

Thomas Telford Multi Academy Trust

Scheme of Delegation



Reviewed:

January 2023

Approved by the TTMAT Board:

February 2023

Thomas Telford Multi Academy Trust (“TTMAT”)

Delegated authority arrangements for Local Governing Boards

Background

Thomas Telford Multi Academy Trust is a company limited by guarantee. It is governed by a Board of Directors (Trustees) who are ultimately responsible for, and oversee, the management of the Trust and the schools within its organisation. Trustees are appointed by the Members who have oversight and are the guardians of the Trust. Trustees report to the Members and are also accountable to external government agencies, including the Charity Commission and the Department for Education, for the quality of the education they provide. It is essential, therefore, that Trustees have systems in place to be able to assure themselves that there is quality, safety, and good practice in place across the group.

Local Governing Boards

The overarching purpose of the LGBs is to provide strategic direction, support, and local accountability for the performance of their respective academy and to operate within the parameters of the Terms of Reference and Scheme of Delegation documents agreed by the Trustees and adopted by each LGB.

The desirable skill set for LGBs is provided in **Appendix 1**. Routine governance evaluations are undertaken to ensure that the LGBs continue to operate effectively. The Heads and Chairs are encouraged to put forward nominees for future appointments to help the Trust to maintain a broad and balanced range of expertise on each LGB. In accordance with the TTMAT Articles of Association, all Governor appointments are a matter for the Trust Board.

Functional responsibilities

Appendix 2 provides the framework under which the LGB’s functional responsibilities are defined and confirms the role of Governors. It also outlines where the involvement of Trustees or members of the executive team and the Head is required, regardless of delegation, including items which are routinely considered at meetings of the Trust Board.

Appendix 1

Essential skills

- Education experience, including PP and SEND
- Safeguarding
- Local community knowledge (Parents & Businesses)
- Finance

Other desirable skills

- General business experience
- Careers guidance
- Human Resources
- Change management
- Data analysis

The LGB is made up of individuals who have a range of skills and expertise rather than everyone having all of the skills listed above.

Appendix 2

Functional responsibilities

General governance & legal

Function statement	Responsibility of	
<p>1. Constitutional matters including: -</p> <ul style="list-style-type: none"> a. Provide Governor nominees b. Elect the Deputy Chair c. Agree meeting dates & locations (minimum 3 meetings) d. Regulate the procedures of LGB meetings via agendas and Terms of Reference for other committees e. Register with the Clerk pecuniary & other business interests & notify her of disclosure changes f. Participate in an annual governance self-evaluation process g. Participate in all statutory & other relevant training h. Consider Governors for appointment i. Appoint the LGB Chair j. To regulate the procedures of meetings via the LGB Terms of Reference k. To refer issues which might result in legal action against the Trust to the executive team 	<p>LGB (all below) Plus others as shown</p>	<p>Head</p> <p>Clerk / Head</p> <p>Clerk / Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Head TTMAT</p> <p>TTMAT</p> <p>TTMAT</p> <p>Clerk / Chair</p> <p>Head</p>

Student matters

Function statement	Responsibility of:	
<p>1. Approve the Academy Self-Evaluation & Development Plan</p> <p>2. Review reports prepared by the Head, demonstrating support and challenge in relation to student matters, including: -</p> <ul style="list-style-type: none"> a. Progress towards priority areas b. Validated examination data c. Attendance, punctuality, and exclusions d. Admissions e. Career destinations f. Teaching standards g. Provision of FSM h. Allocation of grants i.e., Pupil Premium, 16-18 Bursary i. Curriculum including the delivery of RSE to accord with statutory requirements and compliance with the Equalities Act 	<p>LGB</p> <p>LGB (all below) Plus others as shown</p>	<p>TTMAT / Head</p> <p>TTMAT / Head</p> <p>Head</p> <p>Head</p> <p>Head</p> <p>TTMAT / Head</p> <p>Head</p> <p>Head</p> <p>Head</p>

<p>3. Review safeguarding arrangements, including: -</p> <ul style="list-style-type: none"> a. Implementation of Safeguarding & SEND Policies including the PREVENT agenda b. Monitor compliance with safeguarding procedural arrangements c. Measures & progress in preventing & tackling Extremism d. Maintenance of the Single Central Record for pre-employment & vetting checks e. Annual review of safeguarding children & child protection policy & procedures (KCSIE) f. Designated teacher plus a second designated teacher for Child Protection & Looked-After Children g. Academy's Designated Safeguarding Lead's report at least once per term 	<p>LGB (all below) Plus others as shown</p>	<p>TTMAT / Head TTMAT / Head TTMAT / Head TTMAT / Head Head TTMAT</p>
<p>4. Admission & exclusions arrangements, including: -</p> <ul style="list-style-type: none"> a. To set & consult on changes to the Pupil admission number b. To agree the admissions policy & monitor its compliance with the Admissions Code c. To monitor compliance with exclusion legislation d. To review & approve changes to the policy or policies covering behaviour & exclusions 	<p>LGB (all below) Plus others as shown</p>	<p>TTMAT TTMAT / Head TTMAT / Head Head</p>

Policy arrangements

Functional statement	Responsibility of:	
<p>1. To be responsible for:</p> <ul style="list-style-type: none"> a. Reviewing proposed revisions to statutory policies on a regular basis b. Adopting Trust policies c. Monitoring compliance with GDPR/Data Protection Act 2018 d. Monitoring assessment management planning arrangements & risk management register 	<p>LGB (all below) Plus others as shown</p>	<p>Head Head TTMAT / Head TTMAT / Head</p>

Health & Safety

Functional statement	Responsibility of:	
<p>1. To be responsible for:</p> <ul style="list-style-type: none"> a. Determining matters relating to health & safety & the security of the premises & its occupants b. Determine arrangements for the maintenance of the Health & Safety Policy & Procedures c. Reporting serious incidents to TTMAT d. Monitoring the use & suitability of the school premises in a health & safety context 	<p>LGB (all below) Plus others as shown</p>	<p>Head Head Head TTMAT / Head</p>

Finance & Resources

Functional statement	Responsibility of:	
1. To be responsible for <ul style="list-style-type: none"> a. Approving the draft budget plan b. Monitoring expenditure against the budget plan c. Considering unbudgeted expenditure in line with LGB expenditure limits d. Consider expenditure in line with the other limits e. Monitoring the arrangements for obtaining quotations & tendering processes f. Monitoring actions arising from the termly internal audits g. Entering into lease agreements 	LGB (all below) Plus others as shown	TTMAT FD / TTMAT FD / TTMAT /Head FD / TTMAT / Head FD FD / TTMAT FD / TTMAT

HR Functions & Pay

Function statement	Responsibility of:	
1. Staffing matters including: - <ul style="list-style-type: none"> a. Review of staff complement b. Implementation of the salary & performance awards, with due regard to TTMAT policy arrangements c. Annual salary & performance awards d. To conduct the appraisal of the Head e. To approve the Headteacher's salary f. To appoint the Head g. To ratify the Head appointment 	LGB (all below) Plus others as shown	FD / Head (Rem. Com./LGB) (Rem. Com. /LGB) (Rem. Com./LGB) (Rem. Com.) TTMAT TTMAT TTMAT Members
2. To agree & monitor the Academy's training strategy for teachers, support staff & governors		LGB Plus others as shown

Variation

The principle of delegated authority to the LGB is conditional upon good progress continuing or being maintained by the individual academies. In the event of signs of under-performance, particularly against national benchmarks for similar schools, and at risk of an unsatisfactory Ofsted rating, the delegated authority will be varied to enable the executive team to actively support the formulation of strategic improvement plans and the coordination of additional resources which might be required to support the LGB and the Head.

Such variation might also be necessary under circumstances where there is evidence of a lack of effective leadership, poor standards of behaviour, inadequate teaching and leadership in core subjects and insufficient evidence of the LGB holding the Head “to account”. A significant Safeguarding matter, or a failure to comply with the regulations set out in the Academies Financial Handbook, might also trigger TTMAT intervention.

Variation to the delegated authority arrangements would be intended to be temporary and only until such time that there was sufficient evidence that the required improvements were being made. The Chief Executive (or designate), or other appointed external verifier will undertake a review visit and prepare a report for the Trustees, LGB and Head to consider. Thereafter, the scope of the collaborative support to be provided through the executive team is expected to include: -

- taking an active role to support the Head to draw up and to seek approval of the Improvement Plan
- assisting the Head by identifying and arranging appropriate support (i.e., the engagement of subject specialists)
- setting a clear timeframe for improvement
- reporting progress (in-person or via routine reports) to Trustees and the LGB
- recommending revisions and amendments to the Budget Plan
- implementing restructuring measures, where deemed to be necessary and approved