

Polaris MAT Scheme of Delegation

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
-----	-------------------------------------	--	-------------------------------------

Area	Decision	Delegation				
		Members Trust	Board of Directors	CEO	LGB	Academy Head of School
Governance Framework						
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	Articles of Association	X	<A	<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 and run a process of recruitment		X	<A>	X	
	Annual self-review of the Board of Directors and committee performance: complete annually		X			
	Annual self-review of the LGB performance: complete annually				X	
	Chair's performance: carry out a 360 review periodically		X			
	Director contribution: review annually		X		X	
	Succession plan		X	<A>	X	A
	Annual schedule of business for the Board of Directors: agree		X	<A		
	Annual schedule of business for the LGB: agree			A>	X	A

Area	Decision	Delegation				
		Members Trust	Board of Directors	CEO	LGB	Academy Head of School
Reporting						
Reporting	Multi Academy Trust governance on Trust and academies' website: ensure			X		
	Academy governance details on academies website: ensure			X		
	Register of all interests, business, pecuniary			X		
	Annual report on performance of the MAT: submit report to the Members Trust and publish on the MAT website		X	<A		
	Annual report on the work of each LGB: submit to the Board of Directors and publish on the MAT website				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		
	Monthly reporting of accounts to the Board and Audit Committee for the MAT: ensure			X		
	Monthly reporting of accounts to the Board and Audit Committee for individual academies: ensure			X		
Strategic Decision Making						
Strategic Decision Making	Determine trust wide policies which reflect the multi academy trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		X	<A		
	Implement academy level policies which reflect the school's ethos and values to include e.g. Admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve				X	
	Central spend (including capital): agree		X	<A		
	Financial top slice / levy of the individual academies		X	<A		

Area	Decision	Delegation				
		Members Trust	Board of Directors	CEO	LGB	Academy Head of School
Strategic Decision Making	Management of risk: establish register, review and monitor		X			
	Engagement with stakeholders	X	X	X	X	X
	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: determine	X	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 school key priorities: agree			X	<A	
	Multi Academy Trust structure: agree		X	<A		
Individual Academy staffing structure			X		<A	
Holding To Account						
Holding to Account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		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			
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			

Area	Decision	Delegation				
		Members Trust	Board of Directors	CEO	LGB	Academy Head of School
Ensuring Financial Probity	Academy Head of School/s pay award: agree			X	<A	
	Staff appraisal procedure and pay progression: monitor and agree			X		
	Benchmarking and Multi Academy Trust wide value for money: ensure robustness		X	<A		
	Benchmarking and individual Academy value for money: ensure robustness			X		
	Develop Multi Academy Trust wide procurement strategies and efficiency savings programme			X		