

RMET

Scheme of Delegation

Appendix 1 – Decision-Making Matrix

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Approval Body:	Trust Board		
Author:	Head of Governance and Company Secretary		
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Document Change History

Date:	Version:	Description of Changes:
1 st September 2023	0.1	New Policy
18 th September 2023	1.0	First Approval
September 2025	2.0	Full Review

1. Introduction

- 1.1. The Scheme of Delegation provides the Trust with a written framework of structure for governance and provides operational clarity around the delegated powers, those that the Trustees retain and those that have been formally delegated, including their roles and responsibilities. The Scheme of Delegation applies to all Members, Trustees, Academy Committee Members and Staff.
- 1.2. Despite any delegation, the board remains accountable and it is essential that the communication mechanisms are set up to ensure seamless reporting.
- 1.3. Where the Trust Board has decided a level of delegation, any such delegation may be revoked or altered at any time.

2. Key to the Decision-Making Matrix

- 2.1. **A Accountable (and approver)**
Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
- 2.2. **R Responsible**
Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
- 2.3. **C Consulted**
Needs to be involved before the decision is made. Communication is two-way, these are important stakeholders or have relevant specialist knowledge.

1.20	Trust Board Committee Terms of Reference: Agree			A/R	C	C	C	C				
1.21	Annual Review of Scheme of Delegation			A/R					C			
1.22	Trust Board and Committees Self Review: Complete			A/R	A/R	A/R	A/R					
1.23	Review of Academy Committees: Complete			A				R	R			
1.24	Governance Arrangements on Trust and Schools' websites: Publish			A					R			
1.25	Trust website is complaint and effective: Ensure			A					R			
1.26	School websites are compliant and effective: Ensure			A					R			R
1.27	Ensuring Compliance (e.g. safeguarding, H&S, employment, premises): agree auditing and reporting arrangements			A	C	C			R	R	R	R
1.28	Annual Report on the performance of the Trust to Members: Submit and Publish (AGM)			A					R	R		
1.29	External Review of Board effectiveness every three years: Commission			A/R								
1.30	Annual Skills Audit: Complete			A/R	A/R	A/R	A/R	A/R				
1.31	Keep Declarations of Interest up-to-date		A/R									
1.32	Trust Board and Committee Meeting Minutes: Approve			A/R	A/R	A/R	A/R	A/R				

	Activity	DfE	RMET Governance						RMET Operational			
			Members	Trustees	FARC	Q of E	REM	A C	CEO	CFO	HR	Edu/ Schools
2. Vision and Strategy												
2.1	Trust's Vision, Strategy and Key Priorities: Determine			A/R						C		
2.2	Trust's Vision and Strategy: Apply							A	R	R	R	R
2.3	Self-Evaluation Form (SEF): Establish and Review							A	R			R
2.4	Trust-Wide Policies: Determine			A	C	C			R			
2.5	School-Level Policies: Determine			A				A	R			R
2.6	School-Level Policies: Monitor the effectiveness							A	R			R
2.7	Risk Register: Establish				A				R	R		
2.8	Risk Register: Review			A/R	A	C	C	C	R	R		
2.9	Business Continuity Plan: Establish and Review			A					R			
2.10	Register of Business Interests: Establish and Review			A					R			
2.11	Ofsted Inspection Areas of Improvement: Ensure implementation						A		R			R
2.12	Annual Scrutiny Focus: Determine			A	C							
2.13	Appointment of Internal Scrutiny Auditors			A	C							

	Activity	DfE	RMET Governance						RMET Operational			
			Members	Trustees	FARC	Q of E	REM	A C	CEO	CFO	HR	Edu/ Schools
3. Finance												
3.1	External Auditors: Appoint and Remove		A/R	C	C							
3.2	Trust's Scheme of Financial Delegation: Establish and Review			A	C				R	R		
3.3	External Auditor's Report		A		A				R	R		
3.4	Recommendations made by External Auditors: Action				A				R	R		
3.5	Annual Report and Accounts in line with Charity Commission's Statement of Recommended Practice			A/R	A				R	R		
3.6	DfE Required Reports and Returns: Submit			A/R	A				R	R		
3.7	Budget Plan to Support the delivery of Trust Strategic Priorities: Agree				A				R	R		
3.8	Budget Plan to support delivery of School Strategic Priorities: Agree				A				R	R		R
3.9	Trust and School Budgets: Monitor				A				R	R		
3.10	Benchmarking and Trust-Wide Value for Money Evaluation: Establish and Review				A				R	R		
3.11	Reporting and Monitoring Arrangements for Trust and School Budgets: Agree				A				R	R		C
3.12	Trustee and Academy Committee Expenses Policy: Agree			A/R								

	Activity	DfE	RMET Governance						RMET Operational			
			Members	Trustees	FARC	Q of E	REM	A C	CEO	CFO	HR	Edu/ Schools
4. Human Resources												
4.1	CEO/Accounting Officer: Appoint and Remove			A/R								
4.2	CEO/Accounting Officer: Performance Manage							A/R				
4.3	CEO/Accounting Officer: Remuneration – setting of executive pay and publication			A				R				
4.4	Chief Financial Officer: Appoint and Performance Manage			A					R			
4.5	Staff Performance Management: Conduct								A/R		R	
4.6	CPD of Staff: Ensure			A					R		R	
4.7	Staff Appraisal Procedure and Pay Progression: Review and Agree			A					R	C	R	
4.8	Executive Team Staffing Structure: Determine			A					R	C	R	
4.9	Trust Staffing Structure: Determine								A/R	C	R	
4.10	School Staffing Structure: Determine								A/R	C	R	R
4.11	Headteacher: Appoint and Remove			C					C	A/R		R
4.12	Trust-Wide Pay Policy, Terms and Conditions of Employment: Agree			A						R		R
4.13	Disciplinary and Capability Policies: Determine			A						R		R
4.14	CEO Disciplinary and Capability Procedures: Implement			A/R								R
4.15	Trust Disciplinary and Capability Procedures: Implement			A						R		R
4.16	School Disciplinary and Capability Procedures: Implement			A						R		R
4.17	Exit Payments/Early Retirement/Pension Discretion: Approval			A	C					R	C	R
4.18	Executive Team Performance Management: Conduct									A/R		C
4.19	Headteacher Performance Management: Conduct									A/R		C
4.20	Governance Professional Performance Management: Conduct			A/R						A/R		
4.21	Equality Information and Objectives: Agree			A						R		

	Activity	DfE	RMET Governance						RMET Operational			
			Members	Trustees	FARC	Q of E	REM	A C	CEO	CFO	HR	Edu/ Schools
5. Education												
5.1	Setting the framework for the school sessions and school term dates: Approve					A			C	R		R
5.2	School lunch nutritional standards are met: Ensure								A	R		R
5.3	Trust Curriculum/School Curriculum and Curriculum Policy: Approve					A/R			A	R		R
5.4	Sex Education within Curriculum Policy: Ensure								A	R		C
5.5	Curriculum: Delivery					C			A	R		R
5.6	High Standards of Teaching and Learning: Ensure					A/R			A	R		R
5.7	Targets for Trust Outcomes: Set			A						R		
5.8	Individual School Improvement Interventions and Strategies: Plan and Deliver								C	A/R		R
5.9	Trust Behaviour Policy: Agree					A				R		C
5.10	Trust Behaviour Policy: Implement								A	R		R
5.11	Permanent and Fixed Term Exclusions: Review					A			A/R	R		R
5.12	Permanent and Fixed Term Exclusions: Implement					A			A/R	R		R
5.13	Admissions Policy: Agree			A						R		C
5.14	Admissions Appeals Process: Agree			A						R		C
5.15	Complaints Policy: Agree			A						R		
5.16	Complaints Procedures: Implement								A	R		R
5.17	SEND Policy: Agree			A						R		C
5.18	SEND Policy: Implement								A	R		R
5.19	Spiritual, Moral, Social, Cultural (SMSC), Community Cohesion and Anti-Extremism Programmes: Monitor, Review and Evaluate								A	R		R
5.20	Safeguarding Policy: Agree			A						R		R
5.21	Safeguarding Policy: Implement								A	R		R
5.22	Careers Policy: Agree and Implement								A	R		R

	Activity	DfE	RMET Governance						RMET Operational			
			Members	Trustees	FARC	Q of E	REM	A C	CEO	CFO	HR	Edu/ Schools
6. Community												
6.1	Stakeholder Partnerships across the Trust: Develop			A/R	R	R		C	R			
6.2	Stakeholder Partnerships at School Level: Develop			A				A/R	R			R

4. Financial Decision-Making Matrix

Activity		RMET Governance		RMET Operational		
		Trust Board	FARC	CEO	CFO	Budget Holder
1. Expenditure Limits within Budget						
1.1	Expenditure limits within budget (per expense) from £0,000 to £10,000					A/R
1.2	Expenditure limits within budget (per expense) from £10,001 to £20,000				A	R
1.3	Expenditure limits within budget (per expense) from £20,001 to £50,000			A		R
1.4	Expenditure limits within budget (per expense) from £50,001	C	A			R
2. Expenditure Limits outside Budget						
2.1	Expenditure Limits outside budget (per expense) from £0,000 to £10,000			A		R
2.2	Expenditure Limits outside budget (per expense) from £10,001	C	A			R
3. Bad Debts						
3.1	Writing off bad debts (per student) up to £250			A	R	
3.2	Writing off bad debts (per student) from £251 and over	C	A		R	
3.3	Writing off bad debts (per debtor) up to £250			A	R	
3.4	Writing off bad debts (per debtor) from £251 and over	C	A		R	

		RMET Governance		RMET Operational		
	Activity	Trust Board	FARC	CEO	CFO	Budget Holder
4. Disposal of Surplus Stock, Stores & Assets						
4.1	Disposal of surplus stock, stores & assets (estimated value) up to £1,000				A/R	
4.2	Disposal of surplus stock, stores & assets (estimated value) from £1,001 and over			A	R	
4.3	Disposal of surplus stock, stores & assets (estimated value) if it exceeds 1% of the total annual income or £45,000 individually plus the additional requirement of DfE prior approval	C	A		R	
5. Expenses						
5.1	Approval of CEO expenses				A/R	
5.2	Approval of Staff expenses				A	R
5.3	Approval of Trustee/Academy Committee Member expenses		A		R	
5.4	Approval of Chair of Trustees expenses		A		R	
6. Gifts and Hospitality						
6.1	Approval of Gifts and Hospitality over £50		A		R	
7. Investments						
7.1	Approval of Investments	C	A		R	