

Meadowhead School Academy Trust

Scheme of Delegation 2025-2026

Date approved:	7 th July 2025
Approved by:	Full Trust Board
Date of next review:	July 2026

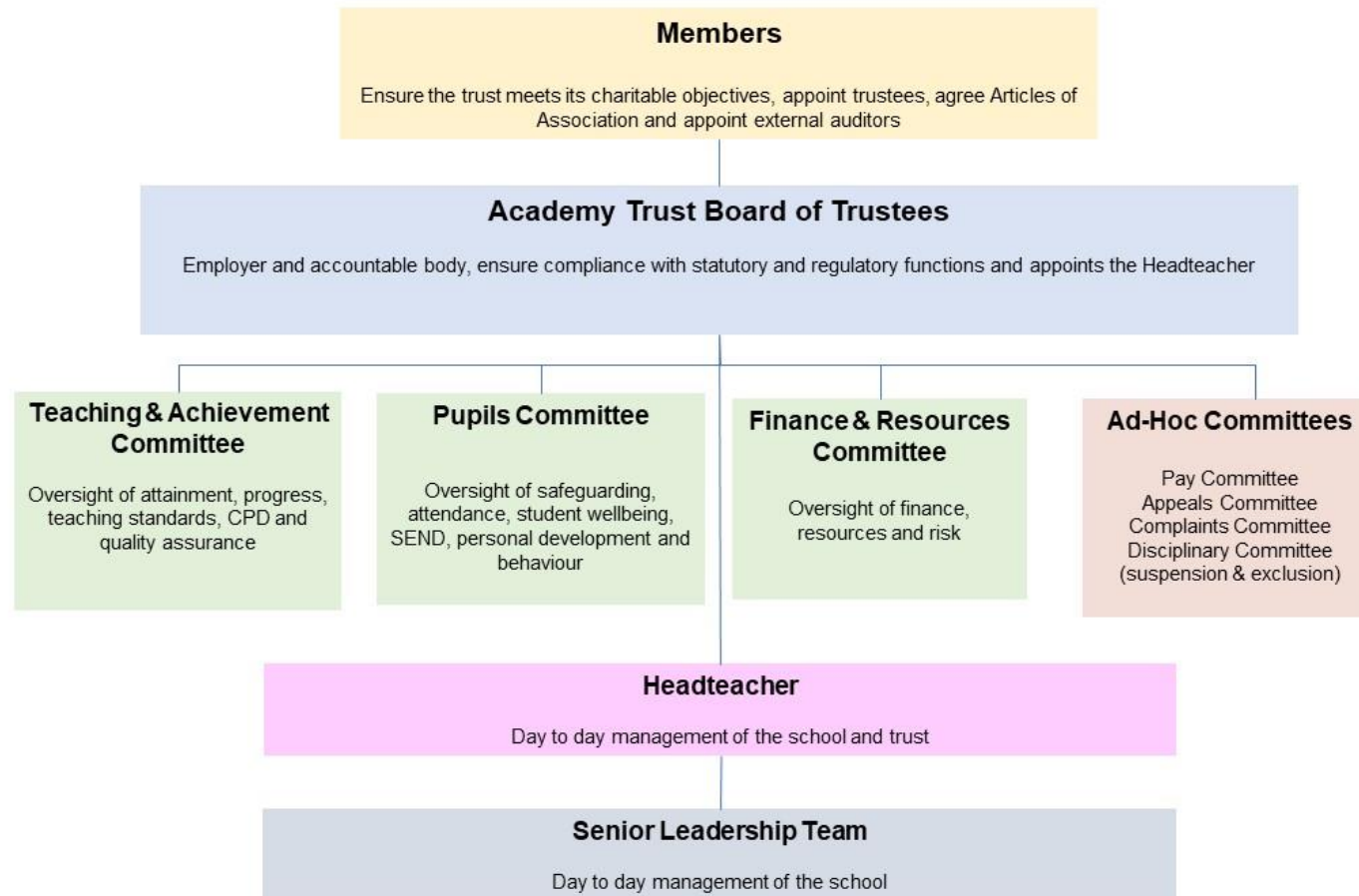
Purpose

The scheme of delegation (SoD) is the key document defining which functions have been delegated and to whom. It should be a simple yet systematic way of ensuring members, trustees, committees and other individuals are clear about who has responsibility for making which decisions in the trust.

In academies boards can delegate any functions except the approval of the budget. The governing board as a whole is responsible for any decision delegated. Any decisions taken by a committee should therefore be reported back to the governing board in a timely manner.

Key	
√	Decision can be taken at this level
R - Ratification	Ratification of a decision that can be taken at a lower level
A – Advice/Support	Advice and support to those accountable for making the decision; may need to be involved before a decision is taken. The direction of travel of advice/support given is shown by either < or >, and key committees that may be involved in advising and supporting a decision are noted where appropriate.
Greyed out box	Decision cannot be taken at this level

Governance Structure



		Members	Board of Trustees (FGB)	Academy committees	Headteacher/School Business Manager	Individual Trustee	Governance Professional
Board business							
1.1	Appoint/remove members	√					
1.2	Appoint/remove trustees	√	√				
1.3	Elect chair of trustees		√				
1.4	Determine powers of chair in urgent situations		√				
1.5	Establish and review trust governance structure		√	<A			<A
1.6	Agree named safeguarding trustee		√	<A			
1.7	Agree named trustee for special educational needs and disabilities (SEND)		√	<A			
1.8	Agree named careers trustee <i>(required in secondary schools)</i>		√	<A			
1.9	Appoint/remove academy committee chairs		√	<A			
1.10	Appoint/remove academy committee members		√	<A			
1.11	Appoint trust governance professional		R		√		
1.12	Articles of association: review		√	<A	<A	<A	<A

1.13	Articles of association: ratify changes	√	<A	<A	<A	<A	<A
1.14	Agree committee terms of reference		√	<A	<A	<A	<A
1.15	Complete annual review of scheme of delegation		√	<A	<A	<A	<A
1.16	Commission external review of trust board effectiveness every three years	A>	√	<A	<A		<A
1.17	Complete annual trust board self-review		√	<A	<A		<A
1.18	Publish governance arrangements on trust and academy websites		R		√ SBM		√
1.19	Ensure academy website is compliant and effective	A>	<A>	<A>	√ SBM		<A
1.20	Submit annual report on the performance of the trust to members and publish		√	<A	<A		
Vision and strategy							
2.1	Determine trust's vision, strategy and key priorities		√	<A	<A		
2.2	Ensure engagement with stakeholders regarding vision, values and strategic priorities	√	√	√	√	√	√
2.3	Agree and review trust growth plans	√	√		<A		
2.4	Approve academy level policies		√	<A	√		

2.5	Establish risk register and conduct regular review		R	√ (all)	<A		
2.6	Approve a programme of internal audit in line with the risk register and monitor its delivery		R	√ (F&R)			
Finance and operations							
3.1	Appoint and remove external auditors	√	<A				
3.2	Appoint and performance manage chief financial officer		√	<A			
3.3	Produce trust's scheme of financial delegation		√	<A (F&R)	<A		<A
3.4	External auditor's report: receive and respond	√	√	<A (F&R)	<A		
3.5	Action recommendations made arising from audits		A>	√	<A	<A	<A
3.6	Produce annual report and accounts				√ SBM		
3.7	Submit ESFA required reports and returns				√ SBM		
3.8	Agree budget plan to support delivery of trust strategic priorities		√	<A (F&R)	<A		
3.9	Monitor trust budget		√	<A (all)	<A		
3.10	Carry out benchmarking and trust-wide value for money evaluation		>A	√ (F&R)	<A		

3.11	Agree reporting and monitoring arrangements for academy budget		√	<A (F&R)	<A		
3.12	Monitor academy estates to ensure safe and well maintained		A>	√ (F&R)	<A		
3.13	Agree data protection policy (and privacy notice)		√	<A	<A		
3.14	Agree health and safety policy		√	<A (F&R)	<A		
3.15	Agree premises management documents, including <i>Estate vision, Estate strategy and Asset management plan</i>		√	<A (F&R)	<A		

Workforce

4.1	Appoint and dismiss Headteacher/Accounting Officer		√				
4.2	Performance manage Headteacher		R	√ (HTPM Panel)			
4.3	Agree Headteacher remuneration		√	<A (F&R)			
4.4	Conduct Senior Leader performance management				√		
4.5	Review and agree academy staff appraisal procedure and pay progression		R	√ (Pay Policy Committee)	<A		
4.6	Approve academy staffing structure		√	<A (F&R)	<A		

4.7	Headteacher appointments and dismissal		√				
4.8	Trust wide pay policy, terms and conditions of employment		√	<A (F&R)	<A		
4.9	Approve disciplinary, grievance and capability policies		√	<A (F&R)	<A		
4.10	Undertake panel hearings for disciplinary and capability matters relating to the Headteacher		√				<A
4.11	Undertake panel hearings for disciplinary, grievance and capability matters relating to school staff		R	√ (Individual Panels)	<A	<A	<A
4.12	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		R	√ (F&R)	<A		
4.13	Agree whistleblowing policy		√	<A	<A		
Pupils and learning							
5.1	Approve safeguarding and child protection policy		√	<A (Pupils)	<A	<A (Safeguarding Link Trustee)	
5.2	Approve attendance policy		√	√ (Pupils)	<A	<A (Attendance Link Trustee)	
5.3	Approve school uniform policy		A>	A> (Pupils)	√		
5.4	Approve policy for pupils with SEND		√	<A (Pupils)	<A	<A (SEND Link Trustee)	

5.5	Approve policy for supporting pupils with medical conditions		√	<A (Pupils)	<A	<A	
5.6	Approve charging and remissions policy		√	<A (F&R)	<A	<A	
5.7	Approve behaviour policy		√	<A (Pupils)	<A	<A (Behaviour Link Trustee)	
5.8	Approve careers provider access policy statement		√	<A (Pupils)	<A	<A (Careers Link Trustee)	
5.9	Approve relationships and sex education (secondary) policy		√	<A (Pupils)	<A	<A	
5.10	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		√	<A	<A	<A (Equality Link Trustee)	
5.11	Ensure a broad and balanced curriculum is in place		√	√ (T&A)	<A	<A	
5.12	Ensure high standards of teaching and learning		A>	√ (T&A)	√		
5.13	Set targets for trust outcomes		√	<A (all)	<A	<A	
5.14	Plan and deliver academy improvement interventions and strategies		A>	A>	√		
5.15	Approve & monitor use of pupil premium		√	<A (all)	<A	<A (PP Link Trustee)	
5.16	Ensure provision of religious education		√	<A (Pupils)	<A		

5.18	Set the dates of school terms and holidays		A>	A>	√		
5.19	Set the times of school sessions		A>	A>	√		
5.20	Review headteacher decision to suspend/exclude pupils			√ (GBDC)		√ (Chair of Trustees for suspensions below 5 days in a term)	<A
5.21	Monitor rates of suspension and exclusion across the school		A>	√ (Pupils)	<A	<A (Behaviour Link Trustee)	<A
5.22	Agree admissions policy		√		<A		
5.23	Implement admissions appeal process				√ (managed by LA Admissions)		
5.24	Approve complaints procedure		√	<A	<A		<A
5.25	Implement complaints procedure		A>	A>	√	√ (Chair of Trustees at Stage 3)	<A
5.26	Review complaints at panel stage		A>	√ (Complaints Panel)			<A
Community							
6.2	Develop stakeholder partnerships at academy level	√	√	√	√	<A	<A