Polaris Multi Academy Trust Board Scheme of Delegation 2025 / 2026						
X: Action to be Taken A: Provide Advice and Support <>: Direction of Advice and Support						
Area	Decision	Delegation				
		Members Trust	Board of Directors	CEO	LGB	Head of School
People						
People	Members: Appoint and remove	X				
	Directors: Appoint and remove	X				
	Role description for Members	X				
	Role descriptions for Directors / Chair / specific roles / committee members: agree	X		<A		
	Committee Chair: Appoint and remove		X	<A		
	LGB Chairs: Appoint and remove		X	<A		
	Clerk to the Members Trust: Appoint and remove	X				
	Clerk to the Board of Directors: Appoint and remove	X				
	Clerk to the Local Governing Bodies (LGBs): Appoint and remove		X			
Systems and Structures						
Systems and Structures	Articles of Association	X	<A			
	Governance structure (committees) for the Trust: Establish and review annually		X	<A		
	Terms of reference for Trust committees (including audit if required and scheme of delegation for school committees): agree annually		X	<A		
	Terms of reference for LGBs: agree and review annually		X	<A		
	Skills audit: complete annually		X	X		
	Annual self-review of the Board of Directors and committee performance: complete annually	X	<A			
	Annual self-review of the LGB performance: complete annually				X	
	Chair's performance: carry out a 360 review periodically	X	<A			
	Director contribution: review annually	X	<A			
	Succession plan: Trust Board	X				
	Succession Plan: LGBs		X			
	Annual schedule of business for the Board of Directors: agree		X			
	Annual schedule of business for the LGB: agree				X	<A
	Approval to permanently exclude a pupil					X
	Approval to place a pupil in alternative provision and/or a pupil referral unit.					X

Area	Decision	Delegation				
		Members Trust	Board of Directors	CEO	LGB	Head of School
Reporting						
Reporting	Ensure the Multi Academy Trust governance structure and details are on the Trust and linked to the academies' website			X		
	Ensure academy governance details are on academies website			X		
	Ensure an up-to-date register of all interests, business, pecuniary			X		
	Annual report on performance of the MAT: submit report to the Members Trust.		X	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety, and compliance, incorporating governance statement demonstrating value for money: submit		X	<A		
	Annual report on the trust's compliance with the 'musts' detailed in the ATH			X		
	Monthly reporting of accounts to the Board and Audit, Risk and Finance Committee for the MAT.			X		
	Monthly reporting of accounts to the Board and Audit, Risk and Finance Committee for individual academies.			X		
	Termly reporting to the Trust Board on standards and performance in line with the trust priorities and KPIs.			X		
	Report termly to the LGB key progress measures and statutory data for analysis.					X
	Report in line with trust's quality assurance plan to the CEO and DSI progress measures and statutory data for analysis.					X

Area	Decision	Delegation				
		Members Trust	Board of Directors	CEO	LGB	Head of School
Strategic Decision Making						
Strategic Decision Making	Determine and approve trust wide policies which reflect the multi academy trust's mission, vison and values. This includes all statutory policies as determined by the DFE and ATH.		X	<A		
	Approve and implement statutory policies and reports at academy level as seen in the LGB scheme of delegation:				X	X
	Approve financial top slice / levy of the individual academies		X	<A		
	Management of risk: establish register, review and monitor		X			
	Engagement with stakeholders	X	X	X	X	X
	Determine the Multi Academy Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured.		X	<A		
	Chief Executive Officer: Appoint and dismiss	X	X			
	Academy Headteacher: Appoint and dismiss			X	<A	
	Budget plan to support delivery of Multi Academy Trust key priorities: agree		X	<A		
	Budget plan to support delivery of academy key priorities: agree			X		X
	Review the budget plan to support delivery of academy key priorities				X	X
	Multi Academy Trust structure: agree		X	<A		
	Individual Academy staffing structure			X		<A

Area	Decision	Members Trust	Board of Directors	CEO	LGB	Head of School
Holding To Account						
Holding to Account	Agree the auditing and reporting of arrangements for matters of compliance (e.g. safeguarding, H&S, employment		X	<A		
	Reporting arrangements for progress on key priorities: agree		X	<A		
	Performance management of the Chief Executive Officer: undertake		X			
	Performance management of Academy/ies Heads of School/s : undertake			X	<A	
	Director monitoring: agree arrangements	X				
	LGB monitoring: agree arrangements		X	<A		
	Review of the academy's KPIs through regular analysis of the School Improvement Plan.			X	X	
Ensuring Financial Probity						
Ensuring Financial Probity	Chief Financial Officer for delivery of the Multi Academy Trust's detailed accounting processes: appoint		X	<A		
	Multi Academy Trust's scheme of financial delegation: establish and review		X	<A		
	Individual Academy level scheme of financial delegation: establish and review			X		
	External auditors' report: receive and respond		X			
	CEO pay award: agree		X			
	Academy Head of School/s pay award: agree			X	<A	
	Staff appraisal procedure and pay progression: monitor and agree			X		X
	Benchmarking and Multi Academy Trust wide value for money: ensure robustness		X	<A		
	Individual Academy value for money: review				X	X
	Receive and review monthly accounts: Trust		X	X	X	
	Receive and review monthly accounts: Academy				X	X
	Develop Multi Academy Trust wide procurement strategies and efficiency savings programme		A>	X		

Polaris MAT Scheme of Delegation: Local Governing Bodies 2025 / 2026			
Key	X: Action to be taken at this level	A: Provide advice and support to those accountable for decision making	<>: Direction of advice and support

	Decisions	CEO	LGB	Head of School
Systems and Structures	Complete an annual skills audit.	X		
	Agree annual schedule of business for the LGB		X	<A
	Approval to permanently exclude a pupil	A>		X
	Approval to place a pupil in alternative provision and/or a pupil referral unit.			X
Strategic Decision making	Review, approve and implement statutory policies and reports at academy level: · Attendance · Admissions · Equality · SEND · Send Information Report · Safeguarding and Child Protection · Curriculum · Scheme of delegation and Terms of Reference · Relationship and Sex Education · Behaviour · Pupil Premium Plan · Sports Premium Plan* · Careers guidance** · Health and Safety · Complaints · Charges and Remissions		X	X
	Engagement with stakeholders	X	X	X
	Review the budget plan to support delivery of academy key priorities	A>	X	X
	Staffing Structure	X		<A
Reporting	Report termly to the LGB key progress measures and statutory data for analysis			X
Holding to account	Performance management of Heads of School: undertake	X	<A	
	Review of the academy's KPIs through regular analysis of the School Improvement Plan	X	X	X
Ensuring Financial Probity	Decide upon Head of School pay award	X	<A	
	Staff appraisal procedure and pay progression: monitor and agree	X		X
	Individual academy value for money: review		X	X
	Receive and review monthly accounts	X	X	X

*Primary Schools **Secondary Schools