

THE ASCENT ACADEMIES' TRUST
SCHEME OF DELEGATION (DECISION MATRIX) - 2023-2024 Updated Oct23

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:

	Task	Members	Chair of Trustees	Board of Trustees	Chairs of Committees	Finance, Assets & Resources Committee	Audit, Risk and Assurance Committee	Standards Committee	Pay & Review Committee	Link Trustee	Chief Executive Officer (Accounting Officer) or deputy in their absence	Chief Operating Officer (Chief Financial Officer)	Head of Academy (or Acting Head in lieu of HOA)	Appeals Committee	Explanatory notes
		1	2	3	4	5	6	7	8	9	10	11	12		
	EMERGENCY POWERS (see also committee terms of reference)		✓		✓						✓	✓			one in consultation with another, within parameters of role
	Oversee the achievement and objectives of the Company	✓													
	Appoint a member	✓													
	Amend the Articles of Association	✓													
	Ensure statutory duties are met	✓		✓		✓	✓	✓							within Terms of Reference, statutory responsibilities and / or job description all play a part
	Policy aligns with vision and values					✓	✓	✓		✓	✓	✓			
	Sign off the year end accounts	✓													
	Remove Trustees	✓													
	Approve Special Projects		✓		✓						✓	✓			one of these in line with role
	Approve budget forecast for financial year					✓									
	Monitor termly income and expenditure against budget					✓					✓	✓	✓		with regard to area of responsibility
	Monitor monthly income and expenditure against budget					✓					✓	✓	✓		with regard to area of responsibility
	Appoint accountant to produce annual accounts for audit					✓	✓								by meeting of joint committee
	Appoint Internal Auditors						✓								
	Appoint External Auditors						✓								
	Establish a charging and remissions Policy					✓				✓	✓	✓			produced by responsible officer, reviewed by Link Trustee, approved by committee
	Establish a Risk Management Policy						✓			✓	✓	✓			produced by responsible officer, reviewed by Link Trustee, approved by committee
	Establish a Risk Register					✓	✓			✓		✓			produced by responsible officer, reviewed by Link Trustee, approved by committee
	Ensure procedures are put in place for safeguarding of funds					✓	✓			✓	✓	✓			produced by responsible officer, reviewed by Link Trustee, approved by committee
	Approve annual accounts	✓				✓	✓								approved by joint committee, accepted and signed off by members
	Approve expenditure (as per Finance Policy)					✓					✓	✓	✓		in line with policy
	Miscellaneous financial decisions (including write-offs)					✓					✓	✓	✓		in line with policy
	Enter in to contracts (as per finance policy)					✓					✓	✓	✓		in line with policy
	Approve all finance related policies (see policy list)					✓				✓					delegated to link trustee
	Approve all risk related policies (see policy list)						✓			✓					delegated to link trustee
	Appoint Chief Executive (& Accounting Officer)			✓											
	Appoint Chief Operating Officer (& Chief Financial Officer)			✓											
	Appoint Head Teachers			✓							✓				both in conjunction
	Appoint Other Academy Leadership posts										✓		✓		both in conjunction
	Appoint other teachers												✓		
	Appoint academy support staff												✓		
	Appoint Central Services staff											✓			
	Appoint a Member	✓													

FINANCE

ADMISSIONS	Establish an Admissions Policy							✓		✓	✓				produced by responsible officer, reviewed by Link Trustee, approved by committee
	Admissions: application decisions							✓			✓		✓		in line with policy
	To appeal to Secretary of State against directions to admit pupil(s)										✓				
HEALTH & SAFETY	To approve all H&S policies							✓		✓	✓				produced by responsible officer, reviewed by Link Trustee, approved by committee
	To formulate policies and monitor all aspects							✓		✓	✓	✓			produced by responsible officer, reviewed by Link Trustee, approved by committee
	To institute a health and safety policy and review regularly							✓		✓		✓			produced by responsible officer, reviewed by Link Trustee, approved by committee
	To ensure that health and safety regulations are followed							✓		✓	✓	✓	✓		in line with roles
	To authorise emergency / temporary closure of classes or whole academy										✓	✓	✓		either, in consultation with one another
	Educational visits								✓			✓		✓	in line with policy
PREMISES & INSURANCE	Ensuring the Trust has adequate insurance cover to support its activities.							✓			✓	✓			in line with roles
	Undertaking risk assessment to determine adequate insurance is in place							✓			✓	✓			in line with roles
	Develop site improvement plan (to meet needs of academy/s in line with resources available)						✓					✓	✓		in line with roles
	Procuring and maintaining buildings, including developing properly funded maintenance plan						✓				✓	✓	✓		in line with roles, in accordance with plans and in line with finance policy.
OTHER	Freedom of Information policy and procedures						✓			✓	✓	✓			in line with roles
	Liaison with Stakeholder groups		✓							✓	✓	✓	✓		in line with roles