



The image shows two young boys in school uniforms sitting at a desk in a classroom. They are looking intently at a map or document spread out on the desk. The boy on the left has blonde hair, and the boy on the right has dark hair. They are both wearing dark blue school sweaters with white collars. The background is a blurred classroom with other students and bookshelves. Overlaid on the image is a large, semi-transparent logo consisting of several curved lines forming a stylized 'D' or 'A' shape. The word 'DISCOVERY' is written in large, bold, white capital letters across the center of the image, with the words 'Multi Academy Trust' in a smaller, white, cursive font below it.

DISCOVERY

Multi Academy Trust

DISCOVERY MULTI ACADEMY TRUST — SCHEME OF DELEGATION 2024-25



DISCOVERY MULTI SCHOOL TRUST - SCHEME OF DELEGATION 2024-2025

Adopted on 5th July 2016 & last reviewed on 30th April 2024

This Scheme:

sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under Article 105 of the Articles of Associations of certain powers and/or functions as detailed below;

- confirms which powers and functions are reserved to the Trustees;
- should be read in conjunction with the Trust's Committee Terms of Reference;
- may only be altered or revoked by the Trustees.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under the Schools Financial Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls. The Scheme is divided into four sections as follows:

- Strategy & Leadership;
- Education & Curriculum;
- Financial;
- HR & Operations.

To assist interpretation of the matters delegated in the Scheme it uses defined phrases which are supplemented by additional comment as appropriate. The defined phrases should be given their common meaning but for the avoidance of doubt an explanation can be found on the final page of this Scheme



In this Scheme the phrases used above have the following meanings:

Comply: the individual/group will follow agreed policies and procedures.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Head of School this will be at School level.

Determine: the individual/group that has primary responsibility for ensuring the task is completed and determining how the Trust and/or Schools (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of:

- the CEO they will be making recommendations to the Trustees and/or LAB (as appropriate)
- the LAB they will be making recommendations in relation to their School to the Trustees, CEO and/or Head of School(as appropriate)
- the Head of School they will be making recommendations in relation to their School to the CEO and/or LAB (as appropriate).

- **Report:** the individual/group that has responsibility for reporting on the delivery of tasks. In the case of:
 - the CEO - they will be making reports to the Trustees and/or LAB (as appropriate)
 - the LAB - they will be making reports in relation to their School to the Trustees and/or CEO (as appropriate)
 - the Head of School - they will be making reports in relation to their School to the CEO and/or LAB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of:

- the Trustees they will be reviewing the CEO and/or LAB (as appropriate)
- the CEO they will be reviewing the Head of School
- the LAB they will be reviewing the Head of School and his/her leadership team.
- **Support:** the individual/group that should support completing a particular task.



STRATEGY AND LEADERSHIP				
	Trustees	Trust Leadership Team	LAB	Senior Head of School/Head of School
Set strategic objectives of the Trust & Schools	Determine– for the Trust & Schools	Recommend	Review	Report
Develop the character, mission & ethos of Trust & Schools	Determine– for the Trust	Develop – for the Trust Consult – for the Schools	Review	Recommend – for the Schools
Deliver strategic objectives of the Trust & Schools	Review	Deliver	Support	Deliver
Scrutiny: Performance – review & challenge progress of the Trust against its strategic objectives and KPIs	Review – progress of the Trust	Report	Review – progress of the School Report – progress to the CEO & Trustees	Deliver
Scrutiny: Ethos – operation of the Trust & Schools against the agreed character, mission & ethos	Review	Report	Review Report	Deliver
Compliance: Funding Agreement – comply with all obligations including the Schools Financial Handbook	Review	Report	Review Report	Deliver
Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety	Review	Determine	Support Comply	Report – to LAB & CEO

Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Review	Determine	Support Comply	Report – to LAB & CEO
Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Deliver	Determine	Support Comply	Comply
Trust Risk Register	Determine - Risks	Develop	Support	Report
Appointments of Trustees and Governors – ensuring processes in place for appointment of trustees (including ensuring that the Trustees and Governors have the skills to run the Trust and the Schools)	Determine – policies and criteria for the selection of Trustees and Governors	Deliver	Comply	Support
Register of Interests	Deliver		Deliver	
Strategic Indication Dashboard	Determine	Deliver	Support	Support
Appointment of Governance Professional – Trustees and LABs	Deliver	Develop	Support	Comply
Policies – review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	Determine	Deliver – presenting policies to the Trustees for approval Report	Comply Consult	Comply Consult

Prepare terms of reference for LAB's and Committees	Determine Review - annually	Develop	Comply	Support
Training programme for trustees and governors	Determine	Deliver	Comply	Consult



EDUCATION AND CURRICULUM

	Trustees	Trust Leadership Team	LAB	Senior Head of School/Head of School
School Improvement Plan - for each School in line with strategic aims of the Trust	Review	Support	Review	Determine
Trust Improvement Plan	Review	Determine Deliver	Support	Report



<p>Key Performance Indicators – setting and reviewing performance of the Trust & the Schools</p>	<p>Review – performance against Trust KPIs</p>	<p>Report</p>	<p>Review Report</p>	<p>Deliver – performance of the School against KPIs</p>
---	--	---------------	----------------------	---



EDUCATION AND CURRICULUM

	Trustees	Trust Leadership Team	LAB	Senior Head of School/Head of School
Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Review - the work of the CEO	Develop	Report	Determine
Curriculum – setting the curriculum for the Schools and reviewing its effectiveness	Determine - curriculum and standards Review – effectiveness of the curriculum across Trust	Develop	Report	Determine
Curriculum - ensuring that the legal requirements for children with special needs are met and that they are given support for learning.	Review	Develop	Report	Determine
Pupil Premium / Pupil Premium Plus / Sports Premium / Service Children / Early Years Pupil Premium –reviewing and challenging the value for money/ ROI in terms of educational outcomes and narrowing the achievement gap	Review	Develop	Report	Determine

Collective worship arrangements for school without religious character	Review	Develop	Report	Determine
Set admissions policy	Determine	Deliver	Comply	Comply
Admission decisions	Determine	Deliver	Comply	Comply
<p>Review – considering and evaluating performance of the Schools by:</p> <ul style="list-style-type: none"> ▪ reviewing progress against agreed KPIs ▪ holding each school’s leadership to account for academic performance, quality of care and quality of provision ▪ monitoring the overall effectiveness and efficiency of leadership and management at the Schools ▪ receiving reports on the quality of teaching and learning and making recommendations to the Trustees. 	Review	Develop	Report	Determine
Student issues (including attendance, exclusions, punctuality and disciplinary matters for each School)	Review	Determine	Support	Deliver – ensuring student issues are dealt with in accordance with Trust and School Policies

				Report – to the LAB on any material issues
Term Dates and length of school day	Determine	Develop	Support	Deliver
Provision of free school meals to those meeting criteria	Determine	Develop	Support	Deliver
Safeguarding – including ensuring each School has appointed a Designated Safeguarding Lead, ensuring compliance with statutory guidance and maintenance of single central record.	Determine	Develop	Report	Deliver
Stakeholder Engagement – <ul style="list-style-type: none"> ▪ Promoting partnership working between parents/carers and the Schools to promote high standards of attendance, behaviour and learning by students. ▪ Undertaking consultation with students, parents/carers and other stakeholders as part of a programme of regular self-evaluation by the Schools to assess its performance against its stated aims and objectives. ▪ Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience. 	Review	Recommend	Report	Deliver

<p>Ofsted Inspections Trust Support –</p> <ul style="list-style-type: none"> ▪ Trustees will liaise with Ofsted where MAT is inspected or it will assist with an School inspection. ▪ CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review ▪ CEO will support LABs and Head of School for individual School inspections 	Consult	Deliver	Support	Determine
<p>Ofsted Inspections: Schools</p>	Consult	Support	Report	Deliver



FINANCIAL				
	Trustees	Trust Leadership Team	LAB	Senior Head of School/Head of School
Appointment of the Audit & Risk Committee	Determine	Recommend	Comply	Support
Appointment of the Accounting Officer & Chief Financial Officer	Deliver- The Accounting Officer Determine	Deliver –The Chief Finance Officer	Comply	Comply
Recommend appointment of External Auditors to the Trustees	Determine – Audit and Finance Committee	Recommend	Comply	Support
Appointment of the Internal Auditors	Determine – Audit and Finance Committee	Recommend	Comply	Support
Approve Annual Accounts	Determine	Deliver	Comply	Support
Scheme of Financial Delegation & Financial Policies – establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements	Determine Comply	Review – compliance Report – any issues or non-compliance to the Trustees	Support	Comply

FINANCIAL				
	Trustees	Trust Leadership Team	LAB	Senior Head of School/Head of School
Bank Accounts – authorising the establishment of bank accounts and approve bank mandates in the name of the Trust	Determine	Recommend	Comply	Comply
Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Schools) so as to the secure the Trust’s financial health in the short term and the long term	Determine – in consultation with the LABs	Recommend a funding model to the Trustees for approval Review	Comply	Comply
Trust Annual Budget – formulating and setting the Trust wide budget	Determine	Deliver - preparation of Trust budget and present to the Trustees for approval Review – submission of Trust budget to the EFA	Comply	Comply
School Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each School (including uses of contingency funds/ balances)	Determine	Deliver - preparation of School budgets in consultation with the schools and present to the Trustees for approval	Comply	Consult with CEO / CFO Comply

FINANCIAL

	Trustees	CEO	LAB	Senior Head of School/Head of School
Expenditure and ensuring delivery of Annual Budgets	Review	Report – to the Trustees any material issues with delivery against the Annual Budget by the Schools Deliver – Central office	Comply	Deliver - Schools
Reporting: financial reporting and KPIs	Determine	Deliver – CFO Report - CEO	Support	Support
Investments – agreeing the investment policy in line with the Schools Financial Handbook and the Scheme of Financial Delegation	Determine and review delivery	Deliver – CFO Report - CEO	Support	Support

HR AND OPERATIONS

	Trustees	Trust Leadership Team	LAB	Senior Head of School/Head of School
Appointing the CEO	Determine	Support Deliver	Comply	Support
Appointing the Head of Schools at each School	Determine	Deliver	Consult	Support
Appointing of cross-Trust Staff (in line with recruitment policy)	Review	Determine	Support	Consult
Appointing School SLT (excluding Head of School)	Determine	Deliver	Consult	Support
Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine Review	Review	Support	Comply
Completing IPDP Review Process	Determine	Review	Support	Deliver
Dismissing CEO, Head of School , senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)	Determine	Deliver Report – any dismissals to the Trustees	Review – in respect of the Head of School of the School	Support
Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)	Determine	Deliver Report – to the Trustees	Comply	Support
Reviewing discipline and grievance policy	Determine	Review	Support	Comply

Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Schools Financial Handbook and the Trust's procurement policy	Determine	Review	Support	Comply
--	-----------	--------	---------	--------

HR AND OPERATIONS

	Trustees	Trust Leadership Team	LAB	Senior Head of School/Head of School
Setting school specific procurement policies - in accordance with the Funding Agreement, Schools Financial Handbook and the Trust's procurement policy	Determine	Review	Support	Comply
Asset and Premises Maintenance Strategy – determining use of Schools' premises and ensuring premises are adequately maintained	Determine – Trust wide policy	Deliver	Comply	Recommend
Arranging insurance for the Trust	Determine	Deliver	Support	Comply
Media and PR - overseeing public relations activities to promote the activities of the Trust and the Schools to the wider community	Review	Deliver – Trust wide activities	Comply	Deliver- School activities
Information management – including adopting and following policies for information security and compliance with FoI and DPA legislation and maintaining accurate records (staff, student) and GDPR	Determine	Deliver	Comply	Comply