

LIPA MULTI-ACADEMY TRUST

Scheme of Delegation for LIPA

The document outlines the scheme of delegation for LIPA, detailing the roles and responsibilities of members, the trust board, executive team, headteachers, and local committees in governance and operational functions. It emphasises accountability, decision-making authority, and oversight in various areas including leadership appointments, policy approvals, financial management, and compliance with statutory requirements.

There are no automatic delegations to the chair of the trust board. The chair cannot take a 'chair's action' unless they have an explicit delegated power to do so for the limited situations in which a delay in decision making would be seriously detrimental to the interests of the trust or any of its schools, pupils, or employees. This contrasts with maintained schools where the chair has this power under regulation.

Points to note

- **Delegation of governance roles:** Members hold accountability for appointing and removing members and trustees, reviewing articles of association, and establishing governance structures, while the trust board and local committees have roles in monitoring and informing. The chair of the trust board does not have automatic delegation powers unless explicitly assigned.

- **Executive leadership responsibilities:** The trust board is accountable for appointing senior leadership, setting pay levels, overseeing staff wellbeing, and defining trust vision and strategy, with the executive team responsible for task execution and headteachers and local committees involved in informing or monitoring.
- **Accountability and compliance functions:** The trust board ensures strategic oversight, curriculum standards, safeguarding, finance policies, risk management, and compliance with Department for Education requirements. The CEO is the accounting officer with responsibility for regularity, propriety and value for money and for assuring the board about compliance with the funding agreement and handbook. The executive team manages budgeting, accounts, cash flow, and audits, while local committees monitor specific areas such as SEND and pupil premium spending.
- **Policy approval and operational oversight:** The trust board approves key policies related to safeguarding, HR, health and safety, data protection, staffing structures, and pay. The CEO and executive team implement the policy. Local committees and headteachers have roles in monitoring implementation, managing estates, admissions, and school day settings, ensuring statutory compliance and operational effectiveness.

References:

- Academy Trust Handbook 2024/2025, DfE
- DfE Good Practice Guides
- Multi Academy Trust Finance, Audit & Risk Committee Terms of Reference
- Cranmer Education Trust Audit, Risk and Finance Committee Terms of Reference
- Thomas Telford School Multi Academy Trust Finance, Audit & Risk Committee Terms of Reference
- Centurion Multi-Academy Trust Scheme of Delegation of Financial Powers
- National College Model Scheme of Delegation of Financial Powers for MATs

Accountable (A)	Responsible (R)	Informed (I)	Monitor
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Function/Decision Area	Members	Trust Board (TB)	CEO	CFO	FAR	Headteacher (HT)	LOCAL ADVISORY COMMITTEE (LAC)
Non executive leadership							
Appoint/remove Members	A						
Review/agree Articles of Association	A						
Establishing a high performance Governance structure including committees	A	R	I			I	I
Annual review of Governance Structure		A				I	I
Agree Terms of Reference/Scheme of Delegation		A	I			I	I
Appoint/remove LGB Chairs/Members		A	I			I	I
Appoint Governance Professional		A	I			I	I
Appointment/removal of Safeguarding Trustee		A	I			I	I
Nominating SEND lead trustee		A	I			I	I
Nominating Careers trustee		A	I			I	I
Ensuring finance skill set on board		A	I				
Trustee code of conduct		A					
Appointment/removal of Governance Professional		A	I			I	I

Make recommendations to the DFE on sustainability of the trust		A					
Executive leadership							
Appointing the senior leadership team		A	R				
Overseeing staff wellbeing		A	R				
Setting pay levels		A	R				
Setting trust vision/culture/values		A	R			I	I
Fostering equality, diversity & inclusion		A	R			I	I
Ensuring transparency of information		A	R			R	I
Setting trust strategy		A	R			I	I
Reviewing the trust strategy		R	R			I	
School improvement planning		A	R			I	M
Induction & training		A	R			R	I
Safeguarding lead trustee		A	I			I	I
SEND oversight		A	R			R	M
Careers lead trustee		A	I			I	I
Approve safeguarding policies		A	R			I	I
Approve HR policies		A	R			I	I
Approve health & safety policy		A	R			I	I
Approve GDPR/data protection policies		A	R			I	I
Approve Trust staffing structure		A	R			I	I
Approve academy staffing structure		A	R			I	M
Appoint/dismiss Executive Head/CEO		A/R	R			I	I
Appoint/dismiss Head of School		A	R			I	I
Approve pay policy & awards		A	I			I	I
ACCOUNTABILITY							

Ensuring strategic oversight and accountability		A	R				
Setting trust approach to curriculum and assessment, with regard to statutory requirements		A	R				
Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements		A	R			R	M
Setting and delivering school curriculum and assessment in line with trust approach		A	R			R	M
Developing curriculum policies as required by school(s) (religious education, relationships, sex & health education, collective worship)		A	R				
Production and analysis of data oversight			R				M
Ensuring data analysis skill set		A					
Delivering careers guidance, with regards to statutory requirements		A	R			R	M
Appointing CFO		A	R				
Setting delegated authority limits for financial transactions		A	R				
Prepare annual and multi-year budgets in consultation with CEO		A	R	R			
Ensure budgets align with trust strategy and priorities		A	R	R			
Present draft budgets to Trust Board for approval			A	R			
Monitor budget performance and report variances monthly			A	R			
Approve annual and multi-year budgets		A/R					

Produce monthly management accounts (income, expenditure, cash flow, balance sheet)			A	R			
Submit statutory financial returns to DfE and other bodies on time		A	R	R			
Prepare annual accounts and coordinate external audit			A	R			
Approve annual accounts		A/R					
Receive annual accounts	A	R					
Maintain and review internal control framework (segregation of duties, authorisation limits)			A	R			
Ensure all financial transactions are properly authorised and documented			A	R			
Oversee procurement processes and ensure compliance with trust policy			A	R		R	
Maintain and update the financial risk register			A	R			
Ensure adequate insurance cover for all trust assets and activities		A		R			
Implement anti-fraud measures and investigate any suspected fraud			A	R			
Maintain an up-to-date fixed asset register			A	R			
Conduct regular asset verification and manage disposals appropriately			A	R			
Monitor and manage trust cash position and bank reconciliations			A	R			
Oversee payroll processing and ensure accuracy			A	R			
Ensure compliance with statutory deductions and pension scheme requirements			A	R			

Direct & Support internal scrutiny and respond to audit recommendations			A	R			
Ensure compliance with the Academy Trust Handbook and funding agreement		A	R				
Act as main contact for external auditors and ensure timely provision of information			A	R			
Appointing external auditor	A/R						
Developing finance policies (charging and remission, procurement)		A	R	R			
Ensuring adequate insurance cover is in place		A	R	R			
Maintaining risk register		A	R				
Managing conflicts of interest and related party transactions		A	R	R			
Managing novel, contentious and repercussive transactions		A	R	R			
Review and recommend annual trust budget		A	R				
Approve virements/budget adjustments within limits		A	R				
Review and recommend financial contracts/expenditure above CEO/CFO LIMITS		A/R					
Oversee value for money and efficiency		A	R				
Monitor effectiveness of insurance arrangements		A	R				
Monitor implementation of audit recommendations		A	R				

Approve write-offs within limits		A	R			R	
Approve/recommend novel/contentious/repercussive transactions		A	R				
Oversee procurement for major contracts/capital			A	R			
Escalate significant financial/risk issues to Trust Board		A	R				
Compliance							
Setting admissions policies		A	R			I	I
Keeping admission and attendance registers			A			R	M
Ensuring compliance with SEND Code of Practice		A	R			R	M
Delivering support for looked after children and previously looked-after children			A			R	M
Monitoring pupil premium spend and PE and sport premium			A			R	M
Setting health and safety policies and estates management strategy		A	R			I	M
Attending trust inspections		A	R			I	R
Setting governance policies (data protection, information sharing, cyber security, Freedom of Information, code of conduct, complaints, whistleblowing)		A	R			I	I

Setting trust safeguarding practices, with regard to statutory guidance		A	R			I	M
Setting behaviour and welfare policies (behaviour, exclusions)		A	R			I	M
Setting approach to directing pupils offsite, exclusions		A	R			I	M
Setting the school day and school year		A	R			I	M
Managing the trust estate and school premises		A	R			R	M
Setting the uniform policy		A	R			I	M
Setting approach to staff appointment and dismissal, with regard to statutory requirements		A	R			I	M
Setting HR policies (appraisal, pay, disciplinary, grievance, capability, safer recruitment)		A	R			I	M
Setting approach to appraisal and performance management		A	R			I	I
Setting whistleblowing policy & procedures		A	R			I	I