

# Scheme of Delegated Authority

Approval Date: 8th July 2024



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:

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The MLT Scheme of Delegation should be used in conjunction with other supporting documents e.g. Financial Regulations, DfE Academy Trust Handbook and DfE Academy Trust Governance Guide. It is important to note that a range of the 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/ Strategic Director of Capital Resources	Governance Professional to Board	Trust Committee	LGC	Governance Professional to LGC	RAC	Executive Director	Principal
A1	Developing the Strategic Plan and Priorities		A	✓	A						A	
A2	Reviewing progress against the Strategy		✓	A	A						A	
A3	Ensuring strategic oversight and accountability		✓	A	A						A	
A4	Articles of Association: review and amend	✓	A	A	A	A						
A5	Approve changes to the Master and Supplemental Funding Agreements	✓	A	A	A	A						
A6	Approve changes to the MLT Governance Structure		✓	A		A					A	
A7	Members: Appoint/Remove	✓		A		A						
A8	Trustees: Appoint/Remove	✓		A		A						
A9	Appoint the Chair and Vice-chair of the Trust Board		✓	A		A						
A10	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	✓				A	
B2	Appoint/dismiss the Chair and Vice-chair of the Local Governance Committees		✓	A		A		C			A	
B3	Appoint/dismiss the CEO/AO		✓			A						
B4	Appoint/dismiss the CFO		✓	A								
B5	Appoint/dismiss the Governance Professional to the Trust Board		✓	A								
B6	Appoint/dismiss the Governance Professional to the Local Governance Committee		✓	A		A		C				C

Tick - Action A - Advice R - Representative C - Consulted

No	Task	Members	Board	CEO/AO	CFO/ Strategic Director of Capital Resources	Governance Professional to Board	Trust Committee	LGC	Governance Professional to LGC	RAC	Executive Director	Principal
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				
B10	To approve and review the Scheme of Delegation		✓	A	A	A		C			A	
B11	To approve and review Terms of Reference for Committees		✓	A	A	A						
B12	To appoint link/designated Trustees including Safeguarding, SEND and Attendance			✓		A						
B13	To appoint link Governors					A		✓			A	A
B14	To ensure there is financial skills set on the Board		✓	A		A						
B15	To attend Trust Inspections		✓	✓				✓			✓	✓
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	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			✓		A	A
C7	To maintain a register of Governors' Business Interests and publish on the Trust website			A		A			✓		A	A

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No	Task	Members	Board	CEO/AO	CFO/ Strategic Director of Capital Resources	Governance Professional to Board	Trust Committee	LGC	Governance Professional to LGC	RAC	Executive Director	Principal
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			✓		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	A		✓ FAR					
D2	Appoint the Trusts Legal representatives		✓	A	A							
D3	Appoint the Trusts External Auditors	✓	A	A	A	A						
D4	Appoint the Trusts Internal Auditors		✓	A	A							
D5	Review recommendations made by External and Internal Audit and ensure that appropriate plans are in place			A	A		✓ FAR					
D6	Management of Trust Risks: establish register, review and monitor		✓	A	A		A FAR			A	A	A
D7	Management of Local Risks: review and monitor			A	A		A FAR	✓			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 FAR	A			A	A
E5	To determine the level of central spend: management charge and SLAs		✓	A	A		A FAR				A	

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No	Task	Members	Board	CEO/AO	CFO/ Strategic Director of Capital Resources	Governance Professional to Board	Trust Committee	LGC	Governance Professional to LGC	RAC	Executive Director	Principal
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 FAR					
E9	To Receive and review termly variance reports.			A	A			✓			A	
E10	To approve the annual Budget Forecast Return Outturn (BFRO)		✓	A	A		A FAR					
E11	Approve the Gender Pay Gap Report Annually		✓	A	A		A FAR				A	
E12	Ensure report on Covid Catch Up is reviewed and published.					A		✓	A		A	A
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			A	✓							
F3	To authorise the investment of Trust reserves		✓	A	A		A FAR					
F4	To authorise use of the Endowment Fund, within the powers granted in the Deed of Gift		✓	A	A		A FAR					
G1	To receive and open tenders with an expected value of over £100,000		✓ Rep	C	R							
G2	To receive and open tenders with an expected value of between £50,000 and £100,000			✓ or	✓		✓ FAR Rep				C	C

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No	Task	Members	Board	CEO/AO	CFO/ Strategic Director of Capital Resources	Governance Professional to Board	Trust Committee	LGC	Governance Professional to LGC	RAC	Executive Director	Principal
G3	To receive and open tenders with an expected value of up to £50,000			✓	or ✓							
G4	To enter into contracts or for the procurement of goods and services with a value of over £100,000		✓	A	A		A FAR					
G5	To enter into contracts or for the procurement of goods or services above £20,000 to a maximum of £40,000				✓		A FAR					
G6	To enter into contracts or for the procurement of goods or services above £40,000 to a maximum of £100,000			A	A		✓ FAR					
G7	To enter into contracts or for the procurement of goods or services above £5,000 but below £20,000			A	✓							
G8	To enter into contracts or for the procurement of goods or services below £5,000			A	A							✓
G9	To enter into lease arrangements, ensuring compliance with the Academies Financial Handbook (AFH)		✓	A	A		A FAR					
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			A	✓							
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		✓ FAR					
G14	To review and approve all procurement works for the Grammar School Project			A			✓ GSP					
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 FAR					
H2	To write off bad debts with a value of over £1,000 to a maximum of £5,000			A	A		✓ FAR					
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 FAR				A	

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No	Task	Members	Board	CEO/AO	CFO/ Strategic Director of Capital Resources	Governance Professional to Board	Trust Committee	LGC	Governance Professional to LGC	RAC	Executive Director	Principal
I2	To approve the staffing establishment for each Academy with the Trust as part of budget setting		✓	A	A		A FAR	A			A	A
I3	To appoint Executive Principal/Academy Principals within the approved establishments		R	✓				A Principal			A	
I4	To appoint other Academy Senior Leadership posts within approved establishments			A				R			A	✓
I5	To appoint other Teaching Staff within approved establishments/staffing structures			A				C			A	✓
I6	To appoint Academy Associate Professional Staff within approved budget/staffing structures			A							A	✓
I7	To appoint the MLT Central Services Team		C	✓	A		C FAR				A	
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 FAR	C			A	A
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			✓				C			A	A
I12	To determine Trust/Academy ISR and approve pay increases			A			✓ PAY				A	C
I13	To oversee staff wellbeing, workload and working conditions		✓	A							A	A
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							A	C
K2	To approve Academy term dates and the school day		✓	A		A					A	C

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No	Task	Members	Board	CEO/AO	CFO/ Strategic Director of Capital Resources	Governance Professional to Board	Trust Committee	LGC	Governance Professional to LGC	RAC	Executive Director	Principal
L1	Approve Academy development plan and objectives			A				✓			A	A
L2	Approval of Trust and Academy targets for student achievement and attendance			✓			C 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			A	✓
M2	To appoint a Designated Safeguarding Lead for the Academy			A				C			A	✓
M3	To undertake an Annual Review of Academy Safeguarding arrangements			A				C			A	✓