

THPT Scheme of Delegation Matrix

Task	Members	Board Committees						CEO	COO/ CFO	Partnership Leader	Principal	Gov Mgr	Local Board (LB)
		Trust Board	Audit & Risk Committee	Business & Finance Committee	People, Pay & Performance Committee	Standards & Performance Committee	Inclusion Committee						
1. Trust Governance													
1.1	Appoint/remove members	A											
1.2	Appoint/remove trustees	A	R										
1.3	Hold the trust board to account on the delivery of the objects and performance of the trust	A											
1.4	Elect chair/vice chair of trustees annually		R										
1.5	Appoint committee chairs annually and remove when necessary.		R	C	C	C	C	C					
1.6	Appoint and remove committee members		R										
1.7	Determine powers of chair of trustees in urgent situations		R										
1.8	Establish parent representation in governance structure - two parent trustees or parent representation on LBs		R									C	
1.9	Agree named safeguarding trustee		R										
1.10	Agree Chair of Inclusion Committee who will act as the named Trustee for SEND		R										
1.11	Agree Chair of Standards & Performance Committee who will act as the named careers trustee		R										
1.12	Appoint trust governance professional		R										
1.13	Articles of association: review and ensure adherence		A										
1.14	Articles of association: ratify changes	A											
1.15	Agree scheme of delegation and complete annual review		A					C					
1.16	Agree board (standing orders) and committee terms of reference (including LBs) and complete annual review		R	C	C	C	C	C				C	
1.17	Attend Ofsted Inspections		R									I	
1.18	Commission external review of trust board effectiveness (recommended every three years)		R										
1.19	Evaluate governance regularly - complete annual trust board self- evaluation and trustee skills audit		R										
1.20	Publish governance arrangements on trust and school websites in readily accessible format		A									R	
1.21	Ensure trust and school websites are compliant and effective		A									R	
1.22	Maintain compliance on GIAS and Companies House											R	
1.23	Submit annual report on the performance of the trust to members		A										
1.24	Maintain register of interests		A	I								R	C
1.25	Set and approve statutory Trust policies (in line with Terms of Reference for the Committees)		A	R	R	R	R	R					
1.26	Ensure compliance with health & safety legislation (including food safety, supporting pupils with additional health needs, first aid and fire safety).		A						R	R		R	
1.27	Set delegated authority limits for financial transactions		A		R								

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1.28	Appoint/remove LB chairs		A										C	
1.29	Appoint/remove LB members		A										C	
1.30	Oversight of LB - Chair of LB reports provided to trust board on termly basis		A									R	R	
1.31	Ensure oversight of residential provision in Special Schools		A					R						
1.32	Manage conflicts of interest and related party transactions		A	R										
1.33	Agree remit and constitution of any working party or IAB established to support trust's strategic objectives		R											
1.34	Oversight of PE and sport premium. Chair must sign off the school's digital reporting form /school report return detailing how the school has used its PE and sport premium allocation.		A				C							
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2. Vision and Strategy														
2.1	Determine trust's vision, strategy, ethos/culture and key priorities and agree key performance indicators		A						R					
2.2	Develop engagement channels with key stakeholders in line with trust vision and priorities		C						R			R		
2.3	Agree reporting arrangements for progress against key priorities (MAT improvement plan) relating to each Committee area of responsibility		C	C	C	C	C	C	R					
2.4	Ensure strategic oversight and accountability		A											
2.5	Approval of addition of academies to the trust	I	A	C	C	C	C							
2.6	Determine non-statutory trust-wide policies		C	C	C	C	C	C	R					
2.7	Determine school level policies								R			C		
2.8	Foster equality, diversity and inclusion including building a diverse board	I	A											
2.9	Set expectations for Trustee conduct		R											
3. Finance														
3.1	Appoint and performance manage chief financial officer (CFO)		R(appoint)							R (perf. mge)				
3.2	Produce annual report and accounts	I	A	C	C				R	R				
3.3	Agree budget plan to support delivery of trust and school strategic priorities		A	I	C	C	C		R	R				
3.4	Monitor trust budget and approve long term financial plans		A		R				R	R				
3.5	Develop and submit three-year budget forecast		A		C				R	R				
3.6	Carry out benchmarking and trust-wide value for money evaluation			C	C		C		R	R				

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5.7	Undertake panel hearings for disciplinary, grievance and capability matters; other members of executive team		I					R					
5.8	Determine executive team staffing structure		I					R					
5.9	Monitor compliance with safer recruitment requirements		A			R		R			R		
5.10	Monitor staff wellbeing and workload					R					R		I
5.11	Monitor staff statutory training (safeguarding, Prevent, H&S) and cyber security training (insurance requirement) and CPD impact.					R		R	R		R		
6. Curriculum													
6.1	Set Trust approach to curriculum and assessment, with regard to statutory		A				C	R					
6.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		A			A (Equality objectives)	C (Equality objectives)	C(Equality Policy)	R				
6.3	Ensure compliance with SMSC (Spiritual, Moral, Social, and Cultural) requirements including the promotion of British values		A				C	R			R		
7. Pupils and Learning Support													
7.1	Set targets for pupil outcomes across trust and monitor in-year data termly						I	R					
7.2	Set the dates of school terms and holidays		A					R					
7.3	Set the times of school sessions		A					R					
7.4	Monitor attendance and persistent absence of pupils						A	A	R		R		
7.5	Ensure effective and compliant trust-wide SEND provision		A					A	R				
7.6	Monitor progress and attainment of all vulnerable children							A	R		R		
7.7	Monitor support for looked after and previously looked after children							A	R		R		
7.8	Monitor pupil behaviour data across different pupil groups						A	A	R		R		
7.9	Ensure careers provider access across trust						I	R					
7.10	Review Principal's decision to suspend/exclude pupils via Student / Pupil Exclusion Panel		Panel may include a trustee					R		R			panel may include an LBM
7.11	Ensure school food standards are met for pupils		A					R			R		
7.12	Monitor children's wellbeing and how this is actively supported						A	R	R		R		I
7.13	Monitor provision and outcomes for EAL pupils						A	C	R		R		I
7.14	Monitor safeguarding arrangements at school level, ensuring compliance with relevant policies and statutory requirements.		A					R			R		I

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7.15	Ensure Board oversight of arrangements for pupils in school with medical conditions		A										
8. Parents and Community													
8.1	Approval of admissions arrangements for all schools		A		R								
8.2	Review complaints at panel stage		R										
8.3	Monitor all complaints raised (including through external agencies e.g LA, ESFA and Ofsted) across the trust.		A					R					
8.4	Engage with key stakeholders at school level										R		C

Key	
A	Accountable
R	Responsible
C	Consulted
I	Informed