



SCHEME OF DELEGATION Updated January 2026

This scheme of delegation is between the Mid Essex Anglican Academy Trust (the Trust) and the Local Boards (LB) of Bentley St Paul's Church of England Primary School, Ingatestone Infant School, Ingatestone and Fryerning Church of England Junior School and Mountnessing Church of England Primary School and Shenfield St Mary's Church of England Primary School, schools within the Trust (wherein the Scheme of Delegation is referred to as 'the Scheme').

Subject to the requirements of the Trust set out in this Scheme, the Trust delegates to the LB its responsibility and accountabilities as the Governing Body of the Academy which shall be discharged by the LB in accordance with its Constitution and Terms of Reference, the Policies of the Trust and advice published from time to time by the Department for Education and OFSTED.

Responsibilities and accountabilities delegated to the LB may be further delegated to a committee or to the Head Teacher, Head of the school. It should be remembered that although decisions may be delegated, the LB together with the Trust as a whole remains responsible for any decision made under delegation.

All policies referred to in this Scheme of Delegation means the current policy by that title as published on the academy website.

Members of the LB agree to:

- Attend such training as is reasonably required by the Trust in order to update and improve the knowledge and skills available within the LB to fulfil its role in respect of the Academy and as part of the Academy Trust operated by the Trust;
- Provide the information required by the Trust in the form indicated in this Scheme and not to withhold any information which the Trust reasonably requires.
- Refer certain decisions to the Trust for approval as set out in this Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval;
- To delegate local governors to attend meetings of a Leadership Board made up of Trust Directors, the Senior Leadership Team of the Academy and Academy Improvement Advisors, and to assist the Senior Leadership Team in the implementation of the Academy Strategic Plan in accordance with decisions made by that Leadership Board.

Membership of the Members Board

The members of the Trust are the conscience of the organisation. They appoint the board of trustees and ensure that the aims of the trust are upheld. They are:

- A representative of the Chelmsford Diocesan Educational Trust
- Three members approved by the Chelmsford Diocesan Educational Trust
- The incumbent of St Mary's Church.

Membership of the Trust Board

The trustees are a core group of people with a proven track record of school improvement and experience that is relevant to making the trust a success. They are responsible for its strategic direction and are accountable for the academies to the Secretary of State and therefore determine the level of delegation to Local Boards so that these can be as effective as possible. The Trust Board has overall responsibility and ultimate decision-making for all the work of the Trust. They are:



1. Independent trustee (Finance) [Andrew Barton]
2. Independent trustee (Education) [David Churchill]
3. Independent trustee (Education) [Stephanie Hedley-Barnes]

5. Independent trustee (Education) [Likhon Muhammad]
6. Independent trustee (Data Protection/Risk) [Laura Parker]
7. Independent trustee (Resources) [David Bryant]
8. Independent trustee (Legal/Personnel) [Jennifer Whitwam]
9. Chief Executive Officer [Sally Taggart]

Minimum Membership of a Local Board

Governor	Number	Term	Appointment Process
Trust Appointed	4 to 6	4 years	By Trust Board (TB) – the Board will take in account any representations made by the Local Board of Governors. At least one of these appointments will be an Incumbent/Principal Officiating Minister appointed with the recommendation of the Archdeacon and reference to the Mission and Ministry Unit. Church Schools will nominate representatives of the Parochial Church Council linked to the school, to the LB to make representation to the TB. The number of PCC nominated governors will be set by the LB.
Head Teacher/Head of School	1	N/A	Ex-officio
Trustee (optional)	1	N/A	Appointed by the TB
Parent	2	4 years	Appointed from the parent body of the school
Staff	1	4 years	Appointed from the staff of the LB school
Chair of LB	From above	1 years	Approved by the Trust Board
Vice Chair of LB	From above	1 year	Election within the LB

Trust Board members may also attend LB meetings as full members.

General Duties – Decision Level Matrix

KEY

Level 1: Trust Board / sub-committees

Level 3: CEO

Level 5: Chair of LB in consultation
with Trust CEO

Level 2: Trust Board in consultation with Local
Board

Level 4: Local Board

Level 6: /Head Teacher or Head of School with*



**The different levels of delegated power are listed
below:**

Approve: A

Propose: P

Monitor and report: M

Recommend: R

Develop: D

Consulted: C

Implement: I

Although decisions may be delegated to the Local Board or Head Teacher, the Trust Board as a whole remains responsible for any decision made under delegation and may overrule the Local Board or Head Teacher if appropriate.

Note 1: In the event of a familial or personal relationship between the employee and the line manager, an appropriate more senior replacement will manage procedures and make decisions.

Note 2: Persons with familial or personal relationships will not sit on review panels.

Note 3: Persons with familial or personal relationships will declare such in each meeting, as required.

*A “personal relationship” is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

This scheme of delegation will be used in reference to ‘The Leadership of the Mid Essex Anglican Academy Trust’ which outlines the different responsibilities for Head Teachers and Heads of School.

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
School Development	0.1	Appoint a school improvement consultant (SIC)	C		A	C		C*	Frequency of visits will be dependent on the effectiveness of the academy and be in line with the Academy Improvement Policy
	0.2	Develop a Trust Strategic Plan	A		D	C		C*	Executive Leadership team work together, consulting local boards to create a trust strategic plan, approved by Trust board
	0.3	Develop and monitor a school development plan			C	A		D*	With CEO and SIC and with regard to the Trust Strategic Plan
	0.4	Ensuring the academy provides at least a 'good' level of education to all pupils.	M		I	M		I*	
	0.5	Ensuring at least 'good' academic progress and standards.	M		I	M		I*	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
Governance	2.1	Consider extending the multi academy trust or joining an existing multi academy trust	A			C			
	2.2	Consider requests from other academies to establish or join the MAT	A						
	2.3	Determine terms of reference and any amendments	A			R			
	2.4	Appoint / remove CoLB		A		C			
	2.5	Appoint / remove other LB members		A		C			
	2.6	Appoint / dismiss clerk to TB	A		R				Not a trustee or staff member
	2.7	Appoint / dismiss clerk to LB				A			Not a trustee or staff member
	2.8	Convene at least six LB meetings in any year				I			
	2.9	Establish and maintain register of business interests for TB and LB	I			I			Trust Board Manager
	2.10	Determine, establish, implement and monitor an expenses policy	A		I	R		I*	
	2.11	Consider whether or not to exercise delegation of functions to individuals or committees	A			R			Dependent on other delegated areas
	2.12	Regulate the LB procedures (where not set out in law)	A			C			
	2.13	TB and LB code of conduct	A			A			
	2.14	Complaints policy	AM		I	IM		I*	
	2.15	FOI request policy	AM		I	IM		I*	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
Pupil welfare and curriculum (not safeguarding)	3.1	Ensuring national curriculum taught to all students and to consider any disapplication			M	A		R*	
	3.2	Determine, establish, implement and monitor curriculum policies			MR	AM		RI*	Diocese of Chelmsford agreed syllabus to be implemented by Church of England schools
	3.3	Determine, establish, implement and monitor actions in relation to teaching standards			MR	AM		MRI*	
	3.7	Determination of which subject options are to be taught, given the available resources			MR			A*	
	3.8	Responsibility for each child's education			R			A*	
	3.9	Determine, establish, implement and monitor sex and relationship education policy for each school			MR	AM		RI*	
	3.10	Monitor for any political indoctrination	M		M	M		M*	
	3.12	Carry out decisions/appeals as per policy (exclusions)				A		R*	Committee of LB
	3.13	Determine, establish, implement and monitor the behaviour and discipline policy	A		R	R		P*	Policy to be developed by each school and agreed by TB
	3.14	Setting times of school sessions, term dates and holidays (ensure meets for 380 sessions)				A		P*	Liaise with other schools if have shared staff and with CEO for joint training days
3.15	Monitor provision for disadvantaged pupils, including those receiving pupil premium and those on the SEND register			M	M		M*		

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
Safeguarding	4.1	Determine, establish, implement and monitor a safeguarding policy	A M		M	R M		IM *	TB and LB to
	4.2	Ensure safer recruitment procedures are followed at school and trust level	A		I M	M		I*	
	4.3	Refer allegations of abuse against staff to LADO			I			I*	Head Teacher to inform LB and TB safeguarding leads
	4.4	Determine, establish, implement and monitor an e-safety (including acceptable use) policy	A		I	R M		I*	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
Equality	5.1	Determine, establish, implement and monitor single Equality Act policy – Trust level	A			RM		IM*	
	5.2	Determine, establish, implement and monitor single Equality Act policy – School level				A		IM*	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
RE & Collective Worship	6.1	Determine, establish, implement and monitor a religious education policy	A		M	R M		IM*	Policy to be developed by each school and agreed by TB, according to school status
	6.2	Establish, implement and monitor a religious education curriculum			M	A M		IM*	Diocese of Chelmsford agreed syllabus to be implemented by previously VA Church of England schools Essex Agreed syllabus to be implemented by previously VC Church of England school or a community school
	6.3	Determine, establish, implement and monitor a collective worship policy	A		M	R M	IM		Policy to be developed by each school and agreed by TB, according to school status
	6.4	Uphold the Christian values of a Church Trust	M		I	M		I*	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
Admissions	7.1	Determine, establish, implement and monitor an admissions policy for the Trust		A	IM	M		I*	
	7.2	Determine, establish, implement and monitor an admissions criteria for each school		A	M	RM		IM*	Policy to be developed by LB and approved by TB
	7.3	Admissions: application decisions				A			Committee of LB
	7.4	Admissions: appeals				C		I*	Appeals to be dealt with by independent panel (purchase from ECC). HT to present academy case; LB to be kept advised
	7.5	Appeal to Secretary of State against directions to admit pupil(s)		A	I				
	7.6	Prepare and publish school prospectus/information for parents, carers and staff				A		I*	

	7.7	Adopt and implement home school agreements				A		I*	
	7.8	To prepare and publish key information online including pupil premium, curriculum by year and subject, admission arrangement, various policies, links to Ofsted reports and performance data		A	C	AR		I*	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
Finance and business management	8.1	Appoint a qualified accountant to produce annual company accounts for independent audit	A		R				
	8.2	Recommend and approve the budget plan in each financial year		A	R	C		C*	
	8.3	Prepare the annual budget forecast Return	A		I				CEO to sign and submit to the EFA
	8.4	To approve interim/revised forecast		A	R	C			
	8.5	To monitor monthly income and expenditure against budget plans		M	I	M		I*	
	8.6	To establish a charging and remissions policy		A	I	R		I*	Use Trust model policy and report to TB on effectiveness
	8.7	To enter into contracts	A		I	C		I*	As per Trust Finance Regulations
	8.8	To approve and monitor payments	A		AI			AI*	As per Trust Finance Regulations
	8.9	Miscellaneous financial decisions	A	A	I			I*	As per Trust Finance Regulations
	8.10	Capital programmes	A		I	C		C*	
	8.11	Income generation (including Lettings)	A		I	A		I*	Income generated belongs to the individual schools
	8.12	Investments	A						Where appropriate the TB will invest in high interest accounts
	8.13	Determine, establish, implement and monitor data protection policy	A		I	M		I*	
	8.14	Determine, establish, implement and monitor a Risk Management Policy	A						
	8.15	Determine, establish and review Risk Register	A		CI	A		CI*	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
Personnel	9.0	Determine, establish, implement and monitor the Trust and school staffing structures	A		RI	C		IC*	
	9.1	CEO appointment (selection panel)	A						
	9.2	CFOO Appointment (selection panel)	A						

	9.3	Headteacher and Head of School appointments (selection panel)		A	P	C			Consult with LB, CEO, TB and LB to be represented on the selection panel
	9.4	Deputy and assistant head appointments (selection panel)		A		C		P*	Consult with CEO. TB to be represented on the selection panel
	9.5	All matters regarding the employment of school based teaching and all support staff		A	I	IC		I*	Trust recruitment policy outlines recruitment procedures
	9.6	All matters regarding the employment of staff shared between individual academies (central team)	A		I			IC*	
	9.7	Determine, establish, implement and monitor a performance management policy	A		IM			IM*	
	9.10	Performance management of CEO	A						TB in consultation with advice from independent advisor. Committee of the TB to hear recommendation and appeal
	9.11	Performance management of Head Teachers/Heads of School		A	RI	C			TB/CEO in consultation with LB and advice from independent advisor. Committee of the TB to hear recommendation and appeal
	9.12	Performance management of school staff						AI*	Committee of LB to hear appeals
	9.13	Performance management of trust staff			AI			IC*	Committee of TB to hear appeals
	9.14	Performance management of shared staff			AI			IC*	As agreed by sharing schools
	9.15	Determine, establish, implement and monitor a pay policy for all staff	AMR		I			C*	Sub-committee of TB to be established for decisions/appeals
	9.16	Determine, establish, implement and monitor staff disciplinary and capability procedure	A		I	MR		IM	Sub-committee of TB to be established for dismissals as per policy Head of Schools – for support staff
	9.17	Determining dismissal payments/ early retirement	A		I			CI	
	9.28	Determine whether a whistle blowing investigation is appropriate	A		I	I		I*	
	9.29	Determine application from employee for special leave			I			I	Head Teachers for schools, CEO for SSM, IIS and IFJS and central team
9.30	Determine, establish, implement and monitor a trust code of conduct policy (including social media)		A	I	R		I*	Personalised to the school	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
– ☐ †	10.1	Buildings insurance and personal liability	A		I	C			

	10.2	Developing school buildings strategy or master plan and contributing as required to Trust Asset Management Planning arrangements		A		C			
	10.3	Procuring and maintaining buildings including developing a properly funded maintenance plan		A	I	C			
	10.4	Determine, establish, implement and monitor health and safety policy	A		I	M		I	Heads of School implement and monitor
	10.5	Ensure the school meals where provided are nutritious and value for money, following the National standards, appointing external school adviser		A	I	M		IM*	
	10.6	Determine, establish, implement and monitor the school lettings policy				A		I	Heads of School implement and monitor
	10.7	Determine, establish, implement and monitor the school cyber security policy	A		I			I	

Key Function	Ref	Tasks	1	2	3	4	5	6	Comment
GDPR	11.1	Determine, establish, implement and monitor all aspects of a GDPR policy	A		IM	RM		IM	