



[MOSSLEY ACADEMY TRUST SCHEME OF DELEGATION]

[This document describes the key decisions made for and on behalf of the Mossley Academy Trust and their level of reservation and/or delegation. It is reviewed annually.]

THE MOSSLEY ACADEMY : SCHEME OF RESERVATION AND DELEGATED AUTHORITY

Subject	Reserved to the Full Governing Board	Delegated to Chair and/or Vice Chair	Delegated to Committees	Delegated to Headteacher
<p>All functions of the Mossley MAT are delegated in full to the Mossley Governing Body. The decision is reviewed annually at the AGM.</p>				
<p>Governance</p>	<p>Review & approval of governance arrangements including:</p> <ul style="list-style-type: none"> • The schedule of MOSSLEY Board meetings, & format of agendas; • Approval of FGB minutes; • MOSSLEY Committee structures and terms of reference; • Levels of delegated authority including limits of financial 	<p>Approval of MOSSLEY Board agendas & draft minutes for circulation to the FGB and Committees.</p> <p>Final decision on interpretation of any aspects of the operation of the FGB or its Committees.</p> <p>Making decisions on behalf of the full governing body and within the scope of the manual of internal procedures, where it is</p>	<p>Review and approval of:</p> <ul style="list-style-type: none"> • Sub Committees & their terms of reference; • The cycle of sub-committee meetings. • Approval and circulation of meeting minutes. • Development of working groups to address specific issues as necessary (decision making 	<p>Contribution to review & development of the Committees.</p> <p>Planning/organisation of GB & sub-committee meetings, preparation of agendas, papers & minutes in liaison with the Chairs of the Committees & clerk to Governors</p> <p>Ensuring the effective servicing and support of Committees.</p> <p>Developing a management scheme of reservation and delegation and ensuring its effective implementation through the Financial Manual.</p>

	<p>authority see financial ;</p> <ul style="list-style-type: none"> Member/Mossley / Governor Code of Conduct & Conflict of Interest & Confidentiality Policy. 	<p>expedient and necessary to do so.</p> <p>Reporting any such decisions for ratification at the next meeting of the full governing body.</p>	<p>and oversight is retained in the relevant sub-committee), e.g. Audit committee, etc.</p>	
	<p>Appointment of:</p> <ul style="list-style-type: none"> Headteacher of Mossley; the Chair of Mossley GB; Committee Chairs & Members MOSSLEY Board reserves the right to determine the composition of the FGB and its committees Making appropriate arrangements for the election of parents and staff to the GB. <p>Appointment of Governors beyond the Chair and vice chair & chairs and members of Sub-Committees.</p>	<p>Recommendation to the MOSSLEY Board re: Committee Chairs & Members (incl. Chair & Vice Chair of the LGB).</p>	<p>Sub-Committees: Review of MOSSLEY Board skills requirements and advise the full governing body on the recruitment of new Governors, with recommendations to the MOSSLEY Board.</p>	<p>Advising:</p> <ul style="list-style-type: none"> The GB Chair in making recommendations re its membership; The GB Chair in making recommendations re GB Sub-Committee Chairs and membership. <p>Reviewing and making recommendations re supporting:</p> <ul style="list-style-type: none"> The Governing Board in making recommendations re MOSSLEY Governing Board membership as well as its Committee Chairs & members.

<p>Strategy & Planning</p>	<p>Approval of Mossley's:</p> <ul style="list-style-type: none"> • Vision, mission & values; • Strategic direction; • Strategic and annual operating plans & budgets. <p>Approval of the School's Development Plan, Post-Inspection Action Plans &/or School Improvement Plans.</p>		<p>Resource and Finance Committee:</p> <p>Detailed scrutiny & challenge of the business aspects of the Mossley's strategic & annual plans & budgets with advice to the MOSSLEY Board.</p> <p>Detailed scrutiny of the School Development Plans, Relevant Post Inspection Action Plans &/or School Improvement Plans & advice to the MOSSLEY Board.</p> <p>Approval of relevant policies:</p> <ul style="list-style-type: none"> • Health & Safety; • ICT; • Manual of Internal Procedures; • Admissions; • Any relevant policy within the terms of reference for the sub-committee. • Other requirements as set out in Mossley's Articles or by regulation/legislation 	<p>Supporting the MOSSLEY Governing Board in developing/setting Mossley school's overall strategy including:</p> <ul style="list-style-type: none"> • Early consultation with the MOSSLEY Governing Board; • Drafting propositions for Committee/MOSSLEY Board review; • Development of strategic & operating plans & budgets for review by Committees/approval by the MOSSLEY Board. <p>Ensuring the School Development Plans aligns with the Mossley's strategy.</p> <p>Supporting Mossley school's growth strategy through presenting recommendation and competing appropriate bid processes etc.</p>
---------------------------------------	--	--	---	---

			n.	
<p>Education Policy (Relating to Education, Communication, and other initiatives)</p>	<p>Approval of the Mossley's:</p> <ul style="list-style-type: none"> • Education policy; • Communications & systems for ensuring effective stakeholder engagement; • Quality Assurance framework. <p>Monitoring of policy implementation & strategic decision making on action required.</p>		<p>Curriculum & Pupil Progress Sub-Committee: Delegated authority in relation to:</p> <ul style="list-style-type: none"> • the conduct of the School's Teaching & Learning Policy; • promoting high standards of educational achievement in line with the overall strategic direction of Mossley School; • ensuring that the curriculum for the Schools is appropriate, balanced, broadly based and operates within the context of the school's statement of values and ethos as agreed by the Mossley governing body; 	<p>Advising on and supporting the development and implementation of Mossley school's:</p> <ul style="list-style-type: none"> • Teaching & Learning policy; • Communication processes, including systems for ensuring effective stakeholder engagement; <p>Ensuring the effective management of the schools and other initiatives in line with policy/quality standards (including ensuring provision of information, advice and support on national education policy to the Local Governing Bodies).</p> <p>Advising on and supporting the development and implementation of a Quality Assurance framework for MOSSLEY Board approval.</p>

			<ul style="list-style-type: none">• the admission arrangements to the School. Approval of school policies relating to: <ul style="list-style-type: none">• Teaching & Learning;• LOtC;• Sex Education;• Religious education & collective worship;• Public examinations;• Safeguarding & promotion of pupils' health & welfare;• Behaviour & Discipline;• Pupil records & reports;• School term dates/holidays;• Any relevant policy within the terms of reference for the sub-committee.• Other requirements as set out in Mossley's Articles or by regulation/legislation.• Detailed scrutiny of educational	
--	--	--	--	--

			management information in support of pupil and school performance and providing advice and information to the MOSSLEY Board.	
Performance Management	<p>Approval of the Mossley's performance management & reporting framework including key performance indicators.</p> <p>Monitoring of performance of SLT in implementing the strategy.</p> <p>Approval of Mossley's Complaints Policy & resourcing appeals in line with the policy.</p>		<p>Resource and Finance Committee: Detailed scrutiny of the Mossley School's:</p> <ul style="list-style-type: none"> • performance management & reporting framework; • business performance against plans & budgets; • advice to the MOSSLEY Board. <p>Monitoring of complaints & advice to MOSSLEY Board in line with the Complaints Policy.</p> <p>Both Sub-committees: Detailed scrutiny of performance against the School Development Plans, Post Inspection Action</p>	<p>Development and operation of the school's performance management & reporting frameworks for approval by the LGBs.</p> <p>Development of Mossley school's complaints policy for approval</p> <p>Implementing Mossley's complaints policy at operational level.</p> <p>Management & reporting of complaints in line with the policy.</p> <p>Supporting and facilitating the RFC's responsibilities for overseeing:</p> <ul style="list-style-type: none"> • performance management & reporting framework ; • business performance against plans & budgets; <p>Delivery of the strategy and operational management of Mossley school & reporting on progress.</p>

			<p>Plans &/or School Improvement Plans, & decision making re action required.</p> <p>Oversight of complaints about the schools in line with the Complaints Policy as relevant to the sub-committee's terms of reference.</p>	
Finance and Investments	<p>Approval of Financial Regulations/Standing Orders.</p> <p>Approval of:</p> <ul style="list-style-type: none"> • Opening/closing of bank accounts & cheque signatories; • Within budget revenue expenditures > £50K. • All unbudgeted revenue expenditures >£25K; • Covenants on prospective restricted donations¹ 	<p>Authorisation of payment/signature of cheques in line with Financial Regulations/Standing Orders</p>	<p>Resource and Finance Committee:</p> <p>Detailed scrutiny & advice to the MOSSLEY Board re:</p> <ul style="list-style-type: none"> • Financial Regulations/Standing Orders; • All financial decisions reserved to the MOSSLEY Board. <p>Approval of unbudgeted revenue expenditures > £10k and <£25k.</p> <p>Approval of within budget revenue expenditures <£50k.</p>	<p>Management, oversight and reporting of day to day expenditure within school budgets.</p> <p>Development of Mossley's Financial Regulations/ Standing Orders for approval.</p> <p>Management of Mossley's finances in accordance with Financial Regulations/Standing Orders.</p> <p>Approval of unbudgeted revenue expenditures <£10k.</p> <p>Management of all loan agreements (including overdraft facilities, mortgages or other collateral or security);</p>

¹ To be reviewed in revised Financial Standing Orders

	Approval of the Mossley's Reserves strategy.		Resource and Finance Committee: Review of the Mossley's Reserves and advice to the MOSSLEY Board.	Management of Mossley school's Reserves.
	Approval of Investment Strategy.		Resource & Finance Committee: Detailed scrutiny and advice to the MOSSLEY Governing Board re Investment Strategy, where relevant. Approval of investment providers & products, where relevant. Detailed scrutiny of investment performance & advice to the MOSSLEY Board, again, where relevant.	Recommendation on selection of providers and monitoring and reporting on performance.
	Monitoring & review of financial performance of the Mossley school and decision making on action required.		Resource and Finance Committee: Detailed scrutiny of financial performance & advice to the MOSSLEY Board, using the Audit Committee for detailed	Preparation of management accounts & financial reporting. Development of Mossley's financial reporting framework for approval.

<p>Internal Control and Risk Management</p>	<p>Approval of Mossley's systems of internal control including policy on:</p> <ul style="list-style-type: none"> • Whistle Blowing • Safeguarding <p>Approval of Mossley's risk management strategy and twice yearly review of:</p> <ul style="list-style-type: none"> • Major risks; • Health & Safety reports; • Safeguarding & decision on action required. <p>Appointment of Mossley's Responsible Officer and Accounting Officer;</p> <p>Decision making on any other matter or prospective transaction which might reasonably be expected to expose the Mossley to significant</p>		<p>analysis.</p> <p>Resource and finance Committee: Detailed scrutiny & advice to the MOSSLEY Board re Mossley school's systems of internal control and risk.</p> <p>Approval of insurance providers & level of cover, & oversight & advice to the MOSSLEY Board on legal/insurance issues.</p> <p>Monitoring & investigation of any matters of concern within its TOR including seeking relevant professional advice with reporting/advice to the MOSSLEY Board.</p> <p>Escalating to the MOSSLEY Board any issues or concerns which might reasonably be expected to expose the Mossley school to significant reputational, business, financial,</p>	<p>Escalating to the MOSSLEY Board any issues or concerns which might reasonably be expected to expose the Mossley to significant reputational, business, financial, legal or other risk.</p> <p>Development of systems of internal control & risk management, relating to pupil provision, safeguarding, curriculum, teaching and learning and Health and Safety, ensuring their effective operation, & reporting to MOSSLEY GB/the relevant sub-committee as appropriate.</p> <p>Liaising with the Mossley's insurers & legal advisers on any relevant issues & reporting to RFC/the MOSSLEY Governing Board.</p> <p>Development of systems of internal control & risk management ensuring their effective operation, & reporting to RFC/the MOSSLEY Governing Board.</p> <p>Selection of insurers/level of cover for RFC approval.</p>
--	---	--	--	---

	reputational, business, financial, legal or other risk.		<p>legal or other risk.</p> <p>Review of school Health & Safety reports & decision on action required.</p> <p>Escalating to the MOSSLEY Board any issues or concerns which might reasonably be expected to expose the Mossley to significant reputational, business, financial, legal or other risk.</p>	
Audit	<p>Appointment of external auditors & approval of changes to auditors' terms of engagement.</p> <p>Review of external auditors management letter & decisions re action on issues arising².</p> <p>Approval of the Annual Report & Accounts.</p>		<p>Resource and Finance Committee:</p> <ul style="list-style-type: none"> • Recommendation to the MOSSLEY Board re appointment of external auditor & setting the scale of fees annually; • Approval of the scope of work; • Consideration of management letter & advice to the MOSSLEY Board re actions arising & adoption of the 	<p>Supporting and cooperating with the work of external auditors as determined by the RFC/MOSSLEY Governing Board</p> <p>Preparation of Annual Report & Accounts.</p> <p>Responding to & acting on issues raised in the management letter.</p> <p>Management of the process for appointment of external auditors.</p> <p>Co_operation & liaison with external auditors.</p>

2. Managed by Resources & Finance Committee – recommendations brought forward to full Governing Body.


			Annual Report & Accounts.	
Information Systems	Approval of Information Systems Strategy & Policy.		Resource and Finance Committee: Detailed scrutiny of Mossley school's Information Systems Strategy, Policy, & performance, & advice to the MOSSLEY Board.	Supporting the implementation and operation of the school's Information Systems. Development of an Information Systems Strategy & Policy for approval and ensuring its effective implementation and reporting to the FGB/RFC as appropriate.
Asset Management	Approval of the sale, purchase or disposal of any capital asset > £50K value in line with provisions of the Funding Agreement.		Resource and Finance Committee: Detailed scrutiny of Mossley school's asset management strategy and performance and provide advice and recommendations to the MOSSLEY Board.	Sale, purchase or disposal of capital assets <£50K & recommendations re purchase of land/property or sale of fixed assets >£50K, in line with the provisions of the Funding Agreement. Development of a strategy for the management of fixed assets and its implementation.
Human Resources	Appointment of the Headteacher and other Mossley Senior Managers Approval of the structure of the Mossley's Senior Leadership Team. Nomination of Mossley governors to support the Headteacher in the	Leading in the process of recruiting the Headteacher & making recommendations to the MOSSLEY Board re an appointment.		Leads on the recruitment of the school's SLT in consultation with nominated Mossley. Reporting to Chair of LGB on regular basis Leads on the recruitment of Mossley school's staff in consultation with nominated Mossley Governors. Development of the Leadership Team structure. Reporting to Mossley Governors on a regular basis, including regular meetings with the Chair of Governors.

	recruitment of SLT members.			
	Approval of HR Strategy and Policies including Reward & Remuneration Strategy & annual pay award.		<p>Resource and finance Committee: Review & recommendation to the MOSSLEY Board re HR Strategy and Policies including Reward & Remuneration Strategy & terms & conditions of employment.</p> <p>Review/recommendation to the MOSSLEY Board re staff annual pay award.</p>	<p>Development of HR Strategy & Policies for MOSSLEY Board review & approval.</p> <p>Appointment and management of all staff below in the school in line with agreed HR policy.</p> <p>Management of all staff in the Senior Leadership Team beyond the school in line with agreed HR policy</p>
	<p>Approving a policy for the Senior Leadership team's appraisal</p> <p>Approving performance pay awards (or otherwise) of Headteacher following recommendations from the Resource and finance Committee.</p>	<p>Either directly or through nominating relevant Mossley governors, setting and reviewing the Headteacher's objectives, carrying out a performance appraisal on behalf of the MOSSLEY Board and reporting on this to the MOSSLEY Board.</p>	<p>Resource and finance Committee: Review levels of remuneration where necessary, seeking independent expert advice.</p> <p>Receiving reports on the appraisal of the Headteacher and making recommendations regarding any performance pay awards to the</p>	<p>Setting the objectives of the school's SLT and staff, managing their performance & making recommendations regarding their level of remuneration.</p> <p>Setting the objectives of the Senior Leadership Team managing their performance & making recommendations regarding their level of remuneration</p>

			MOSSLEY Board. Approval of any performance pay awards for the School's SLT to be reported to the FBG.	
	Final appeals for all staff under Disciplinary and Grievance Policy.			Managing staff performance as per HR policy.
Advisers:	Appointment of the Mossley school's main legal advisers, investment advisers, & approving the terms of their appointment.		Resource and finance Committee Approval of the Mossley's bankers. Review recommendations re Mossley school's main legal & HR advisers, investment advisers & the terms of their appointment.	Manages process of review & makes recommendations re selection/appointment & on-going liaison.

Signed:  A Mitchell (Chair of Governors)

Date: 20 April 2017

Signed:  S Aston (Headteacher)

Date: 20 April 2017