

## 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

I – Implement

| GOVERNANCE  | Members                           | Board | A&R | 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<br>exceptional<br>circumstances |       |     |               | A       |     |
| Appoint LGB CPS Members   |                                   |       |     |               | A       |     |
| Remove LGB CPS Members  | A<br>exceptional<br>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     |     |               |         |     |

| 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 |  |  |  |  |
|------------------|--|---|--|--|--|--|

| <b>STAFF POLICIES &amp; PAY</b>          | <b>Members</b> | <b>Board</b> | <b>A&amp;R</b> | <b>Pay Committee</b> | <b>LGB CPS</b> | <b>CEO</b> |
|--|----------------|--------------|----------------|----------------------|----------------|------------|
| 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          |

| <b>STAFF MANAGEMENT</b>                                     | <b>Members</b> | <b>Board</b> | <b>A&amp;R</b> | <b>Pay Committee</b> | <b>LGB CPS</b> | <b>CEO</b> |
|---|----------------|--------------|----------------|----------------------|----------------|------------|
| 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          |

| <b>FINANCIAL GOVERNANCE &amp; MANAGEMENT</b> | <b>Members</b>                            | <b>Board</b> | <b>A&amp;R</b> | <b>Pay Committee</b> | <b>LGB CPS</b> | <b>CEO</b> |
|--|---|--------------|----------------|----------------------|----------------|------------|
| 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            |                |                      |                |            |
| <b>FINANCIAL AUTHORISATION</b>               |   |              |                |                      |                |            |
| 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 |

| <b>ACADEMY POLICIES &amp; PROCEDURES</b>   | <b>Members</b>             | <b>Board</b> | <b>A&amp;R</b> | <b>Pay Committee</b> | <b>LGB CPS</b> | <b>CEO</b> |
|--|----------------------------|--------------|----------------|----------------------|----------------|------------|
| 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          |              |                |                      |                |            |

| <b>PREMISES &amp; ASSETS</b> | <b>Members</b> | <b>Board</b> | <b>A&amp;R</b> | <b>Pay Committee</b> | <b>LGB CPS</b> | <b>CEO</b> |
|------------------------------|----------------|--------------|----------------|----------------------|----------------|------------|
| Asset Management Plan        |                | A            |                |                      |                |            |