Eastern Multi Academy Trust: Scheme of Delegation 2026/27

An Overview

The Scheme of Delegation sets out the Trust's approach to delegations between the different layers of governance within the Trust. The separate Terms of Reference documents (for example the Terms of Reference for an Academy Committee) set out the remit of the board/committee in more detail. The Scheme of Delegation table provides the overall overview. You can look down each column (e.g. the Academy Committee column) to see at a glance the areas they cover or have delegated to them.

Note: The Chief Executive Officer (CEO) is the line manager of the Executive Leadership Team. The School Improvement Directors, Executive Principals and Principals are line managed by the Director of Education. For the purposes of the Scheme of Delegation, the term Principal applies to an Executive Principal as well as a Principal.

K**EY**: In this document the phrases used have the following meanings:

√	Action undertaken at this level. Please see individual Terms of Reference for further details
A	Advice and Support given from this committee/individual to those accountable for decision making
< ^ >	Indicates the direction of the advice and support towards whom the advice is provided
D	Delegation of specific policies
Board	Board of Trustees
Audit	Audit & Risk Committee of the Board
HR	Human Resources and Wellbeing Committee of the Board
F&O	Finance and Operations Committee of the Board
Educ.	Education Committee of the Board
AC	Academy Committees
IB	Improvement Board
H&SC	Health & Safety Committee (at academy level)
CEO	Chief Executive Officer
CFO	Chief Finance Officer
DOP	Director of People
DOE	Director of Education
SID	School Improvement Director
P	Principal/Executive Principal
LGP	Lead Governance Professional & Company Secretary

Area Strategic Direction	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
Strategic direction	Setting the vision, values and strategic aims of the Trust		**√**							<A CEO
	Setting the vision, values and strategic aims of the Academy (aligned to those of the Trust)								**√**	<A SID/DOE
	Trust Strategic Plan: establish, approve set KPIs and targets		**√**	<A	<A	<A	<A			<A CEO
	Trust Strategic Plan: review and monitor		**√**	**√**	**√**	**√**	**√**			<A CEO
	Academy Development Plan: establish								**√**	<A SID
	Academy Development Plan approve							A>		**√ SID**
	Academy Development Plan: monitor							**√**		**√ SID**
	Academy self-evaluation process: evaluate & monitor							A>	**√**	<A SID
	Risk Management: establish & monitor Trust Risk Register & risk management systems		**√**	<A						<A CFO
	Risk Management: review and monitor risks within Trust Risk Register related to specific Committee & make recommendations to Board			**√**	**√**	**√**	**√**			<CEO/CFO/ DOE/DOP
	Risk Management: establish & monitor Academy Risk Register			A>				A>	**√**	<A CFO/DOE/ SID
	Management of Trust resources – financial, human etc		**√**	<A	<A	<A				

Area Strategic Direction	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
	Parental Engagement							**√**	**√**	**√ DOE/SID**
Communication	Provide a national voice for the Trust, managing reputation & identity with national & regional parties		A>							**√ CEO**
	Provide a local voice for Trust & academies, managing reputation & identity with local & regional parties							**√**	**√**	**√ DOE/SID**

Area	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
Governance	Members: appoint/remove	√								<A LGP
	Member-appointed Trustees: appoint/remove	√	<A							<A LGP
	Co-opted Trustees: appoint/remove		√							<A LGP
	Trust-appointed Academy Committee members (Community Governors): appoint/ remove									**√SID** <A LGP
	Parent Academy Committee members (Parent Governors): ensure at least two are elected/appointed on each Academy Committee		√					√	√	**√LGP** <A SID
	Co-opted Academy Committee members: appoint/remove							√		<A SID/LGP
	Board/ Board Committee Chairs/Vice Chairs: appoint/remove		√							<A LGP
	Academy Committee Chairs: appoint/remove		√							<A SID/LGP
	Company Secretary: appoint/remove		√							
	Lead Governance Professional: appoint/remove		√							
	Clerk to Academy Committee: appoint/remove									**√LGP**
	Accounting Officer: appoint/remove		√							
	Articles of Association: agree & review	√	<A							<A CEO/LGP
	Governance Structure (Committees) for the Trust: establish & review		√							<A CEO/LGP
	Scheme of Delegation: agree & review		√							<A LGP

Area	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
Governance	Terms of Reference for Trust Committees: agree & review		√							<A LGP
	Policy Framework, Policies & Procedures: establish, approve & review (delegated in accordance with Policy Approval Schedule)		√	D	D	D	D	D	<A	<CEO/CFO/ DOP/DOE/ SID/LGP
	Financial Regulations and Procedures: approve		√	A>	<A					<A CFO
	Register of Business & Pecuniary Interests for Members/Trustees/Academy Committee members: establish, maintain & publish									**√ LGP**
	Register of Business & Pecuniary Interests for Central Trust Staff: establish & maintain									**√ LGP**
	Register of Business & Pecuniary Interests for Academy Principals & Senior Staff: establish & maintain								**√**	<LGP
	Skills Audit of Board		√							<LGP
	Skills Audit of Academy Committees							**√**		<A SID/Clerk to AC
	Self-review of Board performance		√							<A LGP
	Self-review of Academy Committee performance							**√**		<A Clerk to AC
	Annual schedule of business for Trust Board: agree		√							<A LGP
	Annual schedule of business for Academy Committees: agree							**√**		<A Clerk to AC
	Compliance with legislative requirements		√							

Area	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
Financial & Operational Management	Budget plan for Trust/Academies: agree & approve		**√**		<A					<A CEO/CFO
	Budget plan for Trust: develop				A>					**√CFO ^CEO**
	Budget plan for Trust: monitor		√		**√**					<A CEO/CFO
	Budget plan for Academy: develop				A>				**√**	**√CFO** <SID
	Budget plan for Academy: monitor				**√**					<A **CFO**
	DfE indicative funding of Academies: consider & assess implications				**√**					<A CFO
	Academy budget headings & areas of expenditure: receive & recommend, incl. level & use of contingency funds or balances				**√**					<A CEO/CFO
	Income & expenditure: monitor, review & ensure compliance with Trust Financial Plan & Academy Trust Handbook				**√**					<A CFO
	Financial procedures: approve in accordance with legal & DfE requirements, best practice & auditor recommendations		**√**	<A						<A CFO
	Financial procedures: monitor & review to ensure effective implementation & operation incl. bank account arrangements; recommend improvements			**√**	**√**					<A CFO
	Financial Statements/Annual Report: approve		**√**							<A CFO
	Financial Statements/Annual Report: receive	**√**								<A CFO
	Financial Statements/Annual Report: review drafts & make recommendations to Board			**√**	**√**					<A CFO

Area	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
	Auditors' reports: receive, consider & recommend action to findings & good practice			√						<A CFO
Financial & Operational Management	External Audit: determine nature & scope			√						<A CFO
	Internal control systems: establish		√	<A						<A CFO
	Internal control systems of Trust & Academies: review effectiveness			√						<A CFO
	Internal Audit provision: ensure it meets relevant standards & is compliant with guidelines			√						<A CFO
	Appointment of external auditors	√	<A	<A						<A CFO
	Trust's internal and external financial statements & reports: review to ensure sound financial management & good practice				√					<A CFO
	Security & safety of premises & equipment: establish								√	<A CFO/SID
	Security & safety of premises & equipment: oversee & monitor academy activities				√			<A	<A	<A CFO/SID
	Premises related funding bids: oversee				√					<A CFO
	Estate Management Plan: approve		√		<A					<A CFO
	Capital development projects: monitor academy activities, advise & make recommendations to Board				√			<A	<A	<A CFO

Area	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
	Insurance arrangements: oversee			**√**						<A CFO
	Health & Safety: oversee & monitor Trust/ Academy policies & procedures			**√**				√	<A H&SC	<A CFO
Financial & Operational Management	Health & Safety: ensure risk assessment processes in place			**√**				√	<A H&SC	<A CFO
	Health & Safety: receive reports and delegate necessary actions		**√**					√		**√CFO**
	Risk Management: approve policy framework, receive & consider reports			**√**				<A		<A CFO
	IT: receive reports and delegate necessary actions		**√**							<A CEO/CFO
	IT: oversee & monitor Trust / Academy strategy, developments & implementation				**√**					<A CFO
	Information Security: receive reports and delegate necessary actions		**√**							<A CFO
	Information Security: oversee & monitor policies & procedures			**√**						<A CFO
	Information Security: monitor & review procedures for ensuring effective implementation & operation of information security control processes			**√**						<A CFO

Area	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
People	Trust Central Executive Team Staffing Structure: agree & review (Central Executive Team to include CEO, CFO, DOP, DOE, SIDs, and Company Secretary/LGP)		**√**			<A				< A CEO/ DOP
	Trust Central Staffing Structure (other than Central Executive Team described above): agree & review									**√ CEO** ^CFO/DOP
	Academy Staffing Structure: agree & review								A>	**√ CEO** ^ A DOP /DOE/SID
	Terms & conditions including remuneration for the Central Executive Team: approve (Central Executive Team to include CEO, CFO, DOP, DOE, SIDs, and Company Secretary/LGP)		**√**			<A				< A DOP
	Terms & conditions including remuneration for Trust Central Staff (other than the Central Executive Team): approve (Central Executive Team to include CEO, CFO, DOP, DOE, SIDs, and Company Secretary/LGP)									**√ CEO** ^ A DOP
	Pay Framework in line with Burgundy and Green Books: approve [Burgundy Book = conditions of service for school teachers; Green Book = national agreement on pay & conditions for support staff working in maintained and academy sectors]		**√**			<A				< A DOP
	Pay Policy: approve		**√**			<A				< A DOP
	Chief Executive Officer: appoint/remove		**√**							< A DOP
	Chief Financial Officer: appoint/remove		**√**							< A DOP/CEO
	Director of People: appoint/remove		**√**							<CEO

	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
	Director of Education: appoint/remove		**√**							< A DOP/CEO
	Company Secretary/ Lead Governance Professional: appoint/remove		**√**							**<A CEO/DOP**
	Academy Principals: appoint/remove		**>A**							**√ CEO** ^A DOP
	School Improvement Directors: appoint/remove		>A							**√CEO** ^A DOP
	Trust Central Staff (other than those specified above): appoint/remove									**√CEO**
	Academy staff (other than the Principals): appoint/remove								**√**	< A DOP
	Performance Management of CEO: undertake		**√ CEO Review Panel**							
	Performance Management of all employees (except CEO): undertake									**√ Line Managers**
	Outcomes of annual performance management and appraisal processes for Central Executive Team: approve (Central Executive Team to include CFO, DOP, DOE, SIDs, and Company Secretary/LGP)									**√ CEO** < A DOP
	Outcomes of annual performance management and appraisal processes for Trust Central Staff (other than the Central Executive Team): approve									**√ Line Managers/** ^A DOP
	Outcomes of annual performance management and appraisal processes for Principals: approve									**√ DOE/** ^A DOP
	Outcomes of annual performance management and appraisal processes in relation to incremental progression for academy staff (excluding Principals): approve								**√**	< A DOP

	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
	Professional Development Review (PDR) Policy: agree, review, oversee implementation & monitor impact via KPIs					√				< A DOP
	People Policy Framework & additional People-related Policies: agree, review, oversee implementation & monitor impact via KPIs					√				< A DOP
	Pay Awards: monitor & review					√				<DOP

Area	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
Safeguarding	Safeguarding Policy & Procedures: approve		**√**				<A	<A		<A SID
	Safeguarding Policy & Procedures: review & monitor; receive assurance that safeguarding arrangements are effective and compliant		**√**				**√**	**√**	<A	<A SID
	Safeguarding Annual Report: receive		**√**				**√**	**√**		<A SID
	Safeguarding Systems: receive assurance regarding safer culture, safeguarding systems & safeguarding training		**√**				**√**			<A SID
	Safeguarding Audits of Academies									**√ SID**
	Safeguarding Training: provision and monitoring							A>	**√**	**√ SID** <A DOP
	Safeguarding: ensure local procedures are in place							**√**	**√**	<A DOP/SID

Area	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
Area STUDENT DEVELOPME	Educational Strategic Plan KPIs and setting targets		**√**				<A	<A	<A	√ DOE
	Educational Performance: monitor & review pupil progress, attainment & achievement against targets		**A>**				**√**	**√**	**√**	**√** SID/DOE
Area STUDENT DEVELOPME	Selected Groups e.g. SEND/EAL/LAC/Pupil Premium/Most Able: monitor progress & provision		**A>**				**√**	**√**	**√**	**√** SID/DOE
	School Improvement Strategy: monitor impact & effectiveness		**A>**				**√**	**√**	**√**	**√SID**
	Holding the CEO to account for educational outcomes		**√**				<A			
	Holding the Principal & academy staff to account for educational outcomes							A>		**√SID/DOE/ CEO**
	Behaviour, Attendance & Wellbeing of Students: review & monitor		**A>**				**√**	**√**	<A	**√ SID** /DOE
	Curriculum: develop/ ensure compliant with legal requirements & funding agreement							A>	**√**	**√ DOE** <A SID
	Curriculum: review quality & monitor scope, impact, effectiveness & implications		**>A**				**√**	<A	<A	**√ DOE** <A SID
	Spiritual, Moral, Social & Cultural (SMSC)/ Personal Social Health Education (PSHE) & Citizenship development							A>	**√**	<A SID/DOE
	British Values & strategies to avoid radicalisation: promote & monitor impact							A>	**√**	<A SID/DOE
Area STUDENT DEVELOPME	Monitoring provision of careers guidance with regard to statutory requirements.		>A				**√**	**√**	<A	<SID

	Function	Members	Board	Audit	F&O	HR	Educ.	AC/ IB	Principal	Executive Team
Area STUDENT DEVELOPMENT	Teaching & Learning: monitor quality							>A	√	<A SID/DOE
	Trust-wide educational framework, professional development & improvement initiatives: receive assurance re impact						√			<A DOE/ DOP
	Inclusion, belonging, equality & diversity: promote & monitor practice across the Trust		>A				√	A>	√	<A SID/ DOE
	Pupil Suspension & Exclusions: policy & procedure		A>				√	<A	<A	<SID
	Pupil Suspension & Exclusions: monitor trends		A>				√			
	Pupil Suspension & Exclusions: provide members for panels, as required							√		< GP to AC
	Complaints: approval of policy & procedure			√				<A	<A	<A DOP/SID
Area STU DEN T DEV ELO PME	Ensure systems are in place to gain parental views		√						<A	<SID
Area STU DEN T DEV ELO PME	Monitor and act upon parental feedback							√	<A	
Area STU DEN T DEV ELO PME	Attend parent events and support the academy							√		
Area STUDE NT DEVELO PMENT	Inspection readiness: receive assurance						√			
Area STUD ENT DEVEL OPME	Attending Ofsted Inspections (in accordance with Ofsted requests)		√					√	√	**√SID/ DOE/ CEO**
Area STUD ENT DEVEL OPME	Admissions		√					<A	<A	<A SID/DOE/CEO
Area ST UDE NT DEV ELO	Term time dates: set									**√CEO**