



HISP MULTI ACADEMY TRUST

SCHEME OF DELIGATION

Date last approved by the Trust Board: For approval 24/5/21
Date of last amendment: Presented
Date of next review: June 2022

HISP is a Multi Academy Trust (MAT) covering primary and secondary phases including nursery, located in the Hampshire, Isle of Wight, Southampton and Portsmouth areas.

The vision of the HISP MAT is *“By putting the child at the centre of everything we do, and encouraging them to aim high and dream big, we seek to deliver continuous improvements in outcomes. Our schools, at the heart of their communities, will strive to improve children’s progress”*.

As an exempt charity and company limited by guarantee, HISP MAT is governed by a Board of Trustees who are responsible for, and oversee, the management and administration of the Trust and the academies run by the Trust. These Trustees are accountable to the Department for Education (DfE) and external Government agencies, including the Charity Commission, for the quality of the education provided and the effective use of the associated academy funding.

The Scheme of Delegation (SoD) defines the powers which are delegated from the Trust Board to other sub-committees or Executive Officers in order to facilitate the day to day running of the organisation, ensuring compliance with the Academies Financial Handbook and the HISP Financial Regulations. While the SoD seeks to offer clarity on decision making powers, and includes specific authorities, it cannot provide a definitive and exhaustive guide to decision making across every area of MAT business. To that end the HISP Trust Board and its officers should seek to operate within the spirit of the framework holding to the culture of governance, as defined by high levels of transparency and strong trust.

Key

AC	Academy Committee	F	Fully delegated
P	Partially delegated to a Board Committee	N	Not delegated

The green shaded box indicates where the final decision-making authority sits.





Organisational Scheme of Delegation

Item	GOVERNANCE	Members	Trustees	CEO
1	Amend and adopt the Articles of Association	N	Recommendations to the Trust Members	Consultation and implementation
2	Change the name of the Academy Trust	N	Recommendations to the Trust Members	Consultation and implementation
3	Wind up the Academy Trust	N	Recommendations to the Trust Members	Consultation and implementation
4	Appoint and remove Trustees to the Board in line with the Articles of Association	N	Recommendations to the Trust members	Consultation and implementation
5	High level monitoring of the effectiveness of the Trust Board to deliver the charitable objects	N	Provide members with information to allow them to fully understand the high-level effectiveness of the Trust	Provide Trust Members with information to allow them to fully understand the high-level effectiveness of the Trust
6	Appointment of external auditors	N	Recommendations to the Trust Members	CFO to make recommendation to Trustees
7	Change Articles of Association	N	Recommendations to the Trust Members	Consult and implementation





Organisational Scheme of Delegation

Item	STRATEGY	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
8	Approves overall vision, ethos and strategy	N	Recommendations	Consulted	Consulted	Consulted
9	Admission of new academies	N	Recommendations	Consulted		
10	Entering into funding agreements	P Refer to delegated financial authority document	Can sign (in some cases)	Can sign (in some cases)		
11	Entering into leases or other legal arrangements (excluding purchasing contracts)	P Refer to delegated financial authority document	Can sign (in some cases)	Can sign (in some cases)		
12	Approval of academy improvement plans based on Self Evaluation Framework (SEF) or other assessment	F	Final approval	Responsible for development and delivery of academy improvement plans based on SEF	Responsible for development and delivery of academy improvement plans based on SEF	Responsible for development and delivery of academy improvement plans based on SEF





Organisational Scheme of Delegation

Item	GOVERNANCE	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
13	Approval of terms of reference for sub-committees	N	Recommendations to the Trust Board	Recommendations to the Trust Board		
14	Approval of terms of reference of ACs	N	Recommendations to the Trust Board	Consulted	Consulted	
15	Appoint and remove Chair of ACs	N	Recommendations to the Trust Board		Recommendations to the Trust Board	
16	Appoint AC Governors	Delegated to interview panel, unless performance requires improvement			Interview panel to appoint and AC Governors with allocated Trustee	
17	Remove AC Governors	N	Recommendations to the Trust Board		Recommendations to the Trust Board	
18	Appoint and remove Clerk to the Board of Trustees	N	Recommendations to the Trust Board			
19	Appoint and Remove Clerk to the ACs	N			Recommendations to the Trust Board	
20	Maintenance of register of interests	Chair			Chair	
21	Ensuring the accuracy and suitability of the Risk Register	N	Developed and presented to the Trust Board	Developed with the CFO	Monitors and agrees own academy Risk Register	Developed for own academy
22	Maintenance of risk management processes	F	Full responsibility across the Trust. Provides templates for school level risk management	Support CEO in all aspects	Monitors academy risks	Responsible for ensuring academy risk management process





Organisational Scheme of Delegation

Item	GOVERNANCE	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
23	Approval of policies not specifically referenced elsewhere within this document, in accordance with the HISP master policies list	N	Makes recommendations to the Trust Board			
24	Approval of individual academy policies not specifically referenced elsewhere within this document, in accordance with the HISP Master Policies list	F	Provision of professional advice to academies	Provision of professional advice to academies	Delegated authority for approval and monitoring of local academy policies and procedures in accordance with policies lists	Makes recommendations and reports to Academy Committee





Organisational Scheme of Delegation

Item	EDUCATION	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
25	Approval and monitoring of Trust and academy targets, including for student achievement, progress and attendance	N	Responsible for approving academy targets, proposing Trust and local targets to the Board and providing appropriate reporting	Reporting specific area of responsibility to CEO	Review of local target setting and monitoring of progress Should ACs be consulted by HoS in setting of targets?	Proposing academy targets to CEO
26	Post-Ofsted Action Plan	P	Approval and sign off	Approval and sign off	Monitoring of progress being made	Development and delivery of the plan
27	Curriculum and assessment: Planning, implementation and review	F	Final approval		Monitors effectiveness of curriculum plans	Development and delivery
28	Set term dates	F	Authorises term dates		Consulted	Recommendations to CEO
29	Set Length/ organisation of Academy day	F	Consulted	Development and decision	Consulted	Consulted
30	Issues fixed term exclusions	F		Final approval if over 5 days	Receives report	Authorised up to 5 days, report to AC
31	Issues permanent exclusions	F	Consulted and may review		Convenes hearing to review Principal/HoS decision. This panel will consist of 2 AC Governors and a Trustee	Authorised, report to AC and CEO
32	Holds exclusion appeals	N	Organises the process			
33	Admissions policy approval where no change is proposed	F			Authorised	Recommendation to AC
34	Admissions policy approval where change is proposed	F	Approval		Consulted	Recommendation to AC





Organisational Scheme of Delegation

35	Admission appeals	F	Approval	Oversight of appeals	Consulted	Authorised to attend admissions appeals
36	Stakeholder engagement	F	Reports to Trust and creates format		Receives report and monitors actions plans	Delivers, reports to AC and feeds back. Creates action plan (in consultation with exec team)
37	Websites & Prospectus	F		Creates format and direction, supports process	Monitors	Updates
38	Media and PR	F	Approval	Delivery		Delivery





Organisational Scheme of Delegation

Item	FINANCE	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
STATUTORY REPORTING						
39	Completion and approval of annual accounts and reports to funding and regulatory bodies	N	Recommend to the Trust Board	Recommendation to CEO		
40	Completion and submission of other accounting returns	F		Authorised		
41	Completing annual and periodic financial reports to the Trust Board and/or DfE and EFA (including income/ expenditure, cash flow, projections etc.).	F		Authorised		
42	Authorised to complete PAYE returns	F		Authorised		
43	Authorised to complete VAT returns	F		Authorised		
SYSTEMS OF INTERNAL FINANCIAL CONTROL						
44	Assurance over adequacy of systems of internal financial control	N	Provides assurance to EFSA as Accounting Officer	Provides assurance to CEO and Board		
45	Approval of financial regulations	N		Recommendation to the Trust Board		
46	Appointment of internal auditors	N	Management of appointment process	Delivery of appointment process with CEO		
BUDGET & MANAGEMENT REPORTING						





Organisational Scheme of Delegation

Item	FINANCE	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
47	Approval of annual budget	N	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to the Trust Board	Termly update via HoS/HT	Delivery of academy financial plans
48	Receipt and review of management accounts	N	Oversight of Exec Team work	Review of academy management accounts and preparation of summary report to the Trust Board	Termly overview of academy position against budget	Accountable for local academy financial position
49	Approval of Central budget and academy contributions	N	Recommendation to the Trust Board	Recommendation to the Trust Board	Consulted	Consulted
50	Authority to make budget virements	F		Authorised to make budget virements and report to the Trust Board within financial SoD		
51	PP Funding	F	Consulted	Development and approval	Receives report	Consulted and deliver
RESERVES REQUESTS						
52	Authority to approve reserves requests	P	Delivers on reserves policy	Reserves policy presented to Trust Board	Reviews requests for academies	Submits requests for academies
PURCHASING & PROCUREMENT						
53	Placing orders for goods and services, entering into contracts	P	Delivers in line with reserves policy	Delivers in line with reserves policy		Authorised up to £5K within agreed budget
54	Waiver of financial regulations in respect of purchasing	F		Yes, reported to the Trust Board		
55	Ensuring compliance with tendering processes	F		Yes, reported to the Trust Board		Responsibility for local academy management



Organisational Scheme of Delegation

Item	FINANCE	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
BANKING AUTHORITY & CASH MANAGEMENT						
56	Approval to borrow money	N		Recommend approval by the Trust Board		
57	Cashflow Management, Treasury & Investment policy	F		Authorised to review and approve. Investment details to be informed to the Risk and Audit Committee		
58	Open a bank account and approve signatories	P	Can be approved signatory	Can be approved signatory		Can be approved signatory
TRANSACTION PROCESSING						
59	Payroll – Administration starters, leavers and amendments	F	Authorises changes	Oversees systems of internal control and approves payroll		Authorises changes
60	Purchasing - Authorised to create vendors on accounting system	F		Authorised		
61	Authorises income including special grants and contracts. Refer to financial delegation document.	P		Authorised		
62	Authorisation of expense claims (cannot authorise own expenses)	F		Authorised		Authorised for local academy
63	Control account reconciliation	F		Authorised		
64	Write-off bad debts	P		Refer to finance authority document		
FIXED ASSETS						
65	Management of capital funding	F		Ensures management and governance arrangements are appropriate		





Organisational Scheme of Delegation

Item	FINANCE	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
66	Asset Register	F		Authorised to review and approve		
67	Security of Assets	F		Oversight and must report to the Trust Board by exception		Responsible for local security arrangements
68	Disposal of Assets	P Refer to delegated financial authority document		Authorised to review and approve up to a value with report to Trust Board		
69	Loan of Assets	F		Authorised to review and approve		
INSURANCES						
70	Annual Risk Review & Premium Renewal	F		Authorised to review and approve		





Organisational Scheme of Delegation

Item	HUMAN RESOURCES	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
71	Authorised to increase academy/organisational headcount (Establishment) within existing staffing budget	F	Can authorise (with CFO) changes beyond overall budget	Consult with CEO		Can authorise replacement posts within approved staffing budget and consult with CFO/ CEO/DCEO
72	Job Description sign off of Executive Team	N	Propose to the Trust Board	Develop and propose to the Trust Board and CEO		
73	Authorised to evaluate jobs and grades	F		Responsible for oversight and cross-organisational grading		Submits information to allow evaluation process
74	Authorised to agree/vary basic employment Terms and Conditions	F		Ensures consistent application of T&Cs		
75	Recruitment and appointment of CEO	N		Involved in process		Involved in process
76	Recruitment and appointment of permanent Executive Team Members and Heads	P	Appoints Executive Team and Principal/HoS jointly with Trust Board and ACs		Fully involved in the process of Principal/HoS appointment	
77	Recruitment and appointment of other Senior Leaders	F	Approves senior appointments	Approves senior appointments	Involved in the process at discretion of the Head	Leads process in own local academy in consultation with Exec team
78	Recruitment and appointment of other staff	F		Authorised to appoint staff within own teams	Involved in the process at discretion of the Head	Authorised within budget and agreed plans
79	Signing of employment contracts	F (but Chair must sign CEO contract)	Signs contracts of Exec Team and Principal/HoS			Signs contracts of members in team





Organisational Scheme of Delegation

Item	HUMAN RESOURCES	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
80	Annual approval of pay policy for teaching and leadership including pay awards, pay point values, etc.	Responsible for MAT wide pay policy and CEO/exec pay award and general pay increases	Makes recommendations to the Board for the Executive Team and general agreement on implementation of pay increases	Makes recommendations to the Board		Responsible for individual pay decisions in own academy, within agreed ranges. Anomalies discussed with Exec team
81	Annual approval of pay policy for other staff, including cost of living awards and pay progression	Responsible for MAT wide pay policy and CEO/exec pay award and general pay increases	Makes recommendations to the Board for the Executive Team and general agreement on implementation of pay increases	Makes recommendations to the Board		Responsible for individual pay decisions in own academy, within agreed ranges. Anomalies discussed with Exec team
82	Determination of pay ranges	F (except CEO)	Determines pay ranges for leadership staff within ranges	Consults and advises with CEO		Deliver pay ranges within individual academy
83	Appointment outside range in salary structure	F		Approves and reports to Trust Board variations > 10%		Proposal for new range to Exec Team
84	Allocation of TLR / SEN values	F		Approves if exceeds total budget		Proposal for new posts within framework of pay policy in budget
85	Value of other discretionary allowances	F (except CEO)	Approval of discretionary allowances	Reviews proposal and makes recommendation to CEO		Proposals for other allowances
86	Annual Pay Progression	F	Consulted	Final approval and ensures MAT wide consistency	Involved in process for Principal/HoS	Oversight of appraisal and recommendation to Exec Team
87	Handling of all pension matters (teachers and support staff)	F		Approve and inform Board		
88	Approval of use of discretions	F		Approval		





Organisational Scheme of Delegation

Item	HUMAN RESOURCES	Trustees Delegated authority?	CEO	Exec team	AC	Head of Academy
89	Approval of Federation employment policies	F		Approval		
90	Objective setting and performance appraisal	F (except CEO)	Appraises Heads and Exec Team	Appraisal arrangements for own team	Assists in Heads' appraisals	Appraisal arrangements for own team
91	Approval of formal restructure plans	P+	Makes recommendations to Trust Board	Makes recommendations to Trust Board	Consulted in own academy	Decisions on internal academy restructure in consultation with CEO
92	Approval of severance or redundancy agreements	F	Consulted	Approval		Consult with Exec Team
93	Authority to issue warnings or other disciplinary measures except dismissal	P (except CEO/CFO)	May issue warnings in own teams	May issue warnings in own teams	Part of formal panel	May issue warnings in own teams
94	Authorisation of settlement agreements	N	Recommendations to Trust Board	May negotiate and make recommendations to CEO and Trust Board		Decisions made for staff, but must seek approval from CEO for senior leaders and Head
95	Authorisation of settlement agreements	N				
96	Suspension	F (except CEO/CFO)	Final decision for (Exec teams and Principals/HoS)			Decisions within own academy, must inform Exec Head/CFO
97	Dismissal	F (except CEO/CFO)	CEO or other Exec Team member must be involved in all dismissal panels	CEO or other Exec Team member must be involved in dismissal panels	Part of formal panel	Part of formal panel
98	Appeals	N				





Organisational Scheme of Delegation

Item	HEALTH AND SAFETY	Trustees' Delegated authority?	CEO	Exec team	AC	Head of Academy
99	Health and Safety Policy	N		Makes recommendations to the Trust Board	Ensures Academy arrangements are adequate	Implementation and local policy
101	Critical incident planning	F		Holds MAT and academy critical incident plans and reviews as appropriate	Ensures critical incident plans are adequate and in place	Implementation and local policy
102	Health and Safety RIDDOR reporting	F		Ensures RIDDOR reporting is in place	Local Monitoring	Implementation and local policy
103	Health and Safety Accident reporting	F		Monitoring and reporting of exceptions	Ensures accident reporting arrangements are in place	Ensures accidents are reported
104	Statutory training	F		Monitors statutory training for H&S and reports to the Board	Monitors academy statutory training for H&S	Ensures there are arrangements for statutory training for H&S
105	Statutory compliance testing	F		Implements, monitors statutory compliance testing and reports concerns to the Board	Local monitoring	Monitors local statutory compliance testing (ABM)
106	Academy health and safety arrangements, including use of risk assessments	F		Responsible to ensure arrangements are in place	Local monitoring	Delivery and local responsibility
107	Fire risk assessment	F		Ensures all academies have valid risk assessments in place	Information only	Ensure compliance
108	Asbestos risk assessment	F		Ensures all academies have valid risk assessments in place	Information	Ensure compliance
109	General monitoring and action plans in relation to safety of sites including buildings conditions	P		Drafts action plans from audits, reports to the Trust Board	Reviews progress against action plans	Implements action plans





Organisational Scheme of Delegation

Item	SAFEGUARDING	Trustees Delegated authority?	CEO	Executive Safeguarding Lead	AC	Head of Academy	Academy Designated Safeguarding Lead (DSL)
110	Ensure suitable Safeguarding Policy and associated procedures are in place across the MAT	N	Contributes to the production and implementation of the Safeguarding Policy and procedures	Develop policies	Monitors Safeguarding Policy and procedures at academy level	Local responsibility for safeguarding	Adopts Safeguarding Policy and procedures and ensures they are communicated to and implemented by all staff
111	Monitor the effectiveness of the Safeguarding Policy	P	Ensures annual review of Safeguarding Policy takes place	Monitors effectiveness and ensures annual reviews take place Reports to the Board	Monitors Safeguarding Policy and procedures at Academy level	Reviews effectiveness of the Safeguarding Policy and makes recommendations for change where appropriate	Reports recommendations for changes to the Safeguarding Policy to Principal/HoS
112	Produce an annual report on the MAT's Safeguarding policy and procedures	N		Provides annual report to the Board			Provides data and other feedback to the MAT lead to assist with producing annual report
113	Produce a termly report on the Academy Safeguarding policy and procedures	F	Receives collated termly Safeguarding report	Receives individual termly Safeguarding reports from academies and collates for CEO and Board	Receives and signs termly Safeguarding report	Meets DSL and ensures termly Academy Safeguarding report produced	Produces termly academy Safeguarding report
114	Ensure Annual Safeguarding audits take place and are appropriately reported to the board	N	Commissions Safeguarding checklist and receive reports	Ensures annual LA safeguarding audits take place and reports received by the Board	Assists in the development of safeguarding audits	Reviews audit and checklist and ensures next steps are implemented	Complete LA safeguarding audit and CLF checklist and provide initial next steps
115	Attend all relevant training and ensure all staff are trained	N	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE
116	Ensure each AC appoints a Safeguarding representative	N			Appoint a Safeguarding representative		





Organisational Scheme of Delegation

Item	SAFEGUARDING	Trustees Delegated authority?	CEO	Executive Safeguarding Lead	AC	Head of Academy	Academy Designated Safeguarding Lead (DSL)
117	Ensure Safer Recruitment procedures are implemented and adhered to	F		Monitors and ensures the Safer Recruitment processes	Monitors Safer Recruitment processes	Adheres to Safer Recruitment processes	
118	Ensure Prevent agenda is implemented	F		Receives report on Prevent Agenda in safeguarding reporting	Monitors Prevent awareness and training	Monitors performance	May act as academy lead for the Prevent agenda and ensures full compliance
119	Confidential Safeguarding issues reported to LADO where appropriate	F (unless CEO)		Reports safeguarding issues to LADO (if concerns are about executive team or Heads), ensures Heads' compliance	Monitors safeguarding in academy	Reports safeguarding issues to LADO as appropriate	Notifies Principal/HoS of concerns or referrals to LADO
120	Operation of Safeguarding investigations	F (unless CEO)	Overall responsibility	Ensures policies are followed	Involved according to the MAT policies	Commissions Safeguarding Investigations	Advises Head

