

MORRIS EDUCATION TRUST

Scheme of Delegation

November 2019



Introduction

**Morris Education Trust, is a company limited by guarantee and registered in England and Wales under company number 07899393
Morris Education Trust (MET) is a Multi-Academy Trust (MAT) that was formed in November 2016 in order to provide educational services as per the Objects reiterated below:**

1. The Academy Trust's objects ("**the Objects**") are specifically restricted to the following:
 - a. to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum ("the Academy");
 - b. to promote for the benefit of the inhabitants of Impington and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Who we are

The Morris Education Trust (MET) is a Multi-Academy Trust that has been founded from out of the standalone academy trust of Impington Village College to develop a local family of schools initially within Cambridgeshire. We are passionate about and deeply committed to comprehensive, community-rooted education. Since children and young people have one chance to experience schooling, we will ensure that this unique opportunity is valued and enables all to flourish as individuals so that they can progress and take their place as positive, active and capable citizens in our world. Our schools will share and collaborate in a partnership which will ensure that education in our region is highly regarded across our nation and beyond.

Our vision and values

Our vision is to grow a family of schools and colleges which are individual in character but united by a passion that we:

- Will build a better world through education
- Are stronger through community
- Will achieve excellence as standard for all

Our family of schools will be bound by a shared set of values:

- We value world class outcomes in progress, attainment and development for all.
- We are a community of responsible, caring individuals who value the promotion and creation of a collaborative culture underpinned by positive human relationships.

- We value the opportunity for all to engage in lifelong learning with creative freedom, enabling them to continue, develop and progress.
- Wholly inclusive, we celebrate diversity and understand individual needs; we will cultivate a global outlook & prepare all to be international citizens.

What we want to achieve

Our aims are to:

- Develop and grow a family of local schools operating successfully as a mixed phase/setting Multi-Academy Trust
- Be an excellent Trust where students flourish and thrive as learners securing outstanding outcomes and all work in a climate of 'high challenge, low threat'¹
- Ensure the Trust grows through efficient and effective use of all resources and maximises income generation consistent with the values of the Trust
- Communicate successfully and engage positively with all stakeholders of the Trust
- Ensure the Trust continues to promote its role at the heart of the whole community and its composite local communities

MET is run by a Board of Trustees that is accountable to the Secretary of State for Education for the performance of each academy within the Trust. Each academy will have its own Local Governing Body (LGBs). This includes both parent and staff representatives but with the majority appointed by the MET Board following its appointments procedures. As it expands, MET may look to develop a hub model including, for example, a local board to support LGBs based in geographical areas and as such this scheme may be updated to reflect this.

The MET Board has overall legal responsibility for the operation of the MAT and the academies within it. However, in tune with its vision, the Board works in partnership with its family of academies and uses the skills and knowledge of Local Governing Bodies to help challenge and support the professionals working within the academies to provide the best outcomes for every child and young person in the Trust.

This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- the Members
- the MET Board;
- the Chief Executive Officer (CEO) and other officers as specified;
- the Local Governing Body of the Academy; and
- the Principal of the Academy;

This scheme should be read in conjunction with the Memorandum and Articles of Association, Funding Agreement(s), the process for appointments to Local Governing Bodies in MET, the Financial Control Procedures and other documents, policies and guidance produced by MET from time to time.

The Members

The members are akin to shareholders in a commercial company and have ultimate control over the direction of the academy Trust through the appointment of Trustees and control of the governance structure of the MET Board. Currently the Members are:

- Four individuals who reflect the founding communities of MET
- The Chairman of the Board of Trustees of MET.

The MET Board

The MET Board is a Board of Trustees that has responsibility for the effective running of the Trust and the individual academies within it. The Board may decide to form committees to carry out certain of its functions and committees or regional bodies may be formed as MET grows. The term 'MET Board' will therefore include any such committees/boards that may be formed from time to time.

The MET Board will appoint a nominated Trustee to each member school, this trustee is expected to attend a minimum of one LGB meeting a term.

The CEO

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. The term 'CEO' refers to the Chief Executive Officer but as the CEO may choose to delegate some of these functions to members of the central team, the reference to CEO may therefore include the Chief Operating Officer or other staff employed centrally.

Local Governing Body (LGB)

The Local Governing Body is essentially an advisory body of the Trust which has some delegated powers in order to support the successful operation of its individual academy. The LGB may choose to delegate some of these powers to smaller committees or the Principal as it deems fit to fulfil its responsibilities. Where the document refers to the LGB this may include such committees or further delegation but with the understanding that the ultimate responsibility lies with the LGB.

The LGB is responsible for monitoring pupil progress and attainment; monitoring school strategic priorities; providing local governance and assistance to the trustees in the fulfillment of their duties and oversight of school budget management. The Chair of each LGB should submit a termly written report to the MET Board on what the LGB has done that term to carry out its duties and report any conclusions or concerns from the LGB.

Principal

In this document the term 'Principal' is used whereas in some schools 'Headteacher' is used; where it says Principal this can be read to also

mean Headteacher. The Principal will be assigned delegated powers but may choose to delegate these further to another member of staff e.g. Finance Manager or Vice Principal. Where the document refers to Principal this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility lies with the Principal.

In all cases the MET Board is accountable directly to the Secretary of State for each academy and thus has overall responsibility in all areas regardless of delegated powers.

Local Governing Body Structure

The 'make-up' of the Local Governing Body will depend on whether or not the academy is a sponsored academy and also its school 'Ofsted' category prior to conversion as set out in the funding agreement. This structure may be amended if governance is identified as a weakness in the regular monitoring of the work of the academy. Currently for each Academy, the Board has determined that there are 12 governors.

Type of Member	Number	Term of Office	How they are appointed or elected
Principal (Head of School)	1	Indefinite	By appointment to the post
Trust Governor	4+	4 years	By the Board, taking account of school views.
Teaching staff Governor	1	4 years	Teacher election – secret ballot to be organised by the relevant Academy
Associate staff Governor	1	4 years	Associate staff election – secret ballot to be organised by the relevant Academy
Parent Governor	4	4 years	Parent election – secret ballot to be organised by the relevant Academy
Clerk to the LGB	1	Indefinite	To be appointed by the Governing Body

The Trustees (all or any of them) shall also be entitled to attend any meetings of the LGB. Any Trustee attending a meeting of the LGB will not count towards the quorum for the purposes of the meeting and cannot vote on any resolution being considered by the LGB. The LGB may also have associate members. These do not count towards the quorum and do not have voting rights. The quorum for any LGB meeting will be 4 members or (where greater) any one third of the total number of LGB members in office at the time of the meeting.

Term of office and resignation/removal

The qualifications for being eligible to sit on the LGB are, as for the Trustees, set out in the Articles of Association. LGB members will be required to sign a form indicating their eligibility prior to appointment. Every LGB member will be required to undertake an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGB member based on the outcome of the DBS check. The term of office for all governors will be 4 years except for the Principal who is an ex officio member. Any LGB member who is elected/appointed as a parent member of the LGB and whose child leaves the academy to move on to their next stage of education may serve out their term of office. The Principal and staff LGB members will no longer sit on the LGB if they no longer work at the academy. Governors may be removed by the body that appointed them except for elected Parent Members who may be removed by the MET Board of Trustees.

The MET Board of Trustees may remove any member who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles or who has acted in a manner that brings MET or the academy into any kind of disrepute.

Delegated Powers

Each academy is ultimately governed by MET but the Trust recognises the benefits of the local skills, knowledge, autonomy and commitment required to support and challenge those who work within each academy to ensure the best outcomes for its children and young people. This scheme sets out the decision making levels and responsibilities for the academy. The levels may vary within the Trust depending on the situation of each academy (e.g. it is sponsored by MET). This will be reviewed annually.

MET reserves the right to overrule this scheme if at any point it judges the LGB is not acting in the best interests of the children and young people in the academy. This may be triggered by poor assessment outcomes, a deterioration in the quality of teaching and learning, mismanagement of the budget or acting in a manner that does not reflect the vision and values of the Trust. It is expected that this would only occur in exceptional circumstances and the LGB will be given warning of any concerns.

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Agree and amend Articles of association					Amendments to the articles
Appoint/remove Members					Members and their appointing bodies
Appoint/remove Trustees				Co-opts Trustees in line with Articles	The majority of Trustees are appointed by the Members.
Appoint and remove LGB members	Administers the parent election process and make recommendations if too few parents stand.	<p>Recommends MET appointed governors following appointments process and based on LGB self-evaluation and skills audit.</p> <p>Arranges for the election of parent LGB members.</p> <p>Recommends to MET CEO, staff members for LGB (this may follow an election process).</p> <p>Appoints co-opted members if required.</p>	<p>Appoints staff member on recommendation of LGB.</p> <p>Oversees the LGB appointments process and agrees appointments.</p> <p>Monitors effectiveness of LGBs, references LGB self-evaluation and skills audits to inform decisions about appointments.</p>	Appoints MET ('Trust') governors	

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
DBS	Administers DBS checks for all LGB members.	Ensures each member of the LGB has an up to date DBS check and renews on any reappointment or election	Administers DBS checks for Board members. Receives summary of checks for LGB members and monitors process Ensures the Chairman of the Board undertakes an enhanced DBS check as required by the Secretary of State	Monitors DBS compliance through safeguarding reports from CEO.	
Register of business interests	Ensures register of business interests and governor information is on the academy website.	Clerk to the LGB maintains register of business interests and reports any amendments to CEO.	Ensures Board and LGB information and register of business interests is maintained and published on the Trust website. Monitors academy websites.	Clerk to the Board maintains register of business interests for Board members.	
Appoint Chair/vice-chair		Annually recommends appointment of Chair to the CEO. Annually elect a vice chair.	Agrees Chair appointment and recommends to the Board.	Appoints Chair of LGBs	

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Agree and amend the scheme of delegation		Consulted on the drawing up and any amendments to the scheme for their academy.	Advises the Board on the delegated powers for each academy following discussions with the LGB and the review of monitoring reports about the academy.	Delegates powers through its scheme of delegation and reviews annually.	
Agree membership and terms of reference for committees		Agrees terms of reference and membership of any committees formed by the LGB.	Advises Board on LGB and Trust committees' terms of reference.	Agrees terms of reference for all Trust committees including LGBs.	
Appoint clerk		Appoints clerk to the LGB.	Monitors clerking across the Trust and makes recommendations to LGBs or takes action to replace clerk.	Appoints clerk to the Trust Board and committees other than LGBs.	
Meeting schedule		Ensures LGB meets at least half-termly and sets out further meetings of the LGB and committees as required. Clerk sends schedule to the CEO.	Liaises with the Chairman of the Board to arrange meeting schedule of the Board and its committees and their Chairs. Monitors meeting schedules of LGBs	Meets monthly and sets out further meetings of Board and committees as required. Meet once a year with all LGB members and MET members	Meet at least annually to receive accounts and review trust.

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Setting agendas and managing minutes.	<p>Advises with LGB chair on setting agendas.</p> <p>Ensures relevant minutes are published on the academy website.</p>	<p>Chair of the LGB sets the agenda following consultation with the Principal and the CEO as necessary.</p> <p>Clerk sends agenda and draft minutes to CEO.</p>	<p>Informs LGB Chair and Clerk of any items that must be included on any LGB agenda if required.</p> <p>Liaises with the Chairman of the board on setting agendas.</p> <p>Ensures relevant minutes are published on website</p>	<p>Chairman of the Board sets the agenda consulting with the link Trustee, clerk and the CEO as necessary.</p>	
Vision, Values and Aims of MET	<p>Ensure the Academy complies with and actively promotes the Trust's vision, values and aims</p>	<p>Supports and challenges the Principal to ensure the Academy embodies the vision, values and aims of MET</p>	<p>Ensures all the Trust's Academies embody the vision, values and aims of the Trust</p> <p>Reviews the vision, values and aims and presents this to the Board</p>	<p>Supports and challenges the CEO to ensure all the Trust's Academies embody the vision, values and aims of MET</p> <p>Recommends amendments to these as required</p>	<p>Reviews the vision, values and aims annually and adopts them as required</p>

1. GOVERNANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
<p>Policy Development and approval</p>	<p>Draws up academy specific policies outside the MET model framework.</p> <p>Adapts model/trust wide policies with information appropriate for individual academy/school context and returns to CEO once agreed by the LGB.</p> <p>Ensures up to date policies are published on the website.</p>	<p>Approves academy specific policies.</p> <p>Receives model/trust wide policy. Agrees and approves contextual amendments proposed by the Principal.</p>	<p>Develops MET model policies for approval</p> <p>Monitors academy specific policies and may override LGB approval if policies do not fulfil statutory requirements or MET wide values.</p>	<p>Approves MET policies</p>	

2. PERSONNEL

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Appointment of Principal (including maternity leave and sickness absence)	Ensures any maternity leave dates, resignation or retirement notices go to the CEO as well as the Chair of the LGB.	Identifies LGB members to sit on appointments panel constituted by the CEO. Informs CEO of any sickness absence of the Principal.	Informs the Board of resignation, retirement, maternity leave or sickness absence. Chairs the appointment panel and notifies the MET Board of its recommendation for the appointment.	Full Board ratifies (or not) the appointment of the Principal following advice from the CEO.
Senior Leadership Team Recruitment	Notifies the CEO and the LGB Chair as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team (vice/assistant principal, deputy/assistant head) or others on leadership (Lead Practitioners etc.) Liaises with the CEO and where appropriate the LGB in constituting a recruitment panel.	Where appropriate, identifies LGB members to sit on appointments panel constituted by the Principal and LGB Chair in collaboration with the CEO.	Jointly leads the process for filling any vacancies in the Senior Leadership Team with the Principal and the LGB Chair. If there is any dispute over the appointment, the CEO will prevail (only if the appointment would be deemed to be detrimental to the academy and its students)	
Teacher Recruitment	Informs CEO and LGB Chair of any resignations. Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team and, where relevant, a representative of the LGB.	Nominates a representative from the LGB to participate in the teacher appointment process, where appropriate. Chair ensures LGB members involved in recruitment undertake Safer Recruitment training.	Provides advice and support as necessary for teacher recruitment including consideration of recommendation of staff from other academies in the Trust. Ensures relevant safer recruitment training has taken place	

2. PERSONNEL

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Support Staff Recruitment	As above but an LGB member may not be required to be involved in the process	May nominate a representative from the LGB to participate in the recruitment process if appropriate.	Provides advice and support as necessary for recruitment including consideration of recommendation of staff from other academies in the Trust. Provides opportunities for Safer Recruitment training.	
Principal Performance Appraisal and Salary Review		Chair of the LGB and other LGB member with CEO undertake appraisal and salary review.	Responsible for the arrangement of the Principal's performance appraisal and refers to the MET Board for approval. Ensures Objectives link to Trust wide performance.	Receives the report and agrees any pay increment.
Teacher Appraisal and Salary Review	Undertakes appraisal and recommends pay changes to the Trust within agreed budget.	Ensures appraisal takes place for staff and discusses with the Principal pay recommendations within agreed budget.	Monitors the salary review process across the Trust	Receives the report and agrees any pay increment
Terms of Employment	Consulted regarding any proposed changes to terms and conditions of employment.	Consulted regarding any proposed change to terms and conditions of employment.	Proposes any changes to terms and conditions of employment following consultation with staff (and unions where obliged to consult unions) and LGB.	Approves any changes to the terms of employment of Academy staff (both teaching and support).

2. PERSONNEL

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
<p>Reductions in Staffing and Revisions to Staffing Structures</p>	<p>Notifies the CEO and LGB Chair as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>Proposes a revised staffing structure with the support of the CEO and MAT HR adviser for consultation with the LGB.</p> <p>Manages the redundancy process with the support of the CEO and HR Adviser.</p>	<p>Consulted regarding any proposals for reducing staffing or revising staffing structures.</p> <p>Works with the Principal, CEO and HR Advisor in supporting the restructuring process</p>	<p>Supports the Principal throughout the restructuring process and attends consultation meetings or sits on the Trustees panel to approve</p>	<p>Approves or amends redundancy/ restructuring proposal based on recommendation from CEO and HR Adviser (if involved at this stage).</p>
<p>Disciplinary and grievance procedures</p>	<p>Notifies the CEO, LGB Chair and HR Adviser as soon as possible after becoming aware of any circumstances that may need to be dealt with under the disciplinary or grievance procedures.</p> <p>Ensures the MET disciplinary and grievance procedures are followed.</p> <p>Notifies CEO that disciplinary action or suspension is being initiated.</p>	<p>Chair responsible for informing the CEO and HR Adviser if an allegation is made against the Principal.</p> <p>Chair supports the Principal and ensures the MET disciplinary and grievance procedures are followed with support from the CEO and HR Adviser.</p>	<p>Responsible for constitution of and (if relevant), inclusion on panels consisting of members of MET Board for Disciplinary and grievance hearings for the Principal and Appeal Hearings against the decision of the Principal.</p>	<p>Sits on panels for disciplinary/ grievance (Principal) and Appeal Hearings.</p>

2. PERSONNEL

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Capability Proceedings	<p>Manages the process set out in the MET appraisal and capability procedures.</p> <p>Keeps the CEO and LGB informed regarding the progress of the proceedings for any member of teaching or support staff.</p>	<p>Informs CEO of any capability concerns regarding the Principal</p> <p>Chair works with CEO on proceedings involving the Principal.</p> <p>Chair supports the Principal during any proceedings (as relevant)</p>	<p>Manages the process set out in the MET appraisal and capability procedures where the Principal is subject to capability.</p> <p>Keeps the MAT Board informed regarding proceedings in a manner that does not 'taint' possible members of any panel.</p>	<p>Sit on panels for final stage Capability (Principal) and Appeal Hearings.</p>
Retention/Exit Interviews	<p>Ensure all staff leaving the organization are offered an opportunity to feedback why through a questionnaire or face to face interview</p>	<p>Holds exit interview with staff who requests a local governor; informs the CEO and Board of any 'Red Flag' outcomes</p>	<p>Receives feedback to inform Trust strategy or make adjustments if necessary to ensure retention is maximized</p>	<p>Provide independent meeting point for staff if requested</p>

3. CURRCCIULUM AND STANDARDS

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Curriculum and Teaching & Learning	<p>In consultation with the CEO, develops a broad and balanced curriculum consistent with current national and MET strategies and trust wide values.</p> <p>Ensures Spiritual, Moral, Social and Cultural education is a priority across the curriculum.</p> <p>Works with other academies in the Trust to develop common practices to provide consistency within the curriculum and with teaching & learning</p>	<p>Approves curriculum and monitors its implementation</p> <p>Plays role of 'critical friend' to ensure teaching & learning is the strongest that it can be within the Academy</p>	CEO monitors curriculum and teaching & learning and facilitates school to school work to support curriculum development and build consistency across the Trust.	Receives reports from the CEO on curriculum development and teaching & learning and monitors implementation and standards across the Trust.

3. CURRCIULUM AND STANDARDS

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Academy Development	<p>Draws up a draft School Development Plan (SDP) in conjunction with the CEO prior to submitting it to the LGB.</p> <p>Ensures that budget aligns with the SDP.</p> <p>Monitors the ongoing actions of the plan with the CEO and provides regular reports to the LGB.</p> <p>Undertakes regular academy self-evaluation and reports to the LGB and CEO.</p> <p>Sets challenging targets for assessment outcomes and achievement with the CEO.</p> <p>Fully supports the Trust Improvement Framework</p>	<p>Agrees SDP and targets following advice from CEO and Principal.</p> <p>Monitors the ongoing plan and takes action as necessary.</p> <p>Contributes to academy self- evaluation</p> <p>Monitors self-evaluation and progress towards targets and takes action as necessary</p> <p>Provides critical friendship to the Principal and ensures that the Academy supports the Trust Improvement Framework</p>	<p>Reports monthly to the Board on development across the Trust about standards and performance of each academy.</p> <p>Informs Board if monitoring indicates concern about the academy.</p> <p>Develops, monitors, evaluates and reviews the Trust Improvement Framework and reports to the Board its impact and development</p>	<p>Monitors development across the Trust and takes action as necessary.</p>

4. WELFARE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Safeguarding	<p>Ensures a senior qualified Designated Safeguarding member of teaching staff has been appointed.</p> <p>Ensures all staff and LGB members receive regular safeguarding and Prevent training as set out in the MET CP and Safeguarding policy.</p> <p>Reports regularly to the LGB on safeguarding matters.</p> <p>Notifies the LGB Chair, CEO and HR adviser immediately of any allegation made against a member of staff.</p> <p>Appoints a designated teacher for Looked After Children</p> <p>Maintains the Single Central Record.</p> <p>Undertakes DBS checks for all staff and volunteers.</p>	<p>Responsible for safeguarding in the academy by implementing and monitoring the effectiveness of the academy's safeguarding and child protection policies.</p> <p>Appoints one of its members as the designated governor to liaise with the Principal regarding safeguarding matters.</p> <p>Chair or designated governor liaises with Principal in arranging regular safeguarding training for all members.</p> <p>Monitors Single Central Record and ensures it is up to date.</p>	<p>Ensures each academy has appointed designated leads and governors for Looked After Children and safeguarding.</p> <p>Makes arrangement for safeguarding audits (including SCR) and reports the outcomes to LGBs in detail and in summary to the Board.</p> <p>Informs the MAT Board of any safeguarding allegation raised in respect of the Principal, any member of the Senior Leadership Team or any other key employee of the Academy and takes action as necessary.</p>	<p>Has overall responsibility for ensuring that safeguarding policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.</p>

4. WELFARE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Special Educational Needs	<p>Designates a SENCO</p> <p>Ensures compliance with the Disability Discrimination Act.</p> <p>Reports to LGB and CEO on achievement of SEND pupils.</p>	<p>Appoints governor responsible for SEN and inclusion.</p> <p>Monitors implementation of SEN policy and achievement of pupils with SEN, including compliance with statute.</p>	<p>Monitors outcomes for SEN pupils and reports any concerns to the Board.</p> <p>Ensures each academy is compliant with current legislation.</p>	<p>Through the Data Dashboard (DD), receives reports on outcomes for children with Special Educational Needs and takes action as necessary.</p>
Pupil Premium	<p>Implements Pupil Premium Policy and appoints an SLT lead for oversight of PP</p> <p>Develops plan for the use of pupil premium to be submitted to the LGB</p> <p>Monitors the impact of pupil premium and amends plan as necessary. Reports to the LGB.</p>	<p>Appoints a governor responsible for pupil premium.</p> <p>Approves pupil premium policy and plan.</p> <p>Monitors impact of pupil premium.</p> <p>Ensures statutory information regarding pupil premium is published on the academy website.</p>	<p>Monitors impact of pupil premium across the Trust and reports to the Board.</p>	<p>Through the DD, receives reports on Pupil Premium and takes action as necessary.</p>

4. WELFARE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Behaviour and attendance	<p>Reports on pupil absences and develops procedures to continually improve attendance.</p> <p>Implements appropriate behaviour strategies and reports regularly on behaviour to the LGB.</p> <p>Informs CEO immediately of any serious incidents.</p> <p>Ensures MET exclusions policy and procedures are followed.</p>	<p>Agrees academy attendance policy and targets.</p> <p>Monitors levels of attendance and takes action as necessary.</p> <p>Agrees academy behaviour policy following MET model and guidelines.</p> <p>Monitors behaviour in the academy.</p> <p>Constitutes panel to review exclusions as required by the MET exclusions procedures</p>	<p>Monitors attendance, behaviour and exclusions across the Trust and reports to the Board.</p> <p>Supports Principal in setting up exclusion hearings.</p>	<p>Monitors behaviour, attendance and exclusions across the Trust and takes action as necessary.</p>

5. ACADEMY ORGANISATION

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Term dates and academy hours	<p>With the CEO, proposes term dates, Inset days and opening hours based on local context and other provision in the area to LGB.</p> <p>Reports agreed term dates, inset days and opening hours to CEO.</p>	<p>Agrees term times, Inset days and opening hours.</p>	<p>Monitors across the Trust and reports any issues to the Board.</p> <p>At the CEO's discretion designate one mandatory Inset day for some or all MET schools.</p>	
Admissions	<p>Ensures admissions procedures are followed.</p>	<p>Agrees admissions policy based on current regulations and MET requirements and in accordance with the admissions code.</p> <p>Submits draft policy to CEO in the autumn term and prior to any consultation.</p> <p>Undertakes statutory consultation process.</p> <p>Ensures appeals procedures follow statutory requirements.</p>	<p>Ensures all admission policies are compliant and academies use an appeals service that fulfils statutory requirements.</p> <p>Advises Board of admissions policy of schools joining and any amendments thereafter.</p>	<p>Approves MET admissions policy and procedures</p>

5. ACADEMY ORGANISATION

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Information Management	<p>Ensures publication of statutory information on the academy website.</p> <p>Maintains accurate and secure pupil and staff records.</p> <p>Ensures compliance with data protection legislation in the academy.</p> <p>Ensure that all staff are trained on IT and information management and privacy.</p>	<p>Ensures effective implementation of data protection policies and procedures.</p> <p>Ensures secure systems are in place.</p>	<p>Sets standards for information security, privacy, data protection and freedom of information for MET.</p> <p>Ensures compliance with data protection legislation across all academies.</p> <p>Maintains accurate and secure staff records for the MET central functions.</p> <p>Ensures registration with the Information Commissioner's Office is up to date.</p>	<p>Approves data protection policy and monitors procedures at Trust level.</p>

6. PREMISES

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Health and Safety	<p>Draws up site specific health and safety procedures based on MET policy and procedures.</p> <p>Ensures suitable risk assessments are prepared and appropriate actions taken.</p> <p>Ensures that proper policy is followed in good time for all external visits.</p> <p>Monitors the accident book and agrees appropriate actions.</p> <p>Reports immediately to the LGB and CEO any serious incidents.</p> <p>Reports compliance with health and safety systems termly to the CEO.</p>	<p>Appoints a governor with responsibility for Health and Safety.</p> <p>Approves site specific procedures.</p> <p>Monitors the effectiveness of health and safety policy and procedures.</p> <p>Undertakes annual site inspections with a senior member of staff.</p>	<p>Determines the MET Health and Safety policy and ensures that it is known to all academies and staff.</p> <p>Develops a health and safety reporting framework and central monitoring system to provide the Board with positive assurance of compliance.</p> <p>Ensures adequate insurance cover is in place.</p> <p>Monitors health and safety procedures across the Trust.</p> <p>Reviews academy risk registers and reports health and safety performance to the Board.</p> <p>Ensures that health and safety performance is considered in all building maintenance contracts and ensures compliance is monitored during works.</p>	<p>Reviews risk management and maintains Trust risk register.</p> <p>Approves insurance arrangements.</p> <p>Approves Trust Health and Safety policy.</p>

6. PREMISES

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board
Maintenance	<p>Works with building consultants to draw up a Premises Maintenance Programme within MET guidelines that is costed and the expenditure built in to the Budget Forecast</p> <p>Reports plan to the LGB and CEO.</p>	<p>Approves plan and monitors the implementation of the Premises Maintenance Programme.</p>	<p>Monitors the Premises Maintenance programmes and develops a Trust wide programme to ensure good maintenance across the Trust.</p>	<p>Receives reports from the CEO on the Premises Maintenance Programmes across the Trust and makes amendments as necessary to ensure financial viability as well as appropriate learning environments.</p>
Capital work	<p>Works with building consultants to identify capital needs and submits a building development plan to the LGB.</p> <p>Works with consultant and CEO to recommend projects to the LGB.</p> <p>Works with consultant and CEO to submit applications to the EFA.</p>	<p>Appoints building consultant from Board approved list.</p> <p>Agrees Building Development plan to be submitted to the Board.</p> <p>Agrees projects to be recommended to the CEO.</p>	<p>Reports on academy building development plans to the Board.</p> <p>Approves applications to the EFA based on plan.</p> <p>Works with academy and building consultant to ensure efficient running of the project.</p>	<p>Approves academy building development plans.</p> <p>Monitors capital work across the Trust.</p>

7. FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
General	<p>Operates compliant financial processes within the Academy,</p> <p>Maintains adequate operational and internal controls in line with the MET Financial Procedures and Policy Manual.</p> <p>Maintains full, accurate and up to date records in order to provide financial and statistical information</p>		<p>Recommends to the Board appropriate levels of delegation based on the current circumstances of the academy.</p> <p>Ensures the Financial Scheme of Delegation is operated in conjunction with Financial Regulations.</p> <p>Ensures the financial procedures reflect the scheme of delegation.</p>	<p>Approves the scheme of delegation which includes its financial powers and duties to its Trustees and Academies.</p> <p>Approves MET Financial Procedures and Policy Manual.</p> <p>Approves the amount to be retained from the academy budget to cover services provided centrally.</p>	
Audit	<p>Ensures full, accurate and up to date records are kept and available for audit.</p>	<p>Informs the CEO if it suspects any irregularity affecting resources.</p>	<p>Ensures full, accurate and up to date records are kept and available for audit.</p> <p>Receives the reports and supplementary information given by the external auditor and takes action as necessary.</p>	<p>Appoints and removes external auditors</p> <p>Agrees process for appropriate internal audit.</p> <p>Receives reports on internal audit and agrees any necessary action.</p>	

7.FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Audit cont.			<p>Ensures each academy is audited as required and procedures for internal audit followed.</p> <p>Ensures any actions agreed by the Board following reports on internal and external audit are carried out.</p> <p>Provide the Board with informed assurance of compliance with MET procedures and the terms of the Funding Agreements and Academies Handbook.</p>	<p>Informs the EFA if it suspects any irregularity affecting resources.</p>	

7.FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Budgets/Budgetary control	<p>Prepares an annual draft budget plan for consideration by the CEO before the start of the relevant financial year.</p> <p>Monitors expenditure and income against the approved budget and submits regular reports on the school's financial position to the CEO.</p> <p>Approves the virement between and within budget headings up to £10,000.</p>	<p>Review of the annual draft budget</p>	<p>Oversees the preparation of the draft financial statements for each academy prior to audit.</p> <p>Agrees the annual academy budget for formal approval by the Trust by 15th June prior to the start of each financial year.</p> <p>Ensures that each academy has approved the annual academy budget by 30 June prior to the start of each financial year</p> <p>Monitors the effectiveness of financial controls in the academy and holds the Principal to account for financial performance.</p> <p>Reports the budget to the Board.</p>	<p>Approves the audited financial statements prior to submission to the Secretary of State by 31 December.</p> <p>Approves academy budget for submission to the EFA by 31 July.</p> <p>Considers budgetary control reports for each academy's accounts with relevant explanations and documentation where required.</p> <p>Authorises virements in excess of £50,000 between or within budget headings for each academy.</p>	

7.FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Budgets cont.	Reports to the CEO all significant financial matters and any actual or potential overspending.		<p>Monitors income and expenditure from individual academies and the centre and makes regular reports to the Board.</p> <p>Reviews the draft financial statements prior to audit and approves the audited financial statements prior to submission to the Secretary of State by 31 December.</p> <p>Manages MET central spending and reports this to the Board.</p> <p>Authorises virements in excess of £10,000 between or within budget headings for each academy.</p> <p>Considers budgetary control reports on the academy's financial position, taking appropriate action to contain expenditure within the budget and reporting to the Board.</p>		

7.FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Budgets cont.			Reports to the Trust all significant financial matters and any actions or potential overspending		
Contracts, purchasing and payments	<p>Ensures all contracts and agreements conform with MET Financial policy and procedures.</p> <p>Signs contracts on behalf of the Academy.</p> <p>Accepts quotations up to £5,000 in value (1 written quote); from £5k to £30k (3 written quotes)</p> <p>Has receipt and custody of all tenders for own academy.</p>		<p>Identifies Trust wide services and arranges for contract tenders.</p> <p>Has receipt and custody of all tenders.</p> <p>Signs contracts on behalf of the Trust.</p> <p>Authorises the award of central contracts for MET central functions for purchases up to £75,000 in value</p> <p>Advises academies on contracts and best value for money.</p>	<p>Approves Trust wide contracts with a value in excess of £75,000.</p> <p>Maintains a Register of Business Interests for staff involved in the short listing or awarding of contracts on behalf of the Trust or academies.</p> <p>Authorises the advertising of tenders above the OJEU (Official Journal of the European Union) limit, and authorises the award of such tenders and informs the LGB.</p>	

7.FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
<p>Contracts, purchasing and payments cont.</p>	<p>Authorises members of staff to receive goods and certify invoices for payment, ensuring the appropriate division of these duties between the staff.</p> <p>Ensures that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.</p> <p>Notifies the payroll provider of any matters affecting payments to employees.</p>		<p>Arranges for tendering and contract negotiation for services requested by a group of academies to achieve best value for money.</p>		

7.FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
Contracts, purchasing and payments cont.	<p>Maintains a Register of Business Interests for all governors and those academy staff involved in the short listing or awarding of contracts.</p> <p>Authorises the award of contracts or purchases of between £5,000 and £30,000 where such contracts are within the budget.</p>				

7.FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
<p>Income and security of Assets</p>	<p>Ensures the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with MET financial policy and procedures.</p> <p>Arranges for annual independent checks of assets and the asset register.</p> <p>Authorises the write off of debts not collectable between £1,000 and £5,000 (Subject to limits set by EFA that require EFA approval).</p>	<p>Notifies the CEO on any eventuality that could affect the academy's insurance arrangements.</p>	<p>Arranges for adequate insurance cover for each academy.</p> <p>Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant held centrally.</p> <p>Authorises the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of £5,000 or over.</p>	<p>Authorises the write off of debts not collectable over £5,000 (Subject to limits set by EFA that require EFA approval).</p> <p>Authorises the disposal of individual items of equipment and materials owned by the academy that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £10,000.</p>	

7.FINANCE

Responsibility	Principal	Local Governing Body	CEO and other officers as specified	MET Board	Members
<p>Income and security of Assets cont.</p>	<p>Ensures proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under his/her control.</p> <p>Ensures that all income is accurately accounted for and is promptly collected and banked intact.</p> <p>Notifies the CEO on any eventuality that could affect the academy's insurance arrangements.</p>				

AUTHORISATION LEVELS		
Delegated Duty	Value	Delegated Authority
Quotations and tendering for delegated items	Up to £5,000	One written quote - Principal
	£5,000 to £30,000	Three written quotations are required - Principal
	£30,001 to £75,000	Formal invitations to tender against a detailed specification, contract terms to a minimum of 4 suppliers. Approval by the CEO.
	£75,001 to EC Threshold	Formal invitation to tender by advertisement/approved list to at least 4 candidates. Approval by CEO.
	Over OJEU Limit	OJEU advertising required, MET Board approval
Ordering Goods and Services (raising requisitions) for delegated items	Up to £5,000	Principal or Budget Holder
	£5,000 to £30,000	Principal/Budget Holder/Finance Manager
	£30,000 to £75,000 or any non- delegated item	Principal plus Chief Operating Officer
	Over £75,000	MET CEO in conjunction with another MET Director
Signatories for cheques, BACS payment authorisations and other bank transfers		Two signatories in accordance with bank mandate
Signatories for EFA grant claims and EFA returns		Two signatories (or as required by EFA) from: <ul style="list-style-type: none"> - Principal/CEO - Director of Finance (or equivalent) - MET CEO
Virement of budget provision between budget heads (for delegated items)	Up to £10,000	Principal
	Over £10,000	CEO
	Over £50,000	MET Board
Disposal of assets	Up to £5,000	CEO
	Over £10,000	MET Board
Write-off of bad debts (Subject to limits set by EFA that require EFA approval)	Up to £5000	Principal
	Over £5,000	MET Board + DFE Approval

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AUTHORISATION LEVELS

Delegated Duty	Value	Delegated Authority
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	CEO/MET Board
Authority to accept other than lowest quotation	Any	CEO
Recruitment (except all on Leadership scale)	Authorisation to advertise a vacancy	COO
	Authorisation to appoint a named individual to a vacancy	Principal