

The Rodillian Multi Academy Trust Scheme of Delegation

About this Scheme of Delegation

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within the Rodillian Multi Academy Trust (“the Trust”) – the Trust Board, Executive Team, Academy Principals and Local Review Boards. This Summary is written according to the Responsible Accountable Consulted Informed (“RACI”) framework, outlining who is **responsible** for delivery, **accountable**, **consulted** or **informed** in relation to the key delivery areas within the Trust, defined as follows:

- **Responsible** – these are the “doers” of the task. They must complete the task or objective or make the decision. Several people can be either jointly responsible or responsible for delivering a specific aspect of the task. For example, while one person may be responsible for delivering an objective, others may be responsible for monitoring or scrutinising that delivery, or preparing information and reports delivery on that delivery.
- **Accountable** – this person or body is the “owner” of the task. They must sign off or approve when the task, objective or decision is complete. This person or body must make sure that responsibilities are assigned in the matrix for all related activities. There is only one person or body accountable.
- **Consulted** – the individuals or bodies who are active participants who will be consulted as part of the process of completing a task. Their input is required before the task can be completed and signed-off. While those responsible and accountable are not obliged to accept the views put forward, they must be actively considered.
- **Informed** – the individuals or bodies who need to be kept “in the picture.” They need updates on progress or decision, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

This Summary is designed for use by governance stakeholders within the Trust and external regulators, including Ofsted and the Education & Skills Funding Agency (“ESFA”). In line with the requirement outlined in the Academy Trust Handbook (also known as the Academies Financial Handbook), it is also made available on the Trust’s website and can be viewed by parents, community members and the wider public.

The Trust is a charitable educational trust and company limited by guarantee number 07990619. Details of Trust Members, Trustees, Executive and Local Review Board members, including business interests and attendance at meetings, can be found on the Trust's website.

Summary of Governance Structure

Within the Trust, the overarching approach to delegations for each governance tier is as follows:

- **Members** – Members have responsibility for ensuring the purpose of the Trust is met, determining the Trust's constitution and governance structure, appointing and removing Trustees – as outlined in the Department for Education's ("DfE") Governance Handbook, this is a strategic 'eyes on, hands off' role. This document sets out areas where the Trust Board delegates functions and as such does not include the roles or responsibilities of the Members.
- **Trust Board** – The Trust Board holds ultimate legal **accountability** for all aspects of operational delivery, as well as being **responsible** for Trust policy and decision-making. Trustees oversee the management and administration of the Trust and the academies run by the Trust and delegate authority and responsibility to others, including the Executive team and Academy leadership teams who undertake the day to day management of the academies. Key matters reserved to the Board include strategic direction, vision and values, and approval of the Trust business plan, policies and educational targets.
- **Trust Board Committees** – the Trust Board is supported by four Committees that deliver detailed scrutiny and make delegated decisions on behalf of or make recommendations to the Board. These are the Standards Committee, Finance and Resources Committee, Audit and Risk Committee and Pay, People and Performance Committee. The Trust Board from time to time also establishes other committees to manage particular issues such as Covid or Standards in a particular Trust setting.
- **Executive Team** – this is the central team of the Trust consisting of the senior leaders **responsible** for the operational running of the organisation, supporting individual academies with operational matters in order to meet the both the core object of the Trust, to advance education for public benefit, and to achieve strategic targets as set by the Trust Board. The membership of the Executive Team includes the Chief Executive /Accounting Officer, Academy Principals, Finance Director and the Director of HR. The Accounting Officer may identify and recommend the addition of further members of the Executive Team.

- **Academy Principals**– the Academy Principals within the Trust are **responsible** for all aspects of the day to day running of their setting and operational delivery of Academy improvement plans.
- **Local Review Boards (“LRB’s”)**– At Academy level LRB’s will monitor and understand how the Academy is led and managed, be the key link between the Academy and its community and have a role in influencing decision making. They will have a direct link to the Trust Board should concerns need to be raised.

In addition to the delegations set out in this document, some functions may be further delegated, for example by the Chief Executive to members of the Executive Team or from one of the Academy Principals to senior Academy staff. In line with the Trust’s Articles of Association, where any function or power that has been delegated is further delegated, the Board must be informed as soon as is reasonably practicable. The Articles contain further detail on the requirements under the section on Delegation (Article 105 onwards).

Approval and Renewal

The Trust Scheme of Delegation will be renewed at least **annually** or so that the roles and responsibilities outlined continually reflect the realities of the Trust’s Organisation or when another school joins the Trust.

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Members	Trustees	ARC	FRC	PPPC	Standards	LRB	Chief Executive	Chief Financial Officer	Academy Principal	HGC
Governance											
Appointment and Removal of Members	R	I						I			C
Appointment and Removal of Trustees	R	C					I	I			C
Appointment and Removal of the Chair of the Trust Board	I	R					I	C			C
Appointment and Removal of Trust Committee Chairs		R						I			
Appointment of Safeguarding Trustee		R					I	I			
Appointment of Special Educational Needs Trustee		R					I	I			
Appointment and removal of members of an LRB		A					C	I		C	R
Approval of Parent and Staff members of an LRB		A					C			C	R
Appointment and removal of LRB Chairs		R					C	C		C	C
Systems & Structures											
Review and Agree Articles of Association	R	C						C			C
Review and Agree Governance structures including Terms of Reference and Scheme of Delegation		A					I	C		I	R
Agree schedule of Governance business		A					I	C	I	I	R
Triennial External Governance Review		R					I	I	I	I	C
Annual Review and skills audit of Trust Board including financial skill set		A						I			R
Annual Review and skills audit of LRB's		A						I		I	R
360 degree review of Trust Chair's performance		A									R
Review of LRB's performance		A					C	I		I	R
Attend Trust Inspections		A				I	R	R		R	I

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Strategic Leadership											
Trust Strategic Plan including Vision and Values	I	A					C	R		I	C
Academy Improvement Plans		A					C	R		R	
Approval of Trust wide Policies		A	R	R	R	R		R			R
Trust Management of Board Assurance Framework and Risk Management		A	R					R			R
Academy Management of Risk		A					C	R		R	C
Engagement with Stakeholders		A				I	R	C		R	C
Governance Reporting											
Trust Website – Content and Compliance		A						R			R
Academy Websites – Content and Compliance		A					I	R		R	R
Trust Board Annual Report and Accounts	I	A	R	R				R	R		C
Trust Board Annual Stakeholder Report	I	A					I	R	C	I	C
ESFA required reports and returns		A						R	R		R
Academy Performance Reports		A					R	R		R	C
Performance											
Ensuring Compliance		A	R				C	R	R	R	R
Ensuring Audit and Reporting arrangements across the Trust		A	R				C	R	R		R
Monitoring progress on KPI: Agree reporting requirements		R					C	R	R	C	R
Financial Accountability											
Appointment of External Auditors	A	R	R					C	C		C
Appointment of Internal Auditors	I	A						R	C		C

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Agree Financial Scheme of Delegation		A	R	C				C	C	I	C
Receive and respond to External Audit	I	A	R	C				R	R		C
Benchmarking value for money		A		I	I			C	R	C	C
Manage conflict of interests and related party transactions		A	R					R	R		R
Ensure compliance with ESFA requirement		A	R					R	R		R
Ensure adequate insurance cover is in place		A	R					R	R	R	R
Maintain risk register		A	R					R	R		R
Finance and Resources											
Set Trust and Academy Budgets		A		R			I	R	R	R	
Deliver monthly management accounts and forecasts		A		C				C	R	I	I
Manage cash position		A		C				R	R	I	I
Develop Finance Policies		A		R				C	R	I	R
Standards, Curriculum and Assessment											
Trust approach to Curriculum and Assessment with regard to statutory requirements.		A				R	I	R		R	
Develop Statutory curriculum policies		A				R	I	R		C	I
Trust and Academy academic targets		A				R	I	R		R	I
Trust and Academy academic targets for specific cohorts		A				R	R	R		R	I
Academy Self Evaluation		A				R	R	R		R	I
Delivery of Careers guidance		A				R	I	R		R	I

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Safeguarding, Inclusion and Admissions											
Setting of Safeguarding Practices and Policies		A					R	R		R	
Support for LAC, Disadvantaged and SEN students		A				R	R	R		R	
Monitoring effect of additional grants		A				R	R	R		R	I
Monitoring amount of additional grants		A		R				R	C	I	I
Setting and monitoring of Behaviour Policy		A				R	I	R		C	I
Monitoring of Single Central Record		A					R	R		R	C
Statutory Safeguarding Employment checks		A			I		I	R		R	
Setting Admission Policies		A					I	R		R	C
Keep Admission and Attendance Registers		A					I	C		R	
Ensuring compliance with SEND Code of Practice		A				R		R		R	
Operational Compliance											
Set Health & Safety Policy and Monitoring		A		R			R	R		R	C
Facilities capacity growth and improvement report		A		R			I	R	R	R	C
Cybercrime and Ransomware management report		A	R				I	R	I	I	R
Cyclical Maintenance report		A		R			I	R	C	R	C
Site Compliance report		A		R			I	R	C	R	C
Fire Risk Assessment report		A		R			I	R	I	R	I
Asbestos Management report		A		R			I	R	C	R	I
Water Management report		A		R			I	R	I	R	I
Catering Compliance report		A		R			I	C	I	R	I
Statutory Training for colleague's report		A			R		I	R		R	I

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Contractual Arrangements report		A		R				R	R		I
Pay, People and Performance											
Set Staffing structure		A		C	R			R	C	R	I
Appointment of Chief Executive	I	A			R		I		I	I	I
Suspension and Dismissal of Chief Executive	I	A			R		I	I	I	I	I
Appointment of Academy Principals	I	A			R		C	R	I	I	I
Suspension and Dismissal of Academy Principals	I	A			R		I	R	I	I	I
Appointment of Academy SLT		A			C		I	R	I	R	
Suspension and Dismissal of Academy SLT		A			I		I	R	I	R	
Appointment of CFO		A						R		I	I
Suspension and Dismissal of CFO	I	A			I			R	I	I	I
Appointment of Central Services Team		A						R	I		I
Suspension and Dismissal of Central Services Team		A			I			R	I	I	I
Appointment of HGC	I	A					I	C	C	I	
Suspension and Dismissal of HGC	I	A						C	I	I	I
Appointment of other staff (in staffing/pay structure)		A			I		I	R	C	R	
Appointment of other staff (not in staffing/pay structure)		A			C		I	R	C	R	I
Suspension and Dismissal of other staff		A			I		I	R	C	R	
Set approach to Appraisal and Performance management		A			R		R	R			
Performance Management of the Chief Executive (including independent advice)		A			R			C			C

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Performance Management of Academy Principals and the Central Service Team		A			C		C	R	I		
Performance Management of the HGC		R						C	I		C
Set Pay levels including executive pay		A		C	R			R	C		I
Set HR policies including whistleblowing		A			R			C	C		R
Ensure staff health and wellbeing		A			R		R	R		R	
Professional Development benchmarked across the Trust		A			R		R	R	C	R	I
Monitoring of Grievances and Disciplinary matters		A			R		I	R	C	R	C