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Archbishop Temple
Multi Academy Trust
Together With God

Scheme of Delegation

CEO: Canon Jill Pilling

September 2024



**Leading with honesty, integrity,
kindness, resilience and
compassion**

"And we know that all things work together for good to them that love God, to them who are called according to his purpose" Romans 8 v28



Scheme of Delegation

The Board of Trustees have overall responsibility and decision-making authority for all of the work of the Trust. The Board and/or CEO have the right to withdraw the delegation of powers at any time if required

Archbishop Temple Trust are using RASCI Responsibility Matrix as one of the methods used to assign and display responsibilities of individuals or jobs in a task (project, service or process) in the organisation.

- **R - Responsible** - who is responsible for carrying out or delegating the entrusted task?
- **A - Accountable** (also Approver) - who is responsible for the whole task and who is responsible for what has been done?
- **S - Support** - who provides support during the implementation of the activity / process / service?
- **C - Consulted** - who should be consulted?
- **I - Informed** - who should be informed about the task progress or the decisions in the task?

The Scheme of Delegation remains the responsibility of the Board of Trustees and may be amended or changed at any time. When a strategic decision is needed urgently, it is not possible to call a meeting and it could be seriously detrimental to a school/the Trust, a pupil, parent or a staff member to wait until a Board meeting is convened, the Chair is able to make a decision using Chair's powers and inform the Board of the decision. This applies to the Chair of the Board and the Chair of FARM relating to the relevant terms of reference in the scheme of delegation.

CEO – Chief Executive Office, Canon Jill Pilling

CFO – Chief Finance Officer, Mrs Jackie Warburton

DCEO – Deputy CEO, Mrs Nikki Patel

CET – Central Executive Team

SFHR – Senior Finance & HR, Mrs Kirsty Diggle

EM – Estates Manager, Mr Richard Parry



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Function	Tasks	Decision Level								Notes
		MAT Board of Trustees	CEO	CET	FAR	CFO	SFHR	LGB	HT	
Strategic responsibilities	Preparation of the terms of reference for governance and amendments, including the scheme of delegation	A	R		C	C	R			Responsibility of CFO to ensure financial compliance
	Set the Trust vision, strategy, culture and values	A & R	R	S		S	S		S	In consultation with CEO & CFO/COO, who will report to Board on progress and evaluation.
	Approval of the terms of reference for governance and amendments, including the scheme of delegation	A	R		R	R	R			Board of Trustees to review this annually. CEO to provide professional advice and guidance to support.
	Determination of the school specific vision, values and ethos as part of and in line with the Trust vision, values and ethos		C					A	R	CET support and guidance. If a school is judged to be in need of support, then this must be done with CEO approval.
	To ensure the school community understand their role as part of the Trust		C					A	R	
	Compliance with all statutory obligations governing the Trust and the schools within it	A	R	R	R	R	R	R	R	FAR to monitor all finance, audit and risk issues and advise the Trust Board. Internal scrutiny to provide evidence for the Board.
	To approve and monitor the Trust development plan and Self Evaluation within the agreed aims, objectives & values of the Trust	A & R	R	S		S	S			CEO to write and monitor in consultation with CET and any other appropriate people.
	To approve school admission policies	A & R								Clerk to support with regulatory compliance and statutory consultations
	To present admissions policies to the Board and manage admissions		C		C	S	S	A	R	NB When required the MAT Board will make amendments to the admissions policies in order to act upon guidance received and meet consultation deadlines
	To establish, implement and monitor central Trust policies	A & R	R	R	A & R	R	R			Trust Policy schedule to be adhered to.
	To write and approve the whole Trust strategy document	A	R	R		R	R			Under direction of the Chair of the Board. Trustees to work in partnership with Central Team members.
	To ensure parental engagement systems are in place	I	C/S	C/S			C/S	A	R	
	To ensure compliance with equalities legislation	A	R	R	R	R	R	R	R	
	To ensure SEND & safeguarding leads are appointed on Board of Trustees	A	S							
	To ensure SEND & safeguarding leads are appointed on LGB			S				A	S	
	Setting safeguarding practices, with regard to statutory guidance, including appointing DSLs	A	C/I	R				I	R	Trust Safeguarding Lead shared responsible for checking all is compliant
	Setting safeguarding policies	A	C/I	C/S				I	R	Trust templates to be used Trust Safeguarding Lead approves policies prior to Governance approval & provides support.
	Setting Health & Safety policies	A	C/I		C		R			COO responsible for ensuring Director of Estates maintains compliance
	Setting staff uniform	A	R			C	C	C	C	
	Setting pupil uniform	A	R	R		C	C	R	R	All proposals to change pupil uniform must come first to CEO for review, in discussion with CET. Then reviewed with LGB. Final approval given by MAT Board.

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FAR	CFO	SFHR	LGB	HT	
Financial Responsibilities	Ensure compliance with provisions of funding agreements and Academy Trust Handbook	A	A	R	R	R	C/S	C/S	FAR to inform the Board of Trustees
	To monitor the financial position of the Trust and monitor expenditure, ensuring compliance	I	I	A	R	R			To report any concerns to the Board of Trustees
	Establish controls framework and processes to provide assurance over the suitability of and compliance with financial system and internal controls	A	A	R	R	R			
	Approving the above and the annual programme of internal scrutiny	I	C/S	A	C/S	C/S			
	To review the Trust's internal & external statements & reports to ensure best practice and compliance	A	R	R	R	R			
	To approve, implement and monitor finance and procurement policies and any amendments	I	C/R	A	R	R		I	
	To appoint bankers on behalf of the Trust, monitor and agree banking arrangements and approve authorised signatories for the Trust	A	A	I	R	R		I	
	To ensure appropriate insurance arrangements for all schools within the Trust	A	I	I	C	C	R	S/C	Add to work plan.
	To monitor and review the effectiveness of insurance arrangements	A	I	I	C	C	R	R	Reported to Estates Manager in IRC, EM has responsibility.
	To appoint the accounting officer for the Trust	R/A							
	To monitor level of reserves at Trust level	A	I	I	R	S			In line with Trust's reserve policy
	To appoint internal and external auditors to ensure compliance and ensure each academy complies with financial regulations, the Academy Trust handbook and ESFA requirements	A	C/S	R	C/S	C/S			Members to formally appoint the external auditors
	To consider the budget allocation from the ESFA and prepare a budget that meets the needs of the Trust		C/S	A	R	C/S	C/S		
	To approve the annual budget of the Trust and each school in line with ESFA deadlines	A	R	R	C/S	I		I	
	To plan, manage & monitor monthly expenditure and financial reports, and identify actual or potential items of budget over/underspend	A	I	R	R	R		I	
	To approve any amount to be transferred between budget headings and/or likely budget overspends	I	C	A	R	R		C	
	To identify, manage and monitor procured services and ensure value for money			A	R	R		S	
	To consider all relevant reports by the CFO, auditors, National Audit Office and ESFA management letters	A/I	R	A	R	R			

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	To prepare the monthly management accounts including cash flow forecasts	I	A	A	R	R			CFO to prepare and share monthly with CEO, Chair of Board & Chair of FAR and present at each FARM meeting
	To review, challenge and approve the monthly management accounts including cash flow forecasts	A	A	R	R	R			Chair of Board of Trustees and Chair of FAR Committee receive monthly for review and challenge. CEO to approve
	To establish financial decision levels and limits	A	A	A	R				See finance manual
	To establish, approve & monitor a procedure to deal with any conflicts of interest and related party transactions	A	C/S	R	R		A	R	
	To enter into additional contracts which exceed the agreed annual budget allocation	A	C/S	A/R	C	C		I	
	To collect income due to the Trust	I	A	I	A	R			Schools also responsible
	To ensure the appropriate and effective use of Pupil Premium, LAC, Sports Premium, SEND funding and other school specific grant funding including production and publishing of reports	I	C/I		C/S	C/S	A	R	CFO to report to FAR
	To establish a charging and remissions policy for the Trust	I	A	I	R			I	
	To approve the charging & remissions policy for the Trust	A	C	R					
	To review the performance of external providers including SLAs	I	A	A	R	R		C	
	To consider and approve procurement proposals	A	A	R	C	C			
	To approve the financial software for use in the Trust	I	A	A	R	C			
	To prepare and review a Trust risk register that reflects individual school circumstances	A	A	A	R	S	C/S	C/S	
	To prepare and review a school level risk register that reflects individual school circumstances		C	I	C/S		A	R	
	To review staff employer related pension arrangements and actuarial valuation reports	I	A	A	R				External Agency is used.
	To annually review the central Trust staffing structure ensuring affordability taking into account the financial impact on schools and value for money	A	A	A	R				

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	To prepare annual financial statements which are included in the annual report and account	A	A	I	R	R			
	To consider any additional services delivered by the external auditor and ensure appropriate independence is maintained	A	A	A	R	R			
	To review the external auditor's annual planning document and approve the planned audit	A	A	A	R	C			
	To take responsibility for the oversight of the Trust anti-corruption policy and risk assess bribery/corruption risks across operating procedures	A	A	A	R	R			CFO responsible for the review of the policy
	To implement and strictly enforce the Trust's anti-corruption policy	I	R	A	R	R	R	R	
	To annually provide advice, support and training including advising on financial/business links with any related parties	I	A	A	R	C/S	R	R	
	To update all associated Trust finance policies	C/I	A	A	R	I	I	I	
	To maintain a register of gifts and donations received above the agreed threshold and ensure no gifts are provided for public officials	I	A	A	R		I	R	
	To actively support leadership and governance in communicating zero tolerance of bribery and/or corruption	A	A	R	R	R	R	R	
	To review regularly how we work to ensure clarity of roles and responsibilities in relation to fraud	A	R	A	R	R	R	R	CEO responsible as Accounting Officer
	To encourage and enable all staff to raise serious concerns	A	R	R	R	R	R	R	Whistleblowing policy

Function	Tasks	Decision Level							Notes
		MAT Board of Trustees	CEO	FAR	CFO	DCEO	LGB	HT	
HR responsibilities	Appointment of a CEO	A & R			C				
	Appointment of an Executive Headteacher	A	R		C	C			Selection panel to include CEO (or rep in their absence) & MAT Board representation
	Appointment of a Headteacher	A	R		C	C	R		Selection panel to include Chair of LGB (or their representative from the LGB in their absence), CEO (or rep in their absence), DCEO, MAT Board representation & diocese representation.
	Appointment of Deputy Head	A	R		C	C	A	R	Selection panel to include Chair of LGB (or their representative from the LGB in their absence), MAT Board representation, CEO (or rep in their absence), DCEO and HT
	Appointment of Assistant Head		R		C	C	A	R	Selection panel to include Chair of LGB (or their rep from the LGB in their absence) HT and DCEO. CEO involvement in schools where additional support is required, as judged by the CEO
	Appointment of teachers				C	S	A	R	LGB representation where possible, in addition to the HT (or their rep in their absence)
	Appointment of senior non-teaching staff				C/S	S	A	R	FAR to approve if significant role
	Appointment of non-teaching staff				C	S		A & R	
	To agree a pay policy	I	R	A	C/S				
	To set pay levels, including executive pay	A & R							
	Setting approach to appraisal and performance management	A	R						
	Setting approach to staff appointment and dismissal, with regard to statutory requirements	A	R						Legal HR support available from Bolton LA
	To ensure appraisal and pay review for CEO, DCEO & CFO	A&R							Decisions made with recommendations from external advice for CEO appraisal and CEO recommendations for DCEO and CFO
	Appraisal and pay for CFO	A	R						
	Performance management for Headteachers, including Executive HTs	A	R			S	C		MAT Board to approve CEO recommendations. CEO may delegate performance management of HTs/HofS to Executive Headteacher
	To ensure performance management policy is in place	A	C		R			I	HT/Head of School oversees implementation in individual schools
	To ensure performance management/appraisal is carried out in line with policy	I	S	I			I	A & R	The Headteachers are accountable for ensuring that all PM/Appraisal is carried out and will report this to the COO
	To produce annual staffing structure of school illustrating staff deployment		I		C		I	A & R	
	To manage staff absence effectively in own school	I		I/C			A	R	
	To approve annual staffing structure of schools	A	R		C			C	

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To approve in year changes to school staffing structures, ensuring affordability and value for money		R	A	C			C	Proposals made by HT with approval and sign off by CEO an. CEO and CFO approval required before HTs can proceed, including like-for-like. CFO provides information on financial sustainability to inform decision in like-for-like replacements.
Appointment of Chief Operating Officer, Chief Finance Officer or other central team roles	A & R	R	C					DCEO/CFO to be consulted where appropriate.
Establishing disciplinary and capability procedures	A	C/R						Disciplinary & capability of CFO, DCEO, Central Staff & Headteachers to be responsibility of CEO
HR policies		I	A	R		I	I	Bolton HR policies adopted
Approval of all HR and staffing policies	A	C	R	C				In consultation with Trade Unions and staff where appropriate HR policies are taken to FAR
To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing & staff welfare issues	A	R				R	R	HT/LGB panel to conduct procedures for capability, discipline, grievance, attendance, whistleblowing & staff welfare issues for staff in school. Panel of LGB members from across the Trust to conduct procedures for HT or central staff. Recommendations to be made to CEO for actions from these procedures.
Dismissal of CEO	A/R							Legal support will be provided by the trust HR and employment law under SLA
Dismissal of CFO, DCEO, HTs, Central Director/EHT roles	A	R			S		C	LGB to action panel (for HTs) and make recommendations to dismiss to CEO.
Suspension/ending suspension of CEO	A/R							
Suspension/ending suspension of HTs, Head, DCEO, CFO, Central Director/EHT roles	A	R			S		C	
Suspension/ending suspension or dismissal of other central team staff	A	R	S	S	S			
Suspension/ending suspension of other school staff	A	C			C	I	R	Legal advice necessary
Dismissal of other school staff	A	C			C	S	R	Legal advice necessary LGB to action panel and make recommendations to Headteacher
To set the terms and conditions of service and levels of pay of employees having regard to staff who have TUPE transferred		C	A	R				
To approve leave of absence of school staff						C	A/R	In discussion with LGB where appropriate (appeals) In line with policy Recommendations made to Headteacher/Head of School
To manage absence of school staff							A/R	Drawing on support of Associate Head where appropriate.
To approve leave of absence and manage absence of Central team staff	I	A/R		R				Line manager approves

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	To approve holidays of Central Team staff, including Teachers' Pay & Conditions holidays when school term dates differ		A/R		I				Chair of Board to approve CEO holiday dates where term dates differ
	To approve leave of absence and manage absence of CEO	A/R			I				Chair of MAT Board Approval
	To approve leave of absence of Executive HT/Headteacher	A	R		I	S	I		Where appropriate in discussion with Chair of LGB and Board of Trustees
	To manage absence of Executive HT/Headteacher	A	R		I	S	I		
	To investigate irregularities, conduct personnel procedures including dismissal (except where delegated)	A	R				C	C	Drawing on the membership of LGBs and Board where appropriate HR to provide advice and support investigation
	To ensure that pay decisions are fair, consider pay review requests of senior staff, and manage pay appeals	A	C	R	C/S	C/S	C	C	Take account where appropriate of the CEO and COO/CFO recommendations, as well as SLT recommendations when appropriate
	To ensure accurate and up to date job descriptions are maintained – central and HTs		R	A	C	S			
	To ensure accurate and up to date job descriptions are maintained – school level		I		C	S	A	R	
	To ensure annual pay statements are issued to school staff		I	A	R				
	To ensure annual pay statements are issued to central team staff		I	A	R				
	Consider secondment and early retirement requests	A	R	I			C	C	In consultation with HT where appropriate Delegated to CEO by MAT Board
	Consider secondment and early retirement requests of CEO, CFO & Central Staff	A	R	I					
	Responsibility for hearing employment related appeals	A		I			R		Flexible Working Request Appeals delegated to appropriate person (LGB) Central staff appeals, board will be responsible.
	To consider reports relating to compliance in relation to HR and employment	I	I	A			I	R	
	To maintain a single central record of recruitment and preemployment checks	A	I		S		A	R	Trust central staff to be monitored by CEO & CFO to ensure compliance

Function	Tasks	MAT Board of Trustees	CEO	Standards	CFO	DCEO/ CET	LGB	HT	Notes
Education & Curriculum	Setting and delivering school curriculum and assessment in line with trust approach	I	A	R	C	R	A	A	Advice sought from DCEO.
	Responsibility for standard of the implementation of the curriculum	A	C	I		R	A	R	Advice sought from DCEO.
	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements	I	A	R	C	R	A	A	Advice sought from DCEO.
	Disapplying primary pupils from Statutory Assessments		I	I		C	I	A	
	Administration of statutory assessments in line STA guidance.		A	I		C/S	A	R	
	Developing curriculum and behaviour policies as required by schools (RE, RSE, collective worship, etc) in line with Trust principles		C	I		C/S	A	R	
	Production and analysis of Trust educational data	I	I	I		A/R	I	S	
	Production and analysis of school educational data	I	I	I		I/S	A	R	
	Ensuring compliance with the Children and Families Act 2014, including writing SEND information report	A	I			C/S	A	R	
	Admission procedures	A	S				R	R	
	Completion of attendance registers						R	A	
	Ensuring appropriate sex and relationships education, in line with Dfe guidance	A	S	I		S	A	R	
	Ensuring protection from extremism	R	S	I		S	A	R	
	Pupil assessment & providing reports	I	I	I		C/S	A	R	
	To monitor progress of all groups of pupils and ensure positive impact on outcomes	I	I	I		C/S	A	R	
	To establish and implement behaviour policy inclusive of DfE guidance	I	I	I		C/S	A	A/R	
	Responsibility for school development plan	I	I	I		C/S	A	A/R	
	Monitoring progress of school development priorities	I	I	I		C/S	A	A/R	
	Responsibility for school SES	I	I	I		C/S	A	A/R	
	Ensure appropriate RE curriculum and daily act of worship	A	A/S	I		S	A	R	
	Responsibility for Trust SDP and SEF	A	R	I		R	I	I	
	Delivering appropriate support for all vulnerable pupils (SEND, LAC etc.)	I	I	I		C/S	A	R	
	Ensure curriculum is broad and balanced	I	A	I		C/S	A	R	
	Ensure opportunities for extra-curricular activities	I	I	I		C/S	A	R	
	Ensure each school is inclusive for all pupils	I	A	I		C/S	A	R	
Suspensions & Exclusions									
	To suspend or permanently exclude a pupil (In line with Policy which takes into account relevant up to date guidance)	A	C/A	I		C/S	A	R	
	Informing parents/carers of the decision to suspend or exclude						A	R	
	Cancellation of suspension and PEX	A	C/A	I		C/A	A	R	
	Monitoring and analysing suspensions and PEX	A	C/A	I		C/I	A	R	

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	Reintegration from a suspension/reintegration meetings	A	I			I	A	R	
Safeguarding	Carrying out DBS and necessary safeguarding and safer recruitment checks school						A	R	Trust staff, CEO responsible and Trust board Accountable.
	Ensuring LGB receive appropriate safeguarding training i.e. strategic safeguarding, prevent etc.	I	I			I		A/R	Trust board & Central Team, CEO responsible and Trust board Accountable
	Ensure that all staff receive safeguarding training annually and are aware of the most up to date KCSIE	A	I			I	A	R	
	Safeguarding link Governor to have completed relevant Cyber Security Training	I						A/R	
	Link Safeguarding Governor to ensure that LGB members are aware of contextual safeguarding issues linked to their individual school	I					A/R	I	
	Link Safeguarding Governor to ensure that LGB members are aware of any National Safeguarding issues						A/R	I	
	Setting safeguarding policies	A	C			C/S	A	R	
	Ensuring that relevant staff have completed safer recruitment training	A	R			R	A	R	
	Ensuring that DSLs have completed relevant and appropriate training to fulfil their role	I	R			R	A	R	
	Ensuring that the school has appropriate Filtering & Monitoring in place	A	R			C/S	A	R	
	Ensuring the school has participated in cyber security training	A	R				A	R	
	To ensure that the Safeguarding Audit (section 175) is completed and any actions are planned for, monitored and evaluated in the LGB committee	I	I	I		I	A	R	