

Version 3

Falmouth MAT

Scheme of Delegated Authority (SoDA)

Rationale:

Falmouth MAT exists for the benefits of its constituent members. This SoDA outlines the delineation of powers and responsibilities at each level of the MAT.

Key

Delegation

| | |
|--|--------------------------|
| | Responsibility delegated |
| | Consults with/Monitors |

Definitions

| | |
|-----|---|
| BoD | Board of Directors - includes Diocese representation up to 25% of Board |
| LAB | Local Advisory Body for each school |
| ET | Executive Team |

Falmouth MAT – Decision Making Responsibility Chart

| Function | | BoD | LAB | ET |
|-------------------------|---|------------|------------|-----------|
| Central services | Determine the scope of mandatory core services | Dark Blue | | |
| | Identify services to be procured by individual academies | Light Blue | Dark Blue | |
| | Ensure value for money | | Light Blue | Dark Blue |
| | Determine annually policies to be adopted | Dark Blue | | |
| Budgets | Determine the proportion of the overall budget to be delegated to MAT schools | Dark Blue | | |
| | Approve Trust budget annually | Dark Blue | | |
| | Propose individual academy budgets | Dark Blue | Light Blue | |
| | Monitor individual Academy expenditure | | Light Blue | Dark Blue |
| | Establish a MAT Charging and Remissions Policy | Dark Blue | | |
| | Monitor monthly Trust expenditure | Light Blue | | Dark Blue |
| | Appoint MAT Finance Director | Dark Blue | | |
| | Appoint Auditors | Dark Blue | | |
| | Approve single Academy contracts | | Dark Blue | |
| | Approve MAT contracts that affect more than one Academy | Dark Blue | | |
| | Approve Capital spend within Academy within agreed budget | | Light Blue | Dark Blue |
| | Maintain registers of contracts and accounting records | | | Dark Blue |
| | Authorise a tender affecting more than one Academy | Dark Blue | | |
| | Implementation of audit advice | Light Blue | Dark Blue | |
| Staffing | CEO appointment/dismissal/appraisal | Dark Blue | | |
| | EP appointment/dismissal/appraisal | Dark Blue | | |
| | Finance Director appointment/dismissal | Dark Blue | | |
| | Head of School appointment/dismissal | Light Blue | Dark Blue | |

Falmouth MAT – Decision Making Responsibility Chart

| | | | | |
|----------------------------------|---|------------|------------|-----------|
| | Academy staff appointments/dismissals within budget | | Light Blue | Dark Blue |
| | Academy staff appointments/dismissals not within budget | Dark Blue | | |
| | Central Trust staff appointments/dismissal | Dark Blue | | |
| | MAT Pay Policy approval | Dark Blue | | |
| | Academy implementation of MAT Pay Policy | | Light Blue | Dark Blue |
| | MAT Staff Management Policies | Dark Blue | | |
| | Academy implementation of MAT Staff Management Policies | | Light Blue | Dark Blue |
| Curriculum | Set and implement a Curriculum Policy for each Academy | | Light Blue | Dark Blue |
| | Set and implement a Curriculum Policy for the MAT | Dark Blue | | |
| | Teaching standards across the MAT | Light Blue | | Dark Blue |
| | Teaching standards within each Academy | | | Dark Blue |
| | Provide statutory curriculum across the MAT | Light Blue | | Dark Blue |
| | Student outcomes across the MAT | Light Blue | | Dark Blue |
| | Student outcomes for each school in the MAT | | Light Blue | Dark Blue |
| | Ensure statutory care plans are delivered | | Light Blue | Dark Blue |
| | Set and implement a MAT Reporting and Assessment Policy | Dark Blue | | |
| | Set and implement Academy Reporting and Assessment Policy | | Light Blue | Dark Blue |
| MAT Improvement | Establish a MAT Improvement Plan | Dark Blue | | |
| | Implement a MAT Improvement Plan | Light Blue | | Dark Blue |
| Behaviour, Safety/Welfare | Establish a MAT Student Management Policy | Dark Blue | | |
| | Implement MAT student Management Policy | Light Blue | | Dark Blue |
| | MAT Exclusion appeals | Dark Blue | | |
| | Establish MAT Attendance/Admissions Policy | Dark Blue | | |

Falmouth MAT – Decision Making Responsibility Chart

| | | | | |
|---------------------------|---|--|--|--|
| | Implement Attendance/Admissions Policy | | | |
| | Maintaining behavioural and attendance standards | | | |
| | Establish a MAT Safeguarding Policy | | | |
| | Implement, monitor and evaluate the Safeguarding Policy in each Academy | | | |
| Premises/H&S | All MAT buildings to be suitably safe and secure | | | |
| | MAT building strategy in place | | | |
| | Accurate inventory in place per Academy | | | |
| | Authorising disposal of equipment within agreed limits | | | |
| | Establish a MAT H&S Policy | | | |
| | Ensuring a MAT central record for staff is maintained appropriately | | | |
| | Ensure H&S regulations and policy are followed in each Academy | | | |
| BoD/LAB procedures | Appointing LAB Governors | | | |
| | Appointing Chairs/Vice Chairs of each Academy | | | |
| | Appointing MAT Secretary | | | |
| | Ensuring register of interests held for all Governors/Directors | | | |
| | Establishing Governor/Director Expenses Policy | | | |
| | Ensuring each LBG covers statutory requirements | | | |
| | Decide the delegation of functions to Academy schools | | | |
| | To consider requests from Schools/Academies to join the MAT | | | |
| | Audit the effectiveness of Governance | | | |