

The Rainbow Multi Academy Trust – Scheme of Delegation

October 2021

The aims of this scheme:

- To clarify the financial and decision making responsibilities and powers retained by and delegated from the Trust Board to all Rainbow academies, key staff and Local Governing bodies, linked to educational improvement planning and pupil outcomes, commensurate with their proven capacity, experience, and skillsets.
- To provide a governance structure to achieve the Trust's aim of outstanding outcomes for all pupils
- To ensure the decision making for the allocation of funding for additional support for educational improvement projects in individual academies has been delegated to the CEO following advice and recommendations from Heads.
- To protect Directors and Local Governing Bodies and to ensure adequate financial operational controls are in place as per the 'Academies Financial Handbook'
- To ensure stability and continuity when key persons are replaced or leave.
- To clarify the arrangements for the day to day management, monitoring and delivery of all Trust policies as identified in this framework, mainly to the CEO and Trust Finance Director
- To ensure the scheme of delegation is reviewed annually or on the appointment of a new CEO or key staff
- **To clarify that although decisions are delegated, the Trust Board remain legally responsible for any decision made under delegation**

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	Responsible for		Daily management and responsibility of		Approval needed from CEO
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TB	F&R	S&A	LGB	CEO	HT
Trust Board	Finance and Resources Committee (plus audit)	Standards and Achievement	Local Governing Body	Chief Executive Officer	Headteacher

Key Function	Task/ Area of Responsibility	TB	F& R	S&A	LGB	CEO	HT
Governance - Structure	To produce governing documents and maintain amendments thereafter – ToR, SoD, Articles, Memorandum, Funding Agreements						
	To propose, consult and approve any Trust governance structural changes						
	To construct the scheme of delegation and to exercise this delegation to individuals, academies and committees to ensure responsibility for all key functions are performed and communicated appropriately						
	To regulate Local Governing Body procedures to ensure the fulfilment of delegated duties given from the Board						
Governance – Appointment and Removal of	Chair and Vice Chair – Trust						
	Trust Board Trustees						
	Chair of Finance		Recommend to full board				
	LGB chairs (and vice)				Recommend to full board		
	LGB Governors						
	Chair of standards			Recommend to full board			
	Company Secretary						
	Clerk - full Board						
	Clerk – Local Gov Bodies						
Governance – Other	To approve the Mat's aims and development plan and then review progress of						
	To audit, determine and deliver a training and development framework for Directors and local Governors, to include data, challenging performance, progress rates, achievement, PP, SEN, vulnerable and able pupils						
	To maintain a register of Business Interests for Directors, and those in positions of influence						
	To maintain a register of Business Interests for staff and local governors, and those in positions of influence						
	To approve and maintain a Director Expenses scheme						
	To discharge duties in respect of pupils with special needs by appointing a “responsible person”						
	To determine and approve MAT specific policies and to publish accordingly						

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Governance Other – cont'd		TB	F& R	S&A	LGB	CEO	HT
	To produce an appeals policy and procedure for academies and staff from within the MAT						
	To ensure the school is appropriately insured						
	To ensure whistleblowing policies and procedures are created, communicated and followed						
	To develop, approve and monitor a strategic MAT risk register and management plan						
	To consider and approve requests from other schools and academies to join the MAT						
	To consider requests from academies within Rainbow to leave the MAT						
	To publish proposals to change/ discontinue the status/category of a school/academy/ MAT						
	To set the times of school sessions, term dates and holidays						

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Trust Shared Services	To determine the scope of mandatory services to be delivered by the MAT to its member academies						
	To identify additional services to be procured on behalf of individual academies						
	To ensure centrally procured services provide value for money						
Budgets, Financial Management and Allocation of Resources	To determine the level of funding contributed from each Rainbow academy to fund central team and shared services						
	To formally approve the annual MAT budget plan for the forthcoming financial year						
	To monitor the annual budget plan, to include MAT services and individual academy budgets, to ensure compliance and links to improvement plans						
	Consider audit and monthly reports						
	To approve the MAT annual accounts and audit report						
	To monitor monthly MAT expenditure and financial reports						
	To monitor monthly academy expenditure and financial reports						
	To approve virements, additional budget allocations and unbudgeted use of reserves and other misc. financial decisions mid-year						
	To approve the Trust finance policy, financial regulations and financial decision levels and limits.						
	To allocate resources for identified educational need, to include the sharing and use of resources across the MAT						
	To establish a charging and remissions policy						
	Approve banking arrangements and investments						
	Appointment of the Accounting Officer						
	Recommend Appointment of Auditors to Members						
	CEO						
	Headteacher/Head of school						
Staffing: Recruitment, Dismissal, Suspension, contractual hour changes, Performance Management, Salary Review for:	Senior Leadership team, Assistant /Deputy Head						
	Teaching Staff						
	Educational Support and other academy staff						
	Central MAT staff						
	Determining staff complement and staffing structure within budget and policies						

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Staffing: Other	Implement pay policy and determine pay ranges, values and TLR values						
	Approve annual Headteacher/head of school incremental rise and any teachers moving into/through the upper pay range (or any staff recommended to move more than one pay scale)						
	Approve annual increment rise of teachers main pay range						
	Approve payroll arrangements and pension policies						
	Approve staff policies relating to HR, performance, disciplinary/ capability procedures, redundancy and staff absence policies						
	Determining dismissal payments/ early retirement/ settlement agreements – CEO						
	Determining dismissal payments/ early retirement/ settlement agreements – Other Staff						
	Establish and review an annual performance management policy						
	Follow staff policies relating to HR, performance, disciplinary/ capability procedures, redundancy and staff absence policies						
	Form disciplinary /appeals panel for hearings as per staff policies						
Staff Health and Well Being	To produce a MAT staff health and well-being policy and procedures						
Curriculum – Policy, Behaviour and Exclusions	To approve and review the MAT's curricular aims and development plan						
	To establish and approve Academy's curriculum policy(s)						
	Approve the Academy's SEN policy						
	Approve a discipline/ behaviour management policy						
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination.						
	To implement all curriculum policies						
	To appoint a school improvement Advisor to work across the MAT and provide independent information to the CEO and Board						
Curriculum - General	To review, analyse and agree MAT improvement plans and annual targets, with links to both educational and financial planning						
	To review, analyse and agree school improvement plans and annual targets, with links to both educational and financial planning						
	To attend and report on monitoring visits and progress towards targets, plus celebrative successes to the Board						
	Accountability for teaching standards and pupil outcomes and targets – across the Trust						
	Accountability for teaching standards and pupil outcomes and targets – individual academies						
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Curriculum - Specific	<i>Sex education</i> – to establish and keep up to date a written policy						
	<i>Religious Education</i> - Responsibility for ensuring provision of RE in line with school's basic curriculum and/or a locally agreed syllabus and according to Trust deed/ specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)						
	<i>Collective Worship</i> – To establish and agree arrangements for collective worship in both schools with and without religious character (after consulting head and LGB)						
	Extended Services – To decide on and implement additional academy activities and to ensure the delivery of them						
	Nursery/ Pre Schools – To decide and implement the offer of a pre-school or nursery unit attached to the academy (other than a maintained nursery)						

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Admissions	To establish and agree an admissions policy and admission arrangements						
	Application decisions						
Safeguarding - General	To establish and agree a safeguarding policy						
	To be informed of serious safeguarding issues(depending on the issue and recommendations from MARU and LADO the CEO, LGB and Trust should be made aware of safeguarding issues in schools)						
	To make decisions and take appropriate action on safeguarding issues						
	To implement safeguarding policy and procedures						
	Security and privacy of data						
Safeguarding - Recruitment	Ensuring the academy operates safe recruitment procedures and pre-employment staffing checks						
IT	Approval of IT and e-Safety policies						
Premises – Policies	Approve all premises related policies (advised by Premises Advisor)						
Premises - Insurance	Procurement of buildings and personal liability Insurance (advised by Premises Advisor)						
Premises - Strategy	Approval of academy buildings capital strategy						
	Procuring and maintaining buildings, including developing properly funded maintenance plan(s) acting on advice from Heads and Premises Advisor.						
	Changes to buildings and/or structural work - other than small day to day repairs & maintenance						
Premises - Health & Safety	Approve a health and safety policy						
	To ensure that health and safety regulations are adhered to						
Premises – Other	To approve catering arrangements in all academies, ensuring nutritional standards are met						
	To ensure provision of free school meals to those pupils meeting the criteria						
Parental and Stakeholder Engagement	To represent the parent and community voice and ensuring their voice is heard at academy and board level						
	To act on and address any parental concerns						
	Maintenance and compliance of academy websites						
	Maintenance and compliance of the Trust website and communication channels and methods						
	Adoption and review of home-school agreements						