



Scheme of Delegation

Introduction

This document (the "Scheme of Delegation") has been written by the Directors of the Our Community Multi-Academy Trust (OCMAT) in exercise of the powers conferred on them by the Articles of Association of the Trust. It is designed for use by governance stakeholders within the Trust and external regulators. It is also made available on the Trust's website and can be viewed by parents, community members and the wider public.

The Scheme of Delegation should be read in conjunction with the Articles as well as the Trust's Committee Terms of References; Trust Board's strategic plans and policies for the Trust; any budget set for the academy; and any directions given or rules and regulations set by the Directors.

Governance Structure and Accountability

In academy trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The Trust Board of Our Community Multi-Academy Trust (OCMAT) holds ultimate accountability for all major decisions across the Trust, as required by the Academy Trust Handbook.

The Board may delegate specific functions to the CEO and Executive Team, Board Committees (Finance, Audit, Resources and Risk, Standards, Executive Pay and Christian Distinctiveness), or Local Monitoring Councils, but such authority exists only where formally agreed by the Board. All Committee have clear Terms of Reference detailing the committees' remit and meeting requirements each term.

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

This Scheme of Delegation (SoD) sets out clear responsibilities and lines of accountability to ensure Members, Trustees, Committees, Local Monitoring Councils, and Executive Leaders understand their roles in governance and compliance, in line with national expectations for transparency and effective internal control. If uncertainty arises about where responsibility lies, guidance should be sought from the CEO or Lead Governance Professional.

The Trust Board will review this Scheme annually, or earlier if structural or regulatory changes require it, consistent with sector guidance for MATs. Where necessary, the Trust Board may revise the Scheme within the year to reflect updated expectations, changes in trust operations, or directions from the Department for Education.

Type of Member	Number	Term of Office	How they are elected
Members	Maximum of 5 no less than 3	4 years	Appointed by Members. Diocesan Corporate Member and two additional members are appointed by Canterbury Diocesan Board of Education's (DBed).
Directors	Minimum of 5, no maximum number	4 Years with maximum of 3 terms of office	Appointed by members
Finance, Audit, Resources and Risk Committee	3 Directors, 4 Non-Directors		Approved annually by Trust Board
Standards Committee	3 Directors, 5 Non-Directors		Approved annually by Trust Board
Christian Distinctiveness Committee	2 Directors, 3 non-Directors, HTs of Church Schools		Approved annually by Trust Board
Executive Pay Committee	3 Directors		Approved annually by Trust Board

Ideally each committee should include 3 directors to allow majority voting.

Where this is not possible at least two directors should be in attendance with the chair having a casting vote where necessary. In the rare cases of disagreements this should be included in the chairs report for the BoD for discussion/ratification.

The Chair and Vice Chair will be elected by the Board on an annual basis.

Members of Executive Leadership Team will attend appropriate meetings as requested by the Trust Board.

Composition of Local Monitoring Councils

Type of Member – Community School	Number	Term of Office	How they are appointed
Trust appointed LMC Governors	Up to 5	4 years Maximum of 3 terms of office	Appointed by the Trust Board, following recommendations from the LMC
Head Teacher (Ex Officio)	1		Appointed by Trust Board. Where HT is absent a member of SLT may deputise.
Staff Governor	1	4 years Maximum of 3 terms of office	Appointed by the Trust Board, following recommendations from the LMC
Parent Governor	2	4 years Maximum of 3 terms of office	Appointed by the Trust Board, following recommendations from the LMC

Type of Member – Church (prev VA)	Number	Term of Office	How they are appointed
Foundation LMC Governors	Up to 5	4 years Maximum of 3 terms of office	Appointed by the DBE with the consent of the Trust Board.
Head Teacher (Ex Officio)	1		Appointed by Trust Board. Where HT is absent a member of SLT may deputise.
Staff Governor	1	4 years Maximum of 3 terms of office	Appointed by the Trust Board, following recommendations from the LMC
Parent Governor	2	4 years Maximum of 3 terms of office	Appointed by the Trust Board, following recommendations from the LMC

Type of Member Church (Prev VC)	Number	Term of Office	How they are appointed
Trust appointed LMC Governors	Up to 3	4 years Maximum of 3 terms of office	Appointed by the Trust Board, following recommendations from the LMC
Foundation LMC Governors	2*	4 years Maximum of 3 terms of office	Appointed by the DBE with consent of the Trust Board.
Head Teacher (Ex Officio)	1		Appointed by Trust Board. Where HT is absent a member of SLT may deputise.
Staff Governor	1	4 years Maximum of 3 terms of office	Appointed by the Trust Board, following recommendations from the LMC
Parent Governor	2	4 years Maximum of 3 terms of office	Appointed by the Trust Board, following recommendations from the LMC

*must have up to 25% of its members appointed by the Diocesan Board of Education (DBE), agreed with the Trust Board.

The Chair and Vice Chair will be elected by the LMC on an annual basis. The LMC will nominate specific Governors to align with key areas of the School Improvement Plan and statutory areas.

Staff Governors have a term of office of 4 years, and they will automatically step down if they leave the school. Parent Governors serve a 4-year term and are entitled to complete this term even if their child leaves the school. However, a Parent Governor whose child has left may be invited to resign to allow the Local Monitoring Council (LMC) to hold an election and ensure the board remains representative of the current school community.

Church of England academy LMCs will have Foundation Governors as detailed in the table above, appointed by the DBE (with the consent of the Trust Board). The DBE will approve the composition of a Church of England LMC.

Roles and Responsibilities

Members

The Members are the guardians of the Trust's constitution. They appoint Directors to ensure the Trust's charitable objects are fulfilled and reserve the power to remove Directors should they fail in this responsibility. Members are responsible for approving any amendments to the Trust's Articles of Association. To maintain a robust "separation of powers," there must be clear distinction between the Members and the Trust Board. Members are strictly prohibited from being employees of the Academy Trust.

Directors

As the Multi-Academy Trust (MAT) is a charitable company, Directors serve as both Charity Trustees (under section 177(1) of the Charities Act 2011) and Company Directors. They are bound by both charity and company law. While the terms 'Trustee' and 'Director' are often used interchangeably, OCMAT formally adopts the term 'Director'.

The Directors are responsible for the general control, management, and administration of the Trust. In accordance with the Memorandum and Articles of Association, the Funding Agreement, and the Academies Trust Handbook, they held legal accountability for all statutory functions and the performance of all schools within the Trust. The Board is responsible for approving a written Scheme of Delegation that maintains robust internal controls and remains legally accountable to the Department for Education (DfE).

Church of England Relationship

As a Church MAT incorporating Church of England schools, the Trust maintains a formal legal relationship with the Diocesan Board of Education (DBE). This partnership is governed by the Articles of Association and a Memorandum of Understanding (MoU) between the Trust and the DBE to protect the religious character of the academies.

Trust Board Committees

The Directors establish committees to execute specific governance functions. The role of these committees is to scrutinise relevant issues within their remit and provide informed recommendations to the Board. Committee Chairs are appointed by the Trust Board based on their skills and are required to provide a written summary report for ratification by the Board of Directors (BoD) at least one week prior to the main Board meeting. The Board reserves the right to review its governance structure and withdraw delegated powers at any time.

Local Monitoring Councils (LMC)

The Trust Board delegates specific school-level governance functions to local committees. These Local Monitoring Councils (LMC) meet at least once per term to monitor the performance and ethos of their respective academies. The LMC Chair is appointed by the Trust Board. As with all delegated bodies, the Trust Board retains the authority to remove or amend delegation to the LMC at its discretion.

Chief Executive Officer (CEO) and Executive Leadership Team

The CEO holds delegated responsibility for the operational success of the Trust, including the educational performance of its academies. Leading the Executive Leadership Team, the CEO is the designated Accounting Officer, holding personal responsibility for the Trust's financial propriety and ensuring the organisation operates with effectiveness and stability.

The Executive Leadership Team—comprising Headteachers, the Standards Executive Officer, the Inclusion Executive Officer, and the Chief Financial Officer (CFO)—reports directly to the CEO.

Chief Financial Officer (CFO)

The CFO holds delegated responsibility for the Trust's detailed financial procedures, internal controls, and the day-to-day management of the Trust's resources, reporting to the CEO.

Headteacher

The (Executive) Headteacher is responsible for the day-to-day management and internal organisation of their Academy, reporting directly to the CEO. They provide regular reports to the Local Monitoring Council on matters specifically delegated by the Trust Board to ensure local transparency and accountability.

Scheme of Delegation Key:

Delegated Authority	✓
Consultee	☞

					Members, Non-Exec Directors, LMC Governors							Trust Executives									
	Category	Delegation	Notes	Diocese	Members	Directors	Finance, Audit, Resources and Risk Committee	Standards Committee	Christian Distinctiveness Committee	Executive Pay Committee	LMCs	CEO (Accounting Officer)	CFO	Standards Executive Officer	Inclusions Executive Officer	Services Manager	People Manager	Safeguarding Lead & Data Protection Officer (DPO)	Lead Governance Professional	Academy (Executive) Headteachers	
	1 Appointments	Members: Appoint/Remove in accordance with the Trust's Articles of Association			✓																
	2 Appointments	Directors: Appoint in accordance with the Trust's Articles of Association			✓	🗨						🗨									
	3 Appointments	Directors: Remove in accordance with the Trust's Articles of Association			✓	🗨						🗨									
	4 Appointments	Chair of Trust Board: appoint annually, remove, suspend				✓															
	5 Appointments	Board Committee Chairs: appoint annually, remove, suspend				✓						🗨									
	6 Appointments	Chief Executive Officer: appoint, remove, suspend				✓															
	7 Appointments	Chief Financial Officer for delivery of Trust's detailed accounting processes: appoint, remove, suspend				✓						🗨									
	8 Appointments	External Auditor: appoint at the Annual General Meeting			✓	🗨															
	9 Appointments	External Auditor: recommend				✓						🗨	🗨								
	10 Appointments	Internal Auditor: appoint and receive report				✓	✓					🗨	🗨								
	11 Appointments	Trust Executive Team Leaders: appoint, remove, suspend										✓									
	12 Appointments	Central Trust staff: appoint, remove, suspend										✓	🗨	🗨	🗨	🗨	🗨	🗨			
	13 Appointments	Headteacher: appoint, remove, suspend									🗨	✓		🗨	🗨						
	14 Appointments	Headteacher of CoE School: appoint, remove, suspend		🗨								✓		🗨	🗨						
	15 Appointments	Local Monitoring Council Chairs: appoint, remove, suspend									✓	🗨								🗨	
	16 Appointments	Foundation Governors: appoint, remove, suspend		✓		✓					🗨	🗨								🗨	
	17 Appointments	Parent LMC Governors: elect and appoint in accordance with the Trust's Articles									✓	🗨								🗨	
	18 Appointments	Parent LMC Governors: remove, suspend				✓					🗨	🗨								🗨	
	19 Appointments	LMC Governors (including Staff): appoint, remove, suspend									✓									🗨	
	20 Appointments	Designated Director for Safeguarding				✓															
	21 Appointments	Designated Director for SEND				✓															
	22 Appointments	Designated Director for Health & Safety				✓															
	23 Appointments	Designated LMC Governor for Safeguarding									✓										
	24 Appointments	Designated LMC Governor for SEND									✓										
	25 Appointments	Designated LMC Governor for Health & Safety									✓										

26	Appointments	Governance Lead as Clerk to Trust Board: appoint, remove, suspend				✓														
27	Appointments	Clerk to LMC: appoint, remove, suspend								✓	✓									
28	Strategy and Leadership	Trust's vision, values and ethos: determine				✓					✓									
29	Strategy and Leadership	Trust's strategic plan, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine									✓									
30	Strategy and Leadership	Trust-wide strategy for academy improvement									✓	✓	✓	✓	✓	✓				✓
31	Strategy and Leadership	Academies strategic plans, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine									✓	✓	✓	✓						✓
32	Strategy and Leadership	Effective implementation of strategy: Hold CEO to account				✓														
33	Strategy and Leadership	Progress against Trust Strategic Plan: review									✓									
34	Strategy and Leadership	Trust-wide Estates strategy (including acquiring and disposing of Trust land): determine									✓				✓					
35	Strategy and Leadership	Ensure Appointment of an Estates duty holder				✓					✓									
36	Strategy and Leadership	Trust-wide IT strategy: determine									✓				✓					
37	Strategy and Leadership	Trust-wide procurement strategies and efficiency savings programme: develop									✓	✓								
38	Strategy and Leadership	Trust-wide strategy for insurance arrangements to comply with the Trust's legal obligations and to deliver financial efficiencies: agree									✓	✓								
39	Strategy and Leadership	Asset Use and Maintenance Strategy: determine									✓	✓								
40	Strategy and Leadership	Trust Contingency & Business Continuity Plans: agree									✓	✓			✓					
41	Strategy and Leadership	Trust Expansion Plan / due diligence									✓	✓	✓	✓	✓	✓				
42	Strategy and Leadership	Enhance Trust-wide collaboration									✓									
43	Strategy and Leadership	National education policy changes: review						✓			✓		✓	✓						
44	Governance	Role description for Members			✓															
45	Governance	Maintain & update Register of Members; notify DfE of changes.																✓		
46	Governance	Manage conflicts of interest and related party transactions				✓						✓							✓	
47	Governance	Role descriptions for Directors/Chair/Committee/ LMC Governors: agree				✓				✓	✓									
48	Governance	Articles of Association: review and agree			✓	✓					✓									
49	Governance	Scheme of Delegation: review and agree				✓					✓									
50	Governance	Governance structure (Committees) for the Trust: establish and review annually				✓					✓									
51	Governance	Terms of Reference for Board Committees and for LMCs: agree annually				✓					✓									

52	Governance	Annual schedule of business for Trust Board (including policies): agree			✓						✓							✓	
53	Governance	Director monitoring / support & challenge: agree			✓						✓								
54	Governance	LMC Monitoring / Support & Challenge: agree								✓									✓
55	Governance	CEO Report format: agree			✓						✓								
56	Governance	Termly CEO Report: receive and review			✓														
57	Governance	Termly Headteacher Report: receive and review								✓			✓	✓					
58	Governance	Reporting arrangements for progress on key priorities: agree									✓								✓
59	Governance	Reporting arrangements on use of grant funding – pupil premium, catch-up funding PE & sport: agree								✓	✓		✓	✓					✓
60	Governance	Termly CEO report on performance of the Trust: submit to Members			✓						✓							✓	
61	Governance	Self-review of the Trust Board: complete annually			✓													✓	
62	Governance	Director meeting attendance and contribution: review annually and publish attendance on Trust website			✓													✓	
63	Governance	LMC member meeting attendance and contribution: review annually and publish attendance on academy website								✓									
64	Governance	Annual schedule of business for the LMC (including policies): agree								✓									
65	Governance	LMC Governor school visits/support and challenge: agree arrangements								✓									✓
66	Governance	Ensure compliance with publishing requirements on Trust and Academy websites including governance									✓				✓			✓	✓
67	Governance	LMC Chair to attend the Termly Chair's forum to review and discuss the work of LMCs								✓									
68	Governance	Engagement with stakeholders		✓	✓					✓	✓								✓
69	Governance	Trust Board Skills Audit: complete and recruit to fill gaps			✓													✓	
70	Governance	Director Succession – Governance Roles & Responsibilities: plan			✓													✓	
71	Governance	Director recruitment: undertake			✓						✓							✓	
72	Governance	LMC member recruitment: undertake								✓	✓							✓	✓
73	Governance	Stage-3 Complaints (Formal Panel) – convene panel, appoint members, and ensure independence																✓	
74	Governance	Support for Trust Board or LMC Governor Panels (exclusions, complaints, appeals): undertake			✓													✓	
75	Governance	Governance Training Programme: agree			✓					✓	✓							✓	✓
76	Governance	Companies House filings – confirmation statements, PSC updates & director filings.																✓	
77	People	Trust's staffing structure: recommend									✓								
78	People	Trust's staffing structure: agree			✓														
79	People	Academy's staffing structure: agree									✓								✓
80	People	Trust-wide Wellbeing: implement									✓					✓			✓
81	People	Annual Safeguarding assurance report to be reviewed				✓											✓		
82	People	Appraisal of the CEO: undertake			✓														
83	People	Appraisal of Trust Executive Leadership: undertake			✓						✓								
84	People	Appraisal of Headteacher: CEO undertake									✓								
85	People	Appraisal of Academy Staff: undertake																	✓
86	People	Executive Pay - Set and justify senior pay							✓										

87	People	Staff appraisal procedure and pay progression: review and agree									✓								
88	People	Pay recommendations: agree in accordance with policy									✓								
89	Finance	Named Accounting Officer (the CEO): agree			✓														
90	Finance	Overall responsibility of Trust Funds									✓								
91	Finance	Trust performance value for money: monitor and evaluate				✓					✓								
92	Finance	Annual Trust balanced budget in accordance with ESFA timeframes: approve			✓	✓					✓	✓							
93	Finance	Budget plan to support delivery of Academy's key priorities: agree									✓	✓							✓
94	Finance	Central spend / Management Fee for each Academy: agree				✓					✓	✓							
95	Finance	Trust performance against Trust Budget: review				✓													
96	Finance	Internal and External Auditors' Report: receive and respond				✓					✓	✓							
97	Finance	Ensuring compliance with EFSA - novel, contentious and repercussive transactions				✓					✓	✓							
98	Finance	Special & severance payments – approve and seek DfE consent where required									✓	✓							
99	Finance	Borrowing, guarantees, indemnities & liabilities – approve and obtain DfE/SoS consent where required									✓	✓							
100	Finance	Finance leases – approve and seek DfE consent for assets not on the approved list									✓	✓							
101	Finance	Serious financial irregularity – report to DfE									✓								
102	Finance	Financial Controls are in place: ensure									✓	✓							
103	Finance	Annual report and externally audited accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: approve									✓								
104	Finance	Management Accounts provided to the Chair of Directors monthly and with other Trustees six times a year										✓							
105	Finance	Capital Projects: review and approve			✓	✓					✓								
106	Finance	Scheme of Financial Delegation (Finance Policy) for the Trust: establish and review				✓					✓	✓							
107	Finance	Scheme of Financial Delegation (Finance Policy) for each Academy: establish and review									✓								
108	Finance	Scheme of Financial Delegation (SLA for Top Slice) for each Academy: establish and review			✓	✓						✓							
109	Finance	Financial outgoings not covered by the SoD: approve																	
110	Finance	Benchmarking and Trust-wide value for money: ensure robustness			✓	✓					✓	✓							
111	Finance	Financial Contingency Plan/levels of reserves: agree				✓					✓	✓							
112	Finance	CEO pay award: agree			✓														
113	Finance	Trust Executive Team Leadership pay award: agree									✓								
114	Risk Management	Trust Risk Register to manage risk – financial and non-financial: establish, review and monitor				✓					✓	✓	✓	✓	✓	✓		✓	
115	Risk Management	Auditing and Reporting arrangements for matters of Trust compliance (e.g. safeguarding, H&S, employment): agree																	
116	Risk Management	Auditing and Reporting arrangements for matters of Academy compliance (e.g. safeguarding, H&S): agree																	
117	Risk Management	Register of Business interests																✓	

118	Risk Management	IT Acceptable Use Agreement													✓					
119	Risk Management	Compliance with the Gifts, Hospitality & Bribery Policy and Procedures: ensure										✓								
120	Risk Management	Compliance with UK GDPR and Data Protection Policies & Procedures: ensure															✓			
121	Curriculum & Standards	Balanced and broad Curriculum: agree and monitor									✓		✓	✓						
122	Curriculum & Standards	Effective processes (Seasonal visits, Outcome meetings and review meetings) for evaluation and review of the quality assurance of teaching and learning, curriculum, inclusion and outcomes by year and by vulnerable group									✓		✓	✓						
123	Curriculum & Standards	Ofsted/SIAMS Inspection Reports: monitor and evaluate									✓		✓	✓			✓			✓
124	Curriculum & Standards	Trust Outcomes meetings: set targets for pupil outcomes																		✓
125	Curriculum & Standards	Academy RAP: ongoing review and annual evaluation																		✓
126	Curriculum & Standards	Funding Agreements: ensure compliance																		✓
127	Curriculum & Standards	Trust-wide forums: share best practice									✓		✓	✓			✓			✓
128	Policies	Determine Trust wide policies which reflect the Trust's ethos and values: schedule and implement									✓									✓
129	Policies	Trust-wide HR Policies (including recruitment, pay, disciplinary, capability, conduct, grievance and absence): agree and ensure compliance															✓			
130	Policies	Statutory policy changes: review and agree															✓			
131	Policies	Trust Policies (other): review and agree															✓			
132	Policies	Facilitate discussions with unions and the JCNC															✓			
133	Policies	Determine academy level policies which reflect the school's ethos and values e.g. admissions; SEND; curriculum; behaviour: approve									✓									✓
134	Policies	Academy Policies: review and agree								✓										✓
135	Policies	Child Protection & Safeguarding Policy: agree									✓		✓	✓			✓			
136	Policies	Sector-wide SEND policy and compliance with the Disability Discrimination Act requirements									✓			✓						
137	Policies	Academy's Admissions Policy: agree			✓															
138	Strategy and Leadership	Academy's Behaviour Policy & Exclusions Policy: agree																		✓
139	Policies	Academy's SEND Policy: agree																		✓
140	Policies	Academy's Accessibility Plan: agree																		✓
141	Cyber Security	Ensure adopting DfE digital/cyber standards														✓				