

Alban Academies Trust Schedule of Delegation



Purpose of schedule

- To ensure clarity on the roles and responsibilities of members, trustees, CEO, Headteachers and local governing boards within the AAT
- To ensure that AAT operates effectively and avoids duplication of effort
- To provide individuals and groups easy reference to their level of accountability

The scheme of delegation is intended to be a working document that will be revised (at least annually) and adapted in response to the context and circumstances of the AAT.

The scheme of delegation shows level of accountability but at any level the group or individuals may delegate certain responsibilities to individuals or committees (whilst retaining overall responsibility).

Key Roles

Members

The members of the trust are guardians of the governance of the trust. They will approve any amendments made to the articles of association. The members appoint trustees to ensure that the trust's charitable object is carried out and are also able to remove trustees if they fail to fulfil this responsibility. They can direct trustees to take a specific action.

Trustees

The trustees set the overall vision, strategy and direction of the trust and are responsible for the general control and management of the trust. In accordance with the provisions set out in the memorandum and articles of association and its funding agreement, the Board of Trustees is legally responsible and accountable for all statutory functions, for the performance of all schools within the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. It is the employer of every member of ATT staff.

LGB

Local governing boards are responsible for all aspects of the governance of their Academy unless indicated otherwise in this schedule.

CEO/CFO and Headteachers

The CEO, CFO and Headteachers form an executive lead group coordinating the operational activity of the MAT.

Key

- Action/final decision at this level
- A This level advises

Where there are two • in one row, the aim is agreement but if there is dispute then the • furthest to the left applies

Alban Academies Trust
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Latest update: 09/07/2018

● Action

A Advice

Key Sponsored Academies

Area	Decision	Members	Trustees	CEO	CFO	LGB	HT	
1. Governance	1.1 Members: appoint/remove	●						
	1.2 Trustees: appoint up to 10/remove	●						
	1.3 Articles of Association: agree, review and amend	●						
	1.4 Special resolution: issue direction to trustees	●						
	1.5 Special resolution: to change name or wind up academy	●						
	1.6 Annual General Meeting: hold	●						
	1.7 Statutory annual accounts: receive	●						
	1.8 Requests from other schools to join the trust: approve		●	A	A			
	1.9 Trustees: co-opt additional trustees		●					
	1.10 Accountability for operation of the Trust to DfE		●					
	1.11 Governance structure (trust committees): establish and review		●					
	1.12 Carry out duties in accordance with legal requirements and governance handbook		●	●	●	●	●	
	1.13 Terms of Reference for Trust committees: agree annually		●	A	A			
	1.14 Delegation of functions to individuals or committees: consider					●		
	1.15 Delegation of functions to individuals or committees: consider			A	A	A	●	
	1.16 Terms of Reference for LGB committees: agree annually						●	
	1.17 Terms of Reference for LGB committees: agree annually			A	A	A	●	
	1.18 Membership of Trust board committees: agree annually			●	A	A		
	1.19 Membership of LGB committees: agree annually						●	
	1.20 Terms of Reference for LGBs: agree and review annually			●	A	A	A	
	1.21 Skills audit trust board: complete and recruit to fill gaps			●				
	1.22 Skills audit LGB: complete and recruit to fill gaps						●	
	1.23 Skills audit LGB: complete and recruit to fill gaps			A	A		●	
	1.24 Annual schedule of business for trust board and its committees: agree			●	A			
	1.25 Annual schedule of business for LGBs and their committees: agree				A	A	●	A
	1.26 Annual schedule of business for LGBs and their committees: agree			A	A	A	●	
	1.27 Trustee/committee member contribution: review annually			●	A			
	1.28 Composition of LGB: agree types of governor, appoint and remove			A			●	

Area	Decision	Members	Trustees	CEO	CFO	LGB	HT	
	1.29	Composition of LGB: agree types of governor, appoint and remove		A	A	A	●	
	1.30	Role descriptions for Trustees/chair: agree		●	A	A	A	A
	1.31	Trust committee chairs: appoint/remove		●			A	
	1.32	LGB chairs: appoint/remove		●			A	
	1.33	Level of delegation to each LGB: determine		●	A	A	A	A
	1.34	Responsibility to the Trustees for Funding Agreement compliance					●	●
	1.35	Compliance with Trust strategy, vision and principles		●	●	●	●	●
	1.36	Stakeholder views taken into account: ensure		●	●	●	●	●
	1.37	Annual review of complaints: receive		●	A	A	●	A
	1.38	Trust KPIs: agree, monitor		●	A	A		
	1.39	Academy KPIs: agree, monitor			A		●	A
	1.40	Academy KPIs: agree, monitor		●	A	A	●	
	1.41	Clerk: appoint and dismiss		●			●	
	1.42	Delegation to LGBs subject to 'earned autonomy'		●	●			
2. Strategic and policies	2.1	Core Trust strategy, vision and principles: development and determination	A	●	A	A	A	A
	2.2	Set vision for academy in line with Trust strategy and vision			A	A	●	A
	2.3	Vision for academy in line with Trust strategy and vision: approve		●	A	A	●	
	2.4	Trust development plan: set and review		●	A	A	A	A
	2.5	Academy development plan to realise vision: establish			A	A	●	A
	2.6	Academy development plan to realise vision: approve		●	A	A	A	A
	2.7	Progress on development plan: monitor and report					●	A
	2.8	Progress on development plan: monitor and report		A	A	A	●	A
	2.9	Principles and process to admit new joining schools: agree	A	●	A	A		
	2.10	Supplementary funding agreement for joining schools: agree		●	A	A		
	2.11	Self evaluation: review target setting, development, and performance		●	A	A		
	2.12	Academy Self evaluation: review target setting, development, and performance					●	A
	2.13	Academy Self evaluation: review target setting, development, and performance		A	A	A	●	A
	2.14	Develop Trust policies reflecting trust's ethos and values *		●	A	A	A	A
	2.15	Determine policy delegation to LGBs		●	A	A		
	2.16	Annual schedule of Trust and academy policies: review		●	●	●	●	●
	2.17	Annual schedule of Trust and academy policies: amend		●	A	A	A	A
	2.18	Adopt and enforce Trust policies					●	A
	2.19	Establish and review policies/procedures delegated to LGBs					●	A

Area	Decision	Members	Trustees	CEO	CFO	LGB	HT
	2.20 Provide feedback to Trust on effectiveness and development of policies			A	A	●	A
3. Staffing	3.1 CEO: appoint/remove		●			A	
	3.2 Academy headteacher: appoint/remove/agree salary		●	A		A	
	3.3 Academy headteacher: appraisal			●		●	
	3.4 Academy senior staff: appoint/remove			A		A	●
	3.5 Academy senior staff: appoint/remove			●		A	●
	3.6 Central senior trust staff: appoint/remove		A	●	A		
	3.7 Teaching and support staff in individual academies: appoint/remove					A	●
	3.8 Teaching and support staff in individual academies: appoint/remove			A	A	A	●
	3.9 Teaching and support staff in individual academies: review outcomes of appraisal policy			A		●	A
	3.10 Trust's staffing structure: agree within funding envelope		●	●	A		
	3.11 Academystaffing structure: agree within funding envelope			A	A	●	●
4. Financial	4.1 Statutory annual accounts: receive	●					
	4.2 Statutory annual accounts: approve		●	A	A		
	4.3 Long term financial projection: approve		●	A	A		
	4.4 Consolidated trust budget: approve		●	A	A		
	4.5 Individual academy budgets: recommend					●	A
	4.6 Central budget for corporate services: approve		●	A	A		
	4.7 Financial schedule of delegation for whole Trust: approve		●	A	A		
	4.8 Financial schedule of delegation academy: approve			A	A	●	A
5. RM	5.1 Trust Risk register and business continuity plan: review annually		●	A	A		
	5.2 Academy based risk register and business continuity plan: review				A	●	A
6. Ad.	6.1 Any annual revisions to admissions: approve		●	A	A	A	A
	6.2 Admissions policy: consult, recommend, consider requests, investigate fraudulent applications					●	A
7. Cu.	7.1 Any revisions to curriculum: ensure meets statutory requirements		●	A	A	●	A
8. Premises	8.1 Master capital strategy programme for AAT		●	A	A		
	8.2 Procurement and maintenance programmes: approve		●	A	A		
	8.3 Procurement and maintenance programmes: recommend					●	A
	8.4 Buildings insurance and personal liability: approve		●	A	A		
	8.5 Annual H&S report for AAT: receive		●	A	A		
	8.6 Review academy H&S procedures					●	A

Area	Decision	Members	Trustees	CEO	CFO	LGB	HT
8.7	Incident log: monitor					●	
8.8	Maintenance and small work register: maintain					●	A