



## **FULSTON MANOR ACADEMIES TRUST**

### **SCHEME OF DELEGATION**

EFFECTIVE DATE: May 2023

#### **1. INTRODUCTION**

- 1.1. As a charitable company limited by guarantee, Fulston Manor Academies Trust (the “Trust”) is governed by a Board of Trustees (the “Trustees”) who are responsible for the oversight and management of the Trust and its schools (“Academies”).
- 1.2. This Scheme of Delegation document explains the Trust’s governance arrangements and the respective roles and responsibilities of the Trustees, the Members, the Local Governing Bodies, and the executive leaders.
- 1.3. The Scheme of Delegation has been created in accordance with the provisions of the Trust’s Articles of Association (the “Articles”) and should be read in conjunction with those Articles.

#### **2. MISSION STATEMENT AND ETHOS**

- 2.1. The Trust’s mission is to change for the better the lives and life chances of all members of our community. In order to achieve this, we are committed to the achievement of rapid educational transformation across all our schools through the development of outstanding practice based upon sustainable collaboration.
- 2.2. The Trust’s ethos is encapsulated in the phrase:  
  
*“Everybody matters, Everybody succeeds, Everybody helps”*
- 2.3. By involving everyone in ensuring that all are enabled to achieve, the Trust creates communities which share in the success of all when the highest of aspirational targets are set and met.

- 2.4. Everyone involved in the governance of the Trust recognises their responsibility towards the common good, not just of the Academies for whom the Trust is responsible, but for all of the families and communities in the areas served by the Academies.

### **3. GOVERNANCE ARRANGEMENTS**

- 3.1. The Trustees are accountable to the Trust's Members, and to the Department for Education (DfE), the Education and Skills Funding Agency (ESFA), and the Charity Commission for the financial performance of the Trust and the quality of the education provided.
- 3.2. Trustees have a duty and responsibility to conduct the business of the Trust subject to company and charity law, the Articles, and any direction from Trust's Members. In fulfilling this duty, the Trustees may delegate responsibility for specific tasks to Trust committees and executive leaders of the Trust.
- 3.3. Trustees will ensure that the Trust has the necessary systems and governance arrangements in place to ensure quality, safety and good practice. As a minimum, the Trustees shall establish:
- A "Local Governing Body" for each Academy within the Trust. The Local Governing Body shall be the "Advisory Body" for its Academy
  - An "Audit and Risk Committee" as required by the Academy Trust Handbook
- 3.4. An overview of the Trust's current committee structure is included at Appendix 1.
- 3.5. A detailed breakdown of delegated responsibilities is included at Appendix 2.

### **4. OPERATIONAL MATTERS**

- 4.1. In the exercise of its responsibilities and functions, the Local Governing Bodies and other Trust Committees shall consider any advice given by the Executive Headteacher and any other officer as well as the Trustees.
- 4.2. Local Governing Bodies shall seek the approval each year of the Trustees to the budget for the Academy and shall use all reasonable endeavours to operate within this budget. Local Governing Bodies shall inform the Trustees of any need for significant unplanned

expenditure and will discuss with the Trustees (and others as the Trustees shall require) options for identifying available funding.

- 4.3. Trustees shall develop appropriate risk management strategies and shall always adopt financial prudence in managing the financial affairs of the Trust. The Trust's risk management arrangements will be subject to review by the Trust's Audit and Risk Committee.
- 4.4. Trustees acknowledge the Local Governing Bodies' rights and intentions to use any voluntary (i.e. non-grant) funds (including any restricted funds) raised by the Local Governing Bodies for the purposes for which they have been raised and otherwise solely at the discretion of the Local Governing Bodies provided this is within the objects of the Trust.
- 4.5. The Local Governing Bodies shall be held to account by the Trustees for the standards achieved by the Academies and the students attending the Academies.

## **5. REVIEW**

- 5.1. This Scheme of Delegation shall operate from the Effective Date and shall be reviewed on an annual basis by the Trustees.

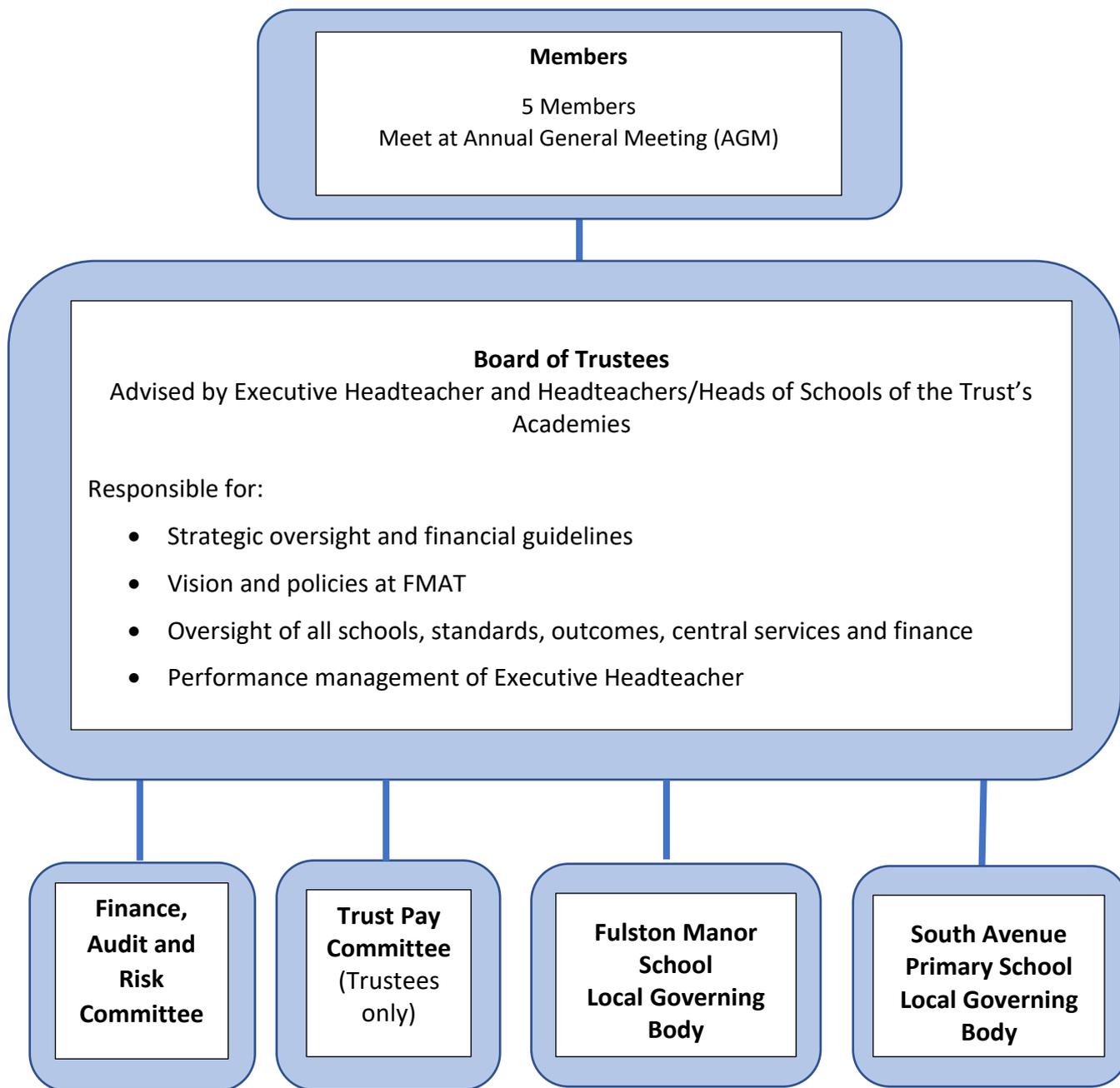
## **APPENDIX 1. GOVERNANCE STRUCTURE**

## **APPENDIX 2. DETAILED SCHEME OF DELEGATION**

## **APPENDIX 3. POLICIES SCHEDULE**

# APPENDIX 1

## GOVERNANCE STRUCTURE



## APPENDIX 2

### DETAILED SCHEME OF DELEGATION May 2023

#### DELEGATION LEVELS:

- Level 1: Members (MB)
- Level 2: Trustees (TR) (including Trust Board or sub-committee of Trustees)
- Level 3: Local Governing Body (LGB)
- Level 4: Executive Headteacher (EH)
- Level 5: Headteacher/Head of School (HT/HoS)

Function	No.	Task	Delegation level				
			1: MB	2: TR	3: LGB	4: EH	5: HT/HoS
Budget	1	Approve the Trust budget plan for each financial year		X			
	2	Review proposed school budget for each financial year and seek approval from Trustees			X		
	3	Prepare draft budgets for review by LGBs and approval by Trustees				X	
	4	Monitor Trust expenditure within financial guidelines		X			
	5	Report Trust expenditure through provision of monthly management accounts				X	
	6	Miscellaneous financial decisions (within the limits set out in the Trust's Finance Policy)				X	X
	7	Enter into contracts (subject to financial limits set out in the Trust's Finance Policy)		X		X	X
	8	Authorise payments (subject to financial limits set out in the Trust's Finance Policy)		X	X	X	X
Staffing	9	Headteacher/ Head of school appointments		X			
	10	Deputy Headteacher appointments				X	
	11	Appointment of other teachers				X	X
	12	Appointment of non-teaching staff				X	X
	13	Make pay recommendations, except for Headteacher and above, (subject to limitations within Trust Pay Policies)				X	X
	14	Review and authorise pay recommendations in accordance with Trust Pay Policies		X			

Function	No.	Task	Delegation level				
			1: MB	2: TR	3: LGB	4: EH	5: HT/HoS
	15	Hear appeals against pay decisions in accordance with Trust Pay Policies		X			
	16	Executive Headteacher performance management, appraisal and target setting		X			
	17	Headteacher/Head of School performance management, appraisal and target setting (with input from Chair of LGB)				X	
	18	Commence and determine disciplinary and capability procedures (below Headteacher level)					X
	19	Commence and determine disciplinary and capability procedures for Headteacher level and above (except Exec Headteacher)				X	
	20	Dismissal of a Headteacher or Head of School		X			
	21	Dismissal of staff below Headteacher/Head of School level					X
	22	Suspending Headteacher or Head of School		X		X	
	23	Suspending (and ending suspension of) staff below Headteacher level				X	X
	24	Determining grievance outcomes (although the actual investigation of the grievance may be delegated further, including externally)				X	X
	25	Appeals against dismissal; and appeals against grievance outcomes when Headteacher/ Head of School determined the first instance outcome				X	
	26	Appeals against grievance outcomes when Headteacher (or above) did not determine the first instance outcome		X	X		
	27	Appeals against disciplinary and capability sanctions short of dismissal (where Headteacher or above did not determine the first instance outcome )				X	X
	28	Executive Headteacher appointment and dismissal		X			
	29	Any disciplinary, grievance, or capability hearings (including Appeals) involving the Executive Headteacher.		X			
	30	Determining staff complement at individual academies				X	X
	31	Approve any discretionary dismissal payments / early retirement payments (including authority to negotiate settlement agreements)				X	

Function	No.	Task	Delegation level				
			1: MB	2: TR	3: LGB	4: EH	5: HT/HoS
Curriculum and operations	32	Oversight of standards of teaching		X			
	33	Operational responsibility for ensuring no political indoctrination and ensuring the balanced treatment of political issues				X	X
	34	Approve targets for pupil achievement			X		
	35	Permanent exclusion of a pupil				X	X
	36	Review pupil exclusions (to the extent required by law); with authority to direct reinstatement			X		
	37	Appeal Local Authority directions to admit pupil(s)				X	
	38	Provision and oversight of a broad and balanced curriculum			X		
	39	Approve the times of academy sessions and the dates of academy terms and holidays				X	X
	40	Ensure that the academy meets for the required number of sessions in a school year				X	X
	41	Ensure that school lunch nutritional standards are met				X	X
	42	Determine whether to authorise holidays in term time				X	X
43	Decide whether to offer extended school activities and what form these should take				X	X	
Trust management & strategy	44	Oversight of Trust insurance arrangements		X			
	45	Approval and monitoring Trust premises strategy or master plan		X			
	46	Review and publish proposals to change category of Academy / school		X			
	47	Deal with media enquiries				X	X
	48	Maintain up to date schedule of statutory and non-statutory policies				X	
	49	Draft Trust policies for approval through Trust governance arrangements				X	
	50	Review and approve Trust policies in accordance with the timescales listed in Scheme of Delegation, Appendix 3		X			
	51	Draft School / Academy policies for approval through Trust governance arrangements					X
	52	Review and approve School / Academy policies in accordance with the timescales listed in Scheme of Delegation, Appendix 3			X		
	53	Prepare and publish any Trust prospectus				X	

Function	No.	Task	Delegation level				
			1: MB	2: TR	3: LGB	4: EH	5: HT/HoS
	54	Prepare and publish individual school's prospectus				X	X
	55	Ensure provision of free school meals to those pupils meeting the criteria				X	X
	56	Amend Articles of Association	X				
	57	Hold an annual Trust AGM	X				
	58	Appoint and remove Members	X				
	59	Appoint and remove Member appointed Trustees	X				
	60	Appoint and remove co-opted Trustees		X			
	61	Arrange for provision of internal scrutiny and external audit services		X			
	62	Appoint and remove Trust auditors	X				
	63	Arrange for provision of legal services for the Trust (including HR advice, premises, contracts etc.)				X	
	64	Appoint co-opted governors to an Academy LGB		X			
	65	Appoint elected governors to LGB			X		
	66	Appoint and dismiss the Clerk to the Board (subject to appeal to a Committee of Trustees against dismissal)		X			
	67	Hold a Trust Board Meeting at least six times in a academic year		X			
	68	Hold an LGB meeting at least three times in a academic year			X		
	69	Maintain a Register of Trustees' and LGB governors' business interests				X	
	70	Regulate the Board and LGB procedures, where not expressly set out in law		X			
	71	Draft a Trust Strategic Plan (for review by Trustees) each academic year)				X	
	72	Promptly communicate to Trustees members any major development, or changes to Trust Strategic Plan previously communicated to Trustees				X	
	73	Review and approve the Trust Strategic Plan		X			

## APPENDIX 3

### SCHEDULE OF POLICIES May 2023 (Updated September 2023)

	<b>Policy</b>	<b>Frequency of review</b>	<b>FMAT/LGB</b>	<b>Name on policy</b>
A1	Academic Monitoring Policy	Annual	LGB: FMS SA	J Dunnett E Smith
A2	Examinations Policy	Annual	LGB: FMS SA	G Vigeon N/A
A3	Careers Ed'n & Guidance (CEIAG)	Annual	LGB : FMS SA	G Vigeon N/A
A4	Curriculum Policy	Annual	LGB: FMS SA	J Dunnett E Smith
A5	Educational Visits and Offsite Activities Policy	Annual	LGB: FMS SA	S Bendon T Cadwallader
A7	Teaching and Learning Policy	Annual	LGB: FMS SA	J Dunnett T Cadwallader & E Smith
A8	Personal Development Curriculum Policy (Including Sex and Relationships)	Annual	LGB: FMS SA	K Franks S Haymour & C Telford
B1	Equality Policy	Annual	FMAT	S Francis
B2	Performance and Capability of Staff Policy	Annual	FMAT	S Francis
B3	Staff Behaviour Policy	Biennial	LGB: FMS SA	S Burden T Cadwallader

B3	Early Career Teacher Policy	Annual	LGB: FMS SA	R Prutton E Smith
B4	Initial Teacher Training Policy	Annual	LGB: FMS SA	R Prutton T Cadwallader
B5	Recruitment & Selection Policy	Annual	FMAT	S Francis
B6	Support Staff Terms Policy	Annual	FMAT	S Francis
B7	Support Staff Pay Policy	Annual	FMAT	S Francis
B8	Teachers' Pay Policy	Annual	FMAT	S Francis
B9	Stress Management Policy	Biennial	LGB: FMS SA	S Francis K Franks
B10	Equality information and objectives statement	4 yearly	FMAT	S Francis
C1	Anti-Bullying Policy	Annual	LGB: FMS SA	G Bowden S Savva
C2	Safeguarding Policy - previously the Child Protection Policy	Annual	LGB: FMS SA	H Woolcott C Telford
C3	Education of Children in Care (CiC) Policy	Annual	LGB: FMS SA	G Bowden S Savva
C4	Health & Safety Policy and Procedures	Annual	LGB: FMS SA	S Francis T Cadwallader
C5	Use of Reasonable Force Policy and Guidelines	Annual	LGB: FMS SA	G Abbott S Savva

C6	Special Educational Needs & Disability (SEND) Policy	Annual	LGB: FMS SA	G Bowden S Stavros
C7	Pupil Premium Policy	Annual	LGB: FMS SA	G Bowden C Telford
C8	First Aid in Schools	Annual	LGB: FMS SA	G Bowden T Cadwallader
C9	Children with Health Needs Who Cannot Attend School Policy	Annual	LGB: FMS SA	G Bowden S Savva
C10	Designated Teacher Policy	Annual	LGB: FMS SA	G Bowden C Telford
C11	Supporting Children with Medical Conditions Policy	Annual	LGB: FMS SA	G Bowden S Savva
C12	Bereavement Policy	Triennial	FMAT	G Bowden
C13	Mental Health and Wellbeing Policy	Annual	FMAT	K Franks
C14	Menopause Policy	Biennial	FMAT	K Franks
D1	Complaints Policy & Procedures	Biennial	FMAT	S Burden
D2	Whistleblowing Policy	Annual	FMAT	S Francis
D3	Privacy Notice	Annual	FMAT	M Smith
D4	Publication Scheme under the Freedom of Information Act	Annual	FMAT	M Smith

D5	Data Protection Policy	Annual	FMAT	M Smith
E1	CCTV Policy	Annual	FMAT	S Bendon
F1	Behaviour Policy	Annual	LGB: FMS SA	G Abbott S Savva
F2	Suspensions Policy & Procedures	Annual	LGB: FMS SA	S Burden T Cadwallader
G1	Attendance Policy including targets	Annual	LGB: FMS SA	G Davies C Telford
G2	Admissions Policy	Annual	LGB: FMS SA	S Burden T Cadwallader
H1	Charging & Voluntary Contributions Policy	Annual	FMAT	S Francis
H2	Finance Policy	Annual	FMAT	S Francis
H3	Lettings Policy	Annual	FMAT	S Francis
H4	Revenue & Capital Reserves Policy	Annual	FMAT	S Francis
H5	Gifts and Hospitality Policy	Triennial	FMAT	S Francis
H6	Investment Policy	Annual	FMAT	S Francis