

Northern Lights Learning Trust - Scheme of Delegation

Function	No	Tasks	MAT Trust Board	CEO	FARM	CFO	LGB	FGP	RA	Headteacher/ Head of School	ABM/ OFFICE	Notes
Leadership	1	To ensure that an approved performance management policy is in place	x	x								In accordance with MAT model policy once established
	2	To secure the statutory appraisal of CEO/ Deputy CEO and CFO	x	x								Panel to include Chair of LGB, MAT Director and MAT educational specialist
	3	To ensure the statutory performance management of other staff is completed in line with policy		x						x		
	4	To review annually the performance management policy	x	x								
	No	Tasks	MAT Trust Board	CEO	FARM	CFO	LGB	FGP	RA	Headteacher/ Head of School	ABM/ OFFICE	Notes
	5	To monitor the financial position of the Trust		x	x	x						
	6	To review the Trust's internal and external financial statements and reports to ensure that they reflect best practice, including compliance with the Trust Handbook, DfE Academies Financial Handbook and the Charity Commissions Guidance to charities and Charity trustees;		x	x	x						
	7	To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Trust Board;		x	x	x						
	8	To consider all relevant reports by the (Executive) Business Manager or the appointed external auditor, including reports on the Academy's accounts, achievement of value for money and the response to any management letters;		x	x	x						
	9	To contribute to the formulation of the Trust's improvement plans, through the consideration of financial priorities and proposals, in consultation with the Chief Executive, and within the stated and agreed aims and objectives of the Trust;		x	x	x						
	10	To monitor future pupil rolls, provision requirements and income levels		x	x	x		x		x	x	
	11	To appoint bankers and approve banking arrangements including authorised signatories		x		x						
	12	To manage tendering processes and the awarding of contracts in accordance with the Finance Policy.	x		x	x						
	13	To identify additional services to be procured on behalf of the Trust			x	x				x	x	To be approved by Trust
	14	To ensure centrally procured services provide value for money			x	x						In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT
	15	To ensure locally procured services provide value for money						x		x	x	In accordance with MAT model policy once established
	16	To propose the individual Academy budget			x	x						
	17	To approve the first formal Trust budget plan each financial year			x	x						
	18	To discuss the first formal budget plan of each academy in each financial year		x		x		x			x	
	19	To approve the annual MAT business plan each financial year	x									Business plans produced by academies and MAT
	20	Trust level - To plan and manage monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend			x	x						Early warnings of financial concerns to be escalated to MAT at the earliest opportunity
	21	Trust Level - To monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend			x	x						Early warnings of financial concerns to be escalated to MAT at the earliest opportunity
	22	Trust level - To approve any amount to be transferred between budget headings and/or likely budget overspends			x	x						In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT
	23	To approve Trust wide financial policies, procedures, contracts and insurance levels	x									Ensure compliance with Trust's financial and reporting requirements. In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT
	24	To review the performance of external providers eg bankers, services provided under SLAs			x	x						In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT

Financial	25	To establish and approve a procedure to deal with any conflicts of interest and connected party transactions	x																		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT and any procurement policies		
	26	To establish financial decision levels and limits	x																			In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT	
	27	To establish a charging and remissions policy for the Trust	x																			In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT	
	28	To appoint the Responsible Officer for the Academy	x																			If so required	
	29	To enter into additional contracts which exceed the agreed annual budget allocation	x																				In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT
	30	To make payments within agreed financial limits	x	x	x	x																	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT
	31	To collect income due to the Trust					x																In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT
	32	To maintain proper financial records for the Trust					x																In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by MAT
	33	To develop corporate risk register [Trust]					x																
	34	To manage corporate risk register [Trust]					x																
	35	To authorise acquisition or disposal of TRUST assets	x																				Any alterations to land or buildings must be agreed by the Trustees.
	36	To approve changing use of assets	x																				Any alterations to land or buildings must be agreed by the Trustees
	37	To appoint auditors	x																				
	38	To prepare accounts for the Trust		x	x	x																	
	39	To review and approve Trust's annual accounts and Trustees report annual accounts	x																				
	40	To monitor compliance with approved Financial Procedures	x		x	x																	
	41	To decide how to apply pupil premium monies							x			x											
	42	To implement recommendations from reports (eg annual reports, management letters etc) from the auditors and other bodies, for example the ESFA, and consider any issues raised, the associated management response and action plans;								x		x	x										
	43	To regularly monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable;				x	x			x			x	x									
	44	To cooperate with the MAT Board, in ensuring that all allegations of fraud or irregularity are managed and investigated appropriately;		x	x	x				x			x	x									
	45	To consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained		x	x	x				x			x	x									
	46	To ensure appropriate cooperation and coordination of the work of the external auditor and/or responsible officer.		x	x					x			x	x									
	47	To advise the FARM via the CFO on an appropriate programme of work to be delivered by independent assurance providers (external auditors and responsible officer). This programme of work to be derived from the Audit Committee's regard of the key risks faced by the MAT, the assurance framework in place and its duty to report to the MAT Board;		x	x	x				x			x	x									
	48	To review the external auditor's annual planning document and approve the planned audit approach for each academy;		x	x	x				x			x	x									
	49	To monitor use of pupil premium monies		x		x				x			x	x									
		Tasks	MAT Trust Board	CEO	FARM	CFO	LGB	FGP	RA	Head/leader/ Head of School	ABM/ OFFICE	Notes											
	50	To appoint a CEO	x																				MAT Board
	51	To appoint a Head Teacher /Head of School (through a selection panel)	x	x			x																Selection panel to include Chair of LGB, CEO and MAT Board representation. Recommend to MAT Board for their approval.
	52	To appoint a Deputy Head Teacher (through a selection panel)		x			x				x												Selection panel to include CEO or MAT BOARD REP in their absence, Head, Chair of LGB. Recommend to MAT Board for their approval.
	53	To appoint other teachers					x				x												LGB representation on panel if possible
	54	To appoint non-teaching staff									x												
	55	To agree a pay policy	x																				Consistency of employer is important and keep in line nationally with due regard to statutory regulations
	56	To agree pay discretions for the Trust staff			x																		In consultation with CEO/MAT Board and in accordance with agreed pay policy

	84	Consider secondment and early retirement requests (with the exception of the Chief Executive or Heads of School and Central team staff);	x	x									
	85	Consider work/life balance, working conditions and well-being, including the monitoring of absence levels;					x	x		x			
	86	Ensure procedures for capability, discipline, grievance, attendance, whistle blowing and staff welfare issues are adhered to, drawing on the membership of the Board and the Local governing body;		x	x	x							
		Tasks	MAT Trust Board	CEO	FARM	CFO	LGB	FGP	RA	Headteacher/ Head of School	ABM/ OFFICE	Notes	
Education and Curriculum	87	Freedom to opt out of national curriculum	x										
	88	To ensure development of a curriculum policy	x	X									Curriculum Policy to be consistent across MAT
	89	To implement curriculum policy					x			x			
	90	Responsible for standards of teaching		x						x			
	91	Accountability for standards of teaching					x			x			
	92	Responsibility for individual child's education					x			x			
	93	Accountability for individual child's education.	x	x									
	94	Ensure provision of sex education including ensuring establishment of written policy					x						To be approved by MAT Board
	95	To prohibit political indoctrination and ensuring the balanced treatment of political issues	x										Directors of MAT need to be updated due to possible reputation risk
	96	Assemble data for pupil assessment and other returns								x	x		
	97	Deliver Post-Inspection action plan	x	x			x			x			
	98	To propose targets for pupil achievement								x			
	99	To agree targets for pupil achievement					x			x			
	100	To establish a behaviour policy	x										In line with MAT guidelines and ethos
	101	To monitor behaviour policy					x		x				Report any safeguarding incidents to CEO
		102	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	x	x			x					
103		To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	x				x						
104		Develop the academy development/improvement plan							x	x			Principal to develop
105		Approve development/improvement plan		x			x		x				CEO to approve LGB to recommend
106		Establish KPI's for MAT/academies		x									
107		Ensure timely data returns from MAT academies		x					x	x			Head of school responsible/ CEO to monitor
108		Review of termly data returns		x					x	x			Head of school responsible/ CEO to monitor
		No	Tasks	MAT Trust Board	CEO	FARM	CFO	LGB	FGP	RA	Headteacher/ Head of School	ABM/ OFFICE	Notes
Admissions	109	Setting/amending an admissions policy	x										In line with MAT guidelines/latest Admissions Code and provided that it does not conflict with MAT ethos
	110	Admissions: application decisions					x						
	111	If appropriate to appeal against LA directions to admit pupil(s)					x						LGB in dialogue with the Heads of school CEO
		Tasks	MAT Trust Board	CEO	FARM	CFO	LGB	FGP	RA	Headteacher/ Head of School	ABM/ OFFICE	Notes	
Religious Education	112	Responsibility for ensuring provision of RE	x				x						Delegated to LGB depending on individual contexts.
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Collective Worship	113	To ensure that all pupils take part in a daily act of collective worship					x			x			Unless parents have exercised right to withdraw
		Tasks	MAT Trust Board	CEO	FARM	CFO	LGB	FGP	RA	Headteacher/ Head of School	ABM/ OFFICE	Notes	
	114	Ensure adequate buildings insurance and public liability for academy	x										
	115	Developing Academy buildings and facilities estate long term strategy or master plan	x	x	x	x							

Premises	116	consider the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation;					x	x		x	x	
	117	To develop and implement a Trust health and safety policy	x									In line with MAT guidance in accordance with delegated budget.
	118	To ensure that health and safety regulations are followed	x	x	x	x	x	x		x	x	
	119	To ensure adequate premises security					x	x		x	x	Ensure MAT minimum criteria are met
	120	recommend to the Trust a plan for capital expenditure and to implement the plan after approval by the Trust and to monitor expenditure against the plan;					X	x		x		
	121	consider any recommendations for disposal of Trust property and make recommendations to the Board and establishing whether the approval of the Secretary of State is required, in line with Academies Financial Handbook requirements;			x	x						
	122	agree any capital bids for work that is outside the Trust's annual revenue budget;	x									
	123	ensure that health & safety, building inspections and risk assessments are carried out in the prescribed manner and timing and that the risk register is maintained	x	x	x	x	x	x	x	x	x	
		Tasks	MAT Trust Board	CEO	FARM	CFO	LGB	FGP	RA	Headteacher/ Head of School	ABM/ OFFICE	Notes
Operational	124	To set the times of academy sessions and the dates of school terms and holidays	x	x								In discussions with CEO & Directors
	125	To ensure that the academy meets the statutory requirement for [380] sessions in a school year					x			x		
	126	To prepare and publish the academy prospectus					x			x		Subject to MAT guidelines
	127	To ensure provision of free school meals to those pupils meeting the criteria								x	X	
	128	Adoption and review of home-school agreements								x	X	Discretionary.
	129	To establish processes for appointment of directors and governors	x									According to Articles of association to ensure skill set of any Board is suitable to run Trust or academy)
	130	To appoint and remove the clerk to the LGB's	x									
	131	To appoint the chair of the LGB	x									According to Articles of association
	132	To remove the chair of the LGB	x									LGB to accept Directors' decision where there is a safeguarding or other legal reason.
	133	To appoint the vice-chair of the LGB					x					
	134	To dismiss the vice-chair of the LGB					x					LGB to accept Directors' decision where there is a safeguarding or other legal reason.
	135	To appoint and remove the clerk to MAT	x			x						
	136	To complete and hold a register of business interests for Directors	x			x						Via RO for Trust [if so appointed]
	137	To complete and hold a register of business interests for LGB					x				x	Via clerk to LGB
	138	To determine the development needs of members of LGB and put in place an appropriate programme	x				x					In consultation with CEO to look across all academies within MAT to review collective LGB development needs (e.g. use peer to peer support)
	139	To develop a Child Protection policy in line with statutory requirements and best practice.	x									MAT model policy
	140	To implement the agreed Child Protection policy.					x			x		
	141	Maintain accurate and effective and secure pupil records.					x			x		
142	Maintain accurate and effective and secure employee records.		x		x	x			x			
143	Comply with all Data Protection legislation and good practice.	x	x	x	x	x	x	x	x	x		
144	To determine, on an annual basis, those policies which will be developed by the MAT and mandatory for all MAT Academies	x									Model policies from MAT to all academies within Trust	
145	To review policies in accordance with an appropriate policy review schedule and ensure they meet statutory requirements for the Academy	x				x					Refer to DfE guidance regarding statutory and in accordance with MAT mandatory policies	
146	Handling academy complaints (in line with MAT policy)					x			x		Third stage complaint with MAT. Notify MAT at this stage so aware of any potential reputational risk.	