

Warwick Schools Foundation Multi Academy Trust

SCHEME OF DELEGATION

1. Introduction

This Scheme of Delegation provides a summary of the roles and responsibilities within the governance and executive oversight, management and operation functions of the Warwick Schools Foundation (WSF) Multi Academy Trust (MAT).

It is set in the context of the WSF MAT's responsibilities under the:

- WSF MAT's Articles of association
- The Master Funding Agreement for the MAT and supplemental funding agreements for each Academy within the MAT
- The Academy Trust Handbook¹

This document organises the governance and executive responsibilities of the MAT's policies, plans and delegated limits into six main sections, as follows:

- Strategic Plans;
- Business and finance plan, policies and expenditure limits;
- Education policies;
- HR policies, pay and remuneration and processes;
- Other Operational Policies; and
- MAT Constitution and Governance responsibilities.

The tables in each of these sections then list out three types of information:

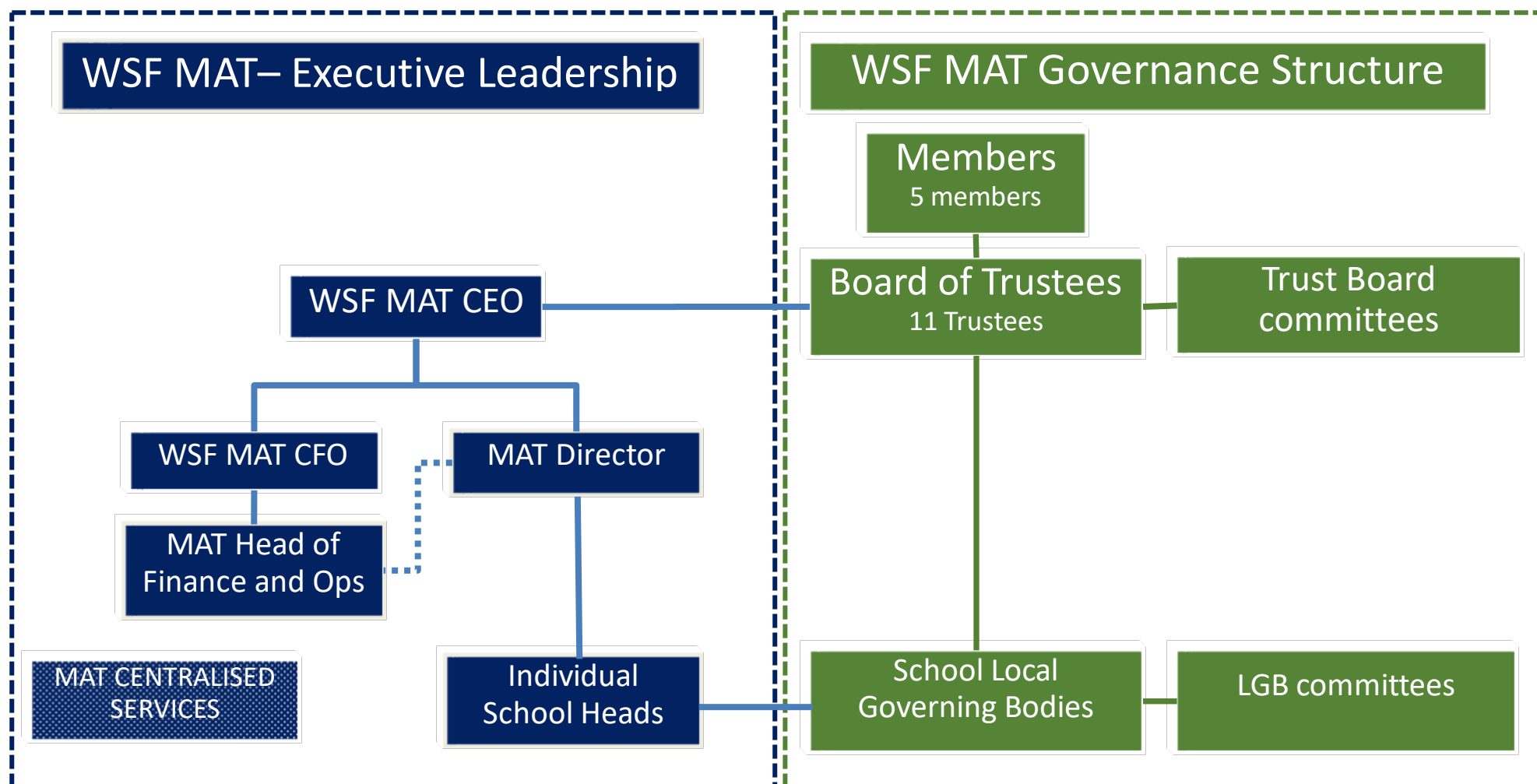
- **Roles and responsibilities**

The roles and responsibilities of the following governance and executive positions:

- DfE/ ESFA
- Members of the MAT
- Trust Board
- Clerk to Board (and local governing bodies (LGBs))
- Trust Board sub-Committees
- Local Governing Bodies
- MAT Senior Executive Leadership (Chief Executive Officer (CEO), Chief Finance Officer (CFO) and MAT Director (MD))
- Head of Finance and Operations
- Academy Headteachers

The figures below outline the WSF MAT Governance and Executive structures:

¹ <https://www.gov.uk/guidance/academy-trust-handbook/academy-trust-handbook-2024-to-print>



For each role the table indicates who is responsible for what, using the following **key**:

C = Consult with (if required) and get comments/feedback from

D = Decide – decision maker

L = Lead implementor/preparer

R = Ratify

S= Support, supply information and support lead implementor/preparer

The roles and responsibilities within WSF MAT's scheme of delegation, reflect the agreed level of autonomy within the MAT based on whether:

- it is required (by the DfE for example) or beneficial (to the MAT) to have a standardised policy approach that should apply to all schools and academies within the MAT;
- it is important, under the MAT's approach to autonomy within its governance and leadership functions, that individual schools should have discretion as to how they define and/or implement a policy or procedure.

It should be noted that in many operational areas, the MAT will be responsible for setting the policy, but it will be at the individual academies and their local governing body's or Headteacher's discretion to determine how to implement these policies, within the MAT-defined policy framework. To support this approach, each section in this Scheme of Delegation is therefore organised by level of delegation and autonomy, as follows:

- **Central (Trust Board) decision**; for policies, statements and processes that are determined at the central Academy Trust level;
- **Trust policy framework, local implementation decision and/or Hybrid**; where the policy framework or principles of a policy or framework are set at the central level, or there needs to be a common approach, but where the details in the policy and discretion for how it's implemented sits at the local school level;
- **Local decision**; where the local school has responsibility for setting the policy or process and for or reporting on delivery against this.

It is the responsibility of the MAT's Trustee Board to govern the MAT and in some areas, the level of centralisation reflects the requirements placed on MATs by central government under the MAT's obligations to the DfE, defined in:

- the Academy Handbook²,
- The MAT's obligations to Companies House and the Charity Commission, contained within the MAT's Articles of Association³ and the Master and Supplemental Funding Agreements.

• **Statutory and non-statutory policies, and publication requirements**

Whether the information is a statutory requirement (based on information at <https://schoolleaders.thekeysupport.com/policy-expert/?marker=taxlevel1>) and whether policies and/or procedures must or should be published on the MAT or Academy websites (based on guidance published at <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online#executive-pay>).

• **The review frequency for each policy**

The required (for statutory policies) or recommended (for non-statutory policies) review frequency.

²https://assets.publishing.service.gov.uk/media/66d194bb8df4724cad1aeabc/Academy_trust_handbook_2024.pdf

³<https://www.gov.uk/government/publications/academy-model-memorandum-and-articles-of-association>

Other information that the Academy must or should publish

An eighth section includes other information that the Trust must or should publish, typically on its website, where this is not included in the scheme of delegation tables in sections 2-7.

Scheme of delegation versions

The information contained in this version of the scheme of delegation is intended to be exhaustive and represents a master version that considers all the policies and reports/statements that the Trust and its Academies are intending to review, agree and implement.

This master version will be used to present different versions for different audiences, as follows:

- Master version (this version) as the internal document to reviewed by the executive team, Trustees and governors;
- Statutory only version, for publication on the MAT website;
- Scheme of financial delegation, to sit alongside the finance policy
- Versions that list education, or HR etc. sections of the scheme of delegation for use by individual committees including the LGBs

2. MAT and School Strategic Plans

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Commi tee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
C = Consult with (if required) and get comments from; D = Decide – decision maker; L = Lead implementor/preparer; R = Ratify; S = Support, supply information and support lead implementor/preparer												
Trust Board/central Executive team decision												
Trust three-year strategic plan				D		C	C	CEO/MD-L CFO-S	S	C		Individual 3-year academy plans to appended to the MAT strategic plan.
Statement on ethos and values	Should			D		C	C	CEO/MD-L CFO-S	S	C		
Local decision												
Individual academy three-year strategic plan				R			D	CEO/MD-C		L		Individualised for each school

3. Business and finance policies, plan and expenditure limits

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Commi tee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
C = Consult with (if required) and get comments from; D = Decide – decision maker; L = Lead implementor/preparer; R = Ratify; S = Support, supply information and support lead implementor/preparer												
Trust Board/central Executive team decision												
MAT Finance regulations				D		C	C	CFO-L CEO/MD-C	S			
Scheme of financial delegation				D		C	C	CFO-L CEO/MD-C	S			This would be annexed to the MAT financial regulations
Trust one year business plan				D		C	C	CFO-L CEO/MD-C	S	C		To include consolidated MAT budget and outturn figures, growth plan, business, finance and admin, org structures, professional

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
												services, procurement, and efficiency and effectiveness measures. Academy one year business plans included as annexes.
Preparation and approval of overall budget				D		C	C	CFO-L	S	S		
Allocation to each academy				D			C	CFO-L	S	C		Based on pupil numbers and characteristics, and additional grant funding, on the basis of ringfenced budgets.
Expenditure or contracts from LGB limit (£40,000?) to procurement act limit (£214,904 or £5,372,609 ⁴)				R		D	C	CFO-L	S	C		
Expenditure over OJEU limit (£214,904)				D		C	C	CFO-L	S	C		
Acquisition, disposal or change of use of land and/or buildings policy		WCC-C		D		C	C	CFO-L CEO-C	S	S		With reference to the obligations of the 125 year lease and to tie in with expenditure limits and finance regulations/SoFD
Disposals or write off of stock, assets or debts from LGB limit up to Academy Trust				R		D	C	CFO-L	S	S		

⁴ WTO Government Procurement Agreement (GPA) threshold limits: £214,904 for contract for the supply of goods or services to a sub-central government authority or £5,372,609 for a works contract.

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Commitee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Handbook (ATH) limit (£45k) ⁵												
Disposals or write off of stock, assets or debts above ATH limit (£45k) ⁵		R		D				CFO-L	S			
Compensation payments from £10,001 to £49,999 (ATH limit)				C			C	CEO- D CFO/MD – S	L	S		
Compensation payments of £50,000 and over (clause 5.16 in ATH)		R		D			C	CEO- L CFO/MD – S	S	S		
Annual report	Must			D			C	CEO/MD – C, CFO - L	S	S		Check if this annual report that accompanies accounts. Lead responsibility is CFO
Annual accounts	Must			D			C	CFO – L , CEO - C	S	S		
Anti-fraud, bribery and corruption policy	Non-statutory			D	C			CFO - C	L			
Competitive tendering policy	Non-statutory			R		D		CFO - C	L			
Disposal and write off policies	Non-statutory			D	C			CFO - C	L			
Investment policy	Non-statutory			D	C			CFO - C	L			

⁵ Maximum of 1% of total income or £45,000 whichever is smaller for individual transactions. For first 2 years, maximum of 2.5% of total income or £250,000 cumulatively. Ref clauses 5.19-, 5.24 and summary table under clause 5.61.

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Accounting policy	Non-statutory			D	C			CFO - C	L			
Local decision												
Individual academy 1 year business plan				C			D	CFO-C MD-C	S	L		Annexes to one year MAT strategic direction and business plan to include budget and outturn figures, growth plan, business, finance and admin, org structures, professional services, procurement, and efficiency and effectiveness measures
Local spend decisions						C	D	MD-C	C	L		
Expenditure or award of contracts up to HT limit (£10,000?)									S	L, D		Think about these as %s instead of absolute amounts? Or both, with a 'whatever is greater/less'?
Expenditure or award of contracts from HT limit to LGB limit (£40,000?) (c.f. Finance Regulations)							D	CFO-C?	S	L		
Disposals or write off of stock, assets or debts up to HT limit (£5,000?)									C	L, D		
Disposals or write off of stock, assets or debts from HT limit to LGB limit (£10,000?)							D	CFO-C	S	L		
Compensation payments up to £10,000							C	CFO-C MD-S	S	L, D		

4. MAT Education Policies

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Commi tee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
C = Consult with (if required) and get comments from; D = Decide – decision maker; L = Lead implementor/preparer; R = Ratify; S = Support, supply information and support lead implementor/preparer												
Central (Trust Board) decision												
Attendance policy framework	Statutory			D				CEO–C, MD-L		C		Overarching attendance policy and framework to guide development of local attendance plan – see below
Curriculum framework				D				CEO–C, MD-L		C		Overarching curriculum framework to guide development and implementation of local curriculum plan – see below. Inc. information on how framework will meet the 16 to 19 study programme requirements
Child welfare & safeguarding policy				D			C	MD-L	S	C		Includes Child protection policy and procedures
Permanent exclusions				D			C	MD-L	S	C		
Pupil premium policy and strategy (and recovery premium) statement (see ‘Pupil premium plan’ below on how this is delivered locally)	Non- statutory Must			D		C	C	CEO-C MD - L	S	S		It must explain how the: - pupil premium and recovery premium funding is being spent - school is improving the outcomes for pupils by how it is spending this funding using DfE template This is more about template and to fit with overall MAT strategy – see above.
Pupil behaviour & exclusions policy framework	Statutory Must			D			C	MD-L	S	C	Annual	Setting the framework (Statement of behaviour principles) in which the pupil behaviour & exclusions policy is set at the local level.

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Suspension policy framework				D			C	MD-L	S	C		Part of the pupil behaviour & exclusions policy. This refers to fixed term exclusions.
Admissions policy framework	Statutory Must			D			C	MD-L	S	C	Annual (required)	N/A to special schools
Establish Independent Review Panels for permanent exclusions				D			D	CEO-C MD-S	L			Panel should be comprised of untainted Trustees and Governors
Individual Permanent Exclusion Reviews				D			C	CEO-C MD-S	L	C		
Complaints policy	Statutory Must			D			C	CEO-C MD-S	L	C	Annual	Defining process at CEO/MD level and decided by MAT Board, implementing the policy is down to LGBs for L1 and 2. MD/CEO need to be informed about L3 and 4 complaints. Board needs to be involved in Level 4 complaints only. HFO coordinate/lead process.
Term and holiday dates				D			C	CEO/MD - L		C		
Trust policy framework, local implementation decision and/or Hybrid												
Statement of behaviour principles	Statutory			D				MD-L	S	C	Annual	Required for non-maintained special schools
Religious education policy	Should			R			D	MD-C		L		Inc. making parents/carers aware that they can withdraw their child from this part of the curriculum
Individual Admission Appeals policy ⁶	Must			D			C	MD-C		L		N/A to special schools

⁶ Not applicable to Evergreen School and Exhall Grange Specialist School

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Special educational needs and disabilities policy	Statutory			D			C	CEO-C MD-L		S	Annual	
SEN information report	Statutory			R			D	MD-S CEO-C		L	Annual	Share information with LGB on a termly basis
Relationship and Sex Education (and Health) policy	Statutory Must			D			C	MD-C		L	Annual	Must consult parents and carers when developing or reviewing it.
Educational visits policy				D			C		S	L		
Careers programme information: policy statement to comply with provider access legislation ⁷	Must			D		C		CEO – C MD - L		S		
Provider access policy statement	Statutory			R			C	MD – D		L	Annual	Give education and training providers the opportunity to talk to years 8 to 13 pupils about technical qualifications and apprenticeships
Information about how they deliver careers guidance to years 7 to 13	Should			R			D	MD-C		L		
Establish Independent Appeal Panels for admission appeals ⁷				R			D	CEO-C		L		N/A to special schools
Local decision												
Attendance plan				R			D	CEO/MD-C	S	L		

⁷ Section 42B of the Education Act 1997. For secondary and 16 to 19 academies only

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Curriculum plan inc. details on how the curriculum framework and policy will be implemented	Should			R			D	MD-C		L		Inc. information on how their curriculum meets the 16 to 19 study programme requirements
Pupil behaviour & exclusions detailed policy	Statutory Must			R			D	MD-C	S	L	Annual	Based on pupil behaviour & exclusions policy framework approved by the MAT Board
Suspension detailed policy				R			D	MD-C	S	L		Part of pupil behaviour & exclusions policy
Admissions policy	Statutory Must			R			D	MD-C	S	L	Annual (required)	N/A to special schools. Based on admissions policy framework approved by the MAT Board
Individual admission decisions							D			L		N/A to special schools
Homework policy							D			L		
Teaching and learning policy							D			L		
Music development plan	Expected to (Must?)			R			D	CEO-C		L		A music development framework? and how it might be implemented into each school, with support from WSF. For mainstream only?
Extended services on-site							D	MD-S	S	L		
Pupil premium plan							D	MD-S	S	L		Pupil premium plan at school level is more focus on agreeing detailed plan and implementation.

5. Human Resources policies and processes

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Commi tee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
C = Consult with (if required) and get comments from; D = Decide – decision maker; L = Lead implementor/preparer; R = Ratify; S = Support, supply information and support lead implementor/preparer												
Central (Trust Board) decision												
Pay & remuneration policy	Statutory			D		C	C	CFO-L CEO/MD-C	S	C	Annual	WCC policy to transfer to MAT
Job role salary & grading policy				D		C	C	CFO-S CEO/MD-C	S	L		Transfer policy over from WCC, but for new roles it would be led by Heads, but policy decided TB. Annex to pay policy but would go into more detail on pay levels for each Academy and therefore led by the Heads. CFO and HFO are supporting this to ensure consistency, where necessary, across schools
Teachers annual pay award				D		C	C	CFO-L CEO/MD-C	C	C		To confirm implementation of the national pay award, as well as local pay structure, and discretionary pay
Support staff annual pay award				D		C	C	CFO-L CEO/MD-C	C	C		
Executive pay levels	Must			D				CFO-L	S			Academy trusts must publish the number of employees whose salary and related benefits exceeded £100,000 during the previous academic year
Staff conduct policy	Statutory			D			C	CFO-S MD-C CEO-C	L	S	Annual	HR support (lead HR support within the MAT) either through HR professionals at each school or as a centralised HR lead); and
Disciplinary policy (inc. in Staff Code of Conduct)	Statutory			D			C	CFO-S MD-C CEO-C	L	S	Annual	

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
• Grievance policy (inc. in Staff Code of Conduct)	Statutory			D			C	CFO-S MD-C CEO-C	L	S	Annual	- HR advice through a contract to ensure consistent advice across the MAT - Suggest staff code of conduct would include Disciplinary and Grievance Policies
Capability policy	Statutory			D			C	CFO-S MD-C CEO-C	L	S	Annual	
Whistleblowing policy (inc procedures)	Must			D			C	CFO-S MD-C CEO-C	L	S		
Restructuring & redundancy policy	Non-statutory			D			C	CFO-S CEO, MD-C	L	S		
CEO appointment				D, L		C						Recruitment support
CFO appointment				D		C		CEO-L				
MAT Director appointment				D		C		CEO-L		?		
Head of Finance and Ops appointment				D		C		CFO-L CEO, MD-S		?		
Suspension of CEO				L, D		C			S			HR support/ advice Refer to MAT disciplinary policy and process
Return of CEO				L, D		C			S			
Dismissal of CEO				L, D		C			S			
Suspension of CFO				D		C		CEO-L	S			
Return of CFO				D		C		CEO- L	S			
Dismissal of CFO				D		C		CEO-L	S			
Suspension of MAT Director				D		C		CEO-L	S			
Return of MAT Director				D		C		CEO-L	S			
Dismissal of MAT Director				D		C		CEO-L	S			

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Suspension of Head of Finance and Ops				D		C		CFO-L MD-S				
Return of Head of Finance and Ops				D		C		CFO-L MD-S				
Dismissal of Head of Finance and Ops				D		C		CFO-L MD-S				
Appeal of Headteacher against dismissal				D		C	C	CEO-L	S			HR-support/ advice Panel should be comprised of untainted Trustees and Governors
Recruitment and retention policy framework	Non-statutory			D	S		C	CEO/CFO/ MD-C	L	C		Inc. recruitment of ex-offenders as an annex which is statutory – see above
• Inc. Recruitment of ex-offenders policy	Statutory			D			C	CEO-L	S	C		Annexed to recruitment and retention policy – see below
Central policy framework, local implementation decision and/or Hybrid												
Headteacher appointment				D			D	CEO-C/ MD-L				Recruitment support This would be a HT appointment panel supported by specialist recruiter. The panel would have Trustee and Governor representation. Ref Articles clause 107.
Suspension of Headteacher				D			C	MD-L CFO-C	S			
Return of Headteacher				D			C	MD-L CEO-C	S			
Dismissal of Headteacher				D			C	MD-L CFO-S	S			HR-support/ advice HR advice is crucial. HR lead to start with at least is HFO so he/she would be involved.

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Changes to employee terms & conditions or collective agreements				D (pol) R (imp)			C (pol) D (imp)	CEO-L MD/CFO-S	S	C (pol) L (imp)		Needs consistent process across MAT
Individual pay awards				R		C	D	CFO/MD-C	C	L		Dependent on the level of the individual
Performance management & appraisal review policy	Statutory (for teachers) Non-statutory (support staff)			R			D	CFO/ CEO/ MD-C	C	S	Determined by MAT/ LGB	Teacher appraisal is statutory, support staff appraisal in non-statutory. Operating within a central trust policy, but implemented at a local level. Note: is appended to/part of the pay and remuneration policy approved by the MAT Board above
Performance management and appraisal implementation								CEO/MD – L (senior leaders) (Academy Head/Head of school) CFO-C	S	L (all staff except Head)		HR support
Employee health & safety policy	Statutory			R			D	CFO/MD-C	S	L	Varies	HR-support/ advice
Single central record	Statutory							CFO-C	S	L		
Staff complement, structure and grades				R			D	CFO/MD-C	S	L		HR-support/ advice
Dignity at work	Non-statutory			D	S			CEO/CFO/ MD-C	L			

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Safer recruitment	Non-statutory			D	S			CEO/CFO/ MD-C	L			
Wellbeing policy	Non-statutory			D	S		D	CEO/CFO/ MD-C	L			
Volunteer policy	Non-statutory			D	S			CEO/CFO/ MD-C	L			
Working from home	Non-statutory			D	S			CEO/CFO/ MD-C	L			
Allegation of abuse against staff procedures	Non-statutory			D	S			CEO/CFO/ MD-C	L			
Conflict of interest	Non-statutory			D	S			CEO/CFO/ MD-C	L			
Continuing professional development (CPD) policy	Non-statutory			D	S			CEO/CFO/ MD-C	L			
Early career teacher (ECT) policy	Non-statutory			D	S			CEO/CFO/ MD-C	L			
Family and parental leave policy	Non-statutory			D	S			CEO/CFO/ MD-C	L			Part of attendance policy?
Menopause policy	Non-statutory			D	S			CEO/CFO/ MD-C	L			
Staff absence policy	Non-statutory			D			C	CFO/MD-C	S	L		HR-support/ advice. Included in/annexed to the staff code of conduct policy
Local decision												
Recruitment and retention policy detail and implementation	Non-statutory						D	CEO/CFO/ MD-C		L		Inc. recruitment of ex-offenders as an annex which is statutory – see above.

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
												Based on Recruitment and retention policy framework approved by the MAT Board
• Inc. implementation of recruitment of ex-offenders policy	Statutory			R			D	CEO-L	S	L		Annexed to recruitment and retention policy
Academy senior leadership appointments							D	MD-S		L		Recruitment support Panel approach
Academy non-SLT appointments								MD-C	C	L, D		HR-support/ advice
Suspension of teaching staff									S	L, D		HR-support/ advice
Suspension of support staff									S	L, D		
Return of teaching and support staff after suspension									S	L, D		
Dismissal of Senior Leadership							D	MD-C	S	L		
Dismissal of teaching staff								MD-C	S	L, D		
Dismissal of support staff								MD-C	S	L, D		
Appeal against dismissal (teaching staff)								MD-L				HR-support/ advice. It is important that it is people who are untainted, so governors (and senior leaders) who were not involved in the original dismissal. The CEO leads on this for this reason.

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Appeal against dismissal (support staff)								MD-L				HR-support/ advice
Lunchtime supervision policy	Non-statutory						D		S	L		At the discretion of the Head whether one is even needed
Staff induction	Non-statutory						D	MD-C	S	L		
Social media policy	Non-statutory			R			D	MD-C	C	L		Included in/annexed to the staff code of conduct policy. Ratified by the Board as part of their inclusion in the staff code of conduct
School staff dress code	Non-statutory			R			D	MD-C	S	L		

6. Other Operational Policies

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
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Central (Trust Board) decision												
Accessibility framework	Statutory			D			C	MD-S CFO-C	L			Inc. abiding principles of MAT and statutory requirement. To cover: - Physical access - Access to the curriculum - Access to information
MAT Logo and branding				D				CEO/MD-L	S	S		
Gifts and hospitality policy	Non-statutory			D		C	C	CFO-L	S			
Academy website design and structure,				D				CEO/MD/ CFO-C	L	S		MAT to ensure statutory information is published on each

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Trust statutory content												school website, and design principles.
Health and safety policy				D		C		MD-S CFO-C	L	S		
Expenses policy inc. • Governors • Staff	Statutory Non- statutory			D		C	C	CFO-L	S		Annual (recommended)	Inc. Governors allowances and expenses?? Included in Pay and remuneration policy?
Freedom of information publication scheme	Statutory			D				CFO-S	L		Determined by MAT/ LGB	
Equality, Diversity & Inclusion policy	Part is Statutory			D			C?	CEO/MD-C	L	C?		Including Equality information and objectives statement (Statutory)
MAT uniform statement	Statutory			D			C	CEO/MD-L	S	C	n/a	Trust statement
Central policy framework, local implementation decision and/or Hybrid												
Emergency and Business Continuity Plan	??			D			C	MD-S	L	S		
Remote education provision policy	Should			C			D	MD-S CEO-C		L		Annex to Business Continuity Plan
Business disaster recovery	Statutory			D			C	MD-S	L	S	Annual	
Data protection (and GDPR) policy and procedures	Statutory			D				CFO-C	L		Annual (recommended)	
Privacy notices	Statutory			D				MD-C	L		Determined by MAT/ LGB	For staff, parents/carers, students, visitors, Trustees and governors
Charging and remissions policy	Statutory Should			D				CFO/MD-C	L	C		

	Statutory Must/Should publish	DfE/ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Supporting pupils with medical conditions	Statutory			D			C	MD-C	L	S	Annual	
Estates management policy	Statutory			D			C	CFO-C	S	L	Annual	
Asset management policy and plan				D			C	CFO-C	S	L		Note: this included the accessibility plan
Local decision												
Accessibility plan	Statutory			R (and principles)			D	MD-S CFO-C	L	S	3 years	To cover: - Physical access - Access to the curriculum - Access to information Accessibility framework approved by the MAT Board
Academy website non-statutory content							D	MD-S	S	L		
Academy logo and branding							D	MD-S	S	L		
Academy uniform policy	Statutory			R			D		S	L	n/a	Accompanied by a Trust statement approved by the Board. Should publish the cost of school uniforms
Lettings policy				C		C	D	CFO-C	S	L		
Use of PE and sport premium	Must for academies with primary aged pupils						D	MD-C		L		Academies that receive PE and sport premium funding must publish, by 31 July each year: - the amount of premium funding received - a full breakdown of how it has been or will be spent

	Statutory Must/ Should publish	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
												- the impact seen by the school on pupils' participation and attainment in PE and sport - how this improvement will be sustained
Examination contingency plan	Statutory				R		D			L	N/a	Only required for exam centres
Non-examination assessment							D			L	N/a	
16-19 bursary fund							D		S	L	Annual	Only required if school accesses a bursary

Procurement policy – included within MAT finance regulations

7. MAT Constitution and Governance

	Statutory (Stat)/ must publish (Publish)	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
C = Consult with (if required) and get comments from; D = Decide – decision maker; L = Lead implementor/preparer; R = Ratify; S = Support, supply information and support lead implementor/preparer												
Central (Trust Board) decision												
Approve changes to Trust Articles of Association		R	D	L	S		C	CEO-S/C CFO-C		C		
Change name of Trust			D	L			C	CEO-S/C		C		
Establish Trust Committees				D	L		C	CEO-S CFO-C				

	Statutory (Stat)/ must publish (Publish)	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Approve terms of reference for Trust committees				D	L		C	CEO-S CFO-C	S			
Appoint Chair and Vice-chair of Trust Board		R		D, L				CEO-S				
Remove the Chair of LGB				D, L			C	CEO-S				
Organise calendar of Trust Board meetings				D	L			MD-S	S		Annual	
Maintain MAT risk register (and update)				R		D		CFO-L MD-S	S	S	Annual	Reviewed annually but reported termly?
Central policy framework, local implementation decision and/or Hybrid												
Approve Trust Scheme of Delegation	Must			D			C	CEO-L MD/CFO-S	S	C	Annual	Suggest this is an abbreviated version with statutory elements only.
Approve Local Governing Body (LGB) terms of reference				D	L		C	CEO-S	S	C		
Appoint LGBs				D	L			CEO-S				
Maintain register of interests	Must			D	L		S	CFO-C	S			Information to flow on to a central RoI
Reserves Policy	Non-statutory			D		FC-C	C	CFO-L	S	C		Element of autonomy at school level so this is consulted on with LGB and heads as well.
Filings at Companies House and at the Charity Commission				D	S	C	C	CFO-L	S			Legal advice to support clerk where necessary
Skills audit			R	D	L		C	CEO-S	S			

	Statutory (Stat)/ must publish (Publish)	DfE/ ESFA	Members	Trust Board	Clerk to Board (and LGBs?)	Trust Committee	LGB	CEO/CFO/ MAT Director (MD)	Head of Finance and Ops	Academy Head	Review frequency	Comments including statutory responsibilities
Trustee and Local Governor training and training plan				D	L		D	CEO-S	S			
Local decision												
Appoint Chair of LGB				R			D					Important that the Board is involved in the decision of Chair of LGB, as well as provide support to the LGB
Organise calendar of LGB meetings					L		D			S		
Establish LGB committees				C			D	CEO-S		S		
Ensure website compliance				C	S	C	C	MD-S CFO-C	L	S		Main support is from the Clerk. But coordination of website compliance carried out at central level, by HFO
Maintain individual school risk register (and update)				C			R	MD-S CFO-C	S	L, D		

8. MAT and School Information that must and should be published

Mainstream academy schools **must** publish in their SEN information report the name and contact details of their special educational needs co-ordinator.

Academy trusts must publish the following in an easily accessible format on their website:

- a memorandum of association
- their articles of association
- the names of trust members and academy trustees
- the relevant business and financial interests of members, trustees, local governors and accounting officers

- their funding agreement
- any supplemental funding agreement
- up-to-date details of governance arrangements
- copy of their most recent Ofsted report, or
- link to the report on the Ofsted website
- official start and end time of the compulsory school day, and the total time this amounts to in a typical week, including breaks but not after-school activities

DfE encourages academy trusts to publish easily accessible data about the diversity of:

- their board
- any associated committees

Academies should publish:

- their postal address
- their telephone number
- the name of the member of staff who deals with queries from parents and carers, and the public
- the name of their headteacher or principal
- the name and contact details of the chair of their governing body
- the contact details of their academy trust and a link to its website

Academies should publish a link to the compare school and college performance service and to their own performance measures page on it.

Academy trusts, academies and FE colleges with 250 or more employees must, in line with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017:

- report their gender pay gap information to the government via the gender pay gap service
- publish this information in a prominent place on their website within one year of their 'snapshot date', which, for most public authority employers, will be 31 March

and consider publishing:

- a supporting narrative to explain their gender pay gap
- an action plan that sets out how they plan to address it

Academies and FE colleges must publish:

- details of how they comply with the public sector equality duty, updating this every year

- their equality objectives, updating these at least every 4 years