

Scheme of Delegation

APPROVED BY THE TRUST BOARD, 14 DECEMBER 2023

Key Principles

The Trust Board is accountable for the running of the Trust, and the Accounting Officer is accountable to Parliament for the use of public money and the general good running of the Trust. The Trust Board delegates certain functions to the CEO, and to its Committees and Local Governing Bodies, in order that it may effectively discharge its responsibilities.

This document sets out the matters which the Trust Board has chosen, at this time, to delegate. It is subject to change, at the discretion of the Trust Board.

Key:

- R - Responsible** (responsible for performing certain tasks, making recommendations etc.)
- A - Accountable** (ultimately accountable and will give approval)
- C - Consulted** (a requirement for formal consultation prior to decision)
- I - Informed** (made aware, as part of stakeholder engagement)

Terms used:

- Academy Leader – Executive Principal, Principal, Headteacher or Head of School
- CEO – Trust CEO (also the Accounting Officer)
- ESFA – Education & Skills Funding Agency
- LGB – Local Governing Body
- SEND – Special Educational Needs & Disabilities
- Trustee / Director – both refer to members of the Trust Board

School Improvement Board:

In instances where rapid improvement is required, and a School Improvement Board (SIB) has been established, the SIB's delegated authority will be a combination of that which applies to LGBs, plus that which applies to the CEO/Executive Team within the Scheme of Delegation. The Trust Board will determine what matters it delegates to the SIB on a case-by-case basis, and not all of the Scheme may necessarily apply.

1. STRATEGY & LEADERSHIP

Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
1.1	Setting (and reviewing) the Trust's vision and strategic plans, agreeing key priorities against which progress can be monitored	A				C	R	C
1.2	Setting (and reviewing) each academy's vision and strategic plans (aligning with those of the Trust), agreeing key priorities against which progress can be measured					C	R	A

2. EDUCATION

Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
2.1	Educational performance of individual Academies				I	R	A	R
2.2	Educational performance of the Trust as a whole	A			C		R	
2.3	Approval of Academy Development Plans and SEFs					C	A	R
2.4	Development of curriculum and assessment, with reference to statutory requirements				I	C	C	A
2.5	Determining and changing school hours and term dates					C	A	R

3. SAFEGUARDING & SEND

Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
3.1	To develop, implement and review Safeguarding Policies and arrangements	A			C	R	R	R
3.2	Compliance with SEND Code of Practice (Children's & Families Act)	A			C	R	R	R
3.3	Nominating a trustee to have lead responsibility for safeguarding	A						
3.4	Nominating a trustee to have lead responsibility for SEND	A						

4. PARENTS, COMMUNITY & STAKEHOLDER RELATIONSHIP

Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)	
4.1	Responsibility for the Academy's Admissions Arrangements	A				C	R	R	
4.2	Maintaining effective engagement and communications with parents, the wider community and local partnerships					A		R	
4.3	Manage relations with relevant Local Authority:								
	<ul style="list-style-type: none"> Day-to-day operations of the School Strategic relations 					R	C	A	
4.4	Manage relations with RSCs, ESFA & DfE	A					R		
4.5	Manage relations with media:								
	<ul style="list-style-type: none"> Routine Academy matters Significant Academy matters / Trust matters 						I	A	
4.6	Determine Academy identity and branding					I	A	R	
4.7	Management of incoming complaints in line with established Policy						A	R	

5. ESTATES & ASSET MANAGEMENT

Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
5.1	Premises Management & Capital Investment:							
	<ul style="list-style-type: none"> Development of and adherence to Academy Estates Development Plans 	I	C			C	A	R
	<ul style="list-style-type: none"> Development and Implementation of Trust's Capital Strategy 	A	C			I	R	C
5.2	Compliance with all aspects of H&S Policy and Regulation	A	R				R	R
5.3	Provision of adequate insurances						A	R
5.4	Responsibility for premises security						A	R

6. GOVERNANCE

Ref	Delegation	Members	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
6.1	Amending Articles of Association	A	R						
6.2	Changes to other constitutional documents		A					R	
6.3	Changes to Master Funding Agreement		A					R	
6.4	Appointment of Trustees	A	R						
6.5	Appointment of LGB members		I				R	R	C
6.6	Appointment of Chairs of LGBs		A				I	R	I
6.7	Approval of Trust-wide policies (See Appendix 2)		A	A	A	A	I	R	I
6.8	Approval of Academy policies in Appendix 2						A	I	R
6.9	Approval of Whole-Trust policies in Appendix 2		A				I	R	I
6.10	Ensuring that statutory documents / information are published on each Academy's website (by link to Trust's website)		I				A		R
6.11	Making a Significant Change (as defined in Appendix 3)		A				C	R	C
6.12	Academy conversions and sponsorship		A					R	
6.13	Ensuring compliance with Academy Trust Handbook		A	R	R	R	R	R	R
6.14	Approval of Financial Regulations, which conform with Academy Trust Handbook		A	C				R	
6.15	Maintaining Register of Interests and details of related party transactions		A				R	R	
6.16	Ensuring compliance with Data Protection / GDPR policies and regulations		A		C			R	R

7. FINANCE, AUDIT & RISK

Ref	Delegation	Members	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
7.1	Safeguard public funds and comply with all requirements of the Trust Financial Regulations		A	R	R	R	R	R	R
7.2	Agree the annual budget and subsequent two-year financial forecasts:								
	<ul style="list-style-type: none"> ● Trust wide revenue and capital budget proposals 		A	C				R	
	<ul style="list-style-type: none"> ● Academy budget recommendations 							A	R
7.3	Management of the Trust's financial position		A	C				R	
7.4	Day to day management of the Academies financial positions							A	R
7.5	Agree changes to financial plans where costs contained within the approved in-year financial position:								
	<ul style="list-style-type: none"> ● Additional income – including any associated spend requirements 							I	A
	<ul style="list-style-type: none"> ● Premises 							A	R
	<ul style="list-style-type: none"> ● Other spend 							A	R
	<ul style="list-style-type: none"> ● Changes to staffing structure: 								
	<ul style="list-style-type: none"> ● Within approved total staffing budget ● Outside of approved total staffing budget 							A	R
7.6	Agree changes to financial plans adversely impacting on the approved in-year financial position			I				A	R
7.7	Approval of loans to Academies from Trust reserves		A	C				R	
7.8	Appointment of external auditors	A	C		C			R	
7.9	Appointment of internal auditors and agree annual plan		A		C			R	
7.10	Authorisation limits for financial expenditure (see Appendix 1)							A	A
7.11	Risk Management		A		C		R	R	R

8. PEOPLE & PERFORMANCE									
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	Rem Co	LGBs	CEO/ Exec Team	Academy Leader (AL)
8.1	Recruitment and appointment of Executive Principals and Principal						C	A	
8.2	Recruitment and appointment of Heads of School						C	A	R
8.3	Recruitment and appointment of CEO	A							
8.4	Recruitment and appointment of Accounting Officer	A							
8.5	Recruitment and appointment of Clerk to the Board	A						R	
8.6	Recruitment and appointment of other members of Executive Team	C						A	
8.7	Management of HR processes which may lead to dismissal:								
	• School-based staff							C/I	R/A
	• Academy Leaders / Central Team							R/A	
8.8	Determine annual pay awards (i.e. inflation, considering nationally negotiated settlements).	A	C					R	
8.9	Performance Management, Appraisal & Remuneration of CEO & Clerk to the Board	A				R		C	
8.10	Performance Management, Appraisal & Remuneration of other Executive Team members					A		RR	
8.11	Performance Management, Appraisal & Remuneration of Principals and Executive Principals, Headteachers and Executive Headteachers					A		RR	
8.12	Performance Management, Appraisal & Remuneration of other Academy Leaders							A	
8.13	Performance Management, Appraisal & Remuneration of:								
	• Other Academy personnel						A		R
	• Central Team personnel							A	
8.14	Employee severance arrangements:								
	• Negotiations							A	C
	• Entering Agreements (NB: agreements exceeding £50k require prior ESFA approval)		I					A	I

Appendix 1 - Financial Authorisation Limits

Please also refer to the Trust's Financial Regulations and Procurement Policy

Authorisation thresholds for differing levels of revenue expenditure are set out in the table below.

Value (ex. VAT)	Review	Authorisation
Up to £10,000	-	Principal / Executive Principal / Headteacher / Executive Headteacher, Head of Central Service
From £10,000 to £25,000	Head of Procurement	Trust Director*
From £25,000 to £100,000	Trust Director*	CEO
£100,000 to £500,000	CEO	Finance & Resources Committee
Over £500,000	CEO	Board of Trustees

* NB, the term 'Director' refers to Executive Directors holding relevant portfolios, and not the (non-executive) trustees (who are directors in company law).

For capital expenditure the Trust Board approve the capital programme and the values in the table represent the authorised limit to vary from that capital programme.

The procurement process for differing levels of expenditure is as follows:

- Below £5,000 – ensure that the purchase offers best value;
- £5,001 to £10,000 – at least two written quotations from suitably qualified suppliers / contractors requested*;
- £10,000 to £213,477 at least three written quotations from suitably qualified suppliers / contractors requested*;
- Above £213,477, which is over the appropriate Public Contract Regulations 2015 threshold for supply, services and design contracts for "Other Contracting Authorities", a compliant tender procedure or use of a compliant Framework Agreement according to those regulations is required. Where the Public Contract Regulations thresholds increase this threshold shall be read to match the aforementioned threshold, regardless of whether or not the policy has been updated to reflect the exact numeric value of the most recent change.

**Note: Where a minimum number of quotations is required, it shall be sufficient to request quotations, rather than actually receive quotations. For example, it is sufficient to request three suppliers to quote and to actually receive one or two quotes, with the other suppliers declining to quote. Where a lower number of quotations is received than requested, the purchaser should consider whether value for money can still be demonstrated or whether additional quoted should be requested.*

Appendix 2 - Approval of Policies

Policy	Approved by
Safeguarding Policy	Trust Board
Complaints Policy	Trust Board
Data Protection Policy	Trust Board
Equality, Diversity & Inclusion Policy	Trust Board
Reserves Policy	Trust Board
Pay Policy	Trust Board
Risk Management Policy	Trust Board
Exclusions Policy	Trust Board
Health & Safety Policy	Trust Board
Admissions Policy	Trust Board*
Freedom of Information Policy	Audit & Risk Committee
IT Acceptable Use & Password Policy	Audit & Risk Committee
E Safety Policy	Audit & Risk Committee
Data Security & Breach Management Policy	Audit & Risk Committee
Data Storage, Retention & Disposal Policy	Audit & Risk Committee
Whistleblowing Policy	Audit & Risk Committee
Procurement Policy	Finance & Resources Committee
Fixed Assets Policy	Finance & Resources Committee
Debt Policy	Finance & Resources Committee
Fraud Response Plan	Finance & Resources Committee
Investments Policy	Finance & Resources Committee
Anti-fraud & Anti-bribery Policy	Finance & Resources Committee
Disciplinary Policy	Finance & Resources Committee
Flexible Working Policy (Support Centre)	Finance & Resources Committee
Leave of Absence Policy	Finance & Resources Committee
Managing Change Policy	Finance & Resources Committee

Managing Sickness Absence Policy	Finance & Resources Committee
Probation Policy	Finance & Resources Committee
Pension Discretion Policy	Finance & Resources Committee
Grievance Resolution Policy	Finance & Resources Committee
Performance Management and Capability Policy - Support Staff	Finance & Resources Committee
Performance Management and Capability Policy - Teaching Staff	Finance & Resources Committee
Wellbeing Policy & Wellbeing Charter	Finance & Resources Committee
CCTV Policy	CEO / Executive Team*
ECT Policy	CEO / Executive Team*
Data Privacy Notices	CEO / Executive Team*
Use of Images	CEO / Executive Team*
Subject Access Requests Procedure	CEO / Executive Team*
Barring Policy (template)	CEO / Executive Team*
First Aid Policy (template)	CEO / Executive Team*
Business Continuity Plan (template)	CEO / Executive Team*
Fire Evac Procedure & Plan (template)	CEO / Executive Team*
Building Security Procedure (template)	CEO / Executive Team*
Admissions Arrangements & selection process	Local Governing Body**
Behaviour Policy	Local Governing Body**
Business Continuity Plan (Adapting Trust template)	Local Governing Body**
Children with health needs who cannot attend school	Local Governing Body**
Child Protection / Safeguarding Policy & Procedures	Local Governing Body**
Covid Catch-up Allocation and spend	Local Governing Body**
Equality Objectives & how meeting PSED	Local Governing Body**
Pupil Premium Allocation and Spend Analysis	Local Governing Body**
Special Educational Needs & Disabilities	Local Governing Body**
Sports Premium Allocation and Spend Analysis	Local Governing Body**
Supporting Pupils with Medical Conditions	Local Governing Body**
Accessibility Plan	Academy Leader**
Anti-Bullying Strategy	Academy Leader**

Building Security Procedure (Adapting Trust template)	Academy Leader**
Careers Guidance: details of your careers programme	Academy Leader**
Charging and Remissions	Academy Leader**
Early Years Foundation Stage (EYFS)	Academy Leader**
First Aid Policy (Adapting Trust template)	Academy Leader**
Fire Evac Procedure & Plan (Adapting Trust template)	Academy Leader**
Provider Access Statement (pupils in year 8 to 13)	Academy Leader**
Relationship & Sex Education	Academy Leader**

* To be disseminated to Academy Leaders after approval

** Copy lodged with the CEO / Executive Team as soon as approved.

Appendix 3 - Significant change

Academy Trusts proposing to make a significant change MUST submit a [proposal for change](#) to the ESFA / DfE and follow the required process, in advance of the change being made. Failure to do so will constitute a breach of their Funding Agreement, which could result in further action by the department for education to address the breach.

Any 'significant change' must be approved by the Trust Board, as set out above.

The following are considered as a 'significant change'

- Expansion of physical capacity (premises enlargement)
- Expansion onto an additional or satellite site
- Changes to the number of pupils in a special school
- Change in type of SEN provision in a special school
- Changes affecting SEN units or resourced provision (including adding a resourced provision)
- Change of lower or upper age limit (including adding a nursery)
- Adding or removing a sixth form
- Amalgamating or de-amalgamating with another academy
- Gaining or changing faith designation
- Transfer to or acquiring another site
- Change of gender composition