

Scheme of Delegation 2023 - 2024

Reviewed July 2023

Outstanding
pupil experience

Excellence
in education

Impactful
teaching

Effective
partnerships

The Trust Scheme of Delegation 2023.24

The Trust's Scheme of Delegation sets out the detail of delegated responsibility and accountability and draws directly from the DfE Governance Handbook and latest Academy Trust Handbook. The Scheme of Delegation is reviewed annually in line with the academy trust accounting year. It is structured according to the three core functions of governance:

- Ensuring clarity of vision, ethos, and strategic direction.
- Holding executive leaders to account for the educational performance of the Trust and its pupils, and the effective and efficient performance management of staff.
- Overseeing the financial performance of the Trust and making sure its money is well spent.

For ease of reference, it is arranged into eight sections:

1. Effective governance	4. Pupils, parents & community	7. Estates management
2. Vision, strategy & leadership	5. Financial performance	8. Staff wellbeing & development
3. School Improvement	6. Operational systems of control	

It uses the following key to differentiate levels of delegation:

- **Responsible** – group or individual with statutory and/or delegated responsibility for compliance in line with DfE/ESFA requirements and latest Academy Trust Handbook.
- **Accountable** – the group or individual with accountability for ensuring a particular responsibility/task (delegated or otherwise) is carried out with appropriate reports on progress made at agreed intervals.
- **Approve** – the group or individual with oversight of a particular function, task, or responsibility.
- **Consult** – the group or individual consulted as part of the process of completing a particular responsibility/task.

1. Effective Governance	Members	Trustees	TIB	Parent & Community Planning Group and Advisory Forum	Executive Leadership	Headteachers
Appointment of Members – ensuring processes in place for appointment of Members that have the relevant skills and expertise	Responsible				Consult	
Appointment of Trustees – ensuring processes in place for appointment of Trustees that have the relevant skills and expertise	Approve	Responsible			Consult	
Removal of Members	Responsible				Consult	
Removal of Trustees	Approve	Responsible			Consult	
Trust governance framework , including amendments to Articles of Association		Responsible			Accountable	Consult
Major changes to the Trust’s legal structure or leadership and control structure	Approve	Responsible			Accountable	Consult
Changes to the structure, size, and composition of the Trust Board including ensuring finance skill set on Board	Approve	Responsible			Consult	
Reviews of Board performance and that of individual Trustees and committees in line with the latest Academy Trust Handbook and Trustee Code of Conduct. Internal review – annual. Externally commissioned review – bi-annual.	Approve	Responsible			Consult	
Performance of Parent and Community Advisory Planning Groups and Forums		Approve	Responsible		Accountable	Accountable at school level
Annual Review of size, structure and composition of Parent and Community Advisory Forum Planning Groups		Approve	Responsible		Accountable	Accountable at school level
Register of Pecuniary and other Interests		Responsible			Accountable	Accountable at school Level

Electing and removing Chair of Members	Responsible					
Electing and removing Chair of Trust Board		Responsible				
Electing and removing Vice Chair of Trust Board		Responsible				
Election of other key Board positions i.e. Safeguarding lead, Inclusion lead, SEND lead, sustainability lead		Responsible			Consult	
Electing and removing Chairs of Trust committees		Responsible				
Appointment/removal of Chair of Parent and Community Advisory Forum Planning Groups			Approve	Consult	Responsible	Accountable at school level
Appointment/removal of Clerk to the Trust Board		Responsible			Accountable	
Appointment/removal of Clerk to Parent and Community Advisory Planning Groups and Forums					Accountable	Responsible
Maintain Single Central Record in line with KCSIE 2023		Responsible			Accountable	Accountable at school level
Produce Annual Report on performance of Trust		Responsible			Accountable	
Sign off of Annual Report	Approve	Responsible				
Set Governance policies for key governance areas e.g. FOI, complaints and whistleblowing		Responsible			Accountable	
Set Trust's Admissions Policy in line with the School Admissions Code and associated timelines		Responsible		Consult	Accountable	
Expansion or reduction of school published admission number		Approve			Responsible	Accountable
Change of school age range - ESFA approval required		Approve			Responsible	Accountable
Extension of school provision to include nursery age children - ESFA approval required		Approve			Responsible	Accountable

2. Vision, Strategy and Leadership	Members	Trustees	TIB	Parent & Community Planning Group and Advisory Forum	Executive Leadership	Headteachers
Set strategic Trust priorities and long-term strategy . Ensure Trust's strategic development plan is robust, accountable and promotes outstanding teaching and learning		Responsible			Accountable	Consult
Promote collaboration within the Trust. Identify and support the development of strategic external partnerships that support the vision of the Trust		Approve			Responsible	Accountable
Develop the character, vision, values and culture of the Trust and its schools		Responsible			Accountable	Accountable at school level
Scrutiny: Performance – review and challenge progress of the Trust and its schools against strategic objectives, KPIs and national benchmarking data		Responsible		Consult	Accountable	Accountable at school level
Scrutiny: Values – operation of the Trust and its schools against the agreed character, mission, values, and culture		Responsible		Consult	Accountable	Accountable at school level
Compliance: Funding Agreement – comply with all statutory and mandatory obligations		Responsible			Accountable	Accountable at school level
Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)		Responsible			Accountable	Accountable at school level
Annual schedule of work for Trust Board (Trust Annual Planner)		Responsible			Accountable	Consult
Annual schedule of work for Board committees		Responsible			Accountable	Consult
Quality assurance of committee performance		Responsible			Accountable	Consult
Annual Planner for Parent and Community Advisory Forum Planning Group		Approve	Responsible	Consult	Accountable	Accountable at school level
Terms of Reference for Trust Committees, Governance Charter and Scheme of Delegation		Responsible			Accountable	Consult

Policy development, monitoring and review		Approve			Accountable	Consult
Compliance with equalities legislation		Responsible			Accountable	Accountable at school level
Advice to the Board on DfE, ESFA, and Charities Commission statutory compliance regulations and guidance					Responsible	
Intervention in the management of a school where necessary		Approve			Responsible	
Trust Improvement Board functions, reporting and impact		Responsible			Accountable	Consult
Annual Training programme for Trustees and Parent and Community Advisory Forum Planning Group members		Responsible		Consult	Accountable	Consult
3. School Improvement	Members	Trustees	TIB	Parent & Community Planning Group and Advisory Forum	Executive Leadership	Headteachers
Trust's School Improvement Model including setting approach to curriculum, assessment, and the production and analysis of data		Approve			Responsible	Accountable
Setting and delivering Trust curriculum and assessment with regard to statutory responsibilities		Responsible			Accountable	Accountable at school level
Quality of Teaching – ensure appropriate levels of support, challenge, and intervention		Approve	Responsible		Accountable	Accountable at school level
EYFS – deliver in line with statutory requirements		Approve	Responsible		Accountable	Accountable at school level
SEND – ensure that the legal requirements for children with additional needs are met and that they are given appropriate support for learning i.e full compliance with SEND Code of Practice		Approve	Responsible		Accountable	Accountable at school level
Children in Care – ensure all schools appoint a designated lead for Children in Care to promote educational achievement		Responsible			Accountable	Accountable at school level

Premia – review and challenge the value for money of pupil, sports and catch-up premium spend in impact terms i.e. improved educational outcomes and narrowed achievement gaps. Ensure Pupil Premium information is up-to date on school websites		Responsible			Accountable	Accountable at school level
Safeguarding - KCSIE 2023 Leadership and accountability for ensuring compliance with statutory safeguarding requirements for children		Responsible			Accountable	Accountable at school level
Safeguarding and child protection (PREVENT) – ensure all schools have appointed Designated Safeguarding Leads, ensure compliance with statutory guidance and maintenance of single central record		Responsible			Accountable	Accountable at school level
Produce Trust Annual Safeguarding Report		Responsible			Accountable	Consult
Maintenance of admission and attendance registers		Approve	Responsible		Accountable	Accountable at school level
Challenge and support – monitoring and evaluation of performance of schools and pupil progress		Approve	Responsible		Accountable	Accountable at school level
Analysis of school improvement priorities, data, and information from individual schools. Challenge and support to school rapid action plans			Responsible		Accountable	Accountable at school level
Termly report to the Trust Board on school improvement and pupil performance		Approve	Responsible		Accountable	
Set, monitor and evaluate pupil behaviour and wellbeing policies		Responsible			Accountable	Accountable at school level
Determine school hours, term dates and length of school day – setting the opening and closing times of schools		Approve	Responsible	Consult	Accountable	Accountable at school level
Ensure adherence to statutory guidance in relation to exclusions and directing pupils off-site		Approve	Responsible		Accountable	Accountable at school level
Fixed Term Exclusions			Responsible		Accountable	Accountable at school level
Permanent Exclusions		Approve	Responsible		Accountable	Accountable at school level
Exclusion Appeals		Approve	Responsible		Accountable	

Ofsted Summary Evaluation Visit – Trust level		Responsible		Consult	Accountable	Consult
Attendance at school Ofsted Inspections <ul style="list-style-type: none"> Trust Executive Leadership Team to support Headteacher for individual school inspections 		Approve	Responsible		Accountable	Consult
4. Pupils, Parents and Community	Members	Trustees	TIB	Parent & Community Planning Group and Advisory Forum	Executive Leadership	Headteachers
Ensure pupils and parents have a voice in decisions that impact on them		Responsible		Consult	Accountable	Accountable at school level
Responsibility for consultations and engagement with parents and the wider community		Approve	Responsible	Consult	Accountable	Accountable at school level
Effective Guarantees and Expectations Charter for pupils and parents		Approve	Responsible	Consult	Accountable	Accountable at school level
5. Financial Performance	Members	Trustees	TIB	Parent & Community Planning Group and Advisory Forum	Executive Leadership	Headteachers
Appointment of Chief Executive Officer (CEO) as Accounting Officer		Responsible			Accountable	
Appointment of Chief Financial Officer (CFO)		Responsible			Accountable	
Appointment of external auditor		Responsible in writing			Accountable	
Appointment of internal auditor		Responsible			Accountable	
Compliance with ESFA requirements e.g. novel, contentious and repercussive transactions		Responsible			Accountable	
Trust Annual Budget and Forecasts – formulate and set for the Trust		Approve			Accountable and Responsible	Consult
Delivering Annual Report and Accounts	Approve	Responsible			Accountable	Consult

School Funding Model – agree and implement a funding model across the Trust		Responsible			Accountable	Consult
Individual School Annual Budget Allocation – formulate and determine the proportion of the Trust overall budget to be delegated to each school (including uses of contingency funds / balances)		Responsible			Accountable	Consult
Setting Trust Governance Charter, Scheme of Delegation and internal Financial Controls Policy and Procedures		Responsible			Accountable	
Develop finance policies		Approve			Responsible	
Set delegated authority limits for financial transactions		Responsible			Accountable	Consult
Set Trust procurement policies and procedures i.e. for suppliers, auditors, HR, payroll providers and legal support in accordance with the Funding Agreement and latest Academy Trust Handbook		Responsible			Accountable	
Manage cash position and monitor and evaluate value for money at each Trust school		Responsible			Accountable	Accountable at school level
Maintain accurate, reconciled and up to date records to provide financial and statistical information		Responsible			Accountable	Accountable at school level
Establish and maintain asset registers in accordance with financial procedures		Responsible			Accountable	Accountable at school level
Ensure that any disposal of assets complies with the Trust's financial procedures and is reported to the Trust		Approve			Accountable	Accountable
Managing conflicts of interest and related party transactions through a register of pecuniary and other interests of Members, Trustees, and staff		Responsible			Accountable	Accountable at school level
Ensure appropriate insurance arrangements are in place in accordance with the latest Academy Trust Handbook, ESFA and Trust financial procedures		Responsible			Accountable	
Financial Reporting – deliver monthly management accounts, forecasts, and key performance indicator reports		Accountable			Responsible	Consult
Trust investment policy in line with the latest Academy Trust Handbook		Responsible			Accountable	

Ensure writing off of debts complies with Trust's financial procedures and latest Academy Trust Handbook		Approve			Responsible	
Bank Accounts – authorise the establishment of bank accounts and bank mandates in the name of the Trust		Approve			Responsible	
Compliance with VAT and CIT regulations		Approve			Responsible	
Procedures for staff and Trustees to claim expenses		Approve			Responsible	Consult
Establish external audit inspection process and associated receipt of reports. Ensure production and delivery of resultant action plan		Responsible			Accountable	
Establish internal audit process and associated receipt of reports. Ensure delivery of agreed actions		Approve			Responsible	Accountable
6. Operational Systems of Control	Members	Trustees	TIB	Parent & Community Planning Group and Advisory Forum	Executive Leadership	Headteachers
Public Relations - oversee public relations activities to project the profile of the Trust and schools to the wider community		Approve		Consult	Responsible	Accountable
Trust communication strategy		Responsible			Accountable	Consult
Compliant Trust website		Approve			Responsible	Consult
Compliant school websites		Approve	Responsible		Accountable	Accountable at school level
Information Management –procedures for information security and compliance with Freedom of Information (FOI) and Data Protection Act (DPA) legislation and maintain accurate records		Responsible			Accountable	Accountable at school level
GDPR compliance and awareness of responsibilities		Responsible			Accountable	Accountable at school level
Document management policy and procedures		Approve			Responsible	Accountable
Risk management policies and risk register in place and used effectively to monitor and mitigate risk		Responsible			Accountable	Accountable at school level

Risk management - strategic threats and opportunities considered through Audit and Risk Committee		Responsible			Accountable	Consult
Risk management - operational threats and opportunities considered in relation to schools		Approve	Responsible	Consult	Accountable	Accountable at school level
Determine, monitor, and evaluate effectiveness of central services provided to schools		Approve			Responsible	Accountable
Maintain complaints register		Responsible			Accountable	Accountable at school level
7. Estates Management	Members	Trustees	TIB	Parent & Community Planning Group and Advisory Forum	Executive Leadership	Headteachers
Establish and implement a Buildings Maintenance Strategy		Responsible			Accountable	Consult
Establish and implement Asset Strategy – determining use of school’s premises and managing associated risk		Responsible			Accountable	Accountable at school level
Develop and implement Critical Incidents and Lockdown policy and procedures		Approve			Responsible	Accountable
Acquire and dispose of Trust land		Responsible			Accountable	Consult
Change use of Trust assets		Responsible			Accountable	Consult
Health and Safety legislation compliance, policy and procedures		Responsible			Accountable	Accountable
Maintain school premises management documents e.g. asbestos, fire safety, statutory testing					Responsible	Accountable
Approve, lead, and manage major school capital projects		Approve			Responsible	Accountable
Lead and manage minor school capital projects / building works / maintenance					Accountable	Responsible
Effective school site security					Accountable	Responsible
Management of Estate leases		Approve			Responsible	Accountable
Applications for Condition Improvement Funds		Responsible			Accountable	Consult
Completion of ESFA Asbestos Management Report		Responsible			Accountable	Consult

Completion of ESFA Land and Buildings Report		Responsible			Accountable	Consult
Monitoring system for Asset Life Cycle Replacement Strategy		Approve			Responsible	Accountable
Site Health and Safety Reviews		Responsible			Responsible	Accountable
Effective systems for managing Accidents and Incidents		Approve			Responsible	Accountable
Liaison with Health and Safety Executive (HSE)					Responsible	
Monitoring of Statutory Compliance		Responsible			Accountable	Accountable
Procurement of sub-contractors		Approve			Responsible	Consult
Management of sub-contractors on school site					Responsible	Accountable
Procurement and supply of cleaning materials					Responsible	Accountable
Management of cleaning supervisors and operatives					Responsible	Accountable
8. Staff Wellbeing & Development	Members	Trustees	TIB	Parent & Community Planning Group and Advisory Forum	Executive Leadership	Headteachers
Appointment, remuneration, performance management and dismissal of CEO		Responsible				
Recruitment and appointment of substantive Headteacher at Trust school		Approve	Responsible		Accountable	
Performance management of Headteachers		Approve	Responsible		Accountable	
Suspension/dismissal of Headteacher		Approve	Responsible		Accountable	
Recruitment and appointment of Trust Executive Leadership (other than CEO)		Responsible			Accountable	Consult
Performance management of Trust Executive Leadership (other than CEO)		Responsible			Accountable	
Performance management of school staff					Responsible	Accountable
Suspension/dismissal Trust Executive Leadership (other than CEO)		Responsible			Accountable	
Appointment of school senior leadership team (excluding Headteacher)			Approve		Responsible	Accountable

Appointment of school staff (excluding Headteacher and senior leadership team)			Approve		Accountable	Responsible
Suspension/dismissal of school staff (other than Headteacher)			Approve		Accountable	Responsible
Secondment of Senior Trust staff internally across the Trust		Approve	Responsible		Accountable	Consult
Staffing structure (Teacher FTE) for each school		Approve	Responsible		Accountable	Accountable
Trust Workforce Strategy i.e. Staffing structure, retention, talent management, succession planning		Responsible			Accountable	Consult
Restructure decisions i.e. redundancies and authorisation of redundancy / early retirement payments		Responsible			Accountable	Consult
Set Trust HR Policies and procedures		Responsible			Accountable	Consult
Set Contractual Terms and Conditions of Employment and maintain Staff Handbook		Responsible			Accountable	Consult
Annual review of NJC recommendations and Teacher Pay Scales re: teachers' and support staff pay and conditions		Responsible			Accountable	Accountable at school level
Effective DBS Policy, procedures and checks		Responsible			Accountable	Accountable at school level

9. Summary of Financial Authorisation Levels Delegated Duty	Value	Delegated Authority
Ordering Goods and Services (revenue spending) Note: Lease agreements cannot be entered into without the authority of the CFO and the DfE if the lease can be classified as borrowing.	Up to £500	Budget Holder
	Up to £1,500	School Business Manager or School Office Manager
	£1,501 - £5,000	Headteacher or CFO
	£5,001 - £50,000	CFO – over £10,000 subject to three quotes and accompanied by Business Case
	£50,001 - £100,000	Chief Executive – subject to three quotes and accompanied by Business Case
	£100,000 and above	Chair of Finance Committee – subject to three quotes and accompanied by Business Case
Signatures for payment authorisations (including BACS payments other than payroll)	Any	Two signatures from: <ul style="list-style-type: none"> • CEO • CFO • Trust Accountant
Signatures for payment authorisations for Trust	Any	Two signatures from: <ul style="list-style-type: none"> • CEO • CFO • Trust Accountant • Chair of Finance • Chair of Trustees

Signatories for DfE grant claims and DfE returns for individual schools	Any	Two signatures from: <ul style="list-style-type: none"> • CEO • CFO • Trust Accountant • Headteachers • School Business Manager • School Office Manager
Signatories for DfE grant claims and DfE returns for Trust	Any	Two signatures from: <ul style="list-style-type: none"> • CEO • CFO • Trust Accountant • Trustee
Virement of budget provision between budget headings	Up to £20,000	CFO
	£20,001 - £100,000	CEO accompanied by Business Case to additional spend
	£100,000 and above	Finance Committee
Acquisition and disposal of fixed assets (not including land)	Up to £1,000	CFO
	£1,001 to £5,000	As above plus CEO
	Over £5,000	As above plus Finance Committee DfE approval required as appropriate for disposal of assets funded with DfE grant or transferred from an LA at nominal consideration

Write-offs and liabilities (subject to £250,000 ceiling)	Up to £1,000	CFO
	Over £1,000	CEO with referral to the Finance Committee annually
	Writing off debts and losses Entering into indemnities (beyond the normal course of business), guarantees or letters of comfort	ESFA consent required if exceeds: <ul style="list-style-type: none"> • 1% of annual income or £45,000 individually • 2.5% or 5% of annual income cumulatively
Purchase or sale of any freehold property	Any	Trustee and DfE approval required
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	Trustee and DfE approval required
Raising invoices to collect income	Any	School Business Manager, School Office Manager, Trust Accountant or CFO
Expense Claims	Up to £50	School Business Manager, School Office Manager, Headteacher or CFO
	Over £50 or any School Business Manager or School Office Manager claims	CFO
	Trustee expenses	CEO
	Chief Executive	CFO
Payment Cards	Up to £1,000	School Business Manager or School Office Manager, Headteacher
	Up to £3,000	CFO/CEO

Special Payments	Novel, Contentious and Repercussive	ESFA agreement required
	Staff severance and compensation	ESFA agreement required if £50,000 or more before tax; less than £50,000 Trustee approval
	Ex gratia payments	ESFA agreement required
Acquisition and Disposal of land	Acquiring freehold land/buildings	ESFA agreement required
	Disposing of a freehold on land/buildings	ESFA agreement required
	Disposing of heritage assets	ESFA agreement require
	Other disposals	Trust has full discretion
Leasing	Taking up a finance lease	ESFA agreement required
	Taking up a leasehold on land and buildings	ESFA agreement if lease term seven years or more, Trustee approval if less than seven years
	Taking up any other lease	Trust has full discretion
	Granting a lease on land and buildings	ESFA agreement required
Borrowing	Bank or sponsor loan, overdraft	ESFA agreement required
	Payment Card	Delegated order limits apply
Related Party Transactions Supplies to the Trust from a related party	Any	ESFA agreement required over £40,000 and over associated limits

Access Financial Management Management System	Type of Access	User
Users of ACCESS Financial Management System	Full Access	School Business Manager School Office Manager Headteacher
	System Administrator	CFO Trust Accountant CEO
	Enter and authorise dependent on segregation of duty	Finance Administrator School Business Manager School Office Manager

Annual Review: July 2023

Sign off:  Chair of Trustees

Date: July 2023