

## WMG Academy Trust: Scheme of Delegation

The WMG Academy Trust scheme of delegation sets out the delegated powers from the Trust Board to others involved in the governance and operations of the WMG Academies.

It shows the responsibilities of the

- Trust Board
- Trust Finance and Audit Committee
- Governing Bodies
- The Executive Principal
- Associate Principals of individual academies

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The Trust aims to bring synergy and consistency across its academies with a defined set of policies. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

## WMG Academy Trust: Scheme of Delegation

Reference number	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Trust Board	Trust Finance and Audit Committee	Local Governing Board	Executive Principal	Associate Principal
1.	Governance					
1.1	Approve Trust Articles of Association	A				
1.2	Approve Trust Board Terms of Reference	A			P	
1.3	Approve Trust Scheme of Delegation	A			P	
1.4	Approve new convertor or sponsored academies joining MAT	A		P	R	
1.5	Establish Trust Committees	A		P	P	
1.6	Approve Trust Committee Terms of Reference	A		P	P	
1.7	Approve Local Governing Body (LGB) Terms of Reference	A		R		
1.8	Establish LGB working groups			A	R	P
1.9	Appoint Chair of Trust Board	A				
1.10	Appoint Chair of LGB	A		R		
1.11	Remove Chair of LGB	A		A		
1.12	Appoint (and remove) Vice Chair of LGB			A		
1.13	Appoint (and remove) LGB members	A		A		
1.14	Appoint (and remove) Chair(s) of Trust Committees	A	R			
1.15	Appoint (and remove) Trust Committee members	A				
1.16	Appoint Board Advisors	A	P		P	
1.17	Appoint (and remove) Clerk to Trust Board	A			P	
1.18	Appoint (and remove) Clerk to LGB			A	P	
1.19	Organise calendar of Trust Board and LGB meetings	A			R	
1.20	Approve Directors Expenses Policy	A				
1.21	Approve annual list of declaration of interests from Trustees and Governors	A		P	R	
1.22	Annual review of effectiveness of Governance	A			R	
2	Trust & Academy Performance, Curriculum and Teaching					
2.1	Trust Strategic Plan	A			R	
2.2	Academic Performance Targets	A		R	P	D
2.3	Academy Performance Review e.g. SEF	A		R	P	D
2.4	Academy 3 year plan			A	R	P
2.5	Academy 1 Year Plan			A	R	P
2.6	SEN Policy	A		R	P	D
2.7	SEN Plan & Quality of Provision			A	R	D
2.8	Teaching & Learning Policy			AM	R	P
2.9	Curriculum Policy			AM	R	P
2.10	Sex Education policy			AM	R	P
2.11	Curriculum changes			A	R	P

## WMG Academy Trust: Scheme of Delegation

Reference number	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Trust Board	Trust Finance Committee	Local Governing Board	Executive Principal	Associate Principal
3	Staff Policies and Pay					
3.1	Pay & Remuneration Policy	A		CM	R	
3.2	Job Role Salary & Grading Policy	A		CM	R	
3.3	Changes to Employee Terms & Conditions or Collective Agreements	A		CM	R	
3.4	Adoption of Transferring Policies and 543 Collective Agreements	A		CM	R	
3.5	Teachers Annual Pay Award	A	C	C	R	P
3.6	Support Staff Annual Pay Award	A	C	C	R	P
3.7	Individual Performance Pay Awards as defined by policy			A	R	P
3.8	Performance Management & Appraisal Review Policy	A		M	R	P
3.9	Disciplinary Policy	A		M	R	
3.10	Grievance Policy	A		M	R	
3.11	Capability Policy	A		M	R	
3.12	Whistleblowing Policy	A		M	R	
3.13	Re-structuring & Redundancy Policy	A		M	R	
3.14	Employee Health & Safety Policy	A		M	R	
3.15	Appraisal of Executive Principal	A		C		
3.16	Appraisal of Principals			A	R	
3.17	Review the Quality of Teaching and Learning	A		M	R	I
4	Staff Management					
4.1	Staff complement, structure and grades			A	R	D
4.2	CEO/Exec Principal appointment	A				
4.3	Trust leadership structure	A	C	A	R	
4.4	Principal appointment	AC		RI	C	
4.5	Senior leadership appointments			A	R	P
4.6	Teaching and support staff appointments				A	P
4.7	Suspension of CEO/Exec Principal	A				
4.8	Return of CEO/Exec Principal after suspension	A				
4.9	Dismissal of CEO/Exec Principal	A				
4.10	Suspension of Principal			I		
4.11	Return of Principal after suspension	A		R	P	
4.12	Dismissal of Principal	A		R	I	
4.13	Suspension of teaching and support staff				A	I
4.14	Return of teaching and support staff after suspension			A	R	
4.15	Dismissal of teaching or support staff			A	R	

## WMG Academy Trust: Scheme of Delegation

Reference number	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Trust Board	Trust Finance Committee	Local Governing Board	Executive Principal	Associate Principal
4.15	Redundancy of staff	A	C	P	R	
4.16	Restructuring of staff	A	C	P	R	
<b>5</b>						
<b>Financial Governance &amp; Management</b>						
5.1	Trust & Academy Financial Regulations	A	R		P	
5.2	Trust & Academy Financial Procedures	A	R		P	
5.3	Appoint Trust auditors	A	R		I	
5.4	Trust 5 year Financial Plan	A	R		P	
5.5	Trust Annual Accounts	A	R		I	
5.6	Trustees Report	A	R			
5.7	Trust Academies Accounts Return to EFA and Companies House	A	R		P	
5.8	Response to Auditor's Management Letter	A	R		I	
5.9	Academy 3 year Business Plan	A	R	P	P	
5.10	Academy YTD reports Trust Business			M	M	M
5.11	Academy Accounts Return to EFA Trust Business			A	R	
5.12	Approve budget variances		A	R	P	
<b>6</b>						
<b>Financial Authorisation</b>						
6.1	Expenditure or contracts up to Lower Limit £1,000					A
6.2	Expenditure or contracts from Lower Limit to Upper Limit £20,000 with approval of Director of Finance				A	P
6.3	Expenditure or contracts from Upper Limit to £50,000 over lifetime of contract			A	P	
6.4	Expenditure over £50,000	A	R	P	P	
6.5	Disposals or write off of stock, assets or debts up to £1000				A	
6.6	Disposals or write off of stock, assets or debts from Lower Limit to £20,000			A	R	
6.7	Disposals or write off of stock, assets or debts over £20,000		A	R	P	
6.8	Compensation payments up to £50,000	A				
<b>7</b>						
<b>Academy Policies &amp; Procedures</b>						
7.1	Academy times, terms and holidays	A		R	P	
7.2	Change of Academy Age Range	A		R	P	D
7.3	Expansion of Academy PAN	A		R	P	D
7.4	Extension of Academy provision	A		R	P	D
7.5	Child Welfare & Safeguarding Policy	A		R	R	P
7.6	Attendance Policy & Plan			AM	R	P
7.7	Pupil Behaviour & Exclusions Policy			AM	R	P
7.8	Community & Religious Ethos & Values			A	R	P

## WMG Academy Trust: Scheme of Delegation

	Policy					
Reference number	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Trust Board	Trust Finance Committee	Local Governing Board	Executive Principal	Associate Principal
7.9	Short-term Exclusion				A	P
7.10	Return after short-term exclusion					A
7.11	Permanent Exclusions			A	R	P
7.12	Appeals against Permanent Exclusion			A	R	P
7.13	Complaints Policy	A		R	R	
7.14	Complaints Appeals	I				
7.15	Admissions Policy			A	R	P
7.16	Allocation of places against Admissions Policy			AI		
7.17	Admissions Appeals	I				
7.18	Academy prospectus			A	R	D
7.19	Academy website			A	R	D
7.20	Academy logo & branding	A		R	P	D
7.21	Academy uniform	A			R	P
7.22	Academy Trips Policy	A		R	P	
7.23	Extended services on-site			A	C	P
7.24	Pupil Premium Policy			A	R	P
7.25	Pupil Premium Plan			A	R	P
7.26	Approve annual report on safeguarding	A		RM	P	I
8	Premises & Assets					
8.1	Asset Management Policy Portfolio		A	R	P	
8.2	Health & Safety Policy Portfolio		A	RM	P	
8.3	Commissioning of repairs or works up to £10,000				A	P
8.4	Commissioning of repairs or works from £10,000 to £49,999			A	R	P
8.5	Commissioning of repairs of works over £50,000		A	R	P	
8.6	Health and Safety management of risk		A	RM	P	