



Solent Academies Trust

Scheme of Delegation

Solent Academies Trust (SAT) is a Multi-Academy Trust (MAT) committed to providing high quality education for pupils with special educational needs and disabilities within friendly, caring and stimulating learning environments in all our academies. The Trust's vision and pledge is that:

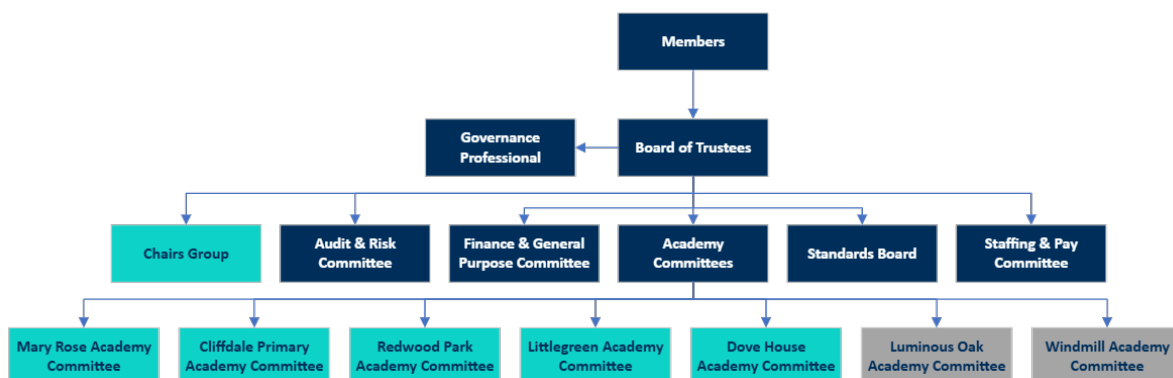
Together we inspire lifelong learning, perseverance, kindness, and growth, transforming the lives of our children and families.

The MAT is a charitable company, regulated by the Department for Education. The Scheme of Delegation outlines where responsibility and accountability for key areas sit in academies within the Trust between the four tiers of governance:

High quality governance is central to the success of Solent Academies Trust. All those involved in governance have the overarching aim of ensuring that the children and young people in our schools can achieve to the best of their ability. Governors provide confident, strategic leadership and create robust accountability, oversight, and assurance for educational and financial performance.

Our Members, Trustees and Governors are drawn from a wide range of backgrounds, have a diverse set of skills and knowledge that enriches and strengthens the work of the Trust. All those elected or appointed to governing boards of any type are expected to fulfil their duties in line with the seven principles of public life (the Nolan Principles): selflessness, objectivity, openness, leadership, integrity, accountability, and honesty.

Our governance structure has three layers of governance: Members of the Trust, The Board of Trustees and Academy Committees. The Members of the Trust and the Board of Trustees provide oversight across the Trust, and the Academy Committees provide oversight for individual schools. This document sets out our governance structure and is followed by a summary of each element.



Members of the Trust

The Members are the guardians of the Trust. They are responsible for agreeing to the Trust's Articles of Association and approving any changes to it. Members appoint and dismiss Trustees and appoint the Trust's external auditors. It is their responsibility to hold the Board to account for its conduct and performance.

Board of Trustees

The Board of Trustees have overall accountability and legal responsibility for the Trust. The Trust's Articles of Association set out the charitable objects of the Trust along with its governance composition and overarching procedures. They are available on the Trust website.

The Board of Trustees have formal accountability for the statutory functions of the Trust and are responsible for:

- Ensuring clarity of vision, ethos, and strategic direction of the Trust as a whole.
- Oversight of the financial and educational performance of all the schools in the Trust.
- Holding the Chief Executive Officer (CEO) and Trust senior leaders to account.

The Board has four sub-committees that meet termly:

- Finance and General Purposes
- Audit and Risk
- Standards
- Staffing and Pay

The Committee Terms of Reference set out the duties of each committee and are available on the website. All sub-committees report back to Trustees at the next Board meeting.

Delegation

This scheme of delegation sets out the delegated authority and responsibility for a range of duties to ensure effective leadership and governance of the Trust. The Board of Trustees delegates duties to:

- The Executive Team
- Board Committees
- Academy Committees
- Academy Principals

A financial scheme of delegation defining financial responsibilities and spending limits is an appendix to this policy. Please see appendix A.

Academy Committees (AC's)

Strong local governance plays an important part in the success of our schools. Each school in the Trust has an Academy Committee which is accountable to the Central Board of Trustees. Our Academy Committees comprise of Co-opted Governors, Parent Governors, Staff Governors, and the Principal.

Each Academy Committee has real powers and responsibilities. They are responsible for local oversight, challenge, and support for the individual academies in the Trust. Responsibilities from the Trust Board are delegated via the Scheme of Delegation which is reviewed on an annual basis. Academy Committees support with the development and implementation of academy strategic plans, monitor progress, monitor performance and the implementation and impact of policies, challenge and support the school's Principal and senior leadership team and ensure that stakeholder voices are heard. We encourage our Governors to become involved in the wider life of the academies.

The Chairs of each of the Academy Committee meet termly with each other and representatives of the Trust Board to support a good flow of communication between the different layers of governance.

The Trust provides guidance and support to the Academy Committees. As part of our ongoing commitment to ensuring we have well informed governance at all levels, membership of the Key for School Governors is provided along with access to NGA (National Governance Association) Learning Links and training provided by Hampshire Governor Services.

SAT ACADEMY TRUST - SCHEME OF DELEGATION							
A= Approve DD =Develop and Deliver R = Recommend I - Implement IN = Inform C=Consult M=Monitor D= Develop E=Evaluate Rep - Report	Academy Leaders	Executive Team	Academy Committees	Trust Committees	Trust Board	Members	Reference
Vision and Strategic Direction							
Trust Strategic Objective	I	DD,Rep	IN	C,M	D,A,M	IN	
Academies Strategic Objectives	DD,R,Rep	D,A,M	E,M	(ST) M (FGP) C			
Trust Development Plan		DD,Rep		C,E,R	M,A		
SET Trust organizational vision, culture, values and ethos	I,D,Rep	DD,Rep	IN		D,A,M	IN	
Set Academy organisation vision, culture, values and ethos	DD,Rep	D,A,M	C,M	(ST) IN			
New Schools to join Trust	IN,C	DD,Rep	IN	C,E,R	E,A,M	IN	
Trust Key Performance Indicators (KPI's)	I, IN	DD,R,Rep	IN	C,M,Rep	D,A,M	IN	
Academy KPI's	DD,M,Rep	D,A,M,Rep	M	ST - M			
Stakeholder engagement and voice - including parents, pupils, staff, community and LA	DD,Rep	M,Rep	C,DD,M	ST - M	E		
A= Approve DD =Develop and Deliver R = Recommend I - Implement IN = Inform C=Consult M=Monitor D= Develop E=Evaluate Rep - Report	Academy Leaders	Executive Team	Academy Committees	Trust Committees	Trust Board	Members	Reference
Compliance							
Equalities	I,Rep	DD,M,Rep	M	(S&P) - C,M	A,M		
Website	D,Rep	DD,M,Rep	M	(A&R) - M,Rep	M		
SEND	DD,Rep	DD,M,Rep		(ST) M, Rep	A,M		
Employment	I	DD,M,Rep		(S&P) D,R,M	A,M		
FOI	I	DD,M,Rep		(A&R) - D,R,M	A,M		
Data Protection	I	DD,M,Rep		(FGP) R,M	A,M		
Health and Safety	D,I,M	DD,M,Rep	M, Rep	(A&R) D,R,M	A,M		
Safeguarding	C,I,Rep	DD,M,Rep	M, Rep		A,M,E		
Policy Schedule and Approval	C,I,Rep	D,M,Rep	M, A	A,M	A,M		All Committees
Admissions and Attendance Registers	DD,	A, M		(ST) M			Attend Admission panel

SAT ACADEMY TRUST - SCHEME OF DELEGATION							
A= Approve DD =Develop and Deliver R = Recommend I - Implement IN = Inform C=Consult M=Monitor D= Develop E=Evaluate Rep - Report	Academy Leaders	Executive Team	Academy Committees	Trust Committees	Trust Board	Members	Reference
Appointments							
Appointment and Removal of Trustees						A	
Appointing Co-opted Trustees					A		
Election of Chair of Trust Board					A	IN	
Election of Chair and Vice Chair of Trust Board					A	IN	
Appoint Link Trustees					A		
Board Committee and working group including Academy Committees					A		
Appoint and Remove Chairs of Board Committees				A			
Appoint and Remove Company Secretary		C			A & RM		
Appointment of Academy Committees Chair			D,R		A		Term of 2y
Appointment of Academy Committees Vice Chair			A				
Appointment of Co-opted Governors			D,R		A		
Appointment of Staff Governors	DD		A				
Appointment of Parent Governors	DD		R		A		
Appoint Link Governors			A,I				
Appoint Associate Governors			A,I				
Appoint and remove the Clerk to Academy Committees		A					
Appoint Link Trustees					A		
A= Approve DD =Develop and Deliver R = Recommend I - Implement IN = Inform C=Consult M=Monitor D= Develop E=Evaluate Rep - Report	Academy Leaders	Executive Team	Academy Committees	Trust Committees	Trust Board	Members	Reference
Governance							
Articles of Association					I	A	
Governance Delegations and terms of reference for committees and Academy Committee's's	IN	DD	C	R	D,A,M	IN	
Performance of Board and Committees		D,M			A,E, D, Rep	IN	
Performance of Academy Committees	C	D,M	I,Rep	M			
Ensuring Trustee skill set		I,C			DD,A	IN	
Ensuring Academy Committees skill sets	IN,C	D,IN	I,Rep		M		
Corporate risk register and management including risk strategy, contingency or business continuity planning	C,DD,Rep	DD,M,A,Rep	C	(A&R) D,M,R	A,E,M	IN	Other Committees
External Inspections	DD,R,C,Rep	DD,R,Rep			C,E		
External Inspections Education	DD,R,C,Rep	DD,R,Rep	C,E		C,E		
Managing conflicts of interests and related party transactions	I,D,Rep	I,D,Rep		(A&R) D,M,R	A,M		
Academy Risk Registers	DD		D,C,A				

A= Approve DD =Develop and Deliver R = Recommend I - Implement IN = Inform C=Consult M=Monitor D= Develop E=Evaluate Rep - Report	Academy Leaders	Executive Team	Academy Committees	Trust Committees	Trust Board	Members	Reference
Teaching and Progress							
Quality of Teaching, assessment and Curriculum development for all phases - Trust level	DD, C	DD,R,Rep		(ST) C,M	M,A		
Quality of Teaching, assessment and Curriculum development for all phases - Academy Level	DD, I	D,M,A,Rep	M	(ST) I			
Academic Results and destinations	D,I,M	D,M,Rep	M	(ST) I,M,E			
Pupil Premium and Primary PE and Sport Premium, Recovery Premium	DD,Rep	A,M	M, Rep	(FGP) I, M, E			
Delivering support for Looked After Children	DD,Rep	A,M	M, Rep	(ST) I,M,E			
Delivering Careers Guidance	DD,Rep	A,M	M, Rep	(ST) I,M, E			
Pupil Suspension	E,R,I	E	E				
Pupil Exclusion	E,R,I	E			E		
A= Approve DD =Develop and Deliver R = Recommend I - Implement IN = Inform C=Consult M=Monitor D= Develop E=Evaluate Rep - Report	Academy Leaders	Executive Team	Academy Committees	Trust Committees	Trust Board	Members	Reference
Budget and Finances							
Trust Annual Budget and 3 year strategic plan	C,I	DD,M,I		(F&GP) C,R,M	A,M		
Academy Annual Budgets and 3 year strategic plan	I,M	DD,M, E		(F&GP) C,R,M	A,M		
Financial KPI's		I		D,R,M	A,M		
Delegated Budgets and Finances	I,Rep	DD,Rep		(F&GP) R,M	A		
Delivering Monthly Management Accounts and Forecasts	C,M	DD,Rep, M		(F&GP) M	M, E		
Top Slice Arrangements		DD		(F&GP) Rec, M	A		
Cash Management planning and cash flow	I	DD,Rep		(F&GP) R, M	M		
Annual Accounts and Trustee reports		DD,Rep		(F&GP) C (A&R) C,R	A	IN	
External Audit		C,E,I,Rep		(A&R)Rec,M,I	I	A	
Internal Scrutiny		C,R,I		(A&R) E,R,M	A	I	
Establishing Controls Framework	I	DD,M,Rep		(F&GP) M,R	I,M		
Financial Operation Regarding investments, returns to the Education and Skills Funding Agency (ESFA), auditors management letter. Response, procurement and value for money		DD,Rep		(F&GP) M,R (A&R) M,Rec	A		
Insurance Cover		DD,Rep		(F&GP) M,A	IN		
<i>Note: A Financial Scheme of Delegation defining specific financial responsibilities and spending limits is Appendix A</i>							

SAT ACADEMY TRUST - SCHEME OF DELEGATION							
A= Approve DD =Develop and Deliver R = Recommend I - Implement IN = Inform C=Consult M=Monitor D= Develop E=Evaluate Rep - Report	Academy Leaders	Executive Team	Academy Committees	Trust Committees	Trust Board	Members	Reference
Staffing							
Appointment of CEO and Accounting Officer	C	C			DD,R,A	IN	
Appointment of CFOO		DD,R,A			C,A		
Appointments of Directors in Executive Team		C, D,A		C,R	IN		
Appointment of Principals		D,A	C		C		PANEL
Pay and Performance management framework including Executive and Principal Pay		DD,R,A		(S&P)D,R,M	A		
CEO Performance Management Review				D			PANEL
Executive Director Teams performance Management Review		DD,A					CEO, TRUSTEE
Principals Performance Management Review		DD,R	C & R				
Staff Structure/restructures	D,I	DD,M,A,Rep	IN	(S&P) C (F&GP) C	A		
Continued Professional Development	DD,Rep	DD,M,Rep		(S&P) M,Rep			
HR KPI's	I	DD,M,Rep		(S&P) D,R,M	A,M		
Staff Wellbeing Strategy	DD,Rep	DD,Rep	E,M, Rep	(S&P) DD,Rep	A,M		
<i>Note: Appointment, dismissal, performance management, disciplinary procedures for all other Trust and Academies staff to be undertaken by relevant governance layer in line with policies and delegations. Note Chair is able to make recommendations during the Principals Performance Management Review</i>							
SAT ACADEMY TRUST - SCHEME OF DELEGATION							
A= Approve DD =Develop and Deliver R = Recommend I - Implement IN = Inform C=Consult M=Monitor D= Develop E=Evaluate Rep - Report	Academy Leaders	Executive Team	Academy Committees	Trust Committees	Trust Board	Members	Reference
Operations							
Trust Central Services provided to Academies	E	DD,R		C,R	A,E		
Asset and Premises Maintenance Strategy and delivery maintaining buildings and facilities in	I	DD,Rep		(F&GP) R, M	A,M		
Acquiring and disposing of Trust Land		DD,R,Rep		C,R	A	IN	
IT Strategy	D,E	DD,R,Rep,E		(F&GP) R, M	A		

Appendix A

Financial Scheme of Delegation

ITEM A= APPROVE R=RECOMMEND Definition of a budgeted spend - if it isn't specifically itemised in the budget then it isn't classed as budgeted spend.	Trust Board	Chair of Board	Board Committee	CEO	CFOO	Director of Finance	Management Accountant	Assistant Management Accountant	Executive Principals/ Principals	Head of School	Budget Holders
Ordering goods and services. Virement of budget between budget headings. Entering in to operating lease agreements. Nett values.											
Over £50,000	A										
From £30,001 to £50,000			A (F&GP)								
Up to £30,000				A							
Up to £10,000					A						
Up to £5,000						A					
Up to £3,000							A		A		
Up to £2,000								A		A	
Up to £1,000											A
Invoice approval											
Over £30,000		A									
Between £10,001 and £30,000				A							
Between £5,001 and £10,000					A						
Between £3,001 and £5,000						A					
Up to £3,000							A				
Up to £2,000								A			
Authorise Petty Cash up											
Over £30 (in exceptional circumstances)				A	A	A					
Up to £30				A	A	A	A		A	A	

ITEM A= APPROVE R=RECOMMEND Definition of a budgeted spend - if it isn't specifically itemised in the budget then it isn't classed as budgeted spend.	Trust Board	Chair of Board	Board Committee	CEO	CFOO	Director of Finance	Management Accountant	Assistant Management Accountant	Executive Principals/ Principals	Head of School	Budget Holders
Payroll/Staffing											
Authorisation of monthly Payroll and third party payments				A	A	A	A				
Change of Leadership Structure (including TLR posts)	A		S&P Review and Recommend								
Authorisation of staff posts outside of budgeted staffing structure; over £30,000 additional costs			S&P Review and Recommend								
Authorisation of staff posts outside of budgeted staffing structure; up to £30,000 additional costs				A							
£10,000 additional costs					A						
Staff Severance & Compensation Authorisations											
Handbook (ATH)											
Up to £50,000	A										
Approval of Tenders											
Over £50,000	A										
Over £30,000 with formal tendering process		A	A								
Up to £30,000 with three written quotations				A							
Up to £10,000 with three written quotations					A						
Up to £5,000 with three written quotations						A					
£2,001 - £3,000 with three written quotations									A		
Documented benchmark value for money attached to PO											A

ITEM A= APPROVE R=RECOMMEND Definition of a budgeted spend - if it isn't specifically itemised in the budget then it isn't classed as budgeted spend.	Trust Board	Chair of Board	Board Committee	CEO	CFOO	Director of Finance	Management Accountant	Assistant Management Accountant	Executive Principals/ Principals	Head of School	Budget Holders
Authorisation of disposal of Assets (excluding land and buildings) No net book value without written approval											
Over £2,000	A										
Over £1,000 up to £2,000			A								
Up to £1,000				A	A						
Up to £500									A		
Write off bad debts											
£5,000 and over, up to allowed limit ATH	A										
Between £2,000 - £4,999			A (F&GP)								
Single items up to £1,999				A							
Single items up to £999					A						
Investment Platform Insignis											
Individual Investment Amount £120k				A	A	A					
Total Investment Amount - unlimited				A	A						
Signatories for cheques, BACS and other bank transfers				CEO, CFOO, DoF, Management Accountant							
Acquiring Freehold land or buildings	To follow guidance in the Academy Trust Handbook (ATH)										
Disposing of freehold land or buildings											
Disposing of heritage assets											
Taking up a leasehold or tenancy agreement on land or buildings from another party of 7 or more years											
Granting a leasehold or tenancy agreement on land or buildings from another party of any duration											