Mercia
Learning Trust

Scheme of Delegation

September 2018

		Members	Directors/Trustees	CEO	LGB	Headteacher
STRATEGY AND LEADERSHIP	**Set strategic objectives of the Trust & Academies**	Monitor and make changes (subject to DFE approval)	Determine – for the Trust & Academies	Develop – in the case of the Academies in consultation with LGB & Headteacher	Recommend	Consult – in the case of their Academy
	Deliver strategic objectives of the Trust & Academies	Monitor	Review	Deliver	Review	Deliver
	Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs		Review – progress of the Trust & Academies	Report Review - reports from the LGBs/Headteachers	Review – progress of the Academy Report – progress to the CEO & Board	Report – progress of the Academy to the LGB
	Compliance: Funding Agreement – comply with all obligations including the Academies Financial Handbook	Monitor/Challenge	Review	Deliver	Comply	Comply
	Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety	Monitor/Challenge	Review	Deliver Report – to Board	Review	Deliver Report – to LGB & CEO

	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Receive annual audit report	Determine – policies to ensure compliance	Deliver	Review	Deliver
			Review	Report – to Board		Report – to LGB & MLT Executive Headteacher
	Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		Determine – policies to ensure compliance		Deliver	
			Deliver			

		Members	Directors/Trustees	CEO	LGB	Headteacher
STRATEGY AND LEADERSHIP	**Appointments of Directors and Governors –** ensuring processes in place for appointment of directors (including ensuring that the Directors and Governors have the skills to run the Trust and the Academies)	Appoint and remove directors	Determine – policies and criteria for the selection of Directors and Governors	Report - to the Board on the performance of the LGBs	Review - procedures for the election of staff and parent governors of the LGB	
			Review – the Board's own performance	Review - annually the size, structure and composition and skill Determines of LGBs	Review – own performance	
			Review – performance of the LGBs	Recommend – if appropriate changes to the size and composition of the LGBs		
	Appointment of the Responsible Officer and Audit Committee		Deliver - appoint Responsible Officer and (if necessary) the Audit Committee	Deliver – the Responsible Officer role		
	Appointment of Clerk – Board and LGBs		Deliver - appoint the clerk to the Board & LGBs-if required		Consult – in connection with the appointment of the LGB clerk	
	Policies – review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)		Determine	Deliver – presenting polices to the Board for approval	Review – all policies approved by the Board and Academy specific policies	Deliver – presenting Academy specific policies for approval by the LGB
				Report – material non-compliance to the Board		Report – non-compliance to the LGB and the CEO
	Prepare terms of reference for LGB's and Committees		Deliver	Develop	Review	
			Review - annually			

	Training programme for directors and governors		Deliver	Develop	Deliver	Develop

		Members	Directors/Trustees	CEO	LGB	Headteacher
EDUCATION AND CURRICULUM	**Academy Development Plan** - for each Academy in line with strategic aims of the Trust		Determine - the Academy Development Plan in consultation with the appropriate LGB	Deliver – drafting and agreeing the Academy Development Plan	Recommend – Academy Development Plan to the Board	Work with the CEO in producing the Academy Development Plan Review – the Academy Development Plan
	Key Performance Indicators – setting and reviewing performance of the Trust & the Academies	Monitor/Challenge	Determine – Trust wide and Academy KPIs Review – performance against KPIs	Consult – with the LGBs and propose KPIs to the Board Receive reports - from the LBGs and report performance of the LGBs against KPIs	Recommend – targets for performance of the Academy to the CEO Review – performance of the Academy and report to the CEO Deliver - holding leadership to account for delivery against KPIs	Deliver – performance of the Academy against KPIs Report – performance of the Academy to LGB
	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		Review - the work of the CEO	Deliver - supporting the Academies and intervening where appropriate.	Review - at the Academy	Review – management of staff to ensure teaching and learning objectives are met Report- strengths and concerns in the quality of teaching to LGB
	Curriculum – setting the curriculum for the		Determine - curriculum & standards	Deliver	Consult	Deliver

	Academies and reviewing its effectiveness		Review – effectiveness of the curriculum across Trust	Recommend	Review	
	Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap		Review	Report – to Board effectiveness of use of the Pupil Premium across Trust	Determine & Review – how Pupil Premium is spent at the Academy	Deliver

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FINANCIAL	**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	Monitor/Challenge	Determine – in consultation with the LGBs	Recommend a funding model to the Board for approval Review	Consult – with the Board Review - compliance with the overall financial plan for the Academy	Comply
	Trust Annual Budget – formulating and setting the Trust wide budget		Determine	Deliver – on preparation of Trust budget and present to the Board for approval Review – submission of Trust budget to the EFA		
	Academy Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)		Determine	Deliver – on preparation of Academy budgets in consultation with the LGBs and present to the Board for approval Review – submission of Academy budgets to the EFA	Consult – with CEO in respect of the Academy's requirements Comply	Deliver Comply
	Expenditure and ensuring delivery of Annual Budgets	Monitor/Challenge	Review	Report – to the board any material issues with delivery against the Annual Budget by the Academies	Review	Report – to the LGB any need for any matters of concern in respect of the Academy's annual budget

				Receive reports – on matters of concern in connection with compliance with the Annual Budgets	Report – to the CEO any issues with expenditure or compliance with the Annual Budgets by the Academy	
	Reporting: financial reporting and KPIs	Monitor/Challenge	Determine	Deliver	Review	Deliver
	Delegated Budgets and Finances – in the form of a scheme of delegation of financial authority to the Academies		Determine	Deliver – on recommending financial limits to the Board Review – effectiveness of limits	Review Delivery– Academy Comply – adherence to limits	Comply – adherence to limits

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FINANCIAL	**Financial Policies –** establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements	Monitor/Challenge	Determine	Review – compliance with policies Report – any issues or non-compliance to the Board	Review delivery – compliance with policies Report – any issues or non-compliance to the CEO	Deliver – compliance with finance policies
	Approving annual accounts	Receive	Approve	Deliver – arrange for auditing and filing of annual report and accounts	Comply – by keeping proper records in respect of the Academy and providing such information to assist the Trust in preparation of the Annual Accounts	
	Corporate Risk Register	Monitor/Challenge	Review delivery	Deliver – management of corporate risk register	Review - Academy risk register	Deliver – management of Academy risk register
	Investments – agreeing the investment policy in line with the Academies Financial Handbook and any internal polices and controls		Determine and review delivery	Deliver		

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HR AND OPERATIONS	**Setting Terms and Conditions of Employment and Staff Handbook**		Determine – and consider any proposals by LGBs to make amendments	Recommend	Consult - report to Board on any suggested changes to the Academy's terms and conditions	Comply
	Dismissing the MLT Executive Headteacher, Headteachers, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)		Review – in respect of CEO	Review – in respect of Headteachers, cross academy staff and senior leadership teams of the Academies Report – any dismissals to the Board	Review – in respect of the Headteacher of the Academy	
	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)			Review Report – to the Board	Review (in consultation with the CEO Report – to the CEO	Comply
	Reviewing discipline and grievance policy		Review delivery	Recommend	Review - in line with Trust policy	
	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		Determine	Deliver	Comply	Comply

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HR AND OPERATIONS	**Setting academy specific procurement policies -** in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy		Determine	Review	Deliver – in accordance with Trust policy	Recommend
	Determining and allocating central services provided to the Academies by the Trust		Determine (in consultation with the LGBs)	Deliver– on recommending the allocation of services to the Board	Consult	Consult
	Overseeing the effectiveness of services provided centrally by the Trust		Review	Deliver and report to Board	Report – to the Board	
	Asset and Premises Maintenance Strategy – determining use of Academies' premises and ensuring premises are adequately maintained		Determine – Trust wide policy	Determine – academy plan in accordance with Trust policy Review delivery of academy plan		Deliver – in accordance with Academy policy
	Acquiring and disposing of Trust land		Deliver	Recommend	Consult	Consult
	Changing use of Assets		Deliver	Recommend to the Board of any changes to fixed assets used by the Academy		
	Arranging insurance for the Trust		Review	Deliver	Consult	
	Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community		Review	Deliver – Trust wide activities	Comply	Comply

	Academy Prospectus			Review	Deliver	Recommend
	Trust Prospectus and website		Review	Deliver		