

SCHEME OF DELEGATION - SCHEDULE OF DECISIONS

	GOVERNANCE ROLES						EXECUTIVE ROLES								Notes
	Members	Trust Board	Resources Committee	Risk and Audit Committee	Recruitment and Development Committee	Academy Council	CEO	DFO	DSI	TET	EHT	HOS	SBM	Other	
R=recommend; A=agree; I=input; D=decision; M=monitor/scrutinise; N=notify															
Governance activities															
Change the name of the Trust	D	R					I								
Change the objects of the Trust	D*	R												Subject to Secretary of State approval	
Change the articles of association	D	R					I	I							
Set the vision, mission and values of the Trust		D					R								
Set the vision, mission and values of the each academy to be consistent with those of the Trust		N				D	A			R	I				
Establish a Scheme of Delegation		D		A			I	R	I	I					
Withdraw delegated powers from any individual or group		D													
Set the governance structures and terms of reference for the Trust		D					A	R							
Appoint and remove Trustees	D	D*			R									By majority vote	
Appoint and remove governors		D			A	R									
Appoint and remove external auditors	D	A		A				R							
Appoint and remove internal auditors		N		D				R							
Approve annual financial statements	N	D	A	A				R							
Appoint and remove committee members (including Academy Councils)		D			R	R									
Appoint an Accounting Officer for the Trust		D					A	R							
Appoint and remove the Chair of Academy Council		D			M	R									
Appoint and remove the Vice Chair of Academy Council		N			M	D									
Appoint governors with specific responsibilities for SEN, safeguarding, disadvantaged pupils and Health and Safety				N	M	D									
Determine a code of conduct for Trustees and Governors		D			M	I	I	R		I					
Appoint and remove the company secretary		D		A				R							
Appoint and remove the clerk to the Board		D						R							
Appoint and remove the clerk to the committee (including Academy Councils)		D	R	R	R	R		A							
Set Trust Board meeting dates		D					I	R							
Set committee meeting dates (including Academy Councils)		D	R	R	R	R	I	I		I					
Change the name of the academies		D				I	R			I					
Determine and prioritise the risks facing the Trust		N	I	D	I	I	I	R	I	I					
Determine a work plan for committees (including Academy Councils)		D	R	R	R	R	I	I	I	I					
Determine the standard agenda for committees (including Academy Councils)		D	R	R	R	R	I	I	I	I					
Policies															
Determine which policies will be set centrally and which are for local determination		D		A			I	R		I					
Determine the Trust's investment policy		D	A	I				R							
Determine the Trust's risk assessment policy		D		A		M	I	R		I					
Determine the Trust's accounting policies		D	A	I				R							
Determine the Trust's reserves policy		D	A	I				R							
Determine the Trust's charging and remissions policy		D	A			M	I	R		I					
Determine the Trust's tendering policy		D	A	I		M		R							
Determine the admission number of individual schools		D				I	A			I	R				
Determine the admissions policies of individual schools		D				I	A			I	R				
Determine Trust appraisal policy		D	A			M	A	R		I					
Determine the Trust's pay policy		D	A			M	A	R		I					
Determine the Trust's pay and grading structure		D	A				A	R		I					
Determine Trust staffing policies (e.g. disciplinary, grievance, sickness)		D	A			M	A	R		I					
Determine the Trust's Health and Safety policy		D		A		M	A	R		I					
Set principles and parameters regarding uniform		N				M	D		R	I					
Determine local uniform policy						A			N		D	R			
Set principles and parameters regarding behaviour		N				M	D		R	I					
Determine local behaviour policy						A			N		D	R			
Determine the Trust's safeguarding policy and procedures		D		A		M	A	I		I				Recommended by DSL	
Determine the format of the single central record							D							Recommended by DSL	
Set principles and parameters regarding attendance		N				M	D		R	I					
Determine local attendance policy						A			N		D	R			
Set principles and parameters regarding SEN		N				M	D		R	I					
Determine local SEN policy						A			N		D	R			
Set principles and parameters regarding sex education		N				M	D		R	I					
Determine local sex education policy						A			N		D	R			

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Set principles and parameters regarding Home-School agreements		N				M	D		R	I				
Determine local Home-School agreement						A			N		D	R		
Set principles and parameters regarding a broad and balanced curriculum for Trust schools		N				M	D		R	I				
Determine the Trust's complaints policy		D		A		M		R		I				
Determine the Trust's Data Protection and Information Governance policies		D		A		M		R		I				
Determine the Trust's whistleblowing policy		D		A		M		R		I				
Determine the content of any school policies which are not set by the Trust						D		N	N		A	R		
Organisation-wide financial activities														
Determine bank account provider			D	N				R						
Determine credit card provider				N				D						
Determine insurance arrangements for schools within the Trust			N	D				R						
Determine which goods and services will be procured centrally (total annual spend above £50,000)		N	D			M		R		I			I	I
Determine which goods and services will be procured centrally (total annual spend below £49,999)			N			M		D		I			I	I
Invest funds in accordance with the investment policy			M					D						
Establish a trading company		D	A	I			A	R						
Authorise payments to suppliers								D						Two of: CEO, DFO, Finance Manager, Finance Assistant, budget holder
Offer or remove chargeable out of school activities e.g. breakfast or afterschool clubs						I		A			D	R	I	
Approve contracts which constitute related party transactions (above £1000)		D*		A				R						Transactions involving trustees must be approved by a majority of members
Approve contracts which constitute related party transactions (below £999)				N				D*	R					Transactions involving the CEO must be approved by the Chair of Trustees
Management of physical assets														
Make structural changes to the school buildings		N*	D			I	A	A			R			Licence for works must be sought from the
Make significant changes to the external appearance of the school buildings		N*	D			I	A	A			R			
Make minor changes to the external appearance of the school buildings						I					D	R		
Purchase or sale of freehold property		D*	A	A			A	R						EFA approval required
Granting or taking up any leasehold or tenancy agreement		D*	A	A			A	R						EFA approval required
Disposal of land and buildings		D*	A	A			A	R						EFA approval required
Organisational activities														
Determine term dates for the Trust schools							D		R	I				
Determine INSET dates for the Trust schools							D		R	I				
Determine the session times of Trust schools							D				A	R		
Determine how to engage with local community stakeholders and receive and react to feedback					D						I	I		
Establish a broad and balanced curriculum at each academy (consistent with Trust principles and priorities)					M				A		D	R		
Fixed term exclusion of a pupil (less than 15 days cumulatively)						A					D	R		
Fixed term exclusion of a pupil (15 days or more cumulatively)						A	D				R			
Permanent exclusion of a pupil						A	D				R			
Designate a responsible person for looked after children in school					M						D	R		
Designate a responsible person for safeguarding in school					M						D	R		
Determine the Trust's Emergency and Business Continuity arrangements		N		D			A	R						
Determine local Emergency and Business Continuity arrangements				N		D		A			I	I	R	
School improvement activities														
Determine the key performance indicators for the Trust		D					R	I	I	I				
Determine the school's self evaluation judgements		N				I	D		I		A	R		
Set priorities for improvement for the school		N				I	D		I		A	R		
Set performance targets for the school		N				M	D		I		A	R		
Produce an improvement plan for the school		N				M	D		I		A	R		
Set data collection timetable							D		R	I	I	I		

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							D		R	I	I	I		
Set an assessment and reporting calendar							D		R	I	I	I		
Determine the frequency and format of moderation visits							D		R	I	I	I		
Determine the quality assurance processes for teaching and learning across the Trust						M	D		R	I				
Enter into contracts for external school improvement support and challenge							D		R	I				This is in addition to any decision matrix requirements based on value of contract
HR-related activities														
Create a new permanent post on MPS/UPS or below G8 support grade			N					D			R	I		
Create a new permanent post on leadership spine or above G8 support grade			N				D	A			R	I		
Create a new responsibility (TLR) post								D	A		R	I		
Create a new temporary post (<1yr) on MPS/UPS or below G8 support grade			N					D			R	I		
Create a new temporary post (<1yr) on leadership spine or at G8 or above			N				D	A			R	I		
Advertise existing central Trust vacancies below executive level with no change to role			N					D						
Advertise existing executive level vacancies below CEO level with no change to role			N				D	R						
Advertise CEO vacancy with no change to role		D*						I						
Advertise existing vacancies in Trust schools with no change to role			N					D			A	R		
Advertise existing TLR post internally								D			A	R		
Appoint school staff on MPS/UPS or below G8 support grade						I		N			D	R		At least one panel member to be Safer Recruitment trained
Appoint school staff on leadership spine or at G8 or above						I	D		I		R	I		The CEO will determine representation from the Trust on any selection panel; at least one member to be Safer Recruitment trained
Appoint academy headteachers/principals or executive headteachers		D*					R		I					Appointed by a committee convened for the purpose which includes the CEO; at least one member to be Safer Recruitment trained
Appoint school staff to TLR roles								N			D	R		
Appoint the DFO/DSI		D*					R							Appointed by a committee convened for the purpose which includes the CEO, advised by the Trust's HR team
Appoint the CEO		D*												Appointed by a committee convened for the purpose, advised by the Trust's HR team
Suspend or dismiss school staff on MPS/UPS or below G8 support grade						I		N			D*	R		
Suspend or dismiss school staff on leadership spine or at G8 or above						I	D*		I		R	I		Must follow Trust policy.
Suspend or dismiss academy headteachers/principals or executive headteachers							D*		I					Advice must be sought from the Trust's HR team.
Suspend or dismiss the DFO/DSI							D*							
Suspend or dismiss the CEO		D*												
Vary hours of existing employees (no effect on budget)								N			D	R		
Vary hours of existing employees (decrease cost on budget)			N					N			D	R		
Vary hours of existing employees (increase cost to budget)			N					D			A	R		
Authorise overtime (within agreed overtime budget)											D			
Authorise overtime (outside agreed overtime budget)								N			D	R		
Offer unpaid responsibility roles											D	R		
Regrade an existing post		N	D					A			A	R		

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Undertake a restructure of staffing across the whole organisation		D	A			I	A	R		I					
Undertake a restructure of staffing across one area/school		N	D			I	A	R			I	I			
Determine the pay progression of staff below Heads of School (within agreed range)								N			D	R			
Determine the pay range of Heads of School		N	D				A	R							
Determine the pay progression of Heads of School (within agreed range)				M			D				R				
Determine the pay range of executive headteachers/principals		N	D				A	R							
Determine the pay progression of executive headteachers/principals (within agreed range)			N	M			D								
Determine the pay range of the DSI/DFO		D	A				R								
Determine the pay progression of the DSI/DFO (within agreed range)			N	M			D								
Determine the pay range of the CEO		D	R												
Determine the pay progression of the CEO (within agreed range)		D*		M											To be determined by a committee of the Trust Board convened for the purpose
Make severance payments equal to or below contractual notice			N	N			D	A			R				
Make non-contractual payments to staff (e.g. compromise agreements) below £24,999		N	D				A	R							
Make non-contractual payments to staff (e.g. compromise agreements) above £25,000		D*	A				A	R							EFA approval required for non-contractual payments of £50,000 or more
Agree redundancies or early retirements		N	D				A	R			I				
Determine appraisers for staff below Head of School level											N	D			
Set appraisal targets for Head of School									A		D	I			
Set appraisal targets for Executive Headteacher							D		I		I				
Set appraisal targets for DSI/DFO							D	I	I						
Set appraisal targets for CEO		D					I								
Authorise payment of salaries								D					R		DFO may delegate to HR Manager, Finance Manager or HR Officer. BACS payment requires dual authorisation
Trust level financial activities															
Set Central Trust budget		D	A				A	R	I						
Make virements over £50,000							D	R							
Make virements under £49,999							N	D							
Authorise additional unbudgeted expenditure over £75,000		D	A				I	R							
Authorise additional unbudgeted expenditure between £40,000-£74,999		N	D				A	R							
Authorise additional unbudgeted expenditure between £5,000-£39,999			N				D	R							
Authorise additional unbudgeted expenditure under £4,999								D							
Authorise orders or contracts in existing budget over £75,000		N	D*				A	R							Formal tender process required including OJEU at relevant level
Authorise orders or contracts in existing budget between £25,000 and £74,999			N					D							
Authorise orders or contracts in existing budget below £24,999								D							
Sign contracts in existing budget lasting 12 months or less								D							
Sign contracts in existing budget lasting more than 12 months			N					D							
Accept tenders not the most financially favourable or late tenders		N	D				A	R							
Authorise disposal of assets with original value of over £20,000		N	D				A	R							
Authorise disposal of assets with original value of between £5000 and £19,999			N				D	R							
Authorise disposal of assets with original value of less than £4999			N					D							
Write off of debts over £2500		D*	A					R							Write off of debts above level set out in AFH must be agreed by EFA
Write off of debts between £1000 and £2499		N	D					R							
Write off of debts under £999			N				D	R							
School level financial activities															
Set individual school budget		D	A			I		A			R	I	I		

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Make virements over £50,000								D			R	I	I		
Make virements under £49,999								N			D	R	I		
Authorise additional unbudgeted expenditure over £75,000		D	A	N		I		A			R	I	I		
Authorise additional unbudgeted expenditure between £40,000-£74,999		N	D	N		I	A	A			R	I	I		
Authorise additional unbudgeted expenditure between £5,000-£39,999							N	D			R	I	I		
Authorise additional unbudgeted expenditure under £4,999								N			D	R	I		
Sign contracts in existing budget lasting 12 months or less								N			D	R	I		
Sign contracts in existing budget lasting more than 12 months			N					D			R	I	I		
Authorise orders from existing budget over £75,000		N	D*			I	A				R	I	I	Purchase order approved by DFO above £5000; must include three written quotes between £5,000-£74,999	
Authorise orders from existing budget between £25,000-£49,999			N					D			R	I	I	Excludes expenditure from capital reserves, which must be agreed by Resources Committee	
Authorise orders from existing budget between £5,000-£24,999											D	R	I	Excludes expenditure from capital reserves, which must be agreed by Resources Committee	
Authorise orders from existing budget below £4,999													D	R	Purchase order approved by Finance Assistant below £1000, Finance Manager £1000-£4999; no requirement for three quotes unless transaction is novel or contentious, or is a related party transaction
Accept tenders not the most financially favourable or late tenders			D					A			R				
Authorise disposal of assets with original value of over £20,000		N	D				A	A			R				
Authorise disposal of assets with original value of between £5000 and £19,999			N					D			R				
Authorise disposal of assets with original value of less than £4999								N			D		R		
Write off of debts over £2500		D*	A					A			R			Write off of debts above level set out in AFH must be agreed by EFA	
Write off of debts between £1000 and £2499		N	D					A			R				
Write off of debts under £999			N					D			R				
Set lettings charges for hire of school facilities						D						A	R		
Petty cash transactions below £39.99													D		
Petty cash transactions over £40								D					R		

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