



# **Scheme of Delegation**

## Scheme of Delegation

### Strategic Leadership & Governance:

Responsibility/Decision	Members	Trustees	LGB	CEO	Executive Head	Head	Notes
Change the name of the academy trust	*						
Amend the Articles	*						
Review and approve the Trust's terms of reference and scheme of delegation.		*					
Appoint members	*						
Remove members	*						
Appoint trustees	*						
Remove trustees	*						
Appoint local governors		*					
Remove local governors		*					
Appoint the chairs and vice-chairs of local governing bodies.		*					Nominations received from LGB
Approve a scheme for the payment of member/trustee/governor expenses.		*					
Appoint the Clerk to the Trust Board and local governing bodies.		*					
Set the Trust's strategic vision and objectives.		*					
Set academy improvement priorities and objectives.			*				Priorities/objectives will be prepared in consultation with the Trust's School Improvement Lead. The LGB must comply with any direction by Trustees.
Review/challenge progress against the Trust's strategic objectives.		*					
Review/challenge progress against academy			*				

improvement priorities.							
Agree term dates.		*					
Determine academy session times.		*					
Approve Trust-level policies.		*					
Approve academy-level policies.			*				
Review the Trust-level risk register and agree actions to mitigate risks.		*					
Review the Academy-level risk register, agree actions to mitigate risks and escalate issues to trustees as necessary.			*				
Ensure potential conflicts of interest (pecuniary and personal) are declared and recorded at each meeting.	*	*	*				

### Finance & Audit (see also financial scheme of delegation)

Responsibility/Decision	Members	Trustees	LGB	CEO	Executive Head	Head	Notes
Monitor compliance with the funding agreement.		*					
Approve the annual accounts.		*					
Receive the annual accounts.	*						
Appoint Chief Financial Officer.		*					
Appoint the external auditors.	*						
Determine the Trust's funding model (including top-slice).		*					
Approve the Trust's annual budget.		*					
Determine levels of financial authority.		*					Levels of financial authority are included in the Trust's Finance Policy.
Approve annual academy budgets.		*					

Monitor income and expenditure against the approved budget.		*					
Approve financial policies and procedures, including procurement and charging.		*					Policies/procedures must comply with the requirements of the Academies Financial Handbook.
Ensure financial controls are in place to ensure regularity, probity and value for money.		*					
Approve capital projects.		*					
Approve the use (including investment) of Trust reserves.		*					
Approve Trust and Academy-level contracts/SSAs.		*					
Review the effectiveness of Trust-level contracts/SSAs.		*					
Review the effectiveness of academy-level contracts/SSAs.			*				
Investigate financial irregularities at Trust level.	*						
Investigate financial irregularities at academy level.		*					

## Human Resources

Responsibility/Decision	Members	Trustees	LGB	CEO	Executive Head	Head	Notes
Approve personnel policies and procedures.		*					
Determine/review central staffing structure.		*					
Determine/review academy senior leadership staffing structure.		*					LGB recommends the structure.
Determine academy non-leadership staffing structure within existing budget.			*				

Appoint academy and Trust senior leaders.		*					
Appoint non-leadership academy staff.						*	In secondary academies, this may be delegated to an appropriate senior leader. In primary academies, this may be delegated to the deputy head.
Determine and review changes to staff pay and conditions (not for individual staff).		*					
Dismiss central staff, in accordance with relevant policies (capability; disciplinary).		*					
Dismiss academy senior leaders, in accordance with relevant policies (Capability; disciplinary).		*					
Dismiss non-leadership academy staff, in accordance with relevant policies (capability; disciplinary).						*	In secondary academies, this may be delegated to an appropriate senior leader. In primary academies, this may be delegated to the deputy head.
Implement the staffing reduction/redundancy process for central staff and academy senior leaders.		*					
Implement the staffing reduction/redundancy process for non-senior academy staff.			*				
Agree dismissal and early retirement payments for central staff and academy senior leaders.		*					

Agree dismissal and early retirement payments for non-senior academy staff.			*				
Approve settlement agreements £10,000 or above.		*					Secretary of State approval may be required – see Academies Financial Handbook.
Approve settlement agreements below £10,000.				*			
Review performance of central staff and make salary progression recommendations.				*			
Review performance of academy senior leaders and make salary progression recommendations.				*			
Review performance of non-leadership academy staff and make salary progression recommendations.						*	This may be delegated to an appropriate senior leader.
Agree salary progression for central staff.		*					
Agree salary progression for academy senior leaders.		*					LGB makes pay progression recommendations for heads, deputy heads and assistant heads.
Agree salary progression for non-leadership academy staff.						*	
Agree changes to individual contracts (e.g. re-grading; changes in working hours; honoraria) for central staff and academy senior leaders.		*					Grade changes must be based on job evaluation, in line with the Trust's Job Evaluation Scheme. Honoraria must be in line with the Trust's Pay Policy.

Agree changes to individual contracts (e.g. re-grading; changes in working hours; honoraria) for academy non-senior leaders.						*	Grade changes must be based on job evaluation, in line with the Trust's Job Evaluation Scheme. Honoraria must be in line with the Trust's Pay Policy.
Approve staff code of conduct.		*					

### Curriculum & Standards

Responsibility/Decision	Members	Trustees	LGB	CEO	Executive Head	Head	Notes
Review the curriculum offer.			*				
Approve the curriculum offer.			*				In conjunction with relevant Trust lead(s).
Evaluate the impact of the curriculum.			*				In conjunction with relevant Trust lead(s).
Approve the academy self-evaluation document.			*				In conjunction with relevant Trust lead(s).
Approve the Trust's strategic plan.		*					
Approve the academy development plan.			*				The LGB must comply with any direction by Trustees.
Approve pupil attainment and progress targets.		*					LGB recommends progress targets.
Monitor progress against pupil attainment and progress targets.			*				
Evaluate the impact of the academy on pupil attainment and progress.			*				
Approve the Pupil Premium Plan.			*				
Evaluate the impact of the Pupil Premium Plan.			*				
Approve the PE and Sport Premium Plan.			*				
Evaluate the impact of the PE and Sport Premium Plan.			*				

Provide parents with reports on their child's achievement.						*	
Ensure statutory requirements for collective worship are met.			*				

### Personal Development, Behaviour & Welfare

Responsibility/Decision	Members	Trustees	LGB	CEO	Executive Head	Head	Notes
Approve behaviour policy.			*				
Ensure the behaviour policy is implemented.			*				
Evaluate the impact of the behaviour policy.		*					
Exclude a pupil.						*	
Review permanent exclusions and fixed term exclusions exceeding fifteen days in a term, in accordance with the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and associated statutory guidance			*				
Approve safeguarding policies and procedures.		*					Trustees may agree variations to policies/procedures for individual academies to reflect local needs/practice.
Approve the uniform policy.		*					

### Premises

Responsibility/Decision	Members	Trustees	LGB	CEO	Executive Head	Head	Notes
Approve the Trust's estates management strategy.		*					
Approve the repairs and maintenance cycle.		*					



Review and approve the health and safety policy.		*					
Implement the health and safety policy.						*	
To consider termly health and safety audit reports and escalate issues to trustees as necessary.			*				

### Miscellaneous

Responsibility/Decision	Members	Trustees	LGB	CEO	Executive Head	Head	Notes
Approve the admissions policy and criteria.		*					Trustees may agree different policies/ criteria for individual academies to reflect local needs.
Approve the Trust website.		*					
Ensure the academy's website is compliant.			*				
Implement the complaints policy for complaints against central staff and academy senior leaders.		*					
Implement the complaints policy for complaints against non-senior leader academy staff.			*				

## Financial Scheme of Delegation

<b>Orders for goods and services</b>	
Above £50,000	Trust Board (2 signatories required)
Ap to £50,000	Executive Head/CEO
Up to £30,000	Heads of School/Dir of Finance/Executive Finance Lead
Above £1,000 (excluding VAT)	Require three quotations
<b>Salary payments</b>	
Monthly salary payment (BACS)	Executive Head/Director of Finance/Heads of School/Executive Finance Lead
School-based staff salary and overtime payments	Executive Head/Director of Finance/Heads of School/Executive Finance Lead
<b>Signatories (cheques, BACS, bank transfers) 2 signatories required</b>	
Above £50,000	Chair/Vice Chair of Board plus Executive Head/Director of Finance/Executive Finance Lead
Up to £50,000	Executive Head/CEO plus Director of Finance/Executive Finance Lead
Up to £30,000	Heads of School/Director of Finance/Executive Finance Lead/Finance Manager
Inter-company transfers	Dir of Finance/Executive Finance Lead/Finance Manager
<b>Virements</b>	
Over £50,000	Trust Board
Up to £50,000	Executive Head/CEO
Within allocated budget	Heads of School/Director of Finance/Executive Finance Lead
Up to £10,000 from Reserves (per school)	Chair and Vice Chair of Board
Over £10,000 from Reserves (per school)	Trust Board
<b>Disposal of assets</b>	
Collective value of over £20,000	Trust Board
Collective value under £20,000	Executive Head/CEO
<b>Bad Debts</b>	
Above £2,000	Trust Board
Above £250 up to £2,000	Executive Head/CEO
Up to £250	Director of Finance/Executive Finance Lead
<b>Overpayments</b>	
Above £2,000	Trust Board
Below £2,000	Executive Head/CEO
<b>Credit card Limits</b>	In line with designated credit limit by school