

Scheme of Delegation

Policy Approved: June 2023
Policy Renewal: June 2024

Reviewed by the SLT MAT Board

“The Trustees of the Southport Learning Trust are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment”

Other documentation that supports the Scheme of Delegation.

- This Scheme of Delegation defines key roles and authority levels, but does not replicate the content of the operational policies.
- The finance manual and supporting policies must be complied with for all finance aspects.
- Any conflicts between this scheme of delegation and the policies must be raised as an issue, and for a decision to be made.
- Academy Trust Handbook

Mat-wide plans

- Some areas would benefit from stronger MAT-wide planning. As these functions mature, this Scheme of Delegation will change.

Terminology

- The Business and Finance Function describes the role of this team. Where a specific person in this team must act, this is stated.
- Division Lead is generally those people who report to the CEO. This is the Headteacher of a school in the Trust, or the head of the Central MAT function. Where a line applies to a specific Division Lead, this will be listed.
- Local Governing Body refers to the school LGB. The Central MAT function does not have an LGB, and the MAT board will perform this function for that division.
- CEO is the overall head of the trust. There are various functions embedded in this role such as Executive Headteacher and Accounting Officer for the Trust.
- MAT may be the full board, or it may be delegated to a subcommittee. For most users of this document, the limitations below the MAT are the critical information.

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Section	Number category	Page	Description
Finance	F	3	This section covers budgeting and spending, along with disposal of assets. Audit is also in this section.
Employment	E	7	Recruitment, appraisals, disciplinary and other employee policies are in this section
Operations	O	15	This section includes safeguarding, school improvement planning, term dates and various items in support of the Trust operations such as policy creation and maintenance, health and safety and premises maintenance.
Miscellaneous	M	18	Legal claims, expansion of facilities, and catch-all items are in this section.
MAT subcommittees		20	Comments on delegation levels to subcommittees where they exist.
Latest changes		20	Changes made since the last approved version.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
F1	Setting the budget Annual budget and financial plans in compliance with the requirements of the funding body.	Responsible for setting the timetable for the annual budget exercise, co-ordination of all inputs, and production of summary reports for approval by relevant stakeholders. Submission of approved budget to the ESFA in the required format.	The Division Lead is required to support the budget setting process, ensuring they can take responsibility for the approved budget and ensure that the budget is achieved.	The LGB will review and challenge the draft budget in relation to the division's aims and the value being delivered. The LGB approves the division budget.	The CEO will discuss any necessary recommendations or changes required with the Division Lead.	The MAT board will review of the draft consolidated MAT budget and financial plan, and raise any queries or concerns. The MAT board will approve the consolidated Budget for the MAT prior to submission to the ESFA.
F2	Performance against budget including accurate forecasting.	Responsible for coordinating and communicating forecasts. Liaison with all stakeholders regarding variances.	The Division Lead is accountable for any variations from budget and for providing explanations. Prompt alerts are required in the event of material variances emerging. They are also responsible for implementing any agreed corrective actions.	The LGB receives regular reports on progress against the budget and forecasts, explores variances, and works with the Division Lead to identify and implement the agreed corrective actions.	The CEO reviews and approves the forecasts and actions plans prior to being presented to the MAT. The CEO is responsible for overseeing the implementation of the agreed corrective actions.	Approval of significant in-year revisions to the original budget. Ratification of corrective actions.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
F3	<p>Purchase Orders – within budget Three quotes are required for all purchases over £2,000.</p> <p>Purchases over £30,000 must be subject to a robust process including the option for tender.</p> <p>See F15 for POs outside of budget</p>	<p>The Executive Director can approve PO's to a value of £10,000 if they are within budget and signed by the budget holder, or £1,000 if the PO exceeds budget or are unbudgeted.</p>	<p>The Division Lead is authorised to approve PO's, within budget, up to the value of: Primary schools £10,000. Secondary schools £30,000. MAT central Team £30,000</p>		<p>The CEO is authorised to approve PO's over the division limit and up to £40,000.</p>	<p>To approve PO's greater than £40,000.</p>
F4	<p>Tenders - Division If the lowest quote or tender is not accepted, the reasons for choosing an alternative must be documented by the approving body.</p> <p>Also see F14</p>	<p>The Executive Director is responsible for overseeing all tendering exercises.</p> <p>Where a project is deemed suitable for MAT-wide tendering, roles and approvals listed in F14 will apply.</p>	<p>The Division Lead, working with the Business and Finance team, decides on projects for tendering.</p>	<p>The LGB approves projects for tender, and appoints the successful contractor.</p>	<p>CEO is kept informed, and supports Division Leads, as needed.</p>	<p>MAT Board will be kept informed throughout the process. Ratification of projects and successful contractor</p>
F5	<p>Bad debts Authorisation to write off bad debts</p>	<p>Up to a value of £250 per division, per year.</p>	<p>Over £250 to £1,000 per division, per year</p>	<p>Ratification</p>	<p>CEO will be involved with debts that exceed Division Lead levels, and provide the MAT board with an explanation of actions to prevent recurrence.</p>	<p>Over £1,000 and up to delegated limit (and no more than £250k per year.) The delegated limit is £45,000. Above this requires Secretary of State approval.</p>

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
F6	Capital expenditure, in-budget	To counter-approve all capital expenditure purchases.	Approves budgeted capital expenditure purchases up to a value of £10,000 subject to following normal purchasing procedures.	Approves budgeted capital expenditure purchases up to a value of £40, 000 subject to following normal purchasing procedures.		Approves budgeted capital expenditure purchases with a value over £40,000, subject to follow normal purchasing procedures.
F7	Capital expenditure out of budget	To counter-approve all capital expenditure purchases.	No authority to approve the spend. Presents the proposal to the LGB for review and consideration prior to submission to the CEO.	No authority to approve the spend. Must have the opportunity to review and comment on the proposal prior to submission to CEO.	Authority to incur additional capital expenditure up to £20,000 per division, per year. Will review all items requiring MAT approval.	Approval for unbudgeted capital expenditure exceeding £20,000
F8	Appointment of external consultants	The Executive Director will counter-sign any approvals.	The Division Lead will meet with the CEO twice a year to discuss plans for the use of external consultants. Normal budget approval applies.		The CEO will approve the appointment of external consultants to a value of £30,000.	The MAT board will approve the appointment of external consultants if the value exceeds £30,000.
F9	Negotiation of contracts	The Executive Director is responsible for checking the financial viability and legality of such contracts prior to signing the contract irrespective of the approving body.	The Division Lead will inform the CEO and the Executive Director of any proposal to negotiate or renegotiate any external contracts, leases, or other service agreements. Division Lead is authorised to approve contracts up to a value of £20,000 (total value not annual.)		CEO is authorised to approve contracts up to a value of £60,000 (total value not annual.)	Contacts exceeding £60,000 must be approved by the MAT board and once recorded in the minutes, may be signed by the CEO or Business and Finance Director, as appropriate.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
F10	Reporting and internal audit	Responsible for providing information and assistance in relation to reporting and internal auditing. Provision of management accounts to enable effective scrutiny by the LGB and MAT board.	The Division Lead is responsible for providing information and assistance in relation to reporting and internal auditing.	The LGB will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation. The LGB will provide a report on their scrutiny findings to the MAT board on request.	The CEO is responsible for providing information and assistance in relation to reporting and internal auditing.	The MAT board will scrutinise the management accounts and any reports requested from the LGBs, and may conduct in-depth reviews. The MAT Board will review the performance of the divisions against agreed budget as part of its review of the level of autonomy granted annually to each division.
F11	Statutory audit	Responsible for coordination of the statutory accounts information, including direct liaison with appointed auditors. Responsible for publication of the statutory accounts.	The Division Lead to provide assistance in relation to statutory audit procedures.	The LGB to provide assistance in relation to statutory audit procedures.	Accounting Officer function (see Finance Manual and Academy Trust Handbook)	Responsible for scrutinising and approving the statutory accounts. The appointed statutory auditors will attend the meeting that receives the statutory accounts to provide independent insight.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
F12	Disposal of assets	The Executive Director can approve disposals up to a net book value of £5,000.	<p>The Executive Director will notify the Division Lead of any proposed asset disposals.</p> <p>The proposal must be presented to the LGB for approval for any item with a net book value greater than zero.</p>	<p>The LGB will review the proposed asset list to assure that the value to the division is minimal.</p> <p>Approval to the value of £5,000 per year, ensuring no individual asset has a net book value of more than £500</p> <p>Greater than £5000, or individual item greater than £500, must be escalated to the CEO, with LGB approval and reasons.</p>	The CEO can approve disposals up to a net book value of £20,000.	The MAT board can approve disposals with a net book value greater than £20,000. If the asset had a capital grant exceeding £20,000, DfE approval is required for disposal. Disposal of freehold land and buildings requires the approval of the ESFA.
F13	<p>Capital Projects seeking external funding</p> <p>Including Condition Improvement Fund bids, School Rebuilding Programme and School Condition Allocation Fund.</p>	The Executive Director is responsible for overseeing all Capital Project proposals. The finance team will work with intermediaries as appropriate. Approvals will be agreed on a case-by-case basis.	The Division Lead suggests projects suitable for Capital Project funding, including proposing the level of school investment in the scheme. Approvals will be agreed on a case-by-case basis.	The LGB will scrutinise projects proposed for Capital Project funding, including assessing the value of the proposed level of investment in the scheme. Presentation to the LGB will be coordinated by the Division Lead and the finance team. Approvals will be agreed on a case-by-case basis.	The CEO will have oversight of all Capital Project proposals and, along with the finance team will consider all assets in the Trust when assessing suitability of a project. Approvals will be agreed on a case-by-case basis.	The MAT board will have oversight of all Capital Project proposals. Approvals will be agreed on a case-by-case basis.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
F14	<p>Tenders – MAT-wide If the lowest quote or tender is not accepted, the reasons for choosing an alternative must be documented by the approving body.</p> <p>Also see F4</p>	The Executive Director is responsible for managing all MAT-wide tendering exercises.	Where the Division Lead proposed a project that becomes a MAT-wide tendering exercise, the Division Lead will be kept informed of the progress of the project.	The LGB is kept informed of projects that have become subject to MAT-wide management.	CEO is kept informed, and supports as needed.	MAT Board approves projects for tender, and appoints the successful contractor.
F15	<p>Purchase Orders – out of budget Three quotes are required for all purchases over £2,000.</p> <p>Purchases over £30,000 must be subject to a robust process including the option for tender.</p> <p>See F3 for POs within budget</p>	The Executive Director can approve out of budget PO's to a value of £1,000 if they signed by the budget holder.	The Division Lead is authorised to approve out of budget PO's of £1000.	Out of budget PO's above £1,000 will be reviewed by the LGB before submission to the CEO.	The CEO will approve all out of budget PO's over £1000.	To approve PO's greater than £40,000.
E1	CEO recruitment	To advise the recruitment team on matters of HR legislation and best practice.				The MAT Board will appoint the CEO.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
E2	Division Lead recruitment	To advise the recruitment team on matters of HR legislation and best practice.		The chair of the LGB and CEO will agree the recruitment process for a headteacher. In the event of succession planning providing the candidate, this will be discussed and approved at LGB level. If a selection panel is required, the LGB will provide two members to sit on the panel.	The CEO will lead the appointment process.	Where the Division Lead vacancy is for a MAT function, the MAT board will support the CEO
E3	Senior Leadership team recruitment	To advise the recruitment team on matters of HR legislation and best practice.	The Division Lead will notify the CEO and the Chair of the LGB as soon as they become aware of a potential vacancy in the Senior Leadership Team. The Division Lead will manage the recruitment and appointment process following the MAT approved procedures, including seeking CEO approval for the right to recruit.	The Chair of the LGB will nominate a governor to participate in the recruitment process.	The CEO will advise the Division Lead throughout the process and approve the appointment. The CEO will review all recruitment in the light of MAT-wide opportunities. The CEO approves the right to recruit	

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
E4	Employee recruitment including teaching and support staff	To advise the recruitment team on matters of HR legislation and best practice	The Division Lead will manage the process for filling vacancies following the MAT approved procedures, including seeking CEO approval for the right to recruit.	The Chair of the LGB will nominate a governor to participate in the recruitment process for all teacher recruitment. The LGB may be involved in some support staff recruitment.	The CEO will review all recruitment in the light of MAT-wide opportunities. The CEO approves the right to recruit.	
E5	CEO appraisal and salary review	To advise regarding affordability of proposed salary adjustment, and to ensure the agreement is reflected in the budget.				The MAT Board will be responsible for the arrangement of the CEO appraisal and salary review, ensuring it remains in budget. The Chair of the MAT board will ensure a representative group of at least three trustees are involved in the review. The Chair of the MAT board is responsible to produce the necessary reports.

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E6	Division Lead appraisal and salary review	<p>To advise regarding affordability of proposed salary adjustments, and to ensure the agreements are reflected in the budget.</p> <p>The MAT business function will also ensure that we are compliant with the School Teacher's Pay and Conditions documents, and the Headteacher's Individual Salary Range.</p>		<p>The CEO and Chair of the LGB will be jointly responsible for the arrangement of the Division Lead's performance appraisal and salary review, ensuring it remains in budget.</p> <p>The Chair of the LGB will ensure a second governor is part of the review process.</p>	<p>The CEO and Chair of the LGB will be jointly responsible for the arrangement of the Division Lead's performance appraisal and salary review, ensuring it remains in budget.</p> <p>The CEO will be responsible to produce the necessary reports.</p>	
E7	<p>Employee appraisal and salary review including teaching and support staff</p> <p>Note: The timing is different for teaching and support staff pay reviews.</p>	<p>To advise regarding affordability of proposed salary adjustments, and to ensure the agreements are reflected in the budget.</p> <p>The MAT business function will also ensure that we are compliant with the School Teacher's Pay and Conditions documents, the Green Book and the National Joint Council pay scales.</p>	The Division Lead is responsible for leading the appraisal and salary review process for all staff.	The LGB is responsible for approving the Division Lead's recommendations regarding salary reviews.	The CEO will provide advice and guidance to the Division Lead and LGB.	Mat Board will ratify the decisions.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
E8	Terms of employment	To advise on the legality of any proposal, compliance to policy, and preparation of any financial implications of the proposal.	<p>The Division Lead may make proposals regarding the terms of employment for an individual member of staff. For example, in response to a flexible working request.</p> <p>The Division Lead can approval any proposal that complies with the applicable MAT policy.</p> <p>Any proposal outside of current policy must go the LGB for approval.</p>	<p>The LGB must be kept informed of any proposal involving a senior member of staff.</p> <p>For proposals out of policy, the LGB will need to agree with the appropriateness of the proposal and seek MAT board approval.</p> <p>This is necessary as the policy must change or an exception to policy must be approved.</p>	<p>The CEO will review and comment on any proposals that may involve a change to the terms of employment.</p> <p>The CEO is authorised to approve settlement arrangements for non-leadership employees</p>	<p>The responsibility for the contractual terms and conditions for all MAT employees lies with the MAT Board, including considering proposed changes to those terms for individual employees. Settlement arrangements for leadership level employees lies with the MAT board.</p> <p>For proposals out of policy, the MAT board need to approve an exception, or may choose to alter policy to reflect this request.</p>

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
E9	Reductions in staffing and revisions to staffing structures	The Business and Finance Team will support the process with information and guidance.	The Division Lead will: <ul style="list-style-type: none"> • Notify the CEO and the chair of the LGB if reductions in staffing may be necessary. • Be responsible for proposing a revised staffing structure, and for referring this to the LGB. • Be responsible for managing the redundancy plan with the support of the CEO. 	The LGB will be responsible for recommending the revised staffing structure and any proposed reductions in staffing to the MAT Board	The CEO will support the Division Lead throughout the restructuring process and will attend consultation meetings when appropriate. The CEO will refer recommendations for revised staffing structures and possible redundancies to MAT Board for approval.	Approval of redundancy plan will lie with the MAT Board. The MAT Board will consider any representations made by the CEO, LGB and Division Lead.
E10	Disciplinary, including allegation of gross misconduct – CEO					The Chair of the MAT board will conduct the proceedings. Directors will be asked to sit on panels for Disciplinary and Appeal Hearings. Decision concerning sanctions, up to and including dismissal, lies with the MAT Board.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
E11	Disciplinary, including allegation of gross misconduct – Division Lead			<p>If an allegation of misconduct has been made against the Division Lead then the LGB will be responsible for organising an investigation into the allegation under the Disciplinary Procedure.</p> <p>The LGB will be responsible for keeping the CEO informed.</p>	<p>The CEO will be involved throughout the process, supporting the LGB and calling on support of the MAT board if needed.</p> <p>Decision concerning sanctions, up to and including dismissal, lies with the CEO.</p>	<p>Directors may be asked to sit on panels for Disciplinary and Appeal Hearings.</p> <p>The MAT board is the employer, and will be required to ratify dismissal decisions.</p>
E12	Disciplinary, including allegation of gross misconduct – all other employees		<p>The Division Lead will ensure that an investigation is conducted into any allegations of misconduct in accordance with the Disciplinary Procedure.</p> <p>They will be responsible for keeping the CEO informed.</p> <p>Decision concerning sanctions, up to and including dismissal, lies with the Division Lead for all staff.</p>	<p>In cases of misconduct where dismissal may be a possible sanction, a member of the LGB may be asked to sit on the panels for the Disciplinary or Appeal hearings.</p> <p>The LGB will be kept informed of all dismissal decisions.</p>	<p>The CEO will provide support if needed.</p>	<p>The MAT board is the employer, and will be required to ratify dismissal decisions.</p>

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
E13	Capability proceedings – CEO					The MAT board is responsible for managing the process, following the appraisal and capability procedures.
E14	Capability proceedings – Division Lead			Where the Division Lead is subject to a capability procedure, the LGB is responsible for leading and managing the process set out in the appraisal and capability procedures.	The CEO will be engaged throughout the process, and, along with the chair of the LGB, will ensure the MAT board is kept informed.	
E15	Capability proceedings – all other employees		Where a capability issue is identified, the Division Lead is responsible for leading and managing the process set out in the appraisal and capability procedures. The Division Lead is responsible for keeping the CEO and LGB informed.			
E16	Probationary period procedure – CEO					Where a CEO does not satisfactorily complete his or her probationary period, an appeal against termination will be heard by a panel of MAT Directors where the final decision will lie.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
E17	Probationary period procedure – Division Lead			Appeals against termination will be heard by a panel of governors, including one from a different school within the trust, chaired by the CEO.	If a Division Lead does not satisfactorily complete his or her probationary period, the CEO will terminate their employment.	The MAT board is the employer, and will be required to ratify dismissal decisions.
E18	Probationary period procedure – all other employees		The Division Lead is responsible for following the probationary period procedure with every member of staff and confirming them in post. If an employee does not satisfactorily complete their probationary period, the Division Lead will terminate their employment.	Appeals against termination will be heard by a panel of the LGB. The LGB will be kept informed of all dismissal decisions.		The MAT board is the employer, and will be required to ratify dismissal decisions.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
O1	Safeguarding		<p>Within each school The Headteacher will ensure that a Designated Safeguarding Lead and Deputy have been appointed.</p> <p>If an allegation is made against a member of staff, these people must be informed: LGB: <ul style="list-style-type: none"> • Chair • Link Governor MAT: <ul style="list-style-type: none"> • CEO • Trust safeguarding Lead </p>	<p>The LGB will appoint a Safeguarding link Governor, and ensure they are trained in their role. The safeguarding governors will liaise with the DSL and Headteacher regarding safeguarding matters. The LGB and the Headteacher are collectively responsible for compliance to, and monitoring of, safeguarding regulations in the school.</p>	<p>The CEO will inform the MAT Board of any safeguarding allegation raised in respect of any employee.</p> <p>The CEO is supported by the Trust wide Safeguarding Lead who will work in collaboration with all schools to ensure compliance to all safeguarding procedures.</p>	<p>The MAT Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible, with the LGB, for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices.</p> <p>A Link Trustee is appointed to assess and provide assurance on these matters to the MAT board.</p>
O2	School Improvement plan (including curriculum and standards)	The Business and Finance Team will support the schools in costing the improvement plan, and include the approved expenditure is built into the Budget Forecast	The Headteacher will draw up a School Improvement Plan and share it with the CEO and LGB. The School Improvement Plan must be costed.	The LGB is responsible for approval and monitoring the implementation of the School Improvement Plan.	The CEO may challenge and alter the School Improvement Plan to support rapid improvement. The CEO supports the implementation of School Improvement Plan.	The MAT Board will review any radical curriculum changes and make recommendations.

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
O3	School hours		The Headteacher suggests a change in school hours to the LGB and CEO.	LGB comment.	The CEO makes a recommendation to the MAT Board.	The MAT Board is responsible for setting the opening and closing times for schools, and will take the views of all stakeholders into consideration.
O4	Term times		The Headteacher suggests term time dates to the LGB and CEO.	LGB comment.	The CEO makes a recommendation to the MAT Board.	The MAT Board is responsible for setting the term times for schools, and will take the views of all stakeholders into consideration.
O5	Creating or amending policies	The Business and Finance Team will be responsible for drafting the finance manual. The is a MAT-wide document.	Schools will be responsible for drafting school-specific policies.	The LGB will be responsible for approving school specific policies.	The CEO will be responsible for drafting MAT-wide policies. Trade Union representatives will be consulted with on staff policies, in compliance with the Trust Recognition Agreement.	The MAT board will be responsible for approving MAT-wide policies

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
O6	Implementation of policies	<p>The Business and Finance team will monitor compliance to the Southport Learning Trust Financial Handbook, which is fully compliant with the Academy Trust handbook.</p> <p>The operation of the Southport Learning Trust Financial Handbook is subject to internal and external audit.</p>	<p>Division Leads will be responsible for the implementation of all policies within their organisation.</p>	<p>The LGB will be responsible for monitoring compliance with all policies. The LGB will also monitor the effectiveness of school-specific policies.</p>	<p>The CEO has overarching responsibility for the implementation of policies in all divisions.</p>	<p>The MAT board will monitor the compliance to, and effectiveness of, MAT-wide policies, and may audit the compliance to other policies.</p>
O7	Premises maintenance program	<p>The Trust Estates Manager will produce a Strategic Estates Management Plan spanning five years. The plan will cover all aspects of the current and future MAT estate, and will be reviewed annually.</p> <p>The plan will reflect the most recent condition survey, and demonstrate considerations of affordability and value for money.</p> <p>Approved plans will be included in the budget.</p>	<p>The Trust Estates Manager and the site manager will draft the Premises Maintenance Plan and present it to the Headteacher, who will ensure it meets the school's requirements. The plan will be presented to the LGB for approval. Once approved, it will be added to the School Improvement Plan.</p>	<p>The LGB should scrutinise the Premises Maintenance Plan for effectiveness and value for money. The LGB is responsible for approving the plan and for monitoring its implementation.</p> <p>The LGB will receive premises reports to reflect the activities undertaken and to demonstrate value for money.</p>		<p>The MAT board will receive premises reports to reflect the activities undertaken and to demonstrate value for money.</p>

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
O8	Health and safety	<p>The Trust Estates manager will incorporate Health and Safety into the Strategic Estates Management Plan.</p> <p>MAT-wide training will be instigated as part of this plan.</p>	<p>The Division Lead is responsible for developing a health and safety culture throughout their organisation, and ensuring staff are trained and aware of their responsibilities.</p> <p>The Division Lead will ensure the LGB is kept informed of Health and Safety incidents and the plans to address risks.</p>	<p>The LGB shares with the MAT the overall responsibility for health and safety.</p> <p>The LGB will monitor and review the effectiveness of health and safety procedures.</p>		<p>The MAT Board carries overall responsibility for ensuring that health and safety policies are Implemented.</p> <p>The MAT is collectively responsible, with the LGB, for ensuring that health and safety arrangements are fully embedded within the school's ethos and reflected in the school's day to day practices.</p>
M1	Legal claims	<p>The Business and Finance team are responsible arrange legal advice as required.</p> <p>The Executive Director will work with the Division Lead or CEO in all instances.</p>	<p>The Division Lead will notify the CEO and Chair of Governors of LGB of any actual or potential claims or proceedings.</p> <p>The Division Lead will act on any instructions received from the CEO and Business and Finance Director.</p>	<p>The LGB will act on any instructions received.</p>	<p>The CEO will take appropriate legal advice and direct the Division Lead or LGB, as appropriate, in line with this guidance.</p> <p>The CEO will keep the MAT Board informed.</p>	<p>The MAT Board will act on instructions received.</p>
M2	DELETE THIS LINE. Use F14 or M4 Partnering arrangements relating to significant Joint Ventures with shared risk.		<p>The Division Lead is to notify the CEO of any proposals to enter into, renew, amend, or terminate any partnering arrangement.</p> <p>The Division Lead will provide information to the CEO in order for a decision to be made.</p>	<p>The LGB will ensure the school's partnerships comply with MAT strategy.</p>	<p>The CEO will be responsible for approving any new partnering arrangements.</p>	<p>The MAT will develop the Trust's strategy on partnerships.</p>

#	What	Business and Finance Function	Division Lead	Local Governing Body	CEO	MAT
M3	DELETE THIS LINE. Use F13 or O7 Expansion of facilities	The Business and Finance team will advise on compliance with all statutory requirements.	The Division Lead will notify the CEO and Executive Director of any proposal to expand existing facilities. The Division Lead is responsible for drawing up a business case for the expansion proposal in consultation with the LGB and the Business and Finance team.	The LGB will develop the school's strategy on the use of existing facilities and any plans for expansion. Any proposal will be scrutinised for compliance with this strategy.	The CEO will assess the viability of any proposal put forward by the Division Lead prior to the development of the business case. The CEO will work with the LGB to develop the strategy.	The MAT Board will review all business cases. Acquisition freehold land and buildings requires the approval of the ESFA.
M4	Other major decisions	The Business and Finance Team will support the CEO and the MAT Board on the financial aspect of major decisions.	The Division Lead will notify the CEO and the LGB of any major proposal. The Division Lead will provide information to the CEO in order to progress the proposal.	The LGB will scrutinise the proposal for alignment to strategy, affordability, and value for money.	The CEO will assess the viability of any proposal put forward by the Division Lead and make recommendations to the MAT Board.	The MAT Board will be responsible for approving any major proposal.

Comments on subcommittees of the MAT board. Where these exist, the following authorities may be delegated.

#	What	Sub-committee	Full Board
F3	Purchasing	£40,000 to £60,000	Over £60,000
F5	Bad Debts	Authorised to approve	Ratification
F6	Capital expenditure within budget	£40,000 to £60,000	Over £60,000
F7	Capital expenditure exceeding budget	£20,000 to £50,000	Over £50,000
F9	Negotiation of contracts	£60,000 to £100,000	Over £100,000
F12	Disposal of assets	Over £20,000	Will seek approvals from DfE or ESFA when needed.

Items amended May 2022

#	What	Changes made
	Introduction	Some clarification added. Index updated.
F3	Purchase orders	Limited to POs within budget. (See F15)
F4	Tendering	Limited to tendering at a Division level (see F14)
F5	Bad Debts	Clarification on approval levels.
F8	Appointment of external consultants	Clarification on approval levels.
F12	Disposal of assets	Clarification on approval levels.
F13	Capital Projects – external funding	Generalisation of terminology
F14	Tendering – MAT-wide	New entry
F15	Purchase Orders – out of budget	New entry
E2	Headteacher recruitment	Renamed Division Lead recruitment. LGB role clarified
E3	Senior Leadership team recruitment	Clarifications of right to recruit points, making this line consistent with others.
E5	CEO appraisal and salary review	Clarification on MAT Board actions.
E6	Division Lead appraisal and salary review	Clarification on roles
E7	Employee appraisal and salary review	Clarification on roles
E8	Terms of employment	Clarification relating to proposals that are outside current policy.
E11	Disciplinary, including allegation of gross misconduct – Division Lead	Clarification on MAT Board actions.
E12	Disciplinary, including allegation of gross misconduct – all other employees	Clarification on MAT Board actions.
E17	Probationary period procedure – Division Lead	Clarification on MAT Board actions.
E18	Probationary period procedure – all other employees	Clarification on MAT Board actions.
O1	Safeguarding	Clarification of roles and actions.
O6	Implementation of policies	Clarification of terminology
O7	Premises maintenance program	Rewrite based on appointment of Trust Estates Manager
O8	Health and safety	Rewrite based on appointment of Trust Estates Manager
M2	Partnering arrangements	Proposed deletion
M3	Expansion of facilities	Proposed delation