

GREENSAND MAT SCHEME OF DELEGATION

		M	BT	ET	HCG	LGB	HT
VISION AND VALUES							
1*	Determining the Trust Vision and Values	A	M	I	C		
2	Determining individual school vision and values		A			A	DI
GOVERNANCE							
3*	Members: Appoint/Remove	AR	R				
4*	Trustees: Appoint/Remove	A	R		C		
5*	LGB Chairs: appoint and remove		A			RP	
6	Clerk to Board: appoint and remove		A	P			
7	Clerk to LGB: appoint and remove					A	C
8	LGB governance structure					A	C
9	LGB: appoint/remove Governors					A	C
10	Ultimate responsibility to appoint or remove a governor(s) from any member school's LGB	A	A				
11	Trust Articles of Association: agree and review	A	D		C		
12	Governance structure (committees) for the Trust: establish and review annually		ADI				
13	Terms of Reference for Members' Board: agree and review annually		A				
14	Terms of Reference for Trust Board: agree and review annually		ADI		C		
15	Terms of Reference for LGB/local committees: agree and review annually		A			PI	
16*	Trust Scheme of Delegation: agree and review		A	M	C		
17*	Approve new converter or sponsor academies joining the MAT		A	PRI	C	C	
18	Approve Trustees' Expenses Policy		A	M			
TEACHING AND LEARNING / STANDARDS / TRUST & SCHOOL PERFORMANCE							
19	Trust Strategic Plan		AM	DPI	C		
20	Setting academic performance targets for the individual member schools			M		A	PD

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21	Individual School Development Plans			M		A	DI
22*	Annual Review of Trust Performance		A	DI	C		
23*	Annual Review of individual school performance		M	M		A	DI
REPORTING AND COMMUNICATIONS							
24	Trust governance details on Trust and member schools' websites: ensure		A	I	C		I
25	School governance details on school website: ensure			M		A	I
26	Register of all interests, business & pecuniary for Members/Trustees/committee members: establish and publish		M	I			
27	Annual report on performance of the Trust: submit to Members and publish		A	DI			
POLICIES & PROCEDURES							
28	Determine Trust-wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate)		A	DI	CR		
29	Determine school level policies which reflect the school's ethos and values					A	DI
30	Management of risk: establish Central Risk Register, review and monitor		A	DI			
31	Management of data protection: audit, FOI, SAR & policies		A	DIM		M	I
32	Auditing and reporting arrangements for matters of compliance: i) safeguarding; ii) Health & Safety; iii) employment		A	DI	C	I	I
33	Admissions: determining admissions arrangements for individual schools		A	IR	C	C	I

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34	Monitoring of Trust-wide policies		A	DM	C		I
35	Monitoring of school level policies			M		A	DI
STAFFING							
36	Executive Principal: appoint and dismiss		AI				
37	Finance Director: appoint and dismiss		AI				
38	Executive Team structure		A	PDI			
39	Trust Operational Team structure			AI			
40*	Headteachers: appoint and dismiss		A	PI		PRC	
41	Whole Trust's staffing structure: overview		A	PI	C		
42	Individual member schools' staffing structures			M		A	DI
43	Individual member schools' teaching and support staff appointments					A	DI
44*	Redundancy of staff		A	C	C	IP	R
45	Performance management of the Executive Principal		AI				
46	Performance management of Headteachers: undertake			CI		AI	
47	Regular monitoring of Headteachers' performance			I		I	
48	Executive Principal pay award: agree		AI				
49	Headteachers' pay award: agree			CA		PI	
50	Agree Staff appraisal policy and procedures for the Trust		A	DI	C		I
51*	Develop a Trust-wide pay policy		A	DI	C		I
FOR ALL FINANCE MATTERS SEE FINANCIAL SCHEME OF DELEGATION							
52	Trust's Financial Scheme of Delegation: establish and review		A	DI			
53	External auditors' report: receive and respond		A	I			
54	Develop Trust-wide procurement strategies and efficiency savings programme		A	DI	C		

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Key for Delegation of Tasks

M - Members

BT - Board of Trustees

ET - Executive Team (Executive Principal, Business Director, Clerk to the Trust)

HCG - Heads & Chairs' Group

LGB - Local Governing Board(s)

HT - Headteacher(s)

Trust level responsibilities

School level responsibilities

Key for Tasks

A - Approve

C - Consulted

D - Develop

I - Implement

M - Monitor & Report

P - Propose

R - Recommend

*** - Statutory responsibility for Trust**