

## InMAT Scheme of Delegation

Strategy and Leadership	Members	Trustees	CEO	LAC	Headteacher
1. Set strategic objectives and KPIs of the Trust	Receive Strategic Plan with KPI's	Review, Challenge and Approve	Draft and develop		
2 Set strategic objectives for the Academies		Review and approve	Review, Challenge and Approve  Consolidate Academy plans and present to the Trustees	Review, Challenge and Approve	Draft and develop individual Academy Objectives in line with Trust strategy and KPIs
3. Deliver strategic objectives of the Trust and monitor performance against KPIs		Review and monitor performance	Deliver & Report to Trustees		
4. Deliver strategic objectives of the Academies		Review	Review and monitor performance  Report progress to Trustees	Review and monitor performance	Deliver/achieve objectives  Report progress to LAC, CEO and DSI
5. Compliance: Funding Agreement- comply with all obligations including the Academies Financial Handbook		Monitor Trust wide compliance	Monitor and report to Trustees  Take action to mitigate noncompliance  Deliver compliance with policies	Monitor individual academy compliance	Deliver & Report to LAC, CEO & COO  Deliver compliance with policies

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6. Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)		Monitor Trust wide compliance	Monitor and report to Trustees  Take action to mitigate noncompliance  Deliver compliance with policies.	Monitor individual academy compliance	Deliver & Report to relevant Executive team lead  Deliver compliance with policies
Strategy and Leadership	Members	Trustees	CEO	LAC	Headteacher
7. Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Receive Annual Accounts	Review and approve Trust policies and controls to ensure compliance	Develop policies, checks & balances to ensure proper financial oversight  Deliver compliance with policies	Monitor individual academy compliance	Deliver & Report to CEO & CFO Deliver compliance with policies and controls
8. Compliance – completing the register of business interests and put in place a		Review and approve Trust policies and	Develop policies and processes	Monitor individual academy compliance Report annually conflicts of interest and	Deliver & Report to LAC & CEO

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procedure to deal with any conflicts of interest and connected party transactions		<p>processes to ensure compliance</p> <p>Record Trustees conflicts of interest and connected party transactions</p> <p>Review annually conflicts of interest and connected party transactions of each LAC</p>	Deliver compliance with policies	connected party transactions to the Trustees	Deliver compliance with policies
9. Appointments of Trustees– ensuring processes in place for appointment of trustees (including ensuring that the Trustees have the skills to run the Trust)	Appoint in accordance with the Articles of Association	Appoint in accordance with Articles of Association	Develop processes in accordance with Articles of Association		
10. Appointment of Members	Other Members in accordance with Articles of Association				

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11. Appointments of Governors / LAC members– ensuring processes in place for appointment of Governors / LAC members(including ensuring that the Governors/ LAC members have the skills to run the Academies)		Appoint Chair and Vice Chair of Governors  Appoint co-opted Governors	Recommend Co-opted Governors to Trustees	Appoint Staff and Parent Governors as per Annex 1 Recommend Co-opted Governors to Trustees Review Governor competency and performance and report to Trustees  Elect Chair and Vice Chair annually	
12. Removal of Members / Trustees / Governors / LAC Members	Removal of fellow Members and Trustees in accordance with Articles of Association	Removal of Governors /LAC members if appropriate	Recommend removal of Governors / LAC members if appropriate		
13. Removal of LAC		Review and Approve  Approve AIB members	Recommend AIB appointments  Inform Headteacher		Comply

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14. Appointment of Clerk – Board and LACs		Appoint the Clerk to the Board & LACs		Recommend to the Trustee the appointment of the LAC clerk	
15. Appointment of Auditors	Appoint external auditors	Appoint internal auditors	Recommend and Monitor performance		
16. Policies – review, approve and monitoring of Trust Wide Policies (including all HR policies, curriculum, admissions, DBS, charging and remissions policies, health & safety and safeguarding)		Review and Approve Trust wide policies	Develop Trust wide polices for Board approval  Deliver compliance with policies  Report material non compliance to the Board	Adopt all policies approved by the Board and monitor compliance  Review and approve academy specific policies	Develop academy specific polices for LAC approval  Deliver compliance with Trust and academy policies Report noncompliance to the LAC and the CEO
17. Prepare Terms of Reference for Trust Board		Develop, approve and comply	Develop and comply		
18. Prepare TofR for Sub-Committees including LACs		Approve	Develop	Comply	
19. Training programme for trustees and governors		Approve and comply	Develop	Comply	
20. Trust expansion – RSC and due diligence procedures		Develop in line with strategic plan  Approve	Develop, recommend and deliver		

<b>Education and Curriculum</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>LAC</b>	<b>Headteacher</b>
<b>1. Academy Development Plan for each Academy in line with strategic aims of the Trust</b>		Review, challenge and approve the Academy Development Plans	Review and challenge the Academy Development Plan(s)  Present plan(s) to Trustees	Review, challenge and recommend Academy Development Plan to CEO	Work with the DSI in producing the academy's development plan  Review – the development plan
<b>2 Key Performance Indicators – setting and reviewing performance of the Trust &amp; the Academies</b>		Set Trust wide KPIs  Review performance against KPIs	Delivering against the KPIs  Report performance against KPIs to Trustees	Monitoring & challenging progress against KPIs	Delivering against the KPIs  Reporting progress against KPIs to LAC & CEO / DSI
<b>3. Set Admissions Policy</b>		Approve	Review	Comply in consultation with Headteacher	Deliver
<b>4. Admissions decisions</b>			Determine and approve	Review and monitor	Advise, recommend and report to CEO
<b>5. Student Issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)</b>		Review challenge and approve policy	Developing policy and ensuring compliance  Report compliance to Trustees	Monitor compliance with Trust wide policy	Manage Student issues (including attendance, exclusions  punctuality and disciplinary matters for each Academy)

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<b>6. Academy Hours – setting the opening and closing times for each Academy</b>		<b>Determine and Approve</b>	<b>Determine</b>	<b>Comply</b>	<b>Comply</b>
<b>7. Term dates and length of Academy Day</b>		<b>Determine and Approve</b>	<b>Determine</b>	<b>Comply</b>	<b>Comply</b>
<b>8. Academy lunch – ensure provided to appropriate nutritional standards</b>			<b>Monitor</b>	<b>Review</b>	<b>Deliver</b>
<b>Education and Curriculum</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>LAC</b>	<b>Headteacher</b>
<b>9. Provision of free school meals to those meeting criteria</b>			<b>Monitor</b>	<b>Review</b>	<b>Deliver</b>
<b>10. To monitor the educational outcomes for all year groups</b>		<b>Challenge and approve</b>	<b>Challenge, monitor and review</b>	<b>Monitor</b>	<b>Determine in consultation with DSI</b>
<b>11. To monitor all aspects of safeguarding, equality, SEND and pupil welfare</b>		<b>Approve</b>	<b>Ensure implementation and review</b>	<b>Monitor</b>	<b>Determine in consultation with LAC and Trust policies</b>

<b>Education and Curriculum</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>LAC</b>	<b>Headteacher</b>
<b>12. Approve academy pupil premium and sports premium strategies and frameworks</b>		<b>Approve</b>	<b>Review</b>	<b>Monitor</b>	<b>Determine in consultation with DSI</b>
<b>13. Approve academy census information prior to DfE submission</b>			<b>Receive and Review</b>	<b>Monitor</b>	<b>Determine and comply</b>
<b>14. Curriculum Design (Intent, Implementation and Impact) –</b>		<b>Approve</b>	<b>Determine</b>	<b>Monitor</b>	<b>Determine in consultation with the CEO / DSI</b>



<b>Safeguarding</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>LAC</b>	<b>Headteacher</b>
<b>1. Safeguarding Policies (Trust wide and Local as per policy schedule)</b>		<b>Review and approve Trust wide policies</b>	<b>Develop Trust wide polices for Board approval</b>  <b>Deliver compliance with policies</b>  <b>Report material non-compliance to the Board</b>	<b>Review and monitor compliance of academy specific and Trust-wide policies.</b>  <b>Report noncompliance of Trust-wide policies to CEO.</b>	<b>Develop academy specific polices for LAC approval</b>  <b>Deliver compliance with Trust and academy policies</b> <b>Report noncompliance to the LAC and the CEO</b>
<b>2. Single Central Register</b>		<b>Approve Trust wide standardised SCR reporting.</b>	<b>Develop Trust wide standardised SCR reporting</b>	<b>Monitor SCR completion and compliance.</b>	<b>Comply with SCR reporting.</b>
<b>3. Record Keeping (of children at risk)</b>			<b>Review</b>	<b>Monitor</b>	<b>Determine</b>
<b>4. Continuing Professional Development (ensure that all staff, volunteers and visitors are appropriately and sufficiently trained to fulfil their safeguarding responsibilities).</b>		<b>Review</b>	<b>Ensure Implementation</b>	<b>Monitor and report via KPI reporting and safeguarding audits</b>	<b>Determine</b>
<b>5. Safeguarding Practices including:  Induction  Safeguarding Updates and statutory training</b>		<b>Review and Approve</b>  <b>Comply</b>	<b>Develop and Implement</b>  <b>Comply</b>	<b>Monitor and report</b>  <b>Comply</b>	<b>Comply</b>

<b>Financial – See Summary of Financial Delegations (Section 7)</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>LAC</b>	<b>Headteacher</b>
<b>1.Funding Model -agreeing a funding model across the Trust and (develop an individual funding model for the Academies) so as to the secure the Trust’s financial health in the short term and the long term</b>		<b>Review and approve Funding Model</b>	<b>With support from CFO recommend funding model to the Trustees for approval</b>	<b>Comply with the overall financial plan for the Academy</b>	<b>Comply with the overall financial plan for the Academy</b>
<b>2. Trust Annual Budget – formulating and setting the Trust wide budget</b>		<b>Review, challenge and approve</b>  <b>Review submission of Trust budget to the ESFA</b>	<b>CEO &amp; CFO prepare Trust budget</b>  <b>CEO and/or CFO presents budget to the Trustees for approval</b>		
<b>3. Academy Annual Budgets – formulating and determining the proportion of the overall budget, to be delegated to each Academy</b>		<b>Challenge and approve</b>	<b>Review and challenge.</b>  <b>Present to Trustees for approval.</b>	<b>Oversight of draft budget linked to Academy Improvement Plan</b>	<b>Develop Academy budget linked to Academy Improvement plan with oversight from the DSI and CFO.</b>
<b>4.Monitor income and expenditure across the Trust to ensure delivery of the annual budgets</b>		<b>Challenge and approve Trust wide financial reporting</b>	<b>Review and challenge Academy financial reporting.</b>  <b>CFO prepares Trust wide financial monitoring reports for trustees</b>		<b>Deliver against agreed budget</b>

<b>Financial – See Summary of Financial Delegations (Section 7)</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>LAC</b>	<b>Headteacher</b>
<b>5 Financial Policies (including procurement) – establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements and the Academies Financial Handbook</b>		<b>Review and approve Trust-wide policies</b>	<b>Develop with the support of the CFO Trust wide policies for Board approval</b>  <b>Deliver compliance with policies</b>  <b>Report material non-compliance to the Board</b>		<b>Deliver compliance with Trust policies</b> <b>Report non-compliance to the CEO /CFO</b>
<b>Financial – See Summary of Financial Delegations (Section 7)</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>LAC</b>	<b>Headteacher</b>
<b>6. Approving annual accounts</b>		<b>Review and approve Annual Accounts</b>	<b>Ensure the preparation of the annual financial statements</b>  <b>Arrange for auditing of annual report and accounts</b>  <b>Ensure compliance with regulatory filing requirements</b>  <b>Keep proper records in respect of the Trust</b>		<b>Comply and provide information to assist the Trust in preparation of the Annual Accounts</b>

<b>Financial – See Summary of Financial Delegations (Section 7)</b>	<b>Members</b>	<b>Trustees</b>	<b>CEO</b>	<b>LAC</b>	<b>Headteacher</b>
<b>7. Corporate Risk Register</b>		<b>Review, challenge and approve</b>  <b>Monitor compliance</b>	<b>Ensure corporate risk register is maintained by COO.</b>  <b>Report compliance to Trustees (COO)</b>	<b>Review and monitor Academy risk register and report compliance to COO</b>	<b>Ensure Academy risk register is maintained.</b>  <b>Report compliance to the LAC.</b>

HR and Operations	Members	Trustees	CEO	LAC	Headteacher
<b>1. Appointing the Chief Executive Officer</b>		<b>Appoint</b>			
<b>2. Appointing the Chief Financial Officer and other Executive leader roles</b>		<b>Appoint</b>	<b>Recommend appointment to Trustees</b>  <b>Sit on appointment panel with TWO Trustees</b>		
<b>3. Appointing the Headteacher at each Academy (Article 107)</b>		<b>Approve and appoint in consultation with the CEO and Chair of LAC</b>	<b>Recommend appointment to the Trustees</b>  <b>Sit on appointment panel along with one Trustee and Chair of LAC</b>	<b>Chair of LAC (or nominee) to sit on appointment panel with CEO and Trustee</b>	
<b>4. Appointing of additional executive team Trust Staff (in line with recruitment policy)</b>		<b>Review necessity and approve additional appointments</b>	<b>Appoint in line with Trust Policy and Budget</b>		
<b>5. Appointing Academy Senior Leadership Staff</b>					<b>Appoint in line with Trust Policy and Budget. CEO to sit on panel and agree appointment</b>

HR and Operations	Members	Trustees	CEO	LAC	Headteacher
6. Appointing Academy Staff					Appoint in line with Trust Policy and Budget.
7. Restructuring Academy Staff		Approve	Review and recommend	Review	Develop with CFO and DSI and report to CEO
8. Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance, absence and performance management policies) in accordance with all appropriate regulations		Review and approve Trust-wide policies	To lead the development, with the COO, Trust wide policies for Trustee approval  Deliver compliance with policies  Report material non compliance to Trustees	Monitor compliance	Deliver compliance with Trust policies Report non-compliance to the LAC and the CEO
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8. Performance Management together with pay reviews (in line with the Trust's pay policy and all statutory regulations)		Conduct CEO PMR Receive reports in respect of appraisal arrangements and outcomes for the Executive and Headteachers	Conduct the Executive and Headteachers PMRs in accordance with policy  Ensure executive team conduct PMRs in	Chair invited to HTPM	Conduct SLT PMRs in line with Trust Policy and make recommendations to the CEO.  Ensure senior leaders conduct PMRs in

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		<p>Review appeals in respect of Headteachers and Executive</p> <p>Determine and approve pay for CEO, Headteachers, SLT and UPR.</p>	<p>accordance with policy for all staff</p> <p>Review appeals in respect of SLT and UPR report to the Trustees</p> <p>Recommend pay for Executive, HT, SLT and UPR to Trustees</p>		<p>accordance with policy for all other staff</p>
9. Setting Terms and Conditions of Employment and Staff Handbook		<p>Review, challenge and approve</p>	<p>Develop and present Terms and Conditions of Employment and Staff Handbook to Trustees Ensure T&amp;Cs and Employment Handbook are maintained and current</p> <p>Deliver and Comply</p>		<p>Deliver and Comply</p>
10. Dismissing Trust staff (in accordance with the Trust disciplinary and capability policies or for reason of redundancy)		<p>Dismiss in respect of the CEO and Executive Team</p>	<p>Recommend Headteacher dismissals to Trustees</p>		<p>Dismiss, in accordance with employment law in respect of all other staff</p>

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		Review SLT dismissals  Monitor all other staff dismissals	Dismiss in respect of SLT  Review in respect of all other staff		Report all other staff dismissals to LAC and CEO

HR and Operations	Members	Trustees	CEO	LAC	Headteacher
11. Determining and allocating central services provided to the Trust to the Academies		Review, challenge and approve	Recommend, distribute and deliver. Report to trustees.	Comply	Comply
12. Overseeing the effectiveness of services provided centrally by the Trust		Review and monitor	Deliver and report to the Trustee		
13. Asset and Premises Maintenance Strategy – determining use of Academies’ premises and ensuring premises are adequately maintained		Review, challenge and approve  Monitor compliance	Recommend, implement and report.	Monitoring compliance	Implement and comply with strategy
14. Approve or reject proposals for the acquisition or disposal of land and buildings including changing use of assets		Review, challenge and seek appropriate approval	Recommend		
15. Arranging insurance for the Trust		Review challenge and approve	Deliver		
16. Media and PR - overseeing public relations activities to protect the activities		Determine Trust wide approach and/or policy	Deliver and comply	Comply	Comply



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<b>of the Trust and the Academies to the wider community</b>					
<b>17. Academy Prospectus</b>				<b>Review and Approve</b>	<b>Prepare and Recommend</b>
<b>18. Trust web site (including Academy websites)</b>		<b>Review and approve</b>	<b>Prepare and recommend</b>	<b>Monitor compliance</b>	<b>Prepare and comply</b>
<b>19. Decisions to close academy for health and safety reasons</b>			<b>Approve and report to trustees</b>	<b>Monitor</b>	<b>Recommend closure to CEO for approval</b>
<b>20. Manage a data breach and FOI</b>		<b>Review, monitor and respond to ICO recommendations</b>	<b>Deliver, comply and report to Trustees</b>	<b>Monitor</b>	<b>Deliver and comply. Report immediately to CEO</b>
<b>21. GDPR</b>		<b>Review, monitor and respond when required to do so</b>	<b>Deliver, comply and report to Trustees</b>	<b>Monitor</b>	<b>Deliver and comply Report to LAC</b>