



SCHEME OF DELEGATION

CONSTELLATION TRUST - SCHEME OF DELEGATION

Strategic Leadership and Governance

Responsibility/Decision	Members	Trustees	LAB	CEO	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 LAB representatives		*				
Remove LAB representatives		*				
Appoint the chairs and vice-chairs of local advisory boards.		*				Nominations received from LAB
Approve a scheme for the payment of member/trustee/LAB member expenses.		*				
Appoint the Clerk to the Trust Board and local advisory boards.		*				
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 LAB 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 and Audit (see also financial scheme of delegation)

Responsibility/Decision	Members	Trustees	LAB	CEO	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	LAB	CEO	Head	Notes
Approve personnel policies and procedures.		*				
Determine/review central staffing structure.		*				
Determine/review academy senior leadership staffing structure.		*				LAB 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					*	In secondary academies, this may be delegated to an appropriate senior leader.

policies (capability; disciplinary).						In primary academies, this may be delegated to the deputy head.
Implement the staffing reduction/redundancy process.		*				
Agree dismissal and early retirement payments.		*				
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.		*				
Agree salary progression for non-senior leadership academy staff.					*	
Agree changes to individual contracts (eg: 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 (eg: 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.		*				

Receive updates in relation to staff training and development			*			
---	--	--	---	--	--	--

Curriculum and Standards

Responsibility/Decision	Members	Trustees	LAB	CEO	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 LAB must comply with any direction by Trustees.
Approve pupil attainment and progress targets.		*				LAB 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.			*			
Ensure all children receive their entitlement to the full range of NC subjects			*			
Monitor curriculum breadth and balance			*			
Monitor the effectiveness of the curriculum in meeting pupils' needs			*			Informed by visits/learning walks.
Monitor SEND provision.			*			

Personal Development, Behaviour and Welfare

Responsibility/Decision	Members	Trustees	LAB	CEO	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		*	*			Exclusions will be considered by any three trustees/LAB members (including members from LABs of other academies).
To review data in relation to suspensions, permanent exclusions, pupils taken off roll and pupils attending offsite provision.		*				
Approve safeguarding policies and procedures.		*				Trustees may agree variations to policies/procedures for individual academies to reflect local needs/practice.
Approve the uniform policy.		*				
Monitor safeguarding data, including SCR, CP referrals/plans, Children in Need, Operation Encompass notifications and physical intervention.			*			
Ensure action is taken in response to internal and external audits.			*			
Monitor provision to ensure online safety.			*			
Monitor attendance/PA data, including key groups and comparisons with national averages.			*			

Premises

Responsibility/Decision	Members	Trustees	LAB	CEO	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.			*			
Ensure action is taken in response to internal and external audits.			*			
Approve academy-level critical incident plans.			*			
Monitor accident data.			*			
To monitor strategies relating to environmental sustainability.			*			

Miscellaneous

Responsibility/Decision	Members	Trustees	LAB	CEO	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.		*	*			Complaints will be considered by any two trustees/LAB members (including members from LABs of other academies) and an independent person.
Ensure effective communication/engagement with stakeholders.			*			
Monitor stakeholder voice outcomes/impact.			*			

Financial Scheme of Delegation

Orders for goods and services	
£100,001 and above	Full Trust Board
£50,000 - £100,000	Finance and Operations Committee/Trust Board (2 signatories required)
Up to £50,000	Any two of: CEO; Chair of Board; Vice-Chair; Chair of Finance and Operations
£10,001 - £25,000	Any two of: CEO; COO; Director of Finance
Up to £10,000	Heads of School/ Director of Finance
Above £2,000 (excluding VAT)	Three quotations required
Salary payments	
Monthly salary payment (BACS)	Min of Director of Finance/Heads of School/CEO
School-based staff salary and overtime payments	Min of Director of Finance/Heads of School/CEO
Signatories (cheques, BACS, bank transfers) 2 signatories required	Director of Finance/Finance Manager and one other if one of the other unavailable
Above £50,000	Director of Finance and written approval of CEO/Chair of Board (unless a contract agreed within the budget approved by the Board)
Up to £50,000	Director of Finance and Finance Manager
Up to £30,000	Heads of School/Director of Finance/Finance Manager
Inter-company transfers	Director of Finance/Finance Manager
Virements	
Over £50,000	Trust Board
Up to £50,000 (non-staffing)	Min of one (preferably two) of CEO/Heads of School/Director of Finance
Within allocated budget	CEO/Heads of School/Director of Finance
Expenditure approved from Reserves	Trust Board
Disposal of assets	
Collective value of over £20,001	Trust Board
Collective value over £10,001 - £20,000	Audit and Risk Committee
Collective value under £10,000	CEO and Director of Finance
Bad Debts	
Above £5,001	Trust Board (recommendations by Audit and Risk Assurance Committee)
Above £1,000 up to £5,000	CEO and Director of Finance
Up to £1,000	Director of Finance
Credit card Limits	No limit to transactional value other than those described above for goods and services. Card limit is £60,000 split across two cards held by the Director of Finance and Finance Manager.