



Our Children 1st Multi Academy Trust
Scheme of Delegation

Approved by Trust Board: 20th May 2019
Effective Date: 20th May 2019



Rationale

The Trustees are accountable to external government agencies including the Department for Education and Charity Commission for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

In order to discharge these responsibilities, the Trustees appoint people who are more locally based to serve on a Local Governing Board which has been established to ensure the good governance of the Academy.

This Scheme of Delegation (SoD) explains the ways in which the Trustees and Local Governors fulfil their responsibilities for the leadership and management of the Academy, respective roles and responsibilities of the Trustees and Local Governors and the commitments to each other to ensure the success of the Trust.

This SoD has been put in place by the Trustees of Our Children 1st MAT from the Effective Date in accordance with the provisions of the Trust's Articles of Association and it should be read in conjunction with those Articles.

For the avoidance of doubt, where any OC1st policy conflicts with this SoD, then the SoD shall take precedence. In all issues of interpretation, the decision of the Executive Head Teacher (EHT), in conjunction with the Chair of the Board, is final. Where policies are not included in the SoD these are a matter for the EHT and Trust Board.

Under article 105A of the Articles of Association, power is given to the Trust to delegate appropriate functions to LGBs or Senior Leaders.

Our Vision

We believe in maximising opportunities for all our children by providing;

- Outstanding teaching every day
- A vast range of experiences, academic, social and extra-curricular
- Support for the children's emotional and general well-being
- A sense of belonging within the MAT, which ensures that everyone reaches their full potential



Values

Our Children 1st Academy Trust is committed to a partnership which:

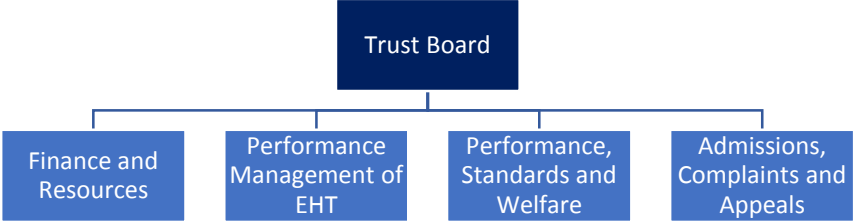
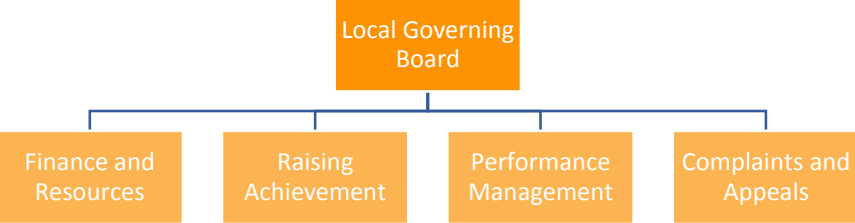
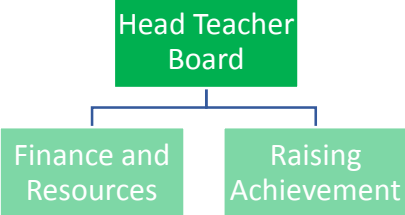
1. Have a shared moral purpose to get the best possible outcomes for all children and young people in Middlesbrough and beyond
2. Provide quality Initial Teacher Training (School Direct), supporting its students and encouraging them to strive for excellence in a career in Middlesbrough
3. Schools supporting all schools and staff providing Continuing Professional Development (CPD), in order to challenge and extend professional capabilities
4. Provide support for all levels in the education sector via training, networking, Specialist Leader in Education (SLE), Local Leader in Education (LLE) and National Leader in Education (NLE) deployments and school to school peer reviews
5. Encourages collaboration with all schools in Middlesbrough(and beyond) to play to the strengths of each individual in order to utilise opportunities to learn and develop
6. Creates a model of excellence which is innovative and has impact on educational standards and strategies in Middlesbrough
7. Creates a team around the child
8. Provides an environment to support learning
9. Recruits and retains the best staff

OC1st MAT will not approach other schools to join our Trust but will consider formal requests to join us and conduct due diligence in line with our MAT Growth Plans.



Governance of Our Children 1st MAT

Outline of areas covered by each Board within meetings held.

Members	There is no requirement for members to meet but they have open invitation to be able to attend any Trust Board Meeting or visit our Academy.
Trust Board	<div style="text-align: center;">  <pre> graph TD TB[Trust Board] --> FR[Finance and Resources] TB --> PM[EHT Management of Performance] TB --> PSW[Performance, Standards and Welfare] TB --> ACA[Admissions, Complaints and Appeals] </pre> </div> <p>*Trustees have open invitation to attend LGB meetings</p>
Local Governing Body (For Each Academy)	<div style="text-align: center;">  <pre> graph TD LGB[Local Governing Board] --> FR[Finance and Resources] LGB --> RA[Raising Achievement] LGB --> PM[Performance Management] LGB --> CA[Complaints and Appeals] </pre> </div>
Head Teacher Board (once additional schools have joined MAT)	<div style="text-align: center;">  <pre> graph TD HTB[Head Teacher Board] --> FR[Finance and Resources] HTB --> RA[Raising Achievement] </pre> </div>



Composition of Trust Board

Type of Member	Number	Term of office	How they are elected
Executive Head Teacher	1	Indefinite	N/A – by appointment as EHT
Chair of Trust Board	1	4 years	To be nominated and agreed by Trustees annually
Trustees	Up to 8	4 years	To be nominated by EHT/Trustees and agreed by Trustees
Clerk to the Trust Board	1	Indefinite	To be appointed by the EHT/Trust Board.



Composition of Local Governing Bodies within each Academy

Type of Member	Number	Term of office	How they are elected
Executive Head Teacher	1	Indefinite	N/A – by appointment as EHT
Head Teacher	1	Indefinite	N/A – by appointment as HT
Chair of LGB	1	4 years	Elected as Chair by the LGB once elected as Governor
Governor	Up to 8	4 years	The HT will consider any requests/nominations of Governors.
Staff Governor	1	4 years	Election requests given to HT and secret ballot if more than one application.
Parent Governor	Up to 2	4 years	Election requests given to Chair of LGB and organised by Academy.
Clerk to the Academy	1	Indefinite	To be appointed by the EHT/Trust Board.



Composition of Head Teacher Board

Type of Member	Number	Term of office	How they are elected
Executive Head Teacher	1	Indefinite	N/A – by appointment as EHT
Head Teacher	Reflect number of schools in MAT	Indefinite	N/A – by appointment as HT
Chair of HTB	1	1 year	Nominated by HTB members
Clerk to the Academy	1	Indefinite	To be appointed by the EHT/Trust Board.
Non-Member Observer	Up to 3	Indefinite	By agreement of HTB

Central Functions

As part of a family of schools we aim to have the greatest amount of impact with efficacy. Being cost-effective across our MAT is vital to its success and strength to deploy resources to where the greatest needs are. Financial contributions from each Academy within the Trust will be agreed at Trust Board level and in strict accordance with our values of ensuring that our funding is spent on providing the best education for our children. Any contributions will be to provide cost effective services across all our MAT. (This excludes any surplus carried forward, income generated by the Academy of other specific targeted grants). When necessary, specific charges will only be made for bespoke intervention relating to curriculum or performance requirements.

Budget Setting

All final Academy and Trust (Central) budgets must be submitted to the Trust Board for ratification in time to meet ESTA deadlines.

Budgets require consideration by the EHT, SBM and Chair of Trust Board prior to being presented and approved by the Trust Board.



Remits and Responsibilities

Delegated Duty	Delegated Authority	Outline
Admissions	TB	All Academies will follow the Local Authorities admission policy.
Health and Safety	Trust Board	It is the responsibility of OC1st MAT to ensure that health and safety laws are adhered to and that appropriate health and safety certificates are in place. The operational compliance of this function is delegated on a day to day basis to the School Business Manger and their team of each Academy.
Income Generation	Trust Board	All income generated by an individual Academy remains that of the Trust.
Insurance	Trust Board	The Trust Board will ensure that all Academies receive best value and value for money with their insurance.
Permanent Exclusions	Head Teacher	All Academies will follow Local Authority procedures for permanent exclusions and independent permanent exclusion appeals. Governors from any Academy LGB can be used to serve on any appropriate committee meetings. Letters can be signed by EHT or HT.
Service Level Agreements/ Contracts (subject to financial limits set out below)	EHT, HT, SBM, Trust Board	Depending on the context of each Academy, they may have different SLAs/Contracts in place. It is the responsibility of the TB to negotiate new SLAs and ensure they meet best value principles.



		The TB may procure SLAs on behalf of all academies as part of a best value review.
Safeguarding	Trust Board	The TB will act in accordance with and be bound by all relevant statutory guidelines for safeguarding. All academies will follow OC1st policy on Safeguarding.



Finance

All procurement must be carried out in compliance with the requirements and principles of the Trust Funding Agreement, ESFA Academies Financial handbook, Trust Financial Regulations and EU Treaties.

EU Treaties include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the Official Journal of the European Union threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2006 and regulated regulations.

Notes

- All roles expressed define minimum levels of authority and therefore more senior officers can exercise the delegated authority given to their subordinates.
- Reference to roles shall include those acting up for example the term 'Head' will include 'Acting Head'.
- Any other delegated Authority not described above would need to be referred to the Trust Board for a decision.



Revenue			
Delegated Duty	Value	Delegated Authority	Outline
Ordering Goods and Services [Reference to OC1st MAT Commissioning and Procurement Policy]	Up to £10,000	Academy Head Teacher	If within approved budget level; <ul style="list-style-type: none"> neither written quotations nor tenders need to be invited. ensure value for money is achieved using local suppliers where possible.
	£10,001 - £181,302	Accounting Officer (EHT) and SBM and Chair of TB	If within approved budget level; <ul style="list-style-type: none"> require 3 written quotations and attached to PO use local suppliers where possible always compare with the gov.uk portal for best value
	Above £181,302	Accounting Officer (EHT) and SBM and Chair of TB	EU Procedure OJEU Notice. At least 5 tenders must be sought, ensuring that the tender process complies with EU Directives. The NEPO portal must be used.
	Authority to accept other than lowest quotation or tender	The above limits are based on the principles of value for money. If the lowest quotation is not taken then a written explanation must be attached with the quotes received to the PO and presented to TB.	



Finance			
Delegated Duty	Task	Delegated Responsibility	Comment
Consultants	Up to £15,000	Accounting Officer (EHT) and SBM and Chair of TB	If within approved budget level; <ul style="list-style-type: none"> neither written quotations nor tenders need to be invited. ensure value for money is achieved using local suppliers where possible.
	£16,000 - £164,176	Accounting Officer (EHT) and SBM and Chair of TB	If within approved budget level; <ul style="list-style-type: none"> require 3 written quotations and attached to PO use local suppliers where possible always compare with the gov.uk portal for best value
	Above £164,176	Accounting Officer (EHT) and SBM and Chair of TB	EU Procedure OJEU Notice. At least 5 tenders must be sought, ensuring that the tender process complies with EU Directives. The NEPO portal must be used.
Budget	Determine the level of any contingency fund or balances to be held by the Trust and its academies.	Trust Board	
	Overview of Budget setting for Trust and Academies.	EHT and Trust Board	
	Monitor and review income and expenditure against budgets and	Accounting Officer and Trust Board	



	ensure compliance with overall financial plan.		
	Approve Academy budget	TB	
Policies	Annual review of all financial policies including pay policy	TB	
	Implement Trust policies and review as agreed.	LGB	
Future planning	Preparation of a disaster recovery/business continuity plan for the Trust and ensuring local plans exist in each academy in the Trust.	EHT, HT, SBM	
	Development and maintenance of asset management plan to ensure development, maintenance and replacement of all physical assets, equipment and facilities.	EHT, HT, SBM	
	Ensure there is a continuous and sufficient review of risks, recorded on risk register.	EHT, HT, Trust Board	
	To determine the application of national inflationary increases as required	SBM to present to TB	
Audit	Review findings of external audit and review action plan arising from results.	SBM to present to TB	
Accounts	Ensure that the audited accounts are filed with Companies House and published on the web site	TB	
Value for money	To ensure value for money within all resources in the Trust	EHT and TB	



Staffing			
Delegated Duty	Task	Delegated Responsibility	Comment
<p>Appointments</p> <p>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training and be at least 3 members.</p> <p>The EHT may nominate an alternative representative if they are unavailable to make up a panel.</p>	Staff within an academy at all levels below EHT/HT	Head Teacher of Academy, DHT and another member of Senior Leadership Team	
	Executive Head Teacher/ Head Teacher	Trust Board	
	To approve applications to be paid on the Upper Pay Range	EHT on basis of Performance Management and in line with budgets	
<p>Staffing Structure</p>	Approve academy staffing structures within the academy's budget, including approval of any restructuring	Executive Head Teacher	
	Creation of permanent new posts with salary above £55,000	Trust Board	
<p>Pay</p>	To advise each Local Governing Body on current and future pay levels.	Accounting Officer and SBM	
	To ratify appropriate salary ranges and starting salaries for members of the leadership group.	in line with Pay Policy	
	To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made by the local governing body and HR (staff pay and performance	EHT on basis of Performance Management.	



	management) in accordance with the approved pay policy.		
	To approve annual pay progression for the Executive Head Teacher (by 31 December at the latest), taking account of the recommendation made by the Performance Review Panel, following the annual review.	In line with Pay Policy	
	Pay Appeals	Academies – EHT Made by Leadership Team – TB	



Teaching and Learning			
Delegated Duty	Task	Delegated Responsibility	Comment
Curriculum	To follow government guidelines on curriculum content and ensure coverage across school	EHT, HT present to LGB	
	To manage areas of the curriculum and share resources, research and best practice with staff	HT and Senior Leaders	
	To provide training to staff to support and enhance deliver of curriculum	EHT, HT and Senior Leaders	
Risk Assessments	Named Governor for Health and Safety to monitor risk	LGB and TB	
	Ensure Health and safety, trips are included in Evolve assessment tool	EHT, HT – Academy External Visits Coordinator	
Achievement	To monitor and evaluate pupil performance.	EHT, HT and LGB	Present findings to TB
	Monitor and evaluate School Improvement Plans	EHT, HT and LGB	Present findings to TB
	Monitor the effects of pupil attendance, Fixed term, Permanent exclusions	EHT, HT and LGB	Present findings to TB
	To approve internal Academy policies (see agreed list)	LGB	



Appointments

All appointment panels must contain at least one member who has undertaken Safer Recruitment Training.

The EHT may nominate an alternative representative if they are unavailable to make up a panel. Panels must be made up of a minimum of 3 members. AN HR representative will be present at all senior leadership appointments for HT and above.

Post	Appointment Panel
EHT	Trust Board (minimum of 3 Trustees to include the Chair of the Trust Board, with non-voting co-optees as required)
HT	Trustee, EHT and one other as determined by EHT
Deputy Head	EHT, HT of Academy and LGB member
Business Manager	EHT, HT of Academy and LGB member
Assistant Head	EHT, HT of Academy and LGB member
TLR	HT of Academy and LGB member, Leadership Team member
Teacher	HT of Academy and LGB member, Leadership Team member
Teaching Assistant	HT of Academy and Leadership Team members
All Support Staff posts	HT of Academy and Leadership Team members



Disciplinary Hearing Cases, Dismissals and Grievance Hearings

- See Grievance policy

Posts	Delegated Responsibility
EHT	Chair of Trust Board or nominated Trustee
HT	EHT or Trustee
Business Manager	EHT
All other academy staff below HT	EHT or HT

For all disciplinary cases and dismissals, the following delegation model shall apply. A panel of 3 is required for all disciplinary/dismissal appeal hearings.

Posts	Delegated Authority	Appeal
EHT	3 Trustees	3 Trustees not previously involved
HT	EHT	EHT, HT of member academy and one other Trustee
DHT	EHT or HT	EHT, HT and one other member of leadership team in Academy
Business Manager	EHT or HT	EHT, HT, one other member of leadership team in Academy
AHT	HT	EHT, HT, one other member of leadership team in Academy
All other Academy posts	HT	EHT, HT, one other member of leadership team in Academy



Human Resources		
Function	Delegated Authority	Comment
Performance Management		
EHT	Chair of Trust Board plus 1 other Trustee and External School Improvement Partner	
HT	EHT (when additional schools join MAT)	Co-Headship HT to also have External School Improvement Partner beginning June 2019
DHT/Leadership Team	HT of Academy	
Teacher	HT, DHT, AHT	
All other Academy Posts	Line Manager as agreed	
Staffing Restructures	EHT and HT in conjunction with SBM	All decisions will be within agreed budget and presented to TB
Re-grading/Re-designation/increase in hours (permanent or fixed term)		
Salaries in excess of £55,000 (Excl. on costs)	Trust Board	
Academy posts below £55,000 (Excl. on costs)	HT of Academy	In line with Pay Policy and approved budget
Creation of permanent new posts with salary above £55,000	Trust Board	
Creation of permanent new post with salary up to £55,000	EHT, within Trustee approved budget	
Revisions to Pay and Conditions	Trust Board on recommendation from EHT	In line with agreed policies and ensuring consistency between MAT schools
Decisions to make redundancies	Trust Board on recommendation from EHT	In line with agreed policies
Authorisation of redundancy/early retirement payments	EHT with SBM approval and in line with policy	
Determination of EHT, HT pay range	Trust Board in line with budget and consultation with SBM	In line with Pay Policy



Determination of pay range	Trust Board in line with budget and consultation with SBM	In line with Pay Policy
Determination of pay progression of the EHT/HT	Trust Board in line with budget and Pay Policy	
Determination of pay progression of other members of Academy	HT on basis of Performance Management and in line with approved budget	Present findings to TB
School Business manager pay progression	HT in conjunction with EHT and in line with Trustee approved budget	
Accelerated progression of teaching posts below DHT within their pay grade (including threshold)	EHT on recommendation from HT	In line with Pay Policy
Pay Appeals	A HT not previously involved	
Administration of employment contracts, pay and conditions of service	SBM	

