



# Selby Educational Trust

## Scheme of Delegation

Approved by: SET Board of Trustees

Approved on: 8<sup>th</sup> December 2020

Updated on: 18<sup>th</sup> October 2017 (Version 1)  
2<sup>nd</sup> April 2019 (Version 2)  
October 2019 (Version 3)  
November 2020 (Version 4)

Review date: Annually

To be read in conjunction with:

- SET Governance Handbook
- SET Financial Regulations Policy

## **INTRODUCTION**

This document should be read alongside the detailed Selby Educational Trust Governance Handbook.

### **1. Purpose of the Scheme of Delegation**

The primary purpose of this Scheme of Delegation is to inform those involved with the governance of the Academy where the decision making, advisory and other responsibilities lie with the MAT. This document does not contain every decision/responsibility that will be delegated. The contents of this Scheme of Delegation will be supplemented by the Trust's strategic plans, policies and procedures or directions/rules given by the Members or the Board of Trustees.

### **2. Adoption of the Scheme of Delegation**

This Scheme has been approved by the Board of Trustees and shall apply to all the academies in the Trust from the date shown on the front cover.

### **3. Governance structure and lines of accountability**

The Board of Trustees delegates responsibility for the day to day operation and performance of the Trust, including the performance of the academies within the Trust, to the Chief Executive Officer (CEO).

This means that as the CEO is accountable to the board for the performance of the Trust as a whole, the CEO will report to the Board of Trustees on the performance of the Trust including on the performance of the Trust's schools.

### **4. Termination and amendment**

- The Scheme will be subject to formal review annually. However, where the Board of Trustees deems it appropriate, changes will be made in year.
- The Board of Trustees has the absolute discretion to review, amend and/or terminate the Scheme of Delegation at any time and as it sees fit (subject to complying with the legal requirements upon it).
- As the MAT and the academies develop, so may the governance arrangements and accordingly the delegations that are in place. For example (and without limitation):
  - Changes may need to be made as a result of lessons learned and development of best practice;
  - It is hoped that the strength of weaker academies will increase over time such that additional responsibilities may be delegated;
  - Where weaknesses develop in an academy's leadership and governance, or in particular areas, the MAT may need to intervene and remove delegations.
- The Board of Trustees would welcome comments on the operation of the Scheme of Delegation where it is felt that revisions should be made. Where practicable, the Board of Trustees will give the Local Governing Bodies an opportunity to comment before determining the Scheme of Delegation.

## 5. Delegation Matrix

5.1 The delegation matrix that applies in respect of the Academy is set out below. It is structured in accordance with the following index:

Section	Area covered	Page number
<b>A</b>	<b>Overarching Governance</b>	<b>4-13</b>
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## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>A. Overarching Governance</b>									
<b>A1 Member Matters</b>									
1.	<b>Amendment of Articles of Association</b>	Decide	<Advise	<Advise				See advice/ comments	<ul style="list-style-type: none"> <li>Company Secretary / Clerk advice and support with process</li> <li>Legal advice (as required)</li> </ul> <ul style="list-style-type: none"> <li>DfE and/or Charity Commission consent required in certain cases</li> <li>Must be filed at Companies House along with copy of special resolution and any required forms</li> </ul>
2.	<b>Call Members' Meetings</b>	Decide	Decide						<ul style="list-style-type: none"> <li>Company Secretary / Clerk advice and support with process</li> </ul> <ul style="list-style-type: none"> <li>As a minimum, Members should hold an AGM once a year.</li> <li>Extraordinary meetings may also be called by Trustees or Members.</li> <li>Decisions may be made by written resolution between meetings in line with the process set out in the Articles of Association.</li> </ul>
3.	<b>Appoint/remove Members</b>	Decide						See advice/ comments	<ul style="list-style-type: none"> <li>Company Secretary / Clerk advice and support with process</li> </ul> <ul style="list-style-type: none"> <li>New members can only be appointed by existing members.</li> <li>Company Secretary / Clerk to liaise with Trust personnel to ensure                             <ul style="list-style-type: none"> <li>- appropriate DBS and related checks made</li> <li>- GIAS notifications are made</li> <li>- Details of Member and their interests are uploaded on Trust website</li> <li>- Copies of completed ethos undertakings to be provided to all Members.</li> </ul> </li> </ul>
4.	<b>Complete Member register of interests, and keep under regular review</b>	Responsible	Receive	Receive	Receive	Receive		See advice/ comments	<ul style="list-style-type: none"> <li>Company Secretary / Clerk advice and support with process</li> </ul> <ul style="list-style-type: none"> <li>Company Secretary / Clerk to liaise with Trust personnel to ensure details are uploaded on Trust website.</li> <li>Register of Member Interests should be brought to the attention of decision makers as appropriate (Chief Executive to oversee).</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
A2	Board Matters								
5.	Appoint/remove Trustees	Decide	<Advise					See advice/ comments <ul style="list-style-type: none"> <li>• Clerk advice and support with process</li> <li>• Trustees to advise on skills gaps to inform decision making</li> </ul>	<ul style="list-style-type: none"> <li>• The Members shall appoint a minimum of 6 Trustees, following recommendation from the Board of Trustees</li> <li>• Code of Conduct should be agreed and all Trustees should be required to sign it</li> <li>• The clerk to liaise with appropriate Trust personnel to ensure that                             <ul style="list-style-type: none"> <li>• appropriate DBS and related checks are made</li> <li>• GIAS notifications are made</li> <li>• Details of Trustees and their interests are uploaded on Trust website</li> </ul> </li> <li>• Return must be filed at Companies House by the Company Secretary.</li> <li>• Chair of Trustees, Chief Executive and Company Secretary / Clerk and others as appropriate to provide induction.</li> </ul>
6.	Complete Trust Board skills audit and training plan annually	Receive	Responsible	<Advise				<ul style="list-style-type: none"> <li>• Chair of Trustees to lead – Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>• Chair of Trustees to follow up with Trustees on training requirements</li> <li>• Details of skills gaps should be provided to those responsible for appointing Trustees when a vacancy arises</li> </ul>
7.	Appoint/Remove Chair of Trustees	Receive	Decide					<ul style="list-style-type: none"> <li>• Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>• Should not be an employee</li> </ul>
8.	Appointment Vice Chair of Trustees		Decide					<ul style="list-style-type: none"> <li>• Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>• Should not be an employee</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
9.	Determine and allocate specific Trustee roles (as required)		Decide					<ul style="list-style-type: none"> <li>Chair to advise based on skills audit</li> </ul>	<ul style="list-style-type: none"> <li>There will be appointed Trustees with specific responsibilities for Safeguarding/Child Protection, Health and Safety, Special Educational Needs &amp; Disabilities.</li> <li>Allocated Trustees should work with the Local Governors given specific responsibilities in their areas (the roles should dovetail)</li> <li>NB All Trustees continue to have responsibility for these areas, despite any allocation of specific roles</li> </ul>
10.	Confirm Accounting Officer		Decide					<ul style="list-style-type: none"> <li>Chief Financial Officer to support and notify Secretary of State</li> </ul>	<ul style="list-style-type: none"> <li>The Accounting Officer to be the Chief Executive (the role will be heavily supported by the Chief Financial Officer and the Headteachers).</li> <li>Has responsibility for regularity, propriety and value for money. Also responsibility for ensuring that proper financial records and accounts are kept.</li> </ul>
11.	Appoint/remove Company Secretary		Decide	<Advise				<ul style="list-style-type: none"> <li>HR advice obtained as required</li> </ul>	<ul style="list-style-type: none"> <li>Should have relevant experience in school/company/charity governance.</li> <li>The relevant appointee will also act as Governance Officer – see section C below</li> <li>Reports directly to the Board</li> </ul>
12.	Determine Scheme of Delegation		Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> <li>Company Secretary / Clerk and Chief Executive advice and support</li> <li>LGBs and other Committees to provide advice on amendment based on experience of operation</li> </ul>	<ul style="list-style-type: none"> <li>The document will be reviewed every year or more frequently where the Trustees deem this to be desirable.</li> <li>Where practicable, the Board will give the LGB and Committees an opportunity to comment before determining the Scheme of Delegation.</li> <li>The Scheme will comply with the Memorandum and Articles of Association and other legal requirements, including any matters that are reserved to Members from time to time.</li> </ul>
13.	Complete Trustee register of interests and keep under regular review	Receive	Responsible	Receive	Receive	Receive	See advice/ comments	<ul style="list-style-type: none"> <li>Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>Clerk to liaise with Trust personnel to ensure details are uploaded on Trust website.</li> <li>Register of Trustee Interests should be brought to the attention of decision makers as appropriate (Chief Executive to oversee).</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
14.	Board of Trustees' Annual Schedule of Business		Decide	<Advise	Receive			<ul style="list-style-type: none"> <li>Chair of Trustees to lead, with Clerk advice and support with process</li> <li>Appropriate advice and input from Chief Executive and those responsible for planning LGC/other Committee Annual Schedule of Business</li> </ul>	<ul style="list-style-type: none"> <li>Should be shared with LGB and other Committees to inform their work</li> <li>Chair of Trustees and Clerk to use to inform agenda setting</li> <li>Trustees should meet at least six times a year</li> </ul>
15.	Determine policy review process and schedule		Decide	<Advise	Receive			<ul style="list-style-type: none"> <li>Clerk advice and support with process</li> <li>Appropriate advice and input from Chief Executive (and other key employees) and those responsible for LGB/other Committee policy review</li> </ul>	<ul style="list-style-type: none"> <li>Needs to dovetail with annual schedule of business (see above).</li> <li>Should specify what policies there are to be, the lead member of staff responsible for the policy, the approving person/body and when the review will take place.</li> <li>Review of policies to be conducted in accordance with process and schedule.</li> </ul>
16.	Annual Review of Governance and Board Effectiveness		Responsible	<Advise	Advise	<Advise		<ul style="list-style-type: none"> <li>Chair of Trustees to lead.</li> <li>Clerk and Chief Executive advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>This should dovetail with the Committees' (including LGB's) reviews of their own effectiveness (see below).</li> <li>The outcome of the review may impact on the level of delegation to LGBs and others under the Scheme of Delegation or otherwise.</li> <li>Trustees to consider whether an external review of governance should take place.</li> </ul>
17.	Annual Report and Financial Statements	Receive and scrutinise	Approve	<Advise, Approve			See advice/ comments	<ul style="list-style-type: none"> <li>Finance Director to co-ordinate draft, with input from Chief Executive and Clerk</li> <li>Auditors to review and sign off</li> <li>Trustees and Accountable Officer must approve relevant sections</li> </ul>	<ul style="list-style-type: none"> <li>The Members should receive and scrutinise the accounts at their AGM.</li> <li>The document should be filed with Companies House and the DfE and uploaded onto the Trust's website.</li> </ul>



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	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
18.	Other company returns		Approve	<Advise, Approve				<ul style="list-style-type: none"> <li>Trustees to approve as required</li> <li>Trust staff to advise as appropriate e.g. HR Director, Finance Director, clerk</li> </ul>	<ul style="list-style-type: none"> <li>To include key Companies House filings and DfE returns</li> </ul>
19.	Chief Executive Reports to Trustees		Receive, Scrutinise	Responsible				<ul style="list-style-type: none"> <li>The Chief Executive will be supported by others as appropriate e.g. Company Secretary / Clerk, Finance Director, HR</li> </ul>	<ul style="list-style-type: none"> <li>The Trustees should agree with the Chief Executive what reports are required, the required frequency and the content of those reports.</li> <li>The Trustees should receive the reports at a Board meeting to enable appropriate questioning and follow up.</li> </ul>
20.	Supplemental Reports to Members	Receive, Scrutinise	Approve	<Advise				<ul style="list-style-type: none"> <li>The Chief Executive should co-ordinate the reports for input and approval by the Trustees.</li> <li>The Chief Executive and the Trustees will be supported by others as appropriate e.g. Company Secretary / Clerk, Finance Director, HR</li> </ul>	<ul style="list-style-type: none"> <li>The Members should agree with the Trustees what additional reports are required, the required frequency and the content of those reports.</li> <li>The Members should receive the supplemental reports at their AGM and/or at Extraordinary General Meetings to enable appropriate questioning and follow up</li> </ul>
21.	Setting up any subsidiary company or linked charity	Decide	Recommend					<ul style="list-style-type: none"> <li>Legal and financial advice required</li> </ul>	<ul style="list-style-type: none"> <li>Trustees must keep the need for a subsidiary company under review, based on the Trust's trading and related activities.</li> </ul>

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	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>A3 LGB and Other Committee Matters</b>									
22.	<b>Determine and keep under review Committee complement</b>		Decide	<Advise	Advise	<Advise		<ul style="list-style-type: none"> <li>• Chief Executive and Clerk to advise and support</li> <li>• Headteacher and Clerk to aid formulation of LGB advice</li> </ul>	<ul style="list-style-type: none"> <li>• Consideration will need to be given as to:                             <ul style="list-style-type: none"> <li>- what Committees are required (under the Articles of Association/Funding Agreements/Academies Financial Handbook e.g. Audit/Finance, LGB)</li> <li>- What additional Committees (board and/or LGB and/or shared) would be useful given the size of the MAT and the decision making functions that take place at each level of governance.</li> <li>- Membership, terms of reference, reporting requirements, decision making and other procedures etc. of each Committee (please see below)</li> </ul> </li> <li>• Under the Articles of Association:                             <ul style="list-style-type: none"> <li>- The constitution, membership and proceedings of any committee must be determined by the /Trustees.</li> <li>- The establishment, terms of reference, constitution and membership of any committee shall be reviewed at least once in every twelve months.</li> <li>- The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the LGBs) a majority of members of any such committee shall be Trustees.</li> <li>- Except in the case of a LGB, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.</li> </ul> </li> <li>• Academy trusts are required to establish a Trustee committee to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. All Trusts with an annual income over £50 million must have a dedicated audit committee. The majority of members must be Trustees.</li> </ul>
23.	<b>Determining LGB composition</b>		Decide	<Advise	<Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> <li>• Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>• The composition will be set out in the Governance Handbook</li> </ul>

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	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
24.	Appointing LGB Governors		Decide		Advise		See advice/ comments	<ul style="list-style-type: none"> <li>• Clerk advice and support with process</li> <li>• Details of skills gaps should be provided to those responsible for appointing Local Governors when a vacancy arises</li> </ul>	<ul style="list-style-type: none"> <li>• The Trust's Ethos Statement and Code of Conduct should be agreed and all Local Governors should be required to sign it</li> <li>• Clerk to liaise with appropriate staff to ensure:</li> <li>• appropriate DBS and related checks are made</li> <li>• GIAS notifications are made</li> <li>• Details of Local Governors and their interests are uploaded on Academy website</li> <li>• Clerk, CEO, Headteacher and Chair of LGB (and others as appropriate) to lead induction.</li> </ul>
25.	Hold staff and parent elections for LGB					Responsible		<ul style="list-style-type: none"> <li>• Clerk and Headteacher advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>• Must be in accordance with any relevant provisions in the Articles of Association and Scheme of Delegation</li> <li>• LGB Members to flag need for skills as part of process.</li> <li>• LGB to appoint in the event no-one puts themselves forward for election.</li> </ul>
26.	Appoint Chair of LGB		Approve		Recommend			<ul style="list-style-type: none"> <li>• Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>• Should not be an employee.</li> <li>• The CEO and a Trustee will meet with all proposed new LGB Chairs prior to approval of their appointment for an informal discussion around the role, their commitment and the values of the Trust</li> </ul>
27.	Appoint Vice Chair of LGB				Decide			<ul style="list-style-type: none"> <li>• Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>• Should not be an employee</li> </ul>
28.	Allocate specific local governor roles				Decide	<Advise		<ul style="list-style-type: none"> <li>• Chair of LGB to lead, based on skills</li> <li>• Trustees to specify certain required roles to dovetail with own link Trustees (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Allocated LGB members should work with Trustees allocated with specific responsibilities in their areas</li> <li>• LGB may choose to allocate additional link roles [e.g. <i>Safeguarding/Child Protection, Pupil Premium, Health and Safety, Special Educational Needs &amp; Disabilities</i>]</li> <li>• All LGB members continue to have responsibility for these areas, despite any allocation of specific roles</li> </ul>

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29.	Confirm local Accounting Officer (Academy level)		Decide	<Advise				<ul style="list-style-type: none"> <li>• Reports to Chief Executive as overall Accounting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Will generally be the Headteacher or equivalent (the role will be heavily supported by the Academy's Finance Director or equivalent)</li> <li>• Has responsibility for regularity, propriety and value for money at Academy level.</li> <li>• Also responsibility for ensuring that proper financial records and accounts are kept.</li> </ul>
30.	Complete LGB register of interests and keep under regular review		Receive	Receive	Responsible	Receive	See advice/ comments	<ul style="list-style-type: none"> <li>• Clerk advice and support with process</li> <li>• Clerk to liaise with appropriate Academy personnel to ensure uploaded on Trust website</li> </ul>	<ul style="list-style-type: none"> <li>• Register of LGB Interests should be brought to the attention of decision makers as appropriate (Clerk to oversee).</li> </ul>
31.	Determine LGB annual schedule of business		Advise	<Advise>	Responsible	<Advise		<ul style="list-style-type: none"> <li>• Chair to lead with Clerk advice and support with process</li> <li>• Appropriate advice and input from Chief Executive, Headteachers and those responsible for planning other Annual Schedules of Business</li> </ul>	<ul style="list-style-type: none"> <li>• This needs to dovetail with the Board of Trustees' Schedule of business</li> <li>• Chair and Clerk to use to inform agenda setting</li> <li>• LGB should meet at least once each half term</li> </ul>
32.	Academy level Reporting to Trustees		Receive, Scrutinise	<Advise	Responsible				<ul style="list-style-type: none"> <li>• LGB minutes will be provided to Trustees as standard. The co-ordinated schedule of business should mean that this enables LGB advice to get to the Board in a timely manner to inform their decision making.</li> <li>• The content and frequency of any additional LGB reports shall be specified by the Trustees.</li> <li>• Additional Academy level reporting should be included in Chief Executive reports as appropriate (see above).</li> <li>• The Trustees should receive the minutes and any additional reports at Board Meetings to enable appropriate discussion and scrutiny.</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
33.	Review of LGB effectiveness		Receive, Scrutinise	<Advise	Responsible	<Advise		<ul style="list-style-type: none"> <li>Chair of LGB to lead, Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>This should dovetail with the Board's reviews of their own effectiveness (Trustees may set a template).</li> <li>Conclusions should be fed into the Board's review of governance effectiveness and may impact on future levels of delegation pursuant to the Scheme of Delegation.</li> <li>LGB to participate as required in any external review of governance required by the Trustees.</li> </ul>
34.	LGB skills audit		Receive, Scrutinise	<Advise	Responsible	<Advise		<ul style="list-style-type: none"> <li>Clerk advice and support with process</li> </ul>	<ul style="list-style-type: none"> <li>Trustees may set a template.</li> <li>Trustees to receive details and may impact on areas of delegation</li> <li>Details of skills gaps should be provided to those responsible for appointing local governors when a vacancy arises</li> </ul>
35.	Appoint/remove clerk to the LGB		Decide	<Advise				<ul style="list-style-type: none"> <li>HR advice obtained as required</li> </ul>	<ul style="list-style-type: none"> <li>Should have relevant experience in school and academy governance</li> </ul>
36.	Determine LGB procedures		Decide		Advise			<ul style="list-style-type: none"> <li>Clerk to board to advice and support</li> <li>Clerk to support LGB in formulating advice</li> </ul>	<ul style="list-style-type: none"> <li>These must be in compliance with the Articles of Association and must include details relating to appointment of Chair/Vice Chair, quorum and decision making and other procedures etc</li> </ul>
37.	Determine Trust Committee Structure (including LGBs and Trust Board SubCommittees)		Decide	Advise					<ul style="list-style-type: none"> <li>The Board of Trustees will have a sub-committee for both Resources and Standards. Trustees to agree numbers, frequency of meetings and terms of reference.</li> </ul>

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<b>A4 Heads and Chairs Group</b>									
38.	Establish Heads Group			Responsible		Participate		• Supported by Central Team as required	• Chief Executive to establish and lead Heads Group to enable all Headteachers to feed in their thoughts and advice in relation to pertinent matters for their Academy and to enable co-ordinated reporting (through the Chief Executive) to the Board. Any concerns are shared.
39.	Establish Chairs Group			Responsible	Participate Chair			• Supported by Central Team as required	• Chair of Trustees to establish and lead Chairs Group to enable all LGB Chairs to feed in their thoughts and advice in relation to pertinent matters for their Academy and to ensure dovetailing of Trustee and LGB business. <b>Any concerns are shared.</b>
<b>A5 Miscellaneous</b>									
40.	Determine governance policies and procedures for Trustees and Local Governors		Approve					• Finance Director and Clerk to advise and support	• E.g. appointment, Induction, expenses, Interests (conflicts, payments, contacts etc), Code of Conduct • Policies must be in accordance with Articles of Association
41.	Obtain Trustee and Officers insurance		Approve					• Finance Director and Company Secretary advice and support	• Must be in accordance with Articles of Association
<b>A6 Website Reporting</b>									
42.	Governance details on trust website	Receive	Approve	<Advise	<Advise Clerk	<Advise		• Clerk & Chief Executive to advise and support	• Trust to approve framework • Clerk responsible for ensuring information up to date
43.	Publish required information relating to the Academy on Academy website			>Advise	>Advise Clerk	Responsible		• Clerk & Chief Executive to advise and support	• Trust to approve framework • Headteacher responsible for ensuring information up to date

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<b>B. Strategy and Leadership</b>									
<b>B1 Strategic planning and oversight</b>									
1.	Set Trust vision and ethos statement		Decide	<Advise				<ul style="list-style-type: none"> <li>Chief Executive leading role in formulating for Trustee scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive responsible for implementation</li> </ul>
2.	Set strategic objectives and KPIs of Trust and determine Trust Development Plan and review process		Decide	<Advise				<ul style="list-style-type: none"> <li>Chief Executive leading role in formulating for Trustee scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive responsible for ensuring objectives are met and for progress against Development Plan</li> <li>Development Plan must be in line with strategic objectives</li> </ul>
3.	Complete Trust Self Evaluation Form (or equivalent)		Decide	<Advise				<ul style="list-style-type: none"> <li>Chief Executive leading role in formulating for Trustee scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>SEF to reflect progress against Development Plan</li> <li>Must fit with Trust vision and ethos (Chief Executive to ensure)</li> <li>Headteacher responsible for implementation</li> </ul>
4.	Set Academy vision and ethos statement		Receive	Approve	Decide	<Advise		<ul style="list-style-type: none"> <li>Headteacher leading role in formulating for LGB scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Must fit with Trust vision and ethos (Chief Executive to ensure )</li> <li>Headteacher responsible for implementation</li> </ul>
5.	Set Academy's strategic objectives and KPIs and determine Academy Development Plan and review process		Receive (KPIs and strategic objectives)	Scrutinise (Plan) <Advise	Responsible	<Advise		<ul style="list-style-type: none"> <li>Headteacher leading role in formulating (in conjunction with the Chief Executive) for LGB scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Must fit with Trust strategic objectives, KPIs and Plan (Chief Executive to ensure) and reflect Ofsted outcomes</li> <li>Development plan must be in line with strategic objectives</li> <li>Board of Trustees may provide templates</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
6.	<b>Complete Academy Self Evaluation Form (or equivalent)</b>		Receive (Standards Cttee)	Scrutinise	Responsible	<Advise		<ul style="list-style-type: none"> <li>Headteacher leading role in formulating for LGB scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>SEF to reflect progress against Development Plan</li> <li>Trust board may provide templates</li> <li>Chief Executive to scrutinise and report on outcomes to the Board</li> </ul>
7.	<b>Involvement in Ofsted inspections</b>		Responsible	Responsible	Responsible	Responsible	See advice/ comments		<ul style="list-style-type: none"> <li>Trustees and LGB members will be involved as appropriate in Ofsted inspections</li> <li>The Headteacher will notify the Chief Executive, Chair of the Trustees and the Chair of the LGB that an inspection has been notified and what involvement is needed from the Board and the LGB.</li> </ul>
<b>B2 School Organisation</b>									
8.	<b>Determine protocol for considering taking on new academies/free schools (including due diligence arrangements)</b>		Decide	<Advise				<ul style="list-style-type: none"> <li>Chief Executive leading role in formulating for Trustee scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive to manage process in accordance with agreed protocol</li> <li>This should include the need for a conversion plan to deal with pre and post conversion matters, with an overall project manager identified, and the need for appropriate HR, Finance, buildings, legal etc advice</li> </ul>
9.	<b>Decide to take on a new academy/open a free school</b>	Receive	Decide	<Advise			See advice/ comments	<ul style="list-style-type: none"> <li>Trustees to obtain appropriate legal, HR, Finance, buildings etc advice</li> </ul>	<ul style="list-style-type: none"> <li>Trustees must look carefully at all aspects of a potential academy prior to recommending an academy is taken on/free school established, given the impact that the decision may have on the academies already in the Trust</li> </ul>
10.	<b>Approve legal documentation associated with academy conversions</b>		Approve	<Advise			See advice/ comments	<ul style="list-style-type: none"> <li>Trustees will obtain appropriate Legal, HR, Finance, buildings etc advice</li> </ul>	<ul style="list-style-type: none"> <li>Trustees must understand the documentary framework and what is being agreed to by entering into it.</li> </ul>
11.	<b>Structural collaboration and partnership agreements</b>	Receive	Decide	<Advise	Recommend Academy Level	<Advise Academy Level	See advice/ comments	<ul style="list-style-type: none"> <li>Trustees will obtain Chief Executive advice and appropriate Legal etc advice</li> </ul>	<ul style="list-style-type: none"> <li>Trust level collaboration/partnership agreements to be entered into by Trustees with advice from Chief Executive</li> <li>Academy level collaboration/partnership agreements to be entered into by Trustees following a recommendation from LGB</li> </ul>



## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
12.	Academy closure or re-brokerage (termination of Funding Agreement)	Receive	Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> <li>Trustees will obtain appropriate Legal etc advice</li> </ul>	<ul style="list-style-type: none"> <li>DfE consent required</li> <li>DfE may enforce closure or re-brokerage in appropriate circumstances.</li> </ul>
13.	Academy amalgamation/ merger	Receive	Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> <li>Trustees will obtain appropriate Legal etc advice</li> </ul>	<ul style="list-style-type: none"> <li>DfE consent required</li> </ul>
14.	Agreeing other significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range)	Receive	Decide	<Advise	Advise	<Advise	See advice/ comments		<ul style="list-style-type: none"> <li>DfE consent may be required</li> </ul>
15.	Determining school session and term dates		Decide	<Advise	Recommend	<Advise			<ul style="list-style-type: none"> <li>This allows Trustees to co-ordinate the schools in the Trust to the extent that this is desirable, whilst reflecting local needs</li> </ul>
<b>B3 Risk Management</b>									
16.	Determine overall risk management policy and processes		Decide	<Advise				<ul style="list-style-type: none"> <li>Chief Executive to lead, advise and coordinate input from Finance Director and other trust level staff</li> </ul>	<ul style="list-style-type: none"> <li>To include template risk register and frequency of review</li> </ul>
17.	Review and complete Trust assurance map		Receive	Responsible				<ul style="list-style-type: none"> <li>Chief Executive to lead, advise and coordinate input from Finance Director and trust level staff</li> </ul>	

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
18.	Review and complete Academy assurance map		Receive	>Advise	Responsible	<Advise			
19.	Review and complete Trust risk register		Responsible	<Advise				<ul style="list-style-type: none"> <li>Chief Executive to lead, advise and coordinate input from Finance Director and trust level staff</li> </ul>	<ul style="list-style-type: none"> <li>Using agreed risk register template</li> <li>To reflect major school specific risks as appropriate</li> </ul>
20.	Review and complete academy level risk register		Receive	Oversee	Responsible	<Advise		<ul style="list-style-type: none"> <li>Headteacher to lead, advise and coordinate input from senior Academy staff</li> </ul>	<ul style="list-style-type: none"> <li>Using agreed risk register template</li> <li>To inform Trust risk register review</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>C. Staffing</b>									
<b>C1 Staffing Structures</b>									
1.	Determining staffing complement – Trust level (including organisational restructuring)		Decide	<Advise				<ul style="list-style-type: none"> <li>Chief Executive, HR and Finance Director to advise</li> <li>Trust Board's Resources Committee to support Board</li> </ul>	<ul style="list-style-type: none"> <li>This relates to determining the Trust level staff structure. Please see below in relation to appointment to those positions.</li> </ul>
2.	Determining staffing complement – Academy level (including organisational restructuring)		Decide	<Advise>	Recommend	<Advise		<ul style="list-style-type: none"> <li>Chief Executive to lead and advise with academy level input</li> <li>HR and Finance advice Trust Board's</li> <li>Resources Committee to support Board</li> </ul>	<ul style="list-style-type: none"> <li>This relates to determining the Academy level staff structure. Please see below in relation to appointment to those positions.</li> </ul>
3.	Setting terms and conditions of employment, Trust wide HR policies and procedures and staff handbook		Decide	<Advise				<ul style="list-style-type: none"> <li>Chief Executive &amp; HR Director to lead and advise Trust Board's</li> <li>Resources Committee to support Board</li> </ul>	<ul style="list-style-type: none"> <li>Need to ensure local differences and TUPE considerations taken into account</li> <li>Policies to include e.g. recruitment, probation and induction, pay, appraisal, conduct and disciplinary, grievance, capability, absence management, professional development, equality, expenses</li> <li>Chief Executive to report to Trustees on any material concerns about operation of policies and procedures</li> </ul>
4.	Carry out and maintain central record of recruitment and vetting checks on staff		Scrutinise (Safeguarding Trustee)	Responsible – Trust level staff  Oversee – Academy staff	Scrutinise ACADEMY LEVEL (Safeguarding LGB member)	Responsible – Academy staff		<ul style="list-style-type: none"> <li>Chief Executive responsible for Trust wide staff, Headteacher responsible for Academy staff (HR to advise and manage)</li> </ul>	

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
5.	Maintain register of staff interests		Receive	Responsible – Trust wide staff	Receive	Responsible – Academy staff		<ul style="list-style-type: none"> <li>HR to advise and manage</li> </ul>	<ul style="list-style-type: none"> <li>Interests should be brought to the attention of decision makers as appropriate.</li> </ul>
<b>C2 Trust Level Appointments</b>									
6.	Appointment and dismissal of Chief Executive	Decide	Decide				See advice/ comments	<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> </ul>
7.	Performance Management and pay review of Chief Executive		Decide, Responsible				See advice/ comments	<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> <li>Independent advisor should support appraisal process</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Panel of 3 (including the Chair) should be selected by the Board to carry out the performance management.</li> </ul>
8.	Appointment and dismissal of Deputy Chief Executive		Decide						<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> </ul>
9.	Performance Management and pay review of Deputy Chief Executive		Decide, Responsible						<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Panel of 3 Trustees (including the Chair) should be selected by the Board to carry out the performance management.</li> </ul>
10.	Appointment and dismissal of Chief Operations Officer		Decide						<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> </ul>
11.	Performance Management and pay review of Chief Operations Officer		Decide, Responsible						<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Panel of 3 Trustees (including the Chair) should be selected by the Board to carry out the performance management.</li> </ul>
12.	Appointment and dismissal of School Improvement Directors / Officers		Decide	Recommend				<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Line managed by Chief Executive</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
13.	Appointment and dismissal of Chief Financial Officer		Decide	<Advise				<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Line managed by Chief Executive</li> <li>To act as chief financial officer for delivery of Trust's detailed accounting requirements</li> <li>This individual should attend board meetings (and committee meetings as appropriate)</li> </ul>
14.	Appointment and dismissal of HR Director		Decide	<Advise				<ul style="list-style-type: none"> <li>HR Advice</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Line managed by Chief Executive</li> </ul>
15.	Appointment and dismissal of Operations Director		Decide	<Advise				<ul style="list-style-type: none"> <li>HR Advice</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Line managed by Chief Executive</li> </ul>
16.	Appoint and dismiss Governance Officer		Decide	<Advise				<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>May be an additional responsibility for an existing member of staff e.g. likely to also be Company Secretary (see above) and person with responsibility for overseeing admissions. Potentially also the Clerk to the Trust Board.</li> </ul>
17.	Appointment and dismissal of other director level posts (to include Estates, Information)		Decide	<Advise				<ul style="list-style-type: none"> <li>HR Advice</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Line managed by Chief Executive</li> </ul>
18.	Other trust wide appointments and dismissals		Receive	Responsible				<ul style="list-style-type: none"> <li>HR Advice</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> </ul>
19.	Performance management and pay review of trust wide appointments		Receive	Responsible				<ul style="list-style-type: none"> <li>HR Advice</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>C3</b>	<b>Academy Level Appointments</b>								
20.	Appointment / dismissal of Headteacher		Decide	<Advise	Recommend			See advice/ comments	HR adviser to support and advise Must be in accordance with Trust approved HR policies Chief Executive and LGB panel to interview and recommend. Trustees will send one of their members to sit on panel.
21.	Appointment / dismissal of Deputy Headteacher / and Assistant Headteacher /		Decide	<Advise	Recommend			See advice/ comments	<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> <li>Must be in accordance with Trust approved HR policies Chief Executive and LGB panel to interview and recommend. Trustees will send one of their member to sit on panel.</li> </ul>
22.	Performance management and pay of Headteacher		Decide	Recommend	Recommend			<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> <li>Independent advisor should support appraisal process</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Chief Executive to performance manage. Advisory role for LGB</li> </ul>
23.	Appointment of other Senior Leadership Team positions				Decide (unless delegated)	Decide (where delegated)		HR Adviser to support and advise	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>LGB panel plus Headteacher to interview and decide unless LGB delegate particular appointment to Headteacher.</li> <li>Line managed by Headteacher</li> </ul>
24.	Appointment of special needs coordinator (SENCO)				Decide (unless delegated)	Decide (where delegated)		HR Adviser to support and advise	<ul style="list-style-type: none"> <li>LGB panel plus Headteacher to interview and decide unless</li> <li>LGB delegate particular appointment to Headteacher Any allocated SEND local governor to be involved as appropriate</li> <li>Line managed by Headteacher</li> </ul>
25.	Appointment of educational visits coordinator				Decide (unless delegated)	Decide (where delegated)		HR Adviser to support and advise	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>LGB panel plus Headteacher to interview and decide unless LGB delegate particular appointment to Headteacher or other</li> <li>Line managed by Headteacher</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
26.	Appointment safeguarding /child protection officer (designated senior person) and a deputy				Decide (unless delegated)	Decide (where delegated)		<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>LGB panel plus Headteacher to interview and decide unless</li> <li>LGB delegate particular appointment to Headteacher</li> <li>Line managed by Headteacher</li> </ul>
27.	Appointment of academy business manager or equivalent				Decide	Decide		<ul style="list-style-type: none"> <li>HR Adviser, Finance Director and CEO to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Panel to include:                             <ul style="list-style-type: none"> <li>Headteacher</li> <li>Trust's Finance Director</li> <li>Chair of Local Governors/Chair of Resources Committee</li> </ul> </li> <li>Line managed by Headteacher / Trust Finance Director (to determine)</li> </ul>
28.	Appointment other Academy staff positions				Decide (unless delegated)	Decide (where delegated)		<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> <li>Where decisions not delegated to Headteacher, Headteacher will be asked to advise</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Appointment decisions may be delegated to the Headteacher (or further delegated where reflected in agreed policy)</li> <li>Line managed by Headteacher or other SLT member</li> </ul>
29.	Performance management and pay review of Academy level appointments (other than Headteacher)				Decide	Decide		<ul style="list-style-type: none"> <li>HR Adviser to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with Trust approved HR policies</li> <li>Line manager to run process</li> <li>Where Headteacher is not line manager, the Headteacher may be involved in process (as appropriate)</li> <li>Summary report to the Trust Finance Committee</li> </ul>
30.	Appointment / dismissal of school staff				Decide	Decide		HR Adviser to support and advise	Must be in accordance with Trust approved HR policies

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>D. Pupil matters</b>									
<b>D1 Education Provision</b>									
1.	<b>Standards of teaching</b>		Oversee (Trust wide) (Standards Committee)	Responsible (Trust wide) <Advise	Oversee (Academy level) Advise	Responsible (Academy level) <Advise		<ul style="list-style-type: none"> <li>Advice and support from School Improvement Lead as required</li> <li>Analysis of standards information to be provided by Principal to LGB and Chief Executive to enable appropriate scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Headteacher responsible for observing and evaluating performance at Academy level and securing improvement, under oversight of Chief Executive. Trustees &amp; Members to receive agreed level of reporting (see section A above). Key role for Trust Standards Committee.</li> </ul>
2.	<b>Pupil progress and attainment</b>		Oversee (Standards Committee)	Responsible <Advise	Oversee, Advise	Responsible <Advise		<ul style="list-style-type: none"> <li>Advice and support from School Improvement Lead as required</li> <li>Analysis of progress and attainment to be provided by Headteacher to LGB and Chief Executive to enable appropriate local scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Headteacher responsible for progress and attainment and securing improvement at Academy level, under oversight of Chief Executive and LGB. Trustees &amp; Members to receive agreed level of reporting (see section A above) Key role for Trust Standards Committee.</li> </ul>
3.	<b>Setting curriculum policy</b>			Approve	Recommend	<Advise		<ul style="list-style-type: none"> <li>Advice and support from School Improvement Lead as required</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum must be balanced and broadly based and comply with the terms of any curriculum policy/requirements determined by the Board</li> </ul>



## Delegation Matrix – Selby Educational Trust - All Schools

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4.	Curriculum provision			Oversee	Oversee	Responsible			<ul style="list-style-type: none"> <li>Headteacher to implement in line with policy, overseen by Chief Executive</li> </ul>
5.	Setting RE policy			Oversee	Approve	Recommend	See advice/ comments		<ul style="list-style-type: none"> <li>Must comply with the terms of any curriculum policy/requirements determined by the Board.</li> <li>Must ensure academy is meeting the relevant statutory requirements for RE</li> </ul>
6.	RE provision			Oversee	Oversee	Responsible <Advise	See advice/ comments		<ul style="list-style-type: none"> <li>Headteacher to implement agreed policy, overseen by Chief Executive</li> </ul>
7.	Examinations				Oversee	Responsible			<ul style="list-style-type: none"> <li>Headteacher to ensure appropriate arrangements put in place for examinations</li> </ul>
8.	Determining Collective Worship policy			Oversee	Approve	Recommend	See advice/ comments		
9.	Collective Worship provision				Oversee	Responsible <Advise	See advice/ comments		<ul style="list-style-type: none"> <li>Headteacher to implement agreed policy</li> </ul>
10.	Determining SMSC policy			Oversee	Approve	Recommend	See advice/ comments		

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
11.	SMSC provision			Oversee	Oversee	Responsible <Advise	See advice/ comments		• Headteacher to implement agreed policy
12.	Determining relationships & sex education policy				Responsible	Recommend			
13.	Sex education provision				Oversee	Responsible <Advise			• Headteacher to implement agreed policy
14.	Determining off site visits policy		Approve	Recommend  Oversee	Oversee	Responsible			• Headteacher to implement agreed policy at Academy level, overseen by Chief Executive • Should dovetail with health and safety policy • Policy should require that potentially hazardous activities are referred to the Board for approval • Chief Executive to report to Trustees on any material concerns about operation of policy
15.	Careers advice provision				Oversee	Responsible			• Usually for secondary schools
16.	Community and after school provision (extended schools)			Oversee	Oversee	Responsible		• See section G below in relation to use of school premises	
<b>D2 Behaviour, Attendance and Welfare</b>									
17.	Determining behaviour and discipline policy (including exclusions)			Oversee	Approve	Recommend			• Headteacher to implement, overseen by Chief Executive • Chief Executive to report to Trustees on any material concerns about operation of policy

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
18.	Home school agreements (if required)				Approve	Recommend			<ul style="list-style-type: none"> <li>Headteacher responsible for co-ordinating and managing</li> </ul>
19.	Exclusions – decision to exclude					Responsible			<ul style="list-style-type: none"> <li>May be for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently.</li> <li>The Headteacher may withdraw an exclusion that has not been reviewed by the LGB.</li> </ul>
20.	Notifications of exclusions				Receive	Responsible			<ul style="list-style-type: none"> <li>Headteacher to notify LGB and others in accordance with Exclusions Code</li> <li>Depending on exclusion, this will be either without delay or once a term.</li> <li>Notifications must include the reasons and duration</li> </ul>
21.	Exclusions – to review overall pattern and use of exclusions			Oversee	Responsible	<Advise			<ul style="list-style-type: none"> <li>Trustees to receive agreed level of reporting (see Section A above)</li> </ul>
22.	Exclusions – arrange alternative provision				Oversee	Responsible			<ul style="list-style-type: none"> <li>Arrange alternative provision in accordance with Exclusions Code</li> </ul>
23.	Exclusions – to review exclusion decisions and consider reinstatement in applicable cases				Responsible				<ul style="list-style-type: none"> <li>Can be delegated to sub-committee of at least 3 LGB members</li> <li>Can be delegated to Chair of LGB where permitted by Exclusions Code</li> </ul>
24.	Exclusions - To establish independent appeals panel		Responsible	<Advise				<ul style="list-style-type: none"> <li>Advice and support from Governance Officer</li> </ul>	<ul style="list-style-type: none"> <li>Must be in line with exclusions statutory guidance</li> </ul>
25.	Pupil attendance			Oversee	Oversee	Responsible			<ul style="list-style-type: none"> <li>Trustees to receive agreed level of reporting (see Section A above)</li> </ul>
26.	Safeguarding and child protection policy		Approve	Recommend Oversee	Oversee Academy Level				<ul style="list-style-type: none"> <li>Headteacher to implement at academy level, overseen by Chief Executive</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
									Chief Executive to report to Trustees on any material concerns about operation of policy
D3	School Meals								
27.	Provision of school meals				Oversee	Responsible			Must include provision of free school meals to those eligible Must be in accordance with nutritional standards

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>D4</b>	<b>Admissions</b>								
28.	Determining admissions policy		Approve	<Advise	Recommend	<Advise	See advice/ comments		
29.	Admissions application decisions				Responsible	<Advise			<ul style="list-style-type: none"> <li>Headteacher responsible for co-ordinating and managing process</li> <li>Must be in accordance with published admission arrangements</li> <li>The whole LGB must make the decision as to who will be offered places</li> </ul>
30.	Arrangement of independent appeals panel			Advise>	Responsible	<Advise		<ul style="list-style-type: none"> <li>Advice and support from Governance Officer / Local Authority</li> </ul>	<ul style="list-style-type: none"> <li>Must be an independent panel established in accordance with the Admissions Appeals Code</li> </ul>
31.	Appeals against LA directions to admit pupils				Responsible	<Advise			

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	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>E. Accessibility</b>									
1.	Accessibility plan				Responsible	Recommend			<ul style="list-style-type: none"> <li>Plan for increasing accessibility to disabled pupils (curriculum, physical environment, information)</li> </ul>
2.	Equality information and objectives statement and equality objectives		Approve	Recommend	Advise	<Advise		<ul style="list-style-type: none"> <li>Chief Executive to co-ordinate process with input from Headteacher and others as required</li> </ul>	<ul style="list-style-type: none"> <li>Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting the aims of the general public sector equality duty.</li> </ul>
3.	Determine SEND and inclusion policies		Approve	Recommend	Recommend	<Advise Responsible		<ul style="list-style-type: none"> <li>Advice from SENCO</li> </ul>	<ul style="list-style-type: none"> <li>To include social disadvantage, equality, disability discrimination, looked after children, pupil premiums</li> <li>Trustees may provide templates for tailoring at local level</li> <li>There should be a member of the LGB with specific oversight of the school's arrangements for SEN and disability</li> <li>Headteacher to implement at Academy level (overseen by Chief Executive)</li> <li>Chief Executive to report to Trustees on any material concerns about operation of policy</li> </ul>
4.	Reviewing and challenging effectiveness of SEND and inclusion policies and decisions		Responsible (Trust wide)	<Advise	Responsible (Academy level), Advise	<Advise			<ul style="list-style-type: none"> <li>Review to be completed at least annually</li> </ul>
5.	SEND information report		Approve	<Advise	Recommend	<Advise			<ul style="list-style-type: none"> <li>The SEND Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible</li> <li>Contains details about the implementation of the SEND policy</li> <li>Trust Board may provide templates to enable coordinated reporting</li> <li>To be produced by trust wide SEND Director</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>F. Finance and procurement</b>									
1.	<b>Appoint/remove auditors</b>	Decide	Recommend					<ul style="list-style-type: none"> <li>Chief Financial Officer to advise and manage process</li> </ul>	<ul style="list-style-type: none"> <li>Key role for Resources Committee</li> <li>To be appointed annually at the AGM</li> </ul>
2.	<b>Appoint responsible officer/internal auditor/agreement of additional assurance support from auditors or other third party</b>		Decide					<ul style="list-style-type: none"> <li>Chief Financial Officer to advise and manage process</li> </ul>	<ul style="list-style-type: none"> <li>Key role for Resources Committee</li> </ul>
3.	<b>Respond to auditors' report/advice</b>		Oversee (Trust level)  Responsible (Resources Committee)	Responsible (Trust level) <Advise	Oversee (Academy level matters)	Responsible (Academy level matters) <Advise		<ul style="list-style-type: none"> <li>Chief Financial Officer to support, with assistance from Academy Finance Manager at Academy level</li> </ul>	<ul style="list-style-type: none"> <li>Key role for Resources Committee</li> </ul>
4.	<b>Annual Report and Accounts</b>	Receive, scrutinise	Approve (Resources Committee to scrutinise and recommend)	<Advise, Approve			See advice/ comments	<ul style="list-style-type: none"> <li>Trust Chief Financial Officer to co-ordinate draft, with input from Chief Executive and Governance Officer</li> <li>Auditors to review and sign off</li> <li>Trustees and Accountable Officer must approve relevant sections</li> </ul>	<ul style="list-style-type: none"> <li>Key role for Resources Committee</li> <li>The Members should receive and scrutinise the accounts at their AGM</li> <li>The document should be filed with Companies House and the DfE and uploaded onto the Trust's website</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
5.	<b>Establish financial policies, procedures, regulations and internal financial controls</b>		Approve (Finance Committee to recommend)	Recommend <Advise				<ul style="list-style-type: none"> <li>Chief Financial Officer to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Including financial delegations, investment policy, procurement policy, borrowing, charging and remissions policy, reserves policy etc and reflect who can sign off on financial reporting etc.</li> <li>Key role for Resources Committee</li> <li>Principals to implement at Academy level, overseen by Chief Executive</li> <li>Chief Executive to report to Trustees on any material concerns about operation of policy</li> </ul>
6.	<b>Agree a funding model for Trust (including academies)</b>		Approve (Finance Committee to recommend)	Recommend <Advise	Advise	<Advise		<ul style="list-style-type: none"> <li>Chief Financial Officer to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Key role for Finance Committee</li> </ul>
7.	<b>Set Trust budget</b>		Approve (Finance Committee to recommend)	Recommend <Advise				<ul style="list-style-type: none"> <li>Chief Financial Officer to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Key role for Finance Committee</li> </ul>
8.	<b>Monitor trust wide expenditure</b>		Responsible (Finance Committee)	<Advise				<ul style="list-style-type: none"> <li>Chief Financial Officer to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Key role for Finance Committee</li> </ul>
9.	<b>Set academy budget</b>		Approve (Finance Committee to recommend)	<Advise	Recommend	<Advise		<ul style="list-style-type: none"> <li>Chief Financial Officer to support and advise</li> <li>LGB to make recommendations with support and advice from Local School Business Manager</li> </ul>	<ul style="list-style-type: none"> <li>Must be in line with overall Trust budget</li> <li>Key role for Trust Finance Committee</li> </ul>
10.	<b>Monitor academy expenditure</b>		Oversee	Oversee	Responsible	<Advise		<ul style="list-style-type: none"> <li>Local School Business Manager to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Expenditure must be in line with agreed budget</li> <li>Regular reporting to take place to Chief Financial Officer to inform Trust wide monitoring</li> </ul>



## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
11.	Determine central services provision, establish own central operations and/or procure from third parties		Approve	Recommend <Advise	Advise	<Advise		• Chief Financial Officer to support and advise	• Key role for Finance Committee
12.	Opening bank account		Approve					• Chief Financial Officer to support and advise	• All bank accounts must be in the name of the Trust and operated in accordance with the Financial regulations
13.	Asset register		Receive	Responsible – TRUST WIDE	Receive	Responsible – ACADEMY LEVEL		• Chief Financial Officer to support and advise • COO / Estates Manager to support and advise	

### Expenditure Limits

Chief Executive	£25,000**
Chief Financial Officer	£25,000**
Head Teachers	£25,000*
School Business Manager	£1,000

### Business Charge Card Limits

Head Teacher	£5,000
School Business Manager	£3,000

### Virement Limits

Head Teacher	5,000
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### Ordering Process

Three Quotes	£5,000
Tendering	£75,000

\* Selby CP School currently (may vary with School Turnover)

\*\* Expenditure over £25k Head Teacher, up to £50k requires additional authorisation by either Chief Executive or Chief Financial Officer and up to £75k by all 3 signatories

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>G. Health and Safety, Insurance and Premises and Extended Schools</b>									
1.	Approval of Health and safety policy and arrangements		Approve, Oversee	Responsible	Oversee	Responsible			<ul style="list-style-type: none"> <li>Chief Executive responsible for ensuring appropriate health and safety procedures are in place in line with approved policy and are operating effectively</li> <li>Headteachers to implement policy at Academy level and oversee operation of procedures (overseen by Chief Executive and advising Chief Executive in relation to significant issues).</li> <li>Policy to include appropriate reporting mechanisms at Member, Trustee and LGB level.                             <ul style="list-style-type: none"> <li>Covid 19 responses to be managed in line with the Trust Health &amp; Safety Policy / Disaster Continuity Plan</li> </ul> </li> </ul>
2.	Obtaining insurance for land and trust & academy operations		Decide	Recommend <Advise		<Advise		<ul style="list-style-type: none"> <li>Chief Financial Officer, COO and Estates Manager to advise and support and liaise with broker</li> </ul>	<ul style="list-style-type: none"> <li>To include Director &amp; Officer cover, buildings and contents, business continuity, employers' and public liability insurance, motor vehicle cover etc as required</li> </ul>
3.	Agree site strategy and development master plan		Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> <li>Chief Financial Officer, COO and Estates Manager to advise and support</li> </ul>	
4.	Maintenance of premises				Oversee	Responsible	See advice/ comments	<ul style="list-style-type: none"> <li>Estates Manager to advise and support</li> </ul>	

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
5.	Maintain academy Premises management documents (e.g. asbestos, fire safety, statutory testing)		Oversee	Oversee	Oversee	Responsible			<ul style="list-style-type: none"> <li>Headteacher to ensure appropriate documents in place (overseen by the Chief Executive).</li> <li>Chief Executive to report any material concerns to Trust Board and LGB</li> </ul>
6.	Approving Capital projects/building works		Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> <li>Chief Financial Officer , COO and Estates Manager to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>LA lease should be checked prior to any works on LA land and any necessary consents obtained</li> <li>All necessary DfE approvals should be obtained</li> </ul>
7.	Managing Academy capital projects/building works/maintenance		Oversee Over £5,000	Responsible Over £5,000	Oversee Up to £5,000	Responsible Up to £5,000		<ul style="list-style-type: none"> <li>Chief Financial Officer /Local School Business Manager, COO and Estates Manager to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>All necessary DfE processes should be followed</li> </ul>
8.	Site security			Oversee	Oversee (Academy level)	Responsible (Academy level)		<ul style="list-style-type: none"> <li>Chief Financial Officer , COO and Estates Manager to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive to oversee overarching arrangements across Trust</li> </ul>
9.	Acquiring and disposing of land (including leases, licences and easements)		Decide	<Advise	Recommend (Academy specific)	<Advise	See advice/ comments	<ul style="list-style-type: none"> <li>Chief Financial Officer , COO and Estates Manager to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>LA lease should be checked prior to making any disposal of LA land</li> <li>All necessary DfE approvals should be obtained</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
10.	Determining permissible external and community use policy (letting/licencing/shared use arrangements)		Decide	Recommend			See advice/ comments	<ul style="list-style-type: none"> <li>Chief Financial Officer , COO and Estates Manager to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>Policy should reflect requirement to obtain any necessary DfE/LA/site trustee consents. Policy should reflect what happens to any revenue generated from such use.</li> </ul>
11.	Managing external and community use			Oversee	Oversee	Responsible		<ul style="list-style-type: none"> <li>Local School Business Manager to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with agreed policy</li> </ul>

## Delegation Matrix – Selby Educational Trust - All Schools

	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
<b>H. Communications, Information and Complaints</b>									
<b>H1 External communications</b>									
1.	Trust information		Oversee	Responsible					
2.	School information			Oversee	Oversee	Responsible		<ul style="list-style-type: none"> <li>School Improvement Lead to advise and support</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive to ensure prospectus in line with Trust requirements (templates will be provided)</li> </ul>
3.	Trust website		Oversee	Responsible				<ul style="list-style-type: none"> <li>Clerk to support on compliance</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive to ensure legally compliant and that it dovetails appropriately with Academy websites</li> </ul>
4.	Academy website			Oversee	Oversee	Responsible		<ul style="list-style-type: none"> <li>Clerk to support on compliance</li> </ul>	<ul style="list-style-type: none"> <li>Headteacher to ensure legally compliant, overseen by Chief Executive</li> <li>Chief Executive to ensure dovetails appropriately with Trust website</li> </ul>
5.	Freedom of Information policy and publication scheme		Approve	Recommend				<ul style="list-style-type: none"> <li>COO to support advise</li> </ul>	
6.	Approving press statements		Approve (Chair, as appropriate)	Approve (Trust matters)		Approve (Academy matters)			<ul style="list-style-type: none"> <li>Press statements that are of a controversial nature should be referred to the CEO for their approval (and the Chair where appropriate)</li> </ul>
<b>H2 Complaints</b>									
7.	Determining complaints policy and procedure statement		Approve	Recommend				<ul style="list-style-type: none"> <li>COO and Clerk to support and advise</li> </ul>	<ul style="list-style-type: none"> <li>Policy to provide for local management of complaints, with escalation to Trust Board where necessary.</li> <li>Policy to include appropriate reporting at Trustee and LGB level.</li> </ul>
8.	Implementation of complaints policy and procedures			Responsible Oversee (Trust wide)	Oversee (Academy level)	Responsible (Academy level)			<ul style="list-style-type: none"> <li>Chief Executive to implement in relation to trust wide complaints, Principal to implement in relation to Academy complaints, overseen by Chief Executive</li> </ul>

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	DECISION	MEMBERS	BOARD OF TRUSTEES	CHIEF EXECUTIVE	LOCAL GOVERNING BODY	HEAD OF ACADEMY	THIRD PARTY	ADVICE	COMMENTS
									<ul style="list-style-type: none"> <li>Chief Executive to report to Trustees on any material concerns about operation of policy</li> </ul>
<b>H3 Information Management</b>									
9.	Data protection and document management policy		Approve	Recommend <Advise				<ul style="list-style-type: none"> <li>COO to advise</li> </ul>	<ul style="list-style-type: none"> <li>Policy to include appropriate reporting at Trustee and LGB level.</li> </ul>
10.	Implementation of data protection policy and procedures		Oversee (Resources Cttee)	Responsible Oversee	Oversee (Academy level)	Responsible (Academy level)			<ul style="list-style-type: none"> <li>All data breaches to be reported to the Data Protection Officer in line with the data protection policy</li> <li>Headteacher to notify LGB and Chief Executive of any material concerns/breaches to Chief Executive.</li> <li>Chief Executive to report any material concerns/breaches to Trust Board</li> </ul>
11.	Pupil records (including attendance register)			Oversee	Oversee	Responsible			