

# AAT Scheme of Delegation For September 2025-26

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Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email [jadams@aurigaacademytrust.org.uk](mailto:jadams@aurigaacademytrust.org.uk).

***“The Auriga Academy Trust aims to provide  
 outstanding special needs education for the local community close to where our pupils live”***

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This document should be read in conjunction with the Auriga Academy Trust Terms of Reference, Agenda Plans and Code of Conduct.

# 1. Multi Academy Trust Board Scheme of Delegation (SofD)

Diagram 1: Governance Structure for The Auriga Academy Trust

Governance at Auriga Academy Trust

**Members**  
(hold Board of Trustees to account)

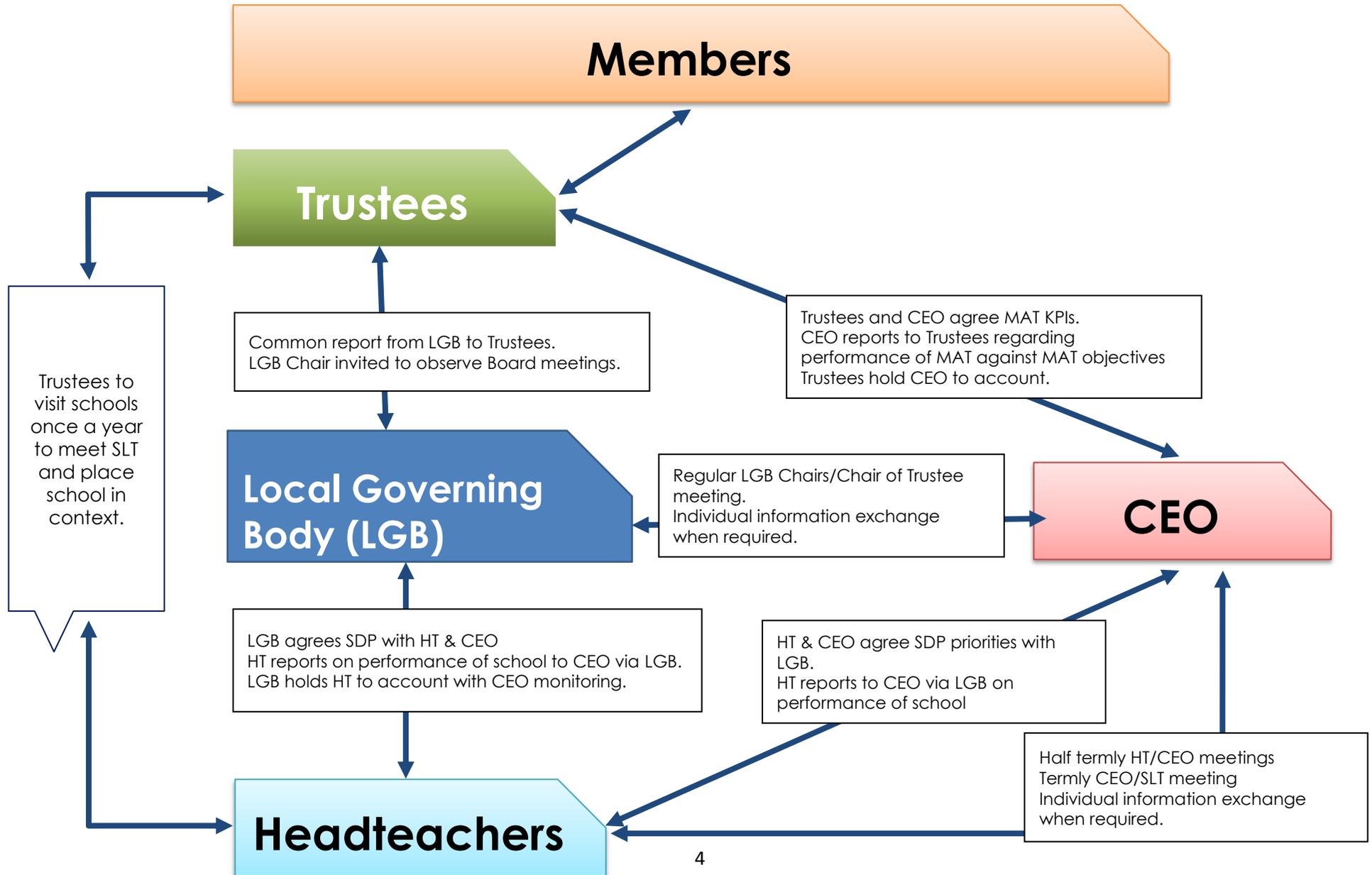


Other Stakeholders

- Parents
- Staff
- Pupils
- LA
- DfE
- Other schools

## 2. Multi-Academy Trust Governance Relationship

**Diagram 2: Governance Relationship Diagram**



### 3. Introduction and general principles

- 3.1. In a Multi Academy Trust there is only one legal entity accountable for all the schools (Academies) within the Trust, i.e., the Multi Academy Trust ("MAT"). The MAT has one set of Articles of Association which govern all the Schools in that Trust. The MAT has a Master Funding Agreement with the Secretary of State. Each School also has a Supplemental Funding Agreement. The AURIGA Academy Trust is the statutory body for all the schools in the MAT. The Secretary of State for Education has entered into an agreement with **The AURIGA Academy Trust** to run the schools in the Trust and therefore the Multi Academy Trust Board ("the Board of Trustees ") is responsible for the standards and operation of all Schools in the Trust.
- 3.2. In drawing up this Scheme of Delegation the Board of Trustees wish to explicitly focus on maintaining the individual character of the special schools within the Trust as Academies with strong and effective Local Governing Bodies (LGBs) working closely to support and challenge their Headteachers in the management of the Schools, acting as critical friends.
- 3.3. The core structure for the Board of Trustees and its sub-committees is set out in Diagram 1.
- 3.4. The Board of Trustees may delegate the authority to make certain decisions to a LGB or other committee and must approve the membership and proceedings of any committee, with due regard to the requirements of the Articles of Association of The AURIGA Academy Trust. Only the Board of Trustees can take decisions on the delegation of powers, including the establishment of committees, the approval of **Terms of Reference**, the appointment of Trustees and governors, or non-governors to any committees, or the delegation of any powers to any committee or LGB or an individual, or any changes to previous agreements. The Board of Trustees must also agree any proposed changes to the terms of reference, constitution and membership of any LGB or committee annually.
- 3.5. Details of delegation and accountability can be found in **Table of Accountability and Delegation**
- 3.6. This Scheme of Delegation has been developed to clarify the responsibilities and powers of Trustees, governors and staff employed at the school in respect of key aspects of the management of the Trust and its Schools and to ensure compliance with legal requirements.
- 3.7. This Scheme of Delegation has been drafted in accordance with the following general principles:
- Every pupil has the right to the highest quality academic, social, emotional and physical education.
  - The Board of Trustees, committee members and governors will work collaboratively and in partnership at all times.
  - The partnership will value and respect each School's distinctive ethos and identity.
  - The Board of Trustees will make decisions, on matters which affect all schools in the trust. Where appropriate, Local Governing Bodies will be consulted with regards to decisions affecting them. Local Governing Bodies will make decisions on matters which affect individual schools, having regard to the overarching Trust ethos and strategic plan.
  - Headteachers and Local Governing Bodies will have maximum delegation of responsibility and decision making regarding the day-to-day operation of their schools unless there is a cause for concern.
  - The Board of Trustees will put in place effective arrangements for monitoring and evaluating the performance of LGB's and schools.
  - The Board of Trustees will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and LGB's should the individual, group, or LGB's, fail to carry out their duties and responsibilities effectively.
  - The Board of Trustees will consult LGB's on plans to introduce adjustments to the trust's governance arrangements.
  - LGB Chairs may be invited to Trust Board meetings as observers.
  - Each school that joins the Trust will have its own Local Governing Body, with the exception of any free school created under the Trust whereby a transitional governance arrangement will be made to ensure consistency of principles and practices across the Trust. Through the agreed Scheme of Delegation, the LGB is expected to make decisions in the best interests of the pupils and students and the community it serves.
  - All governance stakeholders will undertake the relevant suitability checks, training and adhere to the **Code of Conduct, Virtual Attendance Procedure and Governor and Trustee Expenses Policy**.

3.8. This Scheme of Delegation sits alongside the wider suite of MAT policies which cover all financial delegations and the suite of protocols through which the Trust operates that further define individual and collective roles and responsibilities, and therefore are not repeated here.

3.9. The delegations set out in this Scheme are delegated to the specific committees, LGB's and any individuals unless otherwise directed or agreed by the Board of Trustees. Delegations cannot be exercised other than by the designated committee, LGB or individual unless otherwise directed or agreed by the Trustees.

#### 4. Scope and applicability

4.1. This Scheme of Delegation outlines the framework for decision making within The Auriga Academy Trust. It applies to all Trustees, Governors and staff.

4.2. This Scheme of Delegation should be read in conjunction with the Table of Accountability and Delegation, Agenda Plans, Terms of Reference, Agenda plans and Code of Conduct.

#### 5. The Articles of Association

5.1. The following are the relevant clauses from the Articles of Association that outline what can, and cannot, be delegated.

- **Clause 93:** Subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Company shall be managed by the Trustees who may exercise all the powers of the Company.
- **Clause 100:** Subject to these Articles, the Trustees may appoint separate committees to be known as Local Governing Bodies for each Academy; and may establish any other committee.
- **Clause 101:** Subject to these Articles, the constitution, membership, and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution, and membership of any committee of the Trustees shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the Local Governing Bodies) a majority of members of any such committee shall be Trustees. Except in the case of an Local Governing Bodies, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.
- **Clause 105:** The Trustees may delegate any of their powers or functions to any Trustee, committee (including any Local Governing Bodies), the Chief Executive Officer or any other holder of an executive office, such of their powers or functions as they consider desirable to be exercised by them. Any such delegation shall be made subject to any conditions the Trustees may impose, and may be revoked or altered.
- **Clause 106:** Where any power or function of the Trustees has been exercised by any committee (including any Local Governing Bodies), any trustee, the Chief Executive Officer or any other holder of an executive office, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.
- **Clause 107:** The Trustees shall appoint the Chief Executive Officer and the Principals of the Academies. The Trustees may delegate such powers and functions as they consider are required by the Chief Executive Officer for the internal organisation, management, and control of the Academies (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at the Academies).

5.2. The Board of Trustees cannot delegate any functions relating to:

- the constitution of the Trust;
- the appointment or removal of the chair and vice-chair of the Trust;
- the delegation of functions;
- the establishment of Trust committees.

## 6. Definitions and Responsibilities under the Scheme of Delegation

6.1. The Auriga Academy Trust is a charitable company and is responsible for the strategic direction of the MAT and has three types of governance stakeholders: the Members of the Trust, the Board of Trustees and Local Governing Bodies.

6.2. The following definitions and responsibilities will apply:

### Members

The Members are akin to shareholders and have guardianship and oversight over the direction and running of the MAT, holding the Trust Board to account for the effectiveness of their governance. The Members enter into the funding agreement with the Secretary of State and need to assure themselves that the governance of the trust is effective and that the Board of Trustees are acting in accordance with the trust's charitable object. At the Annual General Meeting, the Board of Trustees must provide information to members including the Trust's audited annual report and accounts. Extraordinary General Meetings may also be requested.

6.3. The Members have statutory rights and powers

- Appoint additional Members (1).
- Remove a Member where they believe it is in the interests of the Trust (1).
- Appoint up to 11 Trustees (2)
- Remove a Trustee before the expiration of their term of office (2).
- Amend the Trust's Articles, subject to any consents required from the Charity Commission and the Secretary of State for Education (via the Department for Education (1)).
- Appoint the Trust's external auditors.
- Receive the Trust's audited annual accounts.

(1) - by means of a special resolution, i.e. a 75% majority vote.

(2) - by means of a normal resolution, i.e. a simple majority vote

### Board of Trustees

6.4. The Board of Trustees fulfill the role of both directors under company law and Trustees under charity law when exercising the powers and carrying out the duties of the MAT. The Board of Trustees are responsible to the Members of the MAT as well as the parents, pupils, and staff at the academies.

6.5. The Board of Trustees are responsible for the core purpose of

- Strategic leadership: defining a vision, fostering a culture and championing the strategy
- Accountability and assurance: providing robust and effective oversight of operations and performance
- Strategic Engagement: strategic oversight of relationships with stakeholders

6.6. The Board of Trustees will work with the LGB's to ensure the quality of education and financial management provided at each school. To achieve this it is recognised that there is the need for an effective Board of Trustees with strong committees to

- Create an ambitious culture to provide high quality and inclusive education;
- Drives the effective and efficient user of resources for the benefit of all Trust Schools and the wider education system
- Ensure a culture of school improvement is embedded through self evaluation, challenge and support and other appropriate actions
- Promotes the development of its workforce through collaboration, aspiration and support
- Provide leadership and strategic direction anchored by the needs of the schools, the communities they serve and the wider education system, while adhering to the 7 principles of Public Life,

6.7. The Board of Trustees can delegate to any committee, Trustee or governor, the CEO or Headteacher or any other holder of an executive office, any of its powers or functions, subject to any prescribed restrictions imposed by them and management of conflicts of interest. The **Terms of Reference** and **Agenda Plans**, including constitution and membership of any committee must be reviewed every 12 months.

6.8. The Chair of the Board of Trustees may be asked to make an urgent decision where a delay would be seriously detrimental to the interests of the Trust; any pupil at the school, or their parent; or a member of staff. Where possible the Chair should consult with other Trustees, however, if it is not practicable to

convene a Board meeting, the Chair may take this decision, ensuring it adheres to Trust policies and is reported to the next meeting of the Board of Trustees.

## Committees / LGB's

- 6.9. Five Committees operate under The AURIGA Trust Board. In addition there are three Local Governing Bodies:
- The **Audit and Risk Committee** provides oversight of internal controls and risk management.
  - The **Finance and Resources Committee** has oversight of the Trust's financial management, premises provision and staffing.
  - The **Standards and Effectiveness Committee** monitors individual school performance and improvement, and pupil welfare
  - The **Pay Committee** is focussed on pay matters.
  - The **Governance and Nominations Committee** maintains oversight of the trust's governance recruitment and structure and seeks assurance that governance arrangements are effective and robust.
  - Local Governing Bodies for each of the school's within the Trust; **Capella House School LGB, Clarendon School LGB, and Strathmore School LGB\*** (correct as at 1 September 2025)
- 6.10. In addition to the above Committees the Board of Trustees may deem it appropriate from time to time, to form ad-hoc committees or panels. Ad-hoc committees or panels will be comprised of suitably skilled governors or Trustees who are currently appointed by the Board of Trustees to a Committee or LGB. In addition certain policies may require an independent member of a Committee to be appointed.

Chairs of LGB's may agree an urgent decision in the same manner outlined in Clause 6.8 but must also ensure the CEO is in agreement with the decision. **Ad hoc Committees / Panels**

- 6.11. The Board of Trustees has given delegated authority to the Governance and Nominations Committee to appoint members of any ad hoc Committees of the Board if required to consider relevant matters in accordance with the Trust's policies and legislation.

These ad-hoc Committees and Panels include but are not limited to

- Pay and Performance Appeals Committee - to consider appeals against decisions on pay and performance matters relating to staff of the Trust.
  - Staff Discipline, Grievance and Redundancy, first committee - to consider matters of discipline, grievance, redundancy, redeployment and early retirement relating staff of the Trust.
  - Staff Discipline, Grievance and Redundancy Panel, second committee - to consider matters at the second stage of discipline, grievance, redundancy, redeployment and early retirement relating to staff of the Trust.
  - Appointments Committee, Senior Staff - to carry out the process of recruitment and appointment of members of the Trust Senior Leadership Team and the Leadership Team of the Trust Central Team.
  - Complaints - to consider complaints against schools and the Trust.
  - Pupil Exclusion Committee - to consider a Headteacher's decision to exclude or suspend a pupil.
  - Trustee / Governor Disciplinary Committee - to consider disciplinary matters including removal of a governor / Trustee.
- 6.12. The Board of Trustees retains the responsibility for forming an Appointments Committee to carry out the process of recruitment of the CEO and Academy Headteachers and recommend an appointment to the Board of Trustees, as per the Recruitment Policy.
- 6.13. All ad hoc committees will be established as per the relevant policies and procedures of the Trust, which can be found on the Trust Website and in the AAT and Schools Policy Schedule.
- 6.14. Should there be any proposals to amend the Scheme of Delegation, by any Committee or these must be referred to the Board of Trustees to consider.

## Local Governing Bodies (LGBs)

- 6.15. Each Local Governing Body is made up of representatives from the respective schools and their local communities, including one elected parent governor. Detailed processes outlining actions to address difficulty recruiting parents of current pupils can be found in the Auriga Academy Trust's **Operational**

**Procedures.** Where schools are not able to recruit parents of current pupils, they should seek to secure governors who can provide a parental perspective. Governors support the Trustees to deliver strategic management and operational oversight at their respective schools.

- 6.16. Governors, working with the Headteacher and senior staff, are responsible for:
- Implementing the agreed vision of the MAT.
  - Holding the Headteacher to account for the standards and quality of the provision of education and pupil experience at the school.
  - Providing a strategic overview and a monitoring role in connection with the school, especially the school's development priorities.
  - Monitoring the use of the delegated budget.
  - Acting as a critical friend to the Head Teacher.
  - Engaging with local stakeholders including the local community
- 6.17. There will be no standing or sub-committees for Local Governing Bodies.
- 6.18. Each Local Governing Body may propose changes to the governance needs of the School and the Trust but will adhere to the following:
- As a minimum the Local Governing Body will appoint Link Governors for Finance and for Safeguarding,
    - Local Governing Bodies will identify at least one Governor to act as **Safeguarding Link Governors** to take leadership responsibility for their school's safeguarding arrangements. These governors must undertake an appropriate level of training (Safeguarding Level 2 minimum). Safeguarding Link Governors will meet termly with the school DSL and will report back to the LGB.
    - Local Governing Bodies will identify at least one Governor to act as **Finance Link Governor** with appropriate skills and knowledge. Finance Link Governors may join the termly Head Teacher & Finance Director meeting to review the management accounts. Monthly management accounts will be circulated to the Finance Link Governor and any queries should be directed to the Headteacher directly advising the Chair if necessary. The Finance Governor will be responsible for reporting back to the LGB.
- 6.19. Governors which serve on Local Governing Bodies are not Trustees of the Trust. However, for each school the Chair of Governors will be invited to Trust Board meetings as an observer and, on occasion, in order to provide specific information to the Trust. The views from LGB's will be sought by the Board of Trustees, facilitated by regular meetings of Trust and LGB Chairs and Vice-Chairs.
- 6.20. All other delegated responsibilities will be held by the Local Governing Body as a whole.
- 6.21. Where a responsibility is delegated to a local level, it is the Trust as the legal entity (not the LGB) that is ultimately accountable, for example in terms of finance and performance, and as the employer of staff.
- 6.22. The Board of Trustees have agreed the **Trust's Operational Procedures** which communicates the processes undertaken to fulfil the governance function of the Board and its Committees, including LGB's.

## **CEO, Headteachers and Staff**

- 6.23. The AURIGA Academy Trust uses the term Headteacher rather than Principal.
- 6.24. The CEO and Executive Leadership Team, are accountable to the Board of Trustees.
- 6.25. The Headteachers will meet with the CEO each half term and as required.
- 6.26. The Headteacher, Senior Leadership Teams and staff are accountable to the LGB and Trustees for the School's performance. The Headteacher will comply with any reasonable direction by the LGB or Trustees when acting on the Trust's behalf. The Headteacher will agree and monitor appropriate delegations of authority with other staff.
- 6.27. The Headteacher is responsible for:
- The internal organisation, management, and control of their School,

- Advising on and implementing the Trust's strategic framework,
- Implementation of all policies approved by the Trustees or LGB,
- For the direction of the teaching and the curriculum at the school.

**7. Table of Accountability and Delegation**

[Table of Accountability and Delegation 2025-26](#)