

Scheme of Delegation

2026-2027

DATE OF LAST REVIEW: May 2026

DATE OF NEXT REVIEW: By July 2027

R	Responsible: for ensuring that the task is completed
A	Accountable: Approval authority
C	Consulted: Those whose opinions are sought, and with whom there is two-way communication
I	Informed: Those who are kept up to date with progress

Maiden Erlegh Trust (“The Trust”) recognises both the benefits of collaboration and the importance of allowing schools appropriate autonomy and flexibility to respond to the needs of their own communities. Whilst the Board of Trustees is the legal accountable and responsible body this does not mean that they are required to make all decisions themselves. The Trust believes that many decisions can, and should, be delegated to the Executive Leadership, to Committees, to School Advisory Boards and to individual Headteachers.

This Scheme of Delegation defines those with responsibility and accountability within the Trust. It is intended to be a clear and systematic way of ensuring that all decision makers are clear about their responsibilities and accountabilities, allowing everyone to focus on improving outcomes for the young people who attend one of our schools.

The Trust Board retains ultimate accountability for all statutory duties, financial probity, and educational outcomes across the Trust.

The Trust reserves the right to amend or remove delegations where there are concerns about safeguarding, quality of education, compliance, or financial viability. Any restrictions on delegated authority will be determined on a case-by-case basis by the Trust Board upon the recommendation of the CEO.

CEO: Chief Executive Officer

EXECUTIVE LEADERSHIP: Director of Education, Chief Finance Officer, Chief Operations Officer

DIRECTORS: Hub Directors and School Improvement Directors

SCHOOL ADVISORY BOARD: Members of the School Advisory Board of a School acting collectively

HEADTEACHER: The named Headteacher of a Trust school

Legal and Regulatory Compliance Statement

This Scheme of Delegation (“SoD”) operates in accordance with the Academy Trust Handbook 2026 (ATH 2026), Companies Act 2006, Charities Act 2022, Education Act 2011, Equality Act 2010 (s.149), Children and Families Act 2014, Data Protection Act 2018 (UK GDPR), and Keeping Children Safe in Education 2025 (KCSIE 2025).

The Trust Board remains legally accountable for all statutory, financial, and safeguarding duties even where functions are delegated.

Where ATH 2025 or the Academies Accounts Direction requires DfE prior approval (for example: severance payments $\geq$ £50 000 gross, certain disposals > £45 000, or novel/contentious transactions), approval must be obtained before commitment. (ATH 2025 s.6.9 and 6.12; Accounts Direction 2024/25).

1.0 CORPORATE GOVERNANCE FRAMEWORK

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
1.01	Appointment and Removal of Members	A/R	I		I				
1.02	Appointment and Removal of Member appointed Trustees	A/R	I		I				
1.03	Appointment and Removal of Co-opted Trustees	I	A/R		I				
1.04	Appointment and Removal of the Chair of Trust Board	I	A/R		I				
1.05	Appointment and Removal of the Vice Chair of Trust Board		A/R		I				
1.06	Appointment of the Chief Executive Officer/Accounting Officer	I	A/R					I	I
1.07	Appointment of the Chief Financial Officer	I	A		R			I	I
1.08	Appointment and Removal of the Lead Governance Professional		A		R				I
1.09	Establishment of Trust Committees		A/R						
1.10	Appointment and Removal of Trust Committee Chair and members		A/R						
1.11	Appointment and Removal of Clerk to Committees		A		R				
1.12	Establishment of a School Advisory Board (SAB) and appointment/removal of Chair		A/R		C			C	I
1.13	Establishment of a School Transition Board (STB) and appointment/removal of Chair and members		A/R		C				
1.14	Appointment and Removal of SAB members		A					R	I
1.15	Appointment and Removal of SAB link role members							A/R	I
1.16	Annual calendar of Trust Board and Committee meetings		A		R				
1.17	Preparation of committee reports for the Trust Board			A/R					
1.18	Amendment of the Articles of Association	A	C		R				
1.19	Approval of the governance structure of the Trust	C	A/R		C				
1.20	Approve Scheme of Delegation		A		R	C		C	C
1.21	Approve Financial Delegation and Authorisation Limits		A		R	C			I
1.22	Approve Board and Committee Terms of Reference		A		R				
1.23	Conduct annual Trustee skills audit		A/R						
1.24	Conduct annual SAB members skills audit							A/R	
1.25	Annual self-review of Trust Board and Committee performance		A/R						
1.26	Annual self-review of SAB performance		A					R	C
1.27	Succession Planning (Governance)		A/R	C	C			A/R	
1.28	Ensure published governance details are correct (GIAS)		A		R				

1.29	Register of business and pecuniary interests published		A		R			A/R	
1.30	Related Party Transactions reported to DfE		A		R				
1.31	Annual report to Members on performance of the Trust		A/R		C				
1.32	Appointment/Removal of External Auditor	A	R	C	C	C			
1.33	Appointment/Removal of Internal Auditor		A	R	C	C			
1.34	Plan and agree programme of internal audit			A	R	C			
1.35	Response to the Audit Management Letter		A	R	C	C			
1.36	Appointment of the Trusts Data Protection Officer		I	I	A	R			I
1.37	Appointment of Trustee lead for Safeguarding, SEND and Careers		A/R		C				I

2.0 STRATEGIC

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
2.01	Trust Strategic Plan		A		R	C	C	C	C
2.02	Strategic plan KPIs and interim targets		A		R	C			C
2.03	Trust Vision and Values		A		R	C	C	C	C
2.04	Approve new academies to join the Trust		A		R	C			I
2.05	Approve re-brokerage of academies to a new Trust		A		R	C			I
2.06	Approve formal Trust Partnerships		A		R				
2.07	Change of Academy Age Range		A		R	C		C	C
2.08	Change of Academy PAN		A		R	C		C	C
2.09	Extension of Academy provision (e.g. SEN Provision, development of new Key stage)		A		R	C	C	C	C
2.10	Approval of <u>Statutory Policies</u>		A	R	R	R	C	C	C
2.11	Approval of Non-Statutory Policies			A	R	R	R	I	C
2.12	Approval of SEN Information Report						C	A	R
2.13	Determine school level guidance and annexes to Trust policies showing local arrangements						A	I	R
2.14	Termly Review of Trust Risk Register			A	R	R			I
2.15	Termly Review of School Risk Register							A	R
2.16	Annual Risk Report		A		C	R			
2.17	Agree MEI Strategic Plan, and performance review				C	A	R		
2.18	Monitoring school engagement with the wider community		I		I	I		A	R
2.19	Appointment of Trust Improvement Partner		A		R	C			
2.20	Approval of School Admissions Arrangements		A		C	C		C	R

3.0 PERFORMANCE, CURRICULUM AND TEACHING

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
3.01	Approval of School Improvement Plans			I	I	A	C	I	R
3.02	Monitoring of School Improvement Plans			A	I	R	C	R	
3.03	Approval of School education targets/methodology			I	A	R	C		C
3.04	Monitoring of School education targets			I	I	A	C	C	R
3.05	Approval of student and staff wellbeing targets / methodology			I	A	R		I	
3.06	Monitoring of targets for student and staff wellbeing			A	I	C		R	R
3.07	Monitoring of outcomes of School Performance Reviews			I	I	A	R	I	
3.08	Approval of Pupil Premium and Sports Grant Plans and Impact Evaluations			I		A	C		R
3.09	Approval of a school's curriculum model				I	C	R (SID QE)		A/R
3.10	Approval of aligned curriculum programmes/schemes/plans					C	A		R
3.11	Approval of aligned education packages/platforms/software					A	R		C
3.12	Approval of term time calendar, holidays and routine CPD days				A	R	C		C
3.13	Approval of changes to Teaching and Learning Responsibility (TLR) structure				I	C	C		A/R
3.14	Approval of extra-ordinary school closures				A	C			R
3.15	Approve changes to length of school day				A	C			R
3.16	Approval of Suspension of a Pupil					I	I	I (CoSAB)	A/R
3.17	Approval of Permanent Exclusion				I	I	C (SID-CS)	I	A/R
3.18	Approval of alternatives to exclusion (eg: MM and FTT, MTT)								A/R
3.19	Directing education to another establishment to improve behaviour				I	I	I (SID-CS)		A/R
3.20	Annual Trust Safeguarding Report		I	I	I	A	R (SID-CS)		C
3.21	Annual School Safeguarding Report						C (SID-CS)	A	R
3.22	Determine arrangements for school intervention (e.g. RAP)		I	I	A	R	C	I	C
3.23	Appointment of Strategic Improvement Partners				C	A	C	I	C
3.24	Overseas/Residential/Adventurous Trips		A		R			I	R

4.0 BUDGET, FINANCIAL PERFORMANCE MONITORING, AND FINANCIAL GOVERNANCE

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
4.01	Approve Trust Annual Revenue Budget		A	C (F&O)	C	R (CFO)			C
4.02	Approve Annual Capital Expenditure Budget		A	C (F&O)	C	R (CFO)			C
4.03	Approve use of reserves to cover in-year deficit budget		A	C (F&O)	R	C (CFO)			
4.04	Approve changes to Pooling methodology		A	C (F&O)	R	C			
4.05	Approve changes to Trust Banking arrangements		A	C (A&R)	R	R			
4.06	Approve changes to the Financial Procedures Manual			A (F&O)	R	R			
4.07	Monthly Management Accounts to Chair of Trust and CEO		I		I	A/R (CFO)			
4.08	School Budget Monitoring					A (CFO)	R (Hub)		R
4.09	Delivering school financial performance within agreed budget			I	I	A	R (Hub)		R
4.10	Trust Budget Monitoring			I	A	R (CFO)			
4.11	Delivering Trust financial performance within agreed budget			I	A	R (CFO)			
4.12	Ensure appropriate insurance arrangements are in place		A		R	R (CFO)			
4.13	Preparation of Annual Report and Accounts		I	A	R	R (CFO)			
4.14	Authorisation of Annual Report and Accounts	I	A	R	R				
4.15	Implementation of audit/assurance recommendations			A	C	R			
4.16	Approval of Related Party Transactions		A		C	R			

5.0 FINANCIAL SCHEME OF DELEGATION – AUTHORITY LIMITS

No.	Task	Trust Board	Finance & Operations	CEO	Executive Leadership	Headteacher	Budget Holder
5.01	Non-Staffing Expenditure or Contracts	Unlimited	>£250k	>£150k	CFO/COO >£50k	>£25k	>£1k
5.02	Capital Expenditure within DFC / SCA approved budget			Unlimited	CFO/COO >£50k	>£25k	
5.03	Commitment of Capital Reserve (Unbudgeted)	Unlimited	>£250k	>£150k			
5.04	Conversion of Revenue to Capital	Unlimited	>£250k	>£150k			
5.05	Staff Contractual Commitments (Non-TLR Allowances)	Approve contentious		Unlimited	>10% of salary (CFO)	>£3k	
5.06	One-off Bonus Payments to Staff	Unlimited		>£1k			
5.07	Severance Payments (up to DfE prescribed limits as per ATH)			Unlimited	CFO/COO Propose		
5.08	Severance Payments (with pre-approval from DfE as per ATH)	Unlimited		Recommend for Approval	CFO/COO Propose		
5.09	All Operating, or Finance Leases (<u>on DfE pre-approved list</u>)			CEO/CFO/COO Signature			
5.10	Disposal of Assets and Bad Debt Write-Off <i>Over £45k requires pre-approval from DfE as per ATH</i>	£45k+		>£45k		>£5k	

6.0 PEOPLE

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
6.01	Agree Academy Senior Leadership structure				C	A			R
6.02	Agree Academy Teaching Staff structure				C	C			A/R
6.03	Agree Academy Support Staff structure				C	C			A/R
6.04	Agree Shared Services staffing structure		A		R	C			
6.05	Appointment of Executive Leaders		A		R				
6.06	Appointment of Directors		A		R	C			
6.07	Appointment of Headteacher		C		A	R	C	C	
6.08	Appointment of School Senior Leaders				C	A	C	C	R
6.09	Appointment of School-based Staff within approved structure								A/R
6.10	Appointment of Shared Services Staff within approved structure				A	R			
6.11	Chief Executive Officer performance management		A	R					
6.12	Executive Leader performance management and pay progression		A	R	C				
6.13	Director performance management and pay progression				A	R			
6.14	Headteacher performance management and pay progression					A/R		C	
6.15	School-based Staff performance management and pay progression							I	A/R
6.16	Shared Services staff performance management and pay progression					A/R			
6.17	Approve UPR Progression in line with Terms of Reference			A	C	R			C
6.18	Suspension/Dismissal of Chief Executive Officer		A/R						
6.19	Suspension/Dismissal of an Executive Leader		C		A/R				
6.20	Suspension/Dismissal of a Director				C	A/R			
6.21	Suspension/Dismissal of a Headteacher / Senior Leaders		I		C	A/R		C	
6.22	Suspension/Dismissal of Shared Services staff				C	A/R			
6.23	Suspension/Dismissal of School-based Staff					C I	C		A/R
6.24	Approve Staff Restructure programme		A		R	C		C	C
6.25	Approve Terms and Conditions Restructure		A		R	C		C	C
6.26	Approve Staff Redundancy Package (within DFE prescribed limits)		A		R	C		C	C
6.27	Approve Staff Termination Package (within DFE prescribed limits)				A/R	C		C	C

6.28	Job Evaluation and role grading				A		R		C
6.29	Staff Workload and Wellbeing				C	A	C		R

7.0 HEALTH AND SAFETY, COMPLIANCE, AND RISK MANAGEMENT

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
Health and Safety									
7.01	Approve the Trusts Health and Safety Policy		A	C	C	R (COO)			
7.02	Monitoring of Health and Safety Compliance		I	A	I	R (COO)		C	R
7.03	Monitoring of Asbestos Management Plans		I	A	I	R (COO)		I	R
Compliance (Other)									
7.04	Single Central Record		A		I	R (COO)	R (SID-CS)	R	R
7.05	Safeguarding		A		i	R (DoE)	R	R	R
7.06	Statutory DfE Data Returns								
7.07	• Financial Returns (Annual Report / AAR / BFR / SRMSAT)		A		R	R			
7.08	• Data Returns (Census / SWC)				I	C			A/R
7.09	Website				A		R (HoMC)	I	R
7.10	Statutory Training		I	A	I	R (COO)		I	R
7.11	GDPR / Data Protection		A		I	R (COO)		I	R
7.12	Procurement			A	I	R (CFO)		I	R
7.13	Statutory Policy Compliance		A		R	R	R	R	R
7.14	Non-Statutory Policy Compliance		I		A	R	R	R	R
Risk Management									
7.15	Approve the Trusts Risk Management Policy		A	C	C	R (COO)		I	I
7.16	Monitoring of the Trusts Strategic Risk Register		I	A	C	R (COO)			
7.17	Monitoring of the School Risk Register		I	I	I	A (COO)		R	R
7.18									

8.0 APPEALS/REVIEWS

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
8.01	Complaints Appeals (Stage 3)		A/R						
8.02	Presenting at Admissions Appeals								R
8.03	Suspension/Exclusion Review						C	A	R
8.04	Presenting at Independent Review Panel			I	I	C	C	R	R
8.05	Presenting at SEND Tribunal						C		A/R

9.0 SIGNATORY AUTHORITY

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
9.01	Leases for Academy Land & Buildings		✓		✓				
9.02	Leasehold/Tenancy Agreement on any other Building (<7 yrs)		✓		✓				
9.03	Leasehold/Tenancy Agreement on any other Building (7 yrs+ with prior DfE approval)		✓		✓				
9.04	Granting of any Leasehold/Tenancy Agreement (prior DfE approval)		✓		✓				
9.05	Supplementary Funding Agreements		✓		✓				
9.06	Service Level Agreements with Local Authorities		✓		✓				
9.07	Operating Leases (within delegated limits)				✓	✓			
9.08	Credit Agreements (within delegated limits)				✓	✓(CFO)			
9.09	Supplier Contractual Documentation (within delegated limits)				✓	✓			
9.10	Staff Contracts				✓	✓			✓
9.11	Bank Mandates		✓		✓	✓(CFO)			
9.12	Staff Severance/Settlement Agreements				✓				
9.13	All Other Legal Documentation *		✓		✓				

* Note: Most legal documentation requires the signature of a 'Director' (a Trustee or the CEO, to the extent they are a Trustee) and/or the Company Secretary.

10.0 SAB ACCOUNTABILITIES AND RESPONSIBILITIES

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
10.01	Appointment and Removal of SAB members		A					R	I
10.02	Appointment and Removal of SAB link role members							A/R	I
10.03	Conduct annual SAB members skills audit							A/R	
10.04	Annual self-review of SAB performance		A					R	C
10.05	Succession Planning (Governance)		A/R	C	C			A/R	
10.06	Register of business and pecuniary interests published		A		R			A/R	
10.07	Approval of SEN Information Report						C	A	R
10.08	Termly Review of School Risk Register							A	R
10.09	Monitoring school engagement with the wider community		I		I	I		A	R
10.10	Monitoring of School Improvement Plans			A	I	R	C	R	
10.11	Monitoring of targets for student and staff wellbeing			A	I	C		R	R
10.12	Annual School Safeguarding Report						C (SID-CS)	A	R
10.13	Monitoring of Asbestos Management Plans		I	A	I	R (COO)		R	R
10.14	Single Central Record Compliance		A		I	R (COO)	R (SID-CS)	R	R
10.15	Safeguarding Compliance		A		I	R (DoE)	R	R	R
10.16	Statutory Policy Compliance		A		R	R	R	R	R
10.17	Non-Statutory Policy Compliance		I		A	R	R	R	R
10.18	Monitoring of the School Risk Register		I	I	I	A (COO)		R	R
10.19	Suspension/Exclusion Review						C	A	R
10.20	Presenting at Independent Review Panel			I	I	C	C	R	R

11.0 ANNUAL REPORTING AND SUBMISSION

No	Task	Members	Trust Board	Trust Committees (see ToR)	CEO	Executive Leadership	Directors	School Advisory Board	Headteacher
11.01	Pupil Census submission				I	C			A/R
11.02	School Workforce Census submission				I	C			A/R
11.03	Post-16 ILR submission				I	C			A/R
11.04	PE/Sports Premium submission				I	C			A/R
11.05	Budget Forecast Return (BFR)		A		A	R			
11.06	Annual Accounts Return (AAR)		A		A	R			
11.07	School Resource Management Self-Assessment Checklist		A		A	R			
11.08	Land and Buildings Collection Tool		A		A	R			
11.09	Gender Pay Gap submission				A		R		
11.10	Publication of Annual Report and Accounts				A	R			