Mowbray Educ	cation Trust - Scheme of Delegation September 2024-25					P	Proposal /b	esponsility fo usiness case ; at this level.	to supppor		n making	
Key Function of Governance	Task	Members	Trust Board	-	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			•	М							
	Budget planning for school vacancies									P	•	
	Determining staff complement in each school within agreed budget									P	•	
	Determining staff complement – central Trust services								•		P	

	Task	Members	Trust Board	· ·	Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees		School Leaders	Executive team	Company Secretary
People and												
Performance			PANEL									
Management	Agree appointment or removal of CEO											
	Appointment of Headteachers (selection 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								PANEL	•		
	(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								•			

	Task	Members	Trust Board	· ·	Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary/ Clerk to the Board
People and	Undertake School Staff performance											
Performance	review and make recommendations for									•		
Management	pay											
	Undertake trust central team performance review and make recommendations for pay								•		•	
	Review performance management and											
	approved annual recommedations on		•									
	CEO salary											
	Approve annual recommendations on					•			P			
	executive staff salary											
	Review and approve annual					_					_	
	recommendations on headteacher					•					P	
	salary											
	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											

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees		School Leaders		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 Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	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						•				

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders		Company Secretary/ Clerk to the Board
Educational	Approval of schools Self Evaluation						•					
Improvement	Form											
	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					M				
	Produce educational data									•		
	Scrutinise and evaluate educational											
	data											
	To set and Monitor Pupil welfare							•				
	policies											
		1	ı	T			ı	I	T	I	T	
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											
	Senior Independent Director		•									

	Task	Members	Trust Board	Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees	School Leaders		Company Secretary/ Clerk to the Board
Governance	Appoint Chair of trustees		•							
	Establish Trust board committees		•							
	Review and approve terms of reference									
	for Board and Local Governing									
	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									•

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary/ Clerk to the Board
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				•							

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary/ Clerk to the Board
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		•									
Dareguarumg	Implement safeguarding policy and 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									BUDGET HOLDERS		

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees		School Leaders	Executive team	Company Secretary/ Clerk to the Board
Financial	Approval of financial decisions from									•		
Frameworks	£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			•								
	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						•					

	Task	Members	Trust Board	· ·	Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Secretary/ Clerk to
	To authorise disposal of assets within											
Financial	limits specified in the Financial										•	
Frameworks	Regulations Manual											
	Oversight of Trust Reserves			•								
	Accepting grant conditions for non											
	DFE/ESFA funded grants										•	
	Implementation of Investment strategy										•	
	To appoint auditors	•										
	Authorisedsignatory for service level											
	agreements and/or contracs for										CFO	
	suppliers and servcies.										CPO	
	line with the Charity Commission's											
	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		•									

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration Committee	Quality of Education Committee	Local Governing Committees	Chief Executive Officer	School Leaders	Executive team	Company Secretary/ Clerk to the Board
Financial	To maintain proper financial records											
Frameworks	for each setting											
	Monitoring conflicts of interests &											
	third-party transactions											
	Ensure adequate insurance is in place,		1	1			1	<u> </u>	1			
Operations	building, property, personnel			•								
Operations	bunding, property, personner											
	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											

	Task	Members	Trust Board		Governance and Partnerships Committee	Remuneration Committee	Education	Local Governing Committees	School Leaders		Company Secretary/ Clerk to the Board
Operations	Premises security									•	
	Premises management									•	
IT Services	Review and approve internet and ICT acceptable use policy			•							
	Review and approve social media policy and monitor its implementation			•							