

## Version 4

## Falmouth MAT

## Scheme of Delegated Authority (SoDA)

This document is currently under review

### 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 Trustees - includes Diocese representation up to 25% of Board |
| LGB | Local Governing Body for each school                                   |
| ET  | Executive Team   |

Falmouth MAT – Decision Making Responsibility Chart

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

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 |  |  |  |
| <b>Premises/H&amp;S</b>   | 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          |  |  |  |
| <b>BoD/LAB procedures</b> | Appointing LAB Governors  |  |  |  |
|                           | Appointing Chairs/Vice Chairs of each Academy                           |  |  |  |
|                           | Appointing MAT Secretary  |  |  |  |
|                           | Ensuring register of interests held for all Governors/Trustees          |  |  |  |
|                           | Establishing Governor/Trustee Expenses Policy                           |  |  |  |
|                           | Ensuring each LGB 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                                   |  |  |  |