



QEGSMAT Scheme of Delegation

Chair of Trustees: Jane Shepherd MBE
Executive Headteacher/CEO: Mrs A Martin FCCT

Principles

1. QEGSMAT is a company limited by guarantee and an exempt educational charity.
2. Our aim is to improve the life chances of all children and young people.
3. We are fully inclusive; pupils and students are at the heart of everything we do.
4. The Board of Trustees is clear that it is responsible for ensuring all statutory requirements/obligations to our pupils, students, parents, carers, Department for Education, Education & Skills Funding Agency, Companies House, The Charities Commission and Ofsted are met.
5. We participate in Local Authority admissions arrangements (Derbyshire, Staffordshire, Stoke-on-Trent and Derby City).
6. We provide on-going induction and continued professional learning for our staff, Governors and Trustees.
7. We believe in collaboration, strive for effective communication (using the primary & secondary communication plan set out by the Chair of Trustees), to achieve and improve at all levels and engage in sharing information with others.
8. We work closely with all agencies, providers and employers to support our children and young people.

QEGSMAT 5 Goals

- Curriculum: To offer a broad, balanced & creative curriculum, which enables all our young people to achieve the very best outcomes and leave education well prepared for the next steps in their lives
- Teaching and Learning & Effective Leadership: To deliver high quality teaching, learning & assessment and effective leadership at all levels
- Culture: To develop the culture & individuality of our academies & trust, building a strong community in and around us
- Workplace: To offer a rewarding & stimulating workplace for staff
- Finance: To provide a strong, safe & financially sustainable environment

Introduction

The Members and the Board of Trustees of the QEGSMAT have legal responsibility and accountability for the Trust, its academies and their performance. This responsibility and accountability may not be delegated, but the Board may delegate powers and duties to other bodies.

The Scheme of Delegation shows where powers and responsibilities are delegated to the different bodies involved in the governance and operation of the QEGSMAT and its academies.



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The bodies comprise:

- **Members;**

Members have an overview of the governance arrangements of the Trust and have the power to appoint and remove Trustees. Their objectives include the advance, for the public benefit, of education by establishing, managing and developing schools/academies and offering a broad and balanced curriculum. They authorise amendments to the Articles of Associations.

- **Board of Trustees;**

The Board is the legal governing body of the Trust. They set out strategy and policy in key areas which are then applied within and across all QEGSMAT schools/academies through the organisational framework and Scheme of Delegation to local governance arrangements. The Company Secretary is Lisa Key. The QEGSMAT Trust Board has the following sub committees:

- Finance & Audit
- Primary Phase
- Secondary Phase

Each sub committee meets on a regular basis and makes recommendations to the Trust Board, as it considers appropriate. Under the Articles of Association the Trust Board has the following powers:

- Subject to provisions of the Companies Act 2006, the Articles and to any Trustees given by special resolution, the business of the Company shall be managed by the Trustees who may exercise all the powers of the Company. No alteration of the Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by the Articles shall not be limited by any special power given to the Trustees by the Articles and a meeting of Trustees at which a quorum is present may exercise all the powers exercisable by the Trustees.
- In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the Articles the Trustees shall have the following powers, namely:
 - To expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the Object and to invest in the name of the Company such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Object;
 - To enter into contracts on behalf of the Company.
 - In the exercise of their powers and functions, the Trustees may consider any advice given by the Chief Executive Officer and any other executive officer.
 - Any bank account in which any money of the Company is deposited shall be operated by the Trustees in the name of the Company. All cheques and orders for the payment of money from such an account shall be signed by at least two signatories authorised by the Trustees.



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Executive Leadership comprises:

- Executive Head/Chief Executive (Accounting Officer)
- Director of Finance and Operations (Chief Finance Officer)
- Directors of Education
- Head of Human Resources
- Headteachers of individual academies
- Governance at local level;

Each individual school/academy has governors at local level;

Governors are responsible for challenging and scrutinising the work of the school. They play a key role in the life of the school/academy; have a voice within the local community and challenge and support achievement and standard and teaching and learning.

QEGSMAT follows the DfE guidance in respect of membership of governance at local level:

- There should be a minimum of two elected parent governors
- The Headteacher/Head of Academy is a governor
- Schools/academies can choose to have staff as governors but the total number of staff members must not exceed one third of the total membership.

There should be a minimum of five and no more than eleven governors at local level. Some of our schools and academies may have additional requirements in terms of Diocesan or foundation representation. QEGSMAT will work with schools/academies to adapt the proposed model to their specific circumstances. The term of office for a governor is four years. Please also refer to the Role of the Local Governor: QEGSMAT.

The delegated powers of decision making are broken down into different levels in line with the Trust's principles of governance. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education & Skills Funding Agency, Charity Commission, HMRC, Companies' House as well as to our pupils, students and their parents and carers and the wider communities of academies.

The different levels of delegated decision making are listed below, but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A) – *authorisation to decide with or without modification to any recommendations*
- Recommend (R) – *make recommendation for approval to appropriate body*
- Propose (P) – *put forward suggestions*
- Consult (C) – *should be asked for views that will be taken into account in decision making – evidence must be provided to show that consultation has taken place*

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.



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Trust Policies

The Trust Board approves policies on behalf of the academies in the Trust. There is no requirement for Local Governors to approve these. They need to be aware of them and implement them. All Trust policies will be published on the QEGSMAT website. The Trust's policies will include those listed below.

General Policies	Employment and Staff Policies	Financial Policies
Will be updated shortly		

The Trust reserves the right to make variations to the Scheme of Delegation in relation to individual academies, subject to their performance.

The table below, therefore, sets out the full Scheme of Delegation for all academies unless subject to variation.



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Please note that the responsibilities allocated to the Executive Head/Chief Executive reflect those that go beyond their position as a Trustee on the Trust Board, including their role as the Trust's Accounting Officer.

		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance and Audit Committee	Performance Committee	Local Governors	Heads of Academies	✓ or X
1.0	Governance											
1.1	Changes to Trust Articles of Association		A	R								
1.2	Trust Board Terms of Reference		A	R	P							
1.3	Trust Scheme of Delegation			A	R	C	C					
1.4	Approve new academies joining the Trust			A	R	C	C					
1.5	Establish Trust Committees			A	R	C	C					
1.6	Trust Committee Terms of Reference			A	R	C	C					
1.7	Local Governing Terms of Reference			A	R	C	C					
1.8	Appoint Governors and Establish Local Governor working groups									A	R	
1.9	Appoint (and remove) Trustees <i>Members – up to 7</i> <i>Derby & Lichfield diocese – up to 2</i> <i>Old Trust – up to 2</i>	As per Articles	Only relevant if a member is appointed									
1.10	Appoint Chair & Vice-Chair of Trust Board			A								
1.11	Appoint Chair/Vice Chair of Local Governors									A		
1.12	Remove Chair of Local Governors			A	R	C	C			C	C	
1.13	Remove Governor			A						R		
1.14	Appoint (and remove) Trust sub-committee members			A				R	R			
1.15	Appoint (and remove) Clerk to Trust Board			A								
1.16	Appoint (and remove) Clerk to Local Governors									A		
1.17	Determine calendar of meetings – Trust Board and sub committees				A	R	R				C	



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		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance and Audit Committee	Phase Committee	Local Governors	Heads of Academies	✓ or X
3.12	Reinstatement of pupil following decision to permanently exclude									A		
3.13	Pupil Premium Policy			A	R	C	C					
3.14	Pupil Premium Strategy				A	C	R			C	P	
3.15	Sports Premium Strategy				A	C	R			C	P	
3.16	Complaints Policy			A	R	P						
3.17	Admissions Policy				A					C	P	
3.18	Allocation of places in line with Admissions Policy									A	R	
3.19	Admissions appeals	Independent panel										
3.20	Academy prospectus				A					C	P	
3.21	Academy logo and branding & website				A					C	P	
3.22	Academy uniform				A					C	P	
3.23	Trips Policy				A					C	R	
3.24	Extended services on-site & lettings									A	P	
3.25	Health and Safety Policy			A	R	P	C					
3.26	Pupils with Medical Conditions Policy			A	R	P	C				C	
3.27	Accessibility Policy	In development		A	R	P	C				C	
3.28	Data Protection Policy			A	R	P	C				C	
3.29	Freedom of Information Scheme			A	R	P	C				C	
3.30	Equality Policy			A	R	P	C				C	
3.31	Equality of opportunities in Employment			A	R	P	C				C	



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3.32	Acceptable Use Policy			A	R	P	C				C	
3.33	Online Safety Policy			A	R	P	C				C	
3.34	Social Media Policy			A	R	P	C				C	
4.0	Staff Policies and Pay											
4.1	Pay and Policy			A	R	P						
4.2	Changes to Employee Terms and Conditions of Service or Collective Agreements			A	R	P						
4.3	Appraisal Policy			A	R	P					C	
4.4	Adoption of Transferring Policies and Collective Agreements			A	R	P						
4.5	Disciplinary Policy Grievance Policy			A	R	P						
4.6	Capability Policy			A	R	P						
4.7	Staff Conduct Policy			A	R	P						
4.8	Whistleblowing Policy			A	R	P						
4.9	Re-structuring and Redundancy Policy			A	R	P						
4.10	Sickness Absence Policy			A	R	P						
4.11	Parental Leave Policy			A	R							
4.13	Cost of living pay increases			A	C	P		R				
4.14	Performance related pay increases – Academy based employees											
	Headteacher			A	R	C				C		
	All other Academy employees			A	R	C				C	P	



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4.15	Performance related pay increases – Central team employees											
	CEO			A								
	All other Leadership team			A	R							
	All other Central team employees			A	R	P	P					
5.0	Staff Management											
5.1	Staff complement, structure and grades				A	R				C	P	
5.2	Staff appointments – Academy based employees											
	Headteacher	As per Articles		A	R					C		
	Leadership team	CEO may delegate to another Executive leader			A					P	P	
	All other staff	In accordance with 5.1								A	P	
	All other staff	Outside of 5.1		A	R	C	C				P	
5.3	Staff appointments – Central team											
	CEO			A								
	All other Leadership team			A	R							
	All other				A	C	C					
5.4	Performance reviews – Academy based employees											
	Headteacher				A					C		
	All other staff				C					C	A	
5.5	Performance reviews – Central team employees											
	CEO	Chair of Trust Board		A								
	Leadership team				A							



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	All other staff				A	C	C					
5.6	Disciplinary Matters – Academy based employees											
	Disciplinary and Capability Procedures in relation to Headteachers				A	C					C	
	Appeals against Disciplinary or Capability Procedures in relation to Headteachers	Panel of the Board		A	C	C	C				C	
	Suspension of Headteacher			C	A	C	C				C	
	Return of Headteacher after suspension				A	C					C	
	Dismissal of Headteacher	Panel of the Board		A	R	C					C	
	Appeal of Headteacher against dismissal	Independent Panel of the Board		A								
	Disciplinary and Capability Procedures in relation to all other staff					C	C	C		C	C	A
	Appeals against Disciplinary or Capability Procedures in relation all other staff	Panel of the Board		A			C	C		C	C	C
	Suspension in relation to all other staff				A	R					C	P
	Return after suspension in relation to all other staff				A	R					C	P
	Dismissal in relation to all other staff				A	R					C	P
	Appeal against dismissal in relation all other staff	Panel of the Board		A								
5.7	Disciplinary Matters – Central team employees											
	Disciplinary and Capability Procedures in relation to CEO			A								
	Appeals against Disciplinary or Capability Procedures in relation to CEO	Independent Panel of the Board		A								
	Suspension of CEO			A								
	Return of CEO after suspension			A								
	Dismissal of CEO	Panel of the Board		A								
	Appeal of CEO against dismissal	Independent Panel of the Board		A								
	Disciplinary and Capability Procedures in relation to Executive Leadership team employee			A	R	C	C					



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	Appeals against Disciplinary or Capability Procedures in relation to Executive Leadership team employee	Panel of the Board		A	C	C	C					
	Suspension of Executive Leadership team employee			C	A							
	Return of Executive Leadership team employee after suspension			C	A							
	Dismissal of Executive Leadership team employee	Panel of the Board		A	R							
	Appeal of Executive Leadership employee against dismissal	Independent Panel of the Board		A								
	Disciplinary and Capability Procedures in relation to other central team employee				A	R	R					
	Appeals against Disciplinary or Capability Procedures in relation to other central team employee	Panel of the Board		A								
	Suspension of other central team employee				A	R	R					
	Return of other central team employee after suspension				A							
	Dismissal of other central team employees				A	R	R					
	Appeal of staff against dismissal – central team	Panel of the Board		A	R							
5.8	Response to requests for flexible working				A	R					P	
5.9	Response to requests for early retirement				A	R					P	
6.0	Financial Governance and Management											
6.1	Trust and Academy Financial Policies			A		P		R				



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6.2	Trust 3 year budget plan	3 year plan considered and recommended by Finance Committee as context for its recommendation to Board on 1 year plan		A		P		R				
6.3	Trust 1 year budget plan			A		P		R				
6.4	Trustees Report and Annual Financial Statements			A	P	C		R				
6.5	Trust Academies Accounts Return to ESFA – subject to 6.4				A	R						
6.6	Appoint auditors			A		P		R				
6.7	Respond to Auditor's Management Letter			A		P		R				
6.8	Academy 3 year budget plan	3 year plan considered and recommended by Finance Committee as context for its recommendation to Board on 1 year plan		A	C	C		R		C	P	
6.9	Academy 1 year budget plan			A	C	C		R		C	P	
6.10	Academy budget monitoring and forecasting				C	R		A		C	P	



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7.0	Financial Authorisation											
7.1	Academy Purchase orders:											
	Up to £4,999 in a single transaction	HTs may set a limit below which approval is delegated to their Finance Officer (or equivalent)								C	A	
	£5,000 to £9,999 in a single transaction	Must obtain 3 written quotations				A				C	R	
	£10,000 to £29,999 in a single transaction					R		A		C	P	
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations & procedures		A		R				C	P	
7.2	MAT Central Purchase Orders:											
	Up to £9,999 in a single transaction	DFO may set a limit below which approval is delegated to Trust Finance Manager				A						
	£10,000 to £29,999 in a single transaction	Must obtain 3 written quotations				R		A				
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations & procedures		A		R						



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7.3	Virements											
	Academy budget virements up to £10,000					A				C	R	
	Academy budget virements over £10,000					R		A		C	P	
	MAT Central budget virements up to £10,000					A						
	MAT Central budget virements over £10,000					R		A				
7.4	Expense claims											
	Academy employees	DFO may set a limit below which approval is delegated to Trust Finance Manager									A	
	Headteachers					A						
	CEO up to £500					A						
	CEO over £500	Chair of Trust Board		A								
	Director of Finance & Operations				A							
	Other Central team employees					A						
7.5	Petty cash claims											
	Academy employees	Petty cash is limited to £50									A	
	Headteachers					A						
	Director of Finance & Operations				A							
	Central team employees					A						



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7.6	Disposal or write off of stock, assets or debts											
	Up to £4,999					A						
	£5,000 to £9,999					R		A				
	£10,000 to £44,999			A		P		R				
	Over £45,000	Prior permission must be sought from the Secretary of State to write off debts of 1% of the Trust's annual income or £45,000 (whichever is smaller) per single transaction		A								
7.7	Entering in to commercial contracts											
	Up to £9,999 in a single transaction	Subject to obtaining 3 written quotations				A						
	£10,000 to £29,999 in a single transaction	Subject to obtaining 3 written quotations				R		A				
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations & procedures		A		R						
7.8	Entering in to operating leases			A		P		R				
7.9	Borrowing (including financial leases and overdraft facilities)	Needs Secretary of State approval		A	C	P		R				



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7.10	Severance/Compensation Payments											
	Up to £25,000				R	P		A				
	£25,001 to £50,000			A	R	P						
	Over £50,000	If non-contractual element is greater than £50,000 prior approval from Sec. of State is required		A								
7.11	Ex-gratia payments	Needs approval from the Sec. of State.		R								
8.0	Central Services											
8.1	Scope of central services to be provided to academies within the academy trust				A	R	R			C	C	
8.2	Services to be contracted by the Trust	Procurement subject to Finance Regulations			P	C	C	R				
9.0	Premises and Assets											
9.1	Asset Management Strategic Policy and Plan			A	R	P					C	
9.2	Academy Asset Management Policy and Plan			A	R	P				C	C	
9.3	Acquiring a freehold on land or buildings	Needs approval from the Sec. of State		A	R	P				C	C	
9.4	Disposing of a freehold on land or buildings	Needs approval from the Sec. of State.		A	R	P				C	C	



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9.5	Entering/granting any leasehold or tenancy agreement for more than 7 years	Needs approval from the Sec. of State.		A	R	P				C	C	

Approved by QEGSMAT Trust Board 17/12/18 (0073.5)

Under Review