

## 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

This Scheme of Delegation ensures an appropriate level of delegation from the Board of Trustees so that there is effective input into decision-making. It also ensures that Trustees are able to fulfil their legal and constitutional duties, through levers which enable them to delegate, monitor and if necessary, withdraw the delegated authority if it is considered in the interests of the HUET.

This Scheme of Delegation should be read alongside the HUET Articles of Association, Funding Agreement, the Chief Executive's and Headteachers' Job Descriptions and Terms of Reference for the committees of the board.

This Scheme of Delegation does not set out a scheme of delegation from the Board of Trustees to the CEO. Those areas of responsibility delegated to the CEO are set out in the CEO's job description.

This Scheme of Delegation does not set out in detail a scheme of delegation from Academy Standards Committees to any sub-committees or to headteachers. It should be noted that Academy Standards Committees are committees of the HUET Board. Their function is not necessarily decision making, but monitoring and scrutiny. They support the HUET Board in assessing whether a school is working within agreed policies, meeting agreed targets and managing its finances well. Academy Standards Committees are well-situated to engage with pupils, parents, school staff and the wider school community.

As employees of the HUET Board, those areas of responsibility delegated to the headteacher by trustees are set out in the headteacher’s job description.

Where matters are not specified as delegated, they are reserved to the Board. The Board is not entitled to give away any of its authority permanently and retains the right to revoke, at its sole discretion, any or all of the powers it delegates if, for example, the Board is concerned that:

- delegated powers are not being used effectively in the interests of the HUET
- the use of delegated powers is damaging the interests or reputation of the HUET
- delegated powers are being used against the letter or spirit of the HUET’s agreed policies and procedures.

Key:



Academy – supporting



Academy – supported



Academy – sponsored

A

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	Academy Standards Committee	Headteachers
Governance framework						
Members Trustees Academy Standards Committee	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				
	ACADEMY STANDARDS COMMITTEE chairs and local committee chairs: appoint and remove					A
	Parent governor: elected					A
	Clerk to ACADEMY STANDARDS COMMITTEE: 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	A	
	Terms of reference for trust committees (including audit if required, and scheme for school committees): agree annually			A	A	
	Terms of reference for ACADEMY STANDARDS COMMITTEES: agree and review annually				A	A
	Skills audit (Members / Trust / ACADEMY STANDARDS COMMITTEES): complete and recruit to fill gaps					A

Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteachers
	Annual self-review of trust board and committee performance: complete annually	A				
	Annual review / self-review of ACADEMY STANDARDS COMMITTEE 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 ACADEMY STANDARDS COMMITTEE: 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/ACADEMY STANDARDS COMMITTEE 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 ACADEMY STANDARDS COMMITTEE: submit to trust and publish					
Strategic Direction						


Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteachers
Strategic Direction	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve			A	A	A
	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
















Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteachers
	Performance management of academy principal : undertake		A		A	A
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
Financial and Central Services (See FSOD for further detail)						
Financial and Procurement services	HUET financial policies and procedures: develop and approve			A	A	A
	Financial decision levels and limits: establish			A	A	A
	HUET charging and remissions policy: establish			A	A	A







Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteachers
	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		A
	Pupil premium / LAC monies: monitor use		A	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
	Institute and implement a health and safety policy			A	A	A
	Health and safety regulations followed			A		







Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteachers
	Ensure adequate premises security		■ ▲ ●		■ ▲ ●	
	Manage premises		●	A	■ ▲	A
	Develop and maintain HUET IT strategy to support administration / teaching and learning		■ ▲ ●	A	A	A
	Manage IT facilities and maximise impact on student outcomes		A	A	■ ▲ ●	A
Staffing, HR and performance management						
Staffing / HR / PM	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
	Appoint / suspend / dismiss senior leadership team within agreed spending limits		▲ ●		■	A



Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteachers
	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						
Operational	GDPR Compliance – ensure all schools in trust comply with latest GDPR regulations 2018		  	A	A	A
	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	  

Area	Area of Accountability / Authority	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteachers
	Develop and maintain HUET website			A	A	A
	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	Academy Standards Committee	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
	Pupils take part in daily act of worship		A			A
	Ensure provision of sex education including developing written policy		A			A

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		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteacher
	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
<b>Safeguarding, attendance and behaviour</b>						
<b>Safeguarding. Attendance and Behaviour</b>	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					A
	Establish and implement a positive behaviour policy					A
	Monitor effectiveness of positive behaviour policy					A
	Power to exclude (fixed term)					
	Power to exclude (permanent)					

Area	Function	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteacher
	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 if appropriate)				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 ACADEMY STANDARDS COMMITTEE				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
	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 ACADEMY STANDARDS COMMITTEE board / HUET / SIP and external audiences, including Ofsted				A	
Formulate HUET post-Ofsted inspection plan					A	A

Area	Function	Delegation				
		Members	Trust Board	Trust Committees	Academy Standards Committee	Headteacher
	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	  
<b>Admissions</b>						
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					  
<b>Complaints</b>						
Complaints	Formulate and implement a HUET complaints policy		  		A	A
	Formulate and implement academy complaints policy				  	A
	Hear complaints regarding individual members of staff other than HT				  	
	Hear complaints regarding HTs				  	
	Hear complaints regarding CEO / CFO		