



Governance Overview and Scheme of Delegation – 2022-23

Summary

The Trust Board has overall legal responsibility for the MAT and all the Academies within it. The Scheme of Delegation provides for certain functions to be carried out by the following:

- The Trust Board and its Committees
- The MAT Senior Executive
- The Head Teacher of the Academy
- The Local Governing Body of the Academy

All academies are required to operate in accordance with the Trust's policies and procedures, as well as demonstrating principles of good financial management. Members, trustees and staff must follow the latest version of the Academies Handbook. Academies are subject to annual external audit and internal scrutiny, as well as other assurance work as required by the Trust's Audit Committee.

Key

Members: 5 members, responsible for forming the Trust and appointing trustees and the external auditors.

Board of Directors: 9 Trustees, responsible for Trust strategy, financial and performance related accountability and all legal obligations

Committees: Finance, Audit and Risk Committee, Education Standards and Outcomes and Pay.

Central Executive Team: Accounting Officer/Chief Executive Officer (CEO), Chief Operations and Finance Officer (COFO), Strategic School Improvement Lead (SSIL) and appointed agents – delegated day to day management of the trust

Executive Leadership Group: Head Teacher Board - all Head Teachers and Senior Executive, collaborative working to improve quality of provision and performance

Local Governing Body: Individual Academy Governing Board, responsible for local planning, challenge, monitoring and review, stakeholder engagement

Head Teacher: Academy Head Teacher – delegated day to day management of the Academy

1 Introduction

- 1.1 Prosper Together Multi Academy Trust (the Trust) will be established from February 2023. We are a developing Trust of four schools, at present, with the aim to provide the highest quality education for all of our pupils by providing outstanding learning experiences and opportunities. Our vision and values are based on collaboration and our structures place pupils and community voice at the heart of all we do.
- 1.2 Our vision statement is: ***For the children, families, staff, and all those that form our school communities, to be empowered and enabled to be the very best they can be.*** Our aims are, to:
- Enable our children to be successful and have improved life chances
 - Enable our children to make a positive contribution to society
 - Enrich the lives of our children by broadening their experiences and nurturing aspiration
 - Empower, develop and support the ‘whole child’
 - Champion and support the most vulnerable children and those with SEND
 - Empower, continually develop and support the well-being of all staff
- 1.3 The governance structure of the Trust is shown in the diagram in Appendix A. It reflects the legal structure of the Trust as both a company limited by guarantee (i.e. without shareholders), and an exempt charity (i.e. accountable to the Secretary of State for Education, rather than to the Charities Commission).
- 1.4 The Members have a particular role to oversee and ensure the good governance of the Trust, but it is the Trust Board which is the legally responsible body for the effective running of the whole organisation, and the oversight of its finances. The individuals who serve on the Trust Board are both directors of the company and trustees of the charity. For the purposes of this document, we will refer to these individuals as ‘Trustees’.
- 1.5 The Trustees are accountable to external government agencies, including the Regional Schools’ Commissioner (RSC), Education and Skills Funding Agency (ESFA), the Charity Commission, and the Department for Education (DfE) (including any successor bodies) for the quality of the education the Trust provides, and they are required to have systems in place through which they can assure themselves of quality, safe and good practice.
- 1.6 To assist the Trustees in carrying out their duties, they delegate some of their responsibilities to sub-committees.
- 1.7 The Trust Board is committed to local decision making where this is in the best interest of their schools and their community. They have therefore appointed a number of Local Governing Bodies (LGBs) to oversee individual schools.
- 1.8 In order to ensure effective collaboration between Trust schools and communication with the Central Executive Team, the Trust has also formed an Executive Leadership Group, comprising of Academy Head Teachers and Central Executive Team staff.

2 Governance within Prosper Together Multi Academy Trust

- 2.1 The DfE's Governance Handbook identifies three core functions of governance:
- Ensuring clarity of vision, ethos and strategic direction;
 - holding executive leaders to account for educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
 - overseeing the financial performance of the organisation and making sure its money is well spent.
- 2.2 In our Trust these functions are carried out between the Trust Board, its subcommittees (including LGBs) and members of the Central Team, but ultimate responsibility for ensuring all of these roles are undertaken effectively within the Trust sits with the Trust Board.
- 2.3 Because the Trust is a company, many of the governance arrangements are determined by the Companies Act 2006. The Trust is also required to comply with its funding agreement with the Secretary of State (the contract which sets out the terms and conditions by which the Trust will be funded), and the Articles of Association (the Articles), both of which are available to download from the Trust website.
- 2.4. This document lays out the principles under which the Trust Board and its sub-committees, and local governing bodies operate, and the scheme of delegation under which decision making takes place.

3 The Role of Members

- 3.1 Members have a similar role to shareholders of a company. Their responsibilities are limited but very important. They can:
- amend the Articles;
 - appoint new members and remove existing members (with the written consent of the Strategic Advisory Board);
 - appoint trustees;
 - appoint the external auditor;
 - receive the annual report and financial statements;
 - change the name of the Trust, and
 - ultimately wind it up.
- 3.2. The Members meet twice a year and can make decisions between meetings by way of written resolutions. The details of how Members' meetings and decision-making processes are conducted is determined by the Companies Act 2006 and by the Trust's Articles.

4 The Role of the Trust Board (the Trustees)

- 4.1 The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Trust.
- 4.2 The Trustees must act in fulfilment of the Object which is: to advance for the public benefit education in the United Kingdom.
- 4.3 With the overarching aim to provide the highest quality education for all children in the Trust by providing outstanding learning experiences and opportunities, the Trust Board will:
 - Provide strategic direction for the Trust;
 - Ensure financial viability and the best use of the Trust's funds to ensure it delivers its purpose;
 - Ensure the Trust complies with the requirements of the DfE, the ESFA, and all relevant legislation;
 - Set the policy for pay and conditions;
 - Approve new academies joining the Trust;
 - Hold to account the Trust's Chief Executive Officer (CEO) and members of the Central Team for the performance of the Trust;
 - Manage risk and oversee the management of risk across the Trust;
 - Safeguard and promote the rights and welfare of children and young people; and
 - Have regard to the needs and views of all stakeholders.
- 4.4 Trustees will have regard to the interests of all the Trust schools and the Co-operative values in deciding and implementing any policy or exercising any authority in respect of an individual Trust school
- 4.5 The size of the Trust Board and its operating principles are determined by the Articles, a copy of which can be downloaded from the Trust website.

5 The Role of Trust Board Committees

- 5.1 The Trust Board has appointed three sub-committees to support them to carry out their governance duties.
- 5.2 The Education & Standards Committee meets termly to account for outcomes and standards in each school, including the academic, extra-curricular, pastoral and safeguarding and reviews parent, pupil and staff audits.
- 5.3 The Finance, Audit and Risk Committee meets six times per year to scrutinise the Trust's finances and to support the board in maintaining the Trust as a going concern. It also directs the Trust's programme of internal scrutiny, ensuring that risks are being addressed appropriately through internal scrutiny and reports to the Trust Board on the adequacy of the Trust's internal control framework, including financial and non-financial controls and management of risks.
- 5.4 The Pay Committee meets at least twice a year to review Trust pay policies and pay awards.

- 5.4 The sub-committees will have a majority of trustees appointed to them but may appoint other members with particular skills as they see fit. Members of staff may be invited to provide information to the sub-committees as and when requested to do so.
- 5.5 The Trust also operates with an Executive Leadership Group. This is not a sub-committee of the Board but will provide advice and support to the Trust Board when needed. The Executive Leadership Group meets on a half termly basis and consists of the Headteachers from each academy, the CEO, Strategic School Improvement Lead and COFO. They support the Trust Board in terms of school improvement, strengthening collaboration, standards and outcomes, moderation, professional development and performance management.
- 5.6 The operating principles for each committee are laid out in the relevant terms of reference which are available to download from the website.

6 The Role of the Local Governing Body (LGB)

- 6.1. In multi-academy trusts, legal responsibilities are held centrally. This means that the Trust Board is the legal 'governing body' for every school within the Trust. The Trust Board has chosen to set up LGBs, which are committees of the Trust Board, in each of its schools, because it believes that it is often better for decisions to be made locally.
- 6.2. The LGB doesn't have statutory responsibilities in the way that the governing body in a standalone local authority maintained school has, but it has responsibilities delegated to it by the Trust Board, as laid out in this scheme of delegation.
- 6.3. The constitution, membership and proceedings of the LGB is approved by the Trustees.
- 6.4. The LGBs must recognise and acknowledge the responsibility of the Trustees and the Trust, including any officer appointed with the express purpose of achieving and maintaining school improvement, to support the schools to ensure their long-term sustainability. Schools will prepare their Academy Development plans to be quality assured by the officers of the Trust and presented to the Board. This is to ensure the plan will achieve best outcomes for children and are consistent with the objectives of the Trust. The LGB acknowledges that the financial cost of any support package will be the responsibility of the school. Any Academy Development Plan will take account of the Secretary of State concerns (if any) and will identify measurable objectives and milestones for improvement. The LGB will support and ensure implementation of any plan.
- 6.5. The Trustees will recognise the role that the schools play in their communities and LGBs are, subject to the provisions of this document, free to decide how such support is given. The LGB shall ensure that any support is consistent with the charitable Objects of the Trust, and the restrictions on use of its charitable resources and any advice or restriction placed on the Trust by the Secretary of State. The LGB shall ensure that any formal collaboration or support is appropriately documented and the details notified in advance to the Trustees.

- 6.6. Trustees may suspend delegated authority, remove individual governors, remove an LGB completely, or should they have any concerns. This may occur when there are concerns related to any of the below (this is not an exhaustive list):
- Educational Standards and Outcomes
 - Finance
 - Leadership
 - Safeguarding
- 6.7 If a school is deemed to be a 'school of concern' by the CEO and this has been ratified by the Trustees, various (subject to need) delegated responsibilities will be removed from the school and delegated to the CEO in order to ensure rapid improvement. The delegated responsibilities to be removed will be set out in the 'school of concern' report, alongside priorities to be achieved, and must be agreed with the Trustees and shared with the relevant LGB prior to commencement.
- 6.8 If a school joins the multi academy trust as a sponsored academy various (subject to need) delegated responsibilities will be removed from the school and delegated to the CEO in order to ensure rapid improvement. The delegated responsibilities to be removed will be set out in the sponsored academy report alongside priorities to be achieved, and must be agreed with the Trustees and shared with the relevant LGB prior to commencement.

7 Delegation of Powers: General Provisions

7.1 Contracts

- 7.1.1 The Trustees through the financial scheme of delegation will set a budget for each school, taking into account the size of the school for the efficient running of the school. The finance team (consisting of the Central Team and school business manager and finance officers) will be required to understand the contracts in place and ensure that there is consistency of contracting to achieve economies of scale without delaying purchase.
- 7.1.2 All contracts should be signed by the Head Teacher or the Trust Chief Operations and Finance Officer, Chief Executive Officer or a trustee, depending on the size of the contract as set out in the financial scheme of delegation.
- 7.1.3 A copy of the financial scheme of delegation is available via the Central Executive Team.

7.2 Finance

- 7.2.1 The Trustees delegate to the LGB the responsibility to plan, manage and expend such funds as may be determined each year by the Trustees in accordance with the annual budget approved by the Trustees. The School budget will be drafted by the Central Team in

consultation with the Head Teacher, school business manager/finance officer and the finance link governor (or the Chair of Governors where a finance link governor has not been appointed).

- 7.2.2 The LGB acknowledges the support provided by the Trust and that certain costs will be incurred by it in undertaking its functions and meeting its responsibilities.
- 7.2.3 The services which will be provided by the Trust will be reviewed annually. The school acknowledges the following:
- The Trust will retain a percentage of the school's General Annual Grant (GAG) and Early Years funding each financial year to pay for or contribute to the payment of services provided by the Trust;
 - Details of how and what the budget deduction will cover will be reviewed annually; and
 - The Trust may, on such notice as is reasonable, add or remove services to be provided and vary the amount which the school will contribute to the funding of these services, in consultation with LGBs.
- There may be other services provided by the Trustees on either an optional or a non-discretionary basis. The school will meet such proportion of the costs incurred by the Trust in relation to such additional services as shall be determined by the Trustees on an annual basis. The Trustees will on request make available to the LGBs full details of the expenditure incurred by the Trust.
- 7.2.4 The LGB shall ensure that all funds allocated to the school are spent in a manner as the LGB shall consider most beneficial for the achievement of the Objects of the Trust in so far as it relates to the school and in accordance with the financial limits.
- 7.2.5 The LGB shall ensure that proper procedures are put in place for the safeguarding of funds and that the requirements of the Academies Handbook are observed at all times as well as any requirements and recommendations of the Trustees and the Secretary of State. The LGB shall develop appropriate risk management strategies and shall at all times adopt financial prudence in managing the affairs of the Trust, in so far as these relate to the school and are delegated to them.
- 7.2.6 The accounts of the Trust shall be the responsibility of the Trustees but the Central Finance Team has been tasked with providing such information about the finances of the schools as often and in such format as the Trustees shall request. The Trust accounts are open to scrutiny via the Finance, Audit and Risk Committee and by being a matter of public record.
- 7.2.7 The LGB shall inform the Trustees of any need for significant unplanned expenditure and will discuss with the Trustees (and others as the Trustees shall require) options for identifying available funding.
- 7.2.8 The Trustees, subject to the Articles, delegate to the LGB the responsibility to manage and expend allocated monies received on account of the school for the purposes of the School.
- 7.2.9 The LGBs may use any voluntary funds (including any restricted funds) raised by the LGB for the purposes for which they have been raised and otherwise solely at the discretion of the LGB provided this is within the Object. Proper accounts must be kept by the LGB showing the receipt and use of such funds and the extent to which such funds are restricted, in order for the Trust to meet its obligation to note these funds separately in the Trust accounts.

7.3 Premises

- 7.3.1 The use of monies apportioned in the budget for the routine maintenance of the buildings and facilities used by the school will be the responsibility of the LGB in consultation with the COFO.
- 7.3.2 The LGB shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Trustees (and/or any others) as owners of such buildings and facilities.
- 7.3.3 The Trustees shall have regard to, but not be bound by, the views of the LGB in developing any mid to long term estate management strategy.
- 7.3.4 The Head Teacher and LGB will notify the COFO as soon as reasonably practicable following the occurrence of an event in respect of which an insurance claim is required. The responsibility for notifying the insurers is the COFO who may delegate this to the school finance officer. The Trustees and the LGB will provide each other with all necessary information and assistance as may be helpful in the management of any insurance claims.
- 7.3.5 The responsibility for any disposals or acquisitions of land to be used by the academies will sit with the Trust Board.

7.4 Human Resources

- 7.4.1 The Trustees shall be responsible for the appointment of the CEO.
- 7.4.2 The Trustees shall be responsible for the appointment of the Head Teacher but shall include the LGB in the decision making process and take due account of the views of the LGB prior to making an appointment.
- 7.4.3 The LGB will be responsible for the appointment, dismissal and contractual management of all other staff to be employed at the academy. In doing so they shall:
 - Comply with all policies dealing with staff issued by the Trustees from time-to-time;
 - Take account of any pay terms set by the Trustees;
 - Adopt any standard contracts or terms and conditions for the employment of staff issued by the Trustees; and
 - Manage any claims and disputes with staff members having regard to any advice and recommendations given by the Trustees.
- 7.4.4 The CEO shall work with the LGB to undertake the annual performance review of the Head Teacher. The CEO will present the report to the Trustees who are responsible for agreeing the pay and pay progression of the Head Teacher.
- 7.4.5 The LGB shall be responsible for ensuring that performance management of all other staff takes place in line with Trust policies, and shall put in place procedures for their proper professional and personal development.

- 7.4.6 The Trust Board will delegate such powers and functions as it considers to be required to the Head Teacher for the internal organisation, management and control of the academy (including the implementation of all policies approved by the Trust Board and the LGB).
- 7.5 Curriculum and Standards
- 7.5.1 The LGB shall be responsible for the setting and review of the curriculum but shall have regard to any views of the CEO or the Trustees in recognition of the Trustees' obligation to the Secretary of State to provide a broad and balanced curriculum.
- 7.5.2 The LGB shall be responsible for the standards achieved by the school, and the pupils attending the school, but shall follow such advice and recommendations of the CEO, SSIL and the Trustees as they might circulate from time-to-time.
- 7.5.3 The Head Teacher will make regular written reports to the LGB.
- 7.5.4 Quality assurance of curriculum and standards is undertaken by the CEO through CEO and/or SSIL visits and reported to the Trustees via the Education and Standards Committee.
- 7.5.5 The Trustees delegate authority to the LGB to review the school's admission policy on an annual basis and to establish and undertake the functions of an admissions committee. Any amendments to the published admission number or the policy requires Trustee approval prior to any consultation taking place. Final determination of admissions policies is ultimately the responsibility of the Trust Board.
- 7.6 Safeguarding and Pupil Well-Being
- 7.6.1. The LGB will be responsible for safeguarding pupils and for the appropriate handling of child protection concerns. This will include appointing a safeguarding link governor and a properly trained designated safeguarding lead member of staff.
- 7.6.2. The LGB will be responsible for promoting the physical and mental well-being of pupils.
- 7.6.3 If a serious safeguarding issue arises, in addition to following the school's safeguarding policies and procedures, the Head Teacher or, in their absence the Chair of the LGB shall inform the CEO as soon as practicable. The first priority should be to report to the Local Authority Designated Officer (LADO).
- 7.7 Engagement with Stakeholders
- 7.7.1 The LGB will be responsible for ensuring stakeholder voices are heard and taken into account. This will include communicating key issues to the Trust Board so that they can be taken into account in trust-wide decision making.
- 7.8 Extended School and Business Activity

- 7.8.1 Whilst the undertaking of any activities which would be described as part of the school’s “extended schools’ agenda” or any activities designed to generate business income, shall be the responsibility of the LGB, such activities shall only be undertaken in a manner consistent with any policy set by the Trustees and provided that the LGB shall have regard to the viability of such activities and possible implications including taxation.
- 7.9 Operational Matters
- 7.9.1 Following consultation with LGBs for any new policies, the LGB will adopt and will comply with all policies that the Trustees communicate to the LGB as being Trust policies.
- 7.9.2 In addition to the Trust’s policies, Trustees will from time-to-time communicate to the LGB details of other policies which the LGB must have in place but the contents of which will be for the LGB to decide, provided that the contents must not contradict or conflict with the contents or aims of the Trust’s policies and be consistent with any statutory guidance available.
- 7.9.3 The LGB may produce and have in place such other policies as it thinks fit provided that such policies do not contradict or conflict with the policies referred to above. Policies will be published on the Trust website.
- 7.9.4 All trustees and all governors have a duty to act independently and not as agents of those who may have appointed them and will act with integrity, objectivity and honesty in line with the values and the best interests of the Trust and the school and, shall be open about decisions and be prepared to justify those decisions except in so far as any matter may be considered confidential.
- 7.9.5 The LGB will review its policies and practices on a regular basis, having regard to the requirements and recommendations made by the Trustees, in order to ensure that the governance of the school is best able to adapt to the changing political and legal environment.
- 7.9.6 The LGB shall provide such data and information regarding the business of the school and the students attending the school as the Trustees may require from it.
- 7.9.7 The LGB shall welcome any visits by the Trustees with appropriate notice and any inspections pursuant to section 48 of the Education Act 2005. (e.g. Ofsted).
- 7.9.8 The LGB shall work closely with and shall promptly implement any advice or recommendations made by the Trustees in the event that intervention is either threatened or is carried out by the Secretary of State and the Trustees reserve the right to review or remove any power or responsibility conferred on the LGB under this scheme of delegation in such circumstances. In making such decisions, due regard will be given to any advice previously issued by Trustees.

8 Review

- 8.1 This governance document and scheme of delegation will be effective from the date it was approved by the Trust Board and will be reviewed on an annual basis. It may be amended by the Trustees at any time by giving notice in writing to the LGB. In considering any material changes, including termination, the Trustees will consult with and have regard to any views of the LGB.
- 8.2 In the first year of operation the Trustees may actively review and update the scheme of delegation in-year, to take account of the implementation of the document in practice and/or areas that require clarification.

Scheme of Delegation

GOVERNANCE

No.	Element	Head Teacher	LGB	Exec Leader Grp	Central Team	Trustees	Members
1.	Members: Appoint/Remove	X	X	X	X	X	Action
2.	Trustees: Appoint/Remove	X	X	X	X	X	Action
3.	Role Descriptions for Members	X	X	X	X	X	Action
4.	Role Descriptions for Trustees and Specific Roles	X	X	X	X	X	Action
5.	Trust Chair and Vice Chair: Appoint/Remove	X	X	X	X	Action, first meeting annually.	X
6.	Committees: Appoint/Remove, including members and chairs. (Excludes LGBs see below)	X	X	X	X	Action, first meeting annually. Approve constitution, membership and proceedings of LGBs.	X
7.	LGB, including Chair and Vice Chair: Appoint/Remove	X	Action, first meeting annually. Inform CEO. Propose to Trustees any changes to LGB constitution for approval.	X	Support provided to remove a governor if applicable. If LGB suspended, CEO to arrange interim local governance arrangements and securing new appointments.	Approve any proposed changes to constitution of LGBs, if applicable.	X
8.	Executive Leaders (CEO/COFO): Appoint/Remove	X	X	X	Action recruitment process for COFO	Action recruitment process for CEO and appoint as Accounting Officer. Appoint COFO.	

9.	Governance Professional to support Trustees: Appoint/Remove	X	X	X	Action recruitment process	Action	X
10.	Clerk to LGB: Appoint/Remove	Action recruitment process.	Action	X	Identify / action opportunity for shared resource, where applicable.	X	X
11.	Trust Articles of Association	X	X	X	X	Propose Amendments	Approve. Nb. Approval from Charity Commission, if applicable
12.	Self-Review of Board(s)	X	Action at Academy level.	X	Receive outcomes of LGB review to support Trust-wide training / development.	Action at Trust level.	Receive outcomes of Trustee review as part of annual report.
13.	Scheme of Delegation	Consult and action delegated responsibilities	Consult and action delegated responsibilities	Consult and action delegated responsibilities	Action delegated responsibilities. Draft and recommend amendments, if applicable, annually.	Review and approve at least annually and as required. <i>(Nb. In the first-year Trustees will support a regular review as a document to be tested in practice)</i>	X
14.	Schedule of Business – Trustees	X	X	X	Prepare draft	Approve and action. This includes agreeing the terms of Reference for Committees annually.	x

15.	Schedule of Business – LGB	Prepare draft	Approve and action. LGB responsible for establishing the structure to deliver its delegated duties.	X	X	X	X
16.	Annual Report of Trust Accounts and Performance	Receive	Receive	X	Prepare draft	Approve	Receive and Review
17.	Appoints Auditors	X	X	X	Undertakes the procurement process	Recommend to Members	Appoint

STRATEGY

No.	Element	Head Teacher	LGB	Exec Leader Grp	Central Team	Trustees	Members
1.	Establish Trust Vision	Consult	Consult	Consult	Assist Trustees	Action and review	Review
2.	Set Strategic Objectives and Strategic Plan for the Trust	Consult	Consult	Consult	Consult and report against progress	Action and review	Review
3.	Determine the Character, Mission and Ethos of Trust	Consult	Consult	Consult	Consult	Action and review	Review
4.	Determine the Character, Mission and Ethos of Academy	Action, to align with Trust mission.	Action and review, to align with Trust mission.	X	Monitor and review	X	X
5.	Establish Academy Vision	Action to align with Trust Vision.	Approve	X	Monitor and review	Review	X
6.	Strategic Objectives of Academies	Action	Approve and action, issue to CEO	Receive	Monitor and review	Review	X
7.	Determine Trust Wide Policies	Consult	Consult	Consult	Draft	Approve	X
8.	Determine Academy Level Policies	Draft	Approve	X	Consult. Provide a list of key policies that are required.	X	X

9.	Central Services Structure and Funding	Consult	Consult To raise issues with CEO. Ability to appeal to Trustees re: Central Services Funding.	Consult	Recommend to Trustees and action.	Approve Establish appeal process. Review LGB appeal. Refer to ESFA if an appeal is not resolved.	X
10.	Management of Risk	Action Academy risk mitigation. Preparation of Academy risk register, with support of CEO/COFO.	Receive and monitor Academy risk register. Action where applicable.	Identification of any risks and report to CEO	Prepare Trust risk register. Action Trust risk mitigation. Assist in preparation of Academy risk register.	Receive and monitor Trust risk register. Action where applicable.	X
11.	Identification of Key Performance Indicators - Trust	X	Consult	Consult	Action	Approve and Monitor	Receive as part of annual reporting.
12.	Identification of Key Performance Indicators – Academy	Consult and action	Approve. Action / monitor as applicable.	Consult and assist in monitoring.	Consult/monitor subject to KPI and assist in preparation.	Review	X
13.	Trust Expansion	X	Informed of plans	Assist in Due Diligence process	Action Due Diligence and make recommendations to Trustees.	Review and Approve/reject	X
14.	Other Strategic Decisions (eg. Making a Significant Change Proposal, adding childcare provision) not included in the Strategic Plan	Makes recommendation to LGB and CEO. Action if applicable.	LGB advises CEO of its proposals / recommendations.	Consult, if applicable.	Approve/Reject if applicable subject to proposal and advise Trustees. Or, recommend to Trustees if DfE/ESFA approval required or proposal requires	Approve/reject	X

					significant expenditure / risk.		
15.	Admissions policy and Published Admission Number	Recommend to LGB	Review and recommend to Trustees annually	X	Support statutory consultation processes	Approve as the Admissions Authority	X
16.	Admissions Committee	Support LGB in undertaking the functions of the committee and action decisions. Arrange an appeal panel with LA.	Action. Form a committee to determine applications and in-year applications.	X	Provide advice and support to LGBs where required.	X	X
17.	Engagement with Local Stakeholders	Action. Consult with CEO/COFO regarding any press releases.	Action and monitor. Report to CEO any issues or best practice.	X	Support Academies in actioning and sharing Trust wide information. Approval of press releases.	X	X

EDUCATION PROVISION AND CURRICULUM

No.	Element	Head Teacher	LGB	Exec Leader Grp	Central Team	Trustees	Members
1.	Academy Development Plan	Action with support from CEO/SSIL as required	Approve and monitor	Challenge and review	As ELG. Quality assures.	Receive	X
2.	Performance of Academies	Action	Action Receive Trust performance report	Challenge and review to identify support and best practice	Prepare report to Trustees	Challenge, monitor and review across Trust	X
3.	Progress against agreed KPIs	Action	Monitor	Challenge, monitor and review	Receive and report to Trustees	Review	X
4.	Self-evaluation	Action with support from	Receive and approve	Challenge, monitor and review	Receive	X	X

		SSIL/CEO as required					
5.	Quality of Teaching	Action and report at Academy level	Monitor	Challenge and review to identify support and best practice	Monitor and report at Trust level	Review	X
6.	Curriculum	Individual academy to determine	Approve, monitor and challenge.	Development across MAT	Ensure statutory compliance	X	X
7.	Provision for Pupils with SEND	Individual academy to determine	Receive and recommend	Development across MAT	Monitor and report at Trust level. Ensure statutory compliance	Review	X
8.	Provision for Looked After Children	Individual academy to determine	Receive progress reports and monitor	Development across MAT	Ensure statutory compliance.	X	X
9.	Use of Pupil Premium	Recommend	Approve and monitor	Development across MAT	Ensure statutory compliance.	X	X
10.	Use of Sports Premium	Recommend	Approve and monitor	Development across MAT	Ensure statutory compliance.	X	X
11.	Collective Worship	Individual academy to determine policy	Approve and monitor	Development across MAT	Ensure statutory compliance.	X	X
12.	Statutory Assessment	Action	Monitor	X	Ensure compliance.	Notified of any issues / risk	X
13.	Attendance, including persistent absence	Action and report to LGB	Approve local operational procedures to Trust Policy. Monitor and challenge.	Share best practice	Ensure statutory compliance. Monitor Academy attendance levels.	Approve Trust policy. Monitor Trust attendance levels.	X
14.	Exclusions/Suspensions	Action and report to LGB and LA. HT responsibility to exclude.	Approve local operational procedures to Trust Policy. Monitor and arrange panel hearings.	X	Ensure statutory compliance. Monitor Academy Exclusion rates.	Approve Trust policy Monitor Trust Exclusion rates.	X
15.	Academy Hours	Recommend	Approve	Consult	X	X	X

16.	Term Dates	Recommend to ELG Share INSET dates	Consult	Agrees collective term times with regard to local arrangements. Review INSET Dates	Consult	X	X
17.	Provision of Free School Meals	Action	Review	Monitor	X	X	X
18.	Website Compliance	Action for Academy	Review for Academy	X	Action for Trust	Review for Trust	X
19.	Collaborations / Partnering Arrangements	Head Teacher to propose to CEO.	Monitor for value for money.	Review	Approve	X	X
20.	Academy Policies relating to curriculum or education provision	Action and implement.	Approve in line with Trust guidance where applicable. Ensure policy reflects local operational procedures. Monitor.	Share best practice	X	Ensure compliance	X
21.	Emergency Closures	HT Decision	Authorise for individual academy.	Snow/area related to be agreed collectively.	To be informed.	Chair informed of collective closure.	X
22.	Ofsted Inspection – Trust	Support	Support	Support	Action	Action	Receive report
23.	Ofsted Inspection – Academy	Action	Action	Review	Support	Monitor	X

FINANCE

No.	Element	Head Teacher	LGB	Exec Leader Grp	Central Team	Trustees	Members
1.	Trust Financial Policies (including allocation of funding, procedures, reserves and severance policies) – in accordance with Academies Handbook	Consult	Consult	Consult	Draft	Review and approve.	X

2.	<p>3yr Budget Forecast inc. 1yr detailed plan including capital projects</p> <p>Revisions to budget during the year as appropriate.</p>	<p>The Headteacher will have primary responsibility for preparing the draft Budget in consultation with the LGB and with the support of the CFO in accordance with a pre-arranged timetable.</p> <p>The Headteacher may make revisions to the budget during the year as appropriate with involvement from members of the LGB keeping the CFO informed.</p>	<p>The Headteacher will refer the Draft Budget to the LGB which will make recommendation for approval to the CEO with any amendments they feel are appropriate.</p> <p>Recommendations for approval for revisions to the budget must be made by the LGB.</p>	X	<p>The CEO will carry out a review of the draft Budget Forecast and make a recommendation for approval to the full Trust Board.</p> <p>Approval of in year revisions to budget.</p>	<p>The full Trust Board will approve the consolidated Budget Forecast for the MAT including the individual academy budgets prior to submission to the ESFA by 30 July.</p> <p><i>The initial Budget Forecast for Year 1 will be prepared in Month 1.</i></p>	X
3.	Academy deficit budget (on joining/forecast)	Prepare deficit recovery plan and provide termly reports with support from CFO	Recommend deficit recovery plan to Trustees. Monitor progress.	X	CEO to review and recommend deficit recovery plan to Trustees and any further action.	Approve/reject/amend deficit recovery plan and review CEO recommendations.	X
4.	<p>Authority to accept a quote / tender (minimum of 3 quotes for spend over £10,000)</p> <p>Quote/Tender treatment subject to procurement policy and EU Thresholds</p>	Up to a value of £10,000 provided it is in scope of the academy's approved budget.	£10,000 Up to a value of £25,000 provided it is in scope of the academy's approved budget.	X	<p>£25,000 up to £49,999</p> <p>All items not covered within the approved budget of individual academies.</p>	Over £50,000	X

5.	Purchase Order Approval	Up to £25,000 in value and following quote approval. Up to £5,000 within approved budget without quote approval.	X	X	£25,000 up to £49,999 with quote approval	£50,000 and over	X
6.	Authority to write off bad debts	Up to a value of £500.00, informs CFO.	X	X	£500 up to £3,000	Over £3,000 (over £45,000 requires Secretary of State approval).	X
7.	Approval for Capital Expenditure not included in the original budget	Authority in consultation with the LGB to incur additional capital expenditure up to £10,000 (or Max. DFC) in a financial year (either on one item or in aggregate) from available funding, with agreement from the CFO.	Any restriction on HT authority must be recorded and communicated to HT and CFO.	X	The CEO has authority to approve additional capital expenditure up to £50,000 in a financial year (either on one item or in aggregate) after consultation with the Trust Board.	Capital expenditure for projects exceeding £50,000 requires the express written consent of the Trust Board.	X
8.	Approval for Virements between nominal codes and budget heads.	The Headteacher may request approval for virements between nominal codes and budget heads on the approved financial plan.	The LGB will monitor the on-going expenditure against budget heads and may approve virements between nominal codes and budget heads.	X	Monitor reasons / regularity of virements.	X	X

			The CFO to be kept informed.				
9.	Budget Monitoring	Preparation of monitoring reports for LGB and provision of information for Management Accounts with support from the CFO.	The Local Governing Body will scrutinise and monitor capital and revenue expenditure and ensure expenditure remains within the limits permitted by this Scheme of Delegation. Trust Management Accounts received quarterly for information.	X	Monitoring of monthly academy management accounts. Production of Trust Management Accounts monthly.	The Chair of Trustees shall receive Trust Management Accounts monthly. Finance and Resources Committee shall receive management Accounts quarterly.	X
10.	Reporting and Internal Audit Requirements	The Headteacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the Trust Board may from time to time require. This will include reporting formally to the CEO at regular intervals as specified.	LGB to comply with internal scrutiny requirements. It will provide reports in any such form and at any interval as the Trust Board may from time to time require.	X	Reviews and monitors Trust and Academy financial processes and compliance with internal auditing requirements on an ongoing basis and report any concerns to the Trust Board. The CEO will appoint an internal scrutiny auditor to conduct reviews of processes and procedures to	The Trust Board will review the performance of the Academy against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year. The Trust may identify priorities for internal scrutiny based on reports received.	X

					provide assurance that these are efficient and effective.		
11.	Statutory Audit Procedures	The Headteacher is to provide such information and assistance in relation to statutory audit procedures as the Trust Board may require.	The Local Governing Body is to provide such information and assistance in relation to statutory audit procedures as the Trust Board may require.	X	The CEO is to provide such information and assistance in relation to statutory audit procedures as the Trust Board may require.	The Trust Board is responsible for the approval of statutory accounts and presentation to Members.	The statutory accounts are received by the Members at the AGM.
12.	Financial Compliance	Comply with Trust Financial policies and Academies Handbook	Comply with Trust Financial policies and Academies Handbook.	X	Ensure compliance at both MAT & Academy Level with the Academies Handbook	Review compliance across the MAT with the Academies Handbook. Complete School Resource Management Checklist.	Review Auditor Report regarding compliance as part of Statutory Audit Procedures
13.	Financial Benchmarking & Best Value checks	Undertake annual exercise	Review Benchmarking and SRM dashboard report for the school.	To review	Monitor spend and value for money across the MAT. Receive commentary from LGBs regarding red/amber flags on SRM dashboard / benchmarking.	Review Benchmarking reports & monitoring across the trust	X
14.	Leases	No 'Finance' leases are to be	As for HT	X	As for HT	All finance leases to be authorised	X

		considered. 'Operating' Leases only within delegated expenditure levels				with reference to ESFA /ESFA approval as required	
15.	Capital Bids (Condition Improvement Fund, Sports England)	Identify possible bid opportunities in consultation with CEO	Identify possible bid opportunities in consultation with CEO	X	Determine and establish, in consultation with LGBs, arrangements for bidding for and bidding for capital funding. Preparation of bid.	Approval of bid proposal	X
16.	Other Grants	Identify and action bid opportunities below £10,000. Identify possible bid opportunities over £10,000 in consultation with CEO	Monitor the delivery of all bids at Academy level		Identify and share bid opportunities. Ensure all bid's 'deliverables' are realistic. Review and assist in the preparation of bids over £10,000	Approval of bid proposals that impact significantly (over £10,000) on assets or staffing arrangements outside of approved budgets.	X
17.	Insurance	To maintain adequate insurance arrangements at Academy level. Advise COFO of any insurance claims to be made.			To maintain adequate insurance arrangements at Trust level		

HUMAN RESOURCES

No.	Element	Head Teacher	LGB	Exec Leader Grp	Central Team	Trustees	Members
1.	Human Resource Policies – Trust Wide	Consult and action	Consult. Action and monitor implementation at Academy level.	Consult	Draft policy for Trustees. Action.	Approve and Action	X
2.	MAT Senior Executive Appointments	X	X	X	Where applicable support recruitment processes	Action	Receive report
3.	Head Teacher Appointments	Inform of intentions	Action. LGB to lead recruitment process and arrange appointment panel with support from CEO. Panel to include CEO and a Trustee (<i>Excludes any Trustee that also sits on the LGB</i>).	X	Support recruitment process and sit on the appointment panel. Recommend appointment to Trustees on behalf of appointment panel.	A Trustee to sit on the recruitment panel. Approve. The Board will ratify any recommendation by the appointment panel unless it has a justifiable reason to do otherwise.	Receive information in annual report
4.	Academy Senior Leadership Appointments Vacancies to be advertised within Trust before externally – unless approval is given from CEO after consultation with ELG for external only	Inform CEO of vacancy. Lead recruitment process. CFO to be notified of any implications to staffing budget.	Support recruitment process. At least one Governor on the appointment panel. Recommend appointment to LGB. The Board will ratify any recommendation by the panel unless	Support recruitment process if required.	Advise and Support HT with process if required. Sit on recruitment panel if required. Review and approve requests for external advert only.	Receive information in CEO report.	X

			it has a justifiable reason to do otherwise		To be informed of changes to salary bandings for SLT posts.		
5.	Teacher and Support Staff Appointments	Lead recruitment process. Recommend appointment to LGB. CFO to be notified of any implications to staffing budget.	Approve staff appointment. The Board will ratify any recommendation by the HT unless it has a justifiable reason to do otherwise. A Governor may be required to sit on appointment panel.	Inform of vacancies	Receive information. Review and approve requests for external advert only.	X	X
6.	Salary Review (changes to salary bandings of staff members, excluding incremental progression as part of Performance Management)	Recommend to CEO, following consultation with LGB	Consult Recommend to Trustees changes to HT salary banding, following consultation with CEO.	Consult	Approve/ reject individual cases. Recommend to Trustees salary levels and bands for Academies. CEO to recommend to Trustees changes to Central Team.	Review and approve Review and approve CEO and Central Team.	X
7.	Performance Management and Pay Progression	Action for Academy staff. Recommend pay progression to LGB, in accordance with policy.	Review Performance Management processes. Approve Academy staff pay progression.	X	Action for Central Team staff. Recommend pay progression to Trustees, in accordance with policy.	Approve pay progression of central team staff. Action CEO appraisal.	

			Action HT appraisal with CEO. Recommend pay progression of HT to Trustees.		Action HT appraisal with LGB		
8.	Terms and Conditions of Employment <i>- new employees only</i> <i>- Existing staff will remain on existing T&C unless there is a material Economic, Organisational or Technical change</i>	Consult	Consult	Consult	Make recommendations to Trustees and action.	Review and approve.	X
9.	Other changes to Terms and Conditions of Employment (eg. Flexible Working).	Action for Academy staff, with advice and guidance from CEO.	Action for HT, with advice and guidance from CEO.	Consult if a Trust-wide member of staff	Action for Central Team staff.	Action for CEO.	X
10.	MAT Central Team Structure	Consult	Consult	Consult	Make recommendations to Trustees (where applicable) and action.	Approve.	X
11.	Academy Staffing Structure	Recommend to LGB, within agreed budget. Consult with CEO regarding changes that impact on budget.	Approve within agreed budget.	X	Review	X	X
12.	Significant Restructure / Redundancies	Recommend proposals to CEO/CFO following consultation with LGB. Action with support of CEO.	Consult	X	Support HT/LGB in development and implementation of proposals. Action.	Review and approve.	X

13.	Allegations of Gross Misconduct – with support from HR advisors as required	Action procedures relating to Academy staff according to policy.	Action procedures relating to HT with support of CEO according to policy.	X	Action procedures relating to LGB and Central Team staff according to policy. Provide support HT and LGB.	Review and approve policy. Action procedures relating to CEO or Trustee.	Action removal of Trustee if this outcome of a Gross Misconduct hearing.
14.	Disciplinary Procedures – with support from HR advisors as required	Action procedures relating to Academy staff.	Action procedures relating to HT with support of CEO.	X	Review and support HT and LGB in conducting procedures. Action procedures relating to Central Team.	Review and approve policy. Action procedures relating to CEO.	X
15.	Capability Procedures – with support from HR advisors as required	Action procedures relating to Academy staff.	Support HT in procedures relating to Academy staff. Assist CEO in procedures relating to HT.	X	Review. Action procedures relating to Central Team staff and HT.	Review and approve policy. Action procedures relating to CEO.	X
16.	Sickness and Absence Monitoring – with support from HR advisors as required	Action and inform CEO	Monitor	X	Review. Support HT where required.	Approve policy and receive reports relating to Central Team.	X
17.	Head Teacher Absence (long term) – with support from HR advisors as required	X	To be informed. CEO to support Chair with monitoring and implementation of absence procedures.	Provide support to Academy SLT, if required.	Monitor and provide support to Academy LGB and SLT.	Review	X
18.	Continuous Professional Development	Action	Monitor impact.	Plan and review. Receive impact reports.	As ELG. Approve external SIP appointments.	X	X
19.	Appointment of External Consultants	Head Teacher to propose to CEO if exceeds either time (3 days), payment	To be informed. Monitor for value for money.	Review and recommend to CEO if required (time, payment, budget)	Approve/reject if exceeds time and payment levels or not in approved	X	X

		(max. 5k) or budget levels. Education Consultant proposals to be reviewed at ELG.			budget. Appointment by Trust, funded by Academy/ies for academy commissions.		
20.	Safeguarding	Action. HT has day to day responsibility for all Academy safeguarding procedures and administration, including staff induction, safer recruitment and all safeguarding checks (eg. DBS, references).	Review and approve the Academy safeguarding policy annually. Monitor procedures and administration. Appoint a named link governor. Conduct a safeguarding audit at least annually.	Discuss and review	Action. CEO has day to day responsibility for all Central Team safeguarding procedures and administration, including staff induction, safer recruitment and all safeguarding checks (eg. DBS, references). Ensure compliance at Academy level.	Approve a Safeguarding statement of intent/expectations that applies to all Academies. Review and approve the Central Team safeguarding policy annually. Monitor procedures and administration. Appoint a named link Trustee. Conduct a safeguarding audit at least annually.	X

ASSET MANAGEMENT

No.	Element	Head Teacher	LGB	Exec Leader Grp	Central Team	Trustees	Members
1.	Asset and Premises Strategy - Trust	Consult	Consult	Consult	Development of trust wide estate strategy with identified priorities.	Approve Estate Strategy	X
2.	Asset and Premises Strategy - Academy	Draft with support from CEO	Monitor development of Academy land and buildings in line with Trust strategy	X	Monitor and support	Approve	X
3.	Maintenance Programme – Academy	Action. Seek Landlord Approval from LA as required.	Monitor statutory compliance, maintenance and minor works	X	Support HT in developing the Academy maintenance programme	X	X
4.	Acquiring and Disposing of Land and Buildings	Consult	Consult	X	Advise Trustees. Notify ESFA.	Approve acquisition and disposal in accordance with ESFA guidelines/approvals.	X
5.	Acquiring and Disposing of Other Assets	Authorise disposal of assets with market value under 1K. Recommend to LGB any disposals over 1K	Receive report from HT and recommend to MAT Exec any disposal of assets with market value over 1K	X	Authorise disposal of Trust or Academy assets with market value between 1K and 10K. Recommend to Trustees and disposals over the value of 10K	Review and Authorise disposal of assets with market value over 10K.	X

6.	Leasing and Contract Hire Agreements	Action in line with agreed budget plan. To notify of the intention to revise or terminate an agreement.	X	Discuss and review	Approve leasing/contract hire arrangements. Review and action opportunities for Trust wide arrangements.	Approve purchasing policy and financial delegations.	X
7.	Changing Use of Assets	Discuss with LGB and CEO	Recommend to Trust Board	X	Recommend to Trust Board	Approve – Referral to Secretary of State where applicable	X
8.	Assets Register	Action	X	X	Monitor and ensure compliance with assets policy. Action the register of central services assets.	Review	X
9.	Health and Safety	Action. HT has day to day responsibility for all Academy Health and Safety procedures and administration, including risk assessments and identification of training needs. Ensures Statutory Testing, inspection and compliance checks are completed.	Review and approve the Academy Health and Safety policy annually. Monitor procedures and administration. Appoint a named link governor. Conduct a H&S walk and audit at least annually.	X	Action. CEO has day to day responsibility for all Trust H&S procedures and administration, including risk assessment and identification of training needs. Ensure effectiveness and compliance at Academy level. Receives Statutory Testing, inspection	Approve a Health and Safety statement of intent/expectations that applies to all Academies. Review and approve the Trust H&S policy annually. Monitor procedures and administration. Appoint a named link Trustee. Conduct a H&S audit at least annually.	X

					and compliance schedule.	Receive report from CEO regarding Academy effectiveness/compliance.	
10.	Legal Claims	HT to notify CEO of potential claims. Action instructions from CEO/Trustees. Written approval from CEO required to engage legal advisors.	LGB to support HT and/or CEO in any claim proceedings.	X	CEO to support HT/LGB. CEO to action instructions from Trustees. CEO to engage legal advisors subject to approval from Trustees on behalf of HT/LGB or Trust.	Approve action by CEO, LGB or HT.	X
11.	Capital Projects	Action for minor projects with support from CEO as required.	Approve in accordance with financial thresholds and monitor.	X	Action for major projects, with support from HT. Commission external support as required.	Approve in accordance with financial thresholds and monitor.	X
12.	Lettings	Comply with policy.	Modify policy to meet local operational procedures. Monitor	X	Draft policy.	Approve Lettings and Hire policy.	X

Prosper Together Multi Academy Trust

Governance Overview

