



# HISP

## Multi Academy Trust

Policy	Scheme of Delegation
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Approved By	Trust Board
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## Introduction and Purpose

The Board of the HISP Multi Academy Trust is accountable in law for all decisions about the Trust and its schools. It is vital to ensure there are systems in place so the Board is assured of the quality of education as well as the safety and good practice of activity within the Trust. However, this does not mean the Board is required to undertake all tasks or make all the decisions itself. This Scheme of Delegation sets out the delegated functions within the HISP governance structure. This document, together with the committee structure and Terms of Reference, will be reviewed at least annually by the Board.

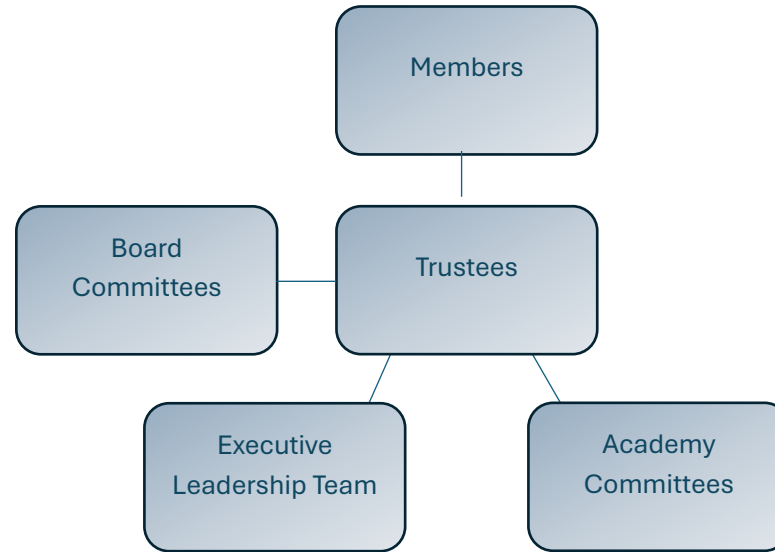
The intention of this document is to:

- Set out delegations for specific areas of activity or decision making in a clear, usable format
- Provide clarity, consistency and avoid duplication or overlap in governance
- Seek to place governance decision making as close as possible to the point of impact.

HISP's approach to governance allows it to adapt to the different needs of the schools. There may be circumstances when the Board will need to intervene and choose to withdraw specific delegated authorities although these are expected to be the exception rather than the rule. Possible examples where this may be required include, but are not limited to, significant concerns within a school which may relate to safeguarding, finance, educational performance or an adverse Ofsted inspection.

This document should be read alongside the Trust's Terms of Reference and Articles of Association. These cover governance delegations but are in addition to the Trust's Financial and HR delegations. The delegations have been drafted informed by an assumption that functions will be carried out in line with the Trust's Articles, agreed Trust policies or approaches, as well as to meet all compliance requirements. In addition, where significant concerns or issues arise, and in line with Trust policies as well as regulators' requirements, it is recognised that these may be raised by exception with the Board or other Trust stakeholders.

## Structure



As an exempt charity and company limited by guarantee, HISP MAT is governed by a Board of Trustees who are responsible for, and oversee, the management and administration of the Trust and the academies run by the Trust. These Trustees are accountable to the Department for Education (DfE) and external Government agencies, including the Charity Commission, for the quality of the education provided and the effective use of the associated academy funding. The Trustees are also accountable to the Members who are the guardians of the governance of the Trust.

The Scheme of Delegation defines the powers which are delegated from the Trust Board to the other sub-committees or Executive Officers in order to facilitate the day-to-day running of the organisation, ensuring compliance with the Academies Financial Handbook and the HISP Financial Regulations. In the absence of an AC, default lays with the Executive Team, who may delegate to an interim board. While the Scheme of Delegation seeks to offer clarity on decision-making powers, and includes specific authorities, it cannot provide a definitive and exhaustive guide to decision-making across every area of MAT business. To that end, the HISP Trust Board and its officers should seek to operate within the spirit of the framework holding to the culture of governance, as defined by high levels of transparency and trust. Further detail on financial delegation is included in the Trusts Financial Policies.

The key tiers of governance of the Trust are:

**Board** - The legal accountable body for HISP. The Board is responsible to the Secretary of State for Education for the effectiveness of each of the HISP schools. Members of the Board fulfil the duties of company directors, trustees and governors; they are referred to within HISP as Trustees. It is recognised that, whilst the Board can choose to delegate some of its functions, it cannot delegate its responsibilities. The Trust Board alone will have authority to agree the scheme of delegation.

### **Chairs Action between Trustee Meetings**

No individual trustee is empowered to make decisions on behalf of the Trust outside any specific authority set out in this scheme of delegation. However, as an exception, the Chair of Trustees can decide as a single trustee when a delay in doing so would be:

- seriously detrimental to the interests of the Trust of any of its Schools,
- it would not be possible to postpone the decision to a meeting of trustees (which the Chair can convene with less than 7 days' notice if necessary, provided trustees will have sufficient time to receive and consider relevant documents relating to the decision).

The following types of decisions cannot be made by "Chair's Action":

- decisions in relation to admissions.
- approvals of financial spend above £100,000.
- decisions on executive pay.

Any use of this power will be reported to the next board or relevant committee meeting

**Academy Committees** – The Board has established one Academy Committee for each school, with a key role to provide local input into school plans, standards, stakeholder engagement, SEND, Safeguarding and review alignment with HISP strategy, approach, ethos and values. Academy Committee Chairs are appointed by the Trust Board, who can appoint an interim board if necessary.

## Definitions

Descriptor	Definition
<b>Approve</b>	Responsible / accountable for approving a document or process, where appropriate, determining how the task will be undertaken including defining appropriate milestones and targets to be reported against. Where this relates to appointments, for example a lead trustee role, this is included in the delegations as 'appoint'.
<b>Consulted</b>	Will be consulted as part of the process of completing a task. Their contributions may inform the approach or decision.
<b>Informed</b>	Will receive one-way information on decisions or approaches.
<b>Recommend</b>	Will make recommendations as to how a task, decision or approach should be undertaken or completed. The recommendation will usually inform the approach or decision.

Ref	Area	Members	Trust Board	Executive Leadership Team (ELT)	Academy Committee (AC)	Academy Head (AH), or unit leader
<b>1. Governance</b>						
1.1	Review, amend, adopt Articles of Association	Approve	Recommend			
1.2	Change the name of Academy Trust	Approve	Recommend			
1.3	Wind up the Academy Trust	Approve	Recommend			
1.4	Appoint and remove Members	Approve	Recommend			
1.5	Appoint and remove Trustees to the Board in line with Articles of Association	Approve	Recommend			
1.6	Appointment and removal of external auditors	Approve	Recommend			
1.7	Determine power of Chair of Trustees in urgent situations		Approve			

Ref	Area	Members	Trust Board	Executive Leadership Team (ELT)	Academy Committee (AC)	Academy Head (AH), or unit leader
1.8	Appointment of Board Chair, Vice-Chair and Link trustee roles		Approve	Informed	Informed	Informed
1.9	Appointment of AC chairs		Approve	Informed	Recommend	Consulted
1.10	Appointment of AC members for new schools within the HISP		Approve	Recommend	Consulted	Consulted
1.11	Appointment of AC members (excluding AC members for a newly joined school)			Inform	Approve	Consult
1.12	Appointment of Clerk to Trust Board and Committees		Approve	Inform		



Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee (AC)	Academy Head (AH), or unit leader
<b>2. Strategic</b>					
2.1	Trust vision and strategy, including any plans for growth or significant change	Approve	Recommend		
2.2	Trust ethos and values	Approve	Recommend		
2.3	Trust Executive Plan including key pillars, priorities, KPIs, input from school improvement plans	Approve	Recommend		
2.4	Risk Management and control	Approve	Recommend		
2.5	Potential new schools to join the Trust Note: Board will confirm specific approach for each school	Approve	Recommend		

Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee (AC)	Academy Head (AH), or unit leader
<b>3. Education, Curriculum and School Performance</b>					
3.1	School Improvement Plans and Self-evaluation	Informed	Approve	Consulted	Recommend
3.2	Trust outcomes	Approve	Recommend	Informed	Informed
3.3	School academic targets	Informed	Approve	Consulted	Consulted
3.4	Trust curriculum intent & provision incl. EYFS and 6 <sup>th</sup> form	Approve	Recommend	Informed	Consulted
3.5	School curriculum intent and provision including EYFS and sixth form	Informed	Approve	Informed	Consulted
3.6	Trust policies and practice	Approve	Recommend	Informed	Consulted

Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee (AC)	Academy Head (AH), or unit leader
3.7	School policies and practice	Informed	Informed	Approve	Recommend
3.8	Strategy for Pupil Premium and other grants	Informed	Consulted	Approve	Consulted
3.9	Safeguarding oversight, policies and procedures (including Prevent)	Approve	Recommend	Consulted	Consulted
3.10	School admissions	Informed	Consulted	Approve	Recommend
3.11	Set term dates and length of the school day	Approve	Recommend	Consulted	Consulted

Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
<b>4. Financial Management</b>					
4.1	Financial Regulations, financial and asset management policies, controls and procedures to ensure compliance across Trust & schools	Approve	Recommend		
4.2	Setting budgets within the Trust	Approve	Recommend		
4.3	Agree a funding model for Trust (including academies)	Approve	Recommend		
4.4	Internal auditors, audit and controls and bankers for the Trust	Approve	Recommend		
4.5	External audit reports, annual report and accounts	Approve	Recommend		

Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
<b>5. Estates, ICT, Health &amp; Safety and Operations</b>					
5.1	Trust policies and property strategy, estate improvement plans, priorities for premises maintenance and development including an accessibility plan	Approve	Recommend	Consulted	Consulted
5.2	Health & Safety	Approve	Recommend	Informed	Consulted
5.3	ICT services and resources	Approve	Recommend	Informed	Approve
5.4	School conditions allocation	Approve	Recommend	Consulted	Consulted

Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
<b>6. People, Pay and Culture</b>					
6.1	Employment related policies	Approve	Recommend	Informed	Consulted
6.2	Proposals for restructuring or redundancy	Approve	Recommend	Informed	Proposed
6.3	Appointment of CEO and CFO	Approve	Recommend	Informed	Informed
6.4	Appointment of (other) Executive Directors and central Trust staff	Informed	Approve	Informed	Informed
6.5	Pay range for appointment of (other) executive directors	Approve	Recommend		
6.6	Appointment of Academy Heads	Informed	Approve	Informed	
6.7	Pay range for appointment of Academy Heads	Approve	Recommend	Informed	

Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
6.8	Appointment of teaching positions (including teaching leadership scale) and unit / school-based support staff roles within approved budget, existing staffing structure and approved leadership range/job evaluation		Informed	Informed	Approve (subject to operational SofD detail)
6.9	Performance management and pay awards for CEO and Executive Team	Approve	Recommend		
6.10	Pay award determination for Academy Heads	Approve	Recommend	Informed	
6.11	Pay award determinations for all other school staff including allocation of TLR/ UPS and SEN values, and cost of living awards and pay progression	Approve	Recommend	Informed	Proposed
6.12	Leadership ranges (below Academy Head)	Informed	Approve	Informed	Recommend

Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
6.13	Pay point/salary range (for new, regraded or temporary additional role or vacancy in staffing structure)		Approve		Recommend
6.14	Trust-wide job evaluation		Approve		Recommend
6.15	HISP terms and conditions: Variation from standard for a new employee	Informed	Approve		Recommend
6.16	Harmonisation of TUPE'd terms	Approve	Recommend	Informed	Consulted
6.17	Adoption of HISP terms for onboarding schools	Approve	Recommend		Consulted
6.18	Annual pay policy for all staff including pay ranges	Approve	Recommend	Informed	Consulted
6.19	Determination of any discretionary allowances	Informed	Approve	Informed	Recommend



Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
6.20	Pension matters including early or post-retirement where potential financial implications, change of pension trust rules and one-off requests	Approve	Recommend		Consulted
6.21	Where management discretion exercised or delegated PP&C authority not noted within this section with Trust implications / precedent setting	Informed	Approve		
6.22	Settlement of any other form of termination payment (including PILON) where HISP has terminated the employment	Approve	Recommend	Informed	Proposed