

The Family of Learning
MULTI-ACADEMY TRUST

Dean Field School

Scheme of Delegation (APPENDIX 3)



RESPONSIBILITY	Headteacher	Local Governing Body (LGB)	Full MAT Board
<ul style="list-style-type: none"> Budget Forecast <p>Submission of consolidated Budget Forecast by 31 July for the following financial year including capital projects</p> <p>Revisions to budget during the year as appropriate</p>	<p>The Headteacher will have primary responsibility for preparing the draft Budget in consultation with the LGB and with the support of the Finance Director as necessary during July in accordance with a pre-arranged timetable.</p> <p>The Headteacher will submit the draft budget to the Trust Board.</p> <p>The Headteacher has no discretionary authority to incur additional revenue expenditure outside the approved budget.</p> <p>The Headteacher may draft revisions to the budget during the year as appropriate with involvement from members of the LGB keeping the MAT Finance Director informed who has to agree any revision and inform the Trustees and CEO of recommendations</p>	<p>The LGB will be consulted by the Headteacher prior to the submission of the Draft Budget to the Finance Committee</p>	<p>The full MAT Board will approve the consolidated Budget Forecast for the MAT including the individual academy budget prior to submission to the EFSA by 31 July, initially by mid –june.</p> <p>The initial Budget Forecast for a newly converting academy will be based on the Pre-Academy Report and must be approved by the full MAT Board before the school converts to academy status and joins the MAT - December on conversion.</p>
<ul style="list-style-type: none"> Purchase Order / Invoice Approval 	<p>Where the budget has been approved up to £10,000 in value</p>	<p>LGB will be made aware</p>	<p>Over £10,000 with recommendations from the Finance Director</p>
<ul style="list-style-type: none"> Approval to accept a quotation from a minimum of 3 or from a formal tendering process 	<p>Where the budget has been approved up to a value of £10,000</p>		<p>Over £10,000 with recommendations from the Finance Director</p>

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<ul style="list-style-type: none"> Authority to accept a quote/tender other than the lowest 	Where the budget has been approved up to a value of £4,999	£5,000 up to a value of £9,999	£10,000 and over with recommendations from the Finance Director.
<ul style="list-style-type: none"> Authority to write off bad debts 	Where the budget has been approved up to a value of £249.99		
<ul style="list-style-type: none"> Approval for Capital Expenditure not included in the original budget 	The Headteacher has no authority to incur additional capital expenditure without the approval of the Trust Board, they will make a proposal to their LGB then gain support from the Trust FD who will seek approval.		
<ul style="list-style-type: none"> Approval for Virements between nominal codes and budget heads. 	<p>The Headteacher may request approval for virements between nominal codes and budget heads on the approved financial plan.</p> <p>The MAT Finance Director must be kept informed and agree the reasons for these virements upto £5000</p>	The LGB will monitor the on-going expenditure against budget heads and will approve any virements between 25,000-£49,999.	Approve any virements above £50,000
<ul style="list-style-type: none"> Reporting and Internal Audit Requirements 	<p>The Headteacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the MAT Board may from time to time require.</p> <p>This will include reporting formally to the Finance Committee at regular intervals as specified.</p>	<p>The Local Governing Body will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation.</p> <p>It will provide a finance report to the Finance Committee in such form and at such intervals as the MAT Board may from time to time require.</p>	The MAT Board will review the performance of the academy against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year.
<ul style="list-style-type: none"> Statutory Audit Procedures 	The Headteacher is to provide such information and assistance in relation to statutory audit procedures as the MAT Board may from time to time require.	The Local Governing Body is responsible for recommending the statutory accounts for approval.	The statutory accounts are signed off by the members at the AGM

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HUMAN RESOURCES				
<p>For the avoidance of doubt, all appointments identified under this Human Resources section, whether internal or external, are subject to the same procedures. There is to be no distinction between the two. The Processes for reducing staffing, reviewing staffing structures, and dealing with disciplinary and capability matters must be followed in all cases and advice taken from the HR Advisor.</p>				
<ul style="list-style-type: none"> Headteacher Recruitment 		<p>The Local Governing Body will constitute an Appointment Panel as a task group which will be chaired by the CEO. It will provide such support and assistance to the CEO with the appointment process as may be required</p>	<p>The CEO will Chair the appointment panel and notify the MAT Board of its recommendation for the appointment.</p> <p>External recruitment advisers may be engaged and other MAT officers may be involved.</p>	<p>The MAT Board will make the final decision concerning the appointment of the Headteacher.</p>
<ul style="list-style-type: none"> Senior Leadership Team Recruitment 	<p>The Headteacher will notify the CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team.</p> <p>The Headteacher will lead the recruitment and appointment process jointly with the CEO following the MAT approved procedures.</p>		<p>The CEO and the Headteacher will jointly lead the process for filling any vacancies in the Senior Leadership Team.</p> <p>If there is any dispute between the two views then the CEO will prevail.</p>	
<p>Teacher Recruitment</p>	<p>The Headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team, a representative of the Local Governing Body and CEO in following the MAT approved procedures.</p>	<p>The Chair of the Local Governing Body will nominate a representative from amongst its ranks to participate in the teacher appointment process.</p>		

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<ul style="list-style-type: none"> Support Staff Recruitment 	<p>The Headteacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team and the representative of a Local Governing Body (if appropriate) following the MAT approved procedures.</p>	<p>The Chair of the Local Governing Body will nominate a representative from amongst its ranks to participate in the recruitment process if appropriate.</p>		
<ul style="list-style-type: none"> Appointment of External Consultants 	<p>The Headteacher may make recommendations to the CEO.</p>		<p>Decisions concerning the appointment of external consultants will lie with the CEO.</p> <p>Any such appointment will be made in the name of the MAT.</p>	
<ul style="list-style-type: none"> Headteacher Performance Appraisal and Salary Review 		<p>The Chair of the LGB may be asked to participate in the process.</p>	<p>The CEO will be responsible for the arrangement of the Headteacher's performance appraisal and refer it to the MAT Board for note</p>	
<ul style="list-style-type: none"> Teacher Appraisal and Salary Review 	<p>The Headteacher is to ensure the budget includes any proposed salary reviews in consultation with the MAT Finance Director.</p> <p>The Headteacher will provide assistance to the CEO to enable her to make informed decisions concerning salary review proposals.</p>		<p>The CEO may audit the salary review process as she considers appropriate, involving other MAT Board members as necessary, and if not satisfied may ask the Headteacher to take such remedial action as she considers appropriate.</p>	

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<ul style="list-style-type: none"> Terms of Employment 	<p>The Headteacher will be consulted regarding any proposed changes to terms and conditions of employment</p>	<p>The LGB will be consulted regarding any proposed change to terms and conditions of employment</p>	<p>The CEO is responsible for proposing and changes to terms and conditions of employment.</p>	<p>The responsibility for the contractual terms and conditions for all MAT employees lies with the MAT Board. Decisions concerning any change to the terms of employment of Academy staff (both teaching and support) will lie with the MAT Board.</p> <p>The MAT Board will consider any representations made by the CEO, the Headteacher and/or the LGB.</p>
<ul style="list-style-type: none"> Reductions in Staffing and Revisions to Staffing Structures 	<p>The Headteacher will consult with the CEO as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>The Headteacher will be responsible for proposing a revised staffing structure for the academy, with the support of the Finance Director/CEO, for consulting the LGB.</p> <p>The Headteacher will be responsible for leading and managing the redundancy process with the support of the CEO and Finance Director</p>	<p>The LGB will be consulted regarding any proposals for reducing staffing or revising staffing structures.</p>	<p>The CEO and Finance Director will support the Headteacher throughout the restructuring process and will attend consultation meetings.</p> <p>The CEO will refer recommendations for revised staffing structures and possible redundancies to the MAT Board for approval.</p>	<p>Decisions concerning the redundancies will lie with the MAT Board.</p> <p>The MAT Board will consider any representations made by the CEO, the Headteacher and/or the Local Governing Body.</p>
<ul style="list-style-type: none"> Allegations of Gross Misconduct 	<p>The Headteacher is to notify the CEO as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure which may</p>	<p>In cases of gross misconduct where dismissal may be a possible sanction members of the Local Governing Body may be asked to sit on the panels for the Disciplinary or Appeal hearings</p>	<p>The CEO/HR Director will be responsible for organising an investigation into the allegation under the Disciplinary Procedure and arranging the constitution of panels consisting of members of</p>	<p>Decisions concerning the dismissal of any employees lie with the MAT Board.</p>

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	<p>be deemed to be Gross Misconduct.</p> <p>The Headteacher will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure.</p>	<p>which will be conducted in accordance with the Disciplinary Procedure should this be considered to be appropriate.</p> <p>If an allegation of gross misconduct has been made against the Headteacher then the Local Governing Body will be responsible for informing the CEO.</p>	<p>the MAT Board and/or members of the Local Governing Body if this is deemed appropriate for the Disciplinary and Appeal Hearings</p>	<p>Directors will be asked to sit on panels for Disciplinary and Appeal Hearings</p>
<ul style="list-style-type: none"> Disciplinary Allegations that fall short of Gross Misconduct 	<p>The Headteacher is to notify the CEO as soon as possible after becoming aware of an allegation.</p> <p>The Headteacher will ensure that an investigation is conducted into any disciplinary allegations in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure.</p> <p>The Headteacher is responsible for keeping the CEO informed at all stages of the procedure.</p>	<p>Members of the Local Governing Body will form panels for Disciplinary and Appeal Hearings as may be required and will have the authority to impose sanctions up to, but not including, dismissal.</p> <p>Where an allegation of a less serious nature has been made against the Headteacher then the Local Governing Body will be responsible for informing the CEO.</p>	<p>Where an allegation of a less serious nature has been made against the Headteacher the CEO will be responsible for conducting the investigation into the allegation under the Disciplinary Procedure</p>	<p>Decisions concerning the imposition of a disciplinary sanction in respect of the Headteacher will lie with the MAT Board. Directors will form the panels of Disciplinary and Appeal Hearings in the case of allegations against Headteachers.</p>

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<ul style="list-style-type: none"> Capability Proceedings 	<p>Where a capability issue is identified the Headteacher (with the support HR Director) is responsible for leading and managing the process set out in the appraisal and capability procedures. The Headteacher is responsible for keeping the CEO and Local Governing Body informed regarding the progress of the proceedings for any member of teaching or support staff.</p> <p>If there has been insufficient improvement in performance after having followed the capability procedures the final hearing will be referred to a panel of the MAT Board</p>	<p>The LGB will be kept informed by the Headteacher.</p>	<p>Where the Headteacher is subject to a capability procedure the CEO is responsible for leading and managing the process set out in the appraisal and capability procedures.</p> <p>The CEO is responsible for keeping the MAT Board informed regarding proceedings</p>	<p>Decisions concerning the dismissal of any employees lie with the MAT Board.</p> <p>Directors will be asked to sit on panels for final stage Capability and Appeal Hearings</p>
<ul style="list-style-type: none"> Probationary Period Procedure 	<p>The Headteacher is responsible for following the probationary period procedure with every member of staff and confirming them in post.</p> <p>If an employee does not satisfactorily complete their probationary period, then the Headteacher will be responsible for informing the Finance Director.</p>	<p>The Headteacher will keep the Chair of the Local Governing Body informed regarding members of staff that are unlikely to satisfactorily complete their probationary period.</p>	<p>If an employee does not satisfactorily complete their probationary period and their appeal is not upheld the Finance Director will write to the employee on behalf of the MAT terminating their employment.</p> <p>The CEO is responsible for following the probationary period procedures for Headteachers.</p>	<p>Unless the MAT Board, acting in good faith, has any legitimate reason to do otherwise, it will delegate responsibility for the dismissal of a member of staff who has failed to satisfactorily complete their probationary period to the Headteacher.</p> <p>Appeals against termination will be heard by a panel of the MAT Board. Where a Headteacher does not satisfactorily complete their probationary period an appeal against termination will be heard by a panel of MAT Directors</p>

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<ul style="list-style-type: none"> Safeguarding 	<p>The Headteacher is to ensure that:</p> <ul style="list-style-type: none"> a Senior Designating Safeguarding member of staff, has been appointed they have sufficient resources to enable them to undertake the role all staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance as a minimum the LGB and CEO are notified immediately of any allegation made against a member of staff. 	<p>The LGB is responsible for:</p> <ul style="list-style-type: none"> Appointing one of its members as the named Governor to liaise with the Headteacher regarding safeguarding matters Ensuring members are safeguarding trained Taking collective responsibility for safeguarding in the academy and monitoring safeguarding procedures within the academy Exercising their disciplinary functions in respect of allegations against a member of staff or as a consequence of dealing with a complaint except where the allegation is against the Headteacher. 	<p>The CEO is to inform the MAT Board of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the Academy.</p>	<p>The MAT Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible with the Local Governing Body for ensuring that safeguarding arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day safeguarding practices.</p> <p>A MAT Director will address any allegations made against a Headteacher in conjunction with the chair of governors or, in the absence of a chair, the vice chair</p>

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EDUCATION				
<ul style="list-style-type: none"> Academy Improvement Plan (including curriculum and standards) 	<p>The Headteacher is to draw up a draft Academy Improvement Plan in conjunction with the CEO or MAT School Improvement Advisor and LGB prior to submitting it to the MAT Board. The draft Academy Improvement Plan should be costed with the support of the MAT Finance Director and the expenditure built into the Budget Forecast. The Headteacher is to co-operate with the CEO in the ongoing monitoring of the Academy Improvement Plan.</p>	<p>The Local Governing Body will be review the approved Academy Improvement Plan and will be required to act on any recommendations for action.</p>	<p>The CEO will present the draft Academy Improvement Plan to the MAT Board for approval and will monitor the delivery of the plan on a termly basis or at such other intervals as the MAT Board may determine with resultant intervention if necessary.</p>	<p>The MAT Board will approve the draft Academy Improvement Plan subject to any modifications it wishes to make.</p>
<ul style="list-style-type: none"> Academy Hours 				<p>The MAT Board is responsible for approving any changes to the opening/closing times for Academies taking into consideration the views of the Headteachers and Local Governing Bodies</p>
<ul style="list-style-type: none"> Term Times 				<p>The MAT Board is responsible for setting the term times for Academies taking into consideration the views of the Headteachers and Local Governing Bodies</p>

<ul style="list-style-type: none"> • Polices Requiring Consistency Across the MAT eg Safeguarding, HR and Finance 	<p>The Headteacher will be responsible for ensuring that MAT policies and procedures are applied across the academy</p>	<p>The Local Governing Body will note the policies requiring consistency across all the academies as approved by the MAT Board and monitor their implementation.</p>	<p>Policies requiring consistency across all the academies in the MAT will be drafted by the CEO, other MAT Officer or Finance Director</p>	<p>The MAT Board will approve all such policies and any amendments to them.</p>
<ul style="list-style-type: none"> • Other Academy Policies 	<p>The Headteacher will have responsibility in consultation with the CEO for developing Academy specific policies and as statutorily required.</p>	<p>The Local Governing Body will approve Academy specific policies and monitor their implementation.</p>	<p>The CEO will support the Headteacher in the development of other Academy policies.</p>	

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ASSET MANAGEMENT				
<ul style="list-style-type: none"> Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The Headteacher will consult with the CEO/MAT Finance Director of any proposal to negotiate or renegotiate any external contracts, leases or other service agreements. The CEO will notify the Trust Board.</p>	<p>The LGB will be kept informed.</p>	<p>The CEO/Finance Director will work with the Headteacher to finalise the terms of any significant contract that may have a material impact on the Academy or wider MAT family. The final decision concerning such a contract will lie with the Trust Board.</p>	<p>The Trust Board will authorise and approve all contracts.</p>
<ul style="list-style-type: none"> Disposal of Assets <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The Headteacher may authorise the disposal of assets up to and including a market value of £5,000(either as one item or in total) having first consulted the MAT Finance Director for advice. Records must be kept of all disposals.</p>	<p>The LGB is to be informed of any asset disposals and will monitor these to ensure procedures are being followed.</p>	<p>The MAT Finance Director will advise the Headteacher regarding disposals, ensure these are accounted for correctly and keep the MAT Board informed as appropriate.</p> <p>The Finance Committee must authorise the disposal of any items over a market value of £5,000 (either as one item or in total)</p>	<p>The MAT Board must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid</p>
<ul style="list-style-type: none"> Premises Maintenance Programme 	<p>Each year the Headteacher will ensure that a Premises Maintenance Programme has been drawn up, taking into consideration the most recent Condition Survey. This will be added to the Academy Improvement Plan. The CEO / MAT Finance Director will work with the Headteacher on this.</p>	<p>The Local Governing Body is responsible for monitoring the implementation of the Premises Maintenance Programme.</p>	<p>The CEO/MAT Finance Director will work with the Headteacher on the Premises Maintenance Plan.</p> <p>The CEO will supply a copy of the Programme to the MAT Board as part of the Academy Improvement Plan</p>	<p>The MAT Board is required to approve the Premises Maintenance Programme making any amendments it sees fit.</p>

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	<p>The Premises Maintenance Programme must be costed and the expenditure built in to the Budget Forecast</p>			
<ul style="list-style-type: none"> Health and Safety 	<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> developing a health and safety culture throughout the academy ensuring that staff are aware of their responsibilities drawing up site specific health and safety procedures (with the support of the MAT Finance Director as appropriate) ensuring staff are aware of their responsibilities updating the LGB 	<p>The LGB shares with the MAT the overall responsibility for health and safety. It is responsible for:</p> <ul style="list-style-type: none"> Appointing a Governor with responsibility for Health and Safety monitoring and reviewing the effectiveness of health and safety procedures Providing training opportunities. 	<p>The MAT Finance Director will provide model procedures to assist the Headteacher with putting academy specific health and safety procedures in place.</p> <p>The CEO/MAT Finance Director are responsible for:</p> <ul style="list-style-type: none"> ensuring adequate resources are available for Health and Safety 	<p>The MAT Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the Local Governing Body for ensuring that health and safety arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day practices</p>
<ul style="list-style-type: none"> Legal Claims <p>A legal quickline is available for advice as part of the central services arranged through the MAT</p>	<p>The Headteacher is to notify the CEO and Chair of Governors of any actual or potential claims or proceedings affecting the Academy as soon as becoming aware of them.</p> <p>The Headteacher will act on any instructions received from the CEO and/or the MAT Board.</p>	<p>The Local Governing Body will act on any instructions received from the CEO/and/or MAT Board.</p>	<p>The CEO will take appropriate advice (legal/insurance etc) and direct the LGB and/or Headteacher as appropriate in line with this guidance, keeping the MAT Board informed</p>	<p>The MAT Board may instruct the CEO and/or the Headteacher and/or the Local Governing Body to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings.</p>

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STRATEGY				
<ul style="list-style-type: none"> Partnering Arrangements (eg membership of TSAs) 	<p>The Headteacher is to notify the CEO of any proposals to enter into, renew, amend or terminate any partnering arrangement.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement.</p>	<p>The LGB will be kept informed.</p>	<p>The CEO will take the lead on developing partnering arrangements and will be responsible for approving any new partnering arrangements.</p>	<p>The MAT Board is required to approve any proposals for partnering arrangements</p>
<ul style="list-style-type: none"> Expansion of existing facilities/taking on new premises <p>Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Financial Handbook and all statutory requirements</p>	<p>The Headteacher is to notify the CEO of any proposal to expand any existing facilities at the Academy.</p> <p>The Headteacher is responsible for drawing up a Finance case for the expansion proposal in consultation with the LGB and MAT Finance Director prior to submission to the MAT Finance Committee/MAT Board</p>	<p>The LGB will be kept informed.</p>	<p>The CEO/Finance Director will assess the viability of any proposal put forward by the Headteacher prior to the development of the Finance Case.</p>	<p>The MAT Board will review any Finance Case and decide whether to approve it or not.</p>

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<ul style="list-style-type: none"> Other major strategic decisions 	<p>The Headteacher is to notify the CEO of any proposal of a major strategic nature.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a recommendation concerning the proposal.</p>	<p>The LGB will be kept informed.</p>	<p>The CEO will assess the viability of any proposal put forward by the Headteacher and make recommendations to the MAT Board. The CEO is to take the lead generally in developing the Academy's strategy so it plays an effective part in the wider MAT family and contributes to the renewal and sustainability of the community it serves</p>	<p>The MAT Board will be responsible for approving any major strategic proposal.</p>