

Scheme of Delegation

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Table of Contents	Page no.
1. Members	2
2. Trustees	2
3. Trust Board Sub Committees	3
4. Local Governing Bodies (LGBs)/Interim Advisory Boards (IAB)	3
5. Governance Structure	4
6. Scheme of Delegation.	5

University of Wolverhampton Multi Academy Trust Arrangements for Delegated Authority

The arrangements for delegated authority within University of Wolverhampton Multi Academy Trust (UWMAT / the Trust) are set out in this scheme of delegation. The functions of the Trust are discharged by the Trust Board, its committees and key posts.

The significant roles and responsibilities within the organisation, as per its charitable status, are;

1 Members

The Members of UWMAT are signatories to the Trust's memorandum and articles of association (articles), which is the document that outlines the governance structure and how the Trust operates. Any proposed amendments to the articles require Members' approval. Members appoint trustees and ensure that the Trust's charitable objects are carried out; Members can remove trustees if they fail to fulfil this responsibility.

In line with DfE expectations and to retain separation of powers between the Members and trustees, no one can be a Member and Trustee simultaneously. Further, Members are not permitted to be employees of the Trust.

2. Trustees

UWMAT Trustees (also known as the Trust Board) are responsible for the general control and management of the Trust in accordance with the provisions set out in the articles. The Trust Board has overall accountability and responsibility for the statutory functions and performance of the Trust and as such must;

- 1) Ensure clarity of vision, ethos and strategic direction
- 2) Hold the executive officers and Headteachers to account for the educational performance of the academies and their pupils, and the performance management of staff
- 3) Oversee the financial performance of the Trust and make sure its money is well spent.

Trustees can delegate certain governance functions as set out in this scheme of delegation. They also have the right to review and adapt the governance structure at any time, including the removal of delegated authority as detailed in point 4 below.

The Trust Board delegates responsibility for the delivery of its strategy and objectives, to the Chief Executive Officer (CEO) and along with the Members holds the CEO to account for the performance of the Trust overall. Academy Heads are responsible for the day to day management of each academy and are accountable to the CEO.

Some responsibilities in relation to the performance of each academy are delegated to local governing bodies (LGBs). Each LGB uses its local detailed knowledge to ensure the academy is performing to the highest possible standards. Academy Heads report to LGBs on overall performance, the progress of pupils and any other delegated matters.

Performance management of academy Head teachers is the responsibility of the CEO and LGB Chairs contribute to this process.

3. Trust Board Sub Committees

The Trust Board has established four sub committees comprising of Trustees with specialist skills and knowledge to inform the overall work of the Trust. The responsibilities of Trust Boards sub committees are set out in their terms of reference. The Trust Board reserves the right to suspend sub committees if required.

4. Local Governing Bodies (LGBs)/Interim Advisory Boards (IAB)

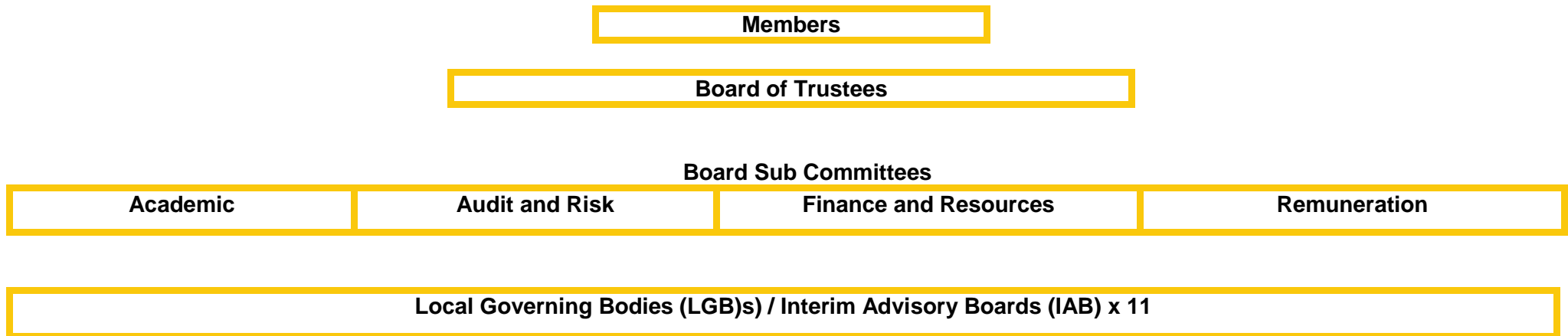
The responsibilities of LGBs is set out in this scheme of delegation; building an understanding of how the academy is led and managed, monitoring whether the academy is working within the framework set by the Trust Board, meeting agreed targets, managing its finances well and engaging with stakeholders.

Delegation to an LGB can be removed by the Trust Board if there is evidence of:

- Weak performance in response to a review of governance or Ofsted inspection.
- An Ofsted inspection where there is a rating decline or an academy moves into a category of serious weakness or requiring improvement.
- A sudden or unexpected significant dip in the performance of an academy
- A significant safeguarding concern within an academy
- Concerns in relation to an academy's financial performance

University of Wolverhampton Multi Academy Trust

Governance Structure



Scheme of Delegation

Key	
√	Action to be undertaken at this level

A	Provide advice and support to those accountable for decision making
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NB: Where an academy has been issued with an internal FNTI, delegated financial authority is removed from the academy

1) Governance

No	Trust Governance:	Members	Trustees	CEO	Academy LGB/IAB	Head Teacher	Head of School
1	Appoint and remove Members	√					
2	Appoint and remove Trustees	√		A			
3	Agree amendments to Articles	√		A			
4	Co-opt Trustees as per the Articles		√	A			
5	Appoint and remove chair and vice chair of the Board		√	A			
6	Appoint and remove board subcommittee chairs		√	A			
7	Appoint and remove clerk to the board		√	A			
8	Appoint and remove clerk to academy LGBs / IABs			√			
9	Approve Trust governance structure and terms of reference for subcommittees		√	A			
10	Approve changes to the scheme of delegated authority		√	A			
11	Complete skills audit and recruit to fill gaps for Trustees		√	A			
12	Recruitment of Trustees		√	A			
13	Appoint the chair of Academy LGB / IAB		√	A		A	A
14	Agree standard agenda items to be reported to Trust Board and Sub Committees		√	A			
15	Review trust governance details on trust and academy websites		√	A			
16	Set up and publish register of Trustees' business and pecuniary interests		√	A			
17	Appointment and dismissal of chief executive officer	√	A				
18	Appointment and dismissal of company secretary and clerk	√	A				
19	Appointment of auditors (internal and external)		√	A			
20	Determine, implement and monitor Trust wide policies		√	A			
21	Replace an LGB with an Interim Advisory Board		√	A			
22	Develop and implement Trust business continuity plan		√	A			
23	Approve times of academy day and dates of academy terms and holidays and meet the minimum number of sessions in a school year		√	A	A	A	A
24	Develop, Implement and monitor UWMAT strategic plan(s)		√	A			
25	Approve academy development plan		√	A	A	A	A
26	Review performance of academy governing board against academy		√	√			

No	Trust Governance:	Members	Trustees	CEO	Academy LGB/IAB	Head Teacher	Head of School
	development plan						
27	Approve targets for pupil achievement		√	A	A	A	A
28	Monitor targets for pupil achievement			√	√	√	√

No	Academy Governance:	Members	Trustees	CEO	Academy LGB/IAB	Head Teacher	Head of School
1	Approve Academy governance structure and terms of reference for subcommittees				√	A	A
2	Complete skills audit and recruit to fill gaps for governors				√		
3	Recruit and propose Chair of LGB				√	A	A
4	Appoint the chairs of academy LGB sub-committees				√	A	A
5	Appoint staff and parent governors for LGB				√	A	A
6	Review academy governance details on academy websites				√	A	A
7	Suspend and/or dismiss academy governors other than the Chair				√	A	A
8	Set up and publish register of Academy governors' business and pecuniary interests				√		
9	Implement Trust wide policies				√		
10	Determine Academy level policies within remit and as agreed				√	A	A
11	Develop, implement and monitor academy business continuity plan				√	A	A
12	Propose times of academy day and dates of academy terms and holidays and meet the minimum number of sessions in a school year				√	A	A
13	Implement UWMAT strategic plan(s)				√		
14	Develop, implement and monitor approved academy development plan				√	A	A
15	Monitor targets for pupil achievement				√	√	√

2) Safeguarding

No	Trust Level	Members	Trustees	CEO	Academy LGB/IAB	Head Teacher	Head of School
1	Complete, maintain and monitor for compliance the single central record			√			
2	Appoint safeguarding Trustee		√	A			
3	Undertake annual review of safeguarding		√	A			

No	Academy Level	Members	Trustees	CEO	Academy LGB/IAB	Head Teacher	Head of School
1	Complete, maintain and monitor for compliance the single central record				√	√	√
2	Appoint safeguarding Governor				√	A	A
3	Undertake annual review of safeguarding				√	A	A
4	Ensure school lunch nutritional standards are met				√	A	A
5	Ensure provision of free meals to those pupils meeting the criteria				√	√	A

3) Discipline/Exclusions

No		Member	Trustees	CEO	Academy LGB/IAB	Head teacher	Head of School
1	Develop, implement and monitor academy behaviour policies				√	√	√
2	Comply with legislation and trust policies on exclusions			√	√	√	√

4) Admissions

No		Member	Trustees	CEO	Academy LGB/IAB	Head teacher	Head of School
1	Agree PAN annually		√	A			
2	Consult on admissions policy			√	A		
3	Approve admission application decisions				√	A	A

5) Curriculum and Extended Provision

No		Member	Trustees	CEO	Academy LGB/IAB	Head teacher	Head of School
1	Approve curriculum (including collective worship and SRE) and extended provision		√	√	A	A	A
2	Monitor curriculum and extended provision activities				√	√	√
3	Cease any aspect curriculum (including collective worship and SRE) and extended provision			√	A	A	A

6) Meals

No		Member	Trustees	CEO	Academy LGB/IAB	Head teacher	Head of School
1	Ensure school lunch nutritional standards are met				√	A	A
2	Ensure provision of free meals to those pupils meeting the criteria					√	A

7) Staffing

No	Trust	Member	Trustees	CEO	Academy LGB/IAB	Head teacher	Head of School
1	Appointment, suspension and dismissal of Headteachers		√	√	A		
2	Appointment, suspension and dismissal of CEO	√	A				
3	Appointment, suspension and dismissal of Trust central team			√			
4	Agree UWMAT central staffing structure		√	A			
5	Approve changes to academy staffing structure			√	A	A	A
6	Performance management of chief executive officer	√	A				
7	Approval of exit agreement payments			√	A	A	A
8	Approval of early retirement and pension strain commitments			√	A	A	A

No	Academies	Member	Trustees	CEO	Academy LGB/IAB	Head teacher	Head of School
1	Appointment and dismissal of Headteachers		√	√	A		
2	Appointment and dismissal of Deputy Headteachers and other senior academy staff				√	A	A
3	Recommend changes to academy staffing structure				√	A	A
4	Suspension all academy staff except Headteacher			A	√	A	A
5	Monitor performance management and pay progression procedure for all staff			√	√	√	√
6	Participate in Headteacher performance management in line with Trust policy			√	√	√	√
7	Determine performance management arrangements of all academy staff except Headteacher				√	A	A

8) Finance

No	Trust Finance	Member	Trustees	CEO	Academy LGB/IAB	Head teacher	Head of School
1	Appoint chief financial officer		√	A			
2	Review and revise Trust's scheme of financial delegation		√	A			
3	Approve CEO remuneration	√	A				
4	Agree and determine Executive remuneration		√	A			
5	Agree and determine Headteacher remuneration		√	A	A		
6	Approve UWMAT and academy budget plans for the next academic year and 3 subsequent years		√	A			
7	Monitor UWMAT budget and management accounts monthly - formally 6 times per year		√	A			
8	Monitor academy budget and management accounts monthly			√	A	A	A
9	Approve UWMAT virements within overall budget			√			
10	Agree UWMAT budget adjustments		√	A			
11	Agree academy budget adjustments		√	A	A	A	A
12	Propose and agree SCA Spend		√	A			
13	Commit Academy and Trust Reserves		√	A			
14	Enter into contracts (up to £99,999) on behalf of the Trust			√			
15	Enter into any contract (above £100,000) on behalf of the Trust		√	A			
16	Provision of appropriate buildings' and other relevant insurance (including governors)			√			

No	Academy Finance	Member	Trustees	CEO	Academy LGB/IAB	Head teacher	Head of School
1	Draft the academy budget plan for the next academic Year and 3 subsequent years				√	A	A
2	Propose and agree academy virements <10K				√	A	A
3	Propose and agree academy virements over 10k			√	A	A	A
4	Monitor academy budget and management accounts 3 times a year				√	A	A
5	Propose and agree DFC Spend			A	√	A	A