

**LIPA MAT  
INTERIM SCHEMES OF  
DELEGATION 2022/23**

## Introduction

Academy trusts must comply with the Academies Trust handbook (ATHB) as a condition of their funding agreement. The ATHB provides an overarching framework for implementing effective financial management and other controls, consistent with a trust's obligations as publicly funded bodies.

The Trust Board must take full responsibility for its financial affairs and stewardship of assets and use resources efficiently to maximise outcomes for pupils.

Although the Board cannot delegate overall responsibility for the academy trust's funds, it must approve a written scheme of delegation of financial powers that maintains robust internal controls. The scheme of delegation will be reviewed annually and immediately when there has been a change in trust management or organisational structure.

This scheme of delegation forms part of the LIPA MAT's Governance Handbook. Detailed financial controls are documented in the Trust's Financial Controls Policy and Procedure which is approved by the Trust Board annually.

The sections below outline the accountabilities of the Trust Board and the responsibilities which have been delegated.

These responsibilities can be delegated to the executive headteacher head of school, chief finance officer and other Trust/Academy staff as appropriate and will be reflected in the relevant job descriptions for those posts.

## KEY

✓ Governance function and decision making is at this level.

C to be consulted prior to decision being made.

Approve (A)

Consult (C)

Implement (I)

**Accountability:** an accountable body is ultimately answerable for the activity or decision

**Responsibility:** a responsible body is the one that completes the task. The responsibility can be shared.

Governance function		Members	Trust board / board committees	EX Head accounting officer	Academy committees (LGBs)	HT
<b>Governance framework: people</b>	Appointment and removal of Members	✓				
	Appointment and removal of Trustees	✓	✓			
	Appointment of elected parent trustees/parent academy committee (LGB) members		✓		✓	
	Appointment and removal of Board & Committee Chairs		✓			
	Appointment and removal of other key Board positions e.g Named safeguarding trustee		✓			
	Appointment and removal of Academy committee (LGB) Chairs		✓			
	Appointment and removal of Academy committee (LGB) members		✓		✓	
	Appointment and removal of Governance Professional to board		✓			
Appointment and removal of Governance Professional to academy committees		✓		✓		
<b>Governance framework: systems and structures</b>	Review and agree Articles of association	✓				
	Establish and Annual review of Governance structure for the trust		✓			
	Agree annual terms of reference for committees and scheme of delegation		✓			
	Agree annual schedule of work for Trust board and board committees		✓		✓	
	Complete annual Self-review of trust board and committees		✓			
	Complete Annual Self-review of academy committees (LGBs)				✓	
	Chair's performance: carry out 360° review periodically		✓			
	Annual review of Trustee/academy committee (LGB) member contribution		✓		✓	
Chair's Action: approve		✓				

Governance function		Members	Trust board / board committees	Ex Head/ accounting officer	Academy committees (LGBs)	HT
Governance framework	Publish governance arrangements on trust and academies' websites		C	✓		✓
	Annual report on the performance of the trust: submit to members and publish.		✓		C	
	Annual self-review/triannual external review of board effectiveness: submit to members		✓		C	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓			
	Registration of Pecuniary Interest	✓	✓		✓	
	ESFA required reports and returns submit		✓	✓		
	Annual report on the work of academy committee (LGB): submit to trust and publish				✓	
	Planning applications reflecting a significant change of use and capital projects above the limit in the financial scheme of delegation		✓			
	Sales or purchases of Trust property assets;	✓	✓			
	Any decision to bring or defend legal action in a civil case		✓			
	Opening of new schools, acquisition of schools or expansion of activities beyond core business		✓			
	Response to criminal charges/allegations of criminal activity which have connection with LIPA MAT.		✓			
	Formation of a subsidiary		✓			
	Receipt of payments in exchange for sponsoring/naming rights		✓			
	Any borrowing by the Trust		✓			
Any grant of guarantee or indemnity in respect of a third party's obligations (including obligations of staff)		✓				

Governance function		Members	Trust board / board committees	Ex Head/ accounting officer	Academy committees (LGBs)	HT
Being strategic	Determine trust wide policies which reflect the trust's ethos and values: approve.		✓	C	C	
	Approve academy level policies			C	✓	C
	Management of risk: establish register, review and monitor		✓	C		
	Ensure Engagement with stakeholders		✓	✓	✓	✓
	Determine and approve trust's vision, strategy and key priorities: approve		✓	C	C	
	Determine and approve academies' vision, strategy and key priorities			✓	C	
	Appointment and dismissal of Executive Headteacher		✓			
	Appointment and dismissal of accounting officer		✓			
	Appointment and dismissal of Head of School			✓		
	Agree Budget plan to support delivery of trust key priorities		✓	C		
	Agree Budget plan to support delivery of academies' key priorities			✓		C
	Agree Trust's staffing structure		✓	C		
	Agree Academies' staffing structure			✓		C
Admissions	Admissions policy and any changes		✓		C	C
	Admissions monitoring			✓	✓	✓
	Arrangements for admission appeals					C
Ofsted	Representing the Trust during Ofsted inspections		✓	✓	✓	✓
	Agree action plan following Ofsted's visit		✓	✓	✓	✓
	Responsible for ensuring that parents are informed of any Ofsted inspection				C	✓
	Responsible for stake holder engagement – community, parent feedback etc.		✓	C	✓	C
Holding to account	Ensuring compliance (e.g., safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C		
	Monitoring progress on key priorities: agree reporting arrangements		✓	C		
	Performance management of the Executive Head Teacher		✓			
	Performance management of Head of School			✓	C	
Complaints	Complaints policy		✓	C	C	

Governance function		Members	Trust board / board committees	Ex Head/ accounting officer	Academy committees (LGBs)	HT	
	Complaint handling			C	C	✓	
	Reporting complaints		C	✓	C	✓	
Exclusions	Accountable for setting the expectations for student behaviour and welfare through the strategic vision including attendance and behaviour		✓	C	C	C	
	Accountable for the ratification of any permanent exclusions in the Trust		✓	C	C	C	
	The ultimate body of appeal for any exclusions		✓				
	Responsible for setting the expectations for student behaviour in the academy				✓	C	
	Accountable for determining and monitoring the relevant behaviour and discipline policies for the academy				✓	C	
	Accountable for monitoring attendance figures and those relating to student welfare, including bullying				C	✓	C
	Accountable for any fixed term exclusions					✓	
	Responsible for recommending any permanent exclusions to the Trust Board					✓	
Financial oversight	Appointment of external auditors	✓					
	Appointment of internal auditors		✓				
	Appointment of accounting officer		✓				
	Appointment of chief financial officer		✓	C			
	Establish, monitor and review Trust's scheme of financial delegation		✓	C			
	Receive and respond to External auditors' report		✓				
	Agree Executive Headteacher pay award		✓				
	Agree Head of School pay award		✓				
	Staff appraisal procedure and pay progression: review and agree		✓				
	Benchmarking and trust wide value for money: ensure robustness				✓		
	Compliance with ESFA financial requirements		✓	✓			
	Approval of Annual Budget		✓				
	Monitoring budget and forecasts: agree reporting		✓	C			
	Approval of financial policies		✓				
	Receipt and approval of management accounts		✓				
Ensure appropriate insurance arrangements are in place		✓		✓			

Governance function		Members	Trust board / board committees	Ex Head/ accounting officer	Academy committees (LGBs)	HT
	Governing bodies role in relation to the pupil premium		✓	C		
	Deciding how pupil premium is spent			C	C	✓
	Pupil premium strategy statement : write, agree & publish			C	C	✓
	Monitoring impact on pupil premium spending			C	C	✓
	Being accountable for pupil premium spending		✓	✓		✓
	Minimising the impact of COVID-19: reviewing strategy & recovery premium			✓	C	✓

<b>HEALTH AND SAFETY</b>	<b>Members</b>	<b>Trust Board</b>	<b>Executive Team</b>	<b>Headteacher</b>	<b>Local Governing Body</b>
Health and Safety Policy		A	I	I	
Critical incident plan		A	I	I	
RIDDOR reporting		I	I	A	
Premises Management & security requirements		A	I	I	
Statutory training		I	I	I	I
Statutory compliance testing & audits		A	I	I	
Fire risk assessments		A	I	I	
Asbestos risk assessments		A	I	I	
General Risk Assessments			A/I	A/I	
Estates strategy		A	I	C	C
Planned maintenance schedule			A/I	C	
Health and Safety committee terms of reference		A	I	I	
Health and Safety audits		A	I		
School trips			A/I	A/I	C
Health and Safety general monitoring and action plans			A/I	A/I	
Environmental Policy		A	I	I	



<b>HUMAN RESOURCES</b>	<b>Members</b>	<b>Trust Board</b>	<b>Executive Team</b>	<b>Headteacher</b>	<b>Local Governing Body</b>
HR Policies		A	I	C	
Annual staffing structure		A	I	C	
Academy staffing budget		A	I	I	
Addition to staff structure – within budget			A		
Addition to staff structure – outside budget		A	I		
Addition to staff structure – fully funded from external grant		I	A	I	
Executive team job descriptions		A	I		
Job evaluation policy & procedures		A	I	I	
Variation of employment terms & conditions		A	I		
Executive Headteacher performance management		A/I			
Head of school performance management			A/I		
Staff performance management policy		A	I	I	
Recruit, appoint staff & senior leaders		A	I	I	
All employment checks		A	I	I	
Signing of employment contract, offer letter.			I		
Pay policy, including pay ranges, TLR's etc.		A	I	I	
Pay Awards		A	I		
Restructures		A	I	C	
Redundancy / severance		A	I	C	

<b>GDPR</b>	<b>Members</b>	<b>Trust Board</b>	<b>Executive Team</b>	<b>Headteacher</b>	<b>Local Governing Body</b>
GDPR/Data Protection policies		<b>A</b>	<b>I</b>	<b>C</b>	
Write DPIA's			<b>A/I</b>	<b>C</b>	
Write Privacy notices			<b>I</b>	<b>I</b>	
Approve privacy notices		<b>A</b>	<b>I</b>	<b>I</b>	
GDPR training		<b>I</b>	<b>I</b>	<b>I</b>	<b>I</b>
Appointment of Data Protection Officer (DPO)		<b>A</b>			
Reporting GDPR compliance & breaches		<b>A</b>	<b>I</b>	<b>C</b>	
CCTV policy		<b>A</b>	<b>I</b>	<b>C</b>	
Data Retention Policy		<b>A</b>	<b>I</b>		
Acceptable Use Policy		<b>A</b>	<b>I</b>		
Electronic Info and Communications Policy		<b>A</b>	<b>I</b>		
Freedom of Information Policy		<b>A</b>	<b>I</b>		
Social Media Policy		<b>A</b>	<b>I</b>	<b>C</b>	
Subject Access Request Policy		<b>A</b>	<b>I</b>		
Bring your Own Device Policy		<b>A</b>	<b>I</b>		
Data Sharing Agreement		<b>A</b>	<b>I</b>		
Data Breach Policy & Procedure		<b>A</b>	<b>I</b>	<b>I</b>	
Data Breach Register			<b>I</b>	<b>I</b>	

<b>WEBSITE COMPLIANCE</b>	<b>Members</b>	<b>Trust Board</b>	<b>Executive Team</b>	<b>Headteacher</b>	<b>Local Governing Body</b>	<b>Notes</b>
Audit of all trust websites		<b>A</b>	<b>I</b>	<b>I</b>		
Implementation of website audit recommendations			<b>I</b>	<b>I</b>		