



Grand Union

Multi-Academy Trust

Woodlands
Academy



Featherstone High School Woodlands Academy Scheme of Delegation

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Statutory Policy

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1.0 Governance structure and lines of accountability

GUMAT Academy Trust is governed by a Trust Board who is responsible for, and oversees, the management of the Trust and each school. The Trustees are required to have systems in place through which they can assure themselves of quality, safety and good practice. In order to discharge some of these responsibilities, the Trustees have appointed people at a local level to GUMAT Local Governing Bodies (LGBs) and delegated tasks to them without absolving themselves of their responsibilities as Trustees.

The scheme of delegation is approved annually but the Board of Trustees has the right to amend the scheme of delegation at any time.

The scheme of delegation is presented as a table showing where responsibilities lie and is followed by the terms of reference of the LGBs.

In this Annex the use of * denotes that for a school in an Ofsted category, the Board will maintain this decision making level. The phrases used have the following meanings:

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Principal this will be at Academy level.

Approve (✓): the individual/group that has primary responsibility for a particular decision i.e. approving a particular task is and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of:

- I. the CEO they will be making recommendations to the Board and/or LGB (as appropriate);
- II. the LGB they will be making recommendations in relation to their Academy to the Board, CEO and/or Principal (as appropriate) and;
- III. the Principal they will be making recommendations in relation to their Academy to the CEO and/or LGB (as appropriate).

Advise: individual or group that provides advice to the decision maker or reviewer.

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of:

- I. the CEO they will be making reports to the Board and/or LGB (as appropriate);
- II. the LGB they will be making reports in relation to their Academy to the Board and/or CEO (as appropriate) and;
- III. the Principal they will be making reports in relation to their Academy to the CEO and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of:

- I. the Board they will be reviewing the CEO and/or LGB (as appropriate);
- II. the CEO they will be reviewing the Principal and;
- III. (iii) the LGB they will be reviewing the Principal and his leadership team.

Comply: the individual/group will follow agreed policies and procedures.

2.0 Scheme of Delegation

Area	Decision	Delegation						
		Members	Trust Board	Finance & Audit Committee	Chief Finance Officer	Chief Executive Officer	Local Governing Body	Academy Headteacher
Governance								
	Members: appoint/remove	✓						
	Trustees: appoint/remove		✓			Recommends		
	Role descriptions for Members	✓				Recommends		
	Role descriptions for Trustees/chair/ specific roles/committee members		✓			Recommends		
	Members of Local Governing Bodies: appoint/remove		✓			Recommends	✓	
	Chair of Local Governing Body: appoint/remove		✓			Recommends	Advises	
	Board committee chairs: appoint /remove					Recommends	✓	
	Academy committee chairs: appoint/ remove		✓			Recommends		
	Clerk to board: appoint / remove		✓			Recommends	Advises	
	Clerk to academy committee: appoint / remove		✓			Recommends	Advises	
	Internal auditor: appoint /remove		✓			Advises	Recommends	
	External auditor : appoint/ remove		Recommends			Advises	Recommends	
	Chief Executive Officer: appoint/remove		✓					
	Chief Financial Officer: appoint/remove		✓			Recommends	Advises	

Area	Decision	Delegation						
		Members	Trust Board	Finance & Audit Committee	Chief Finance Officer	Chief Executive Officer	Local Governing Body	Academy Headteacher
	Academy Principal: appoint/remove		✓			Recommends	Advises	
	Terms of reference for board committees and scheme of delegation for academy committees: agree annually		✓		Advises	Recommends	Advises	
	Skills audit: complete and recruit to fill gaps		✓		Advises	Recommends	✓	
	Training programme for trustees and members of LGBs: devise and implement		✓			Recommends	✓	
	Annual self-review of Trust board and committees: complete annually		✓					
	Annual self-review of LGB): complete annually		Reviews				✓	
	Trustee contribution: review annually		✓					
	LGB member contribution: review annually		Reviews				✓	
	Succession: plan for Board		✓			Recommends		
	Succession plan for LGB					Advises	✓	
	Annual schedule of business for Trust board: agree		✓	✓	Advises	Recommends		
	Annual schedule of business for academy committee (LGB): agree		Reviews			Recommends	Advises	

Area	Decision	Delegation						
		Members	Trust Board	Finance & Audit Committee	Chief Finance Officer	Chief Executive Officer	Local Governing Body	Academy Headteacher
Strategy								
	Set broad strategic objectives and KPI's of the Trust and Academies		✓			Recommends	Consult	Consult
	Deliver broad strategic objectives of the Trust and Academies		Reviews			Advises	✓	✓
	Develop and deliver Academy Development Plan in line with the strategic aims of the Trust and Academies		✓			Recommends		
	Review and challenge the progress of the Trust against its strategic objectives and KPIs		✓		Advises	Recommends		
Compliance								
	With funding agreement		✓		Advises	Recommends		
	With Academies Financial Handbook		✓		Advises	Recommends		
	With all other regulations affecting the Trust, including all Charity Law, Company Law, Employment Law, Tax legislation and Health and Safety regulations		✓		Advises	Recommends		
	With requirements to publish documents on Trust's and LGB website		✓		Advises	Advises	✓	Advises
	With completion of the register of business interests		✓		Recommends	Advises	✓	
	With policy to deal with conflicts of interest and connected party transactions		✓		Recommends	Advises	✓	

Area	Decision	Delegation						
		Members	Trust Board	Finance & Audit Committee	Chief Finance Officer	Chief Executive Officer	Local Governing Body	Academy Headteacher
Policies								
	Determine Trust wide statutory and other policies as detailed in Policy appendix		✓		Advises	Recommends	Consult	Consult
	Management of risk: establish Trust and LGB risk register: review and monitor		✓		Advises	Recommends	✓	
	Ensure that all safeguarding policies and practices are compliant and effective		✓			Recommends	✓	
Finance								
	Appoint Chief financial officer to advise and deliver on best financial practice:		✓			Recommends		
	Trust's financial procedures manual: establish and review		✓		Recommends	Recommends		
	Central spend/top slice: agree		✓		Advises	Recommends	Consult	Consult
	Trust Annual Budget: formulate and set the Trust wide budget for each academy		✓		Advises	Recommends		Advises
	Agree staffing structures for the Trust		✓		Advises	Recommends		
	Agree staffing structure for an Academy within original budget *		✓		Advises	Recommends	✓	Recommends
	Agree staffing structures for the Trust and its Academies outside original budget		✓			Recommends	✓	Recommends
	Report financial results to the Board on a monthly basis			Reviews	✓			
	Take instant remedial action if the budget approved by the Board is in material jeopardy		✓		Advises	Recommends		
	Receive annual report and accounts	✓		Recommends		Recommends		

Area	Decision	Delegation						
		Members	Trust Board	Finance & Audit Committee	Chief Finance Officer	Chief Executive Officer	Local Governing Body	Academy Headteacher
	Internal auditors' report: receive and respond		✓		Advises	Recommends		
	External auditors' report: receive and respond		✓		Advises	Recommends		
	Benchmarking and Trust wide value for money: ensure robustness		✓		Advises	Recommends		
	Develop Trust wide procurement strategies and efficiency savings programme		✓		Advises	Recommends	Consult	Consult
	Robust budget monitoring and reporting processes in place		✓		✓	Advises	✓	✓
HR and operations								
	Appoint cross-Trust Staff (in line with recruitment policy)		Reviews			✓		Advises
	Appoint Academy Staff within budget approved by the Trust Board *		Reviews		Advises	✓	Recommends	Advises
	Appoint academy staff outside original budget approved by the Trust Board		✓		Advises	Recommends	Recommends	Advises
	Establish Trust wide HR Policies (see Appendix) in accordance with all appropriate regulations		✓			Recommends	Consult	Consult
	Set Terms and Conditions of Employment		✓			Recommends		
	Staffing redundancy and restructuring		✓			Recommends	Recommends	Advises
	Dismissing CEO, Principals, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)		✓			Recommends for staff other than the CEO	Recommends	
	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		✓			Recommends	Recommends	Advises

Area	Decision	Delegation						
		Members	Trust Board	Finance & Audit Committee	Chief Finance Officer	Chief Executive Officer	Local Governing Body	Academy Headteacher
	Determining and allocating central services provided to the Academies by the Trust		✓		Advises	Recommends		Consult
	Overseeing the effectiveness of services provided centrally by the Trust		✓		Advises	Recommends	Advises	Advises
	Asset and Premises Maintenance Strategy – determining use of Academies' premises and ensuring premises are adequately maintained		Reviews			Recommends	✓	Advises
	Acquiring and disposing of Trust land		✓		Advises	Recommends	Advises	Advises
	Changing use of Assets		✓		Advises	Recommends	Recommends	Advises
	Arranging insurance for the Trust		✓		Advises	Recommends		
	Media and PR - overseeing public relations activities to positively project the activities of the Trust and the Academies to the wider community		✓			Recommends	Advises	Advises
	Academy Prospectus		Reviews			✓		Advises
	Trust Prospectus and website		✓			Recommends	Advises	Advises
Education and curriculum								
	Academy Development Plan – setting in line with strategic aims of the Trust for each Academy *		Review			✓	Advises	Advises
	Key Performance Indicators – reviewing performance of the Trust & the Academies		Reviews			✓		Advises
	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		Reviews			✓		Develops and Advises
	Curriculum – setting the curriculum for the Academies and reviewing its effectiveness *		Reviews			✓	Advises	Develops and Advises

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		Members	Trust Board	Finance & Audit Committee	Chief Finance Officer	Chief Executive Officer	Local Governing Body	Academy Headteacher
	Pupil Premium – reviewing and challenging the value for money of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap		Reviews			✓	Advises	Advises
	Set admissions policy in line with Trust Policy		Reviews			Advises	✓	Advises
	Admission decisions						✓	Advises
	Collective worship arrangements for school without religious character		Reviews			Advises	✓	Develop and Advise
	Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)		Reviews			✓	Advises	Advises
	Academy Hours – setting the opening and closing times for the Academies		✓			Advises	Recommends	Advises
	Term Dates and length of school day in line with Trust Policy		Reviews			Advises	✓	Advises
	School lunch – ensure provided to appropriate nutritional standards						✓	Develops and Advises
	Provision of free school meals to those meeting criteria						✓	Develops and Advises