



Pathfinder Multi Academy Trust (“the MAT”)

Scheme of Delegation

Approved by Directors on 17th December 2020

Date of next scheduled review: December 2021

Publication/communication requirements: The Board of Directors should ensure that a copy is provided to Members, Board Committees (including the Local Governing Committee), the Executive Head and the Headteacher. The document should also be published on the Trust and Academy websites.

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 The Scheme reflects certain academies' designation as a Church of England schools, and reflects their former status as a VC or VA schools.
- 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 Directors. 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 Board of Directors.
- 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. The establishment of a Chairs' Group and a Headteachers' 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 Directors and shall apply from the date shown on the front cover.

3. How it has been determined

- 3.1 In determining this Scheme, the Directors have been mindful that:
 - a. The Board of Directors 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 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 intended that this will achieve economies of scale as well as reducing the burden on the individual academies..
 - 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, Headteachers' Group and others operating at academy level. The Board considers that there is often a powerful case for local involvement in decision making.
 - d. The level of delegation will reflect the circumstances of the Academy at the time of delegation. Academies with strong leadership and management will in general have a greater level of delegation than those with weaker leadership and management. Furthermore, particular weaknesses e.g. in relation to standards, may require certain decisions/responsibilities to be taken back by the Board of Directors.

4. Termination and amendment

- 4.1 The Scheme will be subject to formal review annually. However, if 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;
 - It is hoped that the strength of weaker academies will increase over time such that additional responsibilities may be delegated;
 - Where weaknesses develop in an academy's leadership and governance, or in particular areas, the MAT may need to intervene and remove delegations.
- 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:

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Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
A. Overarching Governance									
A1 Member matters									
1.	Amendment of Articles of Association	Decide	<Advise	<Advise				See advice/ comments	<ul style="list-style-type: none"> • Governance advisor to support process • Legal advice (as required) <ul style="list-style-type: none"> • Consent of York Diocesan Board of Education (YDBE) and directors required • Must be filed at Companies House along with copy of special resolution and any required forms
2.	Call Members' Meetings	Decide	Decide						<ul style="list-style-type: none"> • Governance advisor to support with process <ul style="list-style-type: none"> • As a minimum, Members should hold an AGM once a year. • Extraordinary meetings may also be called by Directors or Members. • Decisions may be made by written resolution between meetings.
3.	Appoint/remove Members	Decide						See advice/ comments	<ul style="list-style-type: none"> • Governance advisor to support with process <ul style="list-style-type: none"> • See Articles of Association for details
4.	Complete Member register of interests, and keep under regular review	Responsible	Receive	Receive	Receive	Receive		See advice/ comments	<ul style="list-style-type: none"> • Governance advisor to support with process <ul style="list-style-type: none"> • Governance Advisor to liaise with Trust personnel to ensure details are uploaded on Trust website • Register of Member Interests should be brought to the attention of decision makers as appropriate (Executive Head to oversee)

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
A2 Board matters									
5.	Appoint/remove Directors	Decide	<Advise					See advice/ comments	<ul style="list-style-type: none"> • Governance advisor to support with process • Directors to advise on skills gaps to inform decision making • There is no maximum number of directors. • Articles of Association specify that the Members shall appoint up to ten directors • The directors appointed by the Members may co-opt, with the consent of YDBE, up to two directors for a specified term not exceeding four years. • Recommendation/application forms should request information about ability and commitment to preserve and develop the ethos of all schools within the Trust as well as other skills. • YDBE guidance and training should be provided to those undertaking the role and directors should be required to sign an appropriate ethos undertaking • Code of Conduct should be agreed and all Directors should be required to sign it • Governance Advisor to liaise with appropriate Trust personnel to ensure that <ul style="list-style-type: none"> • appropriate DBS and related checks are made • GIAS notifications are made • Details of directors and their interests are uploaded on Trust website • YDBE is informed of any changes to the directors • Copies of completed ethos undertakings to be provided to YDBE and Foundation Members. • Return must be filed at Companies House • Chair of Board, Executive Head, Governance Advisor and others as appropriate to provide induction

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
6.	Complete Director/Trustee board skills audit and training plan annually	Receive	Responsible	<Advise				<ul style="list-style-type: none"> Chair of Board to lead – Governance Advisor to support with process 	<ul style="list-style-type: none"> Skills audit should include ability and commitment to preserve and develop CE ethos of CE schools within the Trust. Chair of Board to follow up with Directors on training requirements Details of skills gaps should be provided to those responsible for appointing Directors when a vacancy arises
7.	Appoint/Remove Chair of Directors		Decide					<ul style="list-style-type: none"> Governance advisor to support with process 	
8.	Appointment Vice Chair of Directors		Decide					<ul style="list-style-type: none"> Governance advisor to support with process 	
9.	Determine and allocate specific Director roles in safeguarding/child protection and health & safety (and others as required)		Decide					<ul style="list-style-type: none"> Chair to advise based on skills audit 	<ul style="list-style-type: none"> Allocated Directors should work with the Local Governors given specific responsibilities in their areas (the roles should dovetail) NB All Directors continue to have responsibility for these areas, despite any allocation of specific roles
10.	Confirm Accounting Officer		Decide					<ul style="list-style-type: none"> Finance Director to support and notify Secretary of State 	<ul style="list-style-type: none"> Should be the Executive Head or equivalent (the role will be heavily supported by the Finance Director and the Headteachers' Group) Has responsibility for regularity, propriety and value for money. Also responsibility for ensuring that proper financial records and accounts are kept.
11.	Appoint/remove governance advisor		Decide	<Advise				<ul style="list-style-type: none"> HR advice obtained as required 	<ul style="list-style-type: none"> Should have relevant experience in school/company/charity governance Reports directly to the Board.

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
12.	Determine Scheme of Delegation		Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> • Governance Advisor and Executive Head advise and support • LGCs and other Committees to provide advice on amendment based on experience of operation 	<ul style="list-style-type: none"> • The document will be reviewed every year or more frequently where the directors deem this to be desirable. • Where practicable, the Board will give the LGC and Committees an opportunity to comment before determining the Scheme of Delegation. • The Scheme will comply with the Memorandum and Articles of Association and other legal requirements, including any matters that are reserved to Members from time to time. • The Board will ensure that the CE foundation and responsibilities to the YDBE and site trustees are properly reflected in the Scheme. The YDBE will be consulted prior to first adoption and thereafter in the event that any proposed changes could impact on the CE foundation of an academy.
13.	Complete Director register of interests and keep under regular review	Receive	Responsible	Receive	Receive	Receive	See advice/ comments	<ul style="list-style-type: none"> • Governance advisor to support with process 	<ul style="list-style-type: none"> • Governance Advisor to liaise with Trust personnel to ensure details are uploaded on Trust website. • Register of Director Interests should be brought to the attention of decision makers as appropriate (Executive Head to oversee).
14.	Board of Directors/Trustees' Annual Schedule of Business		Decide	<Advise	Receive			<ul style="list-style-type: none"> • Chair of Board to lead, with governance advice and support with process • Appropriate advice and input from Executive Head and those responsible for planning LGC/other Committee Annual Schedule of Business 	<ul style="list-style-type: none"> • Should be shared with LGC and other Committees to inform their work • Chair of Board and Governance Advisor use to inform agenda setting • Directors should meet at least every half term

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
15.	Determine policy review process and schedule		Decide	<Advise	Receive			<ul style="list-style-type: none"> • Governance advisor to support with process • Appropriate advice and input from Executive Head (and other key employees) and those responsible for LGC/other Committee policy review 	<ul style="list-style-type: none"> • Needs to dovetail with annual schedule of business (see above). • Should specify what policies there are to be, the lead member of staff responsible for the policy, the approving person/body and when the review will take place. • Review of policies to be conducted in accordance with process and schedule.
16.	Annual Review of Governance and Board Effectiveness		Responsible	<Advise	Advise	<Advise		<ul style="list-style-type: none"> • Chair of Board to lead. • Governance Advisor and Executive Head advise and support with process 	<ul style="list-style-type: none"> • This should dovetail with the Committees' (including LGCs) reviews of their own effectiveness (see below). • The outcome of the review may impact on the level of delegation to LGCs and others under the Scheme of Delegation or otherwise. • Directors to consider whether an external review of governance should take place.
17.	Annual Report and Financial Statements	Receive and scrutinise	Approve	<Advise, Approve			See advice/ comments	<ul style="list-style-type: none"> • Finance Director to co-ordinate draft, with input from Executive Head and Governance Advisor • Auditors to review and sign off • Directors and Accountable Officer must approve relevant sections 	<ul style="list-style-type: none"> • The Members should receive and scrutinise the accounts at their AGM. • The document should be filed with Companies House and the DfE and uploaded onto the Trust's website.

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
18.	Other company returns		Approve	<Advise, Approve				<ul style="list-style-type: none"> • Directors to approve as required • Trust staff to advise as appropriate e.g. HR Director, Finance Director, Governance Advisor 	<ul style="list-style-type: none"> • To include key Companies House filings and DfE returns
19.	Executive Head Reports to Directors		Receive, Scrutinise	Responsible				<ul style="list-style-type: none"> • The Executive Head will be supported by others as appropriate e.g. Finance Director, HR Director 	<ul style="list-style-type: none"> • The Directors should agree with the Executive Head what reports are required, the required frequency and the content of those reports. • The Directors should receive the reports at a Board meeting to enable appropriate questioning and follow up.
20.	Supplemental Reports to Members	Receive, Scrutinise	Approve	<Advise				<ul style="list-style-type: none"> • The Executive Head should co-ordinate the reports for input and approval by the Directors • The Executive Head and the Directors will be supported by others as appropriate e.g. Finance Director, HR Director. 	<ul style="list-style-type: none"> • The Members should agree with the Directors what additional reports are required, the required frequency and the content of those reports. • The Members should receive the supplemental reports at their AGM and/or at Extraordinary General Meetings to enable appropriate questioning and follow up • The reports should include an annual Church School Distinctiveness Report.
21.	Setting up any subsidiary company or linked charity		[Decide/ Recommend]					<ul style="list-style-type: none"> • Legal and financial advice required 	<ul style="list-style-type: none"> • Directors must keep the need for a subsidiary company under review, based on the Trust's trading and related activities.

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
A3 LGC and other committee matters									
22.	Determine and keep under review Committee complement		Decide	<Advise	Advise	<Advise		<ul style="list-style-type: none"> • Executive Head and Governance Advisor to advise and support • Headteacher and Clerk to aid formulation of LGC advice 	<ul style="list-style-type: none"> • Under the Articles of Association: <ul style="list-style-type: none"> - the constitution, membership and proceedings of any committee must be determined by the Directors - the establishment, terms of reference, constitution and membership of any committee shall be reviewed at least once in every twelve months - the membership of any committee of the Directors may include persons who are not Directors, provided that (with the exception of the LGCs) a majority of members of any such committee shall be Directors except in the case of a LGC, no vote on any matter shall be taken at a meeting of a committee of the Directors unless the majority of members of the committee present are Directors. • Academy trusts are required to establish a Director committee (Finance & Resources) to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. All Trusts with an annual income over £50 million must have a dedicated audit committee. The majority of members must be Directors.
23.	Determining LGC composition		Advise>	Advise>	Decide	<Advise	See advice/ comments	<ul style="list-style-type: none"> • Clerk advice and support with process 	<ul style="list-style-type: none"> • For Church schools, the composition of the LGC will be agreed with the YDBE. Any changes to the number or proportion of Foundation Local Governors, or how they will be appointed, will require the consent of the YDBE.

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DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
24. Appointments to LGC				Decide		See advice/ comments	<ul style="list-style-type: none"> • Clerk advice and support with process • Details of skills gaps should be provided to those responsible for appointing Local Governors when a vacancy arises 	<ul style="list-style-type: none"> • The YDBE's Foundation Local Governor appointment processes should be followed when Foundation Local Governors are being appointed • Code of Conduct should be agreed • In Church schools, all Local Governors should attend appropriate CE governance training and complete an appropriately worded ethos undertaking. • Clerk to liaise with Governance Advisor and other appropriate staff to ensure: <ul style="list-style-type: none"> • appropriate DBS and related checks are made • GIAS notifications are made • Details of Local Governors and their interests are uploaded on Academy website • In Church schools, copies of ethos undertakings are sent to the YDBE and the Directors • Clerk, Headteacher and Chair of LGC (and others as appropriate) to lead induction.
25. Hold staff and parent elections for LGC				Responsible	<Advise		<ul style="list-style-type: none"> • Clerk and Headteacher advise and support with process 	<ul style="list-style-type: none"> • Must be in accordance with any relevant provisions in Articles of Association and Scheme of Delegation • LGC Members to flag need for skills and ability to support CE ethos of Academy if appropriate as part of process. • LGC to appoint in the event no-one puts themselves forward for election.
26. Appoint Chair of LGC				Decide			<ul style="list-style-type: none"> • Clerk advice and support with process 	
27. Appoint Vice Chair of LGC				Decide			<ul style="list-style-type: none"> • Clerk advice and support with process 	

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
28.	Allocate specific local governor roles				Decide	<Advise		<ul style="list-style-type: none"> Chair of LGC to lead, based on skills Directors to specify certain required roles to dovetail with own link Directors (if applicable) 	<ul style="list-style-type: none"> Allocated LGC members should work with Directors allocated with specific responsibilities in their areas LGC may choose to allocate additional link roles (e.g. <i>Safeguarding/Child Protection, Health and Safety, Special Educational Needs</i>) and to delegate to sub- committees All LGC members continue to have responsibility for these areas, despite any allocation of specific roles
29.	Confirm local Accounting Officer (Academy level)		Decide	<Advise				<ul style="list-style-type: none"> Reports to Executive Head as overall Accounting Officer 	<ul style="list-style-type: none"> Will generally be the Headteacher or equivalent (the role will be heavily supported by the Academy's Finance manager or equivalent) Has responsibility for regularity, propriety and value for money at Academy level. Also responsibility for ensuring that proper financial records and accounts are kept.
30.	Complete LGC register of interests and keep under regular review		Receive	Receive	Responsible	Receive	See advice/ comments	<ul style="list-style-type: none"> Clerk advice and support with process Clerk to liaise with appropriate Academy personnel to ensure uploaded on website 	<ul style="list-style-type: none"> Register of LGC Interests should be brought to the attention of decision makers as appropriate (Headteacher to oversee).
31.	Determine LGC annual schedule of business		Advise	<Advise>	Responsible	<Advise		<ul style="list-style-type: none"> Chair to lead with Clerk advice and support with process Appropriate advice and input from Executive Head, Headteacher and those responsible for planning other Annual Schedules of Business 	<ul style="list-style-type: none"> This needs to dovetail with the Board's schedule of business if used To include items as appropriate to reflect that the Academy is a CE school if appropriate Chair and Clerk to use to inform agenda setting LGC should meet at least once each term

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
32.	Academy level Reporting to Directors		Receive, Scrutinise	<Advise	Responsible & Approve				<ul style="list-style-type: none"> LGC minutes available to Directors The content and frequency of any additional LGC reports shall be specified by the Directors Additional academy level reporting should be included in Executive Head reports as appropriate (see above).
33.	Review of LGC effectiveness		Receive, Scrutinise	<Advise	Responsible	<Advise		<ul style="list-style-type: none"> Chair of LGC to lead, Clerk advice and support with process 	<ul style="list-style-type: none"> This should dovetail with the Board's reviews of their own effectiveness (directors may set a template) Conclusions should be fed into the Board's review of governance effectiveness and may impact on future levels of delegation pursuant to the Scheme of Delegation LGC to participate as required in any external review of governance required by the Directors.
34.	LGC skills audit		Receive, Scrutinise	<Advise	Responsible	<Advise		<ul style="list-style-type: none"> Clerk advice and support with process 	<ul style="list-style-type: none"> LGCs may conduct a skills audit Directors may set a template. Skills audit should include ability and commitment to preserve and develop CE ethos of the Academy Directors to receive details and may impact on areas of delegation Details of skills gaps should be provided to those responsible for appointing local governors when a vacancy arises.
35.	Appoint/remove clerk to the LGC		Decide	<Advise					<ul style="list-style-type: none"> Clerk supplied by Governance Support and Development Service as agreed in MAT level governance services contract
36.	Determine LGC procedures		Decide		Advise			<ul style="list-style-type: none"> Governance Advisor to provide advice and support Clerk to support LGC in formulating advice 	<ul style="list-style-type: none"> These must be in compliance with the Articles of Association and must include details relating to appointment of Chair/Vice Chair, quorum and decision making and other procedures etc

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37.	Determine Trust committee structure (including LGCs, Board sub-committees and any other committees as deemed necessary)		Decide		<Advise				The Board will have sub-committees for Standards and Finance & Resources. Directors will agree numbers, frequency of meetings and terms of reference.

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
A4 Heads and Chairs Group									
38.	Establish Heads' Group			Responsible		Participate			<ul style="list-style-type: none"> Executive Head to establish and lead Heads' Group to enable all headteachers to feed in their thoughts and advice in relation to pertinent matters for their Academy and to enable co-ordinated reporting (through the Executive Head) to the Board.
39.	Establish Chairs' Group		Responsible CHAIR		Participate CHAIR			<ul style="list-style-type: none"> Supported by Governance Advisor as required 	<ul style="list-style-type: none"> Chair of the Board to establish and lead Chairs' Group to enable all LGC Chairs to feed in their thoughts and advice in relation to pertinent matters for their Academy and to ensure dovetailing of Director and LGC business.
A5 Miscellaneous									
40.	Determine governance policies and procedures for Directors and Local Governors		Approve					<ul style="list-style-type: none"> Governance Advisor to provide advice and support 	<ul style="list-style-type: none"> E.g. appointment, Induction, expenses, Interests (conflicts, payments, contacts etc), Code of Conduct Policies must be in accordance with Articles of Association
41.	Obtain Director and Officers insurance		Approve					<ul style="list-style-type: none"> Finance Director advice and support 	<ul style="list-style-type: none"> Must be in accordance with Articles of Association
A6 Website reporting									
42.	Governance details on trust website	Receive	Approve	<Advise	<Advise CLERK	<Advise		<ul style="list-style-type: none"> Governance Advisor & Executive Head to advise and support, headteacher and LGC Clerk to feed in relevant information at Academy level 	<ul style="list-style-type: none"> Trust to approve framework Governance Advisor responsible for ensuring Trust level information up to date LGC Clerk responsible for ensuring Academy level information up to date.

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
B. Strategy and Leadership									
B1 Strategic planning and oversight									
1.	Set Trust vision and ethos statement		Decide	<Advise				<ul style="list-style-type: none"> Executive Head and Heads' Group leading role in formulating for director scrutiny 	<ul style="list-style-type: none"> Executive Head and Heads' Group responsible for implementation Should reflect Community and Church foundation of academies in Trust
2.	Set strategic objectives and KPIs of Trust and determine Trust Development Plan and review process		Decide	<Advise				<ul style="list-style-type: none"> Executive Head and Heads' Group leading role in formulating for director scrutiny 	<ul style="list-style-type: none"> Executive Head and Heads' Group responsible for ensuring objectives are met and for progress against Development Plan Development Plan must be in line with strategic objectives Should reflect Community and Church foundation of academies in Trust
3.	Complete Trust Self Evaluation Form (or equivalent)		Decide	<Advise				<ul style="list-style-type: none"> Executive Head and Heads' Group leading role in formulating for director scrutiny 	<ul style="list-style-type: none"> SEF to reflect progress against Development Plan
4.	Set Academy vision and ethos statement			Approve	Recommend	<Advise		<ul style="list-style-type: none"> Headteacher leading role in formulating for LGC scrutiny 	<ul style="list-style-type: none"> Must fit with Trust vision and ethos (Executive Head and Heads' Group to ensure) Vision and ethos should reflect CE school status. CE academies have a fixed ethos statement which should only be changed with consent of DBE. Headteacher responsible for implementation

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
5.	Set Academy's strategic objectives and KPIs and determine School Development Plan and review process		Approve (KPIs and strategic objectives)	Approve (Plan) <Advise	Recommend	<Advise		<ul style="list-style-type: none"> Headteacher leading role in formulating (in conjunction with the Executive Head and Heads' Group) for LGC scrutiny 	<ul style="list-style-type: none"> Must fit with Trust strategic objectives, KPIs and Plan (Executive Head and Head's Group to ensure) and reflect Ofsted and SIAMS outcomes Development plan must be in line with strategic objectives Should reflect CE school status Board of Directors may provide templates.
6.	Complete Academy Self Evaluation Form (or equivalent)			Scrutinise	Responsible	<Advise		<ul style="list-style-type: none"> Headteacher leading role in formulating for LGC scrutiny 	<ul style="list-style-type: none"> SEF to reflect progress against Development Plan Trust board may provide templates Executive Head and Head's Group to scrutinise and report on outcomes to the Board .
7.	Complete and keep under review Academy SIAMS self-evaluation		Oversee	<Advise	Responsible	<Advise	See advice/ comments		<ul style="list-style-type: none"> YDBE SLA Adviser will support through critical friend visits This should be a working document kept under regular review.
8.	Involvement in Ofsted inspections and SIAMS inspections		Responsible	Responsible	Responsible	Responsible	See advice/ comments		<ul style="list-style-type: none"> Directors and LGC members will be involved as appropriate in Ofsted inspections and SIAMS inspections. The YDBE shall notify the Academy when an inspection is due and liaise with the Academy on the relevant arrangements. The Headteacher will notify the Executive Head, Chair of the Board and the Chair of the LGC that an inspection has been notified and what involvement is needed from the Board and the LGC, according to agreed procedures.

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
B2 School Organisation									
9.	Determine protocol for considering taking on new academies/free schools (including due diligence arrangements)		Decide	<Advise				<ul style="list-style-type: none"> Executive Head leading role in formulating for Director scrutiny 	<ul style="list-style-type: none"> Executive Head to manage process in accordance with agreed protocol This should include the need for a conversion plan to deal with pre and post conversion matters, with an overall project manager identified, and the need for appropriate HR, Finance, buildings, legal etc advice
10.	Decide to take on a new academy/open a free school		Decide	<Advise			See advice/ comments	<ul style="list-style-type: none"> Directors to obtain appropriate legal, HR, Finance, buildings etc advice 	<ul style="list-style-type: none"> [Include detail of any advice and consent requirements under the Articles e.g. YDBE advice, YDBE and site trustee consents] Directors must look carefully at all aspects of a potential academy prior to recommending an academy is taken on/free school established, given the impact that the decision may have on the academies already in the Trust
11.	Approve legal documentation associated with academy conversions		Approve	<Advise			See advice/ comments	<ul style="list-style-type: none"> Directors will obtain appropriate Legal, HR, Finance, buildings etc advice 	<ul style="list-style-type: none"> Directors must understand the documentary framework and what is being agreed to by entering into it. YDBE will need to approve certain documents for a CE school conversion prior to giving its final consent
12.	Structural collaboration and partnership agreements		Decide	<Advise	Recommend ACADEMY LEVEL	<Advise ACADEMY LEVEL	See advice/ comments	<ul style="list-style-type: none"> Directors will obtain Executive Head and Heads' Group advice and appropriate Legal etc advice 	<ul style="list-style-type: none"> Trust level collaboration/partnership agreements to be entered into by Directors with advice from Executive Head and Heads' Group Academy level collaboration/partnership agreements to be entered into by Directors following a recommendation from LGC YDBE should be advised if a collaboration/ partnership agreement is proposed which involves a CE school – depending on the specifics advice may be given/consent may be required

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
13.	Academy closure or re-brokerage (termination of Funding Agreement)		Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> Trustees will obtain appropriate Legal etc advice 	<ul style="list-style-type: none"> DfE consent required DfE may enforce closure or re-brokerage in appropriate circumstances. YDBE should be consulted for advice in the event closure or re-brokerage is proposed. YDBE/site trustee consents may be required.
14.	Academy amalgamation/ merger		Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> Directors will obtain appropriate Legal etc advice 	<ul style="list-style-type: none"> YDBE should be consulted as soon as possible for advice in the event amalgamation/merger is proposed. YDBE/site trustee consents may be required. DfE consent required
15.	Seeking to change Church of England designation of academy	Decide	Recommend	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> Directors will obtain appropriate Legal etc advice 	<ul style="list-style-type: none"> YDBE should be consulted as soon as possible for advice. YDBE/site trustee consents may be required. DfE consent required
16.	Agreeing other significant changes to an academy (e.g. potentially contentious proposals, changes to premises, change of age range)		Decide	<Advise	Advise	<Advise	See advice/ comments		<ul style="list-style-type: none"> YDBE should be consulted as soon as possible for advice. YDBE/site trustee consents may be required. DfE consent may be required
17.	Determining school session and term dates			Advise>	Decide	<Advise		<ul style="list-style-type: none"> Headteachers' Group to advise 	
18.	Authorising school closure and re-opening in the event of an emergency		Decide	<Advise	<Advise	<Advise		<ul style="list-style-type: none"> Headteachers' Group to advise 	<ul style="list-style-type: none"> Board of Directors to take into account local and national government guidance, risk assessments, and health and safety advice.

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
B3	Risk Management								
18.	Determine overall risk management policy and processes		Decide	<Advise				<ul style="list-style-type: none"> Executive Head to lead, advise and co-ordinate input from Finance Director and other trust level staff 	<ul style="list-style-type: none"> To include template risk register and frequency of review
19.	Review and complete Trust risk register		Responsible	<Advise				<ul style="list-style-type: none"> Executive to lead, advise and co-ordinate input from Finance Director and trust level staff 	<ul style="list-style-type: none"> Using agreed risk register template in the MAT Development Plan To reflect major school specific risks as appropriate
20.	Review and complete academy level risk register			Oversee	Responsible	<Advise		<ul style="list-style-type: none"> Headteacher to lead, advise and co-ordinate input from senior Academy staff 	<ul style="list-style-type: none"> Using agreed risk register template To inform Trust risk register review

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
C. Staffing									
C1 Staffing structures									
1.	Determining staffing structure of MAT Central Team (types, grades and numbers of posts including organisational restructuring) -		Decide	<Advise				<ul style="list-style-type: none"> Executive Head, HR and Finance Director to advise Trust Board's Finance and Resources Committee to support Board 	<ul style="list-style-type: none"> This relates to determining the Trust level staff structure. Please see below in relation to appointment to those positions. Within budget and with due regard for HR and Finance policies and procedures.
2.	Determining staffing complement – Academy level (including organisational restructuring)		Decide	<Advise>	Recommend	<Advise		<ul style="list-style-type: none"> Executive Head to lead and advise with academy level input HR and Finance advice Trust Board's Finance and Resources (and Standards Committee) to support Board 	<ul style="list-style-type: none"> This relates to determining the Academy level staff structure. Please see below in relation to appointment to those positions.
3.	Setting terms and conditions of employment, Trust wide HR policies and procedures and staff handbook		Decide	<Advise				<ul style="list-style-type: none"> Executive Head & HR Director to lead and advise Trust Board's Finance and Resources Committee to support Board 	<ul style="list-style-type: none"> Need to ensure local differences and TUPE considerations taken into account Policies to include e.g. recruitment, probation and induction, pay, appraisal, conduct and disciplinary, grievance, capability, absence management, professional development, equality, expenses Executive Head to report to Directors on any material concerns about operation of policies and procedures YDBE guidance to be considered in relation to ability to ask for Christian commitment /ability and fitness to preserve and develop the religious character of the academy in the appointment of certain members of staff.

Delegation Matrix – Pathfinder Multi Academy Trust

DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
4. Carry out and maintain central record of recruitment and vetting checks on staff		Scrutinise (Safeguarding Trustee)	Responsible – Trust level staff Oversee – Academy staff	Scrutinise ACADEMY LEVEL (Safeguarding LGC member)	Responsible – Academy staff			<ul style="list-style-type: none"> Executive Head responsible for Trust wide staff, Headteacher responsible for Academy staff (HR Director to advise and manage)
5. Maintain register of staff interests		Receive	Responsible – Trust wide staff	Receive	Responsible – Academy staff		<ul style="list-style-type: none"> HR Director to advise and manage 	<ul style="list-style-type: none"> Interests should be brought to the attention of decision makers as appropriate.
C2 Trust level appointments								
6. Appointment, suspension and dismissal of Executive Head		Decide				See advice/ comments	<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Two committees required one to decide and one to hear any appeal YDBE should be contacted when it is clear a recruitment process is required for a Chief Executive, for advice on YDBE's involvement in the process.
7. Performance Management and pay review of Executive Head		Decide, Responsible				See advice/ comments	<ul style="list-style-type: none"> HR Adviser to support and advise Independent advisor should support appraisal process 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Panel of 3 Directors (including the Chair) should be selected by the Board to carry out the performance management. Two committees required one to decide and one to hear any appeal Panel to include the DYET appointed Director.
8. [Insert appropriate wording relating to Executive Principals of the Trust, if appointed. (Scheme would need to be amended as appropriate to reflect this additional role)]								<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies YDBE should be contacted when it is clear a recruitment process is required for an Executive Principal with responsibility for a CE school, for advice on YDBE's involvement in the process.¹

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
9.	Appointment of MAT Central Team Staff		Review	Decide				<ul style="list-style-type: none"> HR Adviser to support and advise 	
10.	Performance management and pay review of MAT central staff			Decide				<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Executive Head may delegate to appropriate line managers Must be in accordance with Trust approved HR policies
11.	Suspension of MAT Central staff		Review	Decide				<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Executive Head may delegate to appropriate line managers Must be in accordance with Trust approved HR policies
12.	Dismissal of MAT Central staff		Decide	Recommend				<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Executive Head may delegate to appropriate line managers Must be in accordance with Trust approved HR policies Separate committees for decision and appeal Board to determine any termination/ settlement agreement payments MAT Central Staff
13.	Approve applications for early retirement			Decide				<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies
14.	Approve applications for secondment			Decide				<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies
15.	Appointment and dismissal of Head of Primary Education		Decide	Recommend				<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line managed by Executive Head
16.	Appointment and dismissal of Finance Director		Decide	<Advise				<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line managed by Executive Head To act as chief financial officer for delivery of Trust's detailed accounting requirements This individual should attend board meetings (and committee meetings as appropriate)

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
17.	Appointment and dismissal of HR Director		Decide	<Advise				<ul style="list-style-type: none"> HR Advice 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line managed by Executive Head
18.	Appoint and dismiss Governance Officer		Decide	<Advise				<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies May be an additional responsibility for an existing member of staff e.g. likely to also be Company Secretary (see above) and person with responsibility for overseeing admissions. Potentially also the clerk for LGCs.
C3 Academy level appointments									
19.	Appointment of headteacher		Approve LGC's recommendation	Advise>	Decide		See advice/ comments	<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Executive Head and LGC panel to interview and recommend. Directors may send one of their number to sit on panel if required. At least one Foundation Local Governor to be on panel. Line managed by Executive Head YDBE should be contacted when it is clear a recruitment process is required for a headteacher, for advice and to arrange YDBE's involvement in the process.
20.	Determination of headship arrangements in an emergency/interim situation		Approve	Responsible	<Advise			<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> LGC to participate as appropriate depending upon urgency

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
21.	Performance management and pay review of headteacher		REMCo to ratify decision Separate committee to hear appeals	Decide	<Advise/ Recommend			<ul style="list-style-type: none"> HR Adviser to support and advise Independent advisor should support appraisal process 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies CEO to decide performance management targets to ensure dovetailing with MAT priorities LGC represented by Chair or other appointed representative at performance management meeting MAT Remuneration Committee (REMCo) will have oversight of HT performance management and pay progression, and will ratify the CEO's decision Whilst MAT CEO is also HT of AHS, separate arrangement needed for AHS HT. For CEO, – REMCo will review and decide on MAT element of salary; separate committee available to hear any pay appeal
22.	Change to ISR		Decide (where not delegated – see comments)		Decide (where delegated – see comments)			<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> LGC must consult with HR when it wishes to move an existing ISR <i>up to and including the maximum point permitting for that band of school as defined by its Group Size in the STPCD</i> Where an LGC wants to move an ISR <i>beyond</i> the maximum set by the STPCD based on a school's group size, such a change will also require authorisation from the Board of Directors
23.	Suspension of headteacher			Recommend/ advise	Decide			<ul style="list-style-type: none"> HR Adviser to support and advise 	
24.	Dismissal of headteacher		Decide	<Advise /recommend	<Recommend			<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Two committees required one to decide and one to hear any appeal Board to determine any termination/ settlement agreement payments

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
25.	Determining staffing structure at academy level (types, grades and numbers of posts including organisational restructuring)				Decide	<Advise		<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Within budget and with due regard for HR and Finance policies and procedures
26.	Ensure safer recruitment practices are followed in academy appointments				Responsible	Responsible		<ul style="list-style-type: none"> HR Adviser to support and advise 	
27.	Approve applications for early retirement				Decide	<Advise		<ul style="list-style-type: none"> HR Adviser to support and advise 	
28.	Approve applications for secondment			Advise>	Decide	<Advise		<ul style="list-style-type: none"> HR Adviser to support and advise 	
29.	Appointment of other Senior Leadership Team positions			Advise>	Decide (unless delegated)	Decide (where delegated)		<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies LGC panel plus headteacher to interview and decide unless LGC delegate particular appointment to headteacher. Line managed by headteacher
30.	Appointment of other Academy staff positions				Decide (unless delegated)	Decide (where delegated)		<ul style="list-style-type: none"> HR Adviser to support and advise Where decisions not delegated to headteacher, headteacher will be asked to advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Appointment decisions may be delegated to the headteacher (or further delegated where reflected in agreed policy) Line managed by headteacher or other SLT member

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
31.	Performance management and pay review of Academy level appointments (other than headteacher)				Decide	<Advise		<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Line manager Where headteacher is not line manager, he/she may be involved in process (as appropriate) two committees required: one to decide and one to hear any appeal
32.	Suspension of academy staff (other than headteacher)				Decide	Review		<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Suspensions notified to Heads' Group
33.	Dismissal of academy staff other than headteacher				Decide	<Advise / Recommend		<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Two committees required one to decide and one to hear any appeal LGC to determine any termination/ settlement agreement payments
34.	Appointment of special needs co-ordinator (SENCO)				Decide (unless delegated)	Decide (where delegated)		<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> LGC panel plus headteacher to interview and decide unless LGC delegate particular appointment to headteacher Any allocated SEND local governor to be involved as appropriate Line managed by headteacher
35.	Appointment of educational visits co-ordinator				Decide (unless delegated)	Decide (where delegated)		<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies LGC panel plus headteacher to interview and decide unless LGC delegate particular appointment to headteacher or other Line managed by headteacher
36.	Appointment safeguarding /child protection officer (designated senior person) and a deputy				Decide (unless delegated)	Decide (where delegated)		<ul style="list-style-type: none"> HR Adviser to support and advise 	<ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies LGC panel plus headteacher to interview and decide unless LGC delegate particular appointment to headteacher Line managed by headteacher

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
37.	Appointment of academy finance/business manager or equivalent				Decide	Decide		<ul style="list-style-type: none"> • HR Adviser to support and advise 	<ul style="list-style-type: none"> • Must be in accordance with Trust approved HR policies • Panel to include: <ul style="list-style-type: none"> - headteacher - Trust's Finance Director - Chair of Local Governors/Chair of Finance and Resources Committee • Line managed by Headteacher

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
D. Pupil/Student matters									
D1 Safeguarding and Child Protection									
1.	MAT Safeguarding and child protection statement		Approve	Recommend Oversee	Oversee Academy level				<ul style="list-style-type: none"> Headteacher to implement at academy level, overseen by Executive Head Executive Head to report to Directors on any material concerns about operation of policy Academy policy to comply with MAT policy MAT safeguarding lead to audit individual academy and overall MAT compliance
2.	Academy Safeguarding and Child Protection Policy				Approve	<Recommend		<ul style="list-style-type: none"> Advice from DSL if this is not the headteacher 	<ul style="list-style-type: none"> Headteacher leads and promotes the ethos and culture around safeguarding across their school community DSL responsible for working with the safeguarding governor in overseeing safeguarding systems and procedures in school, supporting staff and reporting to LGC
D2 Education provision									
3.	Standards of teaching		Oversee (Trust wide)	Responsible (Trust wide) <Advise	Oversee (Academy level) Advise	Responsible (Academy level) <Advise		<ul style="list-style-type: none"> Advice and support from Head of Primary Education and external consultant as required 	<ul style="list-style-type: none"> Headteacher responsible for observing and evaluating performance at Academy level and securing improvement, under oversight of Executive Head Directors & Members to receive agreed level of reporting Key role for Trust Standards Committee. Analysis of standards information to be provided by Headteacher to LGC, Executive Head and Heads' Group to enable appropriate scrutiny
4.	Pupil progress and attainment		Oversee	Responsible <Advise	Oversee, Advise	Responsible <Advise		<ul style="list-style-type: none"> Advice and support from Head of Primary Education and external consultant as required 	<ul style="list-style-type: none"> Headteacher responsible for progress and attainment and securing improvement at Academy level, under oversight of Executive Head Directors & Members to receive agreed level of reporting (see section A above) Key role for Trust Standards Committee. Analysis of progress and attainment to be provided by Headteacher to LGC, Executive Head and Heads' Group to enable appropriate local scrutiny

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
5.	Setting curriculum policy			Oversee	Approve	Recommend		<ul style="list-style-type: none"> Advice and support from Head of Primary Education and external consultant as required 	<ul style="list-style-type: none"> Curriculum must be balanced and broadly based and comply with the terms of any curriculum policy/requirements determined by the Board
6.	Curriculum provision			Oversee	Oversee	Responsible			<ul style="list-style-type: none"> Headteacher to implement in line with policy, overseen by Executive Head
7.	Setting RE policy			Oversee	Approve	Recommend	See advice/ comments	<ul style="list-style-type: none"> The YDBE provides advice regarding policy and syllabus 	<ul style="list-style-type: none"> Must comply with the terms of any curriculum policy/requirements determined by the Board. Must ensure academy is meeting the relevant statutory requirements for RE and satisfying the requirements of the National Church of England Board of Education Statement of Entitlement. Denominational syllabus to be followed. The locally agreed syllabus should be followed (although reserved teachers may be needed to teach RE in accordance with the Academy's trust deed/tenets of the Church of England in certain cases. YDBE's guidance should be sought). Key involvement for Foundation local governors
8.	RE provision			Oversee	Oversee	Responsible < Advise	See advice/ comments	<ul style="list-style-type: none"> The YDBE provides advice regarding provision 	<ul style="list-style-type: none"> Headteacher to implement agreed policy, overseen by Executive Head and Heads' Group Key involvement for Foundation local governors in monitoring
9.	Examinations				Oversee	Responsible			<ul style="list-style-type: none"> Headteacher to ensure appropriate arrangements put in place for examinations
10.	Determining Collective Worship policy			Oversee	Approve	Recommend	See advice/ comments	<ul style="list-style-type: none"> The YDBE provides advice regarding policy 	<ul style="list-style-type: none"> Must be in accordance with any provision of the trust deed and/or tenets and practices of the Church of England Key involvement for Foundation local governors Community schools to follow statutory requirements

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
11.	Collective Worship provision				Oversee	Responsible <Advise	See advice/ comments	<ul style="list-style-type: none"> The YDBE provides advice regarding provision 	<ul style="list-style-type: none"> Headteacher to implement agreed policy Key involvement for Foundation local governors in monitoring Community schools to follow statutory requirements
12.	Determining SMSC policy			Oversee	Approve	Recommend	See advice/ comments	<ul style="list-style-type: none"> The YDBE provides advice regarding policy Church School Development Group to advise and support 	<ul style="list-style-type: none"> Key involvement for Foundation local governors Community schools to follow statutory requirements
13.	SMSC provision			Oversee	Oversee	Responsible <Advise	See advice/ comments	<ul style="list-style-type: none"> YDBE provides advice regarding provision 	<ul style="list-style-type: none"> Headteacher to implement agreed policy Key involvement for Foundation local governors
14.	Determining sex education policy				Responsible	Recommend			
15.	Sex education provision				Oversee	Responsible <Advise			<ul style="list-style-type: none"> Headteacher to implement agreed policy
16.	Determining off site visits				Oversee	Responsible			<ul style="list-style-type: none"> Headteacher to implement agreed policy at Academy level, overseen by LGC Should comply fully with CYC Evolve policies and MAT Health and Safety Policy Annual H&S checks will quality assure that schools are following Evolve procedures Academy headteachers report all residential visits to LGCs for approval
17.	Careers advice provision				Oversee	Responsible			
18.	Community and after school provision (extended schools)			Oversee	Oversee	Responsible		<ul style="list-style-type: none"> See section G below in relation to use of school premises 	

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
D3 Behaviour, attendance and welfare									
19.	Determining behaviour and discipline policy (including exclusions)			Oversee	Approve	Recommend			<ul style="list-style-type: none"> Headteacher to implement, overseen by Executive Head Executive Head to report to Directors on any material concerns about operation of policy
20.	Home school agreements (if required)				Approve	Recommend			<ul style="list-style-type: none"> Headteacher responsible for co-ordinating and managing
21.	Exclusions – decision to exclude					Responsible			<ul style="list-style-type: none"> May be for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently. The Headteacher may withdraw an exclusion that has not been reviewed by the LGC.
22.	Notifications of exclusions				Receive	Responsible			<ul style="list-style-type: none"> Headteacher to notify LGC and others in accordance with Exclusions Code Depending on exclusion, this will be either without delay or once a term. Notifications must include the reasons and duration
23.	Exclusions – to review overall pattern and use of exclusions			Oversee	Responsible	<Advise			<ul style="list-style-type: none"> Directors to receive agreed level of reporting (see Section A above)
24.	Exclusions – arrange alternative provision				Oversee	Responsible			<ul style="list-style-type: none"> Arrange alternative provision in accordance with Exclusions Code
25.	Exclusions – to review exclusion decisions and consider reinstatement in applicable cases				Responsible				<ul style="list-style-type: none"> Can be delegated to a sub-committee of at least 3 LGC members, one or more of whom can be drawn from another Pathfinder MAT LGC Can be delegated to Chair of LGC where permitted by Exclusions Code

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
26.	Exclusions - To establish independent appeals panel		Responsible	<Advise				<ul style="list-style-type: none"> Advice and support from Governance Officer 	<ul style="list-style-type: none"> Must be in line with exclusions statutory guidance
27.	Pupil attendance			Oversee	Oversee	Responsible			<ul style="list-style-type: none"> Directors to receive agreed level of reporting (see Section A above)
D4 School meals									
28.	Provision of school meals				Oversee	Responsible			<ul style="list-style-type: none"> Must include provision of free school meals to those eligible Must be in accordance with nutritional standards
D5 Admissions									
29.	Determining admissions policy		Approve	<Advise	Recommend	<Advise	See advice/ comments		<ul style="list-style-type: none"> YDBE guidance and advice should be sought for former CE VA and Foundation schools Key involvement for Foundation local governors See MAT Admissions Policy for community schools
30.	Admissions application decisions				Responsible	<Advise			<ul style="list-style-type: none"> Headteacher responsible for co-ordinating and managing process Must be in accordance with published admission arrangements
31.	Arrangement of independent appeals panel		Responsible	<Advise				<ul style="list-style-type: none"> Advice and support from Governance Officer 	
32.	Appeals against LA directions to admit pupils				Responsible	<Advise			

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
E. Accessibility									
1.	Accessibility plan				Responsible	Recommend			<ul style="list-style-type: none"> Plan for increasing accessibility to disabled pupils (curriculum, physical environment, information)
2.	Equality information and objectives statement and equality objectives		Approve	Recommend	Advise	<Advise		<ul style="list-style-type: none"> Executive Head to co-ordinate process with input from Headteacher and others as required 	<ul style="list-style-type: none"> Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting the aims of the general public sector equality duty.
3.	Determine SEND and inclusion policies			Oversee	Recommend	<Advise Responsible		<ul style="list-style-type: none"> Advice from SENCO 	<ul style="list-style-type: none"> To include social disadvantage, equality, disability discrimination, looked after children, pupil premiums Directors may provide templates for tailoring at local level There should be a member of the LGC with specific oversight of the school's arrangements for SEN and disability Headteacher to implement at Academy level (overseen by Executive Head) Executive Head to report to Directors on any material concerns about operation of policy
4.	Reviewing and challenging effectiveness of SEND and inclusion policies and decisions		Responsible (Trust wide)	<Advise	Responsible (Academy level), Advise	<Advise			
5.	SEN information report			Advise>	Approve	<Recommend		-	<ul style="list-style-type: none"> The SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible Contains details about the implementation of the SEN policy Trust Board may provide templates to enable co-ordinated reporting

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
F. Finance and procurement									
1.	Appoint/remove auditors		Decide					<ul style="list-style-type: none"> Finance Director to advise and manage process 	<ul style="list-style-type: none"> Key role for Finance and Resources Committee
2.	Appoint responsible officer/internal auditor/agreement of additional assurance support from auditors or other third party		Decide					<ul style="list-style-type: none"> Finance Director to advise and manage process 	<ul style="list-style-type: none"> Key role for Finance and Resources Committee
3.	Respond to auditors' report/advice		Oversee (Trust level) Responsible (Board recommendations)	Responsible (Trust level) <Advise	Oversee (Academy level matters)	Responsible (Academy level matters) <Advise		<ul style="list-style-type: none"> Finance Director to support, with assistance from Academy Finance Manager at Academy level 	<ul style="list-style-type: none"> Key role for Finance and Resources Committee
4.	Annual Report and Accounts	Receive, scrutinise	Approve	<Advise, Approve			See advice/comments	<ul style="list-style-type: none"> Trust Finance Director to co-ordinate draft, with input from Executive Head and Governance Officer Auditors to review and sign off Directors and Accountable Officer must approve relevant sections 	<ul style="list-style-type: none"> Key role for Finance and Resources Committee The Members should receive and scrutinise the accounts at their AGM The document should be filed with Companies House and the DfE and uploaded onto the Trust's website

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
5.	Establish financial policies, procedures, regulations and internal financial controls		Approve	Recommend <Advise				<ul style="list-style-type: none"> Finance Director to support and advise 	<ul style="list-style-type: none"> Including financial delegations, investment policy, procurement policy, borrowing, charging and remissions policy, reserves policy etc and reflect who can sign off on financial reporting etc. Key role for Finance and Resources Committee Headteacher to implement at Academy level, overseen by Executive Head Executive Head to report to Directors on any material concerns about operation of policy
6.	Agree a funding model for Trust (including academies)		Approve	Recommend <Advise	Advise	<Advise		<ul style="list-style-type: none"> Finance Director to support and advise 	<ul style="list-style-type: none"> Key role for Finance and Resources Committee
7.	Set Trust budget		Approve	Recommend <Advise				<ul style="list-style-type: none"> Finance Director to support and advise 	<ul style="list-style-type: none"> Key role for Finance and Resources Committee
8.	Monitor trust wide expenditure		Responsible	<Advise				<ul style="list-style-type: none"> Finance Director to support and advise 	<ul style="list-style-type: none"> Key role for Finance and Resources Committee
9.	Set academy budget		Approve	<Advise	Recommend	<Advise		<ul style="list-style-type: none"> Finance Director to support and advise LGC to make recommendations with support and advice from Local Finance Manager 	<ul style="list-style-type: none"> Must be in line with overall Trust budget Key role for Trust Finance and Resources Committee
10.	Monitor academy expenditure			Oversee	Responsible	<Advise		<ul style="list-style-type: none"> Local Finance Manager to support and advise 	<ul style="list-style-type: none"> Expenditure must be in line with agreed budget Regular reporting to take place to Finance Director to inform Trust wide monitoring
11.	Determine central services provision, establish own central operations and/or procure from third parties		Approve	Recommend <Advise	Advise	<Advise		<ul style="list-style-type: none"> Finance Director to support and advise 	<ul style="list-style-type: none"> Key role for Finance and Resources Committee

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	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
12.	Opening bank account		Approve					<ul style="list-style-type: none"> Finance Director to support and advise 	<ul style="list-style-type: none"> All bank accounts must be in the name of the Trust and operated in accordance with the Financial regulations
13.	Asset register			Responsible – TRUST WIDE		Responsible – ACADEMY LEVEL		<ul style="list-style-type: none"> Finance Director to support and advise 	

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
G. Health and safety, insurance and premises and extended schools									
1.	Approval of Health and safety policy and arrangements		Approve, Oversee	Responsible	Oversee	Responsible		<ul style="list-style-type: none"> Executive Head to present draft policy for consideration 	<ul style="list-style-type: none"> Executive Head responsible for ensuring appropriate health and safety procedures are in place in line with approved policy and are operating effectively Headteachers to implement policy at Academy level and oversee operation of procedures (overseen by Executive Head and advising Executive Head in relation to significant issues). Policy to include appropriate reporting mechanisms at Member, Director and LGC level.
2.	Obtaining insurance for land and trust & academy operations		Decide	Recommend <Advise		<Advise		<ul style="list-style-type: none"> Finance Director to advise and support and liaise with broker 	<ul style="list-style-type: none"> To include Director & Officer cover, buildings and contents, business continuity, employers' and public liability insurance, motor vehicle cover etc as required Must include insurance required to comply with Church Supplemental Agreement (or otherwise as agreed in any RPA side letter applicable to the Academy). Executive Head to ensure details of insurance policy requirements appropriately disseminated
3.	Agree site strategy and development master plan		Decide	<Advise	Advise	<Advise	See advice/ comments	<ul style="list-style-type: none"> Finance Director to advise and support 	<ul style="list-style-type: none"> YDBE advice should be obtained.
4.	Maintenance of premises				Oversee	Responsible	See advice/ comments		<ul style="list-style-type: none"> The site and buildings must be kept in the condition required by the Church Supplemental Agreement Estate must be maintained in line with statutory requirements
5.	Maintain academy Premises management documents (e.g. asbestos, fire safety, statutory testing)		Oversee	Oversee	Oversee	Responsible			<ul style="list-style-type: none"> Headteacher to ensure appropriate documents in place (overseen by the Executive Head). Executive Head to report any material concerns to Trust Board and LGC

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
6.	Approving Capital projects/building works		Decide	<Advise	Advise	<Advise	See advice/comments	<ul style="list-style-type: none"> Finance Director to advise and support 	<ul style="list-style-type: none"> YDBE advice and any necessary site trustee consents should be obtained in relation to land and/or buildings prior to work beginning LA lease should be checked prior to any works on LA land and any necessary consents obtained All necessary DfE approvals should be obtained
7.	Managing Academy capital projects/building works/maintenance		Oversee for central capital allocations	Responsible for central projects	Oversee local capital allocations	Responsible for local projects		<ul style="list-style-type: none"> Facilities Manager/Finance Director/Local Finance manager to advise and support 	<ul style="list-style-type: none"> All necessary DfE processes should be followed Central capital expenditure to be overseen by Board Local capital expenditure to be overseen by LGC
8.	Site security			Oversee	Oversee (Academy level)	Responsible (Academy level)			<ul style="list-style-type: none"> Executive Head to oversee overarching arrangements across Trust
9.	Acquiring and disposing of land (including leases, licences and easements)		Decide	<Advise	Recommend (Academy specific)	<Advise	See advice/comments	<ul style="list-style-type: none"> Finance Director to advise and support 	<ul style="list-style-type: none"> LA lease should be checked prior to making any disposal of LA land All necessary DfE approvals should be obtained Only the Site Trustees can dispose of or encumber their land - YDBE advice should be obtained.
10.	Determining permissible external and community use policy (letting/licencing/shared use arrangements)		Decide	Recommend			See advice/comments	<ul style="list-style-type: none"> Finance Director to advise and support 	<ul style="list-style-type: none"> Policy should reflect requirement to obtain any necessary DfE/LA/site trustee consents The use should not be at odds with ethos/aims of Church of England. Policy should reflect what happens to any revenue generated from such use.
11.	Managing external and community use			Oversee	Oversee	Responsible		<ul style="list-style-type: none"> Local finance manager to advise and support 	<ul style="list-style-type: none"> Must be in accordance with agreed policy

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
H. Communications, information and complaints									
H1 External communications									
1.	Trust prospectus		Approve	Recommend					<ul style="list-style-type: none"> To ensure appropriate vision and values
2.	School prospectus				Approve	Recommend			<ul style="list-style-type: none"> Executive Head to ensure prospectus in line with Trust requirements (templates may be provided)
3.	Trust website		Oversee	Responsible					<ul style="list-style-type: none"> Executive Head to ensure legally compliant and that it dovetails appropriately with Academy websites, delegated day to day to Communications Officer
4.	Academy website			Oversee	Oversee	Responsible			<ul style="list-style-type: none"> Headteacher to ensure legally compliant, overseen by Executive Head Executive Head to ensure dovetails appropriately with Trust website, support from Communications Officer
5.	Freedom of Information policy and publication scheme		Approve	Recommend					
6.	Approving press statements		Approve (MAT)	Approve (MAT)		Approve (Academy matters)			<ul style="list-style-type: none"> All press statements to be overseen by Communications Officer and referred to EHT where appropriate Press statements referring to MAT as a whole or are of a controversial nature should be referred to the Board for their approval (or the Chair where a statement is time critical)
H2 Complaints									
7.	Determining complaints policy and procedure statement		Approve	Recommend					<ul style="list-style-type: none"> Policy to provide for local management of complaints, with escalation to Trust Board where necessary. Policy to include appropriate reporting at Director and LGC level.
8.	Implementation of complaints policy and procedures			Responsible Oversee (Trust wide)	Oversee (Academy level)	Responsible (Academy level)			<ul style="list-style-type: none"> Executive Head to implement in relation to trust wide complaints, Headteacher to implement in relation to Academy complaints, overseen by Executive Head Executive Head to report to Directors on any material concerns about operation of policy

Delegation Matrix – Pathfinder Multi Academy Trust

	DECISION	MEMBERS	BOARD OF DIRECTORS	EXECUTIVE HEAD	LGC	ACADEMY HEADTEACHER	THIRD PARTY	ADVICE	COMMENTS
H3 Information management									
9.	Data protection and document management policy		Approve	Recommend <Advise					<ul style="list-style-type: none"> Policy to include appropriate reporting at Director and LGC level.
10.	Implementation of data protection policy and procedures		Oversee	Responsible Oversee	Oversee (Academy level)	Responsible (Academy level)			<ul style="list-style-type: none"> Headteacher to notify LGC and Executive Head of any material concerns/breaches Data protection officer to report any material concerns/breaches to Trust Board
11.	Pupil records (including attendance register)			Oversee	Oversee	Responsible			