


Delegation Matrix								
 <p>YORKSHIRE Endeavour academy trust Ethical Nurturing Brave</p>								
		Key P= Proposal AC = Advise/ Consultation R = Receive						
			M	T	F	C	S	H
				B	R	E	I	T
					A	O	B	T
					R			
Governance								
	Approve articles of association		✓	P				
	Appoint or remove Members		✓					
	Appoint or remove directors (Trustees)		✓					
	Appoint Directors (Trustees)			✓				
	Approve Trust Board terms of reference			✓				
	Approve scheme of delegation			✓				
	Approve new schools joining YEAT			✓				
	Establish MAT committees and their terms of reference			✓				
	Approve LGB terms of reference			✓			AC	
	Planning and organisation of Trust Board meetings			✓				
	Approve LGB meeting schedule and structure			✓				
	Appoint Chairs and Vice Chairs – Full Trust Board and committees			✓				
	Appoint MAT committee members			✓				
	Appoint Local Governors (in accordance with terms of reference)						✓	
	Appoint Chairs and Vice Chairs - LGB						✓	
	Removal / suspension of Local Governor (in exceptional circumstances)			✓				
	Appoint accounting officer			✓				
	Approve Trustee / Local Governor code of conduct			✓				
	Deliver Induction programme for Trustees and Local Governors			✓			✓	
	Approve induction programme for Trustees and Local Governors			✓				
	Complete annual skills audit of Trustees			✓				
	Complete annual skills audit of Local Governors and governance self-assessment			✓	R		✓	
	Approve governor expenses policy			✓				
Strategic Leadership								
	Approve Trust vision, values and ethos		R	✓				
	Approve individual school vision, values and ethos in alignment with Trust		R				✓	
	Approve MAT strategic plans – Trust development, Growth, Individual School Support			✓		P		
	Approve school performance reviews			✓				
	Annual whole school self-evaluation			✓		R	R	✓
	Approve individual school improvement plans					✓	AC	P

	Implementation of school improvement plan					AC	AC	✓
Education								
	Approve school performance targets		✓			P	AC	AC
	Approve Trust quality assurance framework		✓			P		
	Maintain up-to-date Safeguarding training for all staff							✓
	Ensure an effective curriculum is delivered to all pupils						✓	P
	Approve an effective pupil behaviour policy						✓	
	Implement an effective pupil behaviour policy							✓
	Approve and monitor safeguarding and child protection compliance					✓		
	Approve any formal partnership agreements or arrangements					✓		
	Approve and deploy external advisor to school					✓		
HR								
	Approve professional code of conduct for employees		✓			P		
	Maintain a compliant single central record (whole trust)		AC			✓		
	Maintain a compliant single central record (individual school)						AC	✓
	Approve employee terms and conditions changes		✓					
	Undertake job evaluations for new roles (support staff)					✓		AC
	Approve teachers' annual pay award		✓					
	Approve support staff annual pay award		✓					
	Approve CEO performance review and pay		✓					
	Approve Head Teacher performance review					✓	AC	
	Approve Trust Senior Leaders performance review					✓		
	Approve Heads and Trust Senior Leaders pay award		✓					
	Trust-level and Head Teacher pay appeals		✓					
	Approve individual teacher's pay awards and hear any appeals					AC	✓	P
	Approve CEO appointment		✓					
	Approve MAT staff appointments					✓		
	Approve MAT staff structure and complement		✓			P		
	Approve new school staff structure (no change to staff complement or re-grades of posts)						✓	P
	Approve new school staff structure (change to staff complement or re-grades of posts)					✓	AC	P
	Appointment of Head Teacher		✓			P	AC	
	Approve school senior leadership appointments							✓
	Appointment of teaching and support staff						AC	✓
	Implementation of probationary period procedure – Head Teachers					✓		
	Implementation of probationary period - teachers							✓
	Approval of any compromise or severance agreement (with ESFA approval)		✓					
	Agree suspension, return thereafter or dismissal of CEO		✓					
	Agree suspension and return thereafter of Head Teacher		AC			✓		
	Agree suspension and return thereafter of teaching and support staff (schools)					AC	✓	P
	Agree dismissal of a member of YEAT staff		✓			P	AC	AC

	Agree suspension and return thereafter of YEAT staff (central team)			AC		✓		
	Approve any staff redundancies			✓		P		
Policies and procedure								
	Approve MAT policy matrix			✓				
	Approve annual YEAT calendar and term dates			✓		P		
	Approve school INSET days					✓		P
	Approve Trust-wide policies (as detailed in the policy matrix)			✓	✓	P		
	Approve school level policies (as detailed in the policy matrix)						✓	P
	Approve change of school age range			✓		P	AC	AC
	Approve change in school PAN			✓		P	AC	AC
	Approve extension of school provision			✓		P	AC	AC
	Agree fixed term exclusion						AC	✓
	Approve permanent exclusion					✓	AC	P
	Hear an appeal against an exclusion						✓	
	Attendance at complaints hearing (school)						✓	
	Attendance at complaints hearing (Trust)			✓				
	Approval of individual school admissions arrangements			✓			AC	P
	Management and ranking of first admission applications - This is Outsourced to LA							
	Management of in-year applications							✓
	Attendance at admissions appeals							✓
	Approval/maintenance/compliance of school prospectus and website						AC	✓
Finance								
	Agree appointment of MAT auditors		✓			P		
	Approve MAT budget			✓		P	AC	
	Approve annual school budgets			✓		P	AC	AC
	Approve MAT management accounts					✓		
	Approve MAT annual accounts		R	✓		P		
	Approve Trustees' report		R	✓			AC	
	Approve expenditure up to £20,000 (see Finance manual)						✓	
	Approve expenditure between £20,000 and £50,000 (see Finance manual)						✓	
	Approve expenditure above £50,000 (see Finance manual)			✓				
	Approve contracts up to value of £9,999 (see Finance manual)							✓
	Approve contracts from £10,000 up to £20,000 (see Finance manual)						✓	
	Approve contracts from £20,000 to £50,000 (see Finance manual)						✓	
	Approve contracts above £50,000 (See Finance manual)			✓	✓		P	
	Approve Trust bankers			✓				
Risk								
	Maintenance of up-to-date risk register			✓			✓	
	Approve and monitor mitigation for principle risks					✓		
	Approve programme of internal audit activity					✓		

	Agree business continuity plan				✓			
	Consider audit reports and responses				✓			
	Appoint legal advisors for the Trust			✓		P		
Assets								
	Approve capital projects from SCA funds				✓	P	AC	AC
	Approve capital budget plan				✓	P		
	Approve devolved capital expenditure						✓	✓
	Approve annual Costs of works and Maintainance						✓	
	Maintain risk assessments for Health and safety compliance						AC	✓
	Ensure all statutory health and safety tests are compliant and up-to-date						AC	✓
	Maintain fabric of building and equipment to ensure a safe environment						AC	✓
	Retain up-to-date evidence of all health and safety compliance checks							✓
	Receive and test annual health and safety audits			AC		✓		
	This is a working document delegated authority may be changed at the discretion of the Trust Board							
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