

Heartwood Learning Trust (“the MAT”) - Scheme of Delegation for All Academies within the Trust

Approved by Trustees on 11th December 2024; Date of next scheduled review: 31st August 2025 **Under Review: Extended until April 2026**

INTRODUCTION

1. Purpose of the Scheme of Delegation

- 1.1 The primary purpose of this Scheme of Delegation (Scheme) is to inform those involved with the governance of the Academy of where decision making, advisory and other responsibilities lie within the MAT.
- 1.2 Where stated within the 'Diocese' column 'refer to advice/notes' there is detailed content relating to the Church of England Academies and Church of England/Methodist Academies ("Church Schools") and reflects their former Voluntary Aided or Voluntary Controlled Status.
- 1.3 The Scheme does not contain details of every decision/responsibility or every aspect that will be delegated. Its content will be supplemented by the Trust's strategic plans, policies and procedures and any direction given or rules and directions agreed or issued by the Members or the Board of Trustees. In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the Chair of the Trust.
- 1.4 Whilst the Scheme is an important document, the way it is operated in practice will be the key to its efficacy. Good communication between the Board and its Committees and relevant members of staff will be essential. It is hoped that the establishment of a Chairs Group and a Principals Group will aid communication in this respect and aid with effective governance more generally.
- 1.5 The Scheme should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook, which is a separate document.

2. Adoption of the Scheme

- 2.1 This Scheme has been approved by the Board of Trustees and shall apply to the Academy from the date shown on the front cover.

3. How it has been determined

- 3.1 In determining this Scheme, the Trustees have been mindful that:
 - a. The Board of Trustees is ultimately accountable for the way in which the academies managed by the MAT are run and as such must be satisfied that delegation takes place only where appropriate and that it receives appropriate reports on matters delegated by it/actions taken in its name to enable appropriate oversight.
 - b. There are some areas where it makes sense for matters to be dealt with centrally, rather than by individual academies. It is hoped that this will reduce the burden on the individual academies, which already have a heavy workload, and in appropriate cases achieve economies of scale.
 - c. The Board cannot take all decisions itself, and in making decisions that the Board reserves for itself, it will often be reliant on information and advice from and be guided (as appropriate) by its Committees, the academy LGCs and others operating at academy level. The Board considers that there is often a powerful case for local involvement in decision making.

4. Termination and Amendment

- 4.1 The Scheme will be subject to formal review annually. However, where the Board deems it appropriate, changes will be made in year.
- 4.2 The Board has the absolute discretion to review, amend and/or terminate the Scheme at any time and as it sees fit (subject to complying with the legal requirements upon it).
- 4.3 As the MAT and the academies develop, so may the governance arrangements and accordingly the delegations that are in place. For example (and without limitation):
 - Changes may need to be made as a result of lessons learned and development of best practice;
- 4.4 The Board would welcome comments on the operation of the Scheme where it is felt that revisions should be made. Where practicable, the Board will give the LGC an opportunity to comment before determining the Scheme of Delegation.

5. Delegation Matrix

- 5.1 The delegation matrix that applies in respect of the Academy is set out below. It is structured in accordance with the following index:

A Governance	
A1 Member matters	

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A2 Board matters
A3 LGC and Other Committee matters
A4 Heads and Chairs Group
A5 Miscellaneous
A6 Website Reporting
B Strategy and Leadership
B1 Strategic planning and oversight
B2 School organisation
B3 Risk management
C Staffing
C1 Staffing Structures
C2 Trust level appointments
C3 Academy level appointments
D Pupil/Student Matters
D1 Education provision
D2 Behaviour, attendance and welfare
D3 School meals
D4 Admissions
E Accessibility
F Finance and procurement
G Health and safety, insurance and premises, extended schools
H Communications, information and complaints
H1 External communications
H2 Complaints
H3 Information management