

**SCHEME OF DELEGATION**

**FOR**

**SIR GRAHAM BALFOUR SCHOOL**

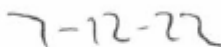
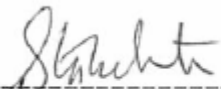
## SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST

### CHANGE CONTROL

Date	Issue	Details of change
26 <sup>th</sup> October 2016	0.a	Initial Release
26 <sup>th</sup> November 2016	0.b	Updated after discussion at Board Meeting 22/11/20
4 <sup>th</sup> December 2016	0.c	Updated following Trustee feedback on previous version
15 <sup>th</sup> January 2017	1.0	Released following acceptance by LGB Chair
3 <sup>rd</sup> April 2019	1.a	Reviewed at the Board Meeting 03.04.2019
4 <sup>th</sup> April 2019	2.0	Updated following agreement at Board Meeting 03.04.2019
9 <sup>th</sup> December 2020	2.0	No Changes
8 <sup>th</sup> December 2021	2.a	Updated following review
8 <sup>th</sup> December 2021	3.0	Updated following agreement at Board Meeting 08.12.2021
November 2022	3.a	Issue Updated
November 2022	4.0	Updated following agreement at Board Meeting 07.12.2022

<b>Next Review Date</b>	Autumn 2023
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Signed:



Chair of Board

Date

## **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

### **PURPOSE**

This document is designed to explain which functions have been delegated and to whom for SIR GRAHAM BALFOUR SCHOOL as a member of the SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST.

It is a simple but systematic way of ensuring members, Trustees, local governing bodies, the Chief Executive and academy headteachers are clear about who has responsibility for making which decisions in the Trust.

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. 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 (DfE), Education and Skills Agency (ESFA), the Charity Commission, HMRC and Companies House.

This overarching Scheme of Delegation, covering all decision making in the Trust, should not be confused with the written scheme of delegation of financial powers referred to in the Academies Trust Handbook.

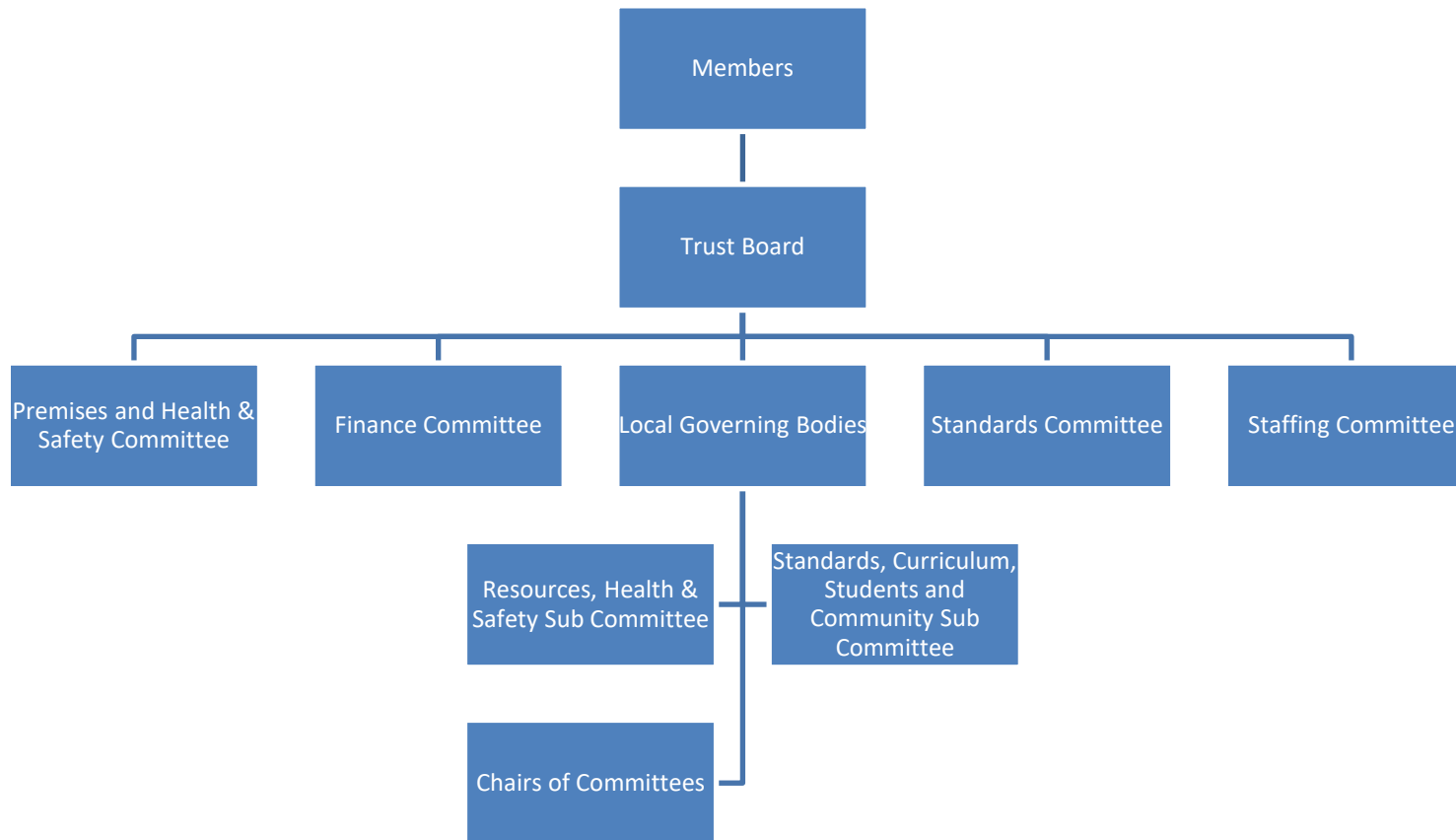
It must be understood that whilst this Scheme of Delegation details the current situation it is subject to change by the Trust Board. The limits of delegation will be reviewed annually and adjusted in keeping with

- 1.the Ofsted rating awarded to this academy
2. any significant changes to statutory orders or Trust governance structures which may impact on the smooth and effective running of the Trust or academies within it.
3. Accepted recommendations from external audit or other regulatory agency

# SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST

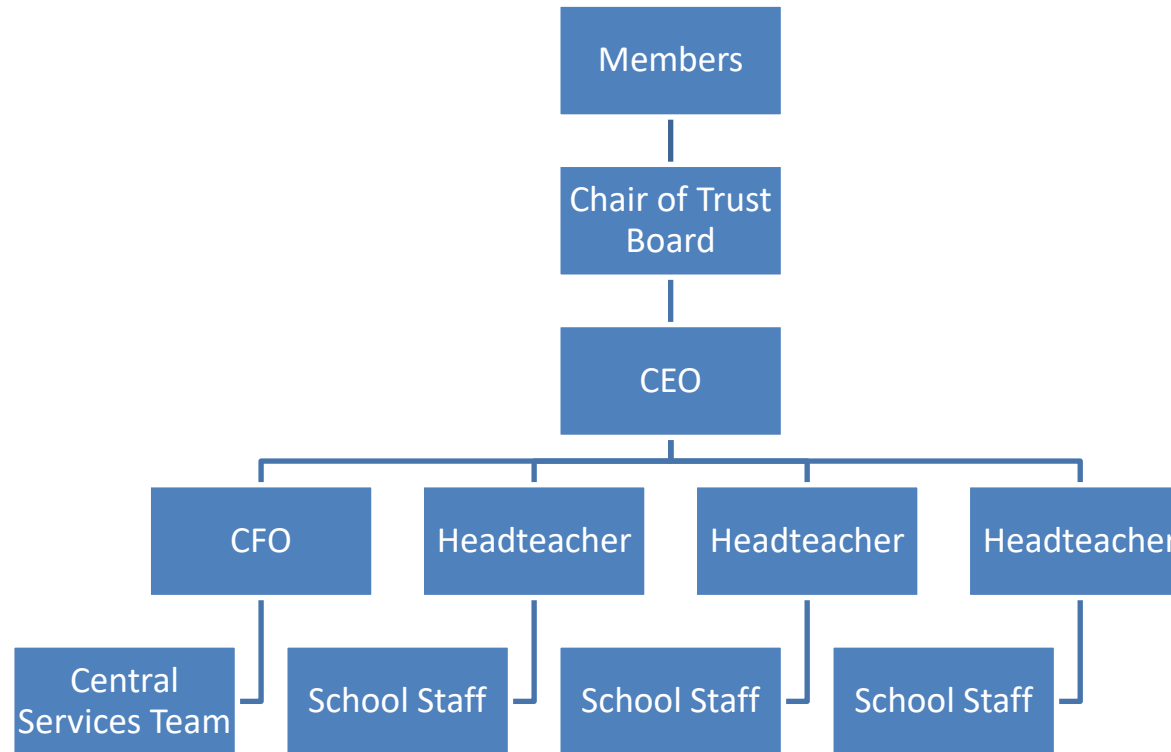
## GOVERNANCE STRUCTURE

The diagrams below show the structures on which this Scheme of Delegation is based.



# SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST

## SENIOR MANAGEMENT STRUCTURE



The Board of Trustees of the Multi-Academy Trust (MAT) delegate responsibility for delivery of their vision and strategy to the Chief Executive Officer (CEO). The MAT Board holds the CEO to account for the performance of the Trust, including the performance of the academies therein. The CEO in turn holds the academy headteachers to account by line managing them.

## **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

### **ROLES**

#### **Members:**

Members have agreed the Articles of Association which:

- Outlines the governance structure and how the Trust will operate.
- Describes how Members are recruited and replaced.
- Specifies how many Trustees Members can appoint to the Board.

#### **Trust Board:**

The Trust Board comprises a maximum of 13 Trustees as follows:

- Trustees appointed by the Members – maximum 7
- Chief Executive Officer
- Trustees appointed by fellow Trustees – maximum 5

#### **Trustees:**

Trustees are:

- The Charity Trustees (in accordance with section 177(1) of the Charities Act 2011.
  - Responsible for the general control and management of the Trust in accordance with the provisions set out in the Articles of Association and the Funding Agreement.
- Accountable for the performance of all Academies within the Trust and must:
  - Ensure clarity of vision, ethos, and strategic direction.
  - Hold the CEO to account for the educational performance of all Academies and students within the Trust together with the performance of all staff.
  - Oversee the financial performance of the Trust and make sure its money is well spent.
- Responsible for Performance Management of the CEO
- Permitted to exercise all the powers of the Academy Trust.

## **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

### **Premises and Health & Safety, Finance, Standards and Staffing Committees:**

These committees each of which comprises:

- 3 appointed by the Trust Board
  - Chief Executive Officer
  - 2 appointed by the LGBs of the member institutions
- have responsibilities as laid out in their Terms of Reference.

Whilst this document identifies four committees at present, it is intended to operate with only two with one body covering **Finance and Premises and Health & Safety** and the other covering **Standards and Staffing**.

This will be reviewed when a further institution joins the Sir Graham Balfour Multi-Academy Trust.

### **Local Governing Body (LGB):**

The LGB which comprises 9 members:

- Academy Headteacher
- 2 appointed by the Trust Board
- 1 Teacher representative
- 1 Non-Teaching Staff representative
- 2 Parents representatives
- 2 Co-Opted by the non Co-Opted members.

has responsibilities delegated to it, as detailed in this Scheme of Delegation.

## **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

**Chief Executive Officer:** The CEO, who is also the Trust's Accounting Officer, has responsibility for operation of the Trust including:

- Performance of the Academies within the Trust
- Performance Management of each Academy Headteacher (usually with involvement of the LGB Chair).
- Operation of the Academy Trust's financial responsibilities ensuring the Trust is run with financial effectiveness and stability and securing value for money.
- Leading the team of Trust Officers (colleagues who offer support to Trust-wide management).

**Academy Headteacher:** The Academy Headteacher is responsible for the day to day management and performance of their Academy. They are managed by the CEO, to whom they report. They also report to their LGB on matters which have been delegated to them.

### **The different levels of delegation are listed below:**

- Recommend (R) propose to the decision-making body the course(s) of action that they might consider
- Implement (I) this body or person is responsible and held accountable for implementing the approved decision
- Approve (A) make the final decision in respect of this item
- Monitor and Review (M) this body or person is responsible for monitoring the progress of the approved decision/duty

Where R,I,A,M appears in more than one column on a single line the responsibilities could either be shared, joint, with the higher delegation having the ultimate responsibility, or each delegation may have responsibility for its own area.



## SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST

Area	Decision/Duty	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Governance Framework</b>						
People	Members: appoint/remove	A/I				
	Role Descriptions for Members: draw up	A/I		R		
	Trustees: appoint/remove	A/I	A/I	R		
	Role descriptions for Trustees/Chair/specific roles/committee members: draw up		A/I	R		
	CEO: appoint/dismiss		A/I			
	Academy Headteacher: appoint/dismiss		A	R/I	R	
	Trust Officers: appoint/remove		A	R/I		
	Academy Staff (permanent and temporary): appoint/dismiss			R/A	A	R/I
	Chief Financial Officer for delivery of Trust's detailed accounting processes: appoint/dismiss			A	R/I	
	Trust members of LGB (2): appoint			A/I	R	
	Parent LGB members (2): elect				A/I	R
	Trust Committee Chairs: appoint and remove			A/I		
	LGB Chairs: appoint and remove				A/I	
	LGB Governors (4): appoint according to SoD				A/I	R
	Governance Professional to Board: appoint and remove			A	R/I	
	Clerk to Trust and LGB: appoint and remove			A/I		A/I

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision/Duty	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Governance Framework</b>						
Systems and Structures	Articles of Association: agree and review	A	R	R		
	Trust Scheme of Delegation		A	R/I/M		
	Governance structure (committees) for the Trust: annual review		A/I/M	R		
	Terms of reference for Trust Committees (including audit if required, and scheme for school committees): annual review		A/I/M	R		
	Terms of reference for LGB: annual review		A	R	R/I/M	R
	Skills Audit: complete and recruit / develop existing personnel to fill gaps		A/I	R	A/I	R
	Self review of Trust Board and Committee performance: complete annually		A/I			
	Review of LGB performance: complete annually				A/I	
	Trust-wide HR policies including Terms and Conditions of Employment: draw up		A	R/I/M	R	I
	Annual schedule of meetings for Trust Board		A	R/I		
	Annual schedule of meetings for LGB			R	A	R/I

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision/Duty	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Reporting</b>						
Reporting	Trust Governance details on Trust and Academies' websites: post		A/I			
	Academy Governance details on Academy Website: post				A/I	
	Register of interests, business, pecuniary, loyalty for Members / Trustees / committee members: establish and post		A/I			
	Register of interests, business, pecuniary, loyalty for LGB members: establish and post				A/I	
	Annual Report on performance of the Trust: submit to Members and post	A	I	R		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money		A	R/I		
	Annual Report work of LGB: submit to Trust and post				A/I	R

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision/Duty	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Strategy and Direction</b>						
Strategy and Direction	Trust wide policies including: safeguarding, SEND, admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; Public relations		A/M	R/I		I
	School level policies and procedures e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour			R	A/M	R/I
	Schools/academies joining the Trust		A	R/I		
	Central spend / top slice: agree		A	R		
	Management of risk: Trust and Academy		A/M	R/I/M	A/M	R/I/M
	Engagement with stakeholders		A/M	R/I/M	A/M	R/I/M
	Trust's vision and strategy, key priorities and key performance indicators (KPIs)		A/M	R/I		
	School vision and strategy, agreeing key priorities and key performance indicators (KPIs)			R/M	A	I
	Curriculum content and implementation			R/M	A/M	R/I/M
	Budget plan to support delivery of Trust key priorities		A	R/I		
	Budget plan to support delivery of school key priorities		A	R	A	R/I
	Academy procedures, including INSET days, prospectus, website, logo and branding, uniform			R	A/M	R/I
	Trust's staffing structure		A	R/I		
	Academy staffing structure		A	R	R	R/I

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

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Area	Decision/Duty	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Holding to Account</b>						
Holding To Account	Arrangements for matters of compliance (e.g. safeguarding, H&S, employment, GDPR)		A	R/I/M	A	R/I/M
	Quality Assurance procedure: curriculum, learning and teaching			R/M	A	R/I/M
	Performance Management of the Chief Executive Officer		A/I			
	Performance Management of academy headteacher		A	I/M	R	
	Performance Management of Trust Officers including CFO		A	R/I/M		
	Performance Management of academy staff			R/M	A	R/I/M

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision/Duty	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Ensuring Financial Probity</b>						
Ensuring Financial Probity						
	Trust's scheme of Financial Delegation		A/M	R/I		
	School's scheme of Financial Delegation		A	R/M	R/M	I
	External Auditors' report		A	R/I		
	CEO/CFO/Trust Officers' pay award		A/I			
	Academy headteacher pay award		A	R/I	R	
	Academy staff pay award (as set out in Pay and Appraisal Policies)			R	A	R/I
	Benchmarking and Trust wide value for money		A/M	I/R		
	Benchmarking and Academy value for money		A	I/M	M	I
	Trust-wide procurement strategies and efficiency savings programme			A/M	R/I	

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Scheme of Delegation Summary

Members	
<u>Recommend (propose to the decision-making body the course(s) of action that they might consider)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Implement (this body or person is responsible and held accountable for implementing the approved decision)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Approve (makes the final decision in respect of this item)</u>	
People	
Systems and Structures	

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
Monitor and Review (this body or person is responsible for monitoring the progress of the approved decision/duty)	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	

Trust Board	
Recommend (propose to the decision-making body the course(s) of action that they might consider)	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	



## SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST

Ensuring Financial Probity	
<u>Implement (this body or person is responsible and held accountable for implementing the approved decision)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Approve (make the final decision in respect of this item)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Monitor and Review (this body or person is responsible for monitoring the progress of the approved decision/duty)</u>	
People	
Systems and Structures	

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	

CEO	
<u>Recommend (propose to the decision-making body the course(s) of action that they might consider)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Implement (this body or person is responsible and held accountable for implementing the approved decision)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Ensuring Financial Probity	
<u>Approve (makes the final decision in respect of this item)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Monitor and Review (this body or person is responsible for monitoring the progress of the approved decision/duty)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	

LGB
<u>Recommend (propose to the decision-making body the course(s) of action that they might consider)</u>

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Implement (this body or person is responsible and held accountable for implementing the approved decision)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Approve (makes the final decision in respect of this item)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Ensuring Financial Probity	
Monitor and Review (this body or person is responsible for monitoring the progress of the approved decision/duty)	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Academy Headteacher	
<u>Recommend (propose to the decision-making body the course(s) of action that they might consider)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Implement (this body or person is responsible and held accountable for implementing the approved decision)</u>	
People	
Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
<u>Approve (make the final decision in respect of this item)</u>	
People	

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Systems and Structures	
Reporting	
Strategy and Directions	
Holding to Account	
Ensuring Financial Probity	
Monitor and Review (this body or person is responsible for monitoring the progress of the approved decision/duty)	
People	
Systems and Structures	
Reporting	
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Ensuring Financial Probity	