

(reporting is to the MAT board)

- Consult (C)
- Implement (I)

Undefined tasks will fall to be defined by the CEO as required. The Scheme of Delegation shall be reviewed at least annually by the Trust Executive Board.

Voting for members, Executive Board and Local Governing Body (L



A meeting shall not be quorate unless 5 persons or 50% of the membership be present.

Membership for 4 years on the Executive Board and LGB. *Membership by appointment not election.*

Members are appointed by a majority vote of other members

Proposed schedule of meetings

(M) Members, (EB) Executive Board, (SPS) Swayne Park LGB, (G) Glebe LGB

Term	M	EB	SPS	SPS (Committees)	G
Autumn 1 st half term		*	*		*
Autumn 2 nd half term		*		**	*
Spring 1 st half term		*	*		*
Spring 2 nd half term	*	*		**	*
Summer 1 st half term		*	*		*
Summer 2 nd half term		*		**	*

The CEO, as a principle method of fulfilling their delegated responsibilities, will form a working party known as the "Teaching and Learning group". Key decisions and actions resulting from the work of this group shall be noted by the CEO, and reported to the MAT Board. Areas of focus shall be;

- Targets,
- School Development Priorities,
- Teaching and Learning
- Training,
- Interventions,
- Curriculum planning,
- Pupil cohorts (inc. SEN/PPG),
- Vision.



Terms of reference

MAT executive board

All of the sections marked **A** in the Scheme of Delegation, along with any other statutory requirements, may be delegated to one of the MAT committees mentioned below.

Assets Finance, Scrutiny and Audit Committee

To be determined during the first year of MAT operation.

Teaching & Learning, Standards and School Development Committee

This committee is not formed at this point in time.

N.B. The Essex 2017 Pay Policy is adopted across both schools but the MAT Board pay panel and relevant appeal panel, will need to undertake the performance management of, and set pay for, the two Headteachers. The CEO will be part of the MAT Board pay panel in relation to Glebe, but not Sweyne Park.



2.12	Monitoring of teaching standards						C	M	I
2.13.	Monitoring of Pupil progress						C	M	I
2.14.	Daily act of Collective worship			A			C	M	I
3	Staff policies and Pay								
3.1.	HR, Employment & Staff related policies								



5.7.	To approve any whole budget overspend request			A			C		
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