



SCHEME OF DELEGATION v1

Version – October 2022

Document Control	
Version Number	1
Applicable to	All
Committee	Board of Trustees
Approved by and on (date)	Approved on 3 rd October 2022
Review Cycle	2 yearly or as required
Date of Next review	No later than 11 July 2024

Revisions	Date	Reason	Approved by Trust

Rationale

This Scheme identifies the key decisions that are required in connection with the overall governance and management of Meridian Trust and the individual academies within. It should be read in conjunction with the Terms of Reference for Academy Councils, other committees, and our Articles of Association.

The underlying principles for our Scheme of Delegation are;

1. Meridian Trust is a registered charity and it remains true to its aims and objectives.
2. Meridian Trust is mindful that their function is to ensure that all statutory obligations are met
3. Meridian Trust believes Academy Councils help to ensure the needs of academy students and their local community are met.

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian Trust family, trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to our wider community.

Our vision, mission and values guide and bring together each of the trust's academies.

The bodies identified in the Scheme of Delegation are as follows:

- **Trust Members (M)**– Appoint trust board and monitor effectiveness
- **Trust Board (TB)** - Directors/Trustees who hold the executive accountable and provide strategic direction. (TBC – Trust Board Chair)
- **Policy and Scrutiny (P&S) Committees – Finance and Resources (F&R), Curriculum and Standards (C&S), Audit & Risk (A&R), Remuneration (Rem) Committee**- committees of the Trust board, with Terms of Reference set by the Trust board, (TS HUB TBC)
- **Academy Council (AC)**: a sub-committee of the Trust, which operates subject to Terms of Reference set by the Trust. Each individual academy has an Academy Council.
- **Chair of Academy Council - (COAC)** - This separation indicates particular times when the Chair of the Academy Council has additional roles, and can also refer to the AC Chairs' Committee (especially when consulting or informing about trust business rather than individual academy)
- **CEO (Chief Executive Officer- Accounting Officer)** - Executive official appointed by the Trust board – chairs Executive Board.
- **Executive Board (EB)** - sub-committee of the Trust, chaired by CEO which operates to Terms of Reference set by the Trust board, consultation may be with whole group or subsets thereof as most appropriate. Specific roles of COO highlighted
- **Executive Principal and Committees- (EP) (Secondary EP/Primary EP)**: sub-committees of the EB, chaired by an Executive Leader
- **Principal (P)** of an Academy
- **Directorate (DIR)** – chaired by Chief Operating Officer. Where appropriate, specific roles are indicated Director of IT (I), Director of HR (H), Director of Estates (E), Governance Leader (G), Director of Operations (O)

The different levels of delegated power are described as follows:

- **Accountability (ACC)**- either holding executive to account, or providing ultimate review (eg appeal hearings)
- **Formally Approve (FAP)** – final accountability, will normally expect to approve but provides ultimate check (eg when policies have been through JCNC or approved by P&S Comm but require TB ratification)
- **Approve (APP)** – decision to pursue course of action. Significance determines whether FAP is required.
- **Recommend (REC)** – Having heard and interrogated proposal, recommendation to take proposal forward to decision making authority
- **Propose (PRO)** – proposal emerging from professional view or consultation, as identified in SoD
- **Be consulted (CON)** – invited to comment on emerging proposals. Those responsible for Proposing are expected to take views expressed into account but not obliged to follow them.
- **Be informed (INF)**
- **Monitor (MON)** ensure adherence to policy/decisions
- **Implement (IMP)** – those responsible for implementing items listed in SoD. Where more than one group is identified at the same level, this may either be in collaboration or where different committees are completing the same task with regard to their Terms of Reference (for example).

In all aspects of decision making, the Trust retains the right to overrule any other decision making body.

The trust board reserves the right to revise this SOD at short notice. All relevant stakeholders will be notified as soon as possible of any further changes.

	TASK	M	TB	F&R	A&R	Rem	C&S	COAC	AC	CEO	EB	EP	P	DIR
1	GOVERNANCE													
	Approve Trust Articles of Association,	APP	REC							PRO				
	Approve Trust Schemes of Delegation		APP	CON						REC	CON			PRO (G)
	Approve new academies joining Trust		APP	CON						REC	CON			CON – All
	Establish Trust Committees		APP							IMP	CON			IMP
	Approve Trust Committee TOR		APP	REC	REC	REC	REC							CON – G
	Approve AC Terms of Reference		APP					CON		CON	CON			CON – G
	Establish Champions structure		APP					CON		REC	PRO		IMP	CON- All
	Appoint Chair of Trust Board		APP											IMP - G
	Remove Chair of the Trust Board	APP	REC							CON				IMP - G
	Appoint or remove Chair of AC		APP							REC	PRO			IMP - G
	Appoint (or remove) Clerk to Trust		APP							REC				PRO-G
	Appoint or remove Trustee	APP	REC							PRO				
	Appoint or remove P&S Members		APP	REC	REC		REC			PRO				PRO/ CON – as app.
	Appoint or remove member of the AC		APP					PRO	INF	REC	PRO		PRO	IMP – G
	Organise calendar of Trust meetings		APP	CON	CON		CON	CON	INF	CON	CON		CON	IMP – G
	Establish and maintain Evolution Plan		APP	CON	CON		CON	CON		REC	CON			CON
	Establish and review the process for the management of risk		FAP		APP					REC	PRO			
	Establish Risk Register, maintain trust risk register, review risk registers from other areas		FAP	CON	APP		IMP	CON		REC	CON	CON		IMP-G
	Maintain academy or P&S risk register		ACC		MON		IMP	APP		CON			IMP	PRO
	Establish and review system of internal scrutiny and audit		FAP	REC	CON					REC	PRO			PRO –G
	Appoint External Auditors	APP	REC	PRO										
	Set and review trust Equality Objectives and Public Sector Equality Duty		APP							REC	CON			PRO-G
2	Academy Performance, Curriculum and Teaching													
	Trust performance targets (Academic and curriculum)		FAP				APP			REC	PRO			
	Academy Performance Targets						FAP	CON	CON			REC	PRO	

TASK	M	TB	F&R	A&R	Rem	C&S	COAC	AC	CEO	EB	EP	P	DIR
Academy Subject/Phase etc Performance Targets								CON			REC	PRO	
Academy on a Page Evaluation -						MON	CON	CON	APP		REC	PRO	
Academy Recovery plans						APP		MON		MON	REC	PRO	
Academy 3 year plan								REC / MON		MON	APP	PRO / IMP	
Academy 1 Year development Plan		FAP						REC / MON		MON	APP	PRO / IMP	
Trust Curriculum Principles		FAP				APP	CON	INF		REC / IMP	PRO		
Academy curriculum policy and structure (Individual academy)						APP / MON	CON	APP		MON	FAP	PRO	
Trust Teaching & Learning Policy						APP		INF		REC		CON	
Trust Remote Learning policy						APP				REC		CON	
Academy Teaching and Learning Procedures								APP			APP	REC	CON
Trust Relationships and Sex Education policy						FAP		INF		APP	REC		
Academy Sex Education Procedures								CON / APP			MON	REC	
Trust Religious Education and Collective Worship policy						FAP		INF		APP	REC	CON	
Academy RE and Collective Worship Procedure								APP			MON	REC	
Trust Careers and IAG Policy		FAP				APP				REC	PRO		
Academy Careers and IAG Procedure						MON : S		APP			Con	REC	
Examination Boards at KS4 and KS5						FAP		INF		APP	REC	CON	
3 Staff Policies and Pay													
Pay & Remuneration Policy			FAP						REC	CON			PRO - H
Job Role Salary & Grading Policy			FAP						REC				PRO - H
Changes to Employee Terms & Conditions or Collective Agreements			FAP						APP				REC
Adoption of Transferring Policies and Collective Agreements			FAP						APP				PRO
CEO pay framework, pay and subsequent pay awards		FAP			REC								CON - H

	TASK	M	TB	F&R	A&R	Rem	C&S	COAC	AC	CEO	EB	EP	P	DIR
	COO, EB, Executive Principals' and Directorate pay framework		FAP			APP				REC				CON - H
	Teachers COL Annual Pay Award		FAP	APP						REC				PRO
	Support Staff Annual Pay Award		FAP	APP						REC				PRO
	Trust Performance Management & Appraisal Review Policy (JCNC)			FAP						REC	CON			PRO
	Trust Disciplinary Policy (JCNC)			FAP							CON			PRO
	Trust Grievance Policy (JCNC)			FAP						REC				PRO
	Trust Capability Policy (JCNC)			FAP						REC				PRO
	Trust Whistleblowing Policy (JCNC)			FAP						REC				PRO
	Trust Re-structuring & Redundancy Policy – Managing Change (JCNC)			FAP						REC				PRO
	Early Career Teachers policy		FAP	APP						REC	CON	PRO		
4	Staff Management													
	Maintain core Single Central Record									ACC				IMP- H
	Core Staff complement, structure and grades			APP						REC	PRO			CON
	Academy (or business unit) Staff complement, structure and grades			MON					APP	FAP	REC		PRO	
	CEO Appointment		APP	CON	CON			CON		-	CON			CON
	CEO suspension (return), or dismissal		APP											IMP - H
	COO and EP Appointment		APP	CON	CON			CON		PRO	CON			
	COO and EP suspension or dismissal			APP						REC				PRO - H
	Core Directors' appointment			CON	CON					APP				
	Core Directors' suspension or dismissal			APP						REC				
	Principal appointment		CON					REC	CON	FAP	REC			CON
	Deputy Principal appointment							REC	CON	FAP	REC	CON	PRO	CON
	Senior leadership appointments								PRO		FAP		PRO	CON
	Teaching and support staff appointments								CON	CON			APP	
	Suspension (or return after) of Principal							CON	INF	APP	REC			PRO
	Dismissal of Principal		APP					CON	INF	REC				PRO
	Appeal of Principal against dismissal			IMP										
	Suspension of core trust staff							CON	CON	CON			REC	APP
	Suspension of academy or business unit staff							CON		CON		APP	REC	CON

	TASK	M	TB	F&R	A&R	Rem	C&S	COAC	AC	CEO	EB	EP	P	DIR
	Return of teaching and support staff after suspension							CON				APP	C and I	REC
	Dismissal of Vice Principal, teaching and support staff											CON	APP	CON
	Appeal of staff against dismissal			IMP				INF	INF	IMP				CON
	Creation or amendment of TLR or Promoted Post			MON				REC		APP	APP		REC	CON
	Any formal restructure			ACC				CON	REC	APP			PRO	CON
	Deployment - trust staff or staff shared across academies		INF	INF				INF	INF	FAP	APP		CON (as app)	CON (as app)
	Statement of procedures for dealing with allegations of abuse against staff									APP		REC	PRO	
5	Financial Governance and Management													
	Trust & Academy Financial Regulations (inc.key policies)		FAP	APP						REC	PRO: COO			
	Trust & Academy Written Scheme of Delegation of financial powers		FAP	APP						REC	PRO: COO			
	Trust & Academy Financial Procedures			APP						REC	PRO: COO			
	Trust Procurement Policy			FAP						REC	PRO: COO			
	Trust 3 year Budget Plan		FAP	APP						REC	CON			CON
	Trust 1 year Budget		FAP	APP						REC	CON			CON
	Trust Consolidated Budget Updates			APP						REC	PRO: COO			
	Trust Consolidated Financial Statements		FAP	APP						REC	PRO: COO			
	Trustees' Annual Report		FAP		APP					REC	PRO: COO			
	Trust Academies Accounts Return to ESFA		FAP	APP						REC	PRO: COO			
	Academy 3 year Budget Plan		FAP	APP				CON	CON	REC		CON	PRO	CON
	Academy 1 year Budget		FAP	APP				CON	CON	REC		CON	PRO	CON
	Academy Budget Tracking			MON				CON	CON		IMP		IMP	IMP – F
	Annual trading targets and expected reserves		FAP	APP				CON	CON	REC	PRO: COO			

	TASK	M	TB	F&R	A&R	Rem	C&S	COAC	AC	CEO	EB	EP	P	DIR
	Disposal of Land		FAP	CON				CON	CON	REC	PRO: COO		PRO	-CON - E
	Approve Expense payments for trustees (Financial Handbook)		APP: TBC											IMP – G
6	Academy Operation													
	Closure of any whole academy or significant portion of any academy due to Covid-related issues (eg. outbreak in school or locality)		INF					INF	INF	APP		REC	PRO	CON
	Reopening following a closure of a whole academy or a significant portion of any academy		INF					INF	INF	APP		REC	REC	CON
	Academy shape of day						MON		APP			APP	REC	
	Academy terms and holidays										APP		INF	
	Trust Child Protection & Safeguarding Policy		FAP						INF	APP	REC	PRO	IMP	
	Academy Safeguarding and Child Protection Policy (Academy based appendix)								APP			MON	REC/ IMP	
	Attendance Policy & Plan						FAP		INF	APP	REC		IMP	
	Academy Attendance, Safeguarding and welfare Procedures								APP			CON	PRO	
	Behaviour Statement of Principles		FAP				APP				REC			
	Trust Behaviour & Exclusions Policy								INF	APP	REC		IMP	
	Academy Behaviour and Exclusion Procedure								APP			CON	PRO	
	Fixed term Exclusion								INF				APP	
	Permanent Exclusions (PEX)						MON		APP			CON	REC	
	Students going to elective home education						MON		Mon			MON		
	Pupil movement						MON		Mon			MON		
	Appeals against PEX								IMP		MON		IMP	
	Consideration of instruction to review PEX by Independent Review Board		IMP					REC		CON	CON		CON	
	Rescinding PEX decision						INF			APP		REC	PRO	
	Ban individuals from site							REC	APP			CON	PRO/ MP	
	Complaints Policy		FAP						INF	REC				PRO – G

	TASK	M	TB	F&R	A&R	Rem	C&S	COAC	AC	CEO	EB	EP	P	DIR
	Early Years Foundation Stage						FAP			APP	CON	PRO		
	Admissions Trust Principles		FAP				APP			CON			PRO	
	Academy Admissions Policy						FAP		APP	CON		REC	PRO	
	Allocation of places against Admissions Policy								MON				IMP	
	Admissions Appeals								MON			CON	IMP	
	Academy website								MON			MON	IMP	MON
	Academy logo & branding		FAP						APP	APP		REC	PRO	CON – All
	Academy uniform								APP	CON		REC	PRO	
	Trust Trips Policy					FAP			INF		APP			
	Academy Trips Procedures								APP			CON	PRO	
	Academy Travel Plan							APP	CON			CON	PRO	
	Extended services on-site (or other leases)			FAP				REC	CON	APP			PRO	REC – E
	Pupil Premium Policy and Principles								INF	FAP		APP	PRO	
	Academy Pupil Premium Plan (Charter)							APP	APP			CON	REC	
	Maintain Individual Academy Single Central Record								MON			MON	ACC & IMP	
	Special Educational Needs and Disabilities Policy		FAP				APP				APP	REC		
	Children with Health Needs who Cannot Attend School		FAP				APP			REC	CON	PRO		
	Supporting Students with Medical Conditions									APP	CON	PRO		
	Accessibility Plans for each academy						MON		APP		MON		PRO	
	Set and monitor equality objectives for individual academy in line with trust objectives								APP			MON	PRO & IMP	MON
7	Estates and Assets													
	Asset Management Policy & Plan			FAP						CON	REC	COO		PRO
	SCA Funding allocation and 3 year plan			FAP						REC	CON:	COO		PRO- E
	IT strategy, development and security plan			FAP						REC	CON-	COO		PRO- I
	IT Refresh plan – academy			ACC					APP			APP	REC	PRO- I Con - F

TASK	M	TB	F&R	A&R	Rem	C&S	COAC	AC	CEO	EB	EP	P	DIR
Health, Safety & Environmental Policy		FAP	APP					INF	CON	REC-COO	CON		PRO – E
Academy Health and Safety Plan			MON					APP			MON	REC & IMP	PRO- E
Critical Incident Plan			MON					APP			CON	PRO	CON
Procurement and Management of Trust Facilities and Services			FAP					INF	APP	REC - COO			PRO - Ops
Procurement and Management of Academy / Unit Facilities and Services									APP		CON	PRO	CON
Data Protection and FOI Policy				APP					REC				PRO IMP
Protection of biometric information of children in schools and colleges		FAP		APP									PRO-G
8 Significant Changes to Academy													
Expansion of Academy (physical expansion/ PAN)		APP	CON			CON		CON	REC		CON	PRO	
Extension of age range		APP	CON			CON		CON	REC		CON	PRO	
Extension of Academy provision (Nursery)		APP	CON			CON		CON	REC			PRO	

Note: Whilst this Scheme of Delegation sets out the broad areas of responsibility and procedure, the Trust is also required by the Academy Trust Handbook to approve a written scheme of delegation of financial powers that “maintains robust internal control arrangements”.

Chair of Trustees’ Urgent Action

The trust board:

- reaffirmed its permission for the Chair of Trustees to take actions between meetings in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the trust or any of its schools, a pupil, parent or member of staff.
- Requested that the Chair of Trustees continues to consult with specific or all trustees depending on the issue at hand insofar as possible. This may include inter alia the Chair(s) of relevant P&S Committee(s) and link trustee(s) for school and/or champion area

Where the regulations require or the Chair of Trustees deems necessary, trustees may be contacted by email to vote between meetings and will have 7 days to do so.

Budget Setting and Key Documentation

All final Academy and Group budgets must be submitted to the Board for ratification by 30 June each year. Indicative budgets must be in place by February each year. Academy Budgets require authorisation by the Chief Executive, COO Executive Principal and the Principal prior to being presented to the Board. They must also demonstrate consultation with the Academy Council through the Academy Council Champion (at the least).

All Principals in conjunction with their Academy Council will submit their Academy Improvement Plan and Academy on A Page Evaluation to the Chief Executive by the beginning of November each year.