Mowbray Edu	cation Trust - Scheme of Delegation September 2024-25						Proposal /b	esponsility fo ousiness case g at this level.	to suppor		on making	
Key Function of Governance	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
Strategic	Setting the Trust's Vision, Culture,		•						Р			
Leadership	Ethos and Values											
	Setting the Trust's strategic direction		•						Р			
	for improvement, and development											
	Evaluating strategic plans at school						•	м				
	level											
	To consider approaches from schools								Р			
	and academies wishing to join the trust		•						ľ			
	To seek and respond to, the views and											
	needs of key stakeholders.							M		•		
People and	Ensuring compliance with Equalities											
Performance	Legislation		•									
	Maintain accurate and effective and								•			
	secure employee records								•			
	Review and Approve employment and											
	HR related Policies, including Pay			•	M							
	Policy											
	Budget planning for school vacancies									Р	•	
	Determining staff complement in each									_	_	
	school within agreed budget									Р		
	Determining staff complement –										п	
	central Trust services								-		Р	

	Task	Members	Trust Board	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary
People and			•								
Performance			PANEL								
Management	Agree appointment or removal of CEO										
	Appointment of Headteachers							•			
	(selection panel)							PANEL			
	Appointment of Deputy Headteachers								•		
	(selection panel)										
	Appointment of members of SLT								•		
	Appointment of school- based teaching										
	and support staff								•		
	Appointment of central Trust staff										
	(shared services)									•	
	Dismissal/Suspension processes of										
	member of Executive Team		•								
	Dismissal/Suspension processes of									-	
	Head Teacher									•	
	Dismissal/suspension processes of								-		
	other school-based staff								•		
	Dismissal/Suspension processes of									_	
	Trust central staff							М		•	
	Undertake CEO performance review		• CHAIR								
	Undertake Executive Team performance review and make recommendations for pay							•			
	Undertake School Staff performance										
	review and make recommendations for								•		
	pay										

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders		Company Secretary/ Clerk to the Board
People and	Undertake trust central team											
Performance	performance review and make								•		•	
Management	recommendations for pay											
	Review performance management and approved annual recommedations on CEO salary		•									
	Approve annual recommendations on executive staff salary					•			Р			
	Review and approve annual recommendations on headteacher salary					•					Р	
	Approve annual recommendations on teaching and school support staff salary									•		
	Approve annual recommendations on								•			
	trust central team staff salary								•			
	To exercise pay discretions								•			
	Decisions/appeals arising out of pay and performance		• PANEL									
	Determining dismissal payments/early retirement for headteachers and executive team			•					Р		Р	
	Conduct annual appraisal of Clerk to Board		•						•			

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary/ Clerk to the Board
School Management	To review and approve Admissions policies and processes To ensure admissions & attendance registers adhere to compliance arrangements To ensure school meets for 380 sessions in the school year To ensure the school meals where provided are nutritious and value for money To ensure Trust and school websites are fully compliant Prepare and publish website(s) To ensure the provision of FSM to qualifying students Oversight of mandatory policies for all MET schools Facilitate parent engagement forums		•				• M			•	•	
Educational Improvement	Ensuring national curriculum taught to all students & to consider any disapplication Responsibility for each child's education Ensure continuous delivery of education			M			M M M	M	•			

	Task	Members	Trust Board	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Company Secretary/ Clerk to the Board
Educational	Review and approve curriculum based									
Improvement	polices						-			
	Monitor impact of curriculum policies						•			
	Monitoring the impact of delivery of									
	curriculum						•			
	Responsibility for ensuring provision of									
	RE in line with school's basic					•				
	curriculum									
	Delivering EYFS in line with statutory									
	duties					•				
	Ensure compliance with SEND Code of		•							
	Practice		•							
	Nominating SEND link Trustee		•							
	To recommend, review and approve Careers Education Policy and pathway		•							
	Review and Approve Looked after									
	children policy and ensure					•				
	appointment of designated looked after									
	children teacher in each setting									
	Review and Approve Behaviour Policy						•			
	Review of the Trust's approach to									
	assessment in line with DfE						•			
	requirements									
	Approval of schools Self Evaluation									
	Form					•				

	Task	Members	Trust Board	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Compan Secretary Clerk to the Boar
Educational										
Improvement	Review of Schools development plans					•				
	To review and monitor school									
	performance targets									
	To determine exclusion policy and						•			
	procedure, review and approve						•			
	To monitor Exclusion levels across the									
	Trust					•				
	Agree fixed term exclusion								•	
	Uphold permanent exclusion		• PANEL				М			
	Produce educational data								•	
	Scrutinise and evaluate educational data						•			
	To set and Monitor Pupil welfare policies						•			
Governance	Approve the Articles of Association and any changes	•								
	To appoint or remove Members	•								
	To appoint or remove Trustees	•	•							
	Review and Approve MET Scheme of		•							
	Delegation		•							
	Appoint Chair and Vice chair and									1
	Senior Independent Director		•							
	Appoint Chair of trustees		•							
	Establish Trust board committees									1

	Task	Members	Trust Board	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders		Company Secretary/ Clerk to the Board
	Review and approve terms of reference										
	for Board and Local Governing		•								
Governance	Committees										
	Create/ refine role profiles & person										
	specs for governance volunteer roles										•
	Draft role descriptions for clerking										
	roles										•
	Appoint or dismiss the Clerk to Board		•								
	Appoint or dismiss the wider clerking									•	
	team									•	
	Remove the Board Chair & Deputy	_									
	Chair	•									
	Remove Chairs of Trust Board		-								
	committees		•								
	Appoint or remove Local Governing						_				
	Committee Chairs						•				
	Appoint or remove Local Committee			_		_					
	Governors			•							
	Establish and review trust governance										
	structure		•								
	Convene at least 3 Trust Board										
	meetings in any year										
	Establish & maintain a register of										
	interest for governance volunteers &										•
	senior staff										
	To approve Trustees Allowances and										
	Expenses Policy										
	To review and approve Code of Conduct										
	for Governance Volunteers		•								

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary/ Clerk to the Board
	To actively seek and recruit governance											
Governance	volunteers, and promote succession				•							
	planning											
	To determine the development needs											
	of governors and put in place an				•							
	appropriate programme											
	To implement and review a policy		•									
	approval process to reflect Trust values Agree link trustees for SEND, Careers											
	and Safeguarding		•									
	To determine appropriate committee											
	and committee membership		•									
Risk	Review and Approve FOI policy			•								
GDPR	Review and Approve data protection policy			•								
	Appoint Data Protection Officer										•	
	Establish Equality policy				•							
	Review and Approve equality policy (& objectives) trust and school policies				•							
	To manage and review a risk register			•							Р	
	To manage and review a critical			-								
	incident plan			•							Р	
	Review and approve a Safeguarding											
Safeguarding	Policy and monitor implementation		•									

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders		Company Secretary/ Clerk to the Board
	Implement safeguarding policy and								•			
Safeguarding	procedures								•			
	Appoint a Safeguarding Link Trustee		•									
	Review Safer Recruitment processes											
	and policies				•							
	Review and approve the			•								
	Whistleblowing policy			•								
Financial	Appointing senior executive leader as											
Frameworks	accounting officer		•									
	Appointing Chief Financial Officer		•									
	Appointing Company Secretary								•			
	Oversight of the funding agreement			•								
	Oversight of requirements of											
	Academies Trust Handbook		•									
	Approval of financial decisions from £0 - £500									BUDGET HOLDERS		
	Approval of financial decisions from											
	£501-£3,000									•		
	Approval of financial decisions up to										•	
	£3,001-£10,000										CFO	
	Approval of financial decisions from										● Full Exec	
	£10,001-£40,000										approval	
	Approval of financial decisions over											
	£40,001											

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary/ Clerk to the Board
	Approval of funded capital project											
	work approved by the Infrastructure										Full Exec	
	Operational Group (EIO) below UK										approval	
	procurement threshold										approvar	
	Establishing controls framework											
	including internal audit			•								
	Developing budget								•	Р	Р	
	Delivering monthly management											
Frameworks	accounts and forecasts										•	
	Agreeing reporting arrangements and											
	monitoring monthly management		•									
	accounts and forecasts											
	Managing cash position										•	
	To monitor compliance with approved											
	financial procedures			•								
	To decide how to apply Pupil Premium									•		
	Monitoring pupil premium spend and											
	its impact						•					
	Monitoring sports premium spend and											
	its impact						•					
	To authorise disposal of assets within											
	limits specified in the Financial										•	
	Regulations Manual											
	Oversight of Trust Reserves			•								
	Accepting grant conditions for non											
	DFE/ESFA funded grants										•	

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders		Company Secretary/ Clerk to the Board
											•	
	Implementation of Investment strategy											
	To appoint auditors	•										
	Authorisedsignatory for service level										•	
	agreements and/or contracs for										CFO	
	suppliers and servic+B142es.											
	Produce annual report and accounts in		-									
Financial	line with the Charity Commission's		•									
Frameworks	Statement of Recommended Practice											
	Submit ESFA required reports and											
	returns		•									
	To approve the annual accounts		•									
	To receive external auditors annual											
	report	•										
	To approve annual budget across all											
	schools in the Trust to support delivery		•									
	of strategic plan											
	Review and approve Trust Finance											
	policies, including setting delegated			•								
	authority limits for transactions											
	To ensure income due to each setting is											
	paid		•									
	To maintain proper financial records											
	for each setting											
	Monitoring conflicts of interests &											
	third-party transactions											
	unite-party transactions											

	Task	Members	Trust Board	Audit, Finance & Risk Committee	Governance and Partnerships Committee	Remuneration and nominations committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary/ Clerk to the Board
	Ensure adequate insurance is in place,			•								
Operations	building, property, personnel			•								
	Approve trust-wide estate vision,		•									
	strategy and asset management plan		•									
	Monitor school estate to ensure it is		•									
Operations	safe and well maintained		•									
	Procuring & maintaining buildings											
	including developing properly funded										•	
	maintenance plan											
	Review and Approve health and safety											
	policy and its implementation			•								
			•						м			
	Ensure H&S regulations are followed Determine scope of central services to											
	be delivered by MET to & on behalf of											
	the school								•		•	
	Identify additional services to be											
	procured on behalf of the school										•	
	Ensure centrally produced services											
	provide value for money			•								
	Premises security										•	
	Premises management										●	
			1	1			1	1				
-	Review and approve internet and ICT			•								
IT Services	acceptable use policy											
	Review and approve social media policy and monitor its implementation			•								