

Diocesan Regional MAT Accountability Matrix - Scheme of Delegation Consultation version. Final version will be included as an appendix in the scheme of delegation

Please Note:

Executive Officers of the Bishop (the founder Member of all Catholic MATs in the Diocese): Northampton Office of Religion and Education Service (NORES), Diocesan property and finance officers

Executive Officer of the Trust board is the Strategic Executive Leader who may delegate some responsibilities to central Trust officers such as the Directors of Standards, Chief Financial Officer, Chief Operational Manager, HR Manager

RESPONSIBLE	The person that carries out the task or process – they are responsible for getting the job done.	CONSULTED	People that are not directly involved, but who are consulted in the completion of the process or task.
ACCOUNTABLE	The person or group that are ultimately accountable for the task or process being completed appropriately. The responsible person is accountable to this group/person.	INFORMED	Those who need to stay informed about the process or task and will receive appropriate information from those accountable and/or responsible.

Strategy and Leadership	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Agree and review Trust Articles of Association	A	C	C	I	I	
Agree and regularly review scheme of delegation	A*	A*	C	I	I	The Trust Board need to review the Scheme of Delegation, the amended versions need to be agreed through Dun Scotus to ensure consistency across both MATS in the Diocese
Set vision and strategic direction of the Trust and Schools	C	A	R	A	R	
Oversee implementation of strategic objectives of the Trust		A	R	A	R	
Review and challenge the progress of the Trust against its strategic objectives	A	R	R	A	R	
Comply with the obligations of the Trust Funding Agreement including the Academies Financial Handbook	A	A	R	A	R	
Comply with all regulations affecting the Trust inc Canon Law, company and charity law, employment law, health and safety etc	A	A	R	A	R	
Provide financial oversight, ensuring appropriate financial controls are in place so there is regulatory probity and value for money in relation to the management of public funds	C	A	A (TO THE ESFA AND PARLIAMENT)	R	R	Financial controls are determined by the Finance Handbook and through the Trust's Financial Regulations Manual/ Finance Policy. Directors are accountable for Trust probity and financial controls. Local Academy Committee is responsible for monitoring of overall spend against stated plans through monthly finance reports. LAC is responsible with the Head for setting the budget in accordance with curriculum

						and School Improvement needs, as well as monitoring it.
Complete the Register of Business Interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	I	A	R	A	R	The Strategic Executive Leader is responsible for maintaining the register as accounting officer
Manage and mitigate strategic risk (financial, reputational, compliance, standards at Trust level for Boards and at school level for committee)	C	A	R	A	R	
Strategy and Leadership	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Ensure GDPR compliance		A	R	A	R	
Appoint Members *	R*/I	I	I	I	I	Bishop delivers this through executive officers.
Appointment and Dismissal of Directors*	A/R*	C	I	I	I	Bishop delivers this through executive officers.
Appointment and dismissal of Local Academy Committee Representatives.*	A/R*	C	I	C	I	Bishop delivers this through executive officers.
Succession planning for Directors and Representatives*	R*	A/R	C	R	c	Bishop delivers this through executive officers
Appointment of Accounting Officer and Audit Committee		A/R	I	I	I	
Annual Schedule of Business for Trust Board and Local Academy Committees	I	A/R FOR TRUST BOARD	C	A/R	C	sensitive to school cycles includes non-negotiable items doesn't limit topics must derive in part from Board-LAC dialogue
Annual self-review of Trust Board and Trust Committees performance	I	A/R	C			
Annual self-review of Local Academy Committee performance		I	C	R	C	
Role description for Members, Foundation Directors and Foundation Representatives	A/R*	I	I	I	I	Bishop delivers this through executive officers
Election of Parent Representatives	I	I	I	A/R	C	
Appointment of Auditors		A				
Appointment of Clerk/Secretary to Board of Directors		A				
Appointment of Chair of Trust Trust Board	I	A/R				
Appointment of Clerk/Secretary to Local Academy Committee		A	R	I		The decision re clerk to the board is that of the Board the rmanagement of the ecruitment process may be delegated to the central team

Appointment of Chair of Local Academy Committee		A/R	R	C	I	The decision re clerk to the local academy committees that of the Board the management of the recruitment process may be delegated to the central team
Review and approval of Trust-wide policies		A	R	C	C	
Review and approval of individual School policies			C	A	R	Local Academy Committees are accountable for ensuring the implementation of Trust policies in their school.
Prepare and agree Terms of Reference for Trust Board Committees		A/R	C	I	C	In the Scheme of delegation
Training programme for Directors and Local Academy Committee Governors	I/ R*	A	R*	R	C	Bishop delivers this through executive officers SEL may deliver or arrange training on behalf of the Trust board
Catholic Life of the Trust	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Have oversight of the preservation and development of the Catholic and educational character, mission and ethos of the Trust	A/R*	A	R			Bishop delivers this through executive officers
Preserve and develop the Catholic and educational character, mission and ethos of the Trust		A	R	A	R	Local Academy Committee members are accountable for ensuring the promotion of Catholic education in their local area and for ensuring the Catholic life of the school is nurtured and grown.
Monitor each School's medium- and long-term position in terms of their future viability as a Catholic school	A	C	C	C	C	
Ensure schools fulfil the Bishop's Conference requirements for teaching of Religious Education	I	A	R	A	R	
Provide effective guidance and training relating to the Catholic nature of the school and the teaching of Religious Education	R*	A	R		R	Bishop delivers this through executive officers.
Inspect the Catholic nature of the schools under the Section 48 framework	A*	A	C	C	R	Bishop delivers this through executive officers.
Develop and implement Trust-wide safeguarding arrangements including all appropriate policies		A	R	I	I	
Develop and implement individual school safeguarding arrangements including all appropriate policies		I	C	A	R	
Monitor and review safeguarding arrangements including all appropriate policies	I	A	R	A	R	Local Academy governors are accountable for safeguarding arrangements at a local level.
Educational Effectiveness	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments

Overall Trust Development Plan	I	A	R	C	C	
Individual school development plan in line with strategic aims of the Trust		I	C	A	R	Local Academy Committees advise Directors on School effectiveness via regular reporting.
Setting and reviewing the performance of the Trust and the schools	I	A	R	A	R	Trust Directors are accountable for monitoring standards across the Trust, Local Academy Committees are accountable for monitoring standards for an individual school.
Quality of teaching- ensuring the appropriate levels of support, challenge and intervention to support delivery of educational outcomes		A	R	A	R	
Setting the curriculum for the schools and reviewing its effectiveness		C	A	I	A	
Pupil Premium – reviewing and challenging value for money in terms of educational outcomes and narrowing the gap		A	R	A	R	Trust Directors are accountable for monitoring the impact and strategic use of pp funding across the Trust. Local Academy Committee are accountable for monitoring the impact and use of pp funding within a school. Strategic use of pp funding, impact of joint cpd, impact of targeted partnership actions will be monitored at a partnership level by a strategic partnership governance group
Set Admissions Policy	C*	A	R	A	R	Bishop provides support and oversight through executive officers. CES model policies should be used.
Admissions application decisions and appeals		A	R	A	R	Local Academy Committees are required to consider admissions appeals using external agencies as determined by the policy.
Pupil care including attendance, exclusion, punctuality and disciplinary matters for each school		I	I	A	A/R	Local Academy Committees are accountable for monitoring the provision. Local Academy Committees are required to consider exclusion appeals as determined by policy.
Setting the opening and closing times for each School			I	A	R	
Benchmarking and Best Value		A	R	A	R	
Manage and mitigate strategic risk	C	A	R	A	R	
Monitor and review provision for SEND and Looked After Children across the Trust		A	R	A	R	

School monitoring visits/Learning Walks – agree arrangements and schedule visits		A	R	A	R	Link Directors to partnerships and schools will ensure effective communication
HR and People Management	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Appointing to reserved posts across the Trust (head teachers, Trust Chaplain). Approving leadership structures at head and Deputy head level in each school	C*	A	R	C	C	*Bishop provides support and guidance through executive officers.
Appointing to reserved posts across the Trust (Deputy head teachers, Head of RE, School Chaplain) within an individual school	C*	C	C	A	R	*Bishop provides support and guidance through executive officers. The Diocese, SEL and Directors are expected to be at the interview of a Deputy Head.
Appointing central Trust staff including CFO	C	A/R	R	I	I	
Appointing school staff to non-reserved posts			C	A	R	
Establishing Trust-wide HR policies including recruitment, pay, discipline, capability, grievance and absence policy, in accordance with relevant statutory regulations and the Gospel Values and social teaching of the Church	I	A	R	C	C	Trust recruitment and Pay Policies. All other HR policies must be CES policies which are approved by the Trust board.
Setting performance Management schedule together with pay review in line with Trust policies	C	A	R	A	R	Any proposal by a Trust board to recruit to a position of SEL using a payscale other than the HT scale with the flexibility of using the 25% above, needs to be agreed at a members meeting to ensure parity across the Trusts
Performance Management of Strategic Executive Leader		A/R				
Performance Management of Central Trust senior team and school Head teachers		A	R	C		Trust Director and Local Academy Committee Chair to be part of Headteacher PM review. Central Trust team line managed through the SEL and Trust Board
Performance Management of school staff (including SLT)			I	A	R	Summary report of staff through threshold, strength, areas of concern, sickness to SEL. Local Academy Committee to monitor and sample evidence to ensure the process has been fairly applied. Also some targets to check they fit with school and MAT priorities.
Set and review Terms and Conditions of Employment and Staff Handbook	I	A	R	C	C	CES employment documentation to be used in all schools. Terms and Conditions of Service as per Green and Burgundy Book as appropriate.
Review Trust central staff structure and complement	I	A	R	C	C	
Review wider staff structure, including restructure of staff in schools	I	A	R	C	R	The wider review is to inform Strategic planning, ensure consistency in expectations of staff eg staff to pupil ratio etc
Term dates and overall length of school day	I	A	C	A	R	Head teachers and Local Academy Committees need to be able respond to local need

Formal partnerships and collaborations, including between schools	I	A	R	C	R	All formal arrangements need to be approved by the Trust board and made in consultation with the diocese.
Financial Management	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Funding model: agree funding model across the Trust and develop an individual funding model for the Schools so as to secure the Trust's financial health in the short, medium and long term (top slice).	I	A	R	C	C	
Prepare the School annual budget for Trust Board approval		A	R	A	R	
Formulating and setting the Trust annual budget	I	A	R	C	C	
Reporting against financial targets		A	R	A	R	
Defining and monitoring the Delegated budget: part of the Financial Scheme of delegation		A	R	A	R	
Annual accounts – statutory reporting	I	A	R	I	I	
Receive and respond to external auditor's report	I	A	R			
Receive and respond to internal auditor's report		A	R	A	R	
Agreeing the Investment Policy in line with the Academies Financial Handbook and Trust policies and controls and ethical policy of the Diocese	I	A	R			
Setting Trust-wide procurement policy in accordance with the Funding Agreement and Academies Financial Handbook		A	R	I	I	
Setting school specific lettings policy in accordance with the Funding Agreement, Academies Financial Handbook and Diocesan policy for the use of it's buildings		I	C	A	R	
Submitting grant and funding applications		A	R	A	R	
Approval of borrowing	C*	A	C			Bishop provides support and guidance through executive officers.
VAT compliance		A	R			
Asset Management and Central Operations	Members	Trust Board	Strategic Executive Leader	Local Academy Committee	HT	Related Procedure & Comments
Primary point of contact for DFE/RSC under Catholic Memorandum of Understanding	R*	C	C			Bishop provides support and guidance through executive officers.

Determining and allocating central services provided to the schools by the Trust	I	A	R	C	C	
Overseeing the effectiveness of services provided centrally by the Trust		A	R	A	R	Trust Directors are accountable for monitoring the effectiveness of services across the Trust. Local Academy Committee accountable for monitoring the effectiveness at school level
Asset and Premises Management Plan: determining the use of School premises, their upkeep and development	I/ R*	A	R	R	R	Bishop provides strategic view and guidance through executive officers. Spending limits agrees in financial scheme of delegation.
Arranging insurance for the Trust and the schools		A	R			
Media and PR: overseeing public relations activities to project the work of the Trust and schools to the wider community	I (FOR ADVERSE PUBLICITY)	I	A/R	A	A/R	Local Academy Committees and HT are responsible for community engagement at a local level.
Trust prospectus and website: ensure information is up to date, accurate and that all statutory information is available.		A	R			Trust Board must check compliance
School prospectus and website: ensure information is up to date, accurate and that all statutory information is available.			I	A	R	Local Academy Committee must check compliance
Dealing with Trust complaints in line with Trust policy		A	R			Tasks delegated in line with policy
Dealing with school complaints in line with Trust/ school policy		A	R	A	R	Trust Directors will need to deal with complaints about the central team or Local Academy Committees. LAC deal with school complaints in line with policy
Annual Report on the performance of the Trust	I	A	R		C	Members to receive copies of the Trust Annual Report and Statement of Accounts once published.
Annual Report and Accounts	I	A/R	R			
Annual Report/Review on the work on the Local Academy Committees		A/R	R	R	R	

Levels of delegation:

- Trust Board Accountability or Responsibility may be delegated to a Trust-level committee whose recommendation will be considered by the Trust Board and ratified if agreed.
- Strategic Executive Lead Accountability or Responsibility may be delegated to central trust staff reporting back as required.
- Where financial responsibility sits with the Headteacher, it may be delegated to the School Business Manager/Bursar, reporting back to Head Teacher.