

Decision Matrix - Scheme of Delegation (September 2026)

- ✓ Responsible for taking action and accountable for the outcome of action
- A Provide Advice and support to those accountable for decision making
- I Informed by decision maker
- C Consult by decision maker
- O Organisation and managed by

Key Function	No	Task	Member	Board	Board Committee	Clerk to Board	CEO	LGB	Exec HT/HT
G o v e r n a n c e	1	Members Appoint/Remove	✓						
	2	Trustees Appoint/Remove	✓						
	3	Proposal of new Trustees (by majority vote)		✓			A		
	4	Appoint the Trust Chair & Vice Chair		✓					
	5	Board Committee chairs: appoint/remove		✓	A				
	6	LGB chairs: appoint/remove		✓			A	A	A
	7	Company Secretary: Appoint and remove		A			✓		
	8	Clerk to Board: appoint and remove		✓			A		
	9	Clerk to LGB/LAB: Appoint/Remove		✓			A	A	A
	10	Articles of association: amend, agree, review	✓	A			A		
	11	Approve changes to the Scheme of delegation / Governance Structure		✓			A		
	12	Approve Whistleblowing policy		I			✓		
	13	Agree Safeguarding policy / CEO pay		✓			A		
	14	Trust board skills audit: complete and recruit to fill any gaps		✓		A	A		
	15	LGB Skills audit: complete and recruit to fill any gaps						✓	A
	16	Annual self-review trust board and committee performance		✓	A	O	A		
	17	Annual schedule of business/pecuniary interests and publish		A		✓			
	18	Approve trustee and LGB expense policy		✓			A	C	
	19	Appoint a Chief Executive Officer	I	✓					
	20	Appoint Internal Auditors		✓			A		
	21	Appoint External Auditors	✓	A			I		
	22	Annual report & accounts, signed statement on regularity, propriety & compliance		✓			A		
	23	Determine and approve Trust Wide policies (exc CEO pay / Safeguarding policy)		I			✓		C
	24	Determine & approve school based policies		I			✓	I	A
	25	Agree Annual Trust Wide Topsllice		✓			A		C
	26	Operation of Absence scheme		I			✓		C
	27	Management of risk register including reviewing and monitoring		A	A		✓		
	28	Determine Trusts vision & strategy, agreeing KPI's		A			✓	C	C
	29	Agree Central Trusts staffing structure		A			✓	I	I
	30	Setting school staffing structure within budget					A	I	✓
	31	Setting school staffing structure outside of budget					✓	I	A

Key Function	No	Task	Member	Board	Board Committee	Clerk to Board	CEO	LGB	Exec HT/HT
	32	Performance management of CEO		✓					
	33	Performance management of Deputy CEO/Exec HT's / HTs					✓		
	34	Performance management of Clerk/Other Central Staff					✓		
	35	Share annual letters from DfE with the board		I		✓			
	36	Manage freedom of information and SAR requests for trust					✓		
	37	Manage freedom of information and SAR requests for schools							✓
F I N A N C E	38	Approve Trust & schools budget plans for financial year including staffing		✓	A		A	I	A
	39	Approve revised in-year school total budget over spends		✓	A		A	I	A
	40	CEO pay award - agree		✓	C				
	41	Head Teacher Pay award agreement					✓		
	42	Agree school staff appraisal and pay progression					✓		A
	43	Monitor trust budget		I			✓		
	44	Monitor agreed school budget		I			✓	I	A
	45	Ensuring contract / financial delegation is followed inc procurement		I			✓		A
	46	Disposal of assets up to £5,000					✓		A
	47	Disposal of assets over £5,000		✓			A		
	48	Write-off of bad debt up to £100 per pupil per annum					I		✓
	49	Write-off of bad debts between £100 and £1,000					✓		A
	50	Write-off of bad debts between £1,001 and £44,999		✓			A		
	51	Invest surplus funds in line with investment policy		I			✓		
	52	Approve Finance and procurement policies		I	A		✓		
S T A F F I N G	53	Approve staff, HR, pay, performance and disciplinary policies					✓		A
	54	Approve Trust staffing structure annually					✓		
	55	Schools Headteacher appointments		✓			A	C	
	56	Appoint school Deputy Headteacher/HoS and Leadership scale appointments					✓		A
	57	Replace existing or new appointments of teaching and support staff within the agreed budget							✓
	58	Replace existing or new appointments of teaching and support staff outside of agreed budget					✓		A
	59	Performance Review of CEO		✓					
	60	Suspend or Dismiss the CEO		✓					
	61	Performance review of school Headteachers					✓		
	62	Suspend / Dismiss a school Headteacher					✓		
	63	Flexible working requests including maternity					✓		A
	64	Performance Review of DLPT central team					✓		
	65	Suspend / Dismiss central team staff					✓		
	66	Performance review of all school staff below but not including Headteacher					I	I	✓
	67	Suspend / Dismiss of all school staff below (but not including) Headteacher					✓		A
	68	Dismissal payments / early retirement					✓		A
	69	ECT - appointment							✓
	70	ECT - competency / dismissal					✓		C
	71	Capability proceedings of staff commenced					I		✓
	72	Complaints - Stage 2 - Headteacher / CEO (if against HT)					I		✓
	73	Complaints - Stage 3 - LGB / Board (if against CEO)					✓		I

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S t r a t e g i c P l a n n i n g	75	Approve DLPT strategic Plan		✓			A		I
	76	Review progress against DLPT Strategic Plan		✓			A		
	77	Approve SEF					✓	C	A
	78	Monitor and QA production of School SEF					A	C	✓
	79	Approve School Development/Improvement Plan					✓	C	A
	80	Monitor School Development/Improvement Plan					A	C	✓
	81	Appointment / direction of Academy Challenge Partner		I			✓	I	I
	82	Assessment and reporting of School performance including peer reviews		I			✓	I	A
	83	Agreement of Curriculum and the use of schemes					I	I	✓
	84	Agreement of curriculum and the use of schemes where school considered to be at risk of inadequate					✓		A

Key Function	No	Task	Member	Board	Board Committee	Clerk to Board	CEO	LGB	Exec HT/HT
D E i i x s n c o c e l n i u s p / s l i	85	Approve pupil behaviour policies					✓	I	A
	86	Monitor implementation of pupil behaviour policies					I	I	✓
	87	Suspend pupils (for up to 15 days in term)					A	I	✓
	88	Exclude a pupil permanently		I			A	I	✓
	89	Suspension review panel (for Suspensions over 15 days in a term)		✓		A	A	I	I
	90	Review exclusion on appeal		✓		O	A	C	C
	91	Decision to reinstate excluded appeal		✓		O	A	A	I
A d i m o i n s s s	92	Consult on an admissions Policy		I			✓		A
	93	Agree Admissions policy		I			✓		A
	94	Agree and change school PAN		I			✓		A
	95	Admissions: application decisions					✓		A
	96	Approve admissions appeals policy & procedure					✓		A
	97	Attend admissions appeals							✓
P / r H e & m S i a y s f e e s t	98	Provision of appropriate Buildings and other relevant insurance					✓		
	99	Approve premises related policies		I			✓	C	A
	100	Approve School Maintenance Strategy		I			A		✓
	101	Develop and approve overarching school premises and Capital Strategy		I			✓		A
	102	Day to day maintenance of the school premises							✓
	103	Approve school Business Continuity Plan					✓		A
	104	Monitor implementation of school Business Continuity Plan					I		✓
	105	School site H&S checks					✓		✓
	106	Monitor Accident/H&S reporting		I			✓	I	✓
O r g a n i s a t i o n	107	Approve school terms and holidays					✓		I
	108	Approve times of school day					I		✓
	109	Ensure that school meets an agreed minimum number of sessions in a school year					✓		I
	110	Approve unplanned school closure for emergency/snow etc					✓		A
	111	Ensure school lunch nutritional standards are met					✓		I
	112	Ensure provision of free school meals to those pupils meeting the criteria					I		✓
	113	Ensure the provision of UIFSM offering to infant age pupils					I		✓
	114	Extended school - Decide what these should be and monitor					I		✓
	115	Extended school - Cease providing extended provision					✓	C	A
	116	Approve opening / closing of school facilities including sports facilities					✓	C	A
	117	Approve lettings for school facilities (where appropriate)					C		✓
	118	Approve changes to school organisational structure/delivery from original offering (e.g. pupils per class)					C	I	✓
	119	Approve changes to school uniform		C			C	I	✓
	120	Trips and Visits - risk assessments / Annual Approval statement residential					C	I	✓
S g d a u i f a n e r g	121	Complete, maintain and review school single Central Record		I			✓	I	✓
	122	Appoint safeguarding LGB member (non parent)					I	✓	A
	123	Annual approval of school safeguarding review					✓	C	A
	124	Commission annual review of school safeguarding					✓	C	A