial Governance and Management										
7.1	Integrated Curriculum Led Financial Plans (annual budget plans and three-year forecasting)			A	C	P	C	R		C	C
7.2	Level of Trust funding to be delegated to schools			A	C	P		R		C	C
7.3	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@gegsmat.com

		Notes	Members	Board of Trustees	CEO	Chief Operating Officer	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Academy Headteacher
8.0	Financial Authorisations										
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 £10,000 in a single transaction	Three written quotations				A					R
	The lowest of: £10,000 + 1% of GAG or £30,000	Subject to a tender process as set out in the Trust's Tendering and Procurement Policy				R		A			P
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's Tendering and Procurement Policy		A		R		R		C	P
8.2	MAT central purchase orders										
	Up to £9,999 in a single transaction	CCO may set a limit below which approval is delegated to the Trust's Head of Finance				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 Tendering and Procurement Policy		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	CCO may set a limit below which approval is delegated to the Trust's Head of Finance				A					
	CEO up to £500					A					
	CEO over £500	Approval from Chair of Trust Board required									
	Chief Operating Officer				A						
	Other central team employees					A					

		Notes	Members	Board of Trustees	CEO	Chief Operating Officer	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Academy Headteacher
8.5	Petty cash claims										
	Academy employees	Petty cash is limited to £50									A
	Headteachers					A					
	Chief Operating Officer				A						
	CEO and other central team employees					A					
8.6	Disposal or write off of stock, assets or debts										
	Up to £4,999					A					
	£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					
8.7	Entering into commercial contracts										
	Up to £9,999 in a single transaction	Subject to obtaining three written quotations				A					
	The lowest of: £10,000 + 1% of GAG or £30,000	Subject to a tender process as set out in the Trust's Tendering and Procurement Policy				R		A			
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's Tendering and Procurement Policy		A		P		R			
8.8	Entering into operating leases			A		P		R			
8.9	Borrowing (including financial leases and overdraft facilities)	Prior permission must be sought from the Secretary of State		R				P			
8.10	Severance/compensation payments										
	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			
8.11	Ex-gratia payments	Prior permission must be sought from the Secretary of State		R				P			

		Notes	Members	Board of Trustees	CEO	Chief Operating Officer	Directors of Education	Finance, Audit and Risk Committee	Performance Committee	Local Governing Body	Academy Headteacher
9.0	Central services										
9.1	Scope of central services to be provided to academies within the Trust				A	R	R			C	C
10.0	Premises and Assets										
10.1	Asset management and plan			A		P		R			C
10.2	Acquiring a freehold on land or buildings	Prior permission must be sought from the Secretary of State		R				P			
10.3	Disposing of a freehold on land or buildings	Prior permission must be sought from the Secretary of State		R				P			
10.4	Entering/granting any leasehold or tenancy agreement for more than seven years	Prior permission must be sought from the Secretary of State		R				P			
11.0	Policies										
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

Approved by QEGSMAT Trust Board 12/1/22 Minute number 0234.2