**Perryfields Enterprise Academy Trust**

**Scheme of Delegation Matrix**

The Trust Board has a policy schedule which identifies the range of statutory regulatory and necessary policies. Due consultation has taken place where required.

**Delegation:**

A – Approve

M – Monitor & Report

C – Consulted

R - Recommend

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| **GOVERNANCE** | **Members** | **Board** | **AFRP \*** | **Pay Committee** | **LGB CPS** | **CEO** |
| Approve Trust Articles of Association | A | R |  |  |  |  |
| Approve the Trust Board, Committee and LGB CPS Terms of Reference |  | A | C | C | C |  |
| Approve Trust Scheme of Delegation |  | A |  |  |  |  |
| Approve new convertor or sponsored academies joining MAT |  | A |  |  |  |  |
| Establish Trust Committees |  | A |  |  |  |  |
| Appoint Chair of Trust Board |  | A |  |  |  |  |
| Appoint Chair or Vice Chair of LGB CPS |  |  |  |  | A |  |
| Remove Chair or Vice Chair of LGB CPS | A  exceptional circumstances |  |  |  | A |  |
| Appoint LGB CPS Members |  |  |  |  | A |  |
| Remove LGB CPS Members | A  exceptional circumstances | A |  |  |  |  |
| Appoint (and remove) Chair(s) of Trust Committees |  | A |  |  |  |  |
| Appoint (and remove) Trust Committee Members |  | A |  |  |  |  |
| Appoint (and remove) Clerk to Trust Board and LGB CPS |  | A |  |  |  |  |
| Appoint Accounting Officer |  | A |  |  |  |  |
| Approve Trust Governance Committee |  | A |  |  |  |  |

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| **TRUST & ACADEMY PERFORMANCE, CURRICULUM AND TEACHING** |  |  |  |  |  |  |
| Trust Strategic Plan |  | A |  |  |  |  |
| Trust 1 Year Plan |  | A |  |  |  |  |
| Academic Performance Targets |  | A |  |  | M |  |
| Academy Performance Review e.g SEF |  | A |  |  |  |  |
| Trust INSET Days |  | A |  |  |  |  |

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| **STAFF POLICIES & PAY** | **Members** | **Board** | **AFRP \*** | **Pay Committee** | **LGB CPS** | **CEO** |
| Teachers Annual Pay Award |  |  |  | A |  | R |
| Support Staff Annual Pay Award |  |  |  | A |  | R |
| CEO/Headteacher Performance Review & Pay |  |  |  | A |  |  |
| Individual Performance Pay Awards |  |  |  | A |  | R |

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| **STAFF MANAGEMENT** | **Members** | **Board** | **AFRP \*** | **Pay Committee** | **LGB CPS** | **CEO** |
| CEO/Headteacher appointment, suspension & ending suspension |  | A |  |  |  |  |
| CEO/Headteacher dismissal |  | A |  |  |  |  |
| Trust staff structure & Complement |  | A |  |  | R |  |
| Trust staff appointments |  |  |  |  |  | A |
| Trust staff dismissals |  |  |  |  |  | A |
| Deputy Headteacher appointment |  |  |  |  |  | A |
| Teaching and support staff appointments |  |  |  |  |  | A |
| Suspension of teaching and support staff |  |  |  |  |  | A |
| Ending suspension of teaching and support staff |  | A |  |  |  | C |
| Restructuring staff |  | A |  |  |  |  |
| Redundancies of staff |  | A |  |  |  |  |
| Determination of dismissal and early retirement payments | A |  |  |  |  | R |

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| **FINANCIAL GOVERNANCE & MANAGEMENT** | **Members** | **Board** | **AFRP \*** | **Pay Committee** | **LGB CPS** | **CEO** |
| Appoint Trust auditors | A | R |  |  |  |  |
| Trust/Academy 3 year budget |  | A |  |  |  |  |
| Trust/Academy 1 year budget |  | A |  |  |  |  |
| Trust Annual Accounts |  | A |  |  |  |  |
| Trustees Report |  | A |  |  |  |  |
| Trust Academies Accounts Return to EFSA |  | A |  |  |  |  |
| Response to Auditor’s Management Letter |  | A |  |  |  |  |
| **FINANCIAL AUTHORISATION** | | | | | | |
| Expenditure of contracts up to lower limit | Please refer to the Financial Regulations | | | | | |
| Expenditure or contracts from lower limit to upper limit | Please refer to the Financial Regulations | | | | | |
| Compensation payments up to £50,000 | Please refer to the Financial Regulations | | | | | |

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| **ACADEMY POLICIES & PROCEDURES** | **Members** | **Board** | **AFRP \*** | **Pay Committee** | **LGB CPS** | **CEO** |
| Academy times, terms and holidays |  | A |  |  |  |  |
| Change of Academy Age Range |  | A |  |  |  |  |
| Expansion of Academy PAN |  | A |  |  |  |  |
| Extension of Academy provision |  | A |  |  |  |  |
| Pupil Premium Plan |  |  |  |  | A |  |
| Suspension | Please refer to the policy | | | | | |
| Return after suspension | Please refer to the policy | | | | | |
| Permanent exclusions | Please refer to the policy | | | | | |
| Appeals against permanent exclusion |  | I |  |  |  |  |
| Complaints appeals |  | I |  |  |  |  |
| Admissions – Mid-year allocation of places |  |  |  |  |  | A |
| Admission appeals | Independent panel | | | | | |

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| **PREMISES & ASSETS** | **Members** | **Board** | **AFRP \*** | **Pay Committee** | **LGB CPS** | **CEO** |
| Asset Management Plan |  | A |  |  |  |  |