

Annex A

MTOAT Scheme of Delegated Authority

MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

Accountable - approve, appoint (strategic/non-executive responsibility)

Monitor/ensure (delegated strategic/non-executive responsibility)

Responsible - do the work (operational/executive responsibility)

Consulted - opinions sought

Where a number of groups have a shared duty, overall lead/authority is as shown in **bold text** and with asterisk*

Key Function	No	Task	Members	Board of Directors	Committees		Individuals			
					Finance & Audit	LGB	CEO	Heads	Trust Business Manager	Trust Finance Director
Governance	1.	Changes to the Articles of Association	AR							
	2.	Structure of MTOAT Board	AR							
	3.	Changes to the Governance structure, Terms of Reference, Schemes of Delegation		AR	M					
	4.	Appoint the Chair and Vice Chair of the Board		AR						
	5.	Appoint the Chairs of Committees		A	R					
	6.	Appoint the Chairs of Local Governing Bodies		A		R				
	7.	Appoint the Responsible Officer		A	R					
	8.	Appoint the Company Secretary	C	AR*			R			
	9.	Appoint the LGB Clerk		M		AR	M*			
	10.	MTOAT Risk Management Plan		A	RM	R	R*	R	R	R
	11.	Complaints Policy		A		C	C	C	R	
	12.	Complaints Policy monitoring		A		R	R	R	R*	
	13.	Safeguarding Policy		A		C	C	C	R	
	14.	Safeguarding Policy monitoring		A		R	R	R	R*	
	15.	Equality Policy		A		C	C	C	R	
	16.	Equality Policy monitoring		A		R	R	R	R*	
Finance	17.	Set MTOAT and Academy budgets for financial year		A	M	C	M*	R		R*
	18.	Review and monitor MTOAT Academy budgets and forecasts in year		A	M	MR*	M*	R		R
	19.	Monthly and year end management accounts for each academy and the MTOAT		A	M	C	M*	R		R*
	20.	Financial, procurement and charging policies and procedures including schemes of financial delegation		A	M	R*	M	R		R

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					Finance & Audit	LGB	CEO	Heads	Trust Business Manager	Trust Finance Director
	21.	Appoint the auditors		AR*	MR					C
	22.	Annual Trustees' Report and audited Financial Statements		AR	M		R			R*
	23.	Adopt the director approved annual Trustees' Report and audited Financial Statements	A							
Staff & Performance Management	24.	Appoint the CEO		AR						
	24.	Appoint Academy Headteachers		AR*		C	R			
	25.	Appoint Academy Deputy Headteachers				AR*	M	R		
	26.	Appoint staff (within the agreed staffing structure)				C	M	AR		
	27.	Performance review of CEO		AR						
	28.	Performance review of Academy Headteachers		A		R	R*			
	29.	Suspend an Academy Headteacher		AR		C	C			
	30.	End the suspension of an Academy Headteacher		AR		C	C			
	31.	Dismiss an Academy Headteacher		AR		C	C			
	32.	Staff, HR, pay, performance and disciplinary policies		A	M	C	C	C	R	C
	33.	Changes to Academy staffing structures including recruitment (Within agreed budget)		A		C	M	R	C	C
	34.	Changes to Academy staffing structures including recruitment (Outside agreed budget)		A	C	C	M	R	C	C
Academic Performance & Curriculum	35.	Academy Development Plan (s)		A		R	R*	R		
	36.	Review progress against Academy Development Plan		A		R	R*	R		
	37.	Academy curriculum plan		A		C	M	R		
	38.	Academic Performance and Curriculum policies and Procedures including Attendance and SEN		A		C	M	R*	R	
Discipline / Exclusions	39.	Pupil behaviour policies		A		C	M	R*	R	

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					Finance & Audit	LGB	CEO	Heads	Trust Business Manager	Trust Finance Director
	40.	Monitor implementation of pupil behavior policies		A		R	M	R*	R	
	41.	Exclude a pupil permanently		A			MC	R		
	42.	Review exclusion decision		A		R	MC			
	43.	Direct reinstatement of excluded students		AR		C	C			
Admissions	44.	Admissions policy		A		C	M	CR		
	45.	Admissions: application decisions.		A			M	R		
	46.	Admissions prospectus		A		C	M	CR		
Premises & Insurance	47.	Premises-related policies		A		C	M	C	R	
	48.	Academy premises & capital strategy		A		R	M	R	R*	
Health & Safety	49.	Health & Safety Policy		A		C	R	C	R*	
	50.	Monitor implementation of H&S Policy		A		R	R	R	R*	
	51.	H&S Risk Management Plan		A		R	M	R	R*	
	52.	Monitor H&S Risks		A		R	R	R	R*	
School Organisation	53.	Set times of the Academy day and dates of Academy terms and holidays		A		C	R*	R		