





















HUET Scheme of Delegation

The aims of this Scheme of Delegation include:














































- Ensuring that all professionals with leadership roles within the MAT, whether paid or unpaid, are clear about where accountability for the performance of all aspects of the Trust, and therefore where decision-making authority, lies
- Ensuring that all professionals with leadership roles within the MAT, whether paid or unpaid, are clear about how decision-making authority is delegated
- Promoting a culture of honesty and accountability
- Identifying responsibility for the appointment and performance management of the CEO / AO and academy HTs
- Identifying responsibility for policy and practice in each academy
- Identifying responsibility for oversight of each academy’s budget (but see FSOD)
- Identifying responsibility for assessment of risk in each academy
- Identifying responsibility for oversight of educational performance in each academy

It does not set out a scheme of delegation from LGBs to LGB committees or to headteachers – this remains the responsibility of the LGB

Key:				A
	Academy – supporting	Academy – supported	Academy – sponsored	Advised by
Criteria	Ofsted – outstanding / good	Good / requires improvement	requires improvement / special measures	
	Finance - no significant weaknesses	Significant weaknesses	Serious weaknesses	
	Outcomes - no significant underperformance	Significant underperformance	Serious underperformance	
	Other – no significant concerns	Significant concerns	Serious concerns	
			Brokered - Regional Schools Commissioner	

Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
Governance framework						
Members Trustees LGB	Members: Appoint/Remove		A			
	Trustees: Appoint/Remove		A			
	Role descriptions for Members / chair		A			
	Role descriptions for trustees/ specific roles/committee members: agree	A				
	Board Committee chairs: appoint and remove			A		
	Company Secretary to board: appoint and remove	A				
	LGB chairs and local committee chairs: appoint and remove					A
	Parent governor: elected					A
	Clerk to LGB: appoint and remove					A
Governance framework	Articles of association: agree and review		A			
	Scheme of delegation: agree and review	A			A	
	Governance structure (committees) for the trust: establish and review annually			A		
	Terms of reference for trust committees (including audit if required, and scheme for school committees): agree annually			A		
	Terms of reference for LGBs: agree and review annually					A
	Skills audit (Members / Trust / LGBs): complete and recruit to fill gaps					A











































Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
	Annual self-review of trust board and committee performance: complete annually	A	■ ▲ ●			
	Annual self-review of LGB performance: complete annually		● ▲		■	A
	Chair's performance: carry out 360 review periodically	■ ▲ ●	A		■ ▲ ●	A
	Succession: plan		■ ▲ ●		■ ▲ ●	A
	Annual schedule of business for trust board: agree		■ ▲ ●	A		
	Annual schedule of business for LGB: agree		● ▲		■	A
Reporting						
Reporting	Trust governance details on trust and academies' websites: ensure		■ ▲ ●			A
	Academy governance details on academy website: ensure		A		■ ▲ ●	A
	Register of all interests, business, pecuniary, loyalty for Members/trustees/LGB members: establish and publish		■ ▲ ●		■ ▲ ●	
	Annual report on performance of the trust: submit to Members and publish		■ ▲ ●	A	A	A
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		■ ▲ ●	A		
	Annual report work of LGB: submit to trust and publish		●		■ ▲	A
Strategic Direction						
	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including:		■ ▲ ●	A	A	A

Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
Strategic direction	admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve					
	Determine school level policies in line with MAT policies which reflect the school's ethos and values e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour		A 		 	A
	Financial scheme of delegation and central spend top slice: agree		  	A	A	A
	Management of risk: establish register, review and monitor		  	A	A	
	Engagement with stakeholders	  	  		  	  
	Trust's vision and strategy: determine		  	A	A	A
	Schools vision and strategy: determine		A  	A		A
	Budget plan to support delivery of trust key priorities: agree		  	A	A	A
	Budget plan to support delivery of school key priorities: agree		  	A	A	A
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		  	A	A	A
	Reporting arrangements for progress on key priorities: agree		  	A	A	A
	Performance management of the Chief Executive Officer: undertake	A	A	  	A	A
	Performance management of academy principal : undertake		A	  	A	A

Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
Ensuring financial probity						
Ensuring financial probity	Accounting Officer, Chief Financial Officer and Responsible Officer for delivery and scrutiny of trusts detailed accounting processes: appoint			A	A	A
	Trust's scheme of financial delegation: establish and review			A	A	A
	External auditors' report: receive and respond			A	A	A
	CEO pay award: agree	A		A		
	Academy principal pay award: agree			A	A	
	Staff appraisal procedure and pay progression: monitor and agree			A	A	A
	Benchmarking and trust wide value for money: ensure robustness			A		
	Benchmarking and academy value for money: ensure robustness		A	A		A
	Develop trust wide procurement strategies and efficiency savings programme			A		A
Area	Decision	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
Financial and Central Services (See FSOD for further detail)						
Financial	HUET financial policies and procedures: develop and approve			A	A	A



















Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
and Procurement services	Financial decision levels and limits: establish			A	A	A
	HUET charging and remissions policy: establish			A	A	A
	To appoint auditors			A		
	To approve annual accounts			A	A	A
	To monitor compliance with approved financial policies and procedures			A		A
	Pupil premium / LAC monies: decide how to apply			A		A
	Pupil premium / LAC monies: monitor use			A		A
	Scope of central services to be supplied by HUET in return for top-slice: determine			A	A	A
	Additional services to be secured by HUET: identify			A	A	A
	HUET-wide procurement policies: approve			A	A	A
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit			A		
Premises and services						
Premises and Services	Academies buildings insurance and public liability insurance: ensure			A	A	A
	Academies accommodation, facilities and grounds: long term strategy			A		A
	Maintain buildings, including developing properly funded maintenance plan			A	A	A

Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
	Institute and implement a health and safety policy			A	A	A
	Health and safety regulations followed			A		
	Ensure adequate premises security					
	Manage premises			A		A
Staffing, HR and performance management						
	Formulation of employment policies including disciplinary / capability policies in line with statutory regulations				A	A
	Implementation of employment policies including disciplinary / capability policies in line with statutory regulations					A
	HUET staffing structure: agree				A	A
	Academy staffing structure: agree					A
	Appoint / suspend / dismiss HUET CEO	A			A	
	Appoint / suspend / dismiss Academy principals				A	
	To institute and implement a pay policy for teaching and non-teaching staff				A	A
Staffing /	Appoint / suspend / dismiss senior leadership team within agreed spending limits					A

Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
HR / PM	Appoint / suspend / dismiss teaching staff within agreed spending limits		 			A
	Appoint / suspend / dismiss non-teaching staff within agreed spending limits		 			A
	To institute and implement performance management and appraisal policies for teaching and non-teaching staff		  	A	  	A
	Ensure all safer recruitment procedures adhered to and SCR accurate and up-to-date		  		  	  
	To consider and ratify pay recommendations made as a result of the teachers' performance management cycle / non-teaching staff appraisal process		  	A	A	A
	Maintain accurate, effective and secure employee records		  	A	A	A
Operational						
	Ratify term dates and TED days		  	A	A	A
	Decide the length and organisation of the school day			A	 	A
	Prepare and publish HUET prospectus		  	A	A	A
	Prepare and publish academies' prospectuses		A	A	A	  
	Develop and maintain HUET website		  	A	A	A



Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteachers
	Develop and maintain academies' websites		A	A	A	
	Instituting and updating home-school agreements		A	A	A	
	Ensure provision of FSM to students meeting criteria		A	A		A
	Maintain accurate, effective and secure pupil records		A	A	A	
	To provide accurate information to ensure that all census returns are completed in a timely and accurate manner		A	A	A	

Area	Function	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteacher
Curriculum, teaching, learning and assessment						
Curriculum Teaching Assessment	Develop and implement a HUET curriculum policy, including policy on any national curriculum opt-outs				A	A
	Develop and implement academies' curriculum policies					A
	Provision of RE (in-line with SACRE guidelines)		A			A

Area	Function	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteacher
	Pupils take part in daily act of worship		A			A
	Ensure provision of sex education including developing written policy		A			A
	Develop and implement HUET teaching, learning and assessment policies				A	A
	Develop and implement academies' teaching, learning and assessment policies					A
	Responsible for standards of teaching		A			A
	Accountable for standards of teaching				A	A
	Responsible for individual child's education		A			A
	Accountable for individual child's education				A	A
Safeguarding, attendance and behaviour						
	Develop a safeguarding policy in line with statutory requirements and best practice				A	A
	Implement safeguarding policy effectively in specific academy context					A
	Maintain accurate and effective and secure student records					
	Comply with all data protection legislation and good practice					A
	Deliver on PREVENT agenda					
	Establish and implement a positive behaviour policy					A

Area	Function	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteacher
	Monitor effectiveness of positive behaviour policy					A
	Power to exclude (fixed term)					
	Power to exclude (permanent)					
	Reviews of exclusions (fixed term)					A
	Reviews of exclusions (permanent)					A
Improvement and CPD – planning, monitoring, evaluation and review						
Improvement CPD	Produce three year HUET development plan				A	A
	Produce annual HUET development plan to support long-term plan including KPIs – agree with SIP				A	A
	Produce three year Academy development plan					A
	Produce annual Academy development plan to support long-term plan including KPIs – agree with HUET					A
	Propose targets for student achievement– agree with HUET		A			A
	Propose targets for student achievement– agree with LGB				A	
	Implement annual self-evaluation cycle to assess progress on HUET development plan objectives				A	A
	Implement annual self-evaluation cycle to assess progress on academy development plan objectives					A

Area	Function	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteacher
	Prepare SEF / performance data and other returns for HUET board / SIP and external audiences, including Ofsted				■ ▲ ●	A
	Prepare SEF / performance data and other returns for LGB board / HUET / SIP and external audiences, including Ofsted				A	■ ▲ ●
	Formulate HUET post-Ofsted inspection plan		■ ▲ ●		A	A
	Formulate academy post-Ofsted inspection plan		● ▲		■	A
	Use HUET self-assessment information to inform priorities for CPD		■ ▲ ●		A	A
	Use academy self-assessment information to inform priorities for CPD				■ ▲ ●	A
	Coordinate CPD programme for HUET and academies (sharing best practice or commissioning external providers where necessary)		■ ▲ ●		A	■ ▲ ●
Admissions						
Admissions	Formulate and implement a HUET admissions policy (in consultation with Diocese where appropriate)		■ ▲ ●		A	A
	Formulate and implement academy admissions policy (in consultation with Diocese where appropriate)		●		■ ▲	A
	Market HUET, including prospectus, Open Days etc		■ ▲ ●		A	A
	Market academy, including prospectus, Open Days etc					■ ▲ ●
Complaints						
Complaints	Formulate and implement a HUET complaints policy		■ ▲ ●		A	A

Area	Function	Delegation				
		Members	Trust Board	Trust Committees	LGB	Headteacher
	Formulate and implement academy complaints policy					A
	Hear complaints regarding individual members of staff other than HT					
	Hear complaints regarding HTs / CEO / CFO		