Scheme of Delegation

Approved by:	Board of Directors	**Date:** 14/09/2026
Last reviewed:	August 2026	
Next review due by:	August 2027	

About Us

Established in 2014 with 4 primary academies in the Camborne area, our Trust has grown in strength and numbers and now brings together a family of 13 primary schools within mid and west Cornwall. The Trust provides school improvement opportunities, financial stability and a strong network of schools delivering high-quality education to nearly 3000 pupils. Our mission is to give all of our children the very best possible start in life so that they can succeed in the best universities, workplaces and communities.

Our Trust Vaues are at the very core of how we operate:

Ambitious - always have high expectations and aspirations for everyone; learning from the best and having an optimistic outlook

Empowering - believing and investing in our people; developing talent and potential; celebrating diversity and individuality: working collaboratively and celebrating achievement

Ethical - doing what is right and challenging what is wrong; showing kindness and compassion; promoting wellbeing and sustainability.

The Scheme of Delegation Framework (SoDF)

The Scheme of Delegation Framework (SoDF) identifies the key decisions required in connection with the overall governance and management of the Trust and its schools.

The SoDF defines the powers which are delegated from the Rainbow MAT Board to other sub-Committees or Executive officers in order to facilitate the day-to-day running of the organisation ensuring compliance with the Academy Trust Handbook and the Rainbow MAT Financial Regulations.

The different layers of governance and roles and responsibilities are explained in more detail in the Governance paragraphs below.

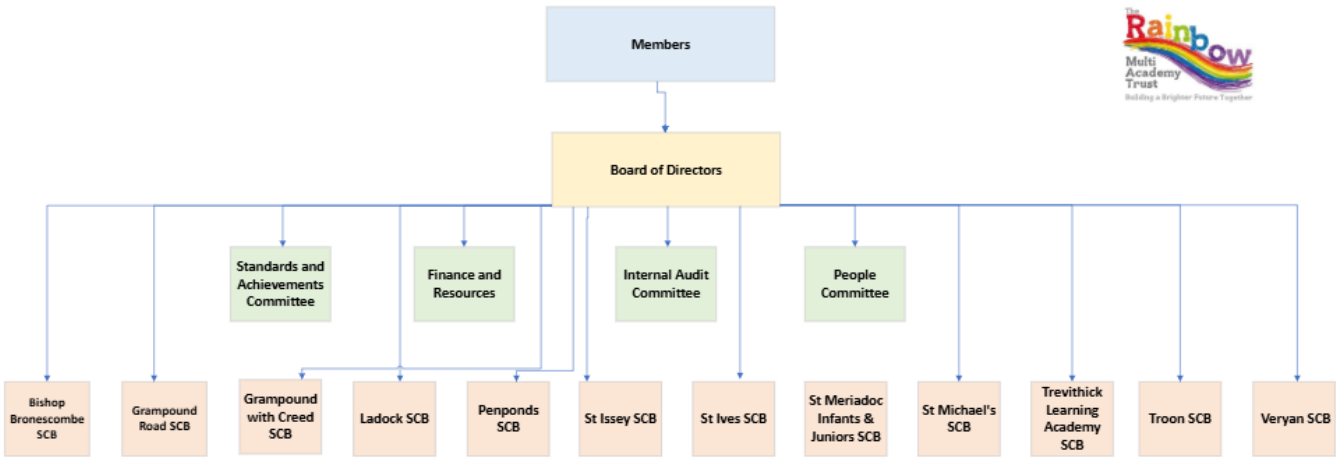
The SoDF should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Our Governance

As an exempt charity and company limited by guarantee, Rainbow MAT is governed by a Board of Trustees who are responsible for and oversee the management and administration of the Trust and the academies run by the trust. Our Board is made up of 9 Trustees who are accountable to the Department for Education (DfE), Education and Skills Funding Agency (ESFA) and external government agencies, including the Charity Commission, for the quality of the education that Rainbow MAT provides and the effective use of public sector funding.

Governance Structure:

The Rainbow Multi Academy Trust Governance Structure



Key Roles and Responsibilities

The Trust's three core layers of governance are Member s, Trustees and Trust Board Committees that includes School Community Boards. We have set out in the table below an overview of the key roles and responsibilities across the different layers of governance.

Role	Description of Duties
Members	The Members of the Trust have a different status to Trustees. They are the signatories to the Memorandum of Association and have agreed the Trust's Articles of Association (a document which outlines the governance structure and how the Trust will operate). The Members appoint Trustees to ensure that the Trust's charitable object is carried out and so must be able to remove Trustees if they fail to fulfil this responsibility. Members receive the annual report, accounts and other information. To ensure there is clear separation between layers of governance, Member s should not also be Trustees.
Trustees / Trust Board	Legally accountable for all statutory functions and performance of all the schools within the trust. The Trust creates information pathways between the Trust board, the Academy Committees and the Chief Executive. The Trust Board must: • Ensure clarity of vision, ethos and strategic direction • Hold the Executive to account for the educational performance of the schools and their pupils, and the performance management of staff • Oversee the financial performance of the Trust and make sure its money is well spent

	As mentioned previously, the Trust is a company limited by guarantee and an exempt charity. Therefore, Trustees must comply with company, education and charity law requirements. The Trust Board is permitted to exercise all the powers of the Trust. The Trust Board will delegate, to the CEO, responsibility for the day-to-day operations of the Trust. The Trust has the right to review and adapt its governance structure at any time which includes removing delegation.
Trust Board Committees	The Trust Board has delegated some governance functions to Committees of the Trust Board. Those include: **Standards and Achievements Committee** – This Committee monitors, evaluates, and reports to the Board on the implementation and impact of the MAT's curriculum and the quality of teaching and learning on the targets for pupil attainment, achievement and standards. The Committee also maintains a consistent focus on checking the effectiveness of the MAT's development/ improvement plan (including Safeguarding arrangements. **Finance and Resources Committee** – This Committee monitors, evaluates, and reports to the Board on the implementation and impact of the Trust's financial and premises related policies. The Committee ensures: • The Trust complies with all matters of regularity, propriety, and value for money in its use of its budget. • The Trust complies with all legislation and effectively implements the Trust's policies and procedures relating to the maintenance and use of its buildings and site, ICT, data and health and safety. • The powers and duties for financial management and controls, identification and management of risk, procurement of goods and services, maintenance and security of the buildings and site, ICT, data and health and safety are properly carried out in accordance with the scheme of delegation. **Pay Committee** – This Committee supports the Board to achieve the aims of the Trust-wide Pay Policy in a fair and equal manner. **Internal Audit Committee** – The purpose of the Committee is to provide the Board with assurances over the suitability of, and compliance with, the MAT's internal scrutiny systems and controls.

	People Committee – The purpose of the Committee is to assist the Board in fulfilling its obligations relating to all human resource matters, ensure that workforce policies and practices are consistent with the Trust's values and support its long-term sustainable success. **School Committee Boards** are committees of the Trust Board with delegated powers defined in the Scheme of Delegation and Terms of Reference. Their role is to provide local oversight, assurance and community connection, while remaining accountable to the Trust Board
Chief Executive Officer	The CEO has the delegated responsibility for the operation of the MAT including the performance of the Trust's academies and the performance management of the Headteachers in partnership with the LGB and School Improvement Advisor. The CEO is the accounting officer so has overall responsibility for the operation of the Academy Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money. The CEO line manages the Chief Financial and Operational Officer. The CEO will delegate executive management functions to the Chief Financial and Operational Officer and is accountable to the Trust Board for their performance.
Deputy Chief Executive Officer	The Deputy CEO is a senior executive leader who supports the CEO in driving the trust's strategic vision, ensuring high-quality education, and overseeing the effective operation of all academies. The role involves leading school improvement, monitoring educational performance, managing trust-wide operations such as safeguarding, HR, and ensuring consistent standards across schools. The Deputy CEO often line-manages senior trust leaders, collaborates with headteachers and external partners, and represents or deputises for the CEO when required, playing a key part in both strategic planning and day-to-day leadership across the organisation.
Chief Financial and Operational Officer	The CFOO works in close collaboration with the CEO through whom he or she is responsible to the Board of Directors. The CFOO also has direct access to the Finance Committee. The CFOO has the responsibility for the Trust's financial position at a strategic and operational level as well as the maintenance of effective systems of internal control.

Director of Schools	The Director of Education is a senior strategic leader responsible for raising the quality of curriculum, teaching, and learning across all schools in the trust. They act as the primary support contact for headteachers and senior leaders, offering guidance, professional development, and practical in-school intervention when needed. The role also oversees assessment processes, data analysis, and preparation for both internal and external quality assurance, including Ofsted. In addition, the Director contributes to trust-wide leadership, supports staff development, and promotes a culture of continuous improvement and strong safeguarding practice across all settings.
Headteachers	The Headteacher is responsible for the day-to-day leadership and management of the Academy as per the Headteachers' pay and conditions document. The Headteacher is accountable to the CEO and School Improvement Lead but if there is delegation, reports to the LGB on matters which have been delegated to the LGB.- Where a Head of School is in place the Executive Headteacher will oversee finance, property and compliance.

Rainbow Multi Academy Trust Scheme of Delegation Framework

Delegation Key

A - Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R - Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C - Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.

M	TB	F&R	P	IA	S&A	SCB	CEO	CFOO	DS	HT
Members	Trust Board	Finance and Resource Committee	People Committee	Internal Audit Committee	Standards and Achievement	School Community Board	Chief Executive Officer	Chief Finance & Operations Officer	Director of Schools	Headteachers

Key Function	Task / Area of Responsibility	M	TB	F&R	P	IA	S&A	SCB	CEO	CFOO	DS	HT
Board Business	Appoint/remove Member s	A / R										
	Appoint/remove Trustees	A / R										
	Elect Chair of Trustees		A / R									
	Appoint and remove Board Committee Chairs		A / R									
	Establish and review Trust governance structure		A / R						C	C	C	
	Agree named Safeguarding Trustee		A / R									
	Agree named SEND Trustee lead		A / R									
	Appoint/remove Academy Committee Chairs		A / R	C	C	C	C	C	C			
	Appoint/remove Academy Committee Members		A / R	C	C	C	C	C	C			
	Appoint Company Secretary		A						R	C		
	Appoint Trust governance professional		A						R	C		
	Agree Academy Committee clerking arrangements		A / R	C	C	C	C	C	R	R		
	Articles of association: review		A / R									
	Articles of association: ratify	A / R										
	Agree Committee terms of reference		A / R	C	C	C	C	C	R	R		C
	Complete annual review of Scheme of Delegation		A						R	R	C	
	Complete annual Trust Board self-review		A / R									

Key Function	Task / Area of Responsibility	M	TB	F&R	P	IA	S&A	SCB	CEO	CFOO	DS	HT
	Complete review of local governance	C	A						R	R	C	C
	Publish governance arrangements on Trust and schools' websites		A						R	R	C	C
	Ensure Trust website is compliant and effective		A						R	R	C	C
	Ensure school websites are compliant and effective		A						R	R	R	C
	Submit annual report on the performance of the Trust to Member s and publish		A						R	R	C	C
	Commission external review of Board effectiveness every three years	C	A / R						C			
	Annually report work of Academy Committee: submit to Trust and publish		A						R			
Vision and Strategy	Determine trust's vision, strategy and key priorities		A / R	C	C	C	C	C	R	C	C	C
	Apply Trust vision and strategy to individual schools		A					C	R		R	R
	Determine trust-wide policies which reflect the trust's ethos and values		A						R	C	C	
	Determine school level policies		A						R	C	C	R
	Establish risk register and conduct regular review		A			C			R	R	C	
	Ensure engagement with stakeholders		A	C	C		C	C	R	C	C	R
Finance and Estates	Appoint and remove external auditors	A / R	C	C		C			C	C		
	Appoint and performance manage chief financial officer		A						R			
	Produce trust's scheme of financial delegation		A	C		C			R	R		
	Approve the level of funding contributed from each Rainbow Academy to fund central team and shared services		A	C				C	R	R	C	C
	Receive external auditors report	A / R		C		C						
	Action recommendations made by external auditors		A	C		C			R	R	R	R
	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		A						R			
	Submit ESFA required reports and returns		A						R			
	Agree budget plan to support delivery of Trust strategic priorities		A	C					R	R	C	
	Agree budget plan to support delivery of school strategic priorities		A	C				C	R	C	C	C
	Monitor Trust budget		A	C		C			R	R		
	Carry out benchmarking and trust-wide value for money evaluation		C	C		C			A / R	C	C	
	Agree reporting and monitoring arrangements for Trust and school budgets		A	C		C		C	R	R	C	C
	Produce Trusts Charging and Remissions Policy		A	C					R	R	C	

Key Function	Task / Area of Responsibility	M	TB	F&R	P	IA	S&A	SCB	CEO	CFOO	DS	HT
	Approve banking arrangements and investments		A	C		C			R	R		
	Approve virements, additional budget allocations, unbudgeted use of reserves and other misc. financial decisions mid-year		A	C		C			R	R		
	Establish Trust insurance arrangements		A	C		C			R	R	C	
	Approve Health & Safety Policy		A	C						R	C	
	Approve trust-wide estate vision, strategy and asset management plan		A / R	C					R	R	R	C
	Monitor school estate to ensure it is safe and well maintained		A / R	C				C	R	R	R	R
	Approve catering arrangements in all academies, ensuring nutritional standards are met		A					C	C	R	R	C
	Ensure provision of free school meals to those pupils meeting the criteria		A						C	R	R	R
Human Resources	Appoint and dismiss CEO/accounting Officer		A						R			
	Performance manage CEO		A / R	C								
	Agree CEO pay and reward		A / R		C							
	Conduct Executive Team performance management		C	C	C				A / R			
	Conduct headteacher performance management			C	C				A / R		R	
	Agree headteacher pay and reward		A / R	C	C			C			R	
	Review and agree staff appraisal procedure and pay progression		A	C	C				R	C	C	C
	Determine Executive Team staffing structure		A		C				R			
	Determine school staffing structure				C				A		R	C
	Headteacher appointments and dismissal				C			C	A / R		R	
	Trust wide Pay Policy, terms and conditions of employment		A	C	C				R	R		
	Determine disciplinary and capability policies		A	C	C				R	C	C	
	Implement disciplinary and capability procedures – CEO		A / R									
	Implement disciplinary and capability – central team		A						R			
	Implement disciplinary and capability procedures – schools		A					C	C			R
	Approve payroll arrangements and pension policies		A	C	C				R	R		
	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		A	C	C				R	C	C	
Education	Approve Trust curriculum/school curriculum and Curriculum Policy		A				C	C	R		R	C
	Set the times of School sessions, term dates and holiday		A						R		R	

Key Function	Task / Area of Responsibility	M	TB	F&R	P	IA	S&A	SCB	CEO	CFOO	DS	HT
	Ensure high standards of teaching and learning		A				C	C	R		R	R
	Delivery of curriculum								A		R	R
	Set targets for Trust outcomes		A				C		R	C	C	
	Agree MAT improvement plans and annual targets, with links to both educational and financial planning		A	C			C		R	C	C	
	Agree School improvement plans and annual targets, with links to both educational and financial planning			C			C	C		C	R	R
	Report on monitoring visits and progress towards targets, plus celebrative successes to the Board			C			C	A		C	R	R
	Agree Trust's SEND Policy		A				C	C	R		R	C
	Plan and deliver individual school improvement interventions and strategies						C	C	A		R	R
	Agree Trust Behaviour Policy		A		C		C	C	R	C	R	C
	Implement Behaviour Policy								A	R	R	R
	Review permanent and fixed term exclusions		A				C				R	R
	Agree Admissions Policy		A				C	C	R		R	C
	Admissions appeal process		A				C	C	R		R	C
	Determine Complaints Policy		A		C		C	C	R	R	R	
	Implement complaints procedures		A						R	R	R	R
	Appoint a School Improvement Advisor to work across the MAT and provide independent information to the CEO and Board		A						R			
	Agree Sex Education Policy		C				C	C	A		R	C
	Delivery of Religious Education in line with Church of England requirements		C				C	C	A		R	C
	Establish arrangements for collective worship in both schools with and without religious character		C				C	C	A		R	C
	Agree additional Academy activities / extended activities		C					C	A		R	C
	Implement the offer of a pre-school or nursery unit attached to the Academy (other than a maintained nursery)		C					C	A		R	R
Safeguarding	Agree Safeguarding Policy		A				C		R	C	R	C
	Implement Safeguarding Policy and procedures								A	C	R	R
	Ensure pupil data is held securely and confidentially		A	C	C	C	C	C	R	R	R	R
	Establish safe recruitment procedures and pre-employment staffing checks		A		C		C	C	R		R	R
Community	Developing stakeholder partnerships across the trust		A	C	C		C	C	R	R	R	C
	Developing stakeholder partnerships at school level							A / R	C		R	R
	Monitoring of Ethos and Culture							A / R				

Key Function	Task / Area of Responsibility	M	TB	F&R	P	IA	S&A	SCB	CEO	CFOO	DS	HT
	Represent the parent and community voice, ensuring their voice is heard at Academy and Board level							A / R	C		R	R
	Review Home-School arrangements						C	C	A		R	C
Additional Governance	Developing a training framework for Directors and Local Governors		A						R	R		C
	Implement a register of Business Interests for Directors		A						R	R		
	Implement a register of Business Interests for Staff and Local Governors		A					C	R	R		C
	Approve Director Expenses Scheme		A						R	R		
	Implement Whistleblowing Policy		A	C	C	C	C	C	R	R	R	R
	Approve requests from other Schools and Academies to join the MAT		A						R	C	C	
	Approve requests from Academies within Rainbow to leave the MAT		A						R	C	C	
	Publish proposals to change or discontinue the status / category of a School / Academy / MAT		A						R	C	C	
IT	Approve IT and e-Safety policies		A	C					R	R	C	C
Trust Shared Services	Approve the scope of mandatory services to be delivered by the MAT to its Member academies		A						R	R		
	Approve additional services to be procured on behalf of individual academies		A	C				C	R	R		
	Ensure centrally procured services provide value for money		A	C					R	R		

Appendix 1

Scheme of Delegation - Model Appendix for Church academies and their trusts

Aim: To clarify the respective roles of the Diocesan Board of Education, the MAT Board and the Local Governance of the Church of England Academy.

The Church of England's Vision for Education – Deeply Christian, Serving the Common Good

The vision for the Church of England is not simply for Church schools but, recognising the Church of England's involvement in education over many centuries, seeks to promote educational excellence everywhere, for everyone.

A core part of the DBE strategic plan is to ensure that our deeply rooted Christian foundation is further strengthened in our Church schools and that a light is shone on and from them to all schools.

The Vision, and the strategic commitments of our DBE embrace the spiritual, physical, intellectual, academic, emotional, moral and social development of children and young people and their communities.

The vision has four broad elements permeating through it:

- **Wisdom**: educating for wisdom, knowledge and skills
- **Hope**: educating for hope and aspiration
- **Community**: educating for community and living well together
- **Dignity**: educating for dignity and respect

The Church of England's Vision for Education makes clear its commitment to the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings.

It invites collaboration, alliances, negotiation of differences, and the forming of new settlements in order to serve the flourishing of a healthily plural society and democracy, together with a healthily plural educational system. This underpins our strategic commitments for our Diocesan Board of Education and shapes how we work in a deeply Christian manner, serving the common good through meaningful partnerships.

OUR AIM IS TO BE A SIGNIFICANT PARTNER IN IMPROVING OUTCOMES FOR ALL CHILDREN IN CORNWALL AND THE ISLES OF SCILLY.

Key:

Decides	
Must be consulted (nominate in the case of foundation appointment)	

Key Function	Task / Area of Responsibility	Local Layer	MAT Board	DBE
Structure and delegation	Develop and approve scheme of delegation for the governance of Church of England Academy/s within a MAT.			
	Make changes to the local governance structure of the Church of England Academy within the MAT.			
	Exercise the scheme of delegation and ensure responsibility for key functions is performed and communicated appropriately.			
Appointment and Removal of Foundation Governors	Appoint/remove Foundation Governors			
Appointment of Headteacher	Appoint the headteacher/head of school of the Academy, ensuring the leadership aligns with the Christian ethos of the school.			
Appointment of other staff	Appoint other teaching and non-teaching staff of the Academy, ensuring continued support in the Christian ethos of the school.			
Admissions	The admissions authority of a Church of England Academy has a statutory responsibility to consult with the Diocesan Board of Education as part of the DBE Measure 2021.			
Nursery provision	Ensure that the provision for EYFS is appropriate and aids the flourishing of the Church Academy community.			
Age ranges for schools	Ensure that the SFA/CSA and all other systems note the correct details.			
SIAMS	Ensure that the Academy continues to strongly demonstrate its distinctiveness as a Church school as evaluated by SIAMS.			
RE	Ensure the effectiveness of RE teaching in the Academy and disseminate good practice across the MAT.			

Worship	Ensure the effectiveness of collective worship in the Academy, and disseminate good practice across the MAT.			
SMSC	Ensure the effectiveness of the curriculum in SMSC and Personal Development and disseminate good practice across the MAT.			
MAT and Academy Budget	Ensure that activities required to uphold the Christian ethos of the Academy is appropriately resourced.			
Communications	Ensure that the Academy's Christian distinctiveness is reflected in all communications.			
Parish, Deanery and Diocese	Ensure a close working relationship between Academy, parish, and Diocese wherever possible.			
Land and Building changes	Ensure that any change of use for land or developments to Church Academy buildings are compliant with the DBE Measure 2021 and have sought the necessary permissions prior to starting any projects.			
Trust transition – Growth	Ensure the Church Academy/s are preserved, nurtured and protected in further iterations of the Multi Academy Trust including the necessary consultations with stakeholders and due diligence is complete.			