Scheme of Delegation

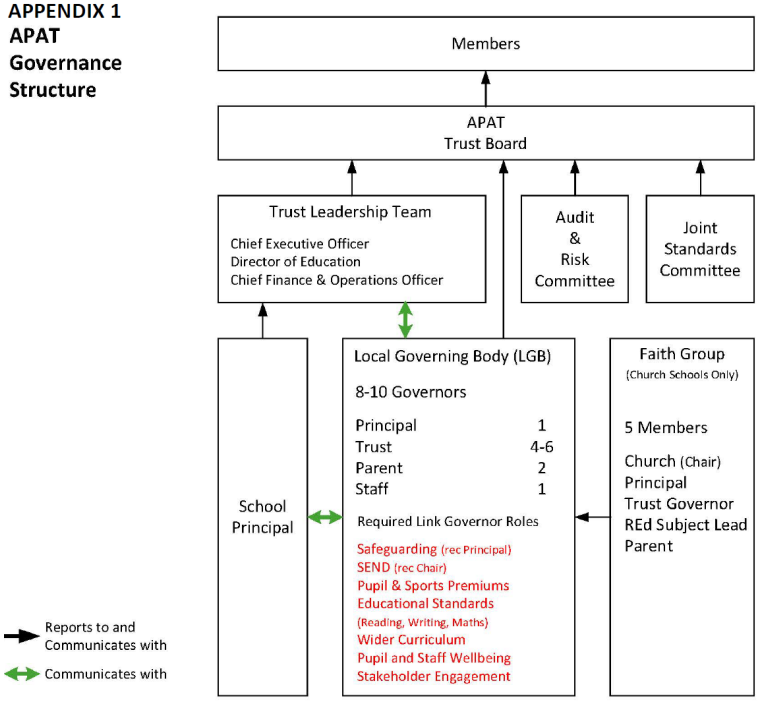
Amadeus Primary Academies Trust has adopted the NGA scheme of delegation for multi academy trusts. The changes to the recommendation reflect the Trust agreement to have consistent policy and practice arrangements across our schools. School and Academy are interchangeable.

Questions regarding the structure of the Trust should be referred to the Company Secretary.

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Trust Board/Trust Leadership **may involve** before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
**Highlighted*	Statutory expectation or necessary to comply with articles of association or funding agreement.

The Chief Executive Officer (and Accounting Officer) is supported by the Chief Finance and Operations Officer (CFOO) and Director of Education (DOE). The Local Governing Body should refer matters to CFOO or DOE as appropriate.

APPENDIX 1
APAT Governance Structure



Members

Ensure the trust meets charitable objective, appoints Trustees, agrees articles of association, and appoints auditors.

Trustee (Directors)

The employer and accountable body, ensures compliance with statutory and regulatory functions, and appoints chief executive. Trustees are registered as Directors at Companies House.

Trust Leadership Team

The executive arm of the Board under the direction of the Chief Executive Officer. Its principal functions are:

- Management of the conversion of schools to Academies which includes all aspects of due diligence and the associated processes.
- To direct and support the operation of each Academy, developing strategic plans and policies in all areas of the operation. These include risk, teaching and learning, finance, HR, ICT and Compliance.

The TLT specifies management controls and reporting requirements, audits the associated processes, procedures and outcomes across the Trust. Identifies and delivers appropriate training and support and reports to the Board on progress and concerns.

Signed: ……

Date: ……

Chair: ……

		Members	Trust board	CEO	LGB	Principal
	Board business					
1.1	Appoint/remove members	*A/R				
1.2	Appoint/remove trustees	*A/R	*A/R			
1.3	Elect chair of trustees		*A/R			
1.4	Appoint and remove board committee chairs		*A/R			
1.5	Establish and review trust governance structure		*A/R	C		
1.6	Agree named safeguarding trustee		*A/R			
1.7	Agree named SEND trustee lead		*A/R			
1.8	Agree named careers trustee lead		*A/R			
1.9	Appoint/remove academy committee chairs		*A	R	C	
1.10	Appoint/remove academy committee members		*A	R	C	
1.11	Appoint trust governance professional		*A	R		
1.12	Agree academy committee clerking arrangements		*A/R		C	
1.13	Articles of association: review		*A/R			
1.14	Articles of association: ratify	*A/R				
1.15	Agree committee terms of reference		*A/R	C	C	C
1.16	Complete annual review of scheme of delegation		*A	R		
1.17	Complete annual trust board self-review		A/R			
1.18	Complete review of local governance	C	A	R	C	C
1.19	Publish governance arrangements on trust and schools' websites		*A	R		
1.20	Ensure trust website is compliant and effective		*A	R		
1.21	Ensure school websites are compliant and effective		*A	A		R
1.22	Submit annual report on the performance of the trust to members and publish		A	R		
1.23	Commission external review of board effectiveness every three years	C	A/R	C		
1.24	Annually report work of academy committee: submit to trust and publish		A	C	R	C
	Vision and strategy					
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C	C
2.2	Apply trust vision and strategy to individual schools		A	R	C	R
2.3	Determine trust-wide policies which reflect the trust's ethos and values		*A	R		
2.4	Determine school level policies		*A	R	C	R
2.5	Establish risk register and conduct regular review		*A	R		
2.6	Ensure engagement with stakeholders		A	R	R	R
	Finance and estates					
3.1	Appoint and remove external auditors	*A/R	C			
3.2	Appoint and performance manage chief financial officer		*A	R		
3.3	Produce trust's scheme of financial delegation		*A	R		
3.4	Receive external auditors report	*A/R				

		Members	Trust board	CEO	LGB	Principal
3.5	Action recommendations made by external auditors		*A	R		R
3.6	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R		
3.7	Submit ESFA required reports and returns		*A	R		
3.8	Agree budget plan to support delivery of trust strategic priorities		A	R		
3.9	Agree budget plan to support delivery of school strategic priorities – School budget		*A	A	-	R
	LGB: Financial responsibility within the 4 roles includes: • Pupil Premium strategy • PE Sports Grant Understanding of SEND funding and EHCP applications.		*A	A	R	R
3.10	Monitor trust budget		*A	R		
3.11	Carry out benchmarking and trust-wide value for money evaluation		C	A/R		
3.12	Agree reporting and monitoring arrangements for trust and school budgets		*A	R	C	C
3.13	Approve trust-wide estate vision, strategy and asset management plan		*A/R	C		
3.14	Monitor school estate to ensure it is safe and well maintained		*A		R	R
	Human resources					
4.1	Appoint and dismiss CEO/accounting Officer		*A	R		
4.2	Performance manage CEO		*A/R			
4.3	Agree CEO pay and reward		*A/R			
4.4	Conduct executive team performance management		C	A/R		
4.5	Conduct headteacher performance management			A/R		
4.6	Agree headteacher pay and reward			A/R		
4.7	Review and agree staff appraisal procedure and pay progression		A	R		C
4.8	Determine executive team staffing structure		*A	R		
4.9	Determine school staffing structure			A		R
4.10	Headteacher appointments and dismissal			A/R		
4.11	Trust wide pay policy, terms and conditions of employment		*A	R		
4.12	Determine disciplinary and capability policies		*A	R		
4.13	Implement disciplinary and capability procedures – CEO		A/R			
4.14	Implement disciplinary and capability – central team		A	R		
4.15	Implement disciplinary and capability procedures – schools		A	C		R

		Members	Trust board	CEO	LGB	Principal
4.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A	C		

		Members	Trust board	CEO	LGB	Principal
	Education					
5.1	Approve trust curriculum/school curriculum and curriculum policy		A	R		C
5.2	Ensure high standards of teaching and learning		A	R	C	R
5.3	Delivery of curriculum			A		R
5.4	Set targets for trust outcomes		A	R		
5.5	Plan and deliver individual school improvement interventions and strategies			A	C	R
5.6	Agree trust behaviour policy		C	A/R	C	C
5.7	Implement behaviour policy			A		R
5.8	Review permanent and fixed term exclusions		*A/R	C	R/C	
5.9	Agree admissions policy		*A	R	C	C
5.10	Admissions appeal process		*A	R	C	C
5.11	Determine complaints policy		*A/R	C	C	
5.12	Implement complaints procedures		*A/R	R	R	R
	Community					
6.1	Developing stakeholder partnerships across the trust		A	R	C	C
6.2	Developing stakeholder partnerships at school level			R	R	R