

# Scheme of Delegated Authority

Approval Date: 17th December 2019

Maltby Learning Trust



The  
**Maltby** Learning Trust

The MLT Scheme of Delegation is a key document defining which functions have been retained at Board level or delegated to other committees or individuals. The Scheme of Delegation has been separated into the following key areas:

Section A	Governance Legal Framework and Structure	Page 3
Section B	Governance Terms of Reference, Committees and Key Posts	Page 3
Section C	Governance Administration	Page 4
Section D	Governance Risk Management	Page 4
Section E	Governance Financial Responsibilities	Page 5
Section F	Finance - Administration	Page 6
Section G	Finance - Procurement	Page 6
Section H	Finance - Debt Management	Page 7
Section I	Staffing Structures, Appointment and Dismissal of Staff	Page 7
Section J	Policies	Page 8
Section K	Admissions and School Day	Page 8
Section L	Curriculum	Page 8
Section M	Safeguarding	Page 8

The MLT Scheme of Delegation should be used in conjunction with other supporting documents which are listed at Appendix A. It is important to note that a range of their sources of professional advice will be utilised by the MLT E.G. Trust Legal Team, Audit Team, HR Consultants

No	Task	Members	Board	CEO/AO	CFO	Clerk to Board	Trust Committee	LGC	Clerk to LGC	RAC	Executive Principal	Principal
A1	Articles of Association: review and amend	✓	A	A	A	A						
A2	Approve changes to the Master and Supplemental Funding Agreements	✓	A	A	A	A						
A3	Approve changes to the MLT Governance Structure		✓	A	A	A						
A4	Members: Appoint/Remove	✓		A		A						
A5	Trustees: Appoint/Remove	✓		A		A						
A6	Appoint the Chair and Vice-chair of the Trust Board		✓	A	A	A						
A7	Approve the admission of new academies to the Trust		✓	A	A							
B1	Appoint the Chair and Vice-chair of the Trust Committee		A	A		A	✓					
B2	Appoint/dismiss the Chair and Vice-chair of the Local Governance Committees		✓	A		A		C				
B3	Appoint/dismiss the CEO/AO		✓			A						
B4	Appoint/dismiss the CFO		✓	A								
B5	Appoint/dismiss the Clerk to the Trust Board		✓	A								
B6	Appoint/dismiss the Clerk to the Local Governance Committee			A		A		✓				C
B7	Appoint representatives to the Trust Committees		✓	A	A	A						
B8	Appoint/dismiss local governors	See Separate Constitution Document										
B9	To establish and agree the constitution of other Committees		✓	A		A		C				

No	Task	Members	Board	CEO/AO	CFO	Clerk to Board	Trust Committee	LGC	Clerk to LGC	RAC	Executive Principal	Principal
B10	To approve and review the Scheme of Delegation		✓	A	A	A		C				
B11	To approve and review Terms of Reference for Committees: SRFA and other Trust committees.		✓	A	A	A						
C1	Update records held by Companies House, including a register of people with Significant Control					✓						
C2	To provide notice and provide minutes in respect of: AGM, Trust Board and Trust Committee		A	A	A	✓						
C3	To provide notice and provide minutes in respect of: LGC and RAC			A		A		A	✓			A
C4	To maintain a register of Members and Directors' Business Interests and publish on the Trust website			A	A	✓						
C5	Check Eligibility for new Trustees			A		✓			✓			
C6	Check Eligibility for Local Governors			A		A			✓			
C7	To maintain a register of Governors' Business Interests and publish on the Trust website			A		A			✓			
C8	To maintain the Department for Education 'GIAS' portal with respect to Trustees			A		✓						
C9	To maintain the Department for Education 'GIAS' portal with respect to LGCs			A		A			✓			
C10	Ensure Governance information for Board and Trust committees is recorded on the Trust website annually.					✓						
C11	Ensure Governance information for LGC is recorded on the Academy websites annually.					A			✓			
D1	Ensure that adequate insurance arrangements for the Trust and its Academies is in place				A		✓ SRFA					
D2	Appoint the Trusts Legal representatives		✓	A	A							
D3	Appoint the Trusts External Auditors	✓	A	A	A	A						

No	Task	Members	Board	CEO/AO	CFO	Clerk to Board	Trust Committee	LGC	Clerk to LGC	RAC	Executive Principal	Principal
D4	Appoint the Trusts Internal Auditors		✓		A							
D5	Review recommendations made by External and Internal Audit and ensure that appropriate plans are in place			A	A		✓ SRFA					
D6	Management of Trust Risks: establish register, review and monitor		✓	A	A					A		A
D7	Management of Local Risks: review and monitor			A	A			✓				A
E1	To approve the annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement		✓	A	A	A						
E2	To submit the annual report and accounts and audit findings to the ESFA following approval by Trustees			A	✓							
E3	To ensure that the annual report and accounts are put on file at Companies House				✓	A						
E4	Approve the Trust annual budget forecast, including individual Academy I/E plans		✓	A	A		A SRFA	A			A	A
E5	To determine the level of central spend: management charge and SLAs		✓	A	A		A SRFA					
E6	To authorise the operation of Trust/Academy Bank Accounts and Authorised Signatories		✓	A	A							
E7	To ensure that Monthly Managements Accounts are prepared and shared monthly			A	✓							
E8	To Receive and review Monthly Management Accounts		✓	A	A		A SRFA					
E9	To Receive and review termly variance reports.				A			✓				
E10	To approve the annual Budget Forecast Return Outturn (BFRO)		✓	A	A		A SRFA					
E11	Approve the Gender Pay Gap Report Annually		✓	A	A		A SRFA					
E12	Ensure report on Year 7 Catch Up Funding is reviewed and published.					A		✓	A		A	A

No	Task	Members	Board	CEO/AO	CFO	Clerk to Board	Trust Committee	LGC	Clerk to LGC	RAC	Executive Principal	Principal
E13	Ensure SEN Report is reviewed and published.					A		✓	A		A	A
E14	Ensure PE & Sport Funding Report is reviewed and published.					A		✓	A		A	A
E15	Ensure Pupil Premium Report is reviewed and published.					A		✓	A		A	A
F1	To ensure that Financial Accounting and HR/Payroll software solutions are setup to ensure adequate separation of duties			A	✓							
F2	To authorise the use of Trust/Academy Procurement Cards				✓							
F3	To authorise the investment of Trust reserves		✓	A	A		A SRFA					
F4	To authorise use of the Endowment Fund, within the powers granted in the Deed of Gift		✓	A	A		A SRFA					
G1	To receive and open tenders with an expected value of over £100,000			✓	R							
G2	To receive and open tenders with an expected value of between £50,000 and £100,000				✓						C	C
G3	To receive and open tenders with an expected value of up to £50,000				✓							
G4	To enter into contracts or for the procurement of goods and services with a value of over £100,000		✓	A	A		A SRFA					
G5	To enter into contracts or for the procurement of goods or services above £20,000 to a maximum of £40,000			✓			A SRFA					
G6	To enter into contracts or for the procurement of goods or services above £40,000 to a maximum of £100,000			A	A		✓ SRFA					
G7	To enter into contracts or for the procurement of goods or services above £5,000 but below £20,000				✓							
G8	To enter into contracts or for the procurement of goods or services below £5,000				A							✓
G9	To enter into lease arrangements, ensuring compliance with the Academies Financial Handbook (AFH)		✓	A	A		A SRFA					

No	Task	Members	Board	CEO/AO	CFO	Clerk to Board	Trust Committee	LGC	Clerk to LGC	RAC	Executive Principal	Principal
G10	To approve a single supplier purchase for goods or services below £5,000				A							✓
G11	To approve a single supplier purchase for goods or services between £5,000 and £20,000				✓							
G12	To approve a single supplier purchase for goods or services between £20,000 and £40,000			✓								
G13	To approve a single supplier purchase for goods or services over £40,000			A	A		✓ SRFA					
H1	To write off bad debts with a value over £5,000 (subject to it being within the limits set by the Secretary of State for Education)		✓	A	A		A SRFA					
H2	To write off bad debts with a value of over £1,000 to a maximum of £5,000			A	A		✓ SRFA					
H3	To write off bad debts with a value under £1,000			✓	A							
I1	To approve the staffing structure for the Trust Central Services as part of budget setting		✓	A	A		A SRFA					
I2	To approve the staffing establishment for each Academy with the Trust as part of budget setting		✓	A	A		A SRFA	A			A	A
I3	To appoint Executive Principal/Academy Principals within the approved establishments		R	✓				A Principal				
I4	To appoint other Academy Senior Leadership posts within approved establishments			A				R			A	✓
I5	To appoint other Teaching Staff within approved establishments							C			A	✓
I6	To appoint Academy Associate Professional Staff within approved budget											✓
I7	To appoint the MLT Central Services Team		C	✓	A		C SRFA					
I8	To approve changes to the Academy staffing structure (within the agreed budget)			A	A			C			A	✓
I9	To approve changes to the Academy staffing structure (outside the agreed budget)			✓	A		C SRFA	C			A	A

No	Task	Members	Board	CEO/AO	CFO	Clerk to Board	Trust Committee	LGC	Clerk to LGC	RAC	Executive Principal	Principal
I10	To suspend or dismiss an Executive Principal or Academy Principal		A	✓				C			A (Principal)	
I11	To dismiss a member of staff, other than the Executive Principal or an Academy Principal			A				C			✓	
I12	To determine Trust/Academy ISR and approve pay increases		✓	A								C
J1	To review and approve Statutory and Trust wide Policies (see separate policy overview document)	Refer to Policy Overview										
J2	To review and approve other MLT Policies, e.g. Finance, HR, ICT (see separate policy overview document)		✓	A	A			C			A	
K1	Approve the Trust Admissions Arrangements, including a review of the PAN		✓	A								C
K2	To approve Academy term dates and the school day		✓	A		A						C
L1	Approve Academy development plan and objectives			A				✓			A	A
L2	Approval of Trust and Academy targets for student achievement and attendance			A			✓ SAP	C		C	A	C
L3	Monitoring of Trust and Academy targets for student achievement and attendance			A			C SAP	C		✓	A	A
M1	To ensure that the Academy has in place and maintains a Single Central Record or Staff, Volunteers and Contractors			A				C				✓
M2	To appoint link Trustees			✓		A						
M3	To appoint link Governors					A		✓				A
M4	To appoint a Designated Safeguarding Lead for the Academy			A				C				✓
M5	To undertake an Annual Review of Academy Safeguarding arrangements			A				C				✓