



Authority to Act in the MAT

Under a Formal Procedure

Formal action concerning	Authority to suspend an employee	Carry out an Investigation	Chair a hearing where the possible outcome is not dismissal	Chair an appeal hearing (except where the employee was dismissed)	Chair a hearing where a possible outcome is dismissal	Chair an appeal hearing where the employee has been dismissed
All employees except those listed below	Headteacher	Either the Headteacher or an employee authorised by them of at least line management level	Either the Headteacher or employee authorised by them of at least line management level.	Headteacher where not previously involved or a Panel of three from the Local Governing Body who have not previously been involved.	Panel of three, consisting of members from the Local Governing Board and MAT Directors. Must include at least one MAT Director.	Panel of three, consisting of members from the Local Governing Board and MAT Directors who have not previously been involved
Headteacher	Chair of the MAT Directors or a Director nominated by them	Either a MAT Director or a Governor from the Local Governing Body, or an appropriate nominated person	MAT Director or a Governor from the Local Governing Board	Panel of three, made up of either members of the Local Governing Board and MAT Directors who have not previously been involved. Must include at least one MAT Director	Panel of three, made up of members of the Local Governing Body and MAT Directors. Must include at least one MAT Director	Panel of three MAT Directors who have not previously been involved

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Employees within the Central Team except those listed below	A MAT Director	A MAT Director or an employee nominated by them of at least Line Management level.	Either a MAT Director or an employee authorised by them of at least line management level	CEO if not previously involved or a panel of three MAT Directors who have not previously been involved	Panel of three MAT Directors	Panel of three MAT Directors who have not previously been involved.
Executive Director	Either the CEO or a nominated Non-Executive Director	MAT Director or an appropriate nominated person	CEO or a Non-Executive Director	CEO if previously not involved or a panel of three Non-Executive Directors	Panel of three Non-Executive Directors	Panel of three Non-Executive Directors not previously involved
CEO	Chair of the Board of Directors	A Non-Executive MAT Director or an appropriate nominated person	Chair of the Board of Directors or a nominated Non-Executive Director	Panel of three Non-Executive Directors who have not previously been involved	Panel of three Non-Executive Directors.	Panel of three Non-Executive Directors who have not previously been involved

Recruitment

Recruitment for:		Outside of staffing budget
Support Staff	Headteacher to make recommendation for approval by Local Governing Board	Authorisation must be given by the MAT Accountant
Teaching Staff	Headteacher to make recommendation for approval by Local Governing Board	Authorisation must be given by the MAT Accountant
Leadership Posts	Authorisation for recruitment must be given by the MAT Directors via the HR and Remuneration Committee and at least one MAT Director must be involved throughout the recruitment process and present on the selection panel. MAT Director must approve appointment before role is offered.	
Central Team	Authorisation for recruitment must be given by the MAT Directors via the HR and Remuneration Committee	

Pay Decisions

Type of Pay Decision	Decision to be recommended by	Decision to be ratified by	Appeal
ISR range of all Leadership roles	School's Local Governing Board	MAT HR and Remuneration committee	Not applicable
Head teacher's incremental progression	School's Local Governing Board	MAT HR and Remuneration committee	Panel of three MAT Directors not previously involved
Additional payments to Head teacher	School's Local Governing Board	MAT HR and Remuneration committee	Not applicable
Leadership incremental progression (except Head teacher)	Head Teacher	School's Local Governing Board	Three governors not previously involved
Allocation of allowance within the pay policy (except Headteacher) *	Head Teacher	School's Local Governing Board	Not applicable
Teachers' incremental progression including movement between pay bands	Head Teacher	School's Local Governing Board	Three governors not previously involved
Setting of support staff pay scales	Head Teacher	School's Local Governing Board	Not applicable
Withholding any incremental pay progression for teaching and support staff	Head Teacher	School's Local Governing Board	Three governors not previously involved
Accelerated pay progression for teachers and support staff (2 increments)	Head Teacher	School's Local Governing Board	Not applicable

Redundancy/Restructure/Early Retirement/Compromise Agreements

- Where Headteacher decides that there is a need to restructure staffing (teaching and/or support staff), they must first seek guidance from the MAT Accountant and Human Resources Service.
- Prior to starting any formal process restructure process, a business case should be put forward to the MAT Directors
- Decisions regarding early retirement or entering into compromise agreements must be authorised by a MAT Director.

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Determination of Staffing Structure

School Staffing structures should be determined by the Headteacher and approved by the schools Local Governing Board.. Schools Staffing structures should be submitted to the MAT's HR and Remuneration Committee and re-submitted for approval where there are significant alterations.

Where felt appropriate or there is a cause for concern, MAT Directors reserve the right to intervene with decisions and processes at all levels outlined in this document, and may put alternative arrangements in place where felt necessary.

The Bath and Wells Diocesan Academies Trust operating as Bath & Wells Multi Academy Trust

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