

Scheme of Delegation 2024- 2025

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| Approval By: DMAT Board of Trustees | Approval Date: 11 Dec 2024 | |

Vision

Getting Better Never Stops

Children have one chance at education, and it is the core purpose of the Durrington Multi Academy Trust (DMAT) team to ensure they will achieve and succeed, whatever their starting point. Our schools retain autonomy and their identity whilst committing to be an active partner in team DMAT. We all work together to:

- Ensure **excellence** from all, for all
- **Transform** the life chances of young people and their community
- Raise **aspirations** by believing that, together, we can all achieve beyond our expectations.

Scheme of Delegation (SoD)

Durrington Multi Academy Trust's (DMAT) board of trustees is accountable in law for all major decisions about their academies. However, this does not mean that the board is required to carry out all the trust's governance functions, many can and are delegated to the Trust team, the board's committees, and to local committees (formerly LGB's).

This scheme of delegation (SoD) is the key document defining the lines of responsibility and accountability in DMAT. It is a systematic way of ensuring that the members, trustees, board committees, local committees, trust leadership, and academy headteachers are all clear about their roles and responsibilities. Whilst the SoD sets out where decision making is taken, it cannot provide an exhaustive list/guide to all decision making in every aspect of the trust. To that end the DMAT board and Trust team work within the spirit of the framework and the trust culture of leadership and governance reflecting the Nolan principles.

The DMAT SoD is reviewed and updated annually by the board of trustees and published on the trust and its schools' websites.

Durrington Multi Academy Trust is a company limited by guarantee and a charity regulated by the department for education.

DMAT governance structure and lines of accountability diagram



The role of the local committees

- DMAT places always placed high value on their local committees (formerly Local Governing Bodies LGB).
- Trustees delegate some governance functions to local committees (LGBs); the articles of association do not require trustee membership of local committees (LGBs) and by committing to the separation of individuals on each tier in the governance structure, the board is able to demonstrate transparent decision making and prevent bias and conflicts from emerging, thus strengthening the governance checks and balances within the trust.
- The trust board approves the appointment of the local committee (LGB) chairs
- Parent representation is at school level with 2 parents elected to sit on each local committee (LGB) as opposed to trust wide elections for parent trustees.

Being close to and representative of the community the schools serve, the local committees (LGBs) are:

- a valued point of consultation and representation in the development of the trust
- the recipients of detailed information about how their schools are being led and managed
- Tasked with scrutinising leadership information thus providing assurance to trustees that the school is:
- operating within the ethos and values of the trust and creating a positive climate for all stakeholders
- working within agreed policies
- meeting the agreed targets
- engaging with stakeholders
- acting as an ambassador for the trust
- The trust board demonstrates the value they put on local governance by ensuring effective channels of communication between trustees and local committees (LGBs), as well as providing specific training and development programmes for all involved in the governance of the trust. As a committee of the board, delegation can be removed at any time.

DMAT Governance Framework

This section outlines in a quick reference grid format who is responsible for each decision within the trust.

| Key | |
|-----|---------------------------------|
| ✓ | Approve |
| A | Advise |
| < > | Direction of advice and support |

NB - Headteacher also relates to Co-Headteacher

| Item | Governance & Leadership | Members | Trustees (includes board committees) | CEO & Central Team | Local Committee | Headteacher |
|------|---|---------|--------------------------------------|--------------------|-----------------|-------------|
| 1 | Amend and adopt the Articles of Association | ✓ | | | | |
| 2 | Change the name of the Trust | ✓ | | | | |
| 3 | Wind up the Trust | ✓ | | | | |
| 4 | Appoint and remove Trustees to the Board in line with the Articles of Association | ✓ | ✓ | | | |
| 5 | High level monitoring of the effectiveness of the Trust Board to deliver the charitable objects | ✓ | | | | |
| 6 | Appointment of external auditors | ✓ | | | | |
| 7 | Trust overall vision, ethos, and strategy | | ✓ | <A | <A | <A |
| 8 | School overall, vision, ethos, and strategy | | | A> | ✓ | < A |
| 9 | Admission of new academies | | ✓ | <A | | |

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|----|--|--|---|----|----|----|
| 10 | Scheme of delegation - review annually | | ✓ | <A | | |
| 11 | Approval of terms of reference for trust committees | | ✓ | <A | | |
| 12 | Approval of terms of reference for local committees | | ✓ | <A | | |
| 13 | Parent committee members; elected | | | | ✓ | |
| 14 | Appoint and remove Chair of LGB | | ✓ | <A | <A | |
| 15 | Appoint LGB Governors | | | | ✓ | <A |
| 16 | Remove LGB Governors in exceptional circumstances | | ✓ | | | |
| 17 | Appoint Chair of the Trust | | ✓ | | | |
| 18 | Appoint and remove Clerk to the Board of Trustees | | ✓ | <A | | |
| 19 | Appoint and remove Clerk to the LGB | | | | ✓ | <A |
| 20 | Management of risk: establish register, review, and monitor. | | ✓ | <A | ✓ | <A |

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|--|---|--|---|----|----|----|
| 21 | Set term & INSET dates and organisation of the school day within existing times | | | | ✓ | <A |
| 22 | Change of school age range or PAN,INSET days (number of) | | ✓ | <A | <A | <A |
| 23 | Any structural change within the school | | ✓ | <A | <A | <A |
| 24 | Determine Trust-wide policies and principles that reflect the Trust's ethos and values, including statutory, financial, H&S, safeguarding, complaints, admissions, and behaviour policies/principles. | | ✓ | <A | | |
| High Quality and inclusive education and school improvement | | | | | | |
| 25 | Approval and monitoring of Trust targets, including student achievement, progress, and attendance | | ✓ | <A | <A | <A |
| 26 | Approval and monitoring of school targets, including student achievement, progress, and attendance | | ✓ | <A | <A | <A |
| 27 | Curriculum, teaching, and assessment: Planning, implementation, and review | | | A> | A> | ✓ |
| 28 | Any significant change to curriculum structure/offer | | ✓ | <A | <A | <A |
| 29 | Issues permanent exclusions and holds appeals | | | A> | ✓ | <A |

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|----|---|--|---|----|----|----|
| 30 | Ensure suitable safeguarding policy and associated procedures are in place across the MAT | | ✓ | <A | <A | <A |
| 31 | Monitor the effectiveness of the Safeguarding Policy - school | | | A> | ✓ | <A |

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|----|--|--|--|----|---|---|
| 32 | Ensure safeguarding training takes place and is appropriately reported to the board. Ensure each school, local committee appoints a Safeguarding Lead | | | <A | ✓ | ✓ |
| 33 | Ensure safer recruitment procedures are implemented and adhered to - school | | | | | ✓ |

Finance & Operations (Includes Risk, Compliance & Health and Safety)

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|----|---|--|---|----|----|----|
| 34 | Completion and approval of annual accounts and reports to funding and regulatory bodies | | ✓ | <A | | |
| 35 | Approval of annual budget and 3-year budget plan | | ✓ | <A | | |
| 36 | Review financial scheme of delegation annually | | ✓ | <A | | |
| 37 | School annual budget setting | | ✓ | <A | <A | <A |
| 38 | Trust receipt and review of management accounts | | ✓ | <A | | |

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|------------------|---|--|---|----|---|----|
| 39 | Approval of central budget and central contributions | | ✓ | <A | | |
| 40 | PP Funding (reporting requirements and sports premium) | | | | ✓ | <A |
| 41 | Contracts/Indemnities (See financial SoD) | | ✓ | ✓ | | <A |
| 42 | Develop trust wide approach to procurement and efficiency saving | | | ✓ | | <A |
| 43 | Health and Safety implementation and management | | ✓ | ✓ | ✓ | ✓ |
| Workforce | | | | | | |
| 44 | HR, employment, and staff related policies (as per policy schedule) | | | ✓ | | |
| 45 | Authorised to appoint Trust staffing within Trust budget | | | ✓ | | |

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|----|---|--|--|-------------------------------------|--------------|---------------------------------------|
| 46 | <p>Authorised to appoint and make contract variations for school staff like-for-like within balanced school budget.</p> <p><i>*Anything that involves an additional cost, CEO to approve and sign off</i></p> <p><i>** where a school budget is not balanced/projecting deficit/ pupil numbers present a financial risk a member of the trust team to sign off all expenditure.</i></p> | | | <p>A></p> <p>* ✓</p> <p>** ✓</p> | | <p>✓</p> <p>*<A</p> <p>**<A</p> |
| 47 | <p>Appointment/ progression outside of range in salary structure</p> | | | <p>✓</p> | <p><A</p> | <p><A</p> |

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|----|--|--|----|----|----|--|
| 48 | Recruitment and appointment and pay progression of CEO | | ✓ | | | |
| 49 | Recruitment and appointment of permanent DMAT Team | | | ✓ | | |
| 50 | Recruitment and appointment of headteachers | | A> | ✓ | <A | |
| 51 | Annual pay progression - Headteachers | | ✓ | <A | | |
| 52 | Annual approval of pay policy for teachers, associate staff, and leaders, including national pay awards, pay point values, etc | | ✓ | <A | | |
| 53 | Annual Pay Progression – Trust Team | | | ✓ | | |
| 54 | Objective setting and performance appraisal - headteachers | | | ✓ | <A | |
| 55 | Objective setting and performance appraisal - CEO | | ✓ | | | |

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|----|---|--|---|------------------------------|----|------------------------------|
| 56 | Objective setting and performance appraisal - Trust (except CEO) | | | ✓ | | |
| 57 | Objective setting and performance appraisal - school (except Headteacher) | | | | A> | ✓ |
| 58 | Approval of formal restructure plans | | ✓ | <A | <A | <A |
| 59 | Approval of severance, settlement, or redundancy agreements | | ✓ | <A <i>*With HR advice</i> | <A | <A <i>*With HR advice</i> |

Addendum – 05.02.25 – Page 3 - Oak Tree Primary joined DMAT 1.01.25 – updated and redistributed -KCO