

POLICY TYPE: PRESCRIBED
ACTION: FOR SCHOOL ADOPTION

Version: 3 (SEPTEMBER 2020)



**Southwark Diocesan
Board of Education
Multi-Academy Trust**
Developing Church of England Education

GOVERNANCE DELEGATION MATRIX

SCHEME OF DELEGATION – APPENDIX 2

The purpose of this Scheme of Delegation is to provide clarity as to the roles and responsibilities of those who contribute to the governance of the Academies and the Trust itself. All those with governance and management responsibilities must be familiar with this Scheme of Delegation so that appropriate steps can be taken to ensure there is sufficient and proper challenge of those with leadership responsibilities. They are also to ensure senior leaders are held to account for the performance of the Academies and that there is financial stability within the Trust.

This is a prescribed Scheme which has been approved by the SDBE MAT Board and may not be modified by Academies.

Responsibilities of Directors, Local Governing Bodies and Headteachers

Area of Responsibility	Tasks	Directors	LGB	Headteacher
Church of England Vision, Values and Ethos	Review and or amend the ethos aims and values of SDBE MAT	X		
	Develop the ethos and mission statement for an individual Academy in the context of SDBE MAT's ethos, aims and values		X	
Central Services	Determine the scope of mandatory core services to be delivered by SDBE MAT on behalf of its Academies	X		
	Identify those additional services to be procured on behalf of individual Academies	X		
	Set the Support Cost Contribution (SCC) to be paid by Academies in the Trust	X		
Statutory Compliance	Develop and approve key policies required by the statutory bodies that govern the Trust	X		
	Publish a 'Policy Schedule' detailing those policies that are prescribed by the Trust and those that are required or recommended for local creation	X		
	Adopt policies that are prescribed by the Trust (See the SDBE MAT Policy Schedule for more information)		X	X
	Draft, approve and adopt local, non-prescribed policies as required. (See the SDBE MAT Policy Schedule for more information)		X	X
Statutory Compliance	Ensure compliance across SDBE MAT with all statutory regulations, Acts of Parliament and funding agreements governing the operation of the Academies	X		

Area of Responsibility	Tasks	Directors	LGB	Headteacher
	Provide detailed guidance on the information that schools are required to submit to the SDBE MAT, including frequency, in order for it to fulfil its duties as a MAT Sponsor	X		
	Ensure the Academy submits information and responds to requests for information from the SDBE MAT in order for it to fulfil its duties as a MAT Sponsor		X	X
	Publish all required information and documentation as defined by the SDBE MAT and relevant parties, including the DfE, EFA and Ofsted on the school's website		X	X
	Have regard to guidance published by the Southwark Diocesan Board of Education relating to suggested local policy content and statements		X	
LGB Composition	Determine, in consultation with the LGB, the constitution (composition) of the LGB	X		
Finance	Determine the proportion of the overall MAT budget to be delegated to an individual Academy	X		
	Develop and propose the individual Academy budget		X	X
	Approve the individual Academy budget	X		
	Approve the first formal budget plan each financial year		X	
Finance	Define the financial decision levels and limits for the Trust detailing them within the Scheme of Financial Delegation.	X		



Area of Responsibility	Tasks	Directors	LGB	Headteacher
	Observe and adhere to the financial decision levels and limits for the Trust as defined in the Scheme of Financial Delegation		X	X
	Appoint the 'Responsible Officer', a Director assigned to check the Trust's internal controls	X		
Staffing	Develop prescribed, Trust-wide policies for the management of People and Human Resources. (See the SDBE MAT Policy Schedule for more information)	X		
	Adopt prescribed, Trust-wide policies for the management of People and Human Resources (See the SDBE MAT Policy Schedule for more information)		X	X
	Appoint the Headteacher (joint appointment between the LGB and CEO/Trust Board)	X	X	
	Appoint the Deputy Headteacher & Equivalent Roles (joint appointment between the LGB and CEO/Trust Board)	X	X	
	Appoint other teaching and non-teaching staff		X	X
	Propose pay discretions for the Headteacher whilst ensuring parity across the Trust (joint decision between the LGB and CEO/Trust Board)	X	X	
Staffing	Propose pay discretions for other members of staff at the Academy, in line with SDBE MAT policy			X

Area of Responsibility	Tasks	Directors	LGB	Headteacher
	Approve pay discretions for other members of staff at the Academy, in line with SDBE MAT policy		X	
	Dismissal/suspension of Headteacher/Deputy Headteacher	X		
	Dismissal/suspension of other staff supported by the SDBE MAT HR Team		X	X
	Propose staffing structure within the agreed budget			X
	Approve staffing structure		X	
	Propose dismissal payments/early retirement		X	
	Approve dismissal payments/early retirement	X		
Curriculum	Draft, approve and adopt local curriculum and standards policies as required, including, but not limited to; Curriculum Policy; Behavior Policy; SEN Policy and Child Protection/Safeguarding (See the SDBE MAT Policy Schedule for more information)		X	X
	Implement and embed locally approved policies			X
	Ensure all safeguarding and welfare requirements are met. This includes, but is not limited to; training, pre-employment checks, Single Central Record and Personnel Files		X	X
	Approve curriculum policy elements outside national curriculum	X		
Curriculum	Responsibility for standards of teaching			X
	Accountability for standards of teaching		X	

Area of Responsibility	Tasks	Directors	LGB	Headteacher
	Responsibility for individual child's education			X
	Accountability for individual child's education		X	
	Responsibility for individual child's safety			X
	Accountability for individual child's safety		X	
	Develop, where required, a home-school agreement		X	
Target Setting	Propose targets for pupil achievement		X	
	Approve targets for pupil achievement	X		
	Responsibility for pupil outcomes			X
	Accountability for pupil outcomes		X	
Admissions	Annually determine the admission arrangements for the individual Academy in accordance with admissions law, DfE Codes and with regard to SDBE guidance (including the requirement to consult the SDBE prior to any public consultation)		X	
	Rank applications and take decisions in accordance with the admission arrangements		X	
	Convene admission appeals panels on behalf of SDBE MAT		X	
	Decide whether to grant a request by the LA to admit a pupil under 3.22 of the School Admissions Code		X	
	Ensure an updated admissions register is kept			X
Religious Ed	Responsibility for ensuring provision of RE in line with the Trust's ethos		X	

Area of Responsibility	Tasks	Directors	LGB	Headteacher
Collective Worship	Develop a collective worship policy, ensuring that all pupils take part in a daily act of collective worship		X	
Premises, H&S and Insurance	Develop a prescribed, Trust-wide policy for the management of Health & Safety	X		
	Adopt the prescribed, Trust-wide policy for the management of Health & Safety		X	
	Accountability for Health & Safety across the Trust	X		
	Accountability for the Health & Safety in their individual Academy		X	
	Responsibility for the Health & Safety in their individual Academy			X
	Ensure buildings insurance and personal liability insurance are in place	X		
	Ensure the efficient and effective management and maintenance of the Academies buildings, including the development of a 5 year maintenance plan and applying for capital grants.		X	
Governance	Complete a Governors' Declaration of Business Interests		X	
	Ensure Governors attendance at meetings is recorded and published as required on the Academy's website.		X	