

THE BEM TRUST

Scheme of Delegation v2 Adopted October 2022

| Accountable | Responsible | Consulted (advised) | Informed (received) |
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| The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group. Only one person / group can be accountable for a task | The person who actually carries out the process or task assignment; responsible for getting the job done. More than one person/group can be responsible | People who are not directly involved with carrying out the task, but who are consulted and may contribute to the shaping | Those who receive information about the process or task, or need to stay informed |

| Strategy and Leadership | Trust Board | CEO | Local Governing Board | School Head teacher |
|--|-------------|-----|-----------------------|---------------------|
| Set vision and strategic objectives of the Trust | | | | |
| Set vision and strategic objectives of the Academies in line with the overall vision and strategic objectives of the Trust | | | | |
| Oversee and monitor implementation of strategic objectives of the Trust | | | | |
| Oversee and monitor implementation of strategic objectives of the Academies | | | | |
| Appointment of LGB – ensuring processes in place for appointment/election of governors (including ensuring that the governors have the appropriate skills) | | | | |
| Appointment of the Accounting Officer and Audit Committee for trust | | | | |
| Appointment of Trust internal auditors | | | | |
| Appointment Chair of Trust Board | | | | |
| Appoint Clerk to trustee Board | | | | |
| Appointment of Clerk to Academy Local Governing Board | | | | |

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| Appointment of Chairs of LGB | | | | |
| Policies – review and approval of Trust-wide policies (including governors’ expenses, complaints, health & safety, code of conduct, HR policies, data protection, information sharing, cyber security, Freedom of Information (FOI), whistleblowing) | | | | |
| Policies – review and approval of individual school policies (SEND, add other statutory policies) | | | | |
| Prepare and agree terms of reference and operating procedures for LGBs | | | | |
| Set risk appetite for the Trust and monitor the risk register for the Trust | | | | |
| Monitor the risk register for the academies and ensure high risks are highlighted to the Trust Board | | | | |

| Compliance | Trust Board | CEO | Local Governing Board | School Head teacher |
|---|-------------|-----|-----------------------|---------------------|
| Set trust-wide policy in relation to safeguarding children and young people in line with statutory requirements and monitor its effectiveness | | | | |
| Set academy level policy in relation to safeguarding | | | | |
| Ensuring compliance around FOI and GDPR | | | | |
| School prospectus and website compliance | | | | |
| Trust website compliance | | | | |
| Dealing with trust level complaints | | | | |
| Dealing with academy level complaints | | | | |

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| Educational effectiveness | Trust Board | CEO | Local Governing Board | School Head teacher |
|--|-------------|-----|-----------------------|---------------------|
| Review and agree MAT Trust Development Plan | | | | |
| Review and agree Individual school development plan in line with strategic aims of the Trust | | | | |
| Key Performance Indicators – setting and reviewing performance of the Trust and academies (in relation to academic standards, finances, and other matters) | | | | |
| Key Performance Indicators – reviewing performance of the academies (in relation to academic standards, finances, and other matters) | | | | |
| Ensuring educational outcomes are delivered in line with the Trust’s strategic objectives and KPIs | | | | |
| Monitoring and analysis of achievement and progress data | | | | |
| Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes | | | | |
| Curriculum – setting the curriculum for the schools (including RSE, PSHE, SMSC and British Values) and reviewing its effectiveness | | | | |
| Collective worship arrangements | | | | |
| Ensure all Department for Education requirements are met re SEND pupils and review the SEND Local Offer | | | | |
| Review and approve academy inclusion/SEND policies and accessibility plans | | | | |
| Ensure all requirements are met in respect of Disadvantaged pupils (including publication of progress and attainment data). | | | | |
| Reviewing and challenging the value for money of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap | | | | |

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| Review the impact of additional funding including sports funding. | | | | |
| Monitoring of numbers on roll and attendance | | | | |
| Changes to PAN | | | | |
| Student issues (including attendance, exclusions, punctuality and disciplinary matters for each school) | | | | |
| School Hours – setting the opening and closing times for the schools | | | | |
| Term Dates | | | | |
| School lunch – ensure provided to appropriate nutritional standards | | | | |
| Provision and funding for free school meals to those meeting criteria | | | | |
| Formal collaborations and partnership agreements (agreeing scope and terms of collaboration between schools within the trust and with schools that are not within the trust) | | | | |
| Agreeing additional schools joining the Trust | | | | |
| Set admissions policy and ensure this is reviewed in line with statutory requirements | | | | |
| Form student admission appeals panel and conduct admission appeals process | | | | |
| Any reduction or increase to the published admission number (PAN) | | | | |

| HR | Trust Board | CEO | Local Governing Board | Head teacher |
|---|-------------|-----|-----------------------|--------------|
| Appointing the CEO and other members of Central SLT | | | | |
| Appointing other central staff | | | | |
| Appointing the Headteachers at each school | | | | |
| Appointing school SLT members | | | | |
| Appointing other school staff | | | | |
| Setting Appraisal Policy for central staff | | | | |
| Performance management of the CEO | | | | |
| Setting appraisal policy for school staff | | | | |

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| Performance management of the Head teachers | | | | |
| Setting pay policy for all staff | | | | |
| Implementing pay policy for school staff (except head teacher) | | | | |
| Implementing pay policy for school head teacher | | | | |
| Implementing pay policy for central staff (except CEO) | | | | |
| Implementing pay policy for CEO | | | | |
| Setting Terms and Conditions of Employment | | | | |
| Suspending or dismissing CEO | | | | |
| Suspending or dismissing school Heads, central staff | | | | |
| Suspending or dismissing all other school staff | | | | |
| Review and approve Trust central team structure and complement | | | | |
| Safeguarding-DBS checks and single central record upkeep central staff | | | | |
| Safeguarding-DBS checks and single central record upkeep school staff | | | | |
| Ensure the trust is complying with requirements of Keeping Children Safe in Education including Prevent and safer recruitment for central staff | | | | |
| Ensure schools are complying with requirements of Keeping Children Safe in Education including Prevent and safer recruitment | | | | |

| Operations and asset management | Trust Board | CEO | Local Governing Board | School Head teacher |
|--|-------------|-----|-----------------------|---------------------|
| Create academy estates management plan and budget plan for submission to the CEO for collation | | | | |
| Prepare and approve an estates management strategy including maintenance, repairs and improvements. Determine annual budget for ongoing repairs and maintenance / capital funding bids | | | | |

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| Determine and allocate central services provided to the schools by the Trust | | | | |
| Oversee the effectiveness of services provided centrally by the Trust | | | | |
| Create and oversee trust Asset and Premises Maintenance Strategy | | | | |
| Create and oversee academy asset and premises management plan and strategy - ensuring premises are adequately maintained; overseeing the overall buildings replacement and maintenance schedule and plan | | | | |
| Arranging insurance for the Trust | | | | |
| Ensure premises meet all statutory requirements for Health and safety standards and the implementation of the Health and Safety policy | | | | |
| Ensure the school complies with reporting requirements including RIDDOR | | | | |
| Review and monitor arrangements for risk assessments to ensure statutory requirements are met | | | | |

| Financial | Trust Board | CEO | Local Governing Board | School Head teacher |
|---|-------------|-----|-----------------------|---------------------|
| Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term (top slice) | | | | |
| Trust Annual Budget – formulating and setting the Trust wide budget | | | | |
| School Annual Budgets – preparation of academy budget for Trust Board approval | | | | |
| Expenditure and ensuring delivery of individual school annual budgets (including managing school cash flow) | | | | |
| Reporting: financial KPIs and achievement (trust) | | | | |
| Reporting: financial KPIs and achievement (academy) | | | | |

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| Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the schools | | | | |
| Financial Policies –establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements (including financial scheme of delegation, manual of internal procedures, business continuity plan) | | | | |
| Annual accounts (statutory financial reporting) | | | | |
| Provide half termly accounts to the LGB | | | | |
| Investments – agreeing the investment policy in line with the Academies Financial Handbook and any internal policies and controls | | | | |
| Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust’s procurement policy | | | | |
| VAT compliance (Trust) | | | | |
| VAT compliance (Academy) | | | | |
| Appoint internal and external auditors and receive auditors reports, taking appropriate action in response to findings | | | | |
| Review academies’ financial efficiency including value for money and benchmarking | | | | |
| Maintain an overview of the academy asset registers. Approve write-offs with the Trust’s Financial Regulations Manual | | | | |
| Maintain the Trust’s risk register and ensure appropriate risk management strategies | | | | |
| Maintain academy risk register and monitor/manage local risk | | | | |
| Ensure the impact of additional funds such as Pupil Premium, primary sports funding and capital projects are monitored | | | | |
| Ensure additional funds such as Pupil Premium, primary sports funding and capital projects are accounted for separately and in accordance with ESFA requirements | | | | |

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| Stakeholder engagement | Trust Board | CEO | Local Governing Board | School Head teacher |
|---|-------------|-----|-----------------------|---------------------|
| Agree and implement procedures for reporting to parents | | | | |
| Engage, where appropriate, stakeholder voices are heard in trust-wide decision making | | | | |
| Engage, where appropriate, stakeholder voices are heard in local decision making | | | | |