

The Dean Trust (“the MAT”) Scheme of Delegation

Approved by Trustees on 17th December 2019

Applies from: 1st September 2019

Date of next scheduled review: September 2020

Publication/communication requirements: The Board of Trustees should ensure that a copy is provided to Members, Board Committees (including the Local Governing Bodies), the Executive Team and the Headteachers. The document should also be published on the Trust and Academy websites.

INTRODUCTION

1. Purpose of the Scheme of Delegation

- 1.1 The primary purpose of this Scheme of Delegation (Scheme) is to inform those involved with the governance of the Academy of where decision making, advisory and other responsibilities lie within the MAT.
- 1.2 The Scheme does not contain details of every decision/responsibility or every aspect that will be delegated. Its content will be supplemented by the Trust's strategic plans, policies and procedures and any direction given or rules and directions agreed or issued by the Members or the Board of Trustees. In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the Chair of the Board of Trustees.
- 1.3 Whilst the Scheme is an important document, the way it is operated in practice will be the key to its efficacy. Good communication between the Board and its Committees and relevant members of staff will be essential. The establishment of a Chairs' Group and a Trust Leads Group will aid communication in this respect and aid with effective governance more generally.
- 1.4 The Scheme should not be confused with the written scheme of delegation of financial powers referred to in the Academies' Financial Handbook, which is a separate document.

2. Adoption of the Scheme

- 2.1 This Scheme has been approved by the Board of Trustees and shall apply from the date shown on the front cover.

3. How it has been determined

3.1 In determining this Scheme, the Trustees have been mindful that:

- a. The Board of Trustees is ultimately accountable for the way in which the academies managed by the MAT are run and as such must be satisfied that delegation takes place where appropriate and that it receives appropriate reports on matters delegated by it/actions taken in its name to enable appropriate oversight.
- b. There are some areas where it makes sense for matters to be dealt with centrally, rather than by individual academies. It is intended that this will achieve economies of scale as well as reducing the burden on the individual academies..
- c. The Board cannot take all decisions itself, and in making decisions that the Board reserves for itself, it will often be reliant on information and advice from and be guided (as appropriate) by its Committees, the academy LGB or Committees, Trust Leads Group and others operating at academy level. The Board considers that there is often a powerful case for local involvement in decision making.
- d. The level of delegation will reflect the circumstances of the Academy at the time of delegation. Academies with strong leadership and management will in general have a greater level of delegation than those with weaker leadership and management. Furthermore, particular weaknesses e.g. in relation to standards, may require certain decisions/responsibilities to be taken back by the Board of Trustees.

4. Termination and amendment

4.1 The Scheme will be subject to formal review annually. However, if the Board deems it appropriate, changes will be made in year.

4.2 The Board has the absolute discretion to review, amend and/or terminate the Scheme at any time and as it sees fit (subject to complying with the legal requirements upon it).

4.3 As the MAT and the academies develop, so may the governance arrangements and accordingly the delegations that are in place. For example (and without limitation):

- Changes may need to be made as a result of lessons learned and development of best practice;
- It is hoped that the strength of weaker academies will increase over time such that additional responsibilities may be delegated;
- Where weaknesses develop in an academy's leadership and governance, or in particular areas, the MAT may need to intervene and remove delegations.

4.4 The Board would welcome comments on the operation of the Scheme where it is felt that revisions should be made. Where practicable, the Board will give the LGB or Committee an opportunity to comment before determining the Scheme of Delegation.

5. Delegation Matrix

5.1 The delegation matrix that applies in respect of the Academy is set out below. It is structured in accordance with the following index:

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEAHER	THIRD PARTY	ADVICE	COMMENTS	
A. Overarching Governance										
A1 Member matters										
1.	Amendment of Articles of Association	Decide	<Advise	<Advise				See advice/ comments	<ul style="list-style-type: none"> • Governance Officer to support process • Legal advice (as required) 	<ul style="list-style-type: none"> • Consent of Trustees required • Must be filed at Companies House along with copy of special resolution and any required forms
2.	Call Members' Meetings	Decide	Decide					☐ Governance Officer to support with process	<ul style="list-style-type: none"> • As a minimum, Members should hold an AGM once a year. • Extraordinary meetings may also be called by Trustees or Members. • 2 formal meeting per year. Decisions may be made by written resolution between meetings. 	
3.	Appoint/remove Members	Decide						See advice/ comments	☐ Governance Officer to support with process	☐ See Articles of Association for details
4.	Complete Member register of interests, and keep under regular review	Responsible	Receive	Receive	Receive	Receive		See advice/ comments	☐ Governance Officer to support with process	<ul style="list-style-type: none"> • Governance officer to liaise with Trust personnel to ensure details are uploaded on Trust website • Register of Member Interests should be brought to the attention of decision makers as appropriate (Executive Team to oversee)

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS	
A2 Board matters										
5.	Appoint/remove Trustees	Decide	<Advise					See advice/ comments	<ul style="list-style-type: none"> Governance Officer to support with process Trustees to advise on skills gaps to inform decision making 	<ul style="list-style-type: none"> There is no maximum number of Trustees. Articles of Association specify that the Members shall appoint up to ten Trustees The Trustees appointed by the Members may co-opt up to two Trustees for a specified term not exceeding four years. Formal process including interview to be followed to appoint new Trustees. Recommendation/application forms should request information about ability and commitment to preserve and develop the ethos of all schools within the Trust as well as other skills. Code of Conduct should be agreed and all Trustees should be required to sign it Governance officer to liaise with appropriate Trust personnel to ensure that appropriate DBS and related checks are made GIAS notifications are made Details of Trustees and their interests are uploaded on Trust website Return must be filed at Companies House Chair of Board, Executive Team, Governance officer and others as appropriate to provide induction

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
6.	Complete Director/Trustee board skills audit and training plan annually	Receive	Responsible	<Advise				<input type="checkbox"/> Chair of Board to lead – Governance Officer to support with process	<ul style="list-style-type: none"> • Chair of Board to follow up with Trustees on training requirements • Details of skills gaps should be provided to those responsible for appointing Trustees when a vacancy arises
7.	Appoint/Remove Chair of Trustees		Decide					<input type="checkbox"/> Governance Officer to support with process	
8.	Appointment Vice Chair of Trustees		Decide					<input type="checkbox"/> Governance Officer to support with process	
9.	Determine and allocate specific Director roles in safeguarding/child protection and health & safety (and others as required)		Decide					<input type="checkbox"/> Chair to advise based on skills audit	<ul style="list-style-type: none"> • Allocated Trustees should work with the Local Governors given specific responsibilities in their areas (the roles should dovetail) • NB All Trustees continue to have responsibility for these areas, despite any allocation of specific roles
10.	Confirm Accounting Officer		Decide					<input type="checkbox"/> Chief Finance Officer to support and notify Secretary of State	<ul style="list-style-type: none"> • Should be the Executive Team or equivalent (the role will be heavily supported by the Chief Finance Officer and the Headteachers' Group) • Has responsibility for regularity, propriety and value for money. Also responsibility for ensuring that proper financial records and accounts are kept.

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
11.	Determine Scheme of Delegation		Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> • Governance Officer and Executive Team advise and support • LGB or committees to provide advice on amendment based on experience of operation 	<ul style="list-style-type: none"> • The document will be reviewed every year or more frequently where the Trustees deem this to be desirable. • Where practicable, the Board will give the LGB or committees an opportunity to comment before determining the Scheme of Delegation. • The Scheme will comply with the Memorandum and Articles of Association and other legal requirements, including any matters that are reserved to Members from time to time. • The Scheme will be published on the Trust website
12.	Complete Director register of interests and keep under regular review	Receive	Responsible	Receive	Receive	Receive	See advice/ comments	<ul style="list-style-type: none"> □ Governance Officer to support with process 	<ul style="list-style-type: none"> • Governance officer to liaise with Trust personnel to ensure details are uploaded on Trust website. • Register of Director Interests should be brought to the attention of decision makers as appropriate (Executive Team to oversee).
13.	Board of Trustees/Trustees' Annual Schedule of Business		Decide	<Advise	Receive			<ul style="list-style-type: none"> • Chair of Board to lead, with governance advice and support with process • Appropriate advice and input from Executive Team and those responsible for planning LGB or committee Annual Schedule of Business 	<ul style="list-style-type: none"> • Should be shared with LGB or committees to inform their work • Chair of Board and Governance officer use to inform agenda setting • Trustees should meet at least every half term

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
14.	Determine policy review process and schedule		Decide	<Advise	Receive			<ul style="list-style-type: none"> Governance Officer to support with process Appropriate advice and input from Executive Team (and other key employees) and those responsible for LGB or committee policy review 	<ul style="list-style-type: none"> Needs to dovetail with annual schedule of business (see above). Should specify what policies there are to be, the lead member of staff responsible for the policy, the approving person/body and when the review will take place. Review of policies to be conducted in accordance with process and schedule. Determine central and local policies.
15.	Annual Review of Governance and Board Effectiveness		Responsible	<Advise	Advise	<Advise		<ul style="list-style-type: none"> Chair of Board to lead. Governance officer and Executive Team advise and support with process 	<ul style="list-style-type: none"> This should dovetail with the Committees' (including LGB or committees) reviews of their own effectiveness (see below). The outcome of the review may impact on the level of delegation to LGB or committees and others under the Scheme of Delegation or otherwise. Trustees to consider whether an external review of governance should take place.
16.	Annual Report and Financial Statements	Receive and scrutinise	Approve	<Advise, Approve			See advice/ comments	<ul style="list-style-type: none"> Chief Finance Officer to co-ordinate draft, with input from Executive Team and Governance officer Auditors to review and sign off Trustees and Accountable Officer must approve relevant sections 	<ul style="list-style-type: none"> The Members should receive and scrutinise the accounts at their AGM. The document should be filed with Companies House and the DfE and uploaded onto the Trust's website.

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
17.	Other company returns		Approve	<Advise, Approve				<ul style="list-style-type: none"> Trustees to approve as required Trust staff to advise as appropriate e.g. HR Director, Chief Finance Officer, Governance officer 	<ul style="list-style-type: none"> To include key Companies House filings and DfE returns
18.	Executive Team Reports to Trustees		Receive, Scrutinise	Responsible				<ul style="list-style-type: none"> The Executive Team will be supported by others as appropriate e.g. Chief Finance Officer, HR Director 	<ul style="list-style-type: none"> The Trustees should agree with the Executive Team what reports are required, the required frequency and the content of those reports. The Trustees should receive the reports at a Board meeting to enable appropriate questioning and follow up.
19.	Supplemental Reports to Members	Receive, Scrutinise	Approve	<Advise				<ul style="list-style-type: none"> The Executive Team should co-ordinate the reports for input and approval by the Trustees The Executive Team and the Trustees will be supported by others as appropriate e.g. Chief Finance Officer, HR Director. 	<ul style="list-style-type: none"> The Members should agree with the Trustees what additional reports are required, the required frequency and the content of those reports. The Members should receive the supplemental reports at their AGM and/or at Extraordinary General Meetings to enable appropriate questioning and follow up
20.	Setting up any subsidiary company or linked charity		[Decide/ Recommend]					<ul style="list-style-type: none"> Legal and financial advice required 	<ul style="list-style-type: none"> Trustees must keep the need for a subsidiary company under review, based on the Trust's trading and related activities.

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
A3 LGB and other committee matters									
21.	Determine and keep under review Committee complement		Decide	<Advise	Advise	<Advise		<ul style="list-style-type: none"> • Executive Team and Governance officer to advise and support • Headteacher and Clerk to aid formulation of LGB or committee advice 	<ul style="list-style-type: none"> • Under the Articles of Association: <ul style="list-style-type: none"> - the constitution, membership and proceedings of any committee must be determined by the Trustees - the establishment, terms of reference, constitution and membership of any committee shall be reviewed at least once in every twelve months - the membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the LGB or committees) a majority of members of any such committee shall be Trustees - except in the case of a LGB or committee, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees. • All Trusts with an annual income over £50 million must have a dedicated audit committee.
22.	Determining LGB or committee(including AuditCommittee) composition		Advise>	Advise>	Decide	<Advise	See advice/ comments	☐ Clerk advice and support with process	☐ The composition of the LGB or committee, including the Audit Committee, will be agreed with the Board. Any changes to the number or proportion of Governors, or how they will be appointed, will require the consent of the Board.

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
23.	Appointments to LGB or committee				Decide		See advice/ comments	<ul style="list-style-type: none"> • Clerk advice and support with process • Details of skills gaps should be provided to those responsible for appointing Local Governors when a vacancy arises 	<ul style="list-style-type: none"> • Code of Conduct should be agreed • Clerk to liaise with Governance officer and other appropriate staff to ensure: <ul style="list-style-type: none"> • appropriate DBS and related checks are made • GIAS notifications are made • Details of Local Governors and their interests are uploaded on Academy website • Clerk, Headteacher and Chair of LGB or committee (and others as appropriate) to lead induction. All new Governors to receive induction pack.
24.	Hold staff and parent elections for LGB or committee				Responsible	<Advise		<input type="checkbox"/> Clerk and Headteacher advise and support with process	<ul style="list-style-type: none"> • Must be in accordance with any relevant provisions in Articles of Association and Scheme of Delegation • LGB or committee Members to flag need for skills as part of process. • LGB or committee to appoint in the event no-one puts themselves forward for election.
25.	Appoint Chair of LGB or committee		Decide					<input type="checkbox"/> Clerk advice and support with process	
26.	Appoint Vice Chair of LGB or committee				Decide			<input type="checkbox"/> Clerk advice and support with process	

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
27.	Allocate specific local governor roles				Decide	<Advise		<ul style="list-style-type: none"> • Chair of LGB or committee to lead, based on skills • Trustees to specify certain required roles to dovetail with own link Trustees (if applicable) 	<ul style="list-style-type: none"> • Allocated LGB or committee members should work with Trustees allocated with specific responsibilities in their areas • LGB or committee may choose to allocate additional link roles (e.g. <i>Safeguarding/Child Protection, Health and Safety, Special Educational Needs</i>) and to delegate to sub- committees • All LGB or committee members continue to have responsibility for these areas, despite any allocation of specific roles
28.	Confirm local Accounting Officer (Academy level)		Decide	<Advise				<ul style="list-style-type: none"> □ Reports to Executive Team as overall Accounting Officer 	<ul style="list-style-type: none"> • Will generally be the Headteacher or equivalent (the role will be heavily supported by the Academy's Finance manager or equivalent) • Has responsibility for regularity, propriety and value for money at Academy level. • Also responsibility for ensuring that proper financial records and accounts are kept.
29.	Complete LGB or committee register of interests and keep under regular review		Receive	Receive	Responsible	Receive	See advice/ comments	<ul style="list-style-type: none"> • Clerk advice and support with process • Clerk to liaise with appropriate Academy personnel to ensure uploaded on website 	<ul style="list-style-type: none"> □ Register of LGB or committee Interests should be brought to the attention of decision makers as appropriate (Headteacher to oversee).

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
30.	Determine LGB or committee annual schedule of business		Advise	<Advise>	Responsible	<Advise		<ul style="list-style-type: none"> • Chair to lead with Clerk advice and support with process • Appropriate advice and input from Executive Team, Headteacher and those responsible for planning other Annual Schedules of Business 	<ul style="list-style-type: none"> • This needs to dovetail with the Board's schedule of business if used • Chair and Clerk to use to inform agenda setting • LGB or committee should meet at least once each term
31.	Academy level Reporting to Trustees		Receive, Scrutinise	<Advise	Responsible & Approve				<ul style="list-style-type: none"> • LGB or committee minutes available to Trustees • The content and frequency of any additional LGB or committee reports shall be specified by the Trustees • Additional academy level reporting should be included in Executive Team reports as appropriate (see above).
32.	Review of LGB or committee effectiveness		Receive, Scrutinise	<Advise	Responsible	<Advise		<ul style="list-style-type: none"> □ Chair of LGB or Committee to lead, Clerk advice and support with process 	<ul style="list-style-type: none"> • This should dovetail with the Board's reviews of their own effectiveness (Trustees may set a template) • Conclusions should be fed into the Board's review of governance effectiveness and may impact on future levels of delegation pursuant to the Scheme of Delegation • LGB or committee to participate as required in any external review of governance required by the Trustees.
33.	LGB or committee skills audit		Receive, Scrutinise	<Advise	Responsible	<Advise		<ul style="list-style-type: none"> □ Clerk advice and support with process 	<ul style="list-style-type: none"> • LGB or committees may conduct a skills audit □ Trustees may set a template. • Trustees to receive details and may impact on areas of delegation • Details of skills gaps should be provided to those responsible for appointing local governors when a vacancy arises.

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34.	Appoint/remove clerk to the LGB or committee		Decide	<Advise					<input type="checkbox"/> Clerk supplied by Governance Support and Development Service as agreed in MAT level governance services contract
35.	Determine LGB or committee procedures		Decide		Advise			<ul style="list-style-type: none"> • Governance officer to provide advice and support • Clerk to support LGB or committee in formulating advice 	<input type="checkbox"/> These must be in compliance with the Articles of Association and must include details relating to appointment of Chair/Vice Chair, quorum and decision making and other procedures etc
36.	Determine Trust committee structure (including LGB or committee's, Board subcommittees and any other committees as deemed necessary)		Decide		<Advise				The Board will have sub-committees for Standards and Finance & Resources. Trustees will agree numbers, frequency of meetings and terms of reference. The LGB will be treated as a committee for the purpose of delegation.

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
A4	Trust Leads and Chairs/Vice Chairs Group								
37.	Establish Trust Leads Group			Responsible		Participate			<input type="checkbox"/> Executive Team to establish and lead Heads' Group to enable all Headteachers to feed in their thoughts and advice in relation to pertinent matters for their Academy and to enable co-ordinated reporting (through the Executive Team) to the Board.
38.	Establish Chairs' and Vice Chairs Group		Responsible CHAIR		Participate CHAIR and VICE CHAIR			<input type="checkbox"/> Supported by Governance officer as required	<input type="checkbox"/> Chair of the Board to establish and lead Chairs' Group to enable all LGB or committee Chairs to feed in their thoughts and advice in relation to pertinent matters for their Academy and to ensure dovetailing of Director and LGB or committee business.
A5	Miscellaneous								
39.	Determine governance policies and procedures for Trustees and Local Governors		Approve					<input type="checkbox"/> Governance officer to provide advice and support	<ul style="list-style-type: none"> E.g. appointment, Induction, expenses, Interests (conflicts, payments, contacts etc), Code of Conduct Policies must be in accordance with Articles of Association
40.	Obtain Director and Officers insurance		Approve					<input type="checkbox"/> Chief Finance Officer advice and support	<input type="checkbox"/> Must be in accordance with Articles of Association
A6	Website reporting								
41.	Governance details on trust website	Receive	Approve	<Advise	<Advise CLERK	<Advise		<input type="checkbox"/> Governance officer & Executive Team to advise and support, Headteacher and LGB or committee Clerk to feed in relevant information at Academy level	<ul style="list-style-type: none"> Trust to approve framework Governance officer responsible for ensuring Trust level information up to date LGB or committee Clerk responsible for ensuring Academy level information up to date.

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
B. Strategy and Leadership									
B1 Strategic planning and oversight									
1.	Set Trust vision and ethos statement		Decide	<Advise				<input type="checkbox"/> Executive Team and Trust Leads Group leading role in formulating for director scrutiny	<input type="checkbox"/> Executive Team and Trust Leads Group responsible for implementation
2.	Set strategic objectives and KPIs of Trust and determine Trust Development Plan and review process		Decide	<Advise				<input type="checkbox"/> Executive Team and Trust Leads Group leading role in formulating for director scrutiny	<input type="checkbox"/> Executive Team and Heads' Group responsible for ensuring objectives are met and for progress against Development Plan <input type="checkbox"/> Development Plan must be in line with strategic objectives
3.	Complete Trust Self Evaluation Form (or equivalent)		Decide	<Advise				<input type="checkbox"/> Executive Team and Trust Leads Group leading role in formulating for director scrutiny	<input type="checkbox"/> SEF to reflect progress against Development Plan
4.	Set Academy vision and ethos statement			Approve	Recommend	<Advise		<input type="checkbox"/> Headteacher leading role in formulating for LGB or committee scrutiny	<input type="checkbox"/> Must fit with Trust vision and ethos (Executive Team and Heads' Group to ensure) <input type="checkbox"/> <input type="checkbox"/> Headteacher responsible for implementation

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
5.	Set Academy's strategic objectives and KPIs and determine School Development Plan and review process		Approve (KPIs and strategic objectives)	Approve (Plan) <Advise	Recommend	<Advise		<input type="checkbox"/> Headteacher leading role in formulating (in conjunction with the Executive Team and Trust Leads Group) for LGB or committee scrutiny	<input type="checkbox"/> Must fit with Trust strategic objectives, KPIs and Plan (Executive Team and Head's Group to ensure) and reflect Ofsted outcomes <input type="checkbox"/> Development plan must be in line with strategic objectives <input type="checkbox"/> Board of Trustees may provide templates.
6.	Complete Academy Self Evaluation Form (or equivalent)			Scrutinise	Responsible	<Advise		<input type="checkbox"/> Headteacher leading role in formulating for LGB or committee scrutiny	<input type="checkbox"/> SEF to reflect progress against Development Plan <input type="checkbox"/> Trust board may provide templates <input type="checkbox"/> Executive Team and Head's Group to scrutinise and report on outcomes to the Board .
7.	Involvement in Ofsted inspections		Responsible	Responsible	Responsible	Responsible	See advice/ comments		<input type="checkbox"/> Trustees and LGB or committee members will be involved as appropriate in Ofsted inspections. <input type="checkbox"/> The Headteacher will notify the Executive Team, Chair of the Board and the Chair of the LGB or committee that an inspection has been notified and what involvement is needed from the Board and the LGB or committee, according to agreed procedures.

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
B2 School Organisation									
8.	Determine protocol for considering taking on new academies/free schools (including due diligence arrangements)		Decide	<Advise				<input type="checkbox"/> Executive Team leading role in formulating for Board and Audit Committee scrutiny	<ul style="list-style-type: none"> Executive Team to manage process in accordance with agreed protocol This should include the need for a conversion plan to deal with pre and post conversion matters, with an overall project manager identified, and the need for appropriate HR, Finance, buildings, legal etc advice. Full due diligence carried out for potential new schools
9.	Decide to take on a new academy/open a free school		Decide	<Advise			See advice/ comments	<input type="checkbox"/> Trustees to obtain appropriate legal, HR, Finance, buildings etc advice	<ul style="list-style-type: none"> Trustees must look carefully at all aspects of a potential academy prior to recommending an academy is taken on/free school established, given the impact that the decision may have on the academies already in the Trust
10.	Approve legal documentation associated with academy conversions		Approve	<Advise			See advice/ comments	<input type="checkbox"/> Trustees will obtain appropriate Legal, HR, Finance, buildings etc advice	<ul style="list-style-type: none"> Trustees must understand the documentary framework and what is being agreed to by entering into it.
11.	Structural collaboration and partnership agreements		Decide	<Advise	Recommend ACADEMY LEVEL	<Advise ACADEMY LEVEL	See advice/ comments	<input type="checkbox"/> Trustees will obtain Executive Team advice and appropriate Legal etc advice	<ul style="list-style-type: none"> Trust level collaboration/partnership agreements to be entered into by Trustees with advice from Executive Team. Academy level collaboration/partnership agreements to be entered into by Trustees following a recommendation from LGB or committee

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
12.	Academy closure or re-brokerage (termination of Funding Agreement)	Receive	Decide	<Advise	Advise	<Advise	See advice/ comments	<input type="checkbox"/> Trustees will obtain appropriate Legal etc advice	<input type="checkbox"/> DfE consent required <input type="checkbox"/> DfE may enforce closure or re-brokerage in appropriate circumstances.
13.	Academy amalgamation/ merger	Receive	Decide	<Advise	Advise	<Advise	See advice/ comments	<input type="checkbox"/> Trustees will obtain appropriate Legal etc advice	<input type="checkbox"/> DfE consent required
14.	Agreeing other significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range)		Decide	<Advise	Advise	<Advise	See advice/ comments		<input type="checkbox"/> DfE consent may be required
15.	Determining school session and term dates			Advise>	Decide	<Advise		<input type="checkbox"/> Trust Leads Group to advise	

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	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
B3	Risk Management								
16.	Determine overall risk management policy and processes		Decide	<Advise				<input type="checkbox"/> Executive Team to lead, advise and coordinate input from Chief Finance Officer and other trust level staff	<input type="checkbox"/> To include template risk register and frequency of review
17.	Review and complete Trust risk register		Responsible	<Advise				<input type="checkbox"/> Executive to lead, advise and coordinate input from Chief Finance Officer and trust level staff	<input type="checkbox"/> Using agreed risk register template in the MAT Development Plan <input type="checkbox"/> To reflect major school specific risks as appropriate
18.	Review and complete academy level risk register			Oversee	Responsible	<Advise		<input type="checkbox"/> Headteacher to lead, advise and coordinate input from senior Academy staff	<input type="checkbox"/> Using agreed risk register template <input type="checkbox"/> To inform Trust risk register review

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
C. Staffing									
C1 Staffing structures									
1.	Determining staffing structure of MAT Central Team (types, grades and numbers of posts including organisational restructuring) -		Decide	<Advise				<ul style="list-style-type: none"> <input type="checkbox"/> Executive Team, HR and Chief Finance Officer to advise <input type="checkbox"/> Trust Board's Finance and Resources Committee to support Board 	<ul style="list-style-type: none"> <input type="checkbox"/> This relates to determining the Trust level staff structure. Please see below in relation to appointment to those positions. <input type="checkbox"/> Within budget and with due regard for HR and Finance policies and procedures.
2.	Determining staffing complement – Academy level (including organisational restructuring)			Decide	Recommend	<Advise		<ul style="list-style-type: none"> <input type="checkbox"/> Executive Team to lead and input HR and Finance advice <input type="checkbox"/> Finance and Resources (and Standards Committee) to support Board 	<ul style="list-style-type: none"> <input type="checkbox"/> This relates to determining the Academy level staff structure. Please see below in relation to appointment to those positions.
3.	Setting terms and conditions of employment, Trust wide HR policies and procedures and staff handbook			Decide	<Advise>	<Advise>		<ul style="list-style-type: none"> <input type="checkbox"/> Executive Team & HR Director to lead and advise Trust Board's Finance and Resources Committee to support Board 	<ul style="list-style-type: none"> <input type="checkbox"/> Need to ensure local differences and TUPE considerations taken into account <input type="checkbox"/> Policies to include e.g. recruitment, probation and induction, pay, appraisal, conduct and disciplinary, grievance, capability, absence management, professional development, equality, expenses <input type="checkbox"/> Executive Team to report to Trustees on any material concerns about operation of policies and procedures

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
4.	Carry out and maintain central record of recruitment and vetting checks on staff		Scrutinise (Safeguarding Trustee)	Responsible – Trust level staff Oversee – Academy staff	Scrutinise ACADEMY LEVEL (Safeguarding LGB or committee member)	Responsible – Academy staff			<input type="checkbox"/> Executive Team responsible for Trust wide staff, Headteacher responsible for Academy staff (HR Director to advise and manage)
5.	Maintain register of staff interests		Receive	Responsible – Trust wide staff	Receive	Responsible – Academy staff		<input type="checkbox"/> HR Director to advise and manage	<input type="checkbox"/> Interests should be brought to the attention of decision makers as appropriate.
C2 Trust level appointments									
6.	Appointment, suspension and dismissal of Executive Team		Decide					See advice/ comments	<input type="checkbox"/> HR Adviser to support and advise <input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Two committees required one to decide and one to hear any appeal
7.	Performance Management and pay review of Executive Team		Decide, Responsible					See advice/ comments	<input type="checkbox"/> HR Adviser to support and advise <input type="checkbox"/> Independent advisor should support appraisal process <input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Panel of 3 Trustees (including the Chair) should be selected by the Board to carry out the performance management. <input type="checkbox"/> Two committees required one to decide and one to hear any appeal

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
8.	[Insert appropriate wording relating to Executive Principals of the Trust, if appointed. (Scheme would need to be amended as appropriate to reflect this additional role)]								<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/>
9.	Appointment of MAT Central Team Staff		Review	Decide				<input type="checkbox"/> HR Adviser to support and advise	
10.	Performance management and pay review of MAT central staff			Decide				<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Executive Head may delegate to appropriate line managers <input type="checkbox"/> Must be in accordance with Trust approved HR policies
11.	Suspension of MAT Central staff		Review	Decide				<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Executive Head may delegate to appropriate line managers <input type="checkbox"/> Must be in accordance with Trust approved HR policies
12.	Dismissal of MAT Central staff		Review	Decide				<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Executive Head may delegate to appropriate line managers <input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Separate committees for decision and appeal <input type="checkbox"/> Board to determine any termination/ settlement agreement payments MAT Central Staff

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
13.	Approve applications for early retirement			Decide				<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies
14.	Approve applications for secondment			Decide				<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies
15.	Appointment and dismissal of Head of Primary Education		Decide	Recommend				<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Line managed by Executive Team
16.	Appointment and dismissal of Chief Finance Officer		Decide	<Advise				<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Line managed by Executive Team <input type="checkbox"/> To act as chief financial officer for delivery of Trust's detailed accounting requirements <input type="checkbox"/> This individual should attend board meetings (and committee meetings as appropriate)
17.	Appointment and dismissal of HR Director		Decide	<Advise				<input type="checkbox"/> HR Advice	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Line managed by Executive Team
18.	Appoint and dismiss Governance Officer		Decide	<Advise				<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> May be an additional responsibility for an existing member of staff e.g. likely to also be Company Secretary (see above) and person with responsibility for overseeing admissions. Potentially also the clerk for LGB or committee.
C3 Academy level appointments									
19.	Appointment of Headteacher		Decide	<Advise	<Advise		See advice/ comments	<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Executive Team and LGB or committee panel to interview and recommend. Trustees may send one of their number to sit on panel if required.

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
									<ul style="list-style-type: none"> <input type="checkbox"/> Line managed by Executive Team
20.	Determination of headship arrangements in an emergency/interim situation		Approve	Decide	<Advise			<ul style="list-style-type: none"> <input type="checkbox"/> HR Adviser to support and advise 	<ul style="list-style-type: none"> <input type="checkbox"/> LGB or committee to participate as appropriate depending upon urgency
21.	Performance management and pay review of Headteacher		Hear appeals	Decide	<Advise/ Recommend Decide on HT pay progression			<ul style="list-style-type: none"> <input type="checkbox"/> HR Adviser to support and advise <input type="checkbox"/> Independent advisor should support appraisal process 	<ul style="list-style-type: none"> <input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Executive Team to input into performance management targets to ensure dovetailing with MAT priorities <input type="checkbox"/> Executive Team represented by external advisor at performance management meeting <input type="checkbox"/> Advisory role for LGB or committee <input type="checkbox"/> Whilst MAT Ops Director is also HT of AOM, separate arrangement needed for AOM HT. 2 committees of MAT Board: one to review and decide following recommendation of AOM LGB or committee and then separate committee available to hear any pay appeal
22.	Change to ISR		Approve	Decide	<Advise			<ul style="list-style-type: none"> <input type="checkbox"/> HR Adviser to support and advise 	<ul style="list-style-type: none"> <input type="checkbox"/> LGB or committee must consult with HR when it wishes to move an existing ISR <i>up to and including the maximum point permitting for that band of school as defined by its Group Size in the STPCD</i> <input type="checkbox"/> Where an LGB or committee wants to move an ISR <i>beyond</i> the maximum set by the STPCD based on a school's group size, such a change will also require authorisation from the Board of Trustees

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
23.	Suspension of Headteacher		Approve	Decide	<Advise			<input type="checkbox"/> HR Adviser to support and advise	
24.	Dismissal of Headteacher		Decide	<Advise /recommend	<Recommend			<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Two committees required one to decide and one to hear any appeal <input type="checkbox"/> Board to determine any termination/ settlement agreement payments
25.	Determining staffing structure at academy level (types, grades and numbers of posts including organisational restructuring)		Approve	Decide	<Advise	<Advise		<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Within budget and with due regard for HR and Finance policies and procedures
26.	Ensure safer recruitment practices are followed in academy appointments				Responsible	Responsible		<input type="checkbox"/> HR Adviser to support and advise <input type="checkbox"/>	
27.	Approve applications for early retirement of academy staff				Decide	<Advise		<input type="checkbox"/> HR Adviser to support and advise	
28.	Approve applications for secondment			Advise>	Decide	<Advise		<input type="checkbox"/> HR Adviser to support and advise	
29.	Appointment of other Senior Leadership Team positions			Advise>	Decide	Decide		<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> LGB or committee panel plus Headteacher to interview and decide unless LGB or committee delegate particular appointment to Headteacher.

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
									<ul style="list-style-type: none"> <input type="checkbox"/> Line managed by Headteacher
30.	Appointment of other Academy staff positions			Report	Decide	Decide		<ul style="list-style-type: none"> <input type="checkbox"/> HR Adviser to support and advise Where decisions <input type="checkbox"/> not delegated to Headteacher, Headteacher will be asked to advise 	<ul style="list-style-type: none"> <input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Appointment decisions may be delegated to the Headteacher (or further delegated where reflected in agreed policy) <input type="checkbox"/> Line managed by Headteacher or other SLT member
31.	Performance management and pay review of Academy level appointments (other than Headteacher)			Report	Decide	<Advise		<ul style="list-style-type: none"> <input type="checkbox"/> HR Adviser to support and advise 	<ul style="list-style-type: none"> <input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Line manager <input type="checkbox"/> Where Headteacher is not line manager, he/she may be involved in process (as appropriate) <input type="checkbox"/> two committees required: one to decide and one to hear any appeal
32.	Suspension of academy staff (other than Headteacher)			Report	Decide	<Advise		<ul style="list-style-type: none"> <input type="checkbox"/> HR Adviser to support and advise 	<ul style="list-style-type: none"> <input type="checkbox"/> Suspensions notified to Heads' Group
33.	Dismissal of academy staff other than Headteacher			Report	Decide	<Advise / Recommend		<ul style="list-style-type: none"> <input type="checkbox"/> HR Adviser to support and advise 	<ul style="list-style-type: none"> <input type="checkbox"/> Two committees required one to decide and one to hear any appeal <input type="checkbox"/> LGB or committee to determine any termination/ settlement agreement payments
34.	Appointment of special needs coordinator (SENCO)			Report	Decide (unless delegated)	Decide (where delegated)		<ul style="list-style-type: none"> <input type="checkbox"/> HR Adviser to support and advise 	<ul style="list-style-type: none"> <input type="checkbox"/> LGB or committee panel plus Headteacher to interview and decide unless LGB or committee delegate particular appointment to Headteacher <input type="checkbox"/> Any allocated SEND local governor to be involved as appropriate <input type="checkbox"/> Line managed by Headteacher

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
35.	Appointment of educational visits coordinator				Decide (unless delegated)	Decide (where delegated)		<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> LGB or committee panel plus Headteacher to interview and decide unless LGB or committee delegate particular appointment to Headteacher or other <input type="checkbox"/> Line managed by Headteacher
36.	Appointment safeguarding /child protection officer (designated senior person) and a deputy				Decide (unless delegated)	Decide (where delegated)		<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> LGB or committee panel plus Headteacher to interview and decide unless LGB or committee delegate particular appointment to Headteacher <input type="checkbox"/> Line managed by Headteacher
37.	Appointment of academy finance/business manager or equivalent				Decide	Decide		<input type="checkbox"/> HR Adviser to support and advise	<input type="checkbox"/> Must be in accordance with Trust approved HR policies <input type="checkbox"/> Panel to include: <ul style="list-style-type: none"> - Headteacher - Trust's Chief Finance Officer - Chair of Local Governors/Chair of Finance Committee <input type="checkbox"/> Line managed by Headteacher Role and responsibilities to be in line with Hub finance structure

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
D. Pupil/Student matters									
D1 Education provision									
1.	Standards of teaching		Oversee (Trust wide)	Oversee (Trust wide) <Advise	Oversee (Academy level) Advise	Responsible (Academy level) <Advise		<input type="checkbox"/> Advice and support from Head of Primary Education and external consultant as required	<input type="checkbox"/> Headteacher responsible for observing and evaluating performance at Academy level and securing improvement, under oversight of Executive Team <input type="checkbox"/> Trustees & Members to receive agreed level of reporting <input type="checkbox"/> Key role for Trust Standards Committee. <input type="checkbox"/> Analysis of standards information to be provided by Headteacher to LGB or committee, Executive Team and Heads' Group to enable appropriate scrutiny
2.	Pupil progress and attainment		Oversee	Oversee <Advise	Oversee, Advise, Approve	Responsible <Advise		<input type="checkbox"/> Advice and support from Head of Primary Education and external consultant as required	<input type="checkbox"/> Headteacher responsible for progress and attainment and securing improvement at Academy level, under oversight of Executive Team <input type="checkbox"/> Trustees & Members to receive agreed level of reporting (see section A above) <input type="checkbox"/> Key role for Trust Standards Committee. <input type="checkbox"/> Analysis of progress and attainment to be provided by Headteacher to LGB or committee, Executive Team and Heads' Group to enable appropriate local scrutiny
3.	Setting curriculum policy			Oversee	Approve	Recommend		<input type="checkbox"/> Advice and support from Head of Primary Education and external consultant as required	<input type="checkbox"/> Curriculum must be balanced and broadly based and comply with the terms of any curriculum policy/requirements determined by the Board
4.	Curriculum provision			Oversee	Approve	Responsible			<input type="checkbox"/> Headteacher to implement in line with policy, overseen by Executive Team

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
5.	Setting RE policy			Oversee	Approve	Recommend	See advice/ comments		<ul style="list-style-type: none"> • Must comply with the terms of any curriculum policy/requirements determined by the Board. • Must ensure academy is meeting the relevant statutory requirements for •
6.	RE provision			Oversee	Oversee	Responsible <Advise	See advice/ comments		<ul style="list-style-type: none"> • Headteacher to implement agreed policy, overseen by Executive Team and Heads' Group
7.	Examinations			Oversee	Oversee	Responsible			<ul style="list-style-type: none"> □ Headteacher to ensure appropriate arrangements put in place for examinations
8.	Determining Collective Worship policy			Oversee	Approve	Recommend	See advice/ comments		<ul style="list-style-type: none"> • Academies to follow statutory requirements
9.	Collective Worship provision				Oversee	Responsible <Advise	See advice/ comments		<ul style="list-style-type: none"> • Headteacher to implement agreed policy • Academies to follow statutory requirements

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
10.	Determining SMSC policy			Oversee	Approve	Recommend	See /advicents comme	<input type="checkbox"/>	<input type="checkbox"/> Academies to follow statutory requirements
11.	SMSC provision			Oversee	Oversee	Responsible <Advise	See advic / comme nts	<input type="checkbox"/>	<input type="checkbox"/> Headteacher to implement agreed policy
12.	Determining sex education policy			Oversee	Responsible	Recommend			
13.	Sex education provision				Oversee	Responsible <Advise			<input type="checkbox"/> Headteacher to implement agreed policy
14.	Determining off site visits				Oversee	Responsible			<input type="checkbox"/> Headteacher to implement agreed policy at Academy level, overseen by LGB or committee <input type="checkbox"/> Should comply fully with CYC Evolve policies and MAT Health and Safety Policy <input type="checkbox"/> Annual H&S checks will quality assure that schools are following Evolve procedures <input type="checkbox"/> Academy Headteachers report all residential visits to LGB or committee for approval
15.	Careers advice provision				Oversee	Responsible			
16.	Community and after school provision (extended schools)			Oversee	Oversee	Responsible		<input type="checkbox"/> See section G below in relation to use of school premises	
D2	Behaviour, attendance and welfare								

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
17.	Determining behaviour and discipline policy (including exclusions)			Oversee	Approve	Recommend			<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher to implement, overseen by Executive Team <input type="checkbox"/> Executive Team to report to Trustees on any material concerns about operation of policy
18.	Home school agreements (if required)				Approve	Recommend			<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher responsible for co-ordinating and managing
19.	Exclusions – decision to exclude					Responsible			<ul style="list-style-type: none"> <input type="checkbox"/> May be for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently. <input type="checkbox"/> The Headteacher may withdraw an exclusion that has not been reviewed by the LGB or committee.
20.	Notifications of exclusions				Receive	Responsible			<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher to notify LGB or committee and others in accordance with Exclusions Code <input type="checkbox"/> Depending on exclusion, this will be either without delay or once a term. <input type="checkbox"/> Notifications must include the reasons and duration
21.	Exclusions – to review overall pattern and use of exclusions			Oversee	Responsible	<Advise			<ul style="list-style-type: none"> <input type="checkbox"/> Trustees to receive agreed level of reporting (see Section A above)
22.	Exclusions – arrange alternative provision				Oversee	Responsible			<ul style="list-style-type: none"> <input type="checkbox"/> Arrange alternative provision in accordance with Exclusions Code
23.	Exclusions – to review exclusion decisions and consider reinstatement in applicable cases			Advise>	Responsible				<ul style="list-style-type: none"> <input type="checkbox"/> Can be delegated to sub-committee of at least 3 LGB members <input type="checkbox"/> Can be delegated to Chair of LGB or committee where permitted by Exclusions Code

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
24.	Exclusions - To establish independent appeals panel			Advise>	Oversee	Responsible		<input type="checkbox"/> Advice and support from Governance Officer	<input type="checkbox"/> Must be in line with exclusions statutory guidance
25.	Pupil attendance			Oversee	Oversee	Responsible			<input type="checkbox"/> Trustees to receive agreed level of reporting (see Section A above)
26.	MAT Safeguarding and child protection policy		Approve	Recommend Oversee	Oversee ACADEMY LEVEL				<input type="checkbox"/> Headteacher to implement at academy level, overseen by Executive Team <input type="checkbox"/> Executive Team to report to Trustees on any material concerns about operation of policy <input type="checkbox"/> Academy policy to comply with MAT policy if applicable

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
D3 School meals									
27.	Provision of school meals			Advise>	Oversee	Responsible			<input type="checkbox"/> Must include provision of free school meals to those eligible <input type="checkbox"/> Must be in accordance with nutritional standards
D4 Admissions									
28.	Determining admissions policy		Approve	<Advise>	Responsible	<Advise	See advice/ comments		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> See Admissions Policy for individual academy
29.	Admissions application decisions				Responsible	<Advise			<input type="checkbox"/> Headteacher responsible for co-ordinating and managing process <input type="checkbox"/> Must be in accordance with published admission arrangements
30.	Arrangement of independent appeals panel			Advise>	Responsible	<Advise		<input type="checkbox"/> Advice and support from Governance Officer	
31.	Appeals against LA directions to admit pupils			Advise>	Responsible	<Advise			

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
E. Accessibility									
1.	Accessibility plan				Responsible	Recommend			<ul style="list-style-type: none"> <input type="checkbox"/> Plan for increasing accessibility to disabled pupils (curriculum, physical environment, information)
2.	Equality information and objectives statement and equality objectives		Approve	Recommend	Advise	<Advise		<ul style="list-style-type: none"> <input type="checkbox"/> Executive Team to co-ordinate process with input from Headteacher and others as required 	<ul style="list-style-type: none"> <input type="checkbox"/> Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting the aims of the general public sector equality duty.
3.	Determine SEND and inclusion policies			Oversee	Recommend	<Advise Responsible		<ul style="list-style-type: none"> <input type="checkbox"/> Advice from SENCO 	<ul style="list-style-type: none"> <input type="checkbox"/> To include social disadvantage, equality, disability discrimination, looked after children, pupil premiums <input type="checkbox"/> Trustees may provide templates for tailoring at local level <input type="checkbox"/> There should be a member of the LGB or committee with specific oversight of the school's arrangements for SEN and disability <input type="checkbox"/> Headteacher to implement at Academy level (overseen by Executive Team) <input type="checkbox"/> Executive Team to report to Trustees on any material concerns about operation of policy
4.	Reviewing and challenging effectiveness of SEND and inclusion policies and decisions		Responsible (Trust wide)	<Advise	Responsible (Academy level), Advise	<Advise			
5.	SEN information report			Advise>	Approve	<Recommend		-	<ul style="list-style-type: none"> <input type="checkbox"/> The SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible <input type="checkbox"/> Contains details about the implementation of the SEN policy <input type="checkbox"/> Trust Board may provide templates to enable coordinated reporting

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
F. Finance and procurement									
1.	Appoint/remove auditors	Responsible	Oversee	<Advise	Scrutinise Advise			<input type="checkbox"/> Chief Finance Officer to advise and manage process	<input type="checkbox"/> Key role for Audit Committee
2.	Appoint/remove internal auditor/agreement of additional assurance support from auditors or other third party		Decide		Scrutinise Advise			<input type="checkbox"/> Chief Finance Officer to advise and manage process	<input type="checkbox"/> Key role for Audit Committee
3.	Respond to auditors' report/advice		Oversee (Trust level) Responsible	Responsible (Trust level) <Advise	Oversee (Academy level matters)	Responsible (Academy level matters) <Advise		<input type="checkbox"/> Chief Finance Officer to support, with assistance from Academy Finance Manager at Academy level	<input type="checkbox"/> Key role for Audit Committee and Board of Trustees
4.	Annual Report and Accounts	Receive, Approve	Recommend	<Advise			See advice/ comments	<ul style="list-style-type: none"> • Trust Chief Finance Officer to co-ordinate draft, with input from Executive Team and Governance Officer • Auditors to review and sign off • Trustees and Accountable Officer must approve relevant sections 	<ul style="list-style-type: none"> • Key role for Audit Committee to scrutinise • The Members should receive and scrutinise the accounts at their AGM • The document should be filed with Companies House and the DfE and uploaded onto the Trust's website

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
5.	Establish financial policies, procedures, regulations and internal financial controls		Approve	Recommend <Advise				<input type="checkbox"/> Chief Finance Officer to support and advise	<ul style="list-style-type: none"> Including financial delegations, investment policy, procurement policy, borrowing, charging and remissions policy, reserves policy etc and reflect who can sign off on financial reporting etc. Key role for Audit Committee Headteacher to implement at Academy level, overseen by Executive Team Executive Team to report to Trustees on any material concerns about operation of policy
6.	Agree a funding model for Trust (including academies)		Approve	Recommend <Advise	Advise	<Advise		<input type="checkbox"/> Chief Finance Officer to support and advise	<input type="checkbox"/> Key role for Audit Committee
7.	Set Trust budget		Approve	Recommend <Advise	Scrutinise			<input type="checkbox"/> Chief Finance Officer to support and advise	<input type="checkbox"/> Key role for Audit Committee
8.	Monitor trust wide expenditure		Responsible	<Advise				<input type="checkbox"/> Chief Finance Officer to support and advise	<input type="checkbox"/> Key role for Audit Committee
9.	Set academy budget		Approve	<Advise	Recommend Scrutinise	<Advise		<ul style="list-style-type: none"> Chief Finance Officer to support and advise LGB or committee make recommendations with support and advice from Local Finance Manager 	<ul style="list-style-type: none"> Must be in line with overall Trust budget
10.	Monitor academy expenditure			Oversee	Responsible	<Advise		<input type="checkbox"/> Local Finance Manager to support and advise	<ul style="list-style-type: none"> Expenditure must be in line with agreed budget Regular reporting to take place to Chief Finance Officer to inform Trust wide monitoring

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
11.	Determine central services provision, establish own central operations and/or procure from third parties		Approve	Recommend <Advise	Advise	<Advise		<input type="checkbox"/> Chief Finance Officer to support and advise	
12.	Opening bank account		Approve					<input type="checkbox"/> Chief Finance Officer to support and advise	<input type="checkbox"/> All bank accounts must be in the name of the Trust and operated in accordance with the Financial regulations
13.	Asset register			Responsible – TRUST WIDE		Responsible – ACADEMY LEVEL		<input type="checkbox"/> Chief Finance Officer to support and advise	

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
G. Health and safety, insurance and premises and extended schools									
1.	Approval of Health and safety policy and arrangements		Approve, Oversee	Responsible	Oversee	Responsible		<input type="checkbox"/> Executive Team to present draft policy for consideration	<input type="checkbox"/> Executive Team responsible for ensuring appropriate health and safety procedures are in place in line with approved policy and are operating effectively <input type="checkbox"/> Headteachers to implement policy at Academy level and oversee operation of procedures (overseen by Executive Team and advising Executive Team in relation to significant issues). <input type="checkbox"/> Policy to include appropriate reporting mechanisms at Member, Director and LGB or committee level. Outsourced H&S advice, guidance and support
2.	Obtaining insurance for land and trust & academy operations		Decide	Recommend <Advise		<Advise		<input type="checkbox"/> Chief Finance Officer to advise and support and liaise with broker	<input type="checkbox"/> To include Director & Officer cover, buildings and contents, business continuity, employers' and public liability insurance, motor vehicle cover etc as required <input type="checkbox"/> Executive Team to ensure details of insurance policy requirements appropriately disseminated
3.	Agree site strategy and development master plan		Decide	<Advise	Advise	<Advise	See advice/ comments	<input type="checkbox"/> Chief Finance Officer to advise and support	<input type="checkbox"/>
4.	Maintenance of premises				Oversee	Responsible	See advice/ comments		<input type="checkbox"/> Estate must be maintained in line with statutory requirements <input type="checkbox"/> LGB receive health, safety and site maintenance report annually with emerging issues highlighted for action as appropriate.

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
5.	Maintain academy Premises management documents (e.g. asbestos, fire safety, statutory testing)		Oversee	Oversee	Oversee	Responsible			<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher to ensure appropriate documents in place (overseen by the Executive Team). <input type="checkbox"/> Executive Team to report any material concerns to Trust Board and LGB or committee
6.	Approving Capital projects/building works		Decide	Recommend <Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> <input type="checkbox"/> Chief Finance Officer to advise and support 	<ul style="list-style-type: none"> <input type="checkbox"/> LA lease should be checked prior to any works on LA land and any necessary consents obtained <input type="checkbox"/> All necessary DfE approvals should be obtained
7.	Managing Academy capital projects/building works/maintenance		Receive	Advise> <Recommend	Oversee	Responsible		<ul style="list-style-type: none"> <input type="checkbox"/> Facilities Manager/Chief Finance Officer/Local Finance manager to advise and support 	<ul style="list-style-type: none"> <input type="checkbox"/> All necessary DfE processes should be followed <input type="checkbox"/> SCA funds allocations to be determined by the Executive Team based on Trust process. <input type="checkbox"/> Academy capital expenditure to be overseen by LGB or committee
8.	Site security			Oversee	Oversee (Academy level)	Responsible (Academy level)			<ul style="list-style-type: none"> <input type="checkbox"/> Executive Team to oversee overarching arrangements across Trust
9.	Acquiring and disposing of land (including leases, licences and easements)		Decide	<Advise	Recommend (Academy specific)	<Advise	See advice/ comments	<ul style="list-style-type: none"> <input type="checkbox"/> Chief Finance Officer to advise and support 	<ul style="list-style-type: none"> <input type="checkbox"/> LA lease should be checked prior to making any disposal of LA land <input type="checkbox"/> All necessary DfE approvals should be obtained <input type="checkbox"/>

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
10.	Determining permissible external and community use policy (letting/licencing/shared use arrangements)		Decide	Recommend				See advice/comments <input type="checkbox"/> Chief Finance Officer to advise and support	<input type="checkbox"/> Policy should reflect requirement to obtain any necessary DfE/LA/site trustee consents. Policy should reflect what happens to any revenue generated from such use.
11.	Managing external and community use			Oversee	Oversee	Responsible		<input type="checkbox"/> Local finance manager to advise and support	<input type="checkbox"/> Must be in accordance with agreed policy

H. Communications, information and complaints									
H1 External communications									
1.	Trust prospectus		Approve	Recommend					<input type="checkbox"/> To ensure appropriate vision and values
2.	School prospectus			Approve	Recommend	Recommend			<input type="checkbox"/> Executive Team to ensure prospectus in line with Trust requirements (templates may be provided)
3.	Trust website		Oversee	Responsible					<input type="checkbox"/> Executive Team to ensure legally compliant and that it dovetails appropriately with Academy websites, delegated day to day to Communications Officer
4.	Academy website			Approve	Oversee	Responsible			<ul style="list-style-type: none"> • Headteacher to ensure legally compliant, overseen by Executive Team • Executive Team to ensure dovetails appropriately with Trust website, supported by Governance Officer
5.	Freedom of Information policy and publication scheme		Approve	Recommend					<ul style="list-style-type: none"> • Ensure compliant with ICO guidance

Delegation Matrix – The Dean Trust

	DECISION	MEMBERS	BOARD OF TRUSTEES	EXECUTIVE TEAM	LGB OR COMMITTEE	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
6.	Approving press statements		Approve (MAT)	Approve (MAT)		Approve (Academy matters)			<ul style="list-style-type: none"> All press statements to be overseen by Executive Team and referred to Board of Trustees where appropriate Press statements referring to MAT as a whole or are of a controversial nature should be referred to the Board for their approval (or the Chair where a statement is time critical)
H2 Complaints									
7.	Determining complaints policy and procedure statement		Approve	Recommend					<ul style="list-style-type: none"> Policy to provide for local management of complaints, with escalation to Trust Board where necessary. Policy to include appropriate reporting at Director and LGB or committee level.
8.	Implementation of complaints policy and procedures			Responsible Oversee (Trust wide)	Oversee (Academy level)	Responsible (Academy level)			<ul style="list-style-type: none"> Executive Head to implement in relation to trust wide complaints, Headteacher to implement in relation to Academy complaints, overseen by Executive Team Executive Team to report to Trustees on any material concerns about operation of policy
H3 Information management									
9.	Data protection and document management policy		Approve	Recommend <Advise					<ul style="list-style-type: none"> Policy to include appropriate reporting at Trustee and LGB or committee level.
10.	Implementation of data protection policy and procedures		Oversee	Responsible Oversee	Oversee (Academy level)	Responsible (Academy level)			<ul style="list-style-type: none"> Headteacher to notify LGB or committee and Executive Team of any material concerns/breaches Data protection officer to report any material concerns/breaches to Trust Board Headteacher to direct any FOIs or SARs to Trust Data Protection Officer for consistency in handling
11.	Pupil records (including attendance register)			Oversee	Oversee	Responsible			