Synergy Multi Academy Trust Scheme of Delegation 2025-2026
(An Operational Guidance Document)

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined

(A) Accountable – The body/person answerable for the task

(R) Responsible – The body/person who will complete the task

The Scheme of Delegation should be read in conjunction with individual job descriptions, the Trust Governance and Improvement Handbook, the Master Policy Schedule and the Terms of Reference for the relevant Board or Committee.

While the Scheme is designed to be wide-ranging it will not cover every task as it is designed to provide clarity that is not available through other sources (listed above).

No	Task	Members	Trust Board	ECS Committee	People Committee	Finance Committee	Audit & Risk Committee	CEO	DCEO	CFO	Dir of People	Head of Est	Head of IT	LGB	Heads
Strategy and Trustee Structure															
1	Set vision, values, ethos and strategy		A R												
2	Approve Articles of Association	A	R												
3	Appoint / remove Trustees	A	R												
4	Co-opt Trustees		A R												
5	Establish and remove Committees		A R												
6	Approve Trust Board and Committee TOR		A R												
7	Approve new academies and provision		A R												

#	Task														
8	Approve Scheme of Delegation		A R												
9	Appoint & remove Gov Professional		A R												
10	Trust SEF							A R	R						
11	Trust Improvement & Development Plan							A R	R						
Risk Management															
1	Maintain Trust risk register						A	R							
2	Maintain School risk register						A	R							R
3	Approve all Audit & Risk related policies						A	R							
Finance															
1	Agree all finance related policies		A			R			R						
2	Approve budget plans		A			R									
3	Appoint and remove internal auditors		A				R		R						
4	Appoint and remove external auditors	A					R								

#	Task														
5	DfE Compliance		A				R			R					
Education															
1	Set term dates and INSET			A				R	R						
2	Approve all education related policies			A				R	R						
3	Set Trust and Academy academic targets			A				R	R						
4	PP Plans and monitoring			A										R	
5	SEND provision and monitoring			A										R	
6	Monitoring Safeguarding			A				R	R					R	
7	School SEF							A	A						R
8	SIDP							A	A						R
9	Curriculum design							A	A						R
Estates, Health & Safety															
1	Estates SCA spend plan					A					R		R		
2	Approve significant					A					R		R		

#		1	2	3	4	5	6	7	8	9	10	11	12	13	14
	capital expenditure														
3	Estate Compliance							A				R			
4	All estate Health & Safety provision							A				R			
5	Approve all Estates, H&S related policies							A				R			
6	All required H&S / Estates "returns"							A				R			
People															
1	Agree all staffing related policies		A		R										
2	Appointment & performance rev of CEO		A		R										
3	Appointment & performance review of CFO		A						R						
4	Appointment of Central Services staff		A						R	R	R	R	R	R	
5	Appt & perf rev of EHT / Heads / HOS		A						R	R				R	
6	Appt & perf rev of DHT, AHT and LT													R	A	R

#	Item	1	2	3	4	5	6	7	8	9	10	11	12	13
7	Appt & perf rev of school staff												A	R
8	Central Team salary decisions				A			R	R					
9	Headteacher salary decisions				A			R	R					
10	CEO and DCEO salary decisions				A, R									
11	Authority to dismiss staff inc redundancy							A, R	R	R	R			
11	Appoint LGB Members												A R	
IT Systems & Service														
1	DfE Digital Standards						A						R	
2	Cyber Security Updates						A						R	
3	KCSIE Updates						A						R	
4	Upgrades of software and hardware						A						R	
5	All IT related policies						A						R	