

Polaris Trust Board Scheme of Delegation (V6)

X: Action to be Taken A: Provide Advice and Support <>: Direction of Advice and Support

Area	Decision	Delegation				
		Members Trust	Board of Directors	CEO	LGB	Head of School
People						
People	Members: Appoint and remove	X				
	Directors: Appoint and remove	X				
	Role description for Members	X				
	Role descriptions for Directors / Chair / specific roles / committee members: agree	X		<A		
	Committee Chair: Appoint and remove		X	<A		
	LGB Chairs: Appoint and remove		X	<A		
	Clerk to the Members Trust: Appoint and remove	X				
	Clerk to the Board of Directors: Appoint and remove	X				
	Clerk to the Local Governing Bodies (LGBs): Appoint and remove		X			
Systems and Structures						
Systems and Structures	Articles of Association	X	<A			
	Governance structure (committees) for the Trust: Establish and review annually		X	<A		
	Terms of reference for Trust committees (including audit if required and scheme of delegation for school committees): agree annually		X	<A		
	Terms of reference for LGBs: agree and review annually		X	<A		
	Skills audit: complete annually		X		X	
	Annual self-review of the Board of Directors and committee performance: complete annually	X	<A			
	Annual self-review of the LGB performance: complete annually				X	
	Chair's performance: carry out a 360 review periodically	X	<A			
	Director contribution: review annually	X	<A			
	Succession plan: Trust Board	X				
	Succession Plan: LGBs		X			
	Annual schedule of business for the Board of Directors: agree		X			
	Annual schedule of business for the LGB: agree				X	<A
	Approval to permanently exclude a pupil					X
Approval to place a pupil in alternative provision and/or a pupil referral unit.					X	

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Reporting						
Reporting	Ensure the Multi Academy Trust governance structure and details are on the Trust and linked to the academies' website			X		
	Ensure academy governance details are on academies website			X		
	Ensure an up-to-date register of all interests, business, pecuniary			X		
	Annual report on performance of the MAT: submit report to the Members Trust.		X	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety, and compliance, incorporating governance statement demonstrating value for money: submit		X	<A		
	Monthly reporting of accounts to the Board and Audit Committee for the MAT.			X		
	Monthly reporting of accounts to the Board and Audit Committee for individual academies.			X		
	Termly reporting to the Trust Board on standards and performance in line with the objectives from the 3 Year Strategic Plan.			X		
	Termly reporting to the LGB on school standards					X

Area	Decision	Delegation					
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Strategic Decision Making							
Strategic Decision Making	Determine trust wide policies which reflect the multi academy trust's ethos and values (facilitating discussions with unions where appropriate). <ul style="list-style-type: none"> · Capability of staff. · Charges and Remissions. · Complaints. · Disciplinary. · Data Protection (GDPR). · Grievance and the statement of procedures for dealing with allegations of abuse against staff. · Health and Safety. · Performance Management. · Relationship and Sex Education. · Scheme of delegation and Terms of Reference. · SEND. · Teachers Pay. 			X	<A		
	Approve and implement statutory policies and reports at academy level:						
	<ul style="list-style-type: none"> · Admissions · SEN information report and policy · Safeguarding and Child Protection · Curriculum · Scheme of delegation and Terms of Reference · Charges and Remissions 	<ul style="list-style-type: none"> · Relationship and Sex Education · Behaviour · Pupil Premium Plan · Sports Premium Plan* · Careers guidance** · Health and Safety · Complaints 			X	X	
	Approve financial top slice / levy of the individual academies			X	<A		
	Management of risk: establish register, review and monitor			X			
	Engagement with stakeholders		X	X	X	X	X
	Determine the Multi Academy Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured.			X	<A		
	Chief Executive Officer: Appoint and dismiss		X	X			

	Academy Headteacher: Appoint and dismiss			X	<A	
	Budget plan to support delivery of Multi Academy Trust key priorities: agree		X	<A		
	Budget plan to support delivery of academy key priorities: agree			X	<A	<A
	Multi Academy Trust structure: agree		X	<A		
	Individual Academy staffing structure			X		<A

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Holding To Account						
Holding to Account	Agree the auditing and reporting of arrangements for matters of compliance (e.g. safeguarding, H&S, employment)		X	<A		
	Reporting arrangements for progress on key priorities: agree		X	<A		
	Performance management of the Chief Executive Officer: undertake		X			
	Performance management of Academy/ies Heads of School/s : undertake			X	<A	
	Director monitoring: agree arrangements	X				
	LGB monitoring: agree arrangements		X	<A		
	Review of the academy's KPIs through regular analysis of the School Improvement Plan.					
Ensuring Financial Probity						
Ensuring Financial Probity	Chief Financial Officer for delivery of the Multi Academy Trust's detailed accounting processes: appoint		X	<A		
	Multi Academy Trust's scheme of financial delegation: establish and review		X	<A		
	Individual Academy level scheme of financial delegation: establish and review			X	<A	<A
	External auditors' report: receive and respond		X			
	CEO pay award: agree		X			
	Academy Head of School/s pay award: agree			X	<A	
	Staff appraisal procedure and pay progression: monitor and agree			X		X
	Benchmarking and Multi Academy Trust wide value for money: ensure robustness		X	<A		
	Individual Academy value for money: ensure robustness				X	X
Develop Multi Academy Trust wide procurement strategies and efficiency savings programme				X		

*Primary Only **Secondary Only