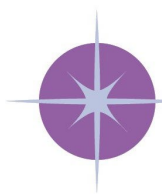


Scheme of Delegation 2025-26



BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10



Introduction

The Bath and Wells Diocesan Academies Trust (BWMAT) is a legal entity with the Board of Trustees having collective accountability and responsibility for the Trust. Because the majority of the Trust's schools are Church of England schools, the Trust has a legal relationship with the Bath and Wells Diocesan Board of Education (DBE). The Trust's Corporate Member is represented by the Diocesan Director of Education.

All multi academy trusts (MATs) are required to have a Scheme of Delegation (SoD) which details any delegation of the Board's responsibilities to the various layers of governance within the Trust. This is predicated on the fact that, within a MAT, identified local governance groups are committees of the Board of Trustees and all responsibility for the functioning of local governance is determined by the Board of Trustees. The day-to-day operation of the Trust is subject to the executive authority of the Chief Executive Officer (CEO).

This updated Scheme of Delegation makes clear the relationship between the Board and the school-level Trust Local Committees (TLCs) and reflects the format suggested by the National Governance Association. There are very few material differences between this revised Scheme of Delegation and the previous one. We have attempted to make this revised version as simple and straightforward as possible, so that everyone is clear about their responsibilities. The previous supporting detail is now contained within a separate Governance Handbook.

The SoD must comply with our statutory Trust documentation including the Articles of Association and Funding Agreement. For nearly all of the tasks featured in the delegation matrix, the Board is the accountable entity, even if the task is delegated to another group or individual in the organisation to undertake. The exception to this is a small number of procedures, identified within Companies Act 2006, that sit with the Trust's Members alone and cannot be delegated.

The governance groups identified in the Scheme of Delegation are as follows:

- Members – this group acts as the Trust's shareholder group and has ultimate control over the direction of the Trust and must ensure that the Trust achieves its objects.
- Board of Trustees – the role of the Board is to provide strategic leadership, accountability and assurance and strategic engagement. The Board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management.
- Committees of the Board of Trustees – the Board can determine any supporting committee structure. The Board's dedicated Trustee committees are the Audit and Scrutiny Committee and the Finance Committee.
- Committees of the Board of Trustees – local governance. The Board has determined that each school will have a local governance committee – Trust Local Committee (TLC) The TLCs are formal committees of the Board and operate subject to Terms of Reference set by the Board. The function and operation of the TLCs is determined by the Board.

Whilst this scheme intends to cover all foreseen aspects of responsibility and procedure it is not exhaustive and when in doubt all parties should engage in meaningful consultation before acting, in order to ensure that the Trust meets the regulations as set out in the Academy Trust Governance Guide and the Academy Trust Handbook.

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1. Trust governance

		Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
1.1	Appoint/remove members	✓							
1.2	Appoint/remove trustees	✓	✓						Board recommends to Members unless co-option
1.3	Elect chair/vice chair of trustees annually		✓						
1.4	Appoint committee chair annually and remove when necessary		✓						
1.5	Determine powers of chair of trustees in urgent situations		✓						
1.6	Establish and review trust governance structure		✓						
1.7	Agree named safeguarding trustee		✓						+Trevor Willmott Tamara Dexter
	Agree named safeguarding TLC member					✓			
1.8	Agree named trustee for whistleblowing		✓						+ Trevor Willmott
1.10	Appoint trust governance professional (part of Governance Manager role)		✓						
1.11	Input into trust GM appraisal annually		✓						
1.12	Articles of association: review		✓						
1.13	Articles of association: ratify changes	✓							
1.14	Agree scheme of delegation and complete annual review		✓			✓			Annual feedback from TLC to support review
1.15	Agree committee terms of reference (including TLCs) and complete annual review		✓						
1.16	Agree role description for identified link trustee roles		✓						
1.17	Agree trust board and committee meeting dates		✓						
1.18	Commission external review of trust board effectiveness every three years		✓						

1. Trust governance, continued

	Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
1.19	Complete annual trust board self-evaluation		✓					
1.20	Publish governance arrangements on trust website					✓		Governance Manager (GM)
1.21	Ensure trust and school websites are compliant and effective				✓	✓		GM – Trust, TLC - schools
1.22	Maintain Board/TLC compliance on GIAS and Board on Companies House				✓	✓		GM for Board, TLC at local level
1.23	Submit annual report on the performance of the trust to members		✓					Chair
1.24	Maintain register of interests		✓		✓			GM for Bd, Gov. Officers for TLCs
1.25	Maintain a trustee/governor expenses policy		✓					GM
1.26	Approve statutory policies*		✓					GM to manage
1.27	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust					✓		GM
1.28	Appoint/remove TLC chairs		✓		✓			Board to ratify TLC appts
1.29	Appoint/remove TLC members		✓					
1.30	Agree TLC clerking arrangements		✓					DoG
1.31	Appoint and dismiss Governance Officers					✓		as per Trust employees
1.32	Agree TLC meeting dates						✓	with Gov Officers
1.33	Complete periodic review of local governance		✓					with DoG input
1.34	Set clear expectations on visits to schools by Trustees		✓					
1.35	Ensure board reporting channels are established		✓					

2. Vision and strategy

	Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
2.1 Determine trust's vision, strategy, ethos/culture and key priorities		✓				✓		CEO/Board - Board approval
2.2 Develop engagement channels with key stakeholders in line with trust vision and priorities					✓	✓	✓	CEO/Board - Trust level, HT/TLC - school level
2.3 Agree trust growth strategy		✓				✓		Developed by CEO
2.4 Approve non-statutory trust-wide policies						✓		
2.5 Determine school level procedures						✓	✓	HTs within Trust framework



3. Finance

		Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
3.1	Appoint and performance manage chief financial officer (CFO)				✓		✓		Finance Comm to support process
3.2	Produce trust's financial manual to further expand on processes relating to delegated financial powers		Board to approve				✓		CFO to action
3.3	Produce annual report and accounts	Members to receive	Board to approve		Finance Comm to review		✓		CFO to manage
3.4	Submit required financial reports and returns						✓		CFO to action
3.5	Agree budget plan to support delivery of trust strategic priorities		✓		✓		✓		CEO/CFO develop for Finance Comm to review and Board to approve
3.6	Agree budget plan to support delivery of schools' strategic priorities		✓		✓	✓	✓		CFO to lead with HT input - TLC to recommend to Finance Comm with Board to approve
3.7	Monitor trust budget		✓		✓		✓		Finance Comm to review and update to Board
3.8	Approve long term financial plans		✓		✓		✓		Developed by CFO with input from Finance Comm
3.9	Develop and submit three-year budget forecast		✓		✓		✓		CEO/CFO develop – Finance Comm review and Board approve
3.10	Carry out benchmarking and trust-wide value for money evaluation				✓		✓		CFO with input from Finance Comm

3. Finance

	Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
3.11 Agree reporting and monitoring arrangements for trust and school budgets		✓		✓		✓		CEO/CFO advise Finance Comm & Board to approve
3.12 Prepare management accounts every month setting out the trust's financial performance and position						✓		Shared with Chair of Finance & Chair monthly - discussed at board meetings
3.13 Approve expenditure/contracts above specified threshold		✓		✓				See Finance Manual for levels



4. Operations

		Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
4.1	Appoint and remove external auditors	✓							
4.2	Receive external auditor's report	✓	✓						Board recommend to Members
4.3	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to		✓		✓				Oversight by Finance Comm on behalf of Board
4.4	Action recommendations arising from internal audits			✓			✓		CFO to action with A&S scrutiny
4.5	Agree and deliver programme of internal scrutiny ensuring the effective use of external third-parties to support the trust			✓					
4.6	Agree risk management policy		✓						
4.7	Oversee the risk register and undertake a full review at least annually		✓	✓					A&S ongoing review > Board annual review
4.8	Undertake termly review of risk register			✓					
4.9	Manage and report on risk mitigation strategies			✓		✓	✓		CEO to A&S for Trust level, TLC To A&S at school level
4.10	Maintain trust contingency and business continuity plans						✓		
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at school level						✓	✓	
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan		✓						
4.13	Monitor school estates to ensure they are safe and well-maintained						✓		
4.14	Ensure that there is suitable expert support on health and safety						✓		

4. Operations, continued

	Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
4.15 Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust						✓		
4.16 Develop a cyber security framework						✓		
4.17 Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓			✓		CEO/CFO to advise Board, A&S scrutiny
4.18 Ensure there is adequate company secretarial support						✓		
4.19 Appoint a data protection officer (DPO)						✓		
4.20 Complete and maintain Single Central Record (SCR)						✓	✓	
4.21 Receive routine reports on the status of the SCR		✓	✓		✓			



5. Workforce

		Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
Appointing/ dismissing	5.1	CEO/Accounting Officer	✓						
	5.2	Other central team staff					✓		
	5.3	Headteacher					✓		CEO decision with TLC input
	5.4	school level staff members						✓	With TLC input as appropriate
	5.5	CEO & Executive	✓						Via Prof Growth Comm with recommend to Board
Professional Growth (FP) and determining pay/ progression	5.6	Other staff members of central team					✓		
	5.7	Headteacher				✓	✓		ADE/Chair
	5.8	School level staff members						✓	
	5.9	CEO	✓						
Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters	5.10	Other staff members of central team					✓		
	5.11	Headteacher					✓		
	5.12	school level staff members					✓		
	5.13	Determine executive team staffing structure	✓				✓		CEO with Board input
	5.14	Determine school level staffing structure					✓	✓	CEO with input from HT
	5.15	Ensure appointment of DSLs and deputy DSLs					✓		DSL is HT
	5.16	Ensure appointment of SENCOS				✓			

5. Workforce, continued

		Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
5.17	Ensure there is effective school improvement capacity within, or accessed by, the trust						✓		
5.18	Monitor compliance with safer recruitment requirements						✓	✓	
5.19	Monitor staff wellbeing and workload		✓			✓	✓	✓	Board & TLC overview, CEO & HT engagement with staff groups
5.20	Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD					✓	✓	✓	Supported by Governance Officers



6. Curriculum

		Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
6.1	Approve trust approach to curriculum						✓		
6.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓				✓		CEO to develop for Board approval
6.3	Ensure provision of religious education						✓	✓	
6.4	Ensure delivery of collective worship						✓	✓	
6.5	Ensure compliance with SMSC requirements including the promotion of British values		✓				✓	✓	Board - policy then CEO/HT implementation
6.7	Monitor the inclusiveness of the curriculum						✓	✓	



7. Pupils and learning support

		Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
7.1	Ensure high standards of teaching and learning						✓	✓	
7.2	Set targets for pupil outcomes across trust and monitor in-year data termly						✓		
7.3	Agree Trust school improvement strategies						✓		
7.4	Determine use and monitor impact of pupil premium					✓	✓	✓	TLC to monitor, HT to develop plan, CEO has Trust oversight
7.5	Determine use and monitor impact of sports premium						✓	✓	
7.6	Set the dates of school terms and holidays		✓						CEO propose for Board approval
7.7	Set the times of school sessions		✓				✓		CEO propose for Board approval
7.8	Monitor attendance and persistent absence of pupils					✓	✓	✓	TLC with HT input at school level, CEO at Trust level
7.9	Ensure effective and compliant trust-wide SEND provision		✓				✓		CEO action with Board monitoring
7.10	Regularly monitor compliance with SEN code of practice			✓			✓		CEO with A&S scrutiny
7.11	Monitor effectiveness of SEND provision at school level, ensuring compliance with relevant policies and statutory requirements					✓	✓	✓	CEO overview with local reporting by HT to TLC
7.12	Monitor progress and attainment for all vulnerable children		✓			✓	✓	✓	Board overview - CEO with local reporting by HT to TLC
7.13	Monitor support for looked after and previously looked after children					✓	✓	✓	CEO overview with local reporting by HT to TLC
7.14	Monitor pupil behaviour data across different pupil groups					✓	✓	✓	CEO overview with local reporting by HT to TLC
7.15	Ensure careers provider access across trust						✓		As appropriate
7.16	Review headteacher decision to suspend/exclude pupils						✓		
7.17	Monitor rates of suspension and exclusion across the trust/school			✓		✓	✓		CEO/HT at Trust/school with A&S scrutiny

7. Pupils and learning support, continued

	Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
7.18	Ensure school food standards are met for pupils					✓	✓	
7.19	Ensure free school meal provision is adequately implemented					✓	✓	
7.20	Ensure the provision of universal infant free school meals					✓	✓	
7.21	Deliver inclusive extra-curricular activities						✓	
7.22	Monitor children's wellbeing and how this is actively supported				✓		✓	
7.23	Monitor provision and outcomes for EAL pupils				✓	✓	✓	CEO overview with local reporting by HT to TLC
7.24	Monitor safeguarding arrangements at school level, ensuring compliance with relevant policies and statutory requirements.				✓	✓	✓	CEO overview with local reporting by HT to TLC
7.25	Monitor progress of school's SDP				✓			With ADE support
7.26	Review PEX decision/hear representations re suspensions				✓			
7.27	Form Independent Review Panel when required					✓		



8. Parents and community

	Members	Board of Trustees	Audit & Scrutiny Committee	Finance Committee	Trust Local Committee	CEO	Headteachers	Notes
8.1 Implement admissions appeal process					✓			
8.2 Investigate/review complaints		Stage 3			Stage 2			
8.3 Monitor all complaints raised (including through external agencies e.g LA, ESFA and Ofsted) across the trust			✓			✓		GM with A&S Scrutiny
8.4 Engage with key stakeholders at school level					✓		✓	

