



Scheme of Delegation

Introduction

This Scheme identifies the key decisions that are required in connection with the overall governance and management of the Academy Trust and the individual academies within it, and should be read in conjunction with the Terms of Reference for Local Advisory Bodies and the Articles of Association of the Academy Trust. The Scheme is reviewed by the Trustees at least once per year and is subject to modifications made by the Trustees from time to time.

The bodies identified in the Scheme are as follows:

- **Members** of the Academy Trust
- **Trust Board** (which may separately delegate any powers reserved to it to specific committees of the Trust Board)
- **Local Advisory Board** of the Academy (a committee of the Trust Board, which operates subject to Terms of Reference set by the Trust Board)
- **Executive Principal of The Trust (CZ)**
- **Operational Principal** of the Academy
- **Accounting Officer (CZ)**

The different levels of delegated power are described as follows:

- Approve (A)
- Recommend (R)
- Propose (P)
- Be consulted (C)
- Implement (I)

Note: Whilst this Scheme of Delegation sets out the broad areas of responsibility and procedure, Trust is also required by the Academies Financial Handbook to approve a written scheme of delegation of financial powers that “maintains robust internal control arrangements” (see 2.1.4 of the Handbook).

This Scheme is intended to cover core areas of the Trust and the academies’ operations, but is not exhaustive and there may be other areas which you would wish to add.

Scheme of Delegation

	TASK Approve/Implement (A) Recommend (R) Propose (P) Be consulted (C) Implement (I)	NOTES	TRUST BOARD	MEMBERS	LAB	Executive Principal/CEO (inc. Accounting Officer responsibilities)	Operational Principal	Director of Finance and Operations
1.	Governance							
1.1.	Approve Trust Articles of Association		P	A				
1.2.	Approve Trust Scheme of Delegation		A			P		
1.3.	Approve new academies joining the Trust		A					
1.4.	Establish Trust Committees		I					
1.5.	Approve Trust Committee Terms of Reference		A					
1.6.	Approve Local Advisory Board (LAB) Terms of Reference		A					
1.7.	Establish LAB committees	As LAB ToRs			I			
1.8.	Appoint Chair of Trust Board	As Articles	I					
1.9.	Appoint Chair of LAB	As LAB ToRs	I					
1.10.	Remove the Chair of LAB	As LAB ToRs	I					
1.11.	Appoint (and remove) Clerk to LAB	As LAB ToRs			I			
1.12.	Organise calendar of LAB meetings	As LAB ToRs			I		C	
1.13.	Approve LAB Expenses Policy		A			C		
2.	Academy Performance, Curriculum and Teaching							
2.1.	Academy Performance Targets	As LAB ToRs	A		C	R	P	
2.2.	Academy Performance Review	As LAB ToRs	I		C	R	P	
2.3.	Academy 3 year plan	As LAB ToRs	A		C	R	P	
2.4.	Academy 1 Year development Plan	As LAB ToRs	A		C	R	P	
2.5.	Curriculum Policy	As LAB ToRs	A		C	R	P	
2.6.	Teaching & Learning Policy	As LAB ToRs	A		C	R	P	
2.7.	Sex Education policy	As LAB ToRs	A		C	R	P	
2.8.	Religious Education policy	As LAB ToRs	A		C	R	P	
3.	Staff Policies and Pay							
3.1.	Pay & Remuneration Policy		A			P		C
3.2.	Job Role Salary & Grading Policy		A			P		C
3.3.	Changes to Employee Terms & Conditions or Collective Agreements		A			P	R	C
3.4.	Adoption of Transferring Policies and Collective Agreements		A			P		C
3.5.	Teachers Annual Pay Award		A			P		C
3.6.	Support Staff Annual Pay Award		A			P		R/I

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3.7.	Individual Performance Pay Awards					A	P	
3.8.	Performance Management & Appraisal Review Policy		A			R	P	
3.9.	Disciplinary Policy		A					
3.10.	Grievance Policy		A					
3.11.	Capability Policy		A					
3.12.	Whistleblowing Policy		A					
3.13.	Re-structuring & Redundancy Policy		A					
3.14.	Employee Health & Safety Policy		A					
4.	Academy Staff Management*							
4.1.	Staff complement, structure and grades	As LAB ToRs			C	A	R	
4.2.	Operational Principal appointment		A		R	P		
4.3.	Deputy Principal appointment	As LAB ToRs			C	A	R	
4.4.	Academy Senior leadership appointments	As LAB ToRs			C	A	R	
4.5.	Teaching and support staff appointments						A	C
4.6.	Suspension of Operational Principal	As LAB ToRs	A*		C	R		
4.7.	Return of Operational Principal after suspension	As LAB ToRs	A*		C	R		
4.8.	Dismissal of Operational Principal	As LAB ToRs	A*		C	R		
4.9.	Appeal of Operational Principal against dismissal		I*					
4.10.	Suspension of Deputy Principal	As LAB ToRs				C	I	
4.11.	Return of Deputy Principal after suspension	As LAB ToRs				C	I	
4.12.	Suspension of teaching and support staff						I	C
4.13.	Return of teaching and support staff after suspension						I	C
4.14.	Dismissal of Deputy Principal or teaching and support staff	As LAB ToRs				C	I	C
4.15.	Appeal of academy staff against dismissal	As LAB ToRs			I ¹			

¹ Appeal to be dealt with by individuals who are not involved in the original dismissal decision.

*See separate note re delegation of HR matters.

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5.	Financial Governance & Management							
5.1.	Trust & Academy Financial Regulations (inc. key policies)	As LAB ToRs	A		P	P		P/R
5.2.	Trust & Academy Financial Procedures	As LAB ToRs	A		P	P		P/R
5.3.	Trust Procurement Policy		A		P			P/R
5.4.	Trust 3 year Budget Plan		A		P			P/R
5.5.	Trust 1 year Budget		A		P			P/R
5.6.	Trust Consolidated Budget Updates		A					P/R
5.7.	Trust Consolidated Financial Statements		A					P/R
5.8.	Trustees' Report		A					
5.9.	Trust Academies Accounts Return to EFA		A					I
5.10.	Academy 3 year Budget Plan	As LAB ToRs	A		P	C		P/R
5.11.	Academy 1 year Budget	As LAB ToRs	A		P	C		P/R
5.12.	Academy Budget Updates	As LAB ToRs			A	C		P/R
6.	Financial Authorisation							
6.1.	Expenditure or award of contracts up to Academy limit	As LAB ToRs					A	C
6.2.	Expenditure or contracts from Academy Limit to OJEU ² limit	As LAB ToRs	A		R	R	R	P
6.3.	Expenditure over OJEU limit		A		R	R		P
6.4.	Disposals or write off of stock, assets or debts up to Academy Limit	As LAB ToRs					P	A
6.5.	Disposals or write off of stock, assets or debts from Academy Limit up to AFH limit	As LAB ToRs	A				R	P
6.6.	Compensation payments up to £10,000	As LAB ToRs			C	A	R	C
6.7.	Compensation payments from £10,001 to £49,999 (AFH Limit)	As LAB ToRs	A		C	R	R	C
6.8.	Compensation payments of £50,000 and over	EFA consent required – see 3.7.6 of AFH	A subject to EFA consent			P/R		C

² See <http://www.ojeu.eu/thresholds.aspx> for current limits.

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7.	Academy Policies & Procedures							
7.1.	Academy times, terms and holidays	As LAB ToRs			A		P/R	
7.2.	Child Welfare & Safeguarding Policy	As LAB ToRs	Establish principles				Establish and implement local policy	
7.3.	Attendance Policy & Plan	As LAB ToRs					A	
7.4.	Pupil Behaviour & Exclusions Policy						A	
7.5.	Fixed term Exclusion	As LAB ToRs					A	
7.6.	Permanent Exclusions						A	
7.7.	Appeals against Permanent Exclusion				I			
7.8.	Complaints Policy	As LAB ToRs	A		R		R	
7.9.	Admissions Policy	As LAB ToRs	A		R		C	
7.10.	Allocation of places against Admissions Policy				A			
7.11.	Admissions Appeals	Independent	I					
7.12.	Academy website	As LAB ToRs	A		P	C	P	
7.13.	Academy logo & branding	As LAB ToRs	A		P	C	P	
7.14.	Academy uniform	As LAB ToRs			P	C	P	
7.15.	Academy Trips Policy	As LAB ToRs			P	C	P	
7.16.	Extended services on-site	As LAB ToRs	A		R	C	P	
7.17.	Pupil Premium Policy	As LAB ToRs	A		R	C	P	
7.18.	Pupil Premium Plan	As LAB ToRs	A		R	C	P	
8.	Premises & Assets							
8.1.	Asset Management Policy & Plan					C		I
8.2.	Health & Safety Policy		A			C		I
9.	Significant Changes to an Academy							
9.1.	Expansion of Academy (physical expansion rather than PAN)	EFA approval required	A		C	P	R	
9.2.	Extension of age range	EFA approval required	A		C	P	R	
9.3.	Extension of Academy provision (Nursery)	EFA approval required	A		C	P	R	