

Mulberry academy Trust Scheme of Delegation – Ratified by Trustees October 2016

Area	Decision	Delegation				
		Members	Trust Board	Executive/School Head	LGB	NA as single school School Head
Governance framework						
People	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove	✓				
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/specific roles/committee members: agree		✓	<A		
	Parent trustee/committee member: elected		✓		✓	
	Committee chairs: appoint and remove		✓	<A		
	LGB chairs: appoint and remove		✓	<A	<A	
	Clerk to board: appoint and remove	✓	✓			
	Clerk to LGB: appoint and remove				✓	
Systems and structures	Articles of association: agree and review	✓	<A	<A		
	Governance structure (committees) for the trust: establish and review annually		✓	<A	<A	
	Terms of reference for trust committees (including audit if required, and scheme for school committees): agree annually		✓	<A		
	Terms of reference for LGB/local committees: agree and review annually		✓	<A		
Systems and structures	Skills audit: complete and recruit to fill gaps		✓	<A>	✓	
	Annual self-review of trust board and committee performance: complete annually		✓			

	Annual self-review of LGB performance: complete annually				✓	
	Chair's performance: carry out 360 review periodically		✓		✓	
	Trustee / committee member contribution: review annually		✓		✓	
	Succession: plan		✓	<A>	✓	
	Annual schedule of business for trust board: agree		✓	<A		
	Annual schedule of business for LGB: agree			A>	✓	
Reporting						
Reporting	Trust governance details on trust and academies' websites: ensure		✓	<A		
	School governance details on school website: ensure			A>	✓	
	Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		✓	<A	<A	
	Annual report on performance of the trust: submit to members and publish		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	Annual report work of LGB: submit to trust and publish			A>	✓	
Being Strategic						
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve		A>	A>	✓	

Being Strategic	Central spend / top slice: agree		✓	<A		
	Management of risk: establish register, review and monitor		✓	<A>	✓	
	Engagement with stakeholders	✓	✓	✓	✓	
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A>	✓	
	Chief executive officer (Exec HT) Appoint and dismiss		✓			
	School Headteacher : Appoint and dismiss		✓	<A	<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A		
	Budget plan to support delivery of school key priorities: agree			A>	✓	
	Trust's staffing structure: agree and make appointments		✓	<A		
	School staffing structure: agree and make appointments		A>	A>	✓	
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A>	✓	
	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	
	Performance management of the Chief Executive Officer: undertake		✓		<A	
	Performance management of school Headteacher : undertake		✓		<A	
	Trustee monitoring: agree arrangements		✓	<A		
	LGB member monitoring: agree arrangements			A>	✓	

Ensuring financial probity						
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	<A		
	Trust's scheme of financial delegation: establish and review		✓	<A		
	School's scheme of financial delegation: establish and review		✓	<A	<A	
	External auditors' report: receive and respond		✓	<A	<A	
	CEO (Exec HT) pay award: agree		✓			
	School Headteacher pay award: agree		NA	NA	NA	
	Staff appraisal procedure and pay progression: monitor and agree			A>	✓	
	Benchmarking and trust wide value for money: ensure robustness		✓	<A		
	Benchmarking and school value for money: ensure robustness		✓	<A	<A	
	Develop trust wide procurement strategies and efficiency savings programme		✓	<A	<A	