

THE ASCENT ACADEMIES' TRUST
SCHEME OF DELEGATION (DECISION MATRIX) - 2021-2022 Updated February 22)

This outline scheme of delegation will be complimented by the Finance Policy and by the Academy Trust Handbook. The following descriptions are used in this document to describe the roles of the various groups and individuals:

	Members	Chair of Trustees / CEO	Board of Trustees	Chairs of Committees	Finance, Audit, Risk & Resources	Standards Committee	Pay & Review	Link Trustee	Chief Executive (Accounting Officer)	Chief operating Officer (Chief Financial Officer)	Head of Academy (or Acting Head in lieu of HOA)	Appeals Committee
Task	1	2	3	4	5	6	7	8	9	10	12	13
EMERGENCY POWERS (see also committee terms of reference)		✓							✓			
Oversee the achievement and objectives of the Company	✓											
Appoint a member	✓											
Amend the Articles of Association	✓											
Sign off the year end accounts	✓											
Remove Trustees	✓											
Special Projects		✓		✓					✓	✓		
Approve budget forecast for financial year					✓							
Monitor termly income and expenditure against budget					✓				✓	✓	✓	
Monitor monthly income and expenditure against budget					✓				✓	✓	✓	
Appoint accountant to produce annual accounts for audit					✓							
Appoint Internal Auditors					✓							
Appoint External Auditors	✓											
Establish a charging and remissions Policy					✓			✓	✓	✓		
Establish a Risk Management Policy					✓			✓	✓	✓		
Establish a Risk Register					✓	✓		✓		✓		
Ensure procedures are put in place for safeguarding of funds					✓			✓	✓	✓		
Approve annual accounts	✓				✓							
Approve expenditure (as per Finance Policy)					✓				✓	✓	✓	
Miscellaneous financial decisions (including write-offs)					✓				✓	✓	✓	
Enter in to contracts (as per finance policy)					✓				✓	✓	✓	
Approve all finance related policies (see policy list)					✓			✓				
Appoint Chief Executive (& Accounting Officer)			✓									
Appoint Chief Operating Officer (& Chief Financial Officer)			✓									
Appoint Director of Academy Improvement and Head Teachers			✓						✓			
Appoint Other Academy Leadership posts									✓			
Appoint other teachers											✓	
Appoint academy support staff											✓	
Appoint Corporate Services staff									✓	✓		
Appoint a Member	✓											
Appoint a Trustee	✓											
Dismissal of Chief Executive			✓									✓
Dismissal of Chief Operating Officer			✓									✓
Dismissal of Director of Academy Improvement, Head Teachers and Deputy Head Teachers			✓									✓
Dismissal of other Academy staff									✓			✓
Dismissal of Corporate Services staff									✓	✓		✓
Suspending / ending suspension of Chief Executive			✓									✓
Suspending / ending suspension of Chief Operating Officer			✓									✓
Suspending / ending suspension of Director of Academy Improvement, Head Teachers and Deputies			✓									✓
Suspending / ending suspension of Academy Staff									✓	✓		✓
Suspending / ending suspension of Corporate Services staff									✓	✓		✓
Determining staffing structure / complement - Academies									✓	✓	✓	
Determining staffing structure / complement - Corporate Services									✓	✓		
Agree a pay policy					✓			✓				
Pay discretions					✓				✓			
Amendment to salary, working hours, ETC					✓		✓		✓	✓	✓	
Amendment to terms and conditions					✓				✓	✓	✓	
Establishing disciplinary/capability procedures (in-line with the Trust Disciplinary Policy)					✓				✓	✓	✓	
Determining dismissal payments/ early retirement (within limits, see Finance Policy)					✓				✓	✓		
Approve all HR related policies (see policy list)					✓			✓				
To establish a curriculum policy						✓		✓	✓			
To implement curriculum policy						✓		✓	✓			
To monitor implementation of curriculum policy						✓		✓	✓			
Responsible for standards of teaching						✓		✓	✓			
To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)						✓		✓	✓			
Responsibility for individual child's education						✓		✓	✓		✓	
Provision of relationships and sex education (RSE) – to establish and keep up to date a written policy						✓		✓	✓			
To prohibit political indoctrination and ensuring the balanced treatment of political issues						✓		✓	✓	✓		
To establish a charging and remissions policy for activities (non NC based)					✓			✓		✓	✓	
To set targets for pupil achievement						✓			✓		✓	
To formulate a performance management policy					✓	✓			✓	✓		
To establish a performance management policy					✓	✓			✓	✓		
To implement the performance management policy					✓	✓			✓	✓		
To review the performance management policy					✓	✓			✓	✓		
To review and agree pay progression							✓					
To establish a discipline policy					✓	✓		✓	✓			
Temporarily exclude a pupil (in line with policy)									✓		✓	
To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (In the case where a student would lose the opportunity to sit a public examination the decision can be delegated to chair/vice-chair)						✓			✓			
To direct reinstatement of excluded pupils. (In the case where a student would lose the opportunity to sit a public examination the decision can be delegated to chair/vice-chair)						✓						
Pupil attendance, request for HOLIDAY leave in term time/ Issue fixed penalty notices									✓		✓	
To consult annually before setting an admissions policy			✓			✓			✓			
Establish an Admissions Policy			✓			✓			✓			
Admissions: application decisions						✓			✓			
To appeal to Secretary of State against directions to admit pupil(s)									✓			
To approve all H&S policies					✓			✓	✓			
To formulate policies and monitor all aspects					✓			✓	✓	✓		
To institute a health and safety policy and review regularly					✓			✓	✓	✓		
To ensure that health and safety regulations are followed					✓			✓	✓	✓	✓	
Educational visits						✓			✓	✓	✓	
Ensuring the Trust has adequate insurance cover to support its activities.					✓				✓	✓	✓	
Undertaking risk assessment to determine adequate insurance is in place					✓				✓	✓	✓	
Develop site improvement plan (to meet needs of academy/s in line with resources available)					✓				✓	✓	✓	
Procuring and maintaining buildings, including developing properly funded maintenance plan					✓				✓	✓	✓	
Freedom of Information policy and procedures					✓			✓	✓	✓	✓	
Liaison with Stakeholder groups		✓						✓	✓	✓	✓	