

Annual planner for the local academy committees

Scheme of Delegation – Church MAT: Example

Extracted from the full Trust Scheme of Delegation to show delegated responsibilities for Local Academy Committees (LAC) at school tier.

Diocese is the executive strategic leader who may delegate some responsibilities to central Trust executives.

This is not intended to be an exemplar of how all faith MATs should delegate responsibilities to the local tier or set out their scheme of delegation, but instead is intended to be just one example of what governance professionals might expect in practice

RESPONSIBLE	The person that carries out the task or process – they are responsible for getting the job done.	CONSULTED	People that are not directly involved, but who are consulted in the completion of the process or task.
ACCOUNTABLE	The person or group that are ultimately accountable for the task or process being completed appropriately. The responsible person is accountable to this group/person.	INFORMED	Those who need to stay informed about the process or task and will receive appropriate information from those accountable and/or responsible.

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Strategy and Leadership	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	
Set vision and strategic direction of the school	C	C	R	A	R	Must align with Trust vision
Comply with the obligations of the Trust Funding Agreement including the Academies Financial Handbook	A	A	R	R	R	
Comply with all regulations affecting the Trust inc Canon Law, company and charity law, employment law, health and safety	A	A	R	R	R	
Provide financial oversight, ensuring appropriate financial controls are in place so there is regulatory probity and value for money in relation to the management of public funds	C	A	A	R	R	
Complete the Register of Business Interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	I	A	R	A	R	The Strategic Executive Leader is responsible for maintaining the

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						trust register as accounting officer
Manage and mitigate strategic (financial, reputational, compliance, standards for the school)	C	A	R	R	R	
Strategy and Leadership	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	
Ensure GDPR compliance		A	R	A	R	
Appointment and dismissal of LAC members	A/R*	C	I	C	I	
Annual Schedule of Business for LACs	I	A	C	R	C	
Annual self-review of LAC performance		I	C	R	C	
Election of Parent Representatives	I	I	I	A/R	C	
Appointment of Clerk to Local Academy Committee		A		R		

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Appointment of Chair of School Committee		C		A/R	I	
Review and approval of individual School policies			C	A	R	
Prepare and agree Terms of Reference for LACs		A	C	C	C	Bishop delivers this through executive officers
Training programme for Directors and Local Academy Committee Governors	I/ R*	A	R*	R	C	
Catholic Life of the Trust	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Have oversight of the preservation and development of the Catholic and educational character, mission and ethos of the Trust	A/R*	A	R			Bishop delivers this through executive officers
Preserve and develop the Catholic and educational character, mission and ethos of the Trust		A	R	A	R	

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Monitor each School’s medium- and long-term position in terms of their future viability as a Catholic school	A	C	C	C	C	
Ensure schools fulfil the Bishop’s Conference requirements for teaching of Religious Education	I	A	R	A	R	
Provide effective guidance and training relating to the Catholic nature of the school and the teaching of Religious Education	R*	A	R		R	Bishop delivers this through executive officers.
Inspect the Catholic nature of the schools under the Section 48 framework	A*	A	C	C	R	Bishop delivers this through executive officers.
Develop and implement Trust-wide safeguarding arrangements including all appropriate policies		A	R	I	I	
Develop and implement individual school safeguarding arrangements including all appropriate policies		I	C	A	R	
Monitor and review safeguarding arrangements including all appropriate policies	I	A	R	A	R	

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Educational Effectiveness	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	
Individual school development plan in line with strategic aims of the Trust		I	C	A	R	
Setting and reviewing the performance of the Trust and the schools	I	A Trust	R	A School	R	
Educational Effectiveness	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Quality of teaching- ensuring the appropriate levels of support, challenge and intervention to support delivery of educational outcomes		A	R	A	R	
Setting the curriculum for the schools and reviewing its effectiveness		C	A	I	A	
Pupil Premium – reviewing and challenging value for money in terms of educational outcomes and narrowing the gap		A	R	A	R	Trust Directors are accountable for monitoring the impact and strategic use of pp funding

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						across the Trust. LAC for the school.
Set Admissions Policy	C*	A	R	A	R	Bishop provides support and oversight through executive officers.
Admissions application decisions and appeals		A	R	A	R	
Pupil care including attendance, exclusion, punctuality and disciplinary matters for each school		I	I	A	A/R	As determined by policy.
Setting the opening and closing times for each School			I	A	R	
Benchmarking and Best Value		A	R	A	R	
Manage and mitigate strategic risk	C	A	R	A	R	

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Monitor and review provision for SEND and Looked After Children across the Trust		A	R	A	R	
School monitoring visits/Learning Walks – agree arrangements and schedule visits		A	R	A	R	
HR and People Management	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Appointing to reserved posts across the Trust (head teachers, Trust Chaplain). Approving leadership structures at head and Deputy head level in each school	C*	A	R	C	C	*Bishop provides support and guidance through executive officers.
Appointing to reserved posts across the Trust (Deputy head teachers, Head of RE, School Chaplain) within an individual school	C*	C	C	A	R	*Bishop provides support and guidance through executive officers. The Diocese, SEL and Directors attend DHT interviews
Appointing school staff to non-reserved posts			C	A	R	

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Setting performance Management schedule together with pay review in line with Trust policies		A	R	A	R	
Performance Management of school Head teachers		A	R	C		Trust Director and LAC Chair to be part of Headteacher PM review.
Performance Management of school staff (including SLT)			I	A	R	LAC to monitor and sample evidence to ensure the process has been fairly applied.
Set and review Terms and Conditions of Employment and Staff Handbook	I	A	R	C	C	CES employment documentation to be used in all schools.
Review wider staff structure, including restructure of staff in schools	I	A	R	C	R	The wider review is to inform Strategic planning, ensure consistency in expectations of

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						staff eg staff to pupil ratio etc
Term dates and overall length of school day	I	A	C	A	R	
Formal partnerships and collaborations, including between schools	I	A	R	C	R	
Financial Management	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Prepare the School annual budget for Trust Board approval		A	R	R	R	
Reporting against financial targets		I	A	A	R	
Defining and monitoring the Delegated budget: part of the Financial Scheme of delegation		A	R	A	R	
Setting school specific lettings policy in accordance with the Funding Agreement,		I	C	A	R	

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Academies Financial Handbook and Diocesan policy for the use of it's buildings						
Submitting grant and funding applications		A	R	A	R	
Asset Management and Central Operations	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Overseeing the effectiveness of services provided centrally by the Trust		A	R	A	R	LAC accountable for monitoring the effectiveness at school level
Asset and Premises Management Plan: determining the use of School premises, their upkeep and development	I/ R*	A	R	R	R	Bishop provides strategic view and guidance through executive officers. Spending limits agrees in financial scheme of delegation.
Arranging insurance for the Trust and the schools		A	R			

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Media and PR: overseeing public relations activities to project the work of the Trust and schools to the wider community	I (FOR ADVERSE PUBLICITY)	I	A/R	A	A/R	Local Academy Committees and HT are responsible for community engagement at a local level.
School prospectus and website: ensure information is up to date, accurate and that all statutory information is available.			I	A	R	LAC must check compliance
Dealing with school complaints in line with Trust/ school policy		A	R	A	R	Trust Directors - complaints about the central team or LAC
Annual Report/Review on the work on the Local Academy Committees		A/R	R	R	R	



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Levels of delegation:

- Trust Board Accountability or Responsibility may be delegated to a Trust-level committee whose recommendation will be considered by the Trust Board and ratified if agreed.
- Strategic Executive Lead Accountability or Responsibility may be delegated to central trust staff reporting back as required.
- Where financial responsibility sits with the Headteacher, it may be delegated to the School Business Manager/Bursar, reporting back to Head Teacher.