



Mowbray Education Trust Scheme of Delegation

September 2026

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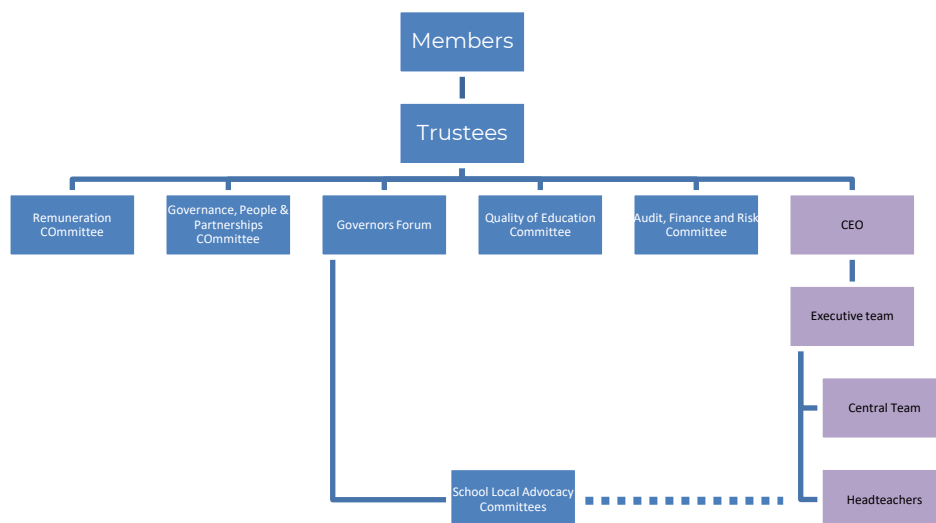
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1. Introduction and context

Mowbray Education Trust (MET) is a Multi Academy Trust and operates as a charitable company, limited by guarantee and regulated by the Department for Education. Our vision and values place children at the heart of everything we do. We are an inclusive community where every child is supported to thrive, every voice is valued, and together we shape a future that is kind, ambitious, and resilient. Our values of Inclusivity, Aspiration, and Collaboration underpin all aspects of our educational work, guide our decisions, inform our practice, and unite our schools in a shared commitment to excellence for every learner.

Our governance arrangements have multiple layers of accountability:



2. Description of Roles

The following descriptions are used in this document to describe the roles of the various groups and individuals.

2.1 Member of the Trust

Members are volunteers who are the guardians of the trust. They form and dissolve the trust, approve the articles of association of the trust which set out its charitable objects and governance, they appoint and dismiss the trustees and appoint the external auditors.

2.2 Board of Trustees

Trustees are volunteers with overall accountability and legal responsibility for the trust. They are responsible for:

- Providing strategic leadership
- Holding the executive leaders to account
- Ensuring that the trust delivers an excellent education to pupils
- Maintaining effective financial management

Trustees must ensure compliance with:

- The trust's charitable objects
- Regulatory, contractual and statutory requirements
- All funding agreements

The board of trustees delegate authority and responsibility to:

- Board Committees
- The CEO and their executive team
- Local advocacy committees
- Headteachers

2.3 Local Advocacy Committees

Effective local governance is an important factor in the success of a school, and each school will have a local advocacy committee (or share with a local school for our smallest schools). They are accountable to the trustees and are responsible for the following broad areas:

- Stakeholder engagement (students, parents, staff, the wider community)
- Vulnerable pupils (monitoring the education of our most vulnerable pupil groups, with a particular focus on SEND and Safeguarding)
- Standards of education through monitoring high level information
- Headteacher and student wellbeing

2.4 Scheme of delegation - roles

The following describes the roles outlined in the scheme of delegation below.

Accountable (and Approver) A

Ultimately answerable for the task being delivered. May also be responsible for completing the task, or may delegate the task to others who are responsible for its completion. There should be only one group/person accountable for each task/decision.

Responsible R

Responsible for the delivery. Does the work to achieve the task. Can be shared across a number of roles and delegated to a member of their team if appropriate.

Consulted C

Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge in the subject. A number of roles may need to be consulted.

Informed I

Those to be kept up-to-date on progress. Communication is one-way, and may be updated only when the decision has been taken or the task completed.

Monitor M

Monitor progress on behalf of the board of trustees. A number of roles may monitor a particular activity.

References to the executive team may also include members of the central team to whom they will delegate.

This document should be read in conjunction with the Trust's policy schedule, financial regulations and governance handbooks.

A	Accountable
R	Responsible
C	Consulted
I	Informed
M	Monitor



3. MET Scheme of Delegation

Activity		Members	Trust Board	Audit, Finance and Risk Committee	Governance, People & Partnerships Committee	Quality of Education Committee	CEO	CFOO	DGC	Executive Team	Local Advocacy Committees	Headteachers
1. Strategy, culture and governance												
All governance matters to be conducted in line with DfE requirements, company, and charity law												
1.1	Setting Trust vision	I				A	R			C	C	C
1.2	Setting Trust culture and values	I	A				R			C	I	I
1.3	Setting Trust strategic plan	I	A				R			R	C	C
1.4	Monitoring progress against the strategic plan		A	M	M	M	R			R	I	
1.5	Setting school development plans in line with the Trust's strategic plan					M	A			R	I	R
1.6	Monitoring progress against the school development plan					M	A			M	M	R
1.7	Setting expectations for trustee conduct		A									
1.8	To consider approaches from schools and academies wishing to join the trust	I	A	M			R	R	R	R		
1.9	Engaging with stakeholders and ensuring stakeholder voice is heard and taken into account in decision-making		M		M		R		M	R	R	C
1.10	Establish and manage a complaints policy		A		M		R		R	C	M	R
1.11	Ensuring compliance with the Trust articles of association, the Academy Trust Handbook, and Funding Agreements (including changes)	I	A				R	R	M	R		

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Activity		Members	Trust Board	Audit, Finance and Risk Committee	Governance, People & Partnerships Committee	Quality of Education Committee	CEO	CFOO	DGC	Executive Team	Local Advocacy Committees	Headteachers
1.12	Approve Trust-wide policies		A	A (where delegated)	A (where delegated)	A (where delegated)	R	R	M	R		
1.13	Approve school-level policies		A		M				M		A	R
1.14	Ensuring statutory policies are in place and published as needed		A	A (where delegated)	A (where delegated)	A (where delegated)	R	R	M	R		
1.15	Comply with all Trust policies		A				R	R	M	R	R	R
1.16	Nominating Lead Trustee for Safeguarding, SEND, & careers		A						M			
1.17	Ensure Trust website is maintained and compliant with statutory requirements and DfE expectations and in line with Trust brand requirements		A				R		M			
1.18	Ensure school websites are maintained and compliant with statutory requirements and DfE expectations and in line with Trust brand requirements		A						M		M	R
1.19	Approval of statutory statements and information disclosures at school level (e.g. Pupil Premium annual report, SEND information report, Sports Premium annual report, etc)		A				M		M		M	R
1.20	Appoint or remove members	A					I		I			
1.21	Appoint or remove trustees	A (Member appointed)	A (Trustee appointed)				I		I			
1.22	Review and approve Scheme of Delegation		A				R	R	R			

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Activity		Members	Trust Board	Audit, Finance and Risk Committee	Governance, People & Partnerships Committee	Quality of Education Committee	CEO	CFOO	DGC	Executive Team	Local Advocacy Committees	Headteachers
1.23	Establish and maintain a trust wide policy review schedule		A		M		R	R	R	C		
1.24	Appoint chair and vice chair	I	A				I		I			
1.25	Establish and appoint board committees	I	A				I		I			
1.26	Form or dissolve any committee, define and approve terms of reference for any established committees, individual trustee, and local governance roles		A				C			C	I	I
1.27	Appoint or remove the chair of Local Advocacy Committee				A		R		R		I	C
1.28	Appoint or remove the vice chair of Local Advocacy Committee				A		I		R		R	I
1.29	Appoint and remove the clerk to the board		A		C		C		C			
1.30	Approve appointment of Local Advocacy Committee members				A		C		R		R	I
1.31	Establish and implement the process for electing parent and staff ACC members						I		C		A	R
1.32	Appoint or remove Local Advocacy Committee members (including parents)		A				R		R		C	I
1.33	Set up and maintain a register of interests for trustees, governance volunteers and senior staff		A				R	R	R		I	

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Activity		Members	Trust Board	Audit, Finance and Risk Committee	Governance, People & Partnerships Committee	Quality of Education Committee	CEO	CFOO	DGC	Executive Team	Local Advocacy Committees	Headteachers
1.34	Consider whether or not to delegate functions to individuals or working groups of Local Advocacy Committees		A	R	R	R	C		I			
1.35	Determine the indicators that trigger the withdrawal of delegated responsibility		A				R	C	C	R	I	I
1.36	Convene at least 3 board meetings per year		A						R			
1.37	Set clear expectations for trustee conduct and engagement and review and approve Code of Conduct for all Governance Volunteers	I	A				C		R			
1.38	Undertaking regular audits and reviews of trustee and governor effectiveness and act on the findings		A				C		R			
1.39	Establish a Risk Management Policy (including Risk Registers)	I	A	M			R	C	R	C	I	I
1.40	Maintain, monitor and report in respect of trust-wide risk registers in accordance with the Risk Management Policy		A	M			R	C	R	C		
1.41	Maintain, monitor and report in respect of school risk registers in accordance with the Risk Management Policy			I			A	C	R	C	M	R
1.42	Foster equality, diversity and inclusion including building a diverse board	I	A				C		C			
1.43	Ensure stakeholder voices are heard in trust-wide decision making		A				R			R	M	R
1.44	Ensure stakeholder voices are heard in local decision making						A			M	M	R

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2. Finance												
All financial matters to be conducted in line with financial policies and in compliance with DfE requirements, company and charity law												
2.1	Approve Trust three-year business plan	I	A	M			R	R				
2.2	Approve Trust budget plan for the financial year	I	A	M				R				
2.3	Approve school three-year plans (subject to board approval 2.1 & 2.2)	I	A	M		M	A	R				R
2.4	Approve School budget plan for the financial year (subject to Board approval 2.1 & 2.2)	I	A	M			A	R				R
2.5	Monitor and report expenditure including all additional school funds, income and debts			M			A	R				R
2.6	Develop budgets and all in-year monitoring and forecasting for all income and expenditure including cash flow and taxation		M	M			A	R				R
2.7	Develop and deliver management accounts		A	M				R				R
2.8	Establish and monitor compliance with approved financial policy, processes, controls and procedures		A	M			R	R		R		R
2.9	Decide how to apply pupil and sports premium and comply with DfE requirements		A	M		M	M	M		M	M	R
2.10	Establish and publish Trust-wide charging and remissions policy		A	A				R		I		I

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2.11	Oversight and management of trust reserves		A	M			R	R		C		
2.12	Appoint and manage internal and external auditors	A (External)	A (Internal)	M			R	R		R		
2.13	Produce annual report and accounts	I	A	M			R	R	R	C		
2.14	Receive external auditors report	A		M								
2.15	Comply with DfE and academy trust handbook requirements including all returns		A	M			R	R				
2.16	Authorised signatory for service level agreements and/or contracts for suppliers and services		A	M			C	R		C		I

3. People

All HR related activity must be conducted in line with policies and employment law

3.1	Determine school staffing structures in accordance with approved budgets				M		A	R		C	M	R
3.2	Approval of appointments falling outside of the school approved budget			M			A	C		C		R
3.3	Appointing, suspending, or dismissing the CEO	I	A		C							
3.4	Central Trust senior leadership team (SLT) appointments in accordance with budget decisions / approvals			M	M		A			R		

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3.5	Trust central and hub team appointments (exc. SLT) in accordance with budget decisions/approvals				I		A			R		
3.6	Headteacher appointments / suspensions / dismissals		I		I		A			R	I	
3.7	Ensure compliance with Safer recruitment principles and policy		I		M		A			R		R
3.8	Appointment / suspension / dismissal of school-based staff				M		A			C		R
3.9	Appointment / suspension / dismissal of central based staff				M		A			R		
3.10	Undertake CEO performance review		A CEO PM committee									
3.11	Determine pay policy (including discretions)		A RemCom		M					R		
3.12	Determine trust-wide terms and conditions of employment		A RemCom		M					R		
3.13	Determine CEO pay		A RemCom	M								
3.14	Determine SLT pay		A RemCom	M			R					
3.15	Implement pay policy and terms and conditions of employment		A	M	M		R			R		R

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3.16	Undertake PM of Headteacher				M	M	A			R	I	
3.17	Undertake performance management of all other school staff				M	M				A		R
3.18	Undertake performance management of central and hub staff				M		A			R		
3.19	Determine disciplinary and capability policies				I		A			R		
3.20	Implement disciplinary and capability procedures in respect of headteachers				M		A			R	I	
3.21	Implement disciplinary and capability procedures in respect of all other school staff				M		A			C		R
3.22	Implement disciplinary and capability procedures in respect of Trust SLT		A		M		R					
3.23	Implement disciplinary and capability procedures in respect of all other central and hub staff				M		A			R		
3.24	Lead Trust wide relations with trade unions, and agree trade union recognition and facility agreement				M		A			R		
3.25	Approval of all exit payments (e.g. settlement agreements, redundancy payments, early retirement, pension discretions) in accordance with the Academy Trust Handbook		A	M	M		R	C		C		
3.26	Ensure compliance with equalities legislation		A		M		R			R		R

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3.27	Maintain accurate, effective and secure employee records		A		M					R		R
3.28	Review and approve employment & HR related policies ensuring compliance with latest legislation		A		M				I	R		
4. Curriculum, Learning and educational improvement												
4.1	Ensuring national curriculum taught to all students & to consider any disapplication		A			M	M			M	M	R
4.2	Ensure high standards of teaching and learning					M	A			M	M	R
4.3	Review and approve curriculum-based policies					M	A			M		R
4.4	Agree and implement school improvement strategies					M	A			C		R
4.5	Set targets for Trust outcomes		M			M	A			R		C
4.6	Deliver targets for school outcomes					M	A			M		R
4.7	Monitor progress and attainment for all pupil groups (especially all vulnerable and disadvantaged)		A			M	M			C	M	R
4.8	Agree equalities information and objectives (Public Sector Equality Duty) statement and monitor delivery		A		I	M	M			M	M	R

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4.9	Ensure provision and delivery of religious education and collective worship		A			M	M			C	M	R
4.10	Ensure compliance with SMSC requirements including promotion of British values		A			M	M			C	M	R
4.11	Deliver all key stages (EYFS – KS5) in line with statutory duties		A			M	M			C	M	R
4.12	Ensure compliance with SEND Code of Practice		A			M	M			C	M	R
4.13	Ensure compliance with statutory careers education		A			M	M			C	M	R
4.14	Monitor effectiveness of SEND provision ensuring compliance with all policies and statutory requirements including appointment of suitably trained SENDCOs		A			M	M			C	M	R
4.15	Ensure compliance with Looked after children requirements and ensure appointment of designated looked after children teacher in each setting		A			M	M			C	M	R
4.16	Determine and implement pupil behaviour and discipline policies		A			M	M			C	M	R
4.17	Monitor behaviour across all pupil groups (especially all vulnerable and disadvantaged pupils)		A			M	C			R	M	R
4.18	Ensure compliance with exclusions guidance		A			M	M		R	C	M	R
4.19	Statutory review of permanent and fixed term exclusions (Uphold / reinstate excluded students)		A (Panel)			M	C		M	C	A (Panel)	

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5. School management												
5.1	Set admissions policy and ensure this is reviewed in line with statutory requirements		A				M			R	I	C
5.2	To ensure admissions & attendance registers adhere to compliance arrangements		A				M		I	C		R
5.3	Any reduction or increase to the published admission number (PAN)		A			M	R			C	M	C
5.4	Set times of school day and dates of school terms and holidays		A			M				R	I	C
5.5	Ensure school food standards are met and free school meal provisions are fully met according to criteria		A							C	M	R
5.6	Ensure school and trust websites are complaint and up to date		A				M		R	C	M	R
5.7	Approve non-routine educational visits involving adventurous activities and/or overnight stays, and/or foreign travel		A			I	C			C	M	R
5.8	Approve all other educational visits									C	I	A
6. Estates Management												
6.1	Ensure that health and safety regulations are followed including regular audits			M			A			R	I	R

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6.2	Ensure adequate insurance is in place		A	M						R		
6.3	Maintain and maintain estate in accordance with estates strategy ensuring whole estate is safe and well maintained		A	M			C	R		C	I	I
6.4	Establish and implement a Trust Health and Safety Policy (including risk assessment)		A	M			R	R		C	I	I
6.5	Undertake risk assessments in accordance with Health & Safety Policy		A	M			C	R		C	I	R
6.6	Ensure health and Safety regulations are followed (including regular audits)		A	M			R	R		R	M	R
6.7	Ensure there is appropriate expert support for health and safety			M			A	R		R		R
6.8	Maintain and manage a critical incident plan at trust and school level		A	M			R	R		C		R
6.9	Maintain premises and site security		A	M			C	R		R	M	R
7. Safeguarding												
7.1	Set trust-wide policy in relation to safeguarding children and young people in line with statutory requirements and monitor its effectiveness		A			M	R			R	M	C
7.2	Set school level practices in relation to safeguarding children and young people in line with Trust and statutory requirements, including appointing a suitably trained designated safeguarding lead (DSL), and monitor the effectiveness of this		A			M	C			C	M	R

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7.3	Work in partnership with all appropriate external agencies (including but not limited to local authorities, Health, police, social services etc) to ensure the safeguarding of all students		A			M	R			R	M	R
7.4	Implement safeguarding policy and procedures		A			M	R			R	M	R
7.5	Maintain comprehensive and accurate Single Central Record		A			M	R			R	M	R
8. IT & Data												
8.1	Review and approve internet and ICT acceptable use policy		A	R						C		
8.2	Review and approve social media policy and monitor its implementation		A	R						C		
8.3	Implementation of IT management strategy		A				C	R				
8.4	Ensure cyber security strategy is in place and the DfEs cyber security standards are met		A				R	R		R		
8.5	Review and Approve FOI, data protection and associated policies		A	R					C			
8.6	Review and Approve data protection policy		A	R					C			
8.7	Appoint Data Protection Officer			A						R		

4.Summary of Financial Delegations



The following is reproduced from the MET Finance policy and regulations

Delegated Duty	Value	Paperwork Required	Delegated Authority	Finance system Purchasing Approval
Ordering goods and services (includes certification of invoices and approval of contracts) within budget limits. Note that any of the lower limits can be signed by any delegated authority within a higher value bracket.	£500- £5,000	Purchase Order requisition & 2 written quotes or Framework PO	Budget Holder	Head Teacher/Central finance team
	£5,000 - £25,000	Purchase Order requisition & 3 written quotes	Budget Holder/Deputy Head/Head of School/Senior Leadership Team/Estates Director	Head teacher/Deputy CFO/CFOO In line with workflows
	£25,000 to £50,000	Purchase Order requisition & 3 written quotes	CFOO/Deputy CFO/CEO	Two of Deputy CFO, CEO and CFOO and in line with workflows
	Over £50,000	Tendering in line with Procurement policy	Trust Board	CFOO on behalf of Trust Board
Covers any standard payment for payroll, pensions or HMRC etc.	Standard Payroll and pensions transactions	Usual monthly payroll and pensions reports	Two of Central Team	N/A
Tendering if formal tender required. Formal European tendering subject to European Public Contracts Directive.		£5,000 - £50,000	As per formal tendering procedures within the Procurement Policy.	
		> £50,000 - £214,904 (current FTS limit)		
HSBC Charge card		Transaction Limit	Monthly Credit Limit	
Secondary academies Primary academies Central Team		Up to £1,000 Up to £250 Up to £1,000	£1,000 £250 £10,000	
Bad debt write-off/credit notes Cumulative rules also apply which supersede those listed		Up to £5,000	SLT/Head Teacher/Head of School reporting to CEO/CFOO	
		£5,001 - £45,000 or 1% of total income if lower	SLT/Head Teacher/Head of School reporting to CEO/CFOO	
		> £45,000 or 1% of total income if lower	Department for Education (DFE)	
Disposal of assets		Any value £	SLT/Head Teacher/Head of School and Finance team	
Disposal of assets where:		In excess of £20,000 grant received	Department for Education (DFE)	
Leases (excluding operating)		Finance leases (e.g. hire purchase), leasehold/tenancy agreement >5 years, granting of a lease on land	CEO/CFOO	
		Up to £5,000	Head Teacher/Central finance team	
		£5,001 - £50,000	CFOO/CEO	
		Over £50,000	CEO/CFOO on behalf of Trust Board	