



Scheme of Delegation

2024/25

Approved by Directors:

Review date: July 2025

The Directors (Trustees) of Codsall Multi Academy Trust are accountable to external government agencies including the Charity Commission, the Department for Education, Ofsted and the Education Skills Funding Agency (including any successor bodies) for the quality of the education and proper financial management they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

Summary of Roles

Members	Directors	Board Committees	CEO	Local Academy Committee	Headteacher/ Head of School
<p>Appointing Directors to the Board.</p> <p>Removing Directors.</p> <p>High level monitoring of the overall effectiveness of the Trust.</p> <p>Acting as ambassadors for the Trust.</p>	<p>Responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Articles of Association.</p> <p>Ensure clarity of vision, ethos and strategic direction.</p> <p>Hold the CEO to account for the educational performance of the schools and their pupils and the performance of management of staff.</p> <p>Oversee the financial performance of the Trust and ensure money is well spent.</p>	<p>The Directors may establish committees either with delegated authority to make decisions or for the purpose of providing advice and support, Updating the overall work of the Trust board.</p> <p>Committees are not legally accountable for statutory functions. The Trust board retains overall accountability and the Accounting Officer also hold responsibility.</p>	<p>The CEO is the Accounting Officer and is responsible for all for all areas that are encompassed in the role.</p> <p>They are personally responsible to Parliament and to the ESFA for the Trusts financial resource. The CEO will delegate executive management functions to the executive Leadership Team and is accountable to the Trust board for the performance of the team.</p> <p>The CEO has ultimate responsibility for</p>	<p>Oversight of the running of the schools in terms of standards, safety and wellbeing.</p> <p>Hold school leaders to account for academic performance, quality of care, provision and safeguarding.</p>	<p>Provide professional leadership for the school and secure its success and improvement.</p> <p>Ensure high quality education and good standards of learning and achievement for all its pupils.</p> <p>Take the lead responsibility for promoting and safeguarding the welfare of children within the school.</p>

	<p>Legally responsible for compliance with company and charity law Delegate to the CEO</p>		<p>proving excellent educational provision.</p> <p>They are responsible for developing, leading and delivering the Trust's strategy.</p>		
	<p>responsibility for the day-to-day operations of the Trust.</p> <p>Determine whether to delegate any governance functions.</p> <p>To remove any committee members (of Board or LAC) as required.</p>				
Monitors / receives reports from: Directors	<p>Monitors / receives reports and minutes from: Committees, CEO, Local Academy Committee</p> <p>Reports to: Members</p>	<p>Monitors / receives reports from: CEO, Executive Leadership Team, Local Academy Committees, Headteacher/Head of School</p>	<p>Monitors / receives reports from: Executive Team, Headteacher/Head of School</p> <p>Reports to: Directors</p>	<p>Monitors / receives reports from: Headteacher/Head of School</p> <p>Reports to: Directors, Committees</p>	<p>Monitors / receives reports from: School Senior Leadership Team</p> <p>Reports to: CEO, Local Academy Committee</p>

		Reports to: Directors			
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Key

Accountable	The individual that has ultimate accountability for ensuring the completion of a task.
Responsible	Those that have been delegated responsibility to ensure an activity is undertaken by themselves or someone reporting to them.
Support	The individual/group who should provide support to those responsible for the task.
Input	The individual/group whose opinions are sought as part of the process of completing the task so they can provide valuable advice/input.
Update	Those who are kept up to date about the progress of the task.

Strategy and Quality (Vision and Values)

Activity	Directors	CEO	Executive Team Trust Team	Committees	Headteacher/ Head of School
Establish and drive the vision and values of the Trust	Accountable	Responsible	Support	Input	Input
Establish and drive the vision and values of a school to align with those of the Trust	Accountable	Support	Support	Responsible	Responsible
Identify additional services to be procured on behalf of the Trust/schools	Accountable	Responsible	Responsible	Input	Input
Ensure Trust services provide value for money	Accountable	Responsible	Responsible	Input	Support
Setting term dates and Inset days	Accountable	Responsible	Responsible	Input	Input

Setting/amending admissions policy	Accountable	Responsible	Responsible	Input	Input
Appeal against LA regarding admission of pupils (if necessary/appropriate)	Accountable	Input	Support	Support	Responsible
Ensure Trust and schools websites are fully compliant	Accountable	Support	Support	Input	Responsible
Consider requests from other schools to join the MAT and carry out appropriate due diligence	Accountable	Responsible	Support	Support	Support
Agree the Scheme of Delegation	Accountable	Responsible	Responsible	Update	Update
Agree the Trust's strategic priorities	Accountable	Responsible	Support	Update	Update
Hold Leaders to account, review and challenge the Trust against its strategic priorities and KPIs	Accountable	Responsible	Responsible	Update	Update
Approve all relevant Trust policies *Directors approve policies, this is delegated to the appropriate committee	Accountable	Responsible	Responsible	Input	Input

Finance and Audit (Governance and Accountability)

Activity	Directors	CEO	Executive Team Trust Team	Committees	Headteacher/ Head of School
Develop and propose individual school budgets	Accountable	Responsible	Responsible	Update	Input
Ensure compliance with the Academy Trust Handbook and financial procedures	Accountable	Accountable	Responsible	Support	Support

Plan, manage and monitor monthly expenditure and financial reports and identify actual or potential overspend/underspend.	Accountable	Responsible	Responsible	Update	Input
Establish financial decision levels and limits	Responsible	Support	Support	Update	Update
Establish a Charging and Remissions Policy for the Trust	Accountable	Responsible	Responsible	Update	Update
Appoint the internal and external auditors for the Trust	Accountable	Responsible	Support	Update	Update
Authorise the disposal of assets within specified limits	Accountable	Responsible	Responsible	Update	Update
Collect income due to the Trust	Accountable	Responsible	Responsible	Update	Update
Maintain proper financial records for the Trust	Accountable	Responsible	Responsible	Update	Support
Prepare monthly accounts for the Trust	Accountable	Responsible	Responsible	Update	Update
Monitor compliance with approved financial procedures	Accountable	Responsible	Responsible	Support	Support
Develop risk management strategies	Accountable	Responsible	Responsible	Input	Update
Decide how to apply Pupil Premium, Recovery Premium and Sports Premium	Accountable	Responsible	Support	Input	Responsible
Ensure the Trust is adequately insured	Accountable	Responsible	Responsible	Update	Update
Receive and review monthly management accounts	Accountable	Responsible	Support	Responsible	Update
Establish the annual audit program	Accountable	Responsible	Support	Responsible	Update
Ensure completion of statutory returns in required timescales	Accountable	Responsible	Responsible	Update	Update

Comply with procurement and tendering procedures	Accountable	Responsible	Responsible	Update	Update
Ensure all aspects of the Trust's operations provide value for money	Accountable	Responsible	Responsible	Input	Responsible
Ensure that all Committee Members act in accordance with the Nolan Principles and the Code of Conduct.	Accountable	Responsible	Responsible	Input	Input

Education (School Improvement)

Activity	Directors	CEO	Executive Team Trust Team	Local Academy Committee	Headteacher/ Head of School
Complete a Self-Evaluation and produce a School Development Plan	Accountable	Input	Support	Support	Responsible
Approve the School Development Plan	Accountable	Responsible	Responsible	Responsible	Input
Establish a Behaviour Policy and Procedures	Accountable	Responsible	Support	Responsible	Responsible
Develop a Safeguarding and Child Protection Policy and Procedures in line with statutory requirements	Accountable	Responsible	Responsible	Input	Input
Implement the Trust's Safeguarding and Child Protection Policy	Accountable	Responsible	Responsible	Responsible	Responsible
Set a monitoring and evaluation cycle	Accountable	Support	Responsible	Input	Responsible
Comply with all Data Protection legislation	Accountable	Responsible	Responsible	Responsible	Responsible
Propose targets for pupil achievement	Accountable	Input	Support	Support	Responsible
Agree targets for pupil achievement	Accountable	Responsible	Support	Responsible	Support

Decide whether to uphold the decision to permanently exclude a pupil	Accountable	Input	Input		Support
Direct the reinstatement of an excluded pupil	Accountable	Input	Input		Support
Collate termly assessment data and complete statutory returns	Accountable	Input	Support	Input	Responsible
Scrutinise termly pupil assessment data	Accountable	Input	Support	Responsible	Support
Challenge the Head of School/Headteacher on the quality of teaching and pupil outcomes	Accountable	Support	Support	Responsible	
Monitor the impact of the Pupil Premium, Recovery Premium and Sport Premium funding	Accountable	Support	Support	Responsible	
Ensure a high-quality curriculum is provided for all pupils in the school	Accountable	Support	Support	Input	Responsible
Ensure a strong identity and reputation of the school within the community	Accountable	Support	Support	Responsible	Responsible
Ensure the Christian distinctiveness of a church school	Accountable	Support	Support	Responsible	Responsible

HR - Staffing and Appraisal (People and Wellbeing)

Activity	Directors	CEO	Executive Team Trust Team	Committee	Headteacher/ Head of School
Ensure an approved Performance Appraisal Policy is in place and is reviewed annually	Accountable	Responsible	Responsible	Support	Support

Secure the statutory appraisal of all school staff, including school leaders, maintaining accurate, effective and secure records	Accountable	Responsible	Responsible		Responsible
Make pay recommendations for staff	Accountable	Input	Input	Update	Responsible
Appoint CEO	Responsible				
Appoint Executive Leader	Responsible	Responsible			
Appoint a Head of School/Headteacher	Input	Responsible	Support	Input	
Appoint a senior leadership team member	Update	Support	Support	Input	Responsible
Appoint teachers and non-teaching staff	Update	Support	Support	Support	Responsible
Approve Pay Policy for staff and exercise pay discretions	Accountable	Support	Support	Support	Support
Establishing disciplinary/capability procedures and ensure compliance with staff code of conduct	Accountable	Responsible	Responsible	Support	Support
Suspension / ending of suspension of Head of School/Headteacher	Accountable	Responsible	Input	Input	
Suspension / ending suspension of staff	Accountable	Support	Support	Input	Responsible
Dismissal of staff	Accountable	Support	Support	Responsible	Support
Devise employment policies	Accountable	Responsible	Responsible	Support	Support
Propose a staffing structure within an agreed budget	Accountable	Responsible	Support	Support	Responsible
Pre-recruitment checks	Accountable	Responsible	Support	Update	Responsible
Determine dismissal payment of a senior leader	Accountable	Responsible	Input	Input	

Determine dismissal payment of a member of staff	Accountable	Responsible	Input	Input	Input
Consider the redundancy and redeployment of staff	Accountable	Responsible	Support	Input	Responsible
To ensure procedures are in place for the management of allegations about staff.	Accountable	Responsible	Support	Input	Responsible

Estates (Governance and Accountability)

Activity	Directors	CEO	Executive Team Trust Team	Committee	Headteacher/ Head of School
Develop Health and Safety Policies	Accountable	Responsible	Responsible	Input	Support
Ensure building insurance and public liability insurance is in place	Accountable	Responsible	Responsible		
Develop an estates long term strategic plan	Accountable	Responsible	Responsible	Input	Input
Ensure Health and Safety regulations are followed	Accountable	Responsible	Responsible	Input	Responsible
Ensure effective premises security	Accountable	Responsible	Responsible	Input	Responsible
Ensure effective premises management	Accountable	Responsible	Responsible	Input	Responsible
Produce a fully costed maintenance plan	Accountable	Responsible	Responsible	Input	Input
Ensure compliance with Good Estates Management for Schools guidance	Accountable	Responsible	Responsible	Input	Input