



## Scheme of Delegation

### General Principles

- The MLP Trust Board and LGBs will work collaboratively and in partnership, abiding by the Articles of Association, Funding Agreement and regulatory authorities.
- The Board will make decisions, drawing on information and advice provided by LGBs as appropriate. For matters in which they have delegated authority, LGBs will make decisions on matters which affect individual academies.
- LGBs and Headteachers/Principals will have maximum delegation of responsibility and decision making for the strategic direction and operation of their academy as set out in this Scheme of Delegation *unless there is a cause for concern* (ref: Triggers of Intervention document).

Members	Trust Board	Local Governing Bodies
<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Hold the MLP Board of Trustees to account</li> <li>• Receive an Annual Report and Accounts which include a report from Trustees on the performance of the Trust</li> <li>• Appoint and remove the Member appointed Trustees</li> <li>• Work with the Trustees to review Board skills and approve succession planning</li> <li>• Appoint and remove the Auditors</li> <li>• Ensure solvency</li> <li>• Check compliance</li> <li>• Approve changes to the Articles of Association</li> <li>• Hold Trustees to account on delivery of Trust vision and ethos, strategy and outcomes</li> <li>• Hold two meetings per annum, one of which to be the AGM</li> </ul>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Accountability for all statutory operations of MLP under the terms of the Master and Supplementary Funding Agreements</li> <li>• Appointment and removal of Co-opted Trustees, the Chair and Vice Chair of the Trust Board, Committee Chairs and Trust appointed Governors</li> <li>• Ratification of LGB Chairs and Vice Chairs Appointment</li> <li>• Establish Committees as required</li> <li>• Approve and publish a Scheme of Delegation</li> <li>• Approve the addition (and removal as appropriate) of academies to MLP</li> <li>• Approve, develop and determine core MLP vision and strategy</li> <li>• Receive and approve Annual Accounts and Auditor’s reports, MLP budget and pupil/student outcome reports</li> <li>• Liaise with Ofsted and SIAMS teams as appropriate</li> <li>• Determine the schedule of MLP Governance Meetings</li> <li>• Appoint the Company Secretary</li> </ul>	<p><b>Governance and Strategic Purpose</b></p> <ul style="list-style-type: none"> <li>• Monitoring compliance with MLP vision and strategy</li> <li>• Ensuring local implementation of the vision for the Trust whilst maintaining, respecting and enhancing the distinctive ethos of the academy</li> <li>• Monitoring the implementation of the Supplementary Funding Agreement and its statutory compliance</li> <li>• Monitoring standards and outcomes through a focus on teaching and learning</li> <li>• Provide support to Headteacher/Principal during Ofsted and SIAMS Inspections</li> <li>• Propose LGB Chair and Vice Chair for appointment at final LGB Meeting of academic year</li> </ul>

Members	Trust Board	Local Governing Bodies
	<p><b>Strategic Management</b></p> <ul style="list-style-type: none"> <li>Academy Development Plan sign off</li> <li>Approve MLP Strategic Plan and monitor progress and impact</li> <li>Monitor and challenge performance standards across MLP including educational and financial</li> <li>Statutory compliance and risk management, legal and contractual compliance</li> <li>Accountability for CEO performance</li> <li>Strategic development planning</li> <li>Succession planning</li> </ul>	<p><b>Monitoring and Challenge</b></p> <ul style="list-style-type: none"> <li>Academy Development Plan scrutiny and further development</li> <li>Monitoring and evaluating academy performance against targets and reporting to the Trust Board</li> <li>Escalating to the Trust Board any issues or concerns which are assessed as significant risks be they financial, legal, educational or reputational</li> </ul>
<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>Receive Annual Statement and Accounts</li> </ul>	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>Review and agree individual academy budgets</li> <li>Approve Trust budget and proposed charging arrangements for academies</li> <li>Monitor the overall budget</li> <li>Ensure financial procedures are appropriately applied across all academies.</li> <li>Determine whether Trust should enter into Funding Agreements with new academies</li> <li>Ensure that Trust has a Business Continuity Plan</li> </ul> <p><i>Approval Limits:</i></p> <ul style="list-style-type: none"> <li>CEO and DFB: up to £75,000</li> <li>Resources Committee: in excess of £75,000 (subject to tendering and OJEU publication)</li> </ul>	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>Consideration and challenge of academy budget</li> <li>Monitoring of budget and reporting to Trust Board</li> </ul> <p><i>Approval Limits:</i></p> <ul style="list-style-type: none"> <li>Budget Holders: up to £5000</li> <li>Headteacher/Principal: up to £10,000 or £30,000 (within budget and value for money assessment)</li> <li>Headteacher/Principal and DFB: up to £50,000</li> </ul>
	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>Set strategic MLP curricular direction</li> <li>Ensure statutory compliance with assessment requirements</li> <li>Support and monitor Academy Development Plan implementation</li> <li>Monitoring and celebration of outcomes and achievements of each academy <ul style="list-style-type: none"> <li>Review and approve admission arrangements</li> </ul> </li> </ul>	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>Support the Headteacher with regard to the education offer for the academy</li> <li>Ensuring a balanced and broad curriculum in line with the values and ethos of the academy</li> <li>Monitor and approve attainment and progress reports for review by the Trustees</li> <li>Review admissions arrangements on an annual basis</li> <li>Have oversight of pupil/student numbers, exclusions, SEND and Disadvantaged Learners provision</li> <li>Support robust academy self-evaluation and promote high standards of educational achievement in line with the Trust's strategic direction</li> <li>Sit on exclusion panels as required</li> </ul>

Members	Trust Board	Local Governing Bodies
	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Recruitment of CEO (and removal if necessary)</li> <li>• CEO performance management</li> <li>• Provide support to the CEO in the recruitment and appointment of Academy Headteachers /Principals in conjunction with the LGB and SDBE</li> <li>• Overview of staff contract terms and conditions</li> <li>• Monitoring of performance related pay awards for staff in relation to Quality Assurance Framework</li> <li>• Approve the staffing structure for MLP</li> <li>• Approve senior staff pay awards</li> </ul>	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Contribute to the recruitment and appointment of Academy Headteachers/Principals in conjunction with Trustees</li> <li>• Recruitment of senior leaders to the academy and assistance with other academy appointments</li> <li>• Provide support to the CEO and Academy Headteacher/Principal on any staffing matters including disciplinary or other issues</li> <li>• Supporting the CEO with regard to the performance management of the Headteacher/Principal</li> <li>• Approval of performance related pay awards for teaching staff, following scrutiny of performance evidence and within agreed budget and MLP policy</li> </ul>
	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Development, approval and compliance checking of MLP policies including financial, administrative, procurement, recruitment and educational policies for implementation by MLP and LGBs.</li> </ul>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Oversee implementation and compliance with MLP and school policies</li> <li>• Establish, monitor and review academy policies</li> </ul>
	<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Marketing and PR strategy</li> </ul>	<p><b>Marketing and Relationships</b></p> <ul style="list-style-type: none"> <li>• To have an overview and communicate to the Trust Board as necessary regarding the following: <ul style="list-style-type: none"> <li>i. Pupil/Student recruitment</li> <li>ii. Parent relations</li> <li>iii. Community activities and relationships</li> <li>iv. Academy marketing and PR</li> </ul> </li> </ul>
	<p><b>Estates</b></p> <ul style="list-style-type: none"> <li>• To develop and oversee the estates development and asset management across MLP sites</li> <li>• To have oversight of individual academy estates development</li> <li>• To have oversight of health and safety</li> </ul>	<p><b>Estates</b></p> <ul style="list-style-type: none"> <li>• To have an overview and communicate to the Trust Board as necessary regarding the following: <ul style="list-style-type: none"> <li>i. Estates development</li> <li>ii. Health and safety</li> </ul> </li> </ul>