EMAT SCHEME OF DELEGATION

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Version 6.2

Prepared By:
Director of Governance and Compliance

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Trust Board (addition - Chairs Action)

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Version History

Version	Date Approved	Amendments (Briefly Detail Changes and section/page number)	Substantive or Operational Amendment	Approved By: Substantive – Trust Board Operational – Head of Function/CEO
Example 1.0	*06.01.2026*	*Page 4 – update to the relevant legislation* *Page 6 – update to the role holder in the Trust*	*Operational*	*CEO*
5.0	12.11.25	Revised to: • Align with latest guidance/compliance; • Clarity of delegations; • Inclusion of Terms of Reference for all committees (new TOR for LGC); • A new policy schedule; • Authority for a "Chairs Action" for the Trust Board Chair; Renaming of the Central SLT to Exec to line in with the Academies Trust Handbook	Substantive	Trust Board
6.0	16.09.26	Full review of all Terms of Reference (moved to a separate document) to reflect enhancements to EMAT Governance Framework including: • Alignment with latest guidance/compliance • Minor amendments to delegations Revision of all Terms of Reference – including a Chair's Group and Nominations Committee documents	Substantive	Trust Board
6.1	12.10.26	Updated Governance Structure in more detail on page 8.	Operational	Director of Governance and Compliance
6.2	20 10 26	Addition to page 16 – Budget and Finance to specify the delegation for Special Payments as per the AHT effective 01 10 2026. AHT Mandatory Requirement – added in for clarity.	Operational	Director of Governance and Compliance **Ratified** by Trust Chairs Action

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EMAT Scheme of Delegation

1.0 Introduction and Guiding Principles

Esteem Multi-Academy Trust (The Trust) is a charitable company limited by guarantee (company number – 11403922) and is an exempt charity. For the purposes of common law, the Trustees of The Trust are Directors of the charitable company.

The scheme of delegation (SOD) sets out the delegated powers between the different bodies involved in the governance and operational of the Esteem Multi-Academy Trust (EMAT).

The guiding principles used for determining the SOD are outlined in the most recent Academy Trust Handbook (ATH) which is issued annually by the Department of Education, namely:

1.1 Board Purpose

The Academy Trust is the legal entity with the board having collective accountability and responsibility for the academy trust and assuring itself that there is compliance with regulatory, contractual and statutory requirements.

The Academy Trust Board provides:

- **Strategic Leadership of the Academy Trust –** the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier.

- **Accountability and Assurance –** the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well maintained.

- **Engagement –** the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement.

2.0 Esteem Multi-Academy Trust (EMAT) Board

The EMAT Board of Directors (Board) are accountable for all major decisions about the academies that are part of the Trust, as per the requirements of the current Academies Trust Handbook.

As part of that accountability the Board delegate decisions, whilst retaining oversight, to:

- The CEO
- Board committees, including the Local Governing Committees (LGC's)

Any decision to delegate a responsibility is made by the Board and without such delegation an individual, committee or team has no power to act.

Vision, Values and Culture

Vision

- Leads and supports our academies to provide the highest standards of education and development for all our pupils.
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality.
- Provides a strong collective voice for our academies at a local and national level.
- Delivers support and SEND expertise to our academies and to other schools and local authorities.

Values

- Working together
- Celebrating Difference
- Being Brave
- Enjoying Learning

3.0 EMAT's Scheme of Delegation (SOD) Principles

In developing the SOD the Trust Board aims to:

- Promotes a culture of honesty and accountability
- Ensures clarity regarding which decisions the EMAT Trust Board remains in control of
- Identifies responsibility for the appointment and performance management of the CEO/ Executive Leaders and Headteachers
- Ensures that the role of the Executive Leadership is fully understood throughout the trust
- Identifies responsibility for policy and practice in each academy
- Identifies responsibility for oversight of educational performance in each academy
- Identifies responsibility for oversight of the Trust's and each academy's budget
- Identifies responsibility for assessment of risk

4.0 EMAT Key Roles and Responsibilities

4.1 The role of members

Members are the guardians of the Trust's governance through holding the Board of Trustees to account and ensure the Trust remains true to its charitable objectives.

As outlined in the Trust's Memorandum of Association and Articles of Association – which outline the governance structure and how we operate as a Trust - they have the power to:

- Appoint and remove trustees
- Amend the Trust's Articles of Association
- Receive the Trust's annual accounts
- Appoint auditors

The Articles of Association also describe how members are recruited and replaced, and how many of the trustees the members can appoint to the Board

Employees of the Trust are not permitted to be members.

4.2 The role of the trustees

Trustees are charity trustees (within the terms of section 77(1) of the Charities Act 2011) and must comply with the Trust's charity objectives, company and charity law under the funding agreement.

Company directors' duties are described in the Companies Act 2006 and Charity Trustees duties are described in the Charity Commission's The essential trustee guidance.

Trustees must conduct themselves according to the Nolan Principles (The Seven Principles of Public Life) and the EMAT Trustee and Governor Code of Conduct. Trustees will seek to foster equality, diversity and inclusion when building a diverse board.

Trustees are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum and Articles of Association.

The Board is the accountable body for the performance of all academies within the Trust providing:

1. **Strategic Leadership**

- Setting the Trust's vision, ethos and strategic direction
- Reviewing progress against strategy
- Ensuring the Trust meets its charitable objectives, primarily the advancement of education

2. **Accountability and Assurance**

- Holding executive leaders to account for the educational performance of the organisation and its pupils
- Monitoring the performance of the trust and ensuring continuous improvement in line with Trust priorities

3. **Financial Oversight**

- Ensuring the trust remains financially sound and compliant with the funding agreement and the Academy Trust Handbook
- Approving the trust's budget and monitoring financial performance
- Ensuring value for money and overseeing risk management

4. Legal and Regulatory Compliance

- Ensuring the trust complies with all relevant laws and regulations, including charity law, company law and education law.
- Maintaining proper governance structures and processes.

5. Safeguarding and Welfare

- Ensuring that safeguarding arrangements are effective and that pupil welfare is prioritised.

6. **Transparency and Integrity**

- Managing conflicts of interest and maintaining a register of interests
- Publishing key governance information on the trust's website
- Engage with stakeholders to involve them in supporting decision making

The Board is permitted to exercise all the powers of the Trust, delegating to the CEO responsibility for the day-to-day operations of the Trust.

The trustees can determine whether to delegate governance functions and have the right to review and adapt its governance structure at any time which includes removing delegation.

For the avoidance of doubt, where an authority is not expressly delegated to the CEO, LGC or Academy Headteachers, it will be deemed to be retained by the Trust Board.

4.2.1 Appointing the Chair and Vice Chair

The Chair and Vice Chair of the Board are appointed annually by the Trustees in accordance with the EMAT Articles of Association.

4.3 EMAT Trust Board Governance Structure

Our governance structure is established to provide robust challenge and support to both the central senior leadership team and to the leadership teams in our academies.

The design ensures statutory and procedural compliance to the EMAT Funding Agreement and adherence to our Articles of Association.

This structure also conforms to best practice as laid out in the Academy Trust Handbook.

The Trustees may establish, remove and amend committees as needed to support the functions and strategy of the Board.

Committees may have delegated authority to make decisions or be established for the purpose of providing advice and support to inform the Board.

Each committee – except the Local Governing Committee (LGC) - must contain a minimum of three trustees (with quorate to be a minimum of two trustees in attendance) and their membership will be regularly reviewed to reflect changes in the composition of the Trust Board.

Committees are not legally accountable for statutory functions – the Board retains overall accountability.

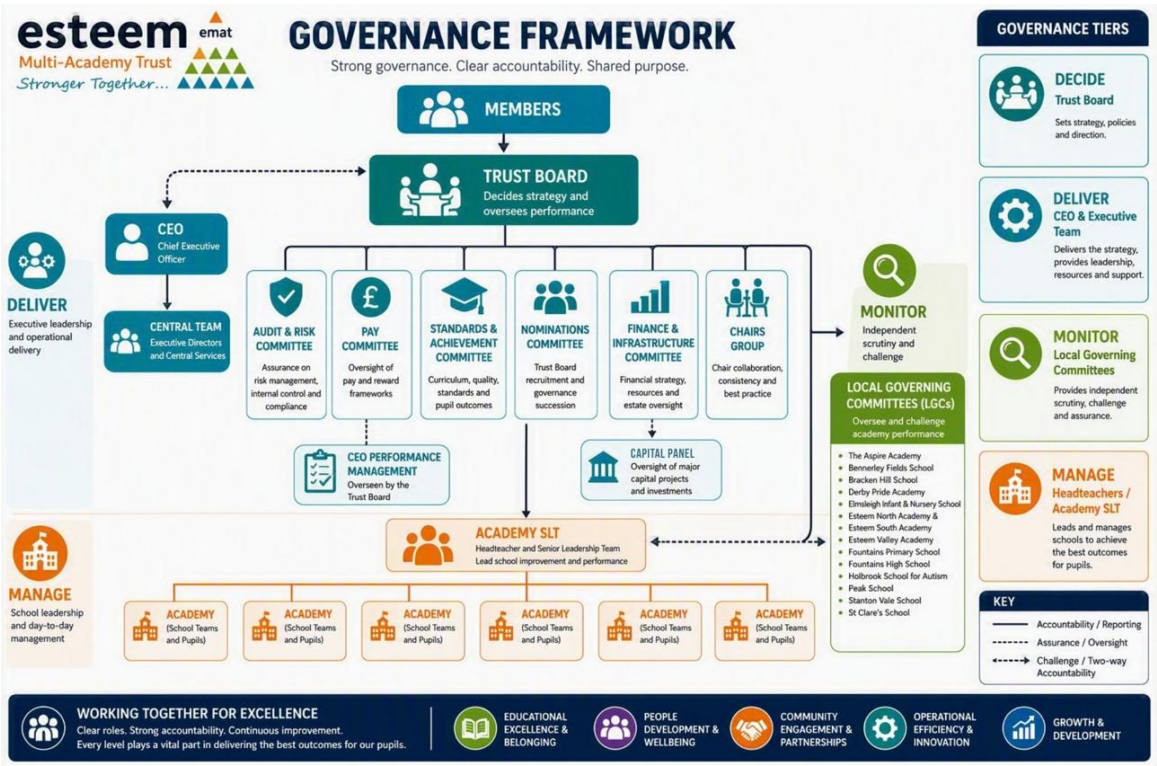
Responsibilities and authorities of board committees (including the LGC's) will be set out in their Terms of Reference (separate TOR policy document)

The Trustees are responsible for the appointment of a governance professional.

The Trust Board Chair may use a "Chair's Action" in situations in which a delay in decision making would be seriously detrimental to the interests of the Trust or any of its schools, pupils or employees. The Board will be updated of this decision at the earliest opportunity and noted in the minutes of the next Trust Board meeting.

The quorum of the Trust Board is a minimum of three, or one third (rounded up) of the total number of trustees attending the meeting (Articles of Association).

Structure diagram of governance framework within EMAT



4.4 The Role of the Chief Executive Officer (CEO) and Central Executive Team (Exec)

The Board delegates responsibility for the performance of the Trust- including the performance of the academies within the Trust – to the Chief Executive Officer (CEO).

The CEO is accountable to the Board for the performance of the Trust as a whole, reporting to the Board on the performance of the Trust and it's academies. Academy reporting will be supplemented by monitoring reports/meeting minutes from the Local Governing Committees (LGC).

The CEO is the Accounting Officer, so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money.

The CEO has the authority to challenge decisions made by LGC's and may seek reconsideration of the decisions.

The CEO leads the Executive Team of the Trust and delegates management functions to the Exec and academy leaders (SLT).

The Exec are responsible for supporting the CEO in overseeing the internal management, control and development of academies in the Trust.

The Exec, which reports to the CEO, consists of:
Chief Finance and Operations Officer (CFOO)
Director of Education (DoE)

The CEO is performance managed by the CEO Performance Management Committee, a subcommittee of the Trust Board's Pay Committee.

The CEO has delegated responsibility for the performance management of the academy executive headteachers/headteachers, involving the LGC's in areas where authority has been delegated to them.

4.5 The Role of the Local Governing Committees (LGC)

The role of the LGC is integral to the governance framework, providing governance focus for the school at a local level, which does not duplicate the role of the Board.

The LGC acts as the Boards "eyes and ears" – monitoring the school's key performance indicators and acts as a critical friend to the school's senior leadership team, providing support and challenging where appropriate.

Governance roles (trustee and local governor) must maintain a strategic role and focus.

The day to day running and decision making within a trust resides with Exec and in turn to the Exec's operational leads.

The full LGC terms of reference (TOR) are documented in the TOR Policy Document

5.0 EMAT Scheme of Delegation Table

The following tables set out the responsibilities and decision making within the EMAT for good and outstanding schools.

Schools that are rated below "expected standard" in the Ofsted inspection framework in any evaluation area may require an individual scheme of delegation following a process of due diligence, risk assessment and SWOT Analysis

The EMAT Scheme of Delegation (SOD) has been informed by the latest versions of:

- Academy Trust Governance Guide
- Academy Trust Handbook
- SEND Code of Practice
- Children and Families Act 2014

Key	
AC X	Ultimately Accountable to external authority and decision maker
AC	Accountable and delegates to those responsible
R +	Primarily Responsible where more than one responsible
R	Responsible
C	Consulted
A	Advisor
X	Decision Maker

EMAT

Area	Function	Delegation						
		Members	Trust Board	CEO	Central EXEC	LGC	Exec HT/ HT	Notes
Trust Culture, Engagement and Governance of the Trust	Setting and implementing the vision, values and culture of the Trust		AC X	R				
	Publish an annual report on Trust performance for Members and the school community and public		X	R	A			
	Setting expectations for trustee and governor conduct		X			A		
	Fostering equality, diversity and inclusion through building a diverse board		X					
	Ensuring transparency of information	X	AC	R	R	R	R	
	Engagement with stakeholders		AC X	R	R	R	R	
	Articles of Association: review & agree	X	A					
	Monitoring Adherence to the Articles of Associations		ACX					
	Members: appoint/remove	X	A					
	Trustees: appoint/remove	AC X	R					Appointment and removal subject to Articles. Under certain conditions Trustee can co-opt
	Role descriptions for members	X						
	Role descriptions for trustees/ chair of trustees/specific roles/ committees		X					
	Management of conflicts of interest and related party transactions across all governance layers		ACX		R+		R	
MAT Strategy	Setting and implementing the Trust Strategy		ACX	R+	R	C	R	
	Championing the Trust Strategy		AC	R+	R	R	R	
	Reviewing Progress Against the Strategy		ACX	R	R	R	R	
	To consider the sponsorship of any schools who are identified by the DfE to join the Trust		X	A				CEO recommend to TB
	To consider requests from other schools to join the Trust		X	A				CEO recommend to TB
	To consider a school leaving the MAT		X	A				CEO recommend to TB

	Setting School/Academy Improvement Plan in line with Trust Policies			R+	R	R	R	
Non-Executive Leadership	Establishing a high performing governance structure including appointing board committees and academy committees		ACX			A		
	To appoint the Chair and Vice Chair of the Trust Board		X					
	Trust Board committee chairs: appoint/remove		R X			X		Trust Board responsible for ensuring chairs appointed for all committees. Decision making re LGC chairs sits with LGC.
	Appointing parent trustees/local committee parent governors		R			R	R	Responsible to complete the relevant parent election process
	Governance Professional: appoint/remove		AC X	C				
	Review governance structures regularly (at least annually)		X	R	A	A		
	Set annual schedule of governance and business		AC X	R				TB and CEO delegates to Director of Governance and Compliance
	Induction for new trustees, members and Governors including appointment checks	R	AC X	R+		R	R	CEO delegate induction of new trustees to the Director of Governance and Compliance
	Ensuring Finance Skill Set on Board		AC X					
	Nominating a safeguarding lead trustee and a corresponding governor in each LGC		AC X			R		
	Nominating SEND lead trustee		ACX					
	Nominating a careers lead trustee		ACX					
Executive Leadership	Appointing and performance managing the Accounting Officer		ACX					
	Oversee staff wellbeing, workload and working conditions		ACX	R	R	R	R	
	Setting pay levels, including executive pay		ACX	A	A	A	A	
Accountability	Ensuring strategic oversight and accountability		AC	R	R	R	R	
	Setting trust approach to curriculum and assessment with regard to statutory requirements		ACX	R+	R		R	
	Delivering Early Years Foundation Stage (EYFS) in line with statutory requirements		ACX	R+	R		R	

	Setting and delivering school curriculum and assessment in line with Trust approach			AC	A		R	School leaders responsible for delivering in their school
	Developing curriculum policies as required by schools (e.g. religious education; relationships, sex and health education)			ACX	R		R	Curriculum must be delivered in line with academy funding agreement
	Production and Analysis of data		AC	R+	R	R	R	
	Ensuring data analysis skill set		AC			R		Governance guide 6.2.1
	Delivering careers guidance with regards to statutory requirements		AC X	R+	R	R	R	
	Appointing a CFOO		X	A				
	Maintaining the Trust Risk Register (strategic, financial and operational)		AC	R+	R	R	R	Each academy will monitor their own RR, the MAT will monitor and maintain the Strategic Risk Register
	To ensure compliance with DfE requirements		AC X	R	R	R	R	
	Ensuring compliance with SEND Code of Practice		AC X	R+	R	R	R	
	Delivering support for looked after children and previously looked after children		AC X	R+	R	R	R	
	Monitoring Pupil Premium Spend and PE and Sport Premium		AC X	R+	R	R	R	
	Ensuring readiness for Ofsted inspections		AC R	R+	R	R	R	
	Attending Ofsted inspections		AC X	R+	R	R	R	
	Setting governance policies: • Data protection • Information sharing • Cyber security • Freedom of Information • Code of Conduct • Complaints • Whistleblowing		AC X	R	R	C	C	Trust to use external expertise to inform policy setting where required (e.g. data protection)
	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)		AC X	R	R	R	R+ (School DSL)	
	Setting safeguarding policies: • Safeguarding and Child Protection • Pupil Mental Health and Wellbeing • Prevent		AC X	R	R	R	R	Trust led policies, school setting specific information added at a local level.

	• Looked after Children • Safer Recruitment • Supporting Pupils with Medical Conditions							
	Carry out disclosure and barring service (DBS) checks		AC X	R	R	R	R	
	Determining behaviour and welfare policies (exclusions)		AC X		R	R	R+	Trust Exclusion (Central Leadership) School/Academy Behaviour (School)
	Setting the approach to directing pupils offsite and exclusions		AC X		R	R	R+	
	Setting the school day and school year		AC X		R	R	R+	
	Setting the uniform policy					X	R+	
	Setting the Trust Whistleblowing procedures		AC X	R+	R	R	R	
	Setting Trust led policies (including mandatory policies)		AC X	R+	R	C	C	Policy list Framework
	Setting School/Academy led policies (including ensuring mandatory policies are setting specific)					X	R	Policy list ref Framework
	Determine Trust reporting procedures to manage KPIs and standards		X	R	A			
	To establish, publish and review a Trust special educational needs (SEN) policy.		X	R	A			
	To carry out an annual review of governance terms of reference and committee structure and an external review of governance as guided by DfE (Academies Trust Handbook)		R X			C		
	Publish, monitor and review Trust governance information on website and maintain GIAS		AC X	R				CEO delegates to the Director of Governance and Compliance

EMAT Executive Leadership

Area	Function	Delegation						
		Members	Trust Board	CEO	Central EXEC	LGC	Exec HT / HT	Notes
Performance Management	To appoint the panel to carry out the appraisal of the headteacher (at least I LGC rep and 1 trustee and CEO).		A	R		C		
	To carry out the appraisal of the Central Team.			X R+	R			To be delegated to the CFOO and Director of Education where appropriate
	To carry out appraisal of other teachers.						XR	
	To establish appropriate CPD for all staff			R+	R		XR	CEO responsible and may delegate to Dir of Ed for trust wide CPD
	To formulate an overall Trust performance management policy		X	R	A	C		
	To appoint the panel to carry out the appraisal of the CEO		X					

EMAT Finance

Area	Function	Delegation							
		Members	Trust Board	CEO	CFOO	Central EXEC	LGC	Exec HT / HT	Notes
Budget & Finance	Setting delegated authority limits for financial transactions		X	A					
	Establish control framework including internal audit		X	A	A				Internal auditors will input where relevant.
	Managing conflicts of Interest and Third-Party Transactions		X	AC	R	R			
	Develop the budget (Trust and Individual School budget and forecast)		X		R+			C	
	To agree the annual levy for central services. This will include the % contribution that each school makes to the MAT, for agreed services/support		AC X	A	A	C	C	**C**	To agree the annual levy for central services. This will include the % contribution that each school makes to the MAT, for agreed central services.
	Manage novel, contentious or repercussive transactions		ACX*	R+	R				* Must **always** be referred to the DfE and approved prior to the transaction being agreed or incurred**.** AT Handbook section 5.5
	Special Payments – as defined in the ATH (including - staff severance payments; compensation payments and other special payments including ex gratia)		ACX*	R+	R				* Must **always** be referred to the DfE and approved prior to the transaction being agreed or incurred. AT Handbook section 5.6 – 5.18
	To monitor monthly expenditure within the Trust.		AC X		R				CFOO to provide report to the Board of Trustees to confirm if spend is within the approved budget limits.
	To monitor monthly expenditure at each individual school.				R+		C	R X	Central Finance team to prepare standardized management accounts to facilitate this process.
	Deliver annual report and accounts, with regards to accounts consolidation exercises required by the DfE.		AC X	R+	R				Trust prepares an annual report in line with the Charity Commissions Statement of Recommended Practice (SORP) and

									DfE's account's direction for Trust Board approval
	Management of the cash position of the Trust		AC X		R+				Trust to manage its cash position robustly. It must avoid becoming overdrawn on any of its bank accounts so that it does not breach restrictions on borrowing
	The development of finance policies (e.g. charging and remission, investment and procurement)		X		R+				
	Propose how aggregated accumulated reserves are deployed				A	X	C	R	HT responsible for prioritizing required capex on buildings, grounds, ICT and vehicles over £10k to Capital Panel. Capital Panel review, prioritise and recommend to the Finance and Infrastructure Committee.
	Approve how aggregated accumulated reserves are deployed		X	A	A				
	Ensure adequate insurance cover is in place		AC X		R+				Adequate insurance cover to comply with legal obligations or be a member of the academies risk protection arrangements (RPA) including relevant approvals on indemnities.
	Staff pension responsibilities.		X		R				LGPS liabilities and discretionary decisions in accordance with LGPS rules
	Approve expenditure/contracts above a specified threshold		AC						Ref Appendix A
	To determine and review a financial scheme of delegation and financial procedures across the MAT.		AC X	R+	R		C	C	To be led by the CFOO. Note also **Appendices A**

EMAT HR

Area	Function	Delegation						
		Members	Trust Board	CEO	Central EXEC	LGC	Exec HT/ HT	Notes
Staffing	Manage selection process and appoint CEO		AC X		C	C	C	Support from Director of People and Culture and Director of Governance and Compliance Consultation with Central Exec/ LGC and Exec HT/HT will be through representatives of each cohort.
	Appoint selection panel and appoint headteacher for each school		AC X	R R+		C		CEO advises on HT pay. Chair of LGC/Gov involved in HTPM meetings to support the process
	Appoint selection panel and appoint other members of the senior leadership team at academy level		AC		C	C	X R	TB delegate this down to HT who are responsible for this being done and make the decision.
	Appoint selection panel and appoint other members of the senior leadership team within central team.		AC	X R	C			Senior roles that are employed to work in Central Team.
	Appoint other teachers		AC			C	X R	LGC are not the decision maker. This is delegated down from the Trust Board to CEO to HT. LGC are informed.
	To make pay decisions in line with the pay & performance management policy and legal requirements for the CEO and each headteacher		ACX	A		C		CEO advises on HT pay. Chair of LGC/Governor involved in HTPM meetings to support the process
	To make pay decisions in line with the pay & performance management policy		AC				X R	TB delegate this down to HT who are responsible for this

	and legal requirements for each schools staff excluding the headteachers.							being done and making the decision
	To make pay decisions in line with the pay & performance management policy and legal requirements for the Central Team.		ACX	A X				CEO to make recommendations to trust Board. CEO delegated decision maker for some of the Central Team posts.
	Appointment of MAT-wide teachers		AC	X R+	A		R	CEO responsible and delegates as required
	Appointment of MAT-wide teaching assistants		AC	X R+	A		R	CEO responsible and delegates as required
Staff Conduct Matters	Establish and review procedures for addressing staff discipline, conduct and grievance.		AC X					
	Dismissal of headteacher & Chief Executive		ACX					
	Suspending CEO	C	ACX					
	Suspending head		AC	X		C		CEO to suspend heads and seek further approval from Trust Board
	Suspending other school staff			C		C	X R	HT to suspend other school staff supported by Trust Director of People and Culture (or HR Team). CEO and LGC consulted
	Ending suspension (CEO)	C	AC X					
	Ending suspension (head)		X	A				
	Ending suspension other school staff			C		C	X R	HT to end suspension of other school staff supported by Trust HR lead. CEO and LGC consulted
	Setting the overall staffing structure of							Recommendation from Executive Team.

	the MAT.		AC X	R	A			Recommendation for MAT structure from CEO to Board. CEO responsible for ensuring this is in place.
	Setting the overall staffing structure of individual schools.		AC	X R+	A	C	R	Recommendation from headteacher HT and CEO are responsible for this being appropriate with support from Central Team
Staffing	Determining dismissal payments/ early retirement		AC	X		C	A	TB are employer and therefore have the ultimate accountability, but this is delegated to CEO to decide. HT advises if school staff member.
	To produce and maintain a central record of recruitment and vetting checks – for staff, all governors/trustees and volunteers		ACX	R+		A C	R	Trust has ultimate accountability. CEO has some responsibility and delegates to Central Team staff. LGC consulted. HT is responsible for this being done at local level.
	To audit and monitor schools' SCR		AC X	R+	R	R C		Trust has ultimate accountability. HT is primarily responsible for this being done. LGC responsible at academy level for annual review
	To audit and monitor Central Team SCR		AC X	R+	R			TB (employer) has ultimate accountability. CEO delegates to Central Team
	Appoint academy non-teaching staff		AC				X R	HT is the decision maker and responsible for this being done.
	To put in place a trust pay & performance management policy for schools		ACX	R+	R		A	Variations for TUPE transferring staff to be recognised at local level
Curriculum	To establish, monitor and review curriculum policy				C	X	A	
	To consider any disapplication for						X	

	pupil(s)							
	Responsibility for standards of teaching and progress for each child (including production and analysist of performance data)		AC X	R+	A	R	R	TB are ultimately accountable for standards for all pupils
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)					C	X	
	Establish publish and review a school sex education policy (including in primary schools where the LGC must decide whether to teach sex education) and ensure that parents are informed of their rights.					X	R	
	To decide whether to offer additional activities and what form these should take					X	R	
	To put into place the additional services provided					X	R	
	To decide whether to stop providing additional activities.					X	R	
	Establish publish and review a Trust wide policy to prohibit political indoctrination and		AC	R+	R	R	R	The Director of Education would produce a trust-wide policy, delegated by the CEO

	uphold British Values							
	Responsibility for ensuring that provision of RE meets statutory requirements.					X		
	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.						X	
	To deliver Early Years Foundation Stage (EYFS) in line with statutory requirements.		ACX	R+		R	R	EYFS policies and procedures should be set in line with EYFS framework.
	To deliver careers guidance, with regards to statutory requirements.		AC	R+		R	R	Board to ensure compliance achieved, with HT and schools delivering guidance
Premises Health and Safety	Develop and implement an Estates Strategy for the MAT		X	R+	R	A	A	
	Setting health and safety policies and estates management strategy		AC X	R	R	R	R	
	To ensure that all MAT premises are safe, secure and maintained		AC	R+	A	R	R	
	To ensure that health and safety regulations and buildings statutory compliance regulations are followed		AC	R+	R	R	R	
	Establish, publish and review a MAT health and safety policy		AC X	R+	R	C	C	
	To prepare, publish and review a health and safety policy for each school		AC		A	X	R	

	that reflects the MAT policy.							
	Develop and implement an asset management plan for each academy which informs the MAT Estates strategy				A	R	R+	
	Develop and implement an energy management / carbon reduction strategy for the MAT		AC	R+	R	A	A	
	Develop and implement an energy management / carbon reduction plan for each academy which is informed by the MAT energy management strategy				A	R	R+	
School Organisation	To publish proposals to change category of school		X	A		C	C	
	To set the times of school sessions and the dates of school terms and holidays.		AC X	A	A	R	R	Legally the Trust is responsible, local variations should be proposed by LGC
	Admission of other schools/ academies into the Trust		X	A	A	C	C	As appropriate, in discussion with Chairs Group (Committee)
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable).						X	
	Develop and implement individual academy improvement plan		AC X	R+	A	R	R	

	Review and evaluate pupil performance		AC X	R+	A	R	R	
	School self-evaluation of performance		AC X	R+	A	R	R	
	Formulate, implement and review Trust Improvement Plan		AC X	R+	A			
	Develop, publish and maintain pupil premium policy and monitor spend.		AC X	R+		R	R	
Information for Parents	To establish, publish and review a Trust complaints procedure.		X	R	A			
	To establish and publish a Freedom of Information scheme and ensure the Trust complies with it.		AC X	R				
	To establish, publish and review a suitable Trust data protection policy that is GDPR compliant		AC X	R				DPO advice and guidance. Delegated to Director of Governance and Compliance
	To establish school/academy procedures that are in line with the Trust data protection policy		AC X			X	R	
LGC Procedures	To hold a full LGC meeting **at least** three times in a school year					XR	A	
	To appoint (and remove) the chair and vice- chair of LGC (subject to Trust approval)		AC X			X R		For LGC to determine, unless Trust consider support to be required. Trust Board responsible for removal.
	To appoint and remove LGC members (subject to Trust approval)		AC X			R		For LGC unless there is an issue across whole LGC i.e. special measures

	To appoint and dismiss the clerk to governors		AC X	R+	R	R		Central Team responsibility if trust clerk employed or trust led third party service provided. CEO delegates advisory role to Director of Governance and Compliance
	To review and update annually the LGC register of interests		AC X	R+		R		CEO delegates to Director of Governance and Compliance
	To ensure that website publishing requirements are met at school level		AC X	R+		R	R	CEO delegates to Director of Governance and Compliance
	To ensure that governor training and CPD is monitored and reported		R+		R	R	R	
	Agree named link governors for safeguarding, careers and sustainability. SEND governor for any non SEND/AP setting.		AC			R		Careers link if applicable. Additional link roles aligned to SI priorities and sustainability.
	To approve & set up a governor's expenses scheme		AC X		A			
	To determine each school admission criteria		X				A	
Admissions & Attendance	Admissions: Application decisions		X		A		A	The Trust is the Admission Authority for Elmsleigh School, and the support centers. The LA is the Admission Authority for special schools
	To appeal against LA naming the school in Part 1 of the EHCP		X		A	A		
	Setting admissions policies as per the statutory guidance		AC X	R	R	R	R	

	for Admissions authority							
	Keeping admission and attendance registers		AC X	R	R	R	R+	

Compliance and Statutory Policies

Area	Function	Delegation						
		Members	Trust Board	CEO	Central EXEC	LGC	Exec HT / HT	Notes
SEND	To prepare the SEN information report and review on an annual basis to meet Statutory obligations (including the SEND Code of Practice) and to be in line with the Trust ethos.		AC X	R+	R	R	R	
LAC	Delivering support for Looked After Children						R	
Equality and Inclusion	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years for the Trust.		R X	A	A			
	To establish an accessibility plan and review it every three years.					X	A	
	To establish, publish and review annually a Trust child protection policy and relevant procedures.		AC X	A	A			
	To establish, publish and review annually a child protection policy and relevant procedures for each school that reflects the trust ethos and procedures		AC			X	A	
	To ensure the Trust carries out the annual safeguarding audit (S175)		X	A	A			

6.0 Appendices

Appendices A - Delegated Financial Approval Limits

1. **EXPENDITURE AND ORDERS FOR WORK, GOODS AND SERVICES**
1. The ordering of goods and services and the payment of accounts must be in accordance with the most current EMAT Financial Regulations (on Trust website)
2. The following delegated approval limits apply to all purchases:

Up to £5K	Up to £10k	Up to £25k	Up to £75k	Up to £100k	Any Amount
Any budget holder as delegated by the Headteacher and CFOO	Headteacher/HoS	MAT FC	MAT CFOO	MAT CEO	Board of trustees

2. CAPITAL EXPENDITURE

1. Capital expenditure of £10,000 or over requires MAT Finance and Infrastructure Committee approval via the MAT Capital Panel process
2. Plans for capital expenditure of £10,000 and over must be incorporated into an academy capital plan and provided to the MAT CFOO, to be included into the MAT capital plan for review, prioritisation and approval by the Capital Panel.
3. The Local Governing Committee will be responsible for drawing up expenditure plans for Devolved Formula Capital, considering the three-year spending deadline
4. The Local Governing Committee will delegate responsibility to the Headteacher to spend up to £10,000 from Devolved Formula Capital

3. TENDERING AND QUOTATIONS

Academies are required to operate a formal tendering process where the contract value is greater than £50,000. This is above the value that can be approved at an academy level, tendering will only apply once CEO/Trust Board approval has been obtained.

FOR FULL GUIDANCE AND EMAT FINANCIAL PROCEDURES PLEASE REFER TO:
EMAT Financial Regulations Policy (on the Trust website)

Appendices B - Policy Approval Delegations

For full guidance please refer to the EMAT Policy approval framework (pending Autumn 2026)