Scheme of delegation

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and its constituent schools.

The bodies may include:

1. Trust Members

2. Trust Board of Trustees (Board)

3. Trust Finance and General Purposes Committee (F&GP)

4. Trust Educational Standards Committee (ES)

5. Trust Compliance Committee (CC)

6. Chief Executive Officer (CEO)

7. Local Academy Committee (LAC)

8. Headteachers of individual schools (HTs)

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated authority for individual schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)

- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Roles & Responsibilities Matrix and the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Trust & School policies

The Trust Board has developed a policy document identifying the range of statutory, regulatory and necessary policies and whether they are Trust or School policies. In conjunction with this Scheme of Delegation this sets out the responsibility for approval and monitoring of these policies.

School Leadership

Headteacher – legal Headteacher for a school and accountable to the LAC for the school and to the CEO (via executive)

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1	1	Approve changes to Trust Articles of Association	Members only	A	R							Governance
1	2	Approve Trust Board operating principles			A				R			Governance
1	3	Appoint Trustees	Members only		R							Governance
1	4	Approve Trust Scheme of Delegation			A				R	C	C	Governance
1	5	Approve school status (level of autonomy/authority)			A				R	C		Governance
1	6	Approve new convertor or sponsored schools joining Trust	Subject to due diligence		A				R			Governance
1	7	Establish and approve Terms of Reference for Trust Committees including LABs and SB	Subject to school autonomy status		A				R	C		Governance
1	8	Establish LAC sub-committees and their terms of reference	JMF6 Only							A	C	Governance
1	9	Appoint Chair/Vice Chair of Trust Board			A							Governance
1	10	Remove Chair/Vice Chair of Trust Board			A							Governance
1	11	Appoint Chair and Vice Chair of LAC			A					R		Governance
1	12	Remove Chair or Vice Chair of LAB	In exceptional circumstances		A							Governance
1	15	Appoint Governors to LAC			A					R		Governance
1	16	Remove Governors from LAC	In exceptional circumstances		A					R		Governance
1	19	Appoint (and remove) Chair(s) of Trust Committees			A	R	R	R				Governance

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1	20	Appoint (and remove) Trust Committee members			A	R	R	R				Governance
1	21	Appoint (and remove) Clerk to Trust Board			A				R			Governance
1	22	Appoint (and remove) Governance Professional to LAC			A				R	C		Governance
1	24	Appoint Accounting Officer	Within CEO job description		A							Governance
1	25	Trust Policy Matrix			A				R	C	C	Governance
1	26	Trust Governance Calendar			A				R	C	C	Governance
1	27	Approve Trustees & Governors Expenses Policy	Trust Policy		A				C			Governance
1	28	Appoint a Company Secretary or allocate responsibilities	Company Secretary not mandatory		A				R			Governance

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2	1	Trust Strategic Plan			A M	M	M	M	R/I	C	C	Planning & Perf
2	2	Devise trust-wide Curriculum Statement. Developed by Trust Exec Team					A		R	M	D I	Planning & Perf
2	3	Set School Performance Targets			A		R		p	P	D	Planning & Perf
2	4	School Performance Review					A		I			Planning & Perf
2	6	School 1 Year Development Plan								A/M	R/I	Planning & Perf

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3	1	HR, Employment & Staff related policies	Trust Policies: See policy matrix		A			M	R/I	M	I	Staff Policies and Pay
3	2	Employee Terms & Condition changes. NB Trust uses OCC policies - will only be brought forward for approval when OCC have changed.			A				R			Staff Policies and Pay
3	3	Employee T&Cs for new schools			A				R			Staff Policies and Pay
3	4	Teachers' Annual Pay Award	Trust Policy			A			R			Staff Policies and Pay
3	5	Support Staff Annual Pay Award	Trust Policy			A			R			Staff Policies and Pay
3	6	CEO Performance Review & Pay	Trustee sub-group		I/A							Staff Policies and Pay
3	7	Headteacher Performance Review and Pay				A			I/R	I/R		Staff Policies and Pay
3	8	Individual Performance Pay Awards	As per Trust policy			A			R	R	P	Staff Policies and Pay

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4	1	CEO appointment			A							Staff Management
4	2	Trust staff structure & complement. LACs involved if joint appt under aegis of Trust.			A				R	C	C	Staff Management
4	3	Trust staff appointments within budget structure							A			Staff Management
4	4	School staff structure & complement	Within School 1 Year Plan						A	P	P	Staff Management
4	5	Headteacher appointment	LAC/CEO panel						A	P		Staff Management
4	6	Senior leadership appointments							C	A	P	Staff Management
4	7	Teaching and support staff appointments							C		A	Staff Management
4	8	Suspension of CEO			A							Staff Management
4	9	Return of CEO after suspension			A							Staff Management
4	10	Dismissal of CEO			A							Staff Management
4	11	Suspension of Headteacher	As per policy						A	C		Staff Management
4	12	Return of Headteacher							A	C		Staff Management
4	13	Dismissal of Headteacher			A				R	C		Staff Management
4	14	Dismissal of teaching and support staff	HR Panel as appropriate H/T **must** consult CEO/CoG						C	C	A	Staff Management
4	15	Suspension of teaching and support staff							C		A	Staff Management
4	16	Return of teaching and support staff after suspension							C		A	Staff Management
4	17	Redundancy of school staff	Financial implications		A				R	C	P	Staff Management
4	18	Restructuring of school staff	Without financial implication						A	R	P	Staff Management

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4	19	Trust Inset Days	See also 7.1						A		P	Staff Management

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5	1	Trust Financial Regulations	Trust Handbook, Trust Policies		A	RM			P		I	Fin. Gvnce & Mgt
5	2	Trust Financial Procedures	Trust Policy, Trust Manual		A	RM			P		I	Fin. Gvnce & Mgt
5	3	Annual review of Trust Risk Register	Trust Handbook		A	M	M	M	PI			Fin. Gvnce & Mgt
5	4	Annual review of School Risk Register	Trust Handbook At least annual review						M	AM	PI	Fin. Gvnce & Mgt
5	5	Appoint Trust auditors	Members	A	R	P						Fin. Gvnce & Mgt
5	6	Trust 3 year Budget Plan			A	R			P			Fin. Gvnce & Mgt
5	7	Trust Central Charges to schools			A	R			P	C	C	Fin. Gvnce & Mgt
5	8	Trust Budget Reports				AM			PM			Fin. Gvnce & Mgt
5	9	Trust Annual Accounts			A	R						Fin. Gvnce & Mgt
5	10	Trustees Annual Report			A	R	C	C	P			Fin. Gvnce & Mgt
5	11	Trust Accounts Return to ESFA							A			Fin. Gvnce & Mgt
5	12	Response to Auditor's Management Letter				A			R/I			Fin. Gvnce & Mgt
5	13	School 3 year budget plans	Annually			A			R	C	D	Fin. Gvnce & Mgt
5	14	School Budget Reports	Monthly			M			MA		M	Fin. Gvnce & Mgt
6	1	All Financial Authorisations limits are documented within the Financial Procedures manual. Scrutiny of financial procedures covered by internal/external audits and reported to F&GP	Limits as per Finance Policy			A			R			Financial Auth

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7	1	School times, terms and holidays			A				R	C	P	Policies & Procedure
7	2	Change of School Age Range			A				R	P	D	Policies & Procedure
7	3	Expansion of School Pupil Admission Number (PAN)			A				R	P	D	Policies & Procedure
7	6	Child Welfare & Safeguarding Policy	Trust Policy INDIVIDUAL SCHOOL ADAPT LOCALLY		A			M	R	A (local adapt) M	I	Policies & Procedure
7	7	School Statutory Policies	See policy matrix		A			M	M	M	I	Policies & Procedure
7	8	School non-Statutory Policies								AM	P/I	Policies & Procedure
7	9	Suspensions (prev Fixed Term Exclusion - FTE)					M		M	M	API	Policies & Procedure
7	10	Return after short-term suspension									A	Policies & Procedure
7	11	Permanent Exclusions	Via Governors Panel				M		C	A/M	R	Policies & Procedure
7	12	Appeals against Permanent Exclusion	LA Independent Panel						M	I		Policies & Procedure
7	13	Complaints Policy	Trust policy		A			M	R	M	I	Policies & Procedure
7	14	Complaints Appeals	Panel incl. independent gov.		I			M	R	I		Policies & Procedure
7	15	Admissions Policy	School Policy		A			M	R	C	P/I	Policies & Procedure
7	16	Admissions allocation of places	As per Admissions policy							AM	I	Policies & Procedure
7	17	Admissions Appeals	Independent Panel					M	C	A	I	Policies & Procedure

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7	18	School prospectus	Refers to overall branding and image guidelines						C	A	D R	Policies & Procedure
7	19	School website	Refers to overall branding and image guidelines and DfE requirements for what schools must publish on their						C	A	D R	Policies & Procedure
7	20	School logo & branding	Refers to overall branding and image guidelines						C	A	D R I	Policies & Procedure
7	21	School uniform	Refers to overall branding and image guidelines						C	A	D R I	Policies & Procedure
7	22	Trust branding	Refers to overall branding and image guidelines		C				A		I	Policies & Procedure
7	23	Charging and remissions policy			A				R I		I	Policies & Procedure
7	24	Remote Learning Policy								A	P I	Policies & Procedure
7	25	Data Protection Policy			A			R M	P	M		Policies & Procedure
7	26	Register of Pupil's admissions to schools and attendance								M	A	Policies & Procedure

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7	27	Capability of Staff			A	R			P		I	Policies & Procedure
7	28	Early Career Teacher Induction Policy (ECT)					C		R	A		Policies & Procedure
7	29	Staff discipline, conduct and grievance procedure			A	R			P			Policies & Procedure
7	30	Staff grievance policy			A	R			P		I	Policies & Procedure
7	31	Single central record of recruitment and vetting checks	Reviewed by S/G Trustee/Governors					A/M	I	A/M	I	Policies & Procedure
7	32	Stmt of procedures for dealing with allegations of abuse against staff			A	R			p			Policies & Procedure
7	33	Designated teacher for children we care for (prev. looked after children).	Review alongside Safeguarding Policy						M	A	P I	Policies & Procedure
7	34	Children with health needs who cannot attend school.	Trust schools follow LA policy and procedures							A/M	I	Policies & Procedure
7	35	Early Years fundations stage (EYFS) - primaries only	Trust recommends on school website							A	R	Policies & Procedure
7	36	Special educational needs and disability policy	Trust produces overarching policy - adapted locally		A			M	R	A M	R I	Policies & Procedure
7	37	Relationships and sex education policy						M		A M	R I	Policies & Procedure
7	38	Behaviour policy (incl Anti-Bullying policy/strategy)								A M	R I	Policies & Procedure
7	39	First aid in schools			A				P	A		Policies & Procedure

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7	40	Equality information and objectives	Authored by CEO/H/Ts		A	R	R M	R	P	A M	P I	Policies & Procedure
7	41	Register of Business interests	GPs collect returns. Approval Trust Chair/CEO/LAC Chairs		A				A	A		Policies & Procedure
7	42	Careers guidance	Secondary only				M	M		A M	P	Policies & Procedure
7	43	Whistleblowing Policy			A			R M	P I	M	I	Policies & Procedure
7	44	Stakeholder feedback								A/M	P/I	
8	1	Asset Management Policy	Trust Policy		A	R			P	C		Premises & Assets
8	2	Asset Management Plan				A			R	A	R	Premises & Assets