

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

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People and Performance Management	Agree appointment or removal of CEO		● PANEL									
	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								M			●
	Undertake CEO performance review			● CHAIR								
Undertake Executive Team performance review and make recommendations for pay									●			

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People and Performance Management	Undertake School Staff performance review and make recommendations for pay									●			
	Undertake trust central team performance review and make recommendations for pay								●		●		
	Review performance management and approved annual recommendations on CEO salary		●										
	Approve annual recommendations on executive staff salary					●			P				
	Review and approve annual recommendations on headteacher salary					●					P		
	Approve annual recommendations on teaching and school support staff salary									●			
	Approve annual recommendations on To exercise pay discretions								●	●			
	Decisions/appeals arising out of pay and performance		● PANEL										
	Determining dismissal payments/early retirement for headteachers and			●					P			P	
	Conduct annual appraisal of Clerk to Board			●					●				

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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		●				M					
	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									●			
Educational Improvement	Ensuring national curriculum taught to all students & to consider any disapplication						M		●			
	Responsibility for each child's education						M		●			
	Ensure continuous delivery of education			M			M	M	●			

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Educational Improvement	Review and approve curriculum based 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							●					





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Governance	To approve Trustees Allowances and Expenses Policy			●								
	To review and approve Code of Conduct for Governance Volunteers		●									
	To actively seek and recruit 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/GDPR	Review and Approve FOI policy			●								
	Review and Approve data protection policy			●								
	Appoint Data Protection Officer										●	
	Establish Equality policy				●							
	Review and Approve equality policy (& objectives) trust and school policies				●							

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Risk/GDPR	To manage and review a risk register			●							P	
	To manage and review a critical incident plan			●							P	
Safeguarding	Review and approve a Safeguarding Policy and monitor implementation		●									
	Implement safeguarding policy and procedures								●			
	Appoint a Safeguarding Link Trustee		●									
	Review Safer Recruitment processes and policies				●							
	Review and approve the Whistleblowing policy			●								
Financial Frameworks	Appointing senior executive leader as 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		

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Financial Frameworks	Approval of financial decisions from £501-£3,000									●		
	Approval of financial decisions up to £3,001- £10,000										● CFO	
	Approval of financial decisions from £10,001-£40,000										● Full Exec approval	
	Approval of financial decisions over £40,001			●								
	Establishing controls framework including internal audit			●								
	Developing budget								●	P	P	
	Delivering monthly management 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							●					



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Financial Frameworks	To maintain proper financial records for each setting										●	
	Monitoring conflicts of interests & third-party transactions											●
Operations	Ensure adequate insurance is in place, building, property, personnel			●								
	Approve trust-wide estate vision, strategy and asset management plan		●									
	Monitor school estate to ensure it is safe and well maintained		●									
	Procuring & maintaining buildings including developing properly funded maintenance plan										●	
	Review and Approve health and safety policy and its implementation			●								
	Ensure H&S regulations are followed		●						M			
	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				●							

