



THE MOUNTBATTEN SCHOOL

Scheme of Delegation Policy

June 2023

Review Date: June 2024

Company No. 07560175

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Founder Patron: 1st Earl Mountbatten of Burma CEO: Heather McIlroy Headmaster: Andrew Portas Patron: The Lady Alexandra Knatchbull

Introduction

The Mountbatten School's Board of Trustees is accountable in law for all decisions about The Mountbatten School. However, this does not mean that the full Board is required to make all the decisions itself. Subject to some restrictions, the Trust can decide to delegate decisions to its Chief Executive Officer (the senior executive leader), its committees and individual Trustees. The Trust's decision to delegate a function is made by the full Board of Trustees and must be recorded. Without formal delegation, the individual or committee has no power to act.

The purpose of the Scheme of Delegation

This Scheme of Delegation is the key document defining which functions have been delegated and to whom. This overarching Scheme of Delegation (SoD), covering all decision-making in the Trust, does not include The Mountbatten School's Financial Regulations Policy which contains the written scheme of delegation of financial powers referred to in the Academies Financial Handbook.

Review

The SoD should be reviewed annually, with revisions made as the context changes. All those involved in governance, and delivering the Trust's objectives, must be made aware of any changes and the possible impact of those changes.

Governance structure and lines of accountability

The Board of Trustees, along with the Chief Executive Officer, sets the strategic direction for the School and Personal Best Education. The Chief Executive Officer is responsible and accountable for the overall performance of the Trust. The Chief Executive Officer holds the Headmaster of the School and the Managing Director of Personal Best Education to account for progress towards their development plans and for the performance of their organisation. The Headmaster holds all areas of the School to account via the Senior Leadership Team and management structures (see Senior Leadership Team Roles and Responsibilities document available at the end of each academic year). The Managing Director similarly ensures accountability through the management structure of the business. While the Board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision-making. The Headmaster reports performance of the School, the Managing Director reports the performance of the Business and the Chief Executive Officer reports overall performance of the Trust at the relevant Trustees' committees.

Roles

The role of the Members

The Members of The Mountbatten School have a different status to its Trustees. Members meet for the Annual General Meeting to approve the Trust's annual report. Members are also responsible for approving any amendments made to the Trust's Articles of Association.

The role of the Trustees

The academy Trust is a charitable company and so Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Trustees are bound by both charity and company law, the terms 'Trustees' and 'Directors' are often used interchangeably, along with 'Governors'.

The Board of Trustees is responsible for;

- ensuring clarity of vision, ethos and strategic direction;
- holding executive leaders to account for the educational performance of the School and its students, and the effective and efficient performance of staff;
- overseeing the financial performance of the organisation and making sure its money is well spent.

The Board of Trustees has the right to review and adapt its governance structure at any time which includes any changes in delegation arrangements.

The role of The Mountbatten School's Committees

Committees have been established to carry out some of the Trust's governance functions which include making decisions; decisions made will be deemed decisions of the Trust Board. The membership of committees is agreed annually by the Board of Trustees. Responsibilities of the Committees are set out in the Committee's Terms of Reference, which are reviewed annually.

The Mountbatten School has the following committees:

- Leadership Committee
- Audit, Finance and Risk Committee (this includes estates and health and safety)
- School Improvement Committee
- Human Resources Committee
- Chief Executive Officer Appraisal Committee
- Headmaster Appraisal Committee
- Pay and Appraisal Committee

Responsibilities

The bodies identified as having responsibilities in the Scheme of Delegation are as follows:

- Members
- Trustees/Directors/Governors
- Leadership Committee
- Audit, Finance and Risk Committee
- School Improvement Committee
- Human Resources Committee
- Chief Executive Officer
- Director of Business Services

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Key:

Level 1 Members

Level 2 Trustees/Directors

Level 3 Leadership Committee

Level 4 Audit, Finance and Risk Committee

Level 5 School Improvement Committee

Level 6 Human Resources Committee/Pay and Appraisal Committee

Level 7 Chief Executive Officer

Level 8 Director of Business Services (Chief Financial Officer)

R Responsibility

A Advisory

	Functions	Delegation							
		1	2	3	4	5	6	7	8
STRATEGY	Establish long term strategy, vision and mission	A	R	A				A	A
	Review and amend the ethos, aims and values		R	A				A	A
	Convert to or join a MAT	R	R	A				A	
	Establish and monitor a strategic risk register		A	A	R	A	A	A	A
	Establish and monitor a business continuity plan			A	R			A	A
	Establish and maintain an asset management plan				R			A	A
	Develop a marketing and publicity plan			R				A	A
	Ensure statutory provision for SEND		R			A		A	
	Ensure statutory provision for Safeguarding		R			A		A	
	Review and amend where appropriate the Articles of Association (with ESFA approval sought)	R						A	A
	Appoint or remove Members	R							
GOVERNANCE	Appoint or remove Trustees	R							
	Appoint, co-opt or remove the chair of the board		R						
	Appoint, co-opt or remove the vice chair		R						
	Appoint or remove the chair of Audit and Finance Committee		R						
	Agree and review a structure of governance		R	A				A	
	Produce an annual report, including the accounts with associated statements		R	A				A	A
	Determine and review leadership structure		R	A				A	

Key:

Level 1 Members

Level 2 Trustees/Directors

Level 3 Leadership Committee

Level 4 Audit, Finance and Risk Committee

Level 5 School Improvement Committee

Level 6 Human Resources Committee/Pay and Appraisal Committee

Level 7 Chief Executive Officer

Level 8 Director of Business Services (Chief Financial Officer)

R Responsibility

A Advisory

	Functions	Delegation							
		1	2	3	4	5	6	7	8
GOVERNANCE	Draw up Board of Trustees documents		R	A				A	A
	Draw up and approve the scheme of delegation and terms of reference		R	A				A	A
	Approve the appointment of the Company Secretary & Clerk		R						
	Ensure appropriate support and CPD for Board of Trustees		R					A	A
	Establish a review structure for Members and Trustees		A	R				A	A
	Establish and maintain a register of conflicts of interests for the Board of Trustees and senior employees		R						A
	Determine and review the admissions policy		R					A	
	Review performance of the Board (including self-review)	R	R	A				A	
	Review performance of the committees		R	A					
	Determine and keep under review committee membership to ensure each has a diverse and appropriate skill set		R	A				A	A
	Trust Board skills register		R						
	Ensure compliance of H&S regulations		A		R			A	A
	Ensure compliance of Safeguarding regulations		R				A	A	
	Ensure compliance of SEND regulations		R				A	A	
	Hold the School Leadership to Account		R						

Key:

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|---------|-----------------------------------|----------|---|
| Level 1 | Members | Level 6 | Human Resources Committee/Pay and Appraisal Committee |
| Level 2 | Trustees/Directors | Level 7 | Chief Executive Officer |
| Level 3 | Leadership Committee | Level 8 | Director of Business Services (Chief Financial Officer) |
| Level 4 | Audit, Finance and Risk Committee | R | Responsibility |
| Level 5 | School Improvement Committee | A | Advisory |

	Functions	Delegation							
		1	2	3	4	5	6	7	8
FINANCE	Establish and review Pay policy				A		R	A	A
	Review and agree pay discretions						R	A	
	Restructure and redundancies						R	A	A
	Establish a procurement policy				R				A
	Develop and propose budgets		A		R			A	A
	Approve budgets		R		A			A	A
	Monitor the budgets throughout the year				R			A	A
	Establish financial decision levels and limits		A		R			A	A
	Put an internal audit system in place				R			A	A
	Appoint the Trust's external auditors				R				A
	Approve the annual report and financial statements	R	A		A			A	A
	Review and approve banking arrangements				R				A
	Approve financial and procurement policies				R			A	A
	Approve use of School reserves		A		R			A	A

Policy approved by the Board of Trustees

Date 10 July 2023

Signed
Chair of Board of Trustees

Date.....