

INSPIRES MAT - SCHEME OF DELEGATION

Status of this Scheme of Delegation

The Board of Trustees is the accountable body for Inspires MAT and has collective responsibility for the governance of the Trust and all academies within it. The Board may delegate functions and decision-making to its committees, executive leaders and other bodies as set out in this Scheme of Delegation, but delegation does not remove the Board's overall accountability.
This Scheme should be read alongside the Trust's Articles of Association, Master and Supplemental Funding Agreements, committee terms of reference, Financial Regulations and the Academy Trust Handbook.

The Board reserves the right to vary or withdraw any delegation where it considers this necessary, including where there are concerns regarding educational performance, safeguarding, finance, governance, compliance or operational effectiveness.
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Members	
Members have the powers reserved to them by the Trust's Articles of Association and company law. Members do not undertake the day-to-day governance functions of the Board.	
The specific reserved powers of Members are those set out in the Trust's Articles of Association and applicable company law.	

Key:
R = Responsible
A = Accountable
I = Informs
C = Consults

**IMAT Trustees,
includes Audit, IMAT Executive
Risk, Finance, Leadership
Premises and Team
T&L CEO/COO/SIL School
Leadership**

IMAT Whole Trust Governance

1	Maintain links with external agencies who support pupil 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	Approve and publish the Trust's statutory annual report and audited financial statements	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

IMAT Trust Strategy

11	Development of core IMAT vision and principles	A/R	R	C
12	Oversee the implementation of the Trust's strategic vision	A/R	R	C
13	Liaise with DfE, local authorities, regulators, other academy trusts and relevant national bodies to repreSENDt the interests of Inspires MAT and its schools.	A/R	R	I

Trust Financial Management

		IMAT Trustees, includes Audit, IMAT Executive Risk, Finance, Leadership Premises and Team T&L CEO/COO/SIL School Leadership		
14	Retain overall accountability for the Trust's financial affairs, stewardship of assets and use of public funds.	A	R	I
15	Develop overall strategic vision for the finances of the Trust and the schools	A	R	C
16	Set the financial parameters within which the MAT's budgets are created	A	R	C
17	Submit required financial returns, reports and notifications to DfE and other relevant regulatory bodies within required timescales.	A	R	
18	Approve proposals for borrowing, subject to prior DfE approval where required by the Academy Trust Handbook.	A	R	I
19	Develop the overall strategic plan for Capital expenditure considering the school's strategic plans	A	R	C
20	Make recommendations to the Trust about Capital expenditure priorities	A	R	C
21	Specify the core accounting policies and financial systems	A	R	I
22	Approve the Trust's annual budget and financial plan in accordance with the Academy Trust Handbook.	A	R	I
23	Prepare monthly and annual accounts to agreed standards and submit to the Trust	A	R	I
24	Monitor monthly expenditure	A	R	I
25	Comply with internal and external audit requirements and other statutory matters such as accounting for VAT	A	R	I
26	Enter into contracts (subject to agreed financial limits at each decision level)	A	R	I
27	Procure goods, works and services in accordance with applicable procurement law, the Academy Trust Handbook, Trust Financial Regulations and value-for-money principles, including applicable DfE procurement requirements and frameworks.	A	R	I
28	Control costs and ensure budget commitments are met, make payments.	A	R	I
29	Responsibility for income generating activity at a MAT level	A	R	I

		IMAT Trustees, includes Audit, IMAT Executive Risk, Finance, Leadership Premises and Team T&L CEO/COO/SIL School Leadership		
30	Lead on cross-Trust procurement activities	A	R	I
31	Approve the Trust's risk-based annual programme of internal scrutiny.	A	R	I
32	Oversee the effectiveness of the Trust's financial and non-financial internal control and risk management arrangements.	A	R	I
33	Receive internal scrutiny reports, monitor implementation of recommendations and provide assurance to the Board.	A	R	I
34	Recommend the appointment/reappointment of the external auditor to the Members.	R (approval by Members)	R	I
35	Prepare monthly management accounts and provide them to the Chair of Trustees	I	R	
36	Consider management accounts at each Board meeting and maintain oversight of the Trust's financial position.	A/R	R	
37	Accounting Officer to notify the Board where the Trust's ability to operate as a going concern is at risk. The Board must take ownership of the necessary action, including notification to DfE as required.	A	R	
38	Prepare and publish the Trust's annual summary statement of financial arrangements, explaining how funds are distributed across its academies, in accordance with DfE requirements.	A	R	

Trust Staffing

39	Implement an appropriate people strategy and to comply with all requirements under employment law	A	R	I
40	Specify the core HR policies the MAT will adopt	A	R	I
41	Ensure the Trust's HR policies and practices are consistently applied and adhered to.	A	R	R

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42	Approve the recruitment and deployment of staff with cross-Trust contracts and responsibilities.	A	R	C
43	Determine and oversee executive remuneration in accordance with the Academy Trust Handbook and DfE governance requirements, ensuring decisions are evidence-based, defensible, proportionate, repreSENDt value for money and are appropriately documented.	A/R	R	I
44	Provide specified employment returns on a termly basis	A	R	I
45	Maintain records of all staff employed to an agreed specification	A	R	I
46	Maintain a payroll system such that all staff are paid accurately on a timely basis	A	R	I
47	Undertake all negotiations with local trade unions unless such matters have a bearing on the Trust more widely	A	R	I
48	Appoint Executive Leadership roles (Trustees on panel)	A/R	R	I
49	Appoint Headteacher / Deputy Headteacher	A/R	R	R(DHT)
50	Appoint Head of School	A/R	R	I
51	Approve all other appointments	I	A/R	I/R
52	Agree a pay policy	A/R	C	I
53	Agree pay discretions (except for those specified below)	A/R	R	C
54	Agree pay discretions for Executive Headteachers, Headteachers and Heads of School and any other relevant SENDior leaders	A/R	R	I
55	Agree Pay Discretion for the CEO only	A/R	C/I	
56	Dismissal of Headteachers / Heads of School	A	R	I
57	Dismissal of other staff	I	A	R
58	Suspension of Headteacher /Head of School	A	R	I
59	Suspension of staff except Headteacher/Head of School	I	A	R
60	Determination of staff complement	A	A/R	C

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61	As necessary, buy in to key educational external services	I	A/R	I
62	Approve termination, severance, compensation and early-retirement payments in accordance with the Trust's delegated financial limits and the Academy Trust Handbook, obtaining prior DfE approval wherever required.	A	R	I
63	Provide strategic & legal HR/employment support on matters that impact on Trust (e.g. grievances, restructuring, safeguarding)	A/I	R	I
64	Establish/maintain single central record	A	R	R
65	Review staffing structure for efficiency and affordability	A/R	R	C
66	Responsible for staff training and CPD	I	A/R	R

Curriculum

67	Ensure compliance with legal curriculum requirements	A	A/R	R
68	Establish an Inspires MAT curriculum framework/policy	I	A/R	R
69	Implement, agree and monitor curriculum policy	I	A/R	R
70	Responsibility for standards of teaching	A	A/R	R
71	Having regard to resources, and to implementation of provision for flexibility in the curriculum (including activities outside school day)	I	A/R	R
72	Responsibility for individual children's education	I	R	R

Supplemental Funding Agreement (SFA) Requirements

73	Abide by the terms of the schools' SFAs in relation to Religious Education provision and collective worship	A	A/R	R
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74	Ensure statutory provision of Relationships Education and Relationships and Sex Education (RSE), and Health Education where applicable, and approve/maintain the required written policy.	A	A/R	R
75	Prohibit political indoctrination and ensure the balanced treatment of political issues	I	A/R	R
76	Development of overall IMAT Key Learning Model	A	A/R	R
77	School monitoring of statutory compliance and curriculum implementation	A	R	R
78	Responsible for oversight of School Action Plans and the implementation of such in all schools in the Trust	A	A/R	R
79	Ensure that the most effective practice across the Trust is shared as widely as possible	A/R	A/R	R
80	Commission reviews of curriculum and T&L practice across the Trust	A	A/R	I
81	Formulate and review annually a Trust-wide performance management policy	A	R	C
82	Implement the IMAT performance management policy	A	A/R	R
83	Undertake a termly review of performance and to undertake a formal assessment of overall performance annually	I	A/R	R
84	Responsible for overall outcomes of the IMAT and the schools within it	A/R	A/R	R
85	Monitor the quality of teaching and learning across IMAT schools	A/R	A/R	R
86	Monitor and report on the quality of teaching and learning in individual schools	A/R	A/R	R

Target Setting

87	Set IMAT progress targets	A	R	R
88	Receive and approve targets for IMAT schools	A	R	R
89	Monitor progress towards IMAT Trust targets	A	R	R
90	Set targets for pupil achievement in individual schools	A	R	R
91	Monitor and report pupil progress and achievement in individual schools	A	R	R

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Behaviour, Suspensions and Permanent Exclusions

92	Ensure compliance with current statutory guidance on suspension and permanent exclusion.	A	R	R
93	Approve and oversee the Trust's behaviour and suspension/permanent exclusion framework/policy.	A	R	R
94	Convene a panel of eligible Trustees/governors to consider reinstatement where required by statutory guidance.	A	R/C	R
95	Arrange an Independent Review Panel following an eligible application relating to a permanent exclusion and comply with any requirement to reconsider a reinstatement decision.	A	R/C	R

Admissions: application decisions and appeals

96	Ensure compliance with the School Admissions Code and School Admission Appeals Code.	A	R	I/R
97	Determine admission arrangements for each academy, including PAN, following statutory consultation requirements where applicable.	A	R	I
98	Make individual admission decisions in accordance with determined admission arrangements, where not administered on the Trust's behalf by the local authority.	A	R	I
99	Ensure arrangements are in place for independent admission appeals in accordance with the School Admission Appeals Code.			
100	Monitor pupil numbers and the impact on the financial health of the school	A	R	R

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Inclusion, SEND and pupil welfare

101	Develop and oversee the Trust-wide approach to inclusion.	A	R	C
102	Ensure compliance with SEND statutory duties.	A	R	R/C
103	Monitor identification, provision, participation and outcomes for pupils with SEND and other vulnerable groups.	A	R	R/C
104	Ensure effective partnership working with local authorities and external agencies.	I/A	R	R/C
105	Provide Board assurance on the quality and consistency of inclusion across Trust schools.	A	R	C
106	Designate a Trustee or committee to support oversight of inclusion, including SEND.	A		

Safeguarding

107	Retain strategic oversight and assurance of safeguarding and child protection arrangements across the Trust.	A	R	C
108	Approve the Trust safeguarding/child protection framework and ensure compliance with KCSIE.	A	R	
109	Ensure appropriate safeguarding training for Trustees and relevant governance bodies.	A	R	
110	Monitor safeguarding effectiveness and receive appropriate assurance/reporting.	A	R	R/C
111	Ensure appropriate assurance is received that safer recruitment and suitability requirements are fulfilled across the Trust.	A	R	R

Premises & Insurance

112	Ensure the Trust has appropriate risk protection/insurance arrangements in place in accordance with DfE requirements and Trust risk appetite.	A	R	C
113	Develop an estates strategy or master plan to ensure that all property remains 'fit for purpose'	A/R	R	C
114	Agree the Asset Management Plan and monitor progress on agreed improvement activity	I/A	A/R	C
115	Maintain school facilities	I/A	A/R	C

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116	Ensure effective arrangements are in place for the management of health and safety across the Trust, with operational responsibility delegated to executive and school leaders as specified in the Trust's Health and Safety Policy.	A	R	R
117	Procure / maintain buildings, scope and plan any enhancements or alterations and develop / implement a funded preventative maintenance schedule	A	R	C
118	Establish a Business Continuity and Critical Incident Management Plan which meets specified minimum requirements	I	A/R	R
119	Monitor and approve Lockdown arrangements	I	A/R	R
120	Specify project management arrangements for major capital projects	A	R	R
121	Approve and oversee the Trust's sustainability strategy and climate action plan, including designation of a sustainability lead.	A	R	C
122	Approve the Trust's strategic capital programme and monitor delivery, affordability, risk and impact.	A	R	C

Health & Safety

123	Setting overall Health and safety policies	A	R	C
124	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
125	Conduct an annual health and safety audit	A	R	R
126	Manage day-to-day health and safety arrangements at academy level and maintain required records and documentation.	I	A	R

School Organisation

		IMAT Trustees, includes Audit, IMAT Executive Risk, Finance, Leadership Premises and Team T&L CEO/COO/SIL School Leadership		
127	Agree Trust parameters for the academic year.	A	R	C
128	Determine academy session times and term/holiday dates within Trust parameters and applicable legal/funding requirements.	A	R	C
129	Ensure each academy meets applicable statutory/funding agreement requirements concerning the school year and school sessions.	A	R	R
130	Ensure that school lunch nutritional standards are met	I	A/R	R
131	Ensure websites and updates are in line with legal requirements	A	A/R	R
132	Ensure provision of free school meals to pupils meet the criteria	I	A/R	R
133	Ensure there is excellent communication between the school, parents and the wider community	I	A/R	R
134	Provide guidance and exemplar policies with respect to handling complaints	A	R	C
135	Resolve or escalate complaints as appropriate	A/R	R	R
136	Monitor complaints received and ensure statutory compliance	A/R	R	R

Governance Procedures

137	Agree Governance Handbook (to include Scheme of Governance Management & Delegation) and any amendments thereafter	A	R	I
138	Appoint (and remove) the chair of a governing body	A/R	A	C
139	Appoint a Governance Professional to provide independent governance advice and support to the Board and its committees.	A/R	C	I
140	Hold LGB/Joint LGB meetings at least three times in each academic year, or more frequently where required, and submit approved minutes to the Trust Board.	A/R	C	I
141	Appoint and remove Trust appointed governors (where such governors have been agreed with the MAT Governing Body)	A/R	A/R	C

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142	Appoint and remove school appointed governors at any point	A	A/R	C
143	Appoint and remove any governors in the event of a significant failure of governance	A/R	C	I
144	Set up a Register of business and financial interests	A/R	R	
145	Ensure appropriate oversight of outcomes and provision for pupils with SEND, disadvantaged pupils, looked-after and previously looked-after children, pupils known to social care and other vulnerable groups.	A	R	R
146	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
147	Review school policies as part of an annual rolling programme	A	R	R
148	Ensure the schools undertake an annual self-evaluation programme (SEF)	A	R	R
149	Develop the Trust's three-year Strategic Plan for approval by Trustees	A	R	C
150	Oversee the development and updating of schools' Action Plans	A	R	R
151	Approve and delegate authority between IMAT and LGB	A	R	R
152	Specify data requirements, templates and reporting timescales for the Trust e.g. SEND, LAC, exclusions, attendance etc	I	R	C
153	Ensure statutory and regulatory data and returns required by DfE and other relevant bodies are submitted accurately and within required timescales.	A	R	I
154	Ensure compliance with applicable data protection, information governance, Freedom of Information and records management requirements. Oversee cybersecurity, digital resilience, backup and recovery arrangements and progress towards applicable DfE digital and technology standards.	I	A/R	R
155	Determine and approve IMAT brand	A/ R	R	C
156	Comply with the Trust's branding requirements and design guide	A	R	R
157	Market the MAT and maintain effective internal and external communications	A	R	R

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158	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
159	Communicate with the press and media on matters having a bearing on the national reputation of the Trust	I	A/R	I
160	Provide support to any critical PR incident	A	R	R
161	Manage IMAT website	A	R	I
162	Manage school website and ensure legal compliance	I/R	A/R	R