



INSPIRES MAT - SCHEME OF DELEGATION

Ref	Key: R = Responsible A = Approves I = Informs C = Consults	Tasks 	IMAT Trustees – Committee responsibilities held by full Board	IMAT Executive Leadership Team CEO / COO / SIL	School Leadershi P	Pupils / Parents	Teaching and Learning Ctee	Risk and Premises Ctee	Finance, Audit, Risk and Premises Ctee
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IMAT Whole Trust Governance

1	Maintain links with external agencies who support student learning and their social needs			A/C/R	I/R				
2	Monitor the effectiveness of support and partnerships between the MAT and local community groups that serve the local area	A		A/R	R				
3	Establish/maintain effective relationships with the LA within which the MAT sits	A		R	R				
4	Determine which services are bought into the MAT	A		R	C				
5	Ensure that MAT policies and procedures are implemented at school level	A		R	R				
6	Ensure legal compliance of IMAT model policies	A		R	I				
7	Undertake annual pupil and parent satisfaction surveys and publish reports	I		A	R				
8	Publish an annual IMAT Annual Report covering all schools within the Trust	A/R		R	I				
9	Development and maintenance of a Risk Register covering Operational, Financial, external and regulatory risk	A/R		R	C				
10	Ensure requirements of schools' SFA are adhered to	A		R	C				

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IMAT Trust Strategy

11	Development of core IMAT vision and principles	A/R	R	C	I			
11a	Oversee the implementation of the Trust's strategic vision	A/R	R	C				
12	Liaise with national bodies DfE/ESFA/NCTL/other MATs to ensure the interests of IMAT and member schools are well represented	A	R	I				


Trust Finance

13	Legally responsible for the Trust's assets and accounts	A	R	I				
14	Develop overall strategic vision for the finances of the Trust and the schools	A	R	C	I			
15	Set the financial parameters within which the MAT's budgets are created	A	R	C	I			
16	Reports to DfE and ESFA on financial matters	A/R	R				C	
17	Approve any loans taken out by the school	A	R	I			C	
18	Develop the overall strategic plan for Capital expenditure considering the school's strategic plans	A/R	R	C			C	

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19	Make recommendations to the Trust about Capital expenditure priorities	A/R	R	C				C
20	Specify the core accounting policies and financial systems	A/R	R	I				C
21	Approve the first formal budget plan each financial year	A	R	I	I			C
22	Prepare monthly and annual accounts to agreed standards and submit to the Trust	A	R	I				C
23	Monitor monthly expenditure	A	R	I				C
24	Comply with internal and external audit requirements and other statutory matters such as accounting for VAT	A	R	I				C
25	Enter into contracts (subject to agreed financial limits at each decision level)	A	R	I				I
26	Be responsible for procuring goods and services following value for money principles	A	R	I				I
27	Control costs and ensure budget commitments are met, make payments.	A	R	I				I
28	Responsibility for income generating activity at a MAT level	A	R	I				I
29	Approves any loans taken out by the school	A	R	I				I
30	Lead on cross-Trust procurement activities	A	R	I				I


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Trust Staffing

31	Implement an appropriate people strategy and to comply with all requirements under employment law	A	R	I					
32	Specify the core HR policies the MAT will adopt	A	R	I					
33	Ensure the Trust's HR policies and practices are consistently applied and adhered to.	A	R	R					
34	Approve the recruitment and deployment of staff with cross-Trust contracts and responsibilities.	A	R	C					
35	Review and approve the salary framework across the Trust	A/R	R	I					
36	Provide specified employment returns on a termly basis	A	R	I					
37	Maintain records of all staff employed to an agreed specification	A	R	I					
38	Maintain a payroll system such that all staff are paid accurately on a timely basis	A	R	I					
39	Undertake all negotiations with local trade unions unless such matters have a bearing on the Trust more widely	A	R	I					
40	Appoint Executive Leadership roles (Trustees on panel)	A/R	R	I	I	I	I	I	
40a	Appoint Headteacher / Deputy Headteacher	A/R	R	R(DHT)	I	I	I	I	
40b	Appoint Head of School	A/R	R	I	I	I	I	I	


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41	Approve all other appointments	I	A/R	I/R	I			
42	Agree a pay policy	A/R	C	I				
43	Agree pay discretions (except for the those in 44 below)	A/R	R	C				
44	Agree pay discretions for Executive Headteachers, Headteachers and Heads of School	A/R	R	I				
44a	Agree Pay Discretion for the Executive Leadership Team *CEO only	A/R	C*/I					
45	Dismissal of Headteachers / Heads of School	A	R	I				
46	Dismissal of other staff	I	A	R				
47	Suspension of Headteacher /Head of School	A	R	I				
48	Suspension of staff except Headteacher/Head of School	I	A	R				
49	Determination of staff complement	A	A/R	C				
50	As necessary, buy in to key educational external services	I	A/R	I				
51	Determination of dismissal/early retirement payments	I	A/R	R				
52	Provide strategic & legal HR/employment support on matters that impact on Trust (e.g. grievances, restructuring, safeguarding)	A/R	A/R	I				
53	Establish/maintain single central record	A	R	R				
54	Review staffing structure for efficiency and affordability	A/R	R	C			C	


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55	Responsible for staff training and CPD	I	A/R	R		C		
Curriculum								
56	Ensure compliance with legal curriculum requirements	A	A/R	R		A		
57	Establish a IMAT curriculum policy (Key Learning Model)	I	A/R	R		A/R		
58	Implement, agree and monitor curriculum policy	I	A/R	R	I	A/R		
59	Responsibility for standards of teaching	A	A/R	R	I	A/R		
60	Having regard to resources, and to implementation of provision for flexibility in the curriculum (including activities outside school day)	I	A/R	R	I	A/R		
61	Responsibility for individual children’s education	I	R	R	C	A/R		
Supplemental Funding Agreement (SFA) Requirements								
62	Abide by the terms of the schools' SFAs in relation to Religious Education provision and collective worship (Sections 2.u - 2.x)	A	A/R	R		A/R		
63	Provision of sex and relationship education – to establish updated written policy (Section 2.z)	A	A/R	R		A/R		
64	Prohibit political indoctrination and ensuring the balanced treatment of political issues (Section 2a.a)	I	A/R	R		A/R		

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65	Development of overall IMAT Key Learning Model	A	A/R	R	C	A/R		
66	School monitoring of statutory compliance and curriculum implementation	A	R	R		A/R		
67	Responsible for oversight of School Action Plans and the implementation of such in all schools in the Trust	A	A/R	R		A/R		
68	Ensure that the most effective practice across the Trust is shared as widely as possible	A/R	A/R	R		A/R		
69	Commission reviews of curriculum and T&L practice across the Trust	A	A/R	I		A/R		
70	Formulate and review annually a Trust-wide performance management policy	A	R	C			I	
71	Implement the IMAT performance management policy	A	A/R	R			I	
72	Undertake a termly review of performance and to undertake a formal assessment of overall performance annually	I	A/R	R		I		
73	Responsible for overall outcomes of the IMAT and the schools within it	A/R	A/R	R	I	A/R		
74	Monitor the quality of teaching and learning across IMAT schools	A/R	A/R	R		A/R		

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75	Monitor and report and quality of teaching and learning in individual schools	A/R	A/R	R	I	A/R		


Target Setting

76	Set IMAT progress targets	A	R	R		A/R		
77	Receive and approve targets for IMAT schools	A	R	R		A/R		
78	Monitor progress towards IMAT Trust targets	A	R	R		A/R		
79	Set targets for pupil achievement in individual schools	A	R	R	I	A/R		
80	Monitor and report pupil progress and achievement in individual schools	A	R	R	I	A/R		

Discipline & Exclusions

81	Adherence to the Exclusions Code and provision of guidelines and support	A	R	R				
82	Implement an Exclusion Policy	A/R	R	R	I			
83	Review the use of exclusion and to decide whether or not to confirm all permanent exclusions* and fixed term suspensions.	A/R	R	R				

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84	Direct reinstatement of excluded pupils	A/R	C	R				
Admissions: application decisions and appeals								
85	Adherence to the Admissions Code and provision of guidelines and support	A/	R	I				
86	Agree changes to any school's admissions arrangements or policy (including changing PAN)	A	R	I				
87	Admissions: application decisions and appeals	A	R	I				
88	Monitor pupil numbers and the impact on the financial health of the school	A	R	R				A/R

*All exclusion hearings will be made up of a panel of Trustees

Premises & Insurance

89	Procure suitable insurance cover including premises, contents, business interruption, governing body and employer liability and statutory motor transport	A	R	C				A/R
90	Develop a buildings strategy or master plan to ensure that all property remains 'fit for purpose'	A/R	R	C				A/R
91	Agree the Asset Management Plan and monitor progress on agreed improvement activity	I/A	A/R	C				A/R

92	Maintain school facilities	I/A	A/R	C			C/I	
93	Check compliance with core policies (in particular H&S) and provide advice and support as required	A	R	R			C/I	
94	Procure / maintain buildings, scope and plan any enhancements or alterations and develop / implement a funded preventative maintenance schedule	A	R	C			C/I	
95	Establish a disaster recovery policy which meets specified minimum requirements	I	A/R	R			C/I	
96	Review and approve disaster recovery arrangements	I	A/R	R			A/R	
97	Monitor and approve Lockdown arrangements	I	A/R	R			C/I	
98	Specify project management arrangements for major capital projects	A	R	R			C/I	

Health & Safety

99	Setting overall Health and safety policies	A	R	C			C/I	
100	Ensure that health and safety regulations are followed, to undertake periodic H&S and fire risk assessments, and to provide specified H&S information to the Trust on a termly basis	A	R	R			C/I	
101	Conduct an annual health and safety audit	A	R	R			I	
102	Responsible for overall Health and safety of the school and keeping documentation up to date.	I	A/R	R			I	

School Organisation

103	Agree parameters of the IMAT Academic year	A	R	C	C	I	I	
104	Set the times of MAT sessions and the dates of MAT terms and holidays within parameters agreed by the IMAT	A	R	C	C	I	I	

105	Ensure that the MAT meets for a minimum of 380 sessions in a MAT year	A	R	R		I	I	
106	Ensure that school lunch nutritional standards are met	I	A/R	R			C/I	
107	Ensure websites and updates are in line with legal requirements	A	A/R	R	I			
108	Ensure provision of free school meals to pupils meet the criteria	I	A/R	R	I			
109	Ensure there is excellent communication between the school, parents and the wider community	I	A/R	R	C	C/I		
110	Provide guidance and exemplar policies with respect to handling complaints	A	R	C				
111	Resolve or escalate complaints as appropriate	A/R	R	R				
112	Monitor complaints received and ensure statutory compliance	A/R	R	R				

Governance Procedures

113	Agree Governance Handbook (to include Scheme of Governance Management & Delegation) and any amendments thereafter	A	R	I				
114	Appoint (and remove) the chair of a permanent or a temporary governing body ¹	A/R	A	C				
115	Appoint and dismiss the clerk to the governors & to the Board	A/R	C	I				

116	Hold an LGB or a Joint LGB meeting at least three times in an MAT year, or a meeting of the temporary governing body as often may require and to submit minutes to the Trust ²	A/R	C	I				
117	Appoint and remove Trust appointed governors (where such governors have been agreed with the MAT Governing Body) ³	A/R	A/R	C				
118	Appoint and remove school appointed governors at any point ¹⁵	A	A/R	C				
119	Appoint and remove any governors in the event of a significant failure of governance ¹⁵	A/R	C	I				
120	Set up a Register of Governors ¹⁵ / Trustees' Pecuniary & Personal Interests	A/R	R					
121	Discharge duties in respect of pupils with special needs, LAC, EAL by appointing a "responsible person and monitoring progress, learning and achievements of these pupils"	A	R	R		A/R		
122	Consider whether or not to exercise delegation of functions to individuals or committees within the parameters of the Scheme of Delegation	A/R	C	C				
123	Review school policies as part of an annual rolling programme	A	R	R				
124	Ensure the schools undertake an annual self-evaluation programme (SEF)	A	R	R		C/I		
125	Develop the Trust's three-year Strategic Plan for approval by Trustees	A	R	C		I	I	
126	Oversee the development and updating of schools' Action Plans	A	R	R		I	I	

127	Approve and delegate authority between IMAT and LGB	A	R	R				
128	Specify data requirements, templates and reporting timescales for the Trust e.g. SEN, LAC, exclusions, attendance etc	I	R	C		I		
129	Ensure core data required by the DfE/ESFA is submitted on time and accurately	A	R	I		I	I	
130	Comply with minimum requirements in relation to management information reporting requirements and data security/retention and back-up	I	A/R	R			I	
131	Determine and approve IMAT brand	A/ R	R	C		C/I	C/I	
132	Comply with the Trust's branding requirements and design guide	A	R	R		I	I	
133	Market the MAT and maintain effective internal and external communications	A	R	R		C/I	C/I	
134	Communicate with press and media on all matters relating to the MAT (with the exception of matters having a bearing on the national reputation of the Trust)	I	A/R	R/C				
135	Communicate with the press and media on matters having a bearing on the national reputation of the Trust	I	A/R	I				
136	Provide support to any critical PR incident	A	R	R		I	I	
137	Manage IMAT website	A	R	I				
138	Manage school website and ensure legal compliance	I/R	A/R	R	C			

Approved by Board on ????