



Solent Academies Trust Scheme of Delegation

Solent Academies Trust (SAT) is a Multi-Academy Trust (MAT) committed to providing high quality education for pupils with special educational needs and disabilities within friendly, caring and stimulating learning environments across the Solent area.

It is a charitable company, regulated by the Department for Education. The Scheme of Delegation outlines where responsibility and accountability for key areas sits in academies within the Trust between the four tiers of governance:

Members of the Trust

The Members of the Trust are guardians of the Trust. They are responsible for agreeing the Trust's Articles of Association and appointing and dismissing the Board of Trustees.

Board of Trustees

The Board of Trustees has overall responsibility and ultimate decision-making authority for all aspects of the work of the Academy Trust. It is the legal governing body for all academies in the Trust and holds and fulfils all statutory responsibilities and legal liability.

The Board has a Finance and Audit Committee and a Standards Committee. The Finance and Audit Committee assists the Board in meeting its responsibilities of overseeing the financial performance of the Trust and safeguarding its assets. The Standards Committee supports the Board in monitoring the standards of attainment and progress.

Central Trust Team

The Executive Headteacher has delegated responsibility for the overall operation of the Trust including the performance of the Trust's academies and is accountable to the Board of Trustees for all aspects of the Trust's work. The Executive Headteacher leads the Trust's central team who work with academies in the Trust to deliver education and operational outcomes.

Academy Governing Bodies (AGBs)

Responsible for localised challenge and support but with no legal liability or final approval of policies or core documents. AGBs provide strategic input into:

- ✓ developing and implementing individual academy plans and budgets,
- ✓ monitoring progress towards strategic objectives
- ✓ monitoring the implementation of policies and their impact on supporting the academy's ethos and values.
- ✓ supporting the Head of School with stakeholder engagement, which includes pupils, staff, parents and the wider local community.

Heads of Schools

Each Head of School in the Trust is responsible for leading their Academy on a day to day basis. They are accountable to both the Executive Headteacher and the Academy Governing Body for all aspects of the work of their academy.

Division of Responsibilities

This articulates responsibilities in areas where it is important to define roles across stakeholders. It does not prescribe every activity in the remit of individual stakeholders.

Area	SAT Board of Trustees	Executive Team	Academy Governing Body (AGB)	Head of School
Vision and Strategic Direction	<ul style="list-style-type: none"> • Set the vision and strategic direction for the Trust. • Approve the Trust's strategic priorities. • Approve any expansion of the Trust. • Approve any significant changes in pupil numbers, pupil profile or the formal designation of academies in the Trust. 	<ul style="list-style-type: none"> • Develop the vision and strategic direction for the Trust. • Develop the Trust's strategic priorities. • Monitor the quality of academy improvement plans. • Develop and set the model of CPD. 	<ul style="list-style-type: none"> • Approve the academy's vision and annual improvement plan in line with the Trust's overall vision. • Be informed of any proposed expansion to the Trust. • Be consulted on any significant changes in pupil numbers, pupil profile or the formal designation of the school. • Approve the CPD and coaching plan for the academy and ensure it is appropriate in line with the academy's improvement plan 	<ul style="list-style-type: none"> • Develop the academy's improvement plan in line with the Trust's overarching vision. • Be engaged in the planning and implementation of any changes in pupil numbers, pupil profile or the formal designation of the school. • Ensure the AGB is aware of any significant changes in pupil numbers, pupil profile or the formal designation of the school. • Develop the plan for CPD and coaching and seek approval of the AGB.
Curriculum and Assessment	<ul style="list-style-type: none"> • Understand and approve the underlying rationale for the curriculum offer across the Trust. • Monitor progress data for all academies in the Trust. 	<ul style="list-style-type: none"> • Develop the Trust's curriculum model and ensure it is appropriately embedded in each academy. 	<ul style="list-style-type: none"> • Understand the academy's curriculum model and monitor how it is embedded in the academy and meeting the needs of all pupils. • Monitor progress data for pupils. 	<ul style="list-style-type: none"> • Implement the academy's approach to curriculum and assessment. • Set targets for pupils and monitor progress towards the targets.
Learning and Teaching	<ul style="list-style-type: none"> • Accountable for overall policy of teaching and learning in the Trust. 	<ul style="list-style-type: none"> • Develop and set the model of teaching and learning. 	<ul style="list-style-type: none"> • Approve the academy's teaching and learning policy and monitor the implementation and impact of the policy. 	<ul style="list-style-type: none"> • Drive implementation of the model for teaching and learning.

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Culture, ethos and wellbeing	<ul style="list-style-type: none"> • Ensure the executive team maintain and enhance a supportive culture in which all staff and pupils feel valued and safe. Monitor this through key indicators of wellbeing. • Approve the Trust’s safeguarding approach and policy development. • Accountable for exclusions, safeguarding and pastoral arrangements meeting national requirements. • Respond to safeguarding complaints against the Executive Headteacher. • Take part in exclusion panels if required. • Oversee the Trust’s approach to staff wellbeing, with a particular focus on the central team. 	<ul style="list-style-type: none"> • Develop the Trust’s safeguarding policies for each academy in the Trust. • Ensure exclusions, safeguarding and pastoral arrangements meet national requirements. Arrange exclusions training and Independent Review Panels. • Respond to safeguarding complaints against the Heads of School. Support academies with safeguarding complaints made against staff. • Develop and implement a wellbeing strategy for the Trust. 	<ul style="list-style-type: none"> • Monitor the safeguarding arrangements in the academy. • Take part in exclusion panels. • Be informed of any safeguarding complaints, referrals and training in the academy. • Monitor the academy’s approach to culture, ethos and wellbeing, with a particular focus on the wellbeing and work life balance of staff. • Approve the academy’s safeguarding policy. • Approve the academy’s policy for pupil consultation and actively engage listening to the pupil voice at least once a year. 	<ul style="list-style-type: none"> • Set the academy’s approach to culture, ethos and wellbeing. • Respond to safeguarding complaints against staff. • Oversee referral of at-risk children to LA and other agencies.
Staff	<ul style="list-style-type: none"> • Approve all HR policies. • Appoint and dismiss the Executive Headteacher. • Be involved in the appointment of the Trust’s Business and Operations Director. • Approve the staff structure for the Trust and individual academies. • Participate in the appointment and dismissal of Heads of School in the Trust. • Performance management of the 	<ul style="list-style-type: none"> • Develop all HR policies. • Liaise with Unions. • Oversee HR tracking and reporting. • Maintain the SCR for the Trust. • Recruit for staff within the academies. • Conduct pre-appointment checks. 	<ul style="list-style-type: none"> • Ensure engagement with staff to gain their views. • Monitor with the relevant academy staff member twice a term as a minimum, the Single Central Record for the academy. • Feed into the appraisal for the Head of School. • Receive a report on staff performance management. • Participate in disciplinary and grievance panels. • Be consulted on any changes to 	<ul style="list-style-type: none"> • Implement HR policies throughout the academy. • Be involved in the recruitment process for staff in the academy. • Ensure the SCR is in place and up to date.

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	<p>Executive Headteacher.</p> <ul style="list-style-type: none"> • Agree pay recommendations for all staff in the Trust. 		<p>the staff structure in the academy and review on an annual basis.</p> <ul style="list-style-type: none"> • Participate in appointments to the senior leadership team and be consulted on any proposed changes to the senior leadership team. • Be consulted on the appointment of the Executive Headteacher. • Be involved in the appointment of the Head of School. 	
Parents and Community	<ul style="list-style-type: none"> • Accountable for statutory admissions and publications requirements. • Approve any changes to the admissions arrangements for the academies. • Overall responsibility to ensure that all required details are published on the websites of all the schools in the Trust. 	<ul style="list-style-type: none"> • Oversee admissions arrangements. • Work with the Local Authority over pupil numbers and the profile of need. • Ensure the Trust and academy websites are kept up to date and all of the required details are published on them. 	<ul style="list-style-type: none"> • Approve a plan for parental and wider stakeholder engagement that provides a range of opportunities for engaging with parents and with the wider community. • Monitor the outcomes of the annual parent survey. • Be consulted on any proposed changes to admissions arrangements. • Ensure all required details are published on the academy's website. 	<ul style="list-style-type: none"> • Plan and deliver opportunities for parental engagement. • Organise for visits for prospective parents to the school. • Maintain school website. • Manage local parent and community relations. • Run the annual parent survey.
Finance	<ul style="list-style-type: none"> • Approval of the top slice/central spend. • Approval of the annual budget. • Approval of all finance policies for the Trust. • Accountable for all reporting requirements and financial submissions. • Accountable for financial controls in 	<ul style="list-style-type: none"> • Develop all finance policies. • Prepare budgets, reports, statements and returns. • Manage internal and external audit. • Develop approach to finance administration and internal controls. 	<ul style="list-style-type: none"> • Be consulted on any proposed changes to the top slice/central spend. • Be informed of finance policies. • Be consulted on the draft budget. • Receive a termly summary of the financial position of the academy. • Be informed of audit outcomes. 	<ul style="list-style-type: none"> • Ordering goods and services up to £1000 from the curriculum budget.

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	<p>the Trust.</p> <ul style="list-style-type: none"> • Approval of the Trust’s scheme of financial delegation. • Receive and respond to the external auditors report. • Review procurement strategies and value for money. • Ordering good and services over £20,000. • Approval of virement of budget between budget headings of over £20,000 or cumulative value in a year of over £40,000. • <i>Disposal of assets over £5,000.</i> • Writing off bad debts above single item £500 or cumulative £2,000. • Entering into lease of 3 years or more. • Raising invoices to collect income of over £10,000. • Staff severance and compensation above £5,000 to £50,000. • Approval of any investments. • <i>Any staff severance and compensation.</i> 	<ul style="list-style-type: none"> • Develop the Trust’s scheme of financial delegation. • Develop procurement strategies and value for money. • Ordering goods and services up to £2,500 (Head of Finance), up to £5,000 Finance and Operations Director, up to £15,000 (Executive Headteacher), up to £20,000 (Chair of the Trust Board). • Disposal of assets up to £1,000. • Writing off bad debts – single item £500 or cumulative £2,000. 		
Governance and Accountabilities	<ul style="list-style-type: none"> • Appoint Academy Governing Body Chairs. • Appoint and remove the Company Secretary. • Approve the Scheme of Delegation, Terms of Reference and Risk Management Strategy. • Approval of Trust policies. 	<ul style="list-style-type: none"> • Develop policies, risk register and risk management strategy. • Ensure policies are regularly updated and conform with statutory requirements. 	<ul style="list-style-type: none"> • Appoint the Vice Chair of Governors. • Appoint and remove the Clerk to the Governing Body. • Oversee elections for parent and staff governors are carried out in line with guidelines. 	<ul style="list-style-type: none"> • Ensure policies are implemented and published on the website where appropriate. • Ensure elections for parent and staff governors are carried out in line with guidelines. • Make local amendments to Trust policies, where

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			<ul style="list-style-type: none"> • Appoint Co-opted Governors. • Monitor implementation of policies. • Approve local amendments to policies where appropriate. • Be consulted on any changes to the terms of reference for the Academy Governing Body. • Be consulted on any changes to the governor policies and AGB code of conduct. 	<p>appropriate, before approval by the AGB.</p>
Estates	<ul style="list-style-type: none"> • Accountable for meeting statutory requirements around Health and Safety. • Approval of Health and Safety policies. • Approve major capital expenditure. (over £20,000). • Approve any extraordinary capital expenditure. 	<ul style="list-style-type: none"> • Develop Health and Safety policy. • Arrange Health and Safety audits for all academies. • Oversee all aspects of capital build. • Organise all contracts across the Trust. • Ensure the IT infrastructure is in place and all academies are part of the network. 	<ul style="list-style-type: none"> • Monitor Health and Safety in the academy. • Approve any local variations to the Trust's Health and Safety policy where relevant. • Be informed about the results of any Health and Safety audits. • Be informed of any capital build projects. • Oversee the state of buildings in the academy. • Be consulted on any extraordinary capital expenditure. 	<ul style="list-style-type: none"> • Set any local variations to the Trust's Health and Safety policy where relevant. • Engage in any Health and Safety audits. • Ensure compliance with procurement, building maintenance regulations and policies in the academy.
IT and Data	<ul style="list-style-type: none"> • Approval of IT policies. • Approve data protection (DP) policy • Accountable for meeting statutory requirements around data protection and security. 	<ul style="list-style-type: none"> • Develop IT and data protection policies. • Lead response in event of data breach. • Manage local IT maintenance and upgrades. 	<ul style="list-style-type: none"> • Informed of IT strategy including capital investments. • Informed of overall approach to data protection and security. 	<ul style="list-style-type: none"> • Ensure academy meets data protection requirements and standards at academy level in line with overall SAT approach.

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		<ul style="list-style-type: none"> • Arrange DP training • Respond to FOI/ SAR requests. 		