

THE ASCENT ACADEMIES' TRUST
SCHEME OF DELEGATION (DECISION MATRIX) - 2022-2023 Updated Feb 23

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	Board of Trustees	Chairs of Committees	Finance, Assets & Resources Committee	Audit, Risk and Assurance Committee	Standards Committee	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	11	12
EMERGENCY POWERS (see also committee terms of reference)		✓		✓					✓	✓		
Oversee the achievement and objectives of the Company	✓											
Appoint a member	✓											
Amend the Articles of Association	✓											
Ensure statutory duties are met	✓		✓		✓	✓	✓					
Policy aligns with vision and values					✓	✓	✓	✓	✓	✓		
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)					✓			✓				
Approve all risk related policies (see policy list)						✓		✓				
Appoint Chief Executive (& Accounting Officer)			✓									
Appoint Chief Operating Officer (& Chief Financial Officer)			✓									
Appoint Head Teachers			✓						✓			
Appoint Other Academy Leadership posts									✓		✓	

FINANCE

ATTEN	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									✓		✓	
ADMISSIONS	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)									✓			
HEALTH & SAFETY	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						✓		✓	✓	✓	✓	
	To authorise emergency / temporary closure of classes or whole academy									✓	✓	✓	
	Educational visits							✓		✓	✓	✓	
PREMISES & INSURANCE	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						✓				✓	✓	✓
OTHER	Freedom of Information policy and procedures						✓			✓	✓	✓	
	Liaison with Stakeholder groups			✓						✓	✓	✓	✓