

Streetsbrook Infant & Early Years Academy
Scheme of Delegation, including Financial Management and Authorisation

As a Multi Academy Trust (MAT), the Trust Board of Streetsbrook MAT is accountable, in law, for all major decisions concerning the academies and subsidiary companies. The Trust Board is not required to carry out all the Trust's governance functions and many can, and should, be delegated to the CEO & Executive Team, the Trust Board's Committees and the Academy Committees. The decision to delegate a function is made by the Trust Board. Without such delegation, the individual or Committee has no power to act. The Scheme of Delegation (SoD) is the key document that defines lines of responsibility and accountability in a MAT to ensure that the Members, Trustees, Trust Board Committees and Academy Committees understand their role and responsibilities. This overarching SoD for decision making in the Trust should not be confused with the written Scheme of Delegation of Financial powers referred to in the ESFA Academy Trust Handbook.

Last Review Date: September 2026

Approved by the Trust Board:

Governance Structure and Accountability

The Trust Board is responsible for the three core governance functions set out in the DfE's Governance Handbook:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

The Trust Board appoint the Chief Executive (CEO), to whom it delegates responsibility for delivery of the vision and strategy of the Trust. The CEO is held to account for the conduct and performance of the academy which includes Streetsbrook Childcare and for financial management.

The Trust Board has established Board Committees with delegated powers for:

- Finance, Risk & Audit
- Personnel & Pay

At least three Trustees sit on each Board Committee. Committees have a clear Terms of Reference.

The Trust Board delegates some academy level monitoring and scrutinising functions to the Local Governing Body. These committees also promote stakeholder engagement as a point of consultation and representation. The Academy Committees have clear Terms of Reference detailing the committees' remit and meeting requirements each term.

Academies that join the Trust, or require additional support, establish an Academy Priority Support Committee. This committee is led by the Executive team and meets each half term.

The Members of the Trust are guardians of the governance of the Trust and as such have a different status to Trustees. Their primary role is to hold the Trust Board to account.

Roles and Responsibilities

Members

The Members appoint Trustees to ensure that the Trust's charitable object is carried out. They are able to remove Trustees if they fail to fulfil this responsibility. Members are responsible for approving any amendments made to the Trust's Articles of Association. There must be at least three Members, although the DfE prefers at least five. There must be separation of powers between the Members and the Trust Board. Members are not permitted to be employees of the Academy Trust. The DfE Governance Handbook states that each Trust determines how best to keep Members informed so they can be assured that the Board is exercising effective governance and leadership of their Trust. By appointing the Chair of Trustees as a Member trusts can ensure that Members are kept informed and engaged. This maintains a robust governance structure as the majority of Members are independent of the Board of Trustees.

Trustees

The Multi-Academy Trust (MAT) is a charitable company and so Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and Company Directors. Trustees are bound by both charity and company law. The terms 'Trustee' and 'Director' are often used interchangeably. At Streetsbrook, we use the term 'Trustee' as it avoids the possible confusion caused when Executive Leaders are Directors. The Trustees are responsible for the general control and management of the administration of the Trust and, in accordance with the provisions set out in the Memorandum and Articles of Association, its Funding Agreement and the Academies Trust Handbook, they are legally responsible and accountable for all statutory functions, for the performance of all schools within the Trust, and for the approval of a written Scheme of Delegation of financial powers that maintains robust internal control arrangements. The Trust Board is legally responsible and accountable to the Department for Education. The Board of Trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

Trust Board Committees

The Trustees establish Committees to carry out some of their governance functions which may include making decisions, although any decisions made will be deemed decisions of the Trust Board. The membership (there must be at least three Trustees) and responsibilities of Board Committees are set out in each Committee's Terms of Reference. It is usual for the Trust Board to appoint Board Committee Chairs and Committee members according to their skills.

The Trust Board has the following Committees:

Finance, Audit & Risk Management Committee (The Academy Trust Handbook states that academy trusts are required to establish an Audit & Risk committee. Trusts with an annual income over £50 million must have a dedicated Audit & Risk committee.)

Personnel & Pay Committee

The Personnel & Pay Committee has a responsibility to make pay determinations for all staff annually. This responsibility is delegated to the Personnel Committee. The committee ensures that all pay determinations act in accordance with the Trust's Pay policy and procedures, including adherence to timings.

The Chief Executive Officer (CEO)

The CEO has the delegated responsibility for the operation of the Academy. The CEO is the Accounting Officer with overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability.

The Chief Financial Officer (CFO)

The CFO is the Trust's Finance Director with delegated responsibility for the Trust's detailed financial procedures.

Key

	Approve
	Recommend
	Develop
	Monitor & Report

<i>Appointments</i>	Members	Trustees	CEO/ Headteacher	Local Governing Body		Finance, Risk & Audit	Personnel and Pay
Members: Appoint/Remove in accordance with the Trust's Articles of Association	A						
Trustees: Appoint in accordance with the Trust's Articles of Association	A	R					
Trustees: Remove in accordance with the Trust's Articles of Association	A	R					
Chair of Trust Board: appoint annually, remove, suspend		A					
(Board) Committee Chairs: appoint annually, remove, suspend		A		R	R	R	R
Chief Executive Officer/Headteacher: appoint, remove, suspend		A					R
Chief Financial Officer for delivery of Trust's detailed accounting processes: appoint, remove, suspend		A					R
External Auditor: appoint at the Annual General Meeting	A	R					
External Auditor: recommend		A				R	M
Internal Auditor: appoint and receive report		A	D			R	M
Chair of Local Governing Body: appoint, remove, suspend		A		R			
Co-opted Governors: appoint, remove, suspend		A	R	R			
Parent Governors: elect and appoint in accordance with the Trust's Articles, remove, suspend		A	D				
Staff Governors: elect, remove and suspend		A	R				
Governance Professional: appoint, remove, suspend		A		R		R	R

<i>Strategy & Leadership</i>	Members	Trustees	CEO/ Headteacher	Local Governing Body	Finance, Risk & Audit	Personnel and Pay
Trust's vision, values and ethos: determine		A	D	R M		
Trust's strategic plan, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		A	D		R M	
Academy strategic plans, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine						
Effective implementation of strategy: Hold CEO to account		A				
Progress against Trust Strategic Plan: review						
Trust-wide Estates strategy (including acquiring and disposing of Trust land): determine		A	D M	M	R	
Trust-wide IT strategy: determine		A	D M	M	R	
Trust-wide procurement strategies and efficiency savings programme: develop		A	D	M	R M	
Trust-wide strategy for insurance arrangements to comply with the Trust's legal obligations and to deliver financial efficiencies: agree		A	D		R M	
Asset Use and Maintenance Strategy: determine		A	D		R M	
Trust Contingency & Business Continuity Plans: agree		A	D		R M	
Trust Expansion Plan / due diligence		A	D		R	
Enhance Trust-wide collaboration		A				
National education policy changes: review		A	R D	M		

<i>Governance</i>	Members	Trustees	CEO/ Headteacher	Local Governing Body	Finance, Risk & Audit	Personnel and Pay
Role description for Members	A					
Role descriptions for Trustees/Chair/Committee/Academy Committee Members Directors: agree		A	D			R
Articles of Association: review and agree	A	R				
Scheme of Delegation: review and agree		A	D			
Governance structure (Committees) for the Trust: establish and review annually		A	D			
Terms of Reference for Board Committees and for Academy Committees: agree annually		A	D	R M	R M	R M
Annual schedule of business for Trust Board (including policies): agree		A	D		R	R
Trustee monitoring / support & challenge: agree		A				
Academy Committee Monitoring / Support & Challenge: agree		A	D	M	R M	
CEO Report format: agree		A	R D			
Termly CEO Report: receive and review		A				
Reporting arrangements for progress on key priorities: agree		A	D	R M	R M	R M
Reporting arrangements on use of grant funding – pupil premium, catch-up funding PE & sport: agree		A	D	R M	R M	
Termly report on performance of the Trust: submit to Members		A	D			
Self-review of the Trust Board: complete annually		A				
Trustee meeting attendance and contribution: review annually and publish attendance on Trust website		M			M	M

Local Governing Body meeting attendance and contribution: review annually and publish attendance on academy website				A	M		
Annual schedule of business for the Academy Committee (including policies): agree			D	A		A	A
Compliance with publishing requirements on Trust and Academy websites including governance: ensure		A	D	M			
Engagement with stakeholders		A	D	A			
Trust Board Skills Audit: complete and recruit to fill gaps		M	D				
Trustee Succession – Governance Roles & Responsibilities: plan		M	D				
Trustee recruitment: undertake		A					
Academy Committee member recruitment: undertake		A		R			
Support for Trust Board or Academy Committee Member Panels (exclusions, complaints, appeals): undertake		A	D				
Governance Training Programme: agree		A	D	R	M	R	M

<i>People</i>	Members	Trustees	CEO/ Headteacher	Local Governing Body	Finance, Risk & Audit	Personnel and Pay
Academy's staffing structure: agree		A	D		R	R
(Trust-wide) Wellbeing & Workload Charter: implement		A	D			M R
Appraisal of the CEO: undertake						A
Appraisal of Academy Staff: undertake			D	M		A
Staff appraisal procedure and pay progression: review and agree			D	M	M	A
Pay recommendations: agree in accordance with policy			D	M	R	A

<i>Finance</i>	Members	Trustees	CEO	CFO	Local Governing Body	Finance, Risk & Audit	Personnel and Pay
<i>Financial Governance and Management</i>							
Named Accounting Officer (the CEO): agree		A					
Overall responsibility of Trust Funds		A				R M	
Trust performance value for money: monitor and evaluate		A				R M	
Annual Trust balanced budget in accordance with ESFA timeframes: approve		A	D	D		R M	
Budget plan to support delivery of Academy's key priorities: agree		A	D	D		R M	
Trust performance against Trust Budget: review		A					
Internal and External Auditors' Report: receive and respond		A				R	
Financial Controls are in place: ensure		A	D	D		R M	
Annual report and externally audited accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: approve		A	D	D		R M	
Trust's externally audited accounts: submit to ESFA by 31st December, circulate to every Member, publish on the Trust's website by 31st January and file with Companies House by 31st May		A	D	D		M	

Management Accounts provided to the Chair of Trustees monthly and with other Trustees and Finance, Risk and Audit Committee six times a year; this to include Outturn, Cashflow and Balance Sheet		A	D	D		R	M	
Capital Projects: review and approve		A	D	D		R	M	
Scheme of Financial Delegation for the Trust: establish and review		A	D	D		R	M	
Financial outgoings not covered by the SoD: approve		A				R	M	
Benchmarking and Trust-wide value for money: ensure robustness		A	D	D		R	M	
Financial Contingency Plan/levels of reserves: agree		A				R	M	
<i>Financial Authorisation</i>								
Expenditure or Contracts that are less than £60K (inc VAT)			A					
Expenditure or Contracts that are more than £60K (inc VAT)		A				R	M	
School Credit Card			A	R	M			
Headteachers' Credit Card		A		R	M			
Signing of school cheques (N.B – plus Elspeth)			A	A				
Payments from School Bank Account			A	A				
Monthly Payroll			A	D	R			
Severance Payments less than £50k		A	D	R	D	R		
Severance Payments more than £50k (N.B – plus ESFA Approval needed)		A	D	R	D	R		
Compensation Payments less than £50k		R	D	R	D	R		
Compensation Payments more than £50k (N.B – plus ESFA Approval needed)		R	D	R	D	R		
Property Lettings less than £25k			A	D	R			
Property Lettings more than £25k		A	R	D				
Disposal of assets less than £5k			R	D			A	
Disposal of Assets more than £5k		A		D	R			
Write off bad debts less than £250			A	D	R			
Write off bad debts more than £250			R	D			A	
Tenders less than £25k			R	D			A	
Tenders greater than £25k		A	R	D				

Risk Management

	Members	Trustees	CEO/ Headteacher	Local Governing Body	Finance, Risk & Audit	Personnel and Pay
Trust Risk Register to manage risk – financial and non-financial: establish, review and monitor		A	D		R M	
Auditing and Reporting arrangements for matters of Trust compliance (e.g. safeguarding, H&S, employment): agree		A	D			
Auditing and Reporting arrangements for matters of Academy compliance (e.g. safeguarding, H&S): agree		A	D	R M	R M	
Register of Business interests		A	D	M	M	M
IT Acceptable Use Agreement		A	D	M		
Compliance with the Gifts, Hospitality & Bribery Policy and Procedures: ensure		A	D		M	M
Compliance with UK GDPR and Data Protection Policies & Procedures: ensure		A	D		M	M

<i>Curriculum & Standards</i>	Members	Trustees	CEO/ Headteacher	Local Governing Body		Finance, Risk & Audit	Personnel and Pay
Balanced and broad Curriculum: agree and monitor		A	D	R	M		
Effective processes (Quality of Education Review) for evaluation and review of the quality assurance of teaching and learning, curriculum, inclusion and outcomes by year and by vulnerable group		A	D	R	M		
Ofsted Inspection Reports: monitor and evaluate		A	D	R	M		
Academy: set targets for pupil outcomes		A	D	R	M		
Academy: ongoing review and annual evaluation		A	D	R	M		
Academy: Academy Committee LGB? support and challenge		A					
Funding Agreements: ensure compliance		A		R	M		

<i>Policies</i>	Members	Trustees	CEO/ Headteacher	Local Governing Body		Finance, Risk & Audit	Personnel and Pay
Determine academy level policies which reflect the school's ethos and values e.g. admissions; SEND; curriculum; behaviour: approve		A	D	R	M		
Academy Policies: review and agree		A	D	R	M	R	M
Child Protection & Safeguarding Policy: agree		A	D	R	M		
Sector-wide SEND policy and compliance with the Disability Discrimination Act requirements		A	D	R	M		
Academy's Admissions Policy: agree		A	D	R	M		
Academy's Behaviour Policy & Exclusions Policy: agree		A	D	R	M		

Academy's SEND Policy: agree		A	D	R	M		
Academy's Accessibility Plan: agree		A	D	R	M		

Summary Process for the appointment/re-appointment of Trustees/Governors.

Appointment of Trustees – Articles of Association:

- Trustees appointed by Members at the start of the Trust, refer to them as MEMBER APPOINTED TRUSTEES: AP, KL, NJ, LM.
- Trustees can co-opt further Trustees in line with the requirements of the Articles of Association. Refer to them as CO-OPTED TRUSTEES: MR, NC. Co-Opted Trustees follow through a process of checks (interview by Chair of Trustees/Headteacher, statutory checks, recommendation to the Trustee Board, Board approval).
- Trustees are appointed for a four-year term, with the exception of LM whose appointment is indefinite as an ex-officio Trustee. Trustees approve the re-appointment of Trustees.
- All appointments and re-appointments are minuted at the relevant meeting.

Appointment of Governors to the FGB – agreed process

Process for the appointment of Trustees as a Governor:

- When a Trustee is appointed, they confirm whether they want to be a Governor or not. If they do want to be a Governor, then Trustees confirm their appointment as a Governor at the same time as their Trustee appointment. They are then referred to as a TRUSTEE APPOINTED GOVERNOR. A Trustee Appointed Governor attends the FGB and follows the FGB process for becoming part of a subcommittee.
- Existing Trustee Appointed Governors are confirmed as members of the FGB (KL, NC, NJ, MR, LM (ex-officio). AP has chosen not to be part of the FGB at this point in time.
- The re-appointment of TRUSTEE APPOINTED GOVERNORS is confirmed at the Board of Trustees (not the FGB)

Process for the appointment of Co-Opted Governors

- Co-opted Governors are selected on the basis that they have a specific skill set to offer the FGB. Following initial selection process, the Chair of Governors/Headteacher makes a recommendation to the FGB, the FGB has the authority to approve the appointment of CoOpted Governors.
- Reappointment of Co-Opted Governors is confirmed by the FGB.
- Appointment of Staff and Parent Governors follows an election process, based on the process used in maintained schools.
- All appointments and re-appointments are minuted at the relevant meeting.