

MET Scheme of Delegation

Last updated	23/09/2026
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Key:

Member – Members Board

Board – Board of Trustees

FAR - finance, audit and risk

LGB – Local Governing Body

CEO – Chief Executive Officer

CFO – Chief Financial and Operations Officer

HT – Headteacher (or most senior leader within the school)

updates

Line Number	Strategic Pillar	Function	Task	Member	Board	BSC	CEO	DoL	CFO	HoG	HT	SA	BH
1	People & Culture	Governance	Approve changes to the governance structure, terms of reference, schemes of delegation										
2	People & Culture	Governance	Approve changes to the Articles or Funding Agreement (with ESFA approval sought)										
3	People & Culture	Governance	Appoint trustees										
4	People & Culture	Governance	Co-opt trustees										
5	People & Culture	Governance	Elect the Chair and Vice Chair of the Board										
6	People & Culture	Governance	Appoint the Chairs of Committees										
7	People & Culture	Governance	Appoint School Links (including the Church School Assurance Group)										
8	People & Culture	Governance	Appoint the Internal Auditor			FAR							
9	People & Culture	Governance	Approve the appointment of Company Secretary & Clerk/Governance Professional to the Board										
10	People & Culture	Governance	Review performance of the Board										
11	People & Culture	Governance	Review performance of Board committees and School Links (including the Church School; Assurance Group)										
12	People & Culture	Governance	Review committee membership to ensure each have a diverse and appropriate skill set										
13	People & Culture	staff	Appoint the CEO										
14	People & Culture	staff	Appoint Headteachers										
15	People & Culture	staff	Appoint staff within agreed budget										
16	People & Culture	staff	Appoint staff not in agreed budget										
17	People & Culture	staff	Participate in appointment of Headteachers			P&C & School Link							

Line Number	Strategic Pillar	Function	Task	Member	Board	BSC	CEO	DoL	CFO	HoG	HT	SA	BH
18	People & Culture	staff	Participate in appointment of Senior School leadership			School Link (optional)							
19	People & Culture	staff	Performance review of CEO			P&C							
20	People & Culture	staff	Suspend the CEO										
21	People & Culture	staff	End the suspension of CEO										
22	People & Culture	staff	Dismiss the CEO										
23	People & Culture	staff	Suspend the CFO										
24	People & Culture	staff	End the suspension of CFO										
25	People & Culture	staff	Dismiss the CFO										
26	People & Culture	staff	Participate in performance review of Headteachers										
27	People & Culture	staff	Suspend a Headteacher										
28	People & Culture	staff	Appoints investigator for Headteacher Suspension										
29	People & Culture	staff	End the suspension of the Headteacher										
30	People & Culture	staff	Dismiss a Headteacher										
31	People & Culture	staff	Appeal dismissal of headteacher			P&C							
32	People & Culture	staff	Suspend a teaching and support staff										
33	People & Culture	staff	Appoints investigator for teaching and support staff Suspension										
34	People & Culture	staff	End the suspension of a teaching and support staff member										
35	People & Culture	staff	Dismiss a teaching and support staff member										
36	People & Culture	staff	Appeal dismissal of teacher or support staff										
37	People & Culture	staff	Propose HR policies										
38	People & Culture	staff	Approve HR policies			P&C							
39	People & Culture	staff	Approve changes to school staffing structures including recruitment (within agreed budget)										

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40	People & Culture	staff	Approve changes to school staffing structures including recruitment (outside of agreed budget)										
41	People & Culture	staff	Approve re-grading of job roles non-leadership - School & trust based										
42	People & Culture	staff	Approve re-grading of job roles leadership										
43	People & Culture	staff	Scrutinise redundancy and staff restructure plans and make recommendations to the board			P&C							
44	People & Culture	staff	Approve redundancies and staff restructures										
45	People & Culture	staff	Approve appointments of central Trust posts										
46	People & Culture	staff	Propose school staff pay awards (including UPS)										
47	People & Culture	staff	Approve staff pay awards (including UPS)			P&C							
48	People & Culture	staff	Propose trust team pay awards for non-leadership roles less than £3k										
49	People & Culture	staff	Pay progression for ALL leadership roles			P&C							
50	People & Culture	staff	Approve staff pay awards			P&C							
51	People & Culture	staff	Severance pay up to £50k										
52	People & Culture	staff	Severance pay over £50k		DfE								
53	Curriculum and inclusion	Standards and curriculum	Propose School Development Plan										
54	Curriculum and inclusion	Standards and curriculum	Review School Development Plan										
55	Curriculum and inclusion	Standards and curriculum	Approve School Development Plan			Standards							
56	Curriculum and inclusion	Standards and curriculum	Review progress against School Development Plan			School Link							
57	Curriculum and inclusion	Standards and curriculum	Propose Trust Strategic Plan										
58	Curriculum and inclusion	Standards and curriculum	Approve Trust Strategic Plan										
59	Curriculum and inclusion	Standards and curriculum	Propose the school curriculum plan										
60	Curriculum and inclusion	Standards and curriculum	Review each school curriculum plan										
61	Curriculum and inclusion	Standards and curriculum	Approve the school curriculum plan										
62	Curriculum and inclusion	Behaviour and exclusions	Propose pupil behaviour policies										

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63	Curriculum and inclusion	Behaviour and exclusions	Approve pupil behaviour policies			Standards							
64	Curriculum and inclusion	Behaviour and exclusions	Monitor & Review implementation of pupil behaviour policies										
65	Curriculum and inclusion	Behaviour and exclusions	Exclude a pupil more than 15 days or permanently										
66	Curriculum and inclusion	Behaviour and exclusions	Review exclusion										
67	Curriculum and inclusion	Behaviour and exclusions	Reinstate of excluded students										
68	Curriculum and inclusion	Admissions	Consult annually before setting an Admissions Policy										
69	Curriculum and inclusion	Admissions	Propose admissions policy										
70	Curriculum and inclusion	Admissions	Approve admissions policy										
71	Curriculum and inclusion	Admissions	Admissions: application decisions.										
72	Curriculum and inclusion	Admissions	Approve admissions prospectus										
73	Curriculum and inclusion	School organisation	Approve times of school day and dates of school terms and holidays										
74	Operational excellence	Premises and insurance	Propose premises-related policies										
75	Operational excellence	Premises and insurance	Approve premises-related policies			FAR							
76	Operational excellence	Premises and insurance	Propose school premises & capital strategy										
77	Operational excellence	Premises and insurance	Approve a school premises & capital strategy			FAR							
78	Operational excellence	Premises and insurance	Propose appropriate insurance cover for all schools in the Trust										
79	Operational excellence	Premises and insurance	Approve appropriate insurance cover for all schools in the Trust			FAR							
80	Operational excellence	Health and Safety	Propose a Health & Safety Policy										
81	Operational excellence	Health and Safety	Approve a Health & Safety Policy			FAR							
82	Operational excellence	Health and Safety	Monitor implementation of H&S Policy – Trust Level			FAR							
83	Operational excellence	Health and Safety	Monitor implementation of H&S Policy – School Level										
84	Operational excellence	Health and Safety	Develop a Risk Management Plan - Trust										
85	Operational excellence	Health and Safety	Approve a Risk Management Plan - Trust			FAR							

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86	Operational excellence	Finance - management	Propose all schools' budgets for the financial year										
87	Operational excellence	Finance - management	Approve the overall trust budget for financial year										
88	Operational excellence	Finance - management	Review the trust budget throughout the financial year			FAR							
89	Operational excellence	Finance - management	Review all schools' budgets throughout the financial year			FAR							
90	Operational excellence	Finance - management	Approve the appointment of external auditors										
91	Operational excellence	Finance - management	Review and approve banking arrangements										
92	Operational excellence	Finance - management	Approve use of trust reserves			FAR							
93	Operational excellence	Finance - management	Propose financial and procurement policies										
94	Operational excellence	Finance - management	Approve financial and procurement policies			FAR							
95	Operational excellence	Finance - management	Approve payment by BACS or cheque										
96	Operational excellence	Finance - expenditure	Minor emergency building repairs - Up to £500										
97	Operational excellence	Finance - expenditure	Emergency building repairs - Up to £5k										
98	Operational excellence	Finance - expenditure	Emergency building repairs - over £5k										
99	Operational excellence	Finance - expenditure	Equipment & Resources Orders Up to £5k										
100	Operational excellence	Finance - expenditure	School Equipment & Resources Orders From £5k to £25k										
101	Operational excellence	Finance - expenditure	Central Equipment & Resources Orders From £5k and £25k										
102	Operational excellence	Finance - expenditure	Equipment & Resources Orders From £25k to £100k										
103	Operational excellence	Finance - expenditure	Equipment & Resources Orders Over £100k										
104	Operational excellence	Finance - virements	Approve in year budget virements up to £25k										
105	Operational excellence	Finance - virements	Approve in year budget virements over £25k										
106	Operational excellence	Finance - contracts	Entering into equipment or property leases										
107	Operational excellence	Finance - contracts	Contracts or SLAs up to £5k for whole term for a single school										
108	Operational excellence	Finance - contracts	Contracts or SLAs up to £5k for whole term for a trustwide service										

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109	Operational excellence	Finance - contracts	SLAs or contracts £5k to £25k for whole term										
110	Operational excellence	Finance - contracts	SLAs or contracts over £25k for whole term			FAR							
111	Operational excellence	Finance - contracts	Related party transactions up to £40k										
112	Operational excellence	Finance - contracts	Related party transactions over £40k										
113	Operational excellence	Finance - contracts	Write off of debts under £5k										
114	Operational excellence	Finance - contracts	Write off of debts over £5k			FAR							
115	Operational excellence	Finance - assets	Approve disposal of assets under £5k										
116	Operational excellence	Finance - assets	Approve disposal of assets £5k -£25k										
117	Operational excellence	Finance - assets	Approve disposal of assets over £25k			FAR							
118	Operational excellence	Finance - assets	Replacement of fixed assets up to £25k										
119	Operational excellence	Finance - assets	Purchase of new or additional fixed assets up to £10k										
120	Operational excellence	Finance - assets	Purchase of new or additional fixed assets up to £25k										
121	Operational excellence	Finance - assets	Purchase of fixed assets over £25k			FAR							
122	Operational excellence	Payroll	Approve overtime within delegated budget										
123	Operational excellence	Payroll	Approve staff expenses within trust expense policy										
124	Operational excellence	Payroll	Approve monthly trust payroll										
125	Operational excellence	Health and Safety	Report on Risks to Board										
126	Growth	Trust Growth	Instigate discussions with a school outside growth strategy parameters										
127	Growth	Trust Growth	Approve a school joining the trust										
128	Growth	School Growth	Approve increase (or decrease) in PAN										