

Meridian Trust Scheme of Delegation

Meridian Trust exists to deliver, promote and inspire high-quality education for all at the heart of local communities, and the Trust's governance arrangements are key to supporting the Trust to deliver on this strategic vision. While the Board of Trustees always retains ultimate accountability for the Trust's overall performance and compliance, it delegates certain authority and responsibilities to other parts of the organisation. For effective governance to exist it is vital that everyone involved in the Trust in leadership and governance positions can see how the trust board has decided to delegate responsibilities within the organisation. They should understand both the scope and limits of their own roles and responsibilities within the overall arrangements for the leadership and governance of the Trust. Against this background, the purpose of the Meridian Trust Scheme of Delegation (SoD) is to set out in a clear, transparent and accessible way how responsibilities and accountabilities are distributed within the trust's governance structure.

The Scheme of Delegation uses a delegation matrix to systematically assign specific delegated roles and responsibilities, across a range of categories of tasks to a number of different layers of the governance of the Trust.

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the Board's Committees and for Academy Councils; Trust Articles, Finance and HR Delegated Levels of Authority; and Policy Schedule

The bodies identified in the Scheme of Delegation are as follows:

Trust Members (M) – Appoint trust board and monitor effectiveness

Trust Board (TB) – Directors/Trustees who hold the executive accountable, establish governance structure and provide strategic direction.

Policy and Scrutiny (P&S) Committees – Finance and Resources (F&R), Curriculum and Standards (C&S), Audit & Risk (A&R), Remuneration (Rem), Cambridgeshire and Peterborough

Teaching School Hub (CPTSH) Committee – committees of the Trust board, with Terms of Reference set by the Trust board

Academy Council (AC): a sub-committee of the Trust, which operates subject to Terms of Reference set by the Trust.

CEO (Chief Executive Officer- Accounting Officer) – Executive official appointed by the Trust board – chairs Executive Board.

Executive Board (EB) – sub-committee of the Trust, chaired by CEO which operates to Terms of Reference set by the Trust board, consultation may be with whole group or subsets thereof as most appropriate – directed by CEO.

Executive Principal (EP)

Academy Principals (P) Academy leaders of whatever form is deemed most appropriate by the board for each academy

Directorate – (D) Directors

The Trust Board reserves the right to revise this SOD at short notice. All relevant stakeholders will be notified as soon as possible of any further changes.

In all aspects of decision making, the Trust retains the right to overrule any other decision making body.

KEY

Propose (P): The person or group responsible for proposing the course of action emerging from professional view or consultation as defined in the SoD

Consulted (C): The subject matter experts or stakeholders whose opinions are sought before proposals or decisions are made. This role involves two-way communication. Those responsible for Proposing are expected to take views expressed into account but not obliged to follow them.

Informed (I): Individuals who need to be kept updated on progress or decisions but do not directly contribute to the task. This role typically involves one-way communication – often for monitoring

Approve (A): The person or group who is ultimately answerable for the decision who approves the proposal or action – includes Accountable which is signified by ACC and signifies where the person or group either hold the executive to account, or provide the ultimate review (eg appeal hearings)

Responsible (R): The person or group who is actually responsible for the executing and completing the task. Where more than one group is identified at the same level, this may either be in collaboration or where different committees are completing the same task with regard to their Terms of Reference (for example).

Approved by TB March 2026

CODE	AREA	TASK	M	TB	F&R	A&R	Rem	C&S	AC	CEO	EB	EP	P	Directorate
1.1	Academy Operation	Temporary closure of whole academy or significant portion of any academy								A		C	P/R	C
1.2	Academy Operation	Fixed term Exclusion							I				P/R	
1.3	Academy Operation	Permanent Exclusions (PEX)							A			C	P/R	
1.4	Academy Operation	Ban individuals from site							A			C	P/R	C
1.5	Academy Operation	Admissions (Complex issues: process in year admission applications and requests outside normal age group)						I	I	C	A	C	P/R	
1.6	Academy Operation	Determine Annual Academy Admissions Policy (including PAN changes and over-subscription criteria)			I			I	A	C		C	P/R	
1.7	Academy Operation	Academy shape of day							A			C	P	C
1.8	Academy Operation	Academy terms and holidays						A	I		P	C	C	C
2.1	Academy Performance, Curriculum and Teaching	Establish Trust performance targets (Academic and curriculum)						A		C	P			
2.2	Academy Performance, Curriculum and Teaching	Establish Academy performance targets (Academic and curriculum)						I	C		C	A	P	
2.3	Academy Performance, Curriculum and Teaching	Establish Trust Curriculum Principles						A	C		P	C	C	
2.4	Academy Performance, Curriculum and Teaching	Determine Trust and academy Phonics Programme						A	I		P	C	C	
2.5	Academy Performance, Curriculum and Teaching	Determine Trust and academy KS4 Syllabi						A	I		P	C	C	
2.6	Academy Performance, Curriculum and Teaching	Determine Trust and academy KS5 Syllabi						A	I		P	C	R	

CODE	AREA	TASK	M	TB	F&R	A&R	Rem	C&S	AC	CEO	EB	EP	P	Directorate
2.7	Academy Performance, Curriculum and Teaching	Establish Academy Curriculum							C			A	P	
2.8	Academy Performance, Curriculum and Teaching	Determine Trust Assessment and Reporting Structure						A			P	C	C	
2.9	Academy Performance, Behaviour and Attendance	Academy Behaviour Policy						I	A			C	P	
3.1	Significant Changes to Academy	Expansion of Academy (physical expansion/)		A	C			C	C	P	C	C	C	C
3.2	Significant Changes to Academy	Change of age range		A	C			C	C	P	C	C	C	C
3.3	Significant Changes to Academy	Change of Academy provision (Nursery/Post 16)		A	C			C	C	P	C	C	C	C
3.4	Significant Changes to Academy	Addition of Satellite provision		A	C			C	C	P	C	C	C	C
3.5	Significant Changes to Academy	Disposal of Land		A	C				C	P	C	C	C	C/R
4.1	Governance	Approve Trust Articles of Association	A	C						P				
4.2	Governance	Approve Trust Scheme of Delegation		A						P	C			
4.3	Governance	Approve new academies joining Trust		A	C			C		P	C			C
4.4	Governance	Establish Trust Sub-Committee Structures (includes P&S, ACs & EB)		A						P	C			C
4.5	Governance	Approve Trust Committee and Sub-Committee TORs		A	P	P	P	P	C	P	C			C
4.6	Governance	Appoint Chair of Trust Board	A	P										R
4.7	Governance	Remove Chair of the Trust Board	A/R	C						P	C			
4.8	Governance	Appoint or remove Chair of AC		A						P	C	C	C	R
4.9	Governance	Appoint Trustee	A	P						C				R
4.10	Governance	Remove Trustee	A	P						C				R
4.11	Governance	Appoint Chairs of Trust Committee		A						P	C			R
4.12	Governance	Remove Chairs of Trust Committees		A						P	C			R

[illegible]