

Scheme of Delegated Authority

Approval Date: 1st December 2025



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 Strategy, Legal Framework and Structure	Page 3
Section B	Governance Terms of Reference, Committees and Key Posts	Page 3
Section C	Governance Administration	Page 5
Section D	Governance Risk Management	Page 6
Section E	Governance Financial Responsibilities	Page 6
Section F	Finance - Administration	Page 7
Section G	Staffing Structures, Appointment and Dismissal of Staff	Page 7
Section H	Policies	Page 8
Section I	Admissions and School Day	Page 8
Section J	Curriculum	Page 9
Section K	Safeguarding	Page 9

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 other 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	AEC	Governance Professional to AEC	Executive Director	Principal
A1	Develop the Strategic Plan and Priorities		A	✓	A					A	
A2	Review progress against the Strategy		✓	A	A					A	
A3	Ensure strategic oversight and accountability		✓	A	A					A	
A4	Review and amend Articles of Association	✓	A	A	A	A					
A5	Approve changes to the Master and Supplemental Funding Agreements	✓	A	A	A	A					
A6	Approve changes to the Governance Structure		✓	A		A				A	
A7	Appoint/Remove Members	✓		A		A					
A8	Appoint/Remove Trustees	✓		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	
B2	Appoint/dismiss the Chair and Vice-chair of the Academy Education 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							

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B6	Appoint/dismiss the Governance Professional to the Academy Education Committee		✓	A		A		C			C
B7	Appoint representatives to the Trust Committees		✓	A	A	A					
B8	Appoint/dismiss AEC governors	See Separate Constitution Document									
B9	Establish and agree the constitution of other Committees		✓	A		A		C			
B10	Approve and review the Scheme of Delegation		✓	A	A	A		C		A	
B11	Approve and review Terms of Reference for Committees		✓	A	A	A					
B12	Appoint link/designated Trustees including Safeguarding, Vulnerable Pupils and Attendance		✓	A		A					
B13	Appoint AEC link Governors					A		✓		A	A
B14	Ensure there is financial skills set on the Board		✓	A		A					
B15	Attend Trust Inspections		✓	✓				✓		✓	✓
B16	Establish role descriptions for Members	✓		A		A					
B17	Establish role descriptions for Trustees and AECs		✓	A		A					
B18	Election of AEC Parent Governors					A		✓	A		
B19	Complete skills audit and review to fill gaps		✓			A		✓	A		
B20	Conduct an annual review of the Trust Board and Committees		✓			A					

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B21	Conduct an annual review of the AEC					A		✓	A	A	A
B22	Conduct chair's performance periodic 360 review		✓			A		✓	A		
C1	Update records held by Companies House, including a register of people with Significant Control					✓					
C2	Provide notice and provide minutes in respect of: AGM, Trust Board and Trust Committee		A	A	A	✓					
C3	Provide notice and provide minutes in respect of AEC			A		A		A	✓	A	A
C4	Maintain a register of Members and Directors' Business Interests and publish on the Trust website		A	A	A	✓					
C5	Check Eligibility for new Trustees			A		✓					
C6	Check Eligibility for new AEC Governors			A		A			✓	A	A
C7	Maintain a register of Governors' Business Interests and publish on the Trust website			A		A			✓	A	A
C8	Maintain the Department for Education 'GIAS' portal with respect to Trustees			A		✓					
C9	Maintain the Department for Education 'GIAS' portal with respect to AEC's			A		A			✓	A	A
C10	Ensure Governance information for Board and Trust committees is recorded on the Trust website					✓					
C11	Ensure Governance information for the AEC is recorded on the Academy websites					A			✓		
C12	Agree Annual Governance Calendar for Trust Board		✓	A		A					
C13	Agree Annual Governance Calendar for AEC		✓	A		A					

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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
D7	Management of Local Risks: review and monitor		✓	A	A		A FAR			A	A
E1	Approve the annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement		✓	A	A	A					
E2	Submit the annual report and accounts and audit findings to the ESFA following approval by Trustees			A	✓						
E3	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				
E5	Determine the level of central spend: management charge and SLAs		✓	A	A		A FAR				
E6	Authorise the operation of Trust/Academy Bank Accounts and Authorised Signatories		✓	A	A						
E7	Ensure that Monthly Managements Accounts are prepared and shared monthly			A	✓						
E8	Receive and review Monthly Management Accounts including variance reports		✓	A	A		A FAR				

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E9	Approve the annual Budget Forecast Return Outturn (BFRO)		✓	A	A		A FAR				
E10	Approve the Gender Pay Gap Report Annually		✓	A	A		A FAR				
E11	Ensure SEND Report is reviewed and published					A		✓	A	A	A
E12	Ensure PE & Sport Funding Report is reviewed and published					A		✓	A	A	A
E13	Ensure Pupil Premium Report is reviewed and published					A		✓	A	A	A
F1	Ensure compliance with funding agreement and Academy Trust Handbook		✓	A	A		A FAR				
F2	Establish and Review Scheme of Financial Delegation (Financial Management Policy)		✓	A			A FAR				
F3	Authorise the use of Trust/Academy Procurement Cards			A	✓						
F4	Authorise request for use of the Endowment Fund, within the powers granted in the Deed of Gift		✓	A	A		A FAR				
G1	Approve the staffing structure for the Trust Central Services as part of budget setting		✓	A	A		A FAR			A	
G2	Approve the staffing establishment for each Academy with the Trust as part of budget setting		✓	A	A		A FAR	A		A	A
G3	Appoint Executive Principal/Academy Principals within the approved establishments		✓	R				A		A	
G4	Appoint other Academy Senior Leadership posts within approved establishments			A				R		A	✓
G5	Appoint other Teaching Staff within approved establishments/staffing structures			A						A	✓
G6	Appoint Academy Associate Professional Staff within approved budget/staffing structures			A						A	✓

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G7	Appoint the Central Services Team		C	✓	A		C FAR			A	
G8	Approve changes to the Academy staffing structure (within the agreed budget)			✓	A					A	A
G9	Approve changes to the Academy staffing structure (outside the agreed budget)			✓	A					A	A
G10	Suspend or dismiss an Executive Principal or Academy Principal		A	✓				C		A (Principal)	
G11	Suspend or dismiss a member of staff, other than the Executive Principal or an Academy Principal			✓				C		A	A
G12	Determine Trust/Academy ISR			A			✓ FAR			A	
G13	Approve pay increases			A			✓ FAR			A	A
G14	To oversee staff wellbeing, workload and working conditions		✓	A						A	A
G15	Undertake performance management of the Chief Executive Officer		✓				A PAY				
G16	Undertake performance management of Trust Executive Officers		✓	✓							
G17	Undertake performance management of Principal/Headteacher			✓				A			
H1	Review and approve Statutory, Trust wide and Other Policies	Refer to Policy Overview									
I1	Approve the Trust Admissions Arrangements, including a review of the PAN		✓	A						A	C
I2	To approve Academy term dates and the school day		✓	A		A				A	C
J1	Approve Academy development plan and objectives			A				✓		A	A

No	Task	Members	Board	CEO/AO	CFO/ Strategic Director of Capital Resources	Governance Professional to Board	Trust Committee	AEC	Governance Professional to AEC	Executive Director	Principal
J2	Approval of Trust and Academy targets for educational outcomes			✓			C SAP	C		A	C
J3	Monitoring of Trust and Academy targets for educational outcomes			A			C SAP	✓		A	A
K1	To ensure that the Academy has in place and maintains a Single Central Record or Staff, Volunteers and Contractors			A				C		A	✓
K2	To appoint a Designated Safeguarding Lead for the Academy			A				C		A	✓
K3	To undertake an Annual Review of Academy Safeguarding arrangements			A				C		A	✓