



Guru Nanak Sikh Multi Academy Trust

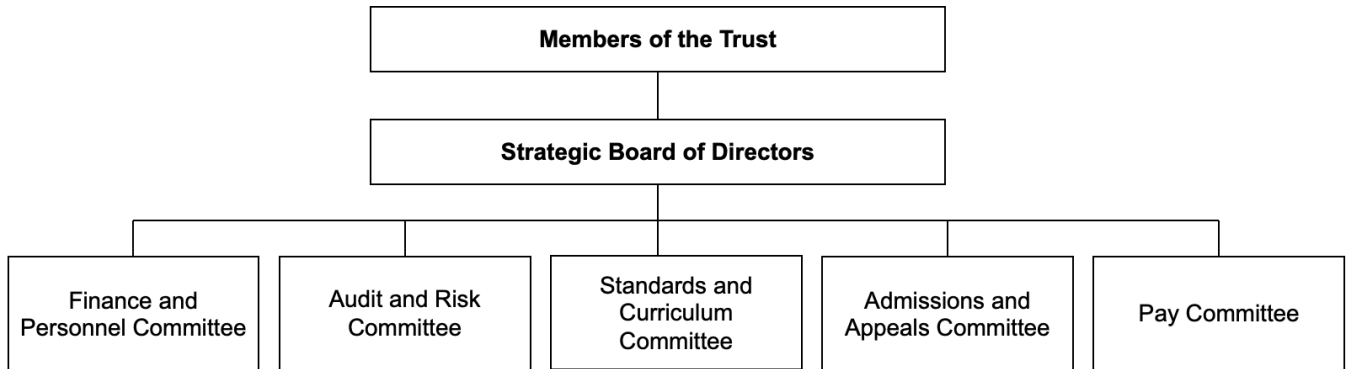
MAT Schemes of Delegation
2024 - 2025

Any reference in this policy to **parents** means;

- All natural, parents whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child

MAT means Multi Academy Trust

Schemes of Delegation 2023-2024



Guru Nanak Sikh Multi Academy Trust incorporates Guru Nanak Sikh Academy (all through) and Nanaksar Primary School.

There are several layers of governance - the Members, Directors, Committees and the Senior Leadership Team which is led by the Executive Principal/Chief Executive Officer.

The Board of Directors is accountable in law for all strategic decisions about our academies. However, this does not mean that the Board is required to carry out all the Trust's governance functions and many are delegated, including, for example, to the Executive Principal/CEO, the Board's Audit and Finance Committee and the Standards and Curriculum Committee.

It is vital that the decision to delegate a function is made by the full Board of Directors and is recorded. Without such delegation, the individual or committee has no power to act.

This Trust Board holds the power to delegate certain authorities to other layers of governance in the Trust. This Scheme of Delegation outlines how these delegations are made, to ensure clear and transparent governance arrangements.

It aligns with the Trust's Articles of Association, internal Terms of Reference, and relevant government guidance as issued by the Department for Education (DfE) and Education & Skills Funding Agency (ESFA).

This Scheme of Delegation is written according to the '**RASCI**' framework, based on the various operational areas of activities at the Guru Nanak Sikh Academy MAT.

It outlines who is;

- **Responsible** for delivering the area of activity/ decision in line with agreed academy policies. *Where items are under the Executive Principal's responsibilities these may be delegated to the SLT*
- **Accountable** for the area of activity/ decision - this is usually the Trust Board as the legally accountable and liable body
- **Supporting** the area of activity/ decision, which may be through practical support or supporting the detailed consideration of a decision

- **Consulted** on the area of activity/ decision to receive feedback
- **Informed** of the area of activity/ decision through agreed communications channels.

The role of the governance layers in the trust can be summarised as follows:

- **Members** – play an objective oversight role. They hold the Board of Directors to account for the effective governance of the Trust but have minimal involvement in running of the Trust. Therefore there is separation between the individuals who are members and those who are Directors. The Members appoint Directors to ensure that the Academy’s charitable objects are fulfilled and so must be able to remove Directors if they fail to fulfil this responsibility.

Accordingly, the Executive Principal submits an annual report on the performance of the Academy to the Members. Members are also responsible for approving any amendments made to the Academy’s Articles of Association (a document which outlines the governance structure and how the Academy will operate). The Articles of Association also describe how Members are recruited and replaced, how many of the Directors the Members can appoint to the Board of Directors and the numbers and categories of other types of Director.

- **Trust Board of Directors** - The Academy is a charitable company and so Governors are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Governors are bound by both charity and company law, the terms ‘trustees’, ‘directors’ and ‘governors’ are often used interchangeably. The Directors are responsible for the general control and management of the administration of the Academy, and in accordance with the provisions set out in the Memorandum and Articles of Association and its Funding agreement. The Directors are legally responsible and accountable for all statutory functions, for the performance of the Academy, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements (the Financial Procedures Manual). In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the Executive Principal/CEO and the Senior Leadership team to account for the educational performance of the Academy and their pupils, and the performance management of staff
3. Oversee the financial performance of the Academy and make sure funds are used effectively

The Board of Directors has the right to review and adapt its governance structure at any time, subject to the Articles of Association and the Funding Agreement, which includes removing delegation.

- **Committees** – The above committees undertake detailed oversight and scrutiny of their respective areas of responsibility to support the Board of Directors, in line with agreed Terms of Reference, see below.

The Board of directors may establish additional, time-bound Committees of the Board. At certain times the Board or Committees may decide to delegate final approval to a named Committee/ Director but only when this aligns with the overall

delegations in the Trust. *This Scheme of Delegation is subject to annual review and approved by the Board of Directors to reflect practices in the trust and the latest government guidance. Guru Nanak Sikh Academy Limited is a registered company limited by guarantee in England and Wales number 07416734. Last updated: October 2022.*

Key: R/A/S/C/I R = Responsible; A = Accountable; S = Supporting; C = Consulted; I = Informed						
Function	Task	Full Board	Committee	Individual Governor	Principal	We have delegated detailed delivery/ review to:
Admission	Determine the Academy's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	A	C		R	
	Make sure the Academy's admissions arrangements comply with the Academy Admissions Code and are fair, clear and objective	A	C		R	
	Establish an independent appeals panel when there are admissions appeals	A			R	R – Admissions Team
	Consult before making changes to the Admissions Policy	A	C		R	
Attendance, Behaviour and Exclusions	Keep attendance registers	A + I	I		R	I = Standards and Curriculum Committee
	Establish procedures to ensure high levels of attendance	I	I		R	
	Arrange for suitable full-time education for any pupil of compulsory Academy age who has a fixed term exclusion of more than five school days	A			R	

	Establish a Behaviour Policy	A	C		R	C = Standards and Curriculum Committee
	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term, would lose the opportunity to sit a public examination, or would be excluded permanently, including hearing parents' and Local Authority (LA) representations	A	R			R = delegated to a team of directors (excluding any staff directors) to form Exclusion Panel
	Arrange representation at independent review panel (IRP), where requested by parents	A	R		S	R = Convene IRP Panel
	Direct reinstatement of excluded students	A	R			R = Exclusion Panel
	Set timings of the Academy day and term dates	A	C		R	C = Standards and Curriculum Committee
Curriculum and Target Setting	Make sure the Academy teaches a broad and balanced curriculum up to the age of 16	A			R	
	Make sure all students in the Academy are provided with independent careers guidance from Year 8 to Year 13	A	C		R	C = Standards and Curriculum Committee
	Responsibility for standards of Teaching and Learning	A	C		R	C = Standards and Curriculum Committee
	Decide which subject options will be taught including activities outside of the Academy	I	C		R	C = Standards and Curriculum Committee

	Responsibility for individual pupil's education	A			R	
	Responsibility for approach to internal pupil assessment	I	I		R	I = Standards and Curriculum Committee
	Provision of sex and relationships (SRE) education – includes establishing and maintaining an up to date Policy in line with statutory government guidance	A	I		R	
	Provision of Religious Education in line with government guidance				R	
	Set and publish targets for student achievement		I		R	I = Standards and Curriculum Committee
Finance, budgets and audit	Make day -to -day spending decisions under amount agreed in financial delegations				R	
	Produce monthly management accounts				R	
	Monitor expenditure through management accounts	A + R	C	I		C = Finance and Personnel Committee (termly) I = FB Chair & Finance & Personnel Chair (monthly)
	Appoint a senior executive leader as the Accounting Officer, and Finance Director for the Trust	A + R				Appointment to be made in writing
Finance, budgets and audit	Participate in annual accounts consolidation exercise as communicated by the Department for Education (DfE)	A	C		R	C = Finance and Personnel Committee

Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	A	C		R	C = Finance and Personnel Committee
Appoint a registered statutory external auditor	C	C			C = Finance and Personnel Committee; directors formally appoint auditors
Prepare annual financial statements in line with the ESFA's Academies Accounts Direction	A	C		R	C = Finance and Personnel Committee
Plan and review internal audit programme and reports	A + R	C		R	C = Audit and Risk Committee
Establish Charges and Remissions Policy	A	C		R	C = Finance and Personnel Committee
Set programme of internal scrutiny	A	R			R = Audit and Risk Committee
Receive reports on internal scrutiny visits	A	R			R = Audit and Risk Committee
Maintain risk register	A + C	C		R	C = Audit and Risk Committee; Finance and Personnel Committee & Standards and Curriculum Committee
Make sure that the Academy has adequate insurance cover or has opted into the academies Risk Protection Arrangement (RPA)	A	C		R	R = Audit and Risk Committee; Finance and Personnel Committee
Develop annual budget and three -year outturn	A	C		R	C = Finance and Personnel Committee

	Approve a balanced budget and three -year forecast outturn each financial year and submit to the ESFA	A	C		R	C = Finance and Personnel Committee
Finance, budgets and audit (Cont.)	Manage cash position inc. reporting on cash flow	A	C		R	C = Finance and Personnel Committee
	Maintain a published register of interests, including the business and pecuniary interests of members and trustees	A			R	
	Monitor impact of pupil premium funding & catch up funding	A	C		R	C = Finance and Personnel Committee & PP linked Director
	Manage procurement exercises in line with compliance requirements	A	C		R	C = Finance and Personnel Committee
	Establish Audit & Risk Committee	A	C		R	C = Audit and Risk Committee
Board of Directors vision & strategy	Set the GNSMAT Vision, Strategy, Culture and Values	A			R	
	Set GNSMAT Improvement Plan	A	C		R	C = Audit and Risk Committee; Finance and Personnel Committee & Standards and Curriculum Committee
	Review and monitor progress against GNSMAT Improvement Plan and strategic plans	R	C			C = Audit and Risk Committee; Finance and Personnel Committee & Standards and Curriculum Committee

Board of Directors - procedures	Appoint/remove Directors (who are the charity trustees, company directors, and proprietary governing board)	A + R				Board appoint Co-opted Trustees; Members + Sponsors also appoint Trustees
	Elect/remove the Chair and Vice Chair	A + R				
	Appoint/remove the Governance professional to directors	A + R				
	Appoint Safeguarding Lead director link	A + R				
	Appoint SEND Lead director link	A + R				
	Approve Scheme of Delegation	A + R				
	Determine the constitution, membership and terms of reference of any Committee it decides to establish and review this annually	A + R				
Board of Directors – procedures (Cont.)	Appoint or elect a chair for each Committee	A + R				
	Approve and set up Governor expenses policy	A			R	
	Check that all statutory Policies and documents are in place	A + R	C		R	C = Audit and Risk Committee; Finance and Personnel Committee & Standards and Curriculum Committee
	Regulate Governing Body procedures	A				
	Hold Full Governing Body meetings at least 3 times a year	A + R				
Make sure the required information relating to Policies and governance is published on the Academy website	A			R		

Health & Safety, Premises	Develop Academy building strategy		C		R	C = Audit and Risk Committee
	Procure and maintain buildings, including properly funded maintenance programme	R	C		S	C = Audit and Risk Committee
	Set Health and Safety Policy	A			R	
	Monitor the implementation of the Health and Safety policy	A	R			R = Audit and Risk Committee
	Make sure there is an appointed person in charge of first aid	A	C		R	C = Audit and Risk Committee
	Ensure Health and Safety regulations are followed	A	C		R	C = Audit and Risk Committee
	Review risk assessments inc. those relating to Covid -19	A	R		S	C = Audit and Risk Committee & Finance and Personnel committee
Parents and the community	Foster positive relationships with parents and community	S		S	R	S = Safeguarding + SEND Director
	Approve a complaints procedure	A			R	
	Establish a complaints panel to consider formal complaints about the Academy and any community facilities or services it provides	A			R	
Parents and the community (Cont.)	Make sure the Academy complies with the Freedom of Information (FOI) Act 2000	A			R	
	Prepare and publish the Academy prospectus				R	
	Adopt and review Home School Agreement				R	

	Make sure provision of Free School Meals (FSM) is given for students meeting the criteria	A			R	
	Ensure nutritional standards of Academy lunch are met				R	
Pupil wellbeing	Appoint a designated staff member to promote the educational achievement of looked after children (LAC) and post -LAC and ensure that they undertake appropriate training	A	I	I	R	I = Standards And Curriculum committee, Safeguarding Director
	Make sure the Academy complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes quality objectives and information about how it is doing this	A			R	
	Make arrangements for supporting students with medical conditions	A			R	
Safeguarding	Check that the Academy complies with statutory guidance on safeguarding	A	C		R	C = Standards And Curriculum committee
	Make sure that safeguarding arrangements take into account the procedures and practices of the LA, as part of inter-agency safeguarding procedures	A	C		R	C = Standards And Curriculum committee

	Make sure that a member of the Board is nominated to liaise with the designated officer from the relevant local authority and partner agencies if allegations are made against the Executive Principal	A			R	R = Safeguarding Link Director	
Safeguarding (Cont.)	Set Safeguarding policy inc. requirements around Prevent, Safer Recruitment	A	C			R	C = Standards And Curriculum committee
	Monitor the implementation of the Safeguarding policy	A	R				R = Standards And Curriculum committee
	Appoint a member of staff to be the Designated Safeguarding Lead (DSL)	A				R	
	Make sure that effective support is provided for any employee facing an allegation	A			I	R	I = Chair & Safeguarding Link Director
Special Educational Needs and Disabilities (SEND), Inclusion & Equality	Designate a member of the Board/Committee to have oversight of the Academy's arrangements for SEND	A + R					Standards And Curriculum committee, SEND Link Director
	Make sure that the necessary special education provision is made for any student who has SEND, and monitor its effectiveness	A	I		I	R	I = Standards And Curriculum committee, Safeguarding Director
	Make sure that parents are notified by the Academy when special educational provision is being made for their child					R	

	Make sure that the Academy produces and publishes online its SEND information report	A	C		R	C = I = Standards And Curriculum committee
	Cooperate with the local authority in developing the local offer			S	R	S = SEND Link Director
	Make sure Academy follows the statutory SEND Code of Practice & update SEND Policy	A	C	S	R	C = Standards and Curriculum Committee S = SEND Link Director
	Make sure that there is a qualified teacher as the special education needs coordinator (SENCo) for the Academy	A	I	I	R	I = Standards And Curriculum committee, SEND Link Director
	Make sure that the teachers in the Academy are aware of the importance of identifying students who have SEND and providing appropriate teaching		I		R	I = Standards And Curriculum committee
Special Educational Needs and Disabilities (SEND), Inclusion & Equality	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every 4 years	A + R			R	
	To establish an accessibility plan and review it every three years	A	C		R	C = Finance and personnel committee
Staffing, HR & Recruitment Matters	Appoint/ dismiss a Principal	A + R				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring service checks)	A			R	

	Vice Principal appointments	I			R	
	Teaching staff appointments				R	
	Support staff appointments				R	
	Establish and review annual Pay Policy incl. executive pay levels	A	C		R	C = Finance and personnel committee
	Implement the Performance Management Policy				R	
	Establish and review procedure for addressing staff disciplinaries, conduct and grievances	A	C		R	C = Finance and personnel committee
	Make sure employment law and guidance is being followed	A			R	
	Approve staffing structure changes	A + R	C		R	C = Finance and personnel committee
	Dismissal of senior staff			I	R	I = Chair of Board
	Dismissal of other staff				R	
	Suspension of Principal/ ending suspension of Principal	A + R				
	Suspension of other staff/ ending suspension of other staff				R	
	Dismissal payments/ early retirement	A	R			R = Finance and personnel committee
Whistleblowing & Compliance	Set and implement Data Protection Policy and related IT User and information sharing agreements	A			R	
	Set and implement Whistleblowing Policy	A			R	

	Appoint Whistleblowing Trustee	A + R			R	
	Attend Ofsted and other regulatory inspections	R			R	

Updated	Next Review	Reviewed by	GB/Committee Ratification
June 2023	June 2024	AP - Operations	23.09.2023
Sept 2024	Sept 2025	AP - Operations	23.09.2023