



**SCHEME
OF
DELEGATION**

(December 2017)

1. Vision and ethos of the MAT

1.1 Mission Statement

To provide high quality education, in a supportive community.

1.2 Vision Statement

To be the first choice in East Surrey and Croydon for sixth form education, by striving to deliver educational excellence, that responds to the individual learning needs of students.

The MAT will seek to provide:

1. An outstanding learning experience for students in any school or college within the MAT
2. A culture of high expectations, personal responsibility and high aspirations
3. A diverse 6th form curriculum including a wide range of Academic and Vocational provision
4. Support to students to either enter higher education or work as appropriate to the aims of the student

5. A wide range of enrichment activities
6. A focus on full time, 16 -19 students

1.3 The Scheme of Delegation should be considered alongside the Articles and the Academies Financial Handbook. The Articles take precedence in the event of any inconsistency.

A scheme of delegation is the key document defining which functions have been delegated and to whom. It is a simple yet systematic way of ensuring members, trustees, committees (including local governing bodies) and management are clear about who has responsibility for making which decisions in the trust. This overarching scheme of delegation covering all decision making in the trust should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook.

2 Members

2.1 The Members may appoint by ordinary resolution up to 11 Trustees.

To hold the Trustees to account for the work of the Trust.

The Members may agree by passing a special resolution to appoint such additional Members as they think fit.

The final consideration of the Annual Audit Reports.

3 Trustees

3.1 The following are reserved to the Trust and are, in such circumstances, excluded from any scheme of delegation:

Determining the objectives of the Trust.

Determining and periodically reviewing the educational character and mission of any school or college within the MAT.

Ensuring the solvency any school or college within the MAT and the Trust and the safeguarding of their assets.

Reviewing matters of new policy or variation to existing policy in line with the Trust Policy Review Schedule, except for those non-statutory policies which have been delegated to the Chief Executive and Principal.

The final approval of the College's Strategic and Operational Plans.

The final approval of the College's Self-assessment Report and Development Plan.

The approval of the annual estimates of plans and budgets

The approval of the year end financial statements.

The final consideration of the Annual Audit Reports.

The consideration of the draft Annual Audit Reports.

The acquisition and disposal of property.

The consideration of the annual estimates of capital expenditure for work authorised by the Trust.

Borrowing money (other than overdraft facilities within the Chief Executive's delegated authority) and, in connection with such borrowing, granting securities or giving guarantees or indemnities.

The appointment of standing and ad hoc committees

The removal from office of Trust members.

The appointment of the Principal.

The appointment of the Chief Executive and Chief Accounting Officer.

The appointment of the Clerk.

The consideration of the case for dismissal of the Chief Executive, Principal, the Clerk or the holder of a senior post, other than to a committee of members of the Trust.

The power to determine an appeal in connection with the dismissal of the Chief Executive, Principal, the Clerk or the holder of a senior post, other than to a committee of members of the Trust.

The delegation of functions of the Trust.

The modifying or revoking of the Instrument and Articles of Government.

The making, amendment and revocation of Trust Standing Orders, Committee Structure & Procedures and Governors' Code of Conduct.

The determination and periodic review of the educational character and mission of the institution and for oversight of its activities

Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities

Approving the quality strategy of the Trust

The effective and efficient use of resources, the solvency of the institution and the Trust and for safeguarding their assets

The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk
Setting a framework for the pay and conditions of service of all other staff

3.2 Items Delegated by the Trust to its Committees

The Trust delegates to each Committee of the Trust all functions relative to the respective terms of reference of those Committees, and each Committee may exercise and perform on behalf of and in the name of the Trust all of the authority, powers and duties of the Trust in relation to the functions so delegated.

The Trust delegates to each Committee of the Trust all functions relative to any Minutes of the Trust making a special delegation to a Committee.

3.2.1 Chief Executive and Principal

1. making proposals to the Trust about the educational character and mission of the institution, and for implementing the decisions of the Trust
2. the determination of the institution's academic and other activities
3. preparing annual estimates of income and expenditure for consideration and approval by the Trust, and the management of budget and resources within the estimates approved by the Trust
4. the organisation, direction and management of the institution and leadership of the staff
5. the appointment, assignment, grading, appraisal, suspension, dismissal, and determination, within the framework set by the Trust, of the pay and conditions of service of staff, other than the holders of senior posts or the Clerk, where the Clerk is also a member of the staff
6. maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds, and implementing decisions to expel students for academic reasons.

The Chief Executive and Principal may delegate to the holder of any other senior post or any member of the College Executive Team any functions that are necessary to enable the responsibilities of the Principal to be discharged properly, other than:

1. the management of budget and resources
2. any functions that have been delegated to the Principal by the Trust

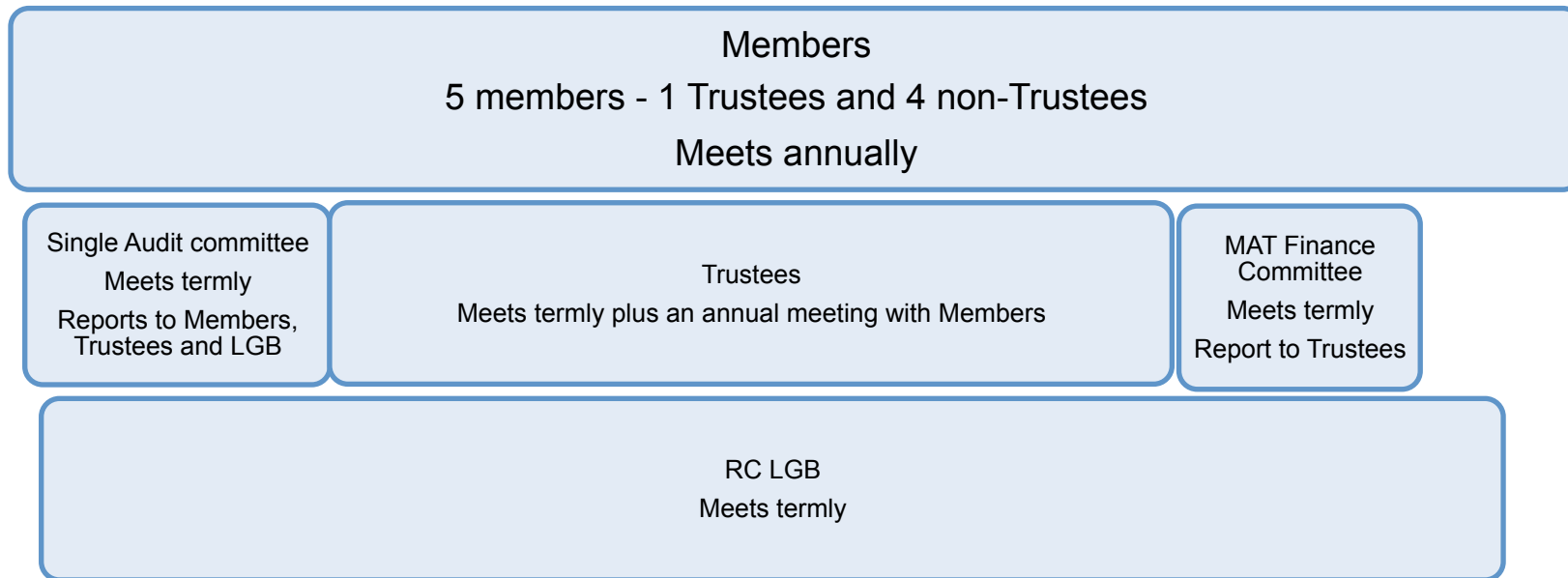
Items Delegated by the Trust to the Principal

The Trust delegates to the Principal and Chief Executive of the College, responsibility for the operational management of the College subject to the strategic direction set by the Trust.

1. The Trust delegates to the Chief Executive, as Accounting Officer, the day to day responsibility for reviewing the adequacy of the system of internal financial control and making any appropriate amendments.
2. The Trust delegates to the Principal responsibility for determining, promulgating and implementing the employment policies.
3. The Trust delegates to the Principal and Chief Executive responsibility for determining, promulgating and implementing other non-statutory policies agreed by Trust from time to time.

4 Reigate Learning Alliance Structure

(To include any school or college within the MAT)



5 Processes to monitor and review progress against agreed strategic goals periodically and as necessary

5.1 Monitoring and review of progress against agreed strategic goals will take place through:

1. Annual agreement of strategic and operational objectives at the Trust and Members level
2. Annual agreement of local objectives at the LGB level
3. Monitoring the annual outcome data at LGB and Trust level – see the data sources list for exactly what is reported
4. Monitoring finance objectives at Trust, LGB and Finance Committee level
5. Monitoring via the Audit Committee
6. Annual appraisals of the Chief Executive and Executive Principal plus

5.2 How trustees will ensure they know their school's cohort

Trustees will ensure they know the cohort through:

1. Descriptions in the annual SAR
2. Visit to the colleges
3. Briefings from staff
4. The annual marketing and admissions reports

5.3 How the Trust/LGB will be involved in developing the strategic academic priorities for the school, in setting associated targets and in monitoring performance, in terms of both attainment and pupil progress

5.3.1 The Board/LGB will be involved in developing the strategic academic priorities for the colleges in the MAT by:

1. Discussion of the annual SAR for any school or college within the MAT within the Trust
2. Reference to whether or not previous targets had been met and the underlying reasons why the targets were or were not achieved
3. Briefings from senior managers, e.g. in the light of any DfE policy changes concerning academic and vocational assessment
4. Monitoring feedback from committees and different levels of governance

5.3.2 How the Board/LGB will monitor performance

1. Annual presentation of raw results in September to Trustees and LGB
2. Expected final results when the DfE data checking exercise commences in October
3. Publication of the SAR to the Trustees/LGB and upload to Ofsted
4. Termly SAR updates to the LGB to monitor agreed actions arising from the SAR
5. Ofsted inspection reports
6. Direct governor liaison with teaching departments

5.3.3 Processes for overseeing and monitoring school improvement and providing constructive challenge to school leaders

The LGB will have a central role in monitoring performance and the improvement of under performing areas of college provision. Training sessions will be held prior to meetings to allow the LGB and Trustees to develop their understanding and awareness of the various outcome measurements.

LGBs within the MAT will be aware of the specific educational context of each college. LGB and Trustee members will be encouraged to:

1. Question leaders on whether they are collecting the right data to inform their assessment and challenges appropriately when data collection is not adding value.
2. Challenge senior leaders to ensure that the collection of assessment data is purposeful, efficient and valid.

The college management will present a SAR Update to each termly meeting of the LGB identifying

1. Underperforming areas
2. The nature of the underperformance (e.g. value added, retention, surveys)
3. Actions taken to address the issue
4. The level of improvement required
5. Progress against the actions required
6. Programs for groups of learners

Scheme of delegation grid

Delegated area	Members	Trustees	LGB	Committees	CEO / Principal
RLA strategic direction					
Determining and periodically reviewing the educational character and mission of the Trust	Consult	Determine	Consult		Develop
Overseeing matters of new policy or variation to existing policy in line with the Trust Policy Review Schedule, except for those non-statutory policies which have been delegated to the Chief Executive and Principal	Consult	Determine	Consult	Consult where appropriate	Develop
The final approval of the College's Strategic and Operational Plans.		Determine	Oversee		Draft
The final approval of the College's Self-assessment Report and Development Plan.		Approve	Review		Write
Decide terms of reference for Members, Trustees, LGB's and Committees		Approve			
Set admissions policy		Approve	Review		Draft
The quality of educational provision					
Publishing arrangements for obtaining the views of staff and students		Approve	Review		Write
Approving the quality strategy of the Trust		Approve	Approve and monitor		Write

Approving the implementation of safeguarding, Prevent and British Values policies and procedures		Approve	Oversee		Write
Monitor staff development plans			Approve and review		Write
Hear student concerns			Monitor		
Review PGCE course			Approve and review		Write
Receive lesson observation report			Approve and review		Write
Receive marketing report			Approve and review		Write
Receive retention report			Approve and review		Write
Finance					
Funding Model – establishing a funding model across the Trust and develop an individual funding model for the Colleges so as to secure the Trust’s financial health in the short and long term		Determine		Approve and review (finance)	Draft
Ensuring the solvency of the College and the Trust and the safeguarding of their assets.	Monitor annually	Approve		Approve and review (finance)	Prepare and manage budgets
The approval of the annual estimates of plans and budgets College Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/balances)		Determine		Approve and review (finance)	Write
The approval of the year-end financial statements.	Monitor	Approve		Approve and review (finance)	Write
The final consideration of the Annual Audit Reports.	Review Monitor	Approve Appoint auditors		Approve and review (audit)	Act on recommendations
The acquisition and disposal of		Determine		Approve and monitor	Draft

property.				(finance)	
The final approval of the annual estimates of capital expenditure for work authorised by the Trust.		Approve		Approve and monitor (finance)	Draft
Borrowing money (other than overdraft facilities within the Chief Executive's delegated authority) and, in connection with such borrowing, granting securities or giving guarantees or indemnities.		Approve		Approve and monitor (finance)	Draft / propose
Funding Agreement – comply with all obligations including the Academies Financial Handbook and Articles		Monitor		Monitor	Ensure compliance
Approve charging and remission policy		Monitor		Approve and review (finance)	Draft
Corporate Risk Register		Monitor		Approve and review (audit)	
Investments – agreeing the investment policy in line with the Academies Financial Handbook and any internal policies and controls		Monitor		Approve and review (all committees)	
RLA and senior management					
The appointment to standing and ad hoc committees		Make appointments			
The removal from office of Trust members.	Remove appointments				
The appointment of the Principal.		Make appointments			
The appointment of the Chief Executive and Chief Accounting Officer.		Make appointments			

The appointment of the Clerk.		Make appointments			
The consideration of the case for dismissal of the Chief Executive, Principal, the Clerk or the holder of a senior post, other than to a committee of members of the Trust.		Determine			
The power to determine an appeal in connection with the dismissal of the Chief Executive, Principal, the Clerk or the holder of a senior post, other than to a committee of members of the Trust.		Determine			
The delegation of functions of the Trust.		Determine			
The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk		Determine			
The Trust delegates to each Committee of the Trust all functions relative to the respective terms of reference of those Committees, and each Committee may exercise and perform on behalf of and in the name of the Trust all of the authority, powers and duties of the Trust in relation to the functions so delegated. The Trust delegates to each Committee of the Trust all functions relative to any Minutes of the Trust making a special delegation to a Committee.		Determine			