

NORTHERN AMBITION ACADEMIES TRUST Scheme of Delegation

Version	Date
Date of Issue	December 2022
Next reviewed	December 2023
Owner	Chief Financial Officer
Approver	Trust Board

1. Introduction

Northern Ambition Academies Trust is a family of academies with a single shared vision, a single Board of Trustees and a single Scheme of Delegation. Our model of governance is designed to reflect the overall responsibility of the Trust Board, the line management of Headteachers by education professionals, and the value of the local experience and understanding of Academy Councils in assessing the performance of their academy and its interaction with the local community.

The company has three layers of corporate governance which sit alongside two executive layers.

2. Corporate Governance

2.1. Members

Members are the subscribers to the Memorandum of Association. They are the equivalent of shareholders of the company (although unlike shareholders they do not have rights of ownership of the company, or receive dividends or any other remuneration). Each member undertakes to contribute £10 to the liabilities of the company in the event of it being wound up.

2.2. Trust Board (sometimes called Board of Directors)

Appointed by the members, Trustees are responsible for the effective operation of the Trust and each academy. They have legal duties as company directors and charity trustees, and provide ongoing challenge and support to the executive team.

2.3. Committees of the Board (Including Risk and Audit, Resources, School Performance and Academy Councils)

These committees are established by the Trust Board to support and advise the Trustees on the work of the Trust and its academies. The Trust Board determines the remit of each of these committees, their membership and the powers it will delegate to them.

3. Executive Structures

3.1. Extended Executive Team

This group comprises the CEO, CFO, Head of HR, and the Heads of each Academy and is responsible for the operational management of the Trust and its schools, including monitoring performance and ensuring the Trust's strategy and policies are translated into action across the schools.

3.2. Headteacher

The Headteacher leads the Academy Leadership Team and is responsible for the day-to-day running of each individual academy within the Trust, within the parameters set out by the Executive Team.

4. Our Beliefs

4.1. As a Trust:

- We believe that every child, whatever their background or circumstances, should be given the opportunity to flourish, succeed and dream.
- We believe that our schools have a duty to contribute to the improvement of our local communities and wider society.

- We believe that all schools within our Trust, irrespective of their starting points, bring something valuable to contribute to our success and the achievement of our collective goals.
- We believe in the importance of working together in the best interests of the children in our communities.

4.2. Vision Statement

Our vision is a world where all children and young people are given the opportunity to thrive, succeed and aspire.

Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults.

4.3. Our Values

Ambition

- We aim high and don't put limits on ourselves or other people;
- We are relentless in assessing our performance and seeking to continuously improve;
- We make the most of the opportunities offered to us to help us achieve our goals.

Bravery

- We try new things and see mistakes as an opportunity to learn;
- We don't shy away from tough decisions or difficult situations;
- We don't give up if things are hard.

Respect

- We think about the impact of our actions on others in the choices we make;
- We value what makes us different and believe everyone has something to contribute;
- We encourage honest, open debate and listen to constructive feedback about how to make things better.

5. **Purpose of the Document**

5.1. The Scheme of Delegation sets out the powers the Trust's committees (including Academy Councils) and executive officers may exercise on behalf of the Trustees.

5.2. This document was created by and is maintained by Chief Financial Officer. Any Director(s) or staff may be delegated responsibility to lead on the review and propose amendments to this document, but amendments shall be ratified by resolution of the Directors.

5.3. This Scheme of Delegation shall be reviewed and updated at least annually and whenever the introduction of new legislation or guidance from the Secretary of State for Education or another legal authority requires it.

6. **Scheme of Delegation Format**

6.1. The table uses the following descriptors; Input, Recommend, Consult, Inform and Decision.

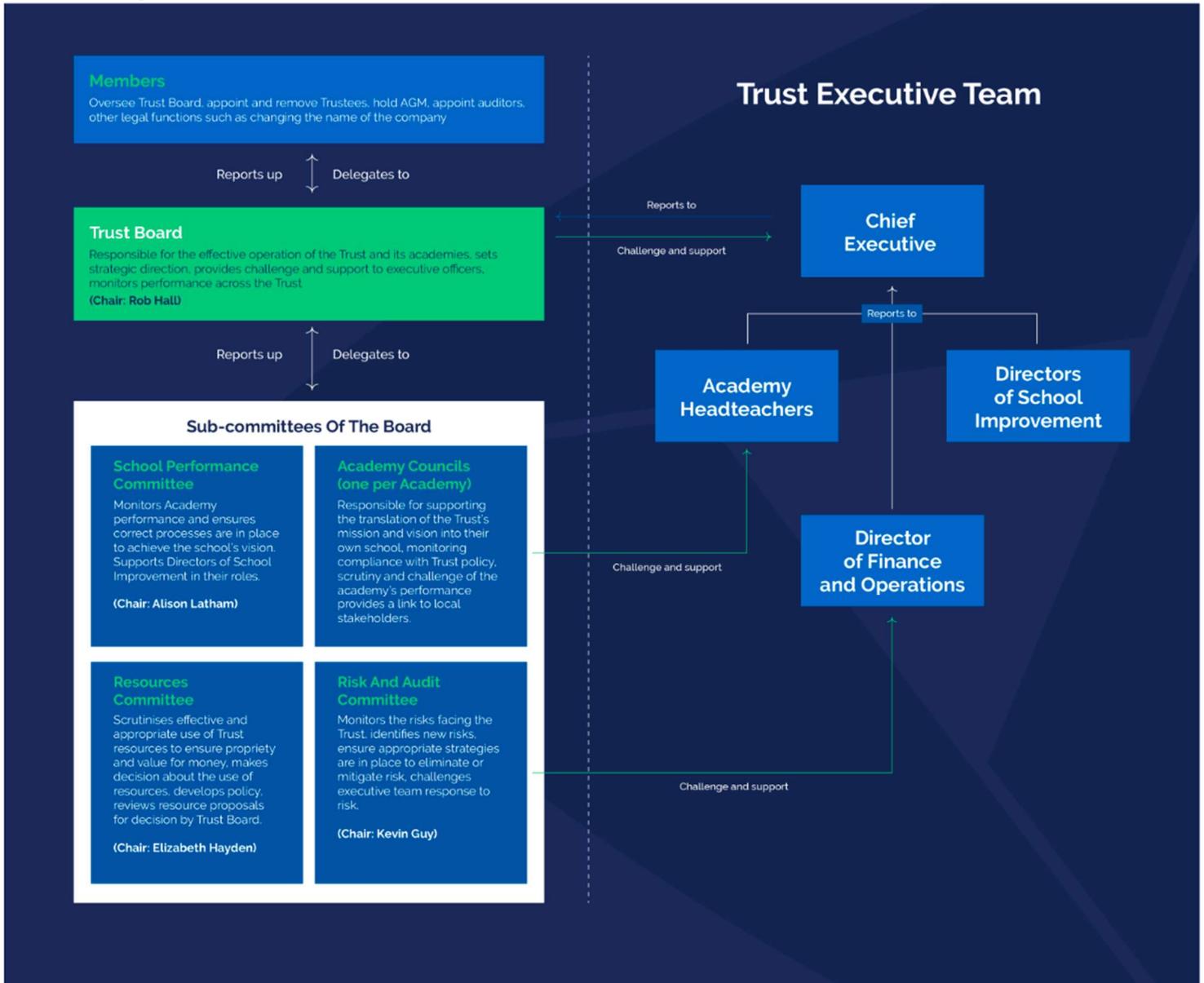
- Input
Team/Committee can add ideas and knowledge to the proposed decision
- Recommend
Team/Committee can suggest the approval or disapproval of the proposed decision
- Consult
Team/Committee must be able to discuss the proposed decision before it is sent to the approver
- Decision
Team/Committee must reach a final conclusion after considering the proposed options
- Inform
Team/Committee must be made aware of the result of the decision, and how it will impact

6.2. The Scheme of Delegation outlines the roles and responsibilities for the following categories:

- Governance Activities
- Policies
- Organisation Wide Financial Activities
- Management of Physical Assets
- Organisational Activities

- School Improvement activities
- HR Related activities
- Trust Level Financial activities
- School Level Financial activities

7. Our Organisational Structure



Governance Activities	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Change the name of the Trust			Input				Recommend	Decision
Change the objects of the Trust			Input				Recommend	Decision
Change the articles of association			Input				Recommend	Decision
Set the vision, mission and values of the Trust			Recommend				Decision	
Set the vision, mission and values of each academy to be consistent with those of the Trust	Input	Recommend	Decision				Inform	
Establish a Scheme of Delegation			Recommend				Decision	
Withdraw delegated powers from any individual or group			Recommend				Decision	
Set the governance structures and terms of reference for the Trust			Recommend				Decision	
Appoint and remove Trustees			Input				Recommend	Decision by vote
Appoint and remove Academy Councillors	Input	Recommend					Decision	
Appoint and remove external auditors			Input			Recommend	Decision	
Appoint and remove internal auditors			Input			Recommend	Decision	
Approve annual financial statements			Recommend			Inform	Decision	Inform
Appoint and remove committee members (including Academy Councils)	Input	Input	Input	Input	Input	Input	Decision	
Appoint an Accounting Officer for the Trust			Recommend		Inform		Decision	
Appoint and remove the Chair of Academy Council		Recommend					Decision	
Appoint and remove the Vice Chair of Academy Council		Decision					Inform	
Appoint Academy Councillors with specific responsibilities for SEN, safeguarding, disadvantaged pupils and Health and Safety		Decision					Inform	
Determine a code of conduct for Trustees and Academy Councillors	Input	Input	Recommend				Decision	
Appoint and remove the company secretary			Recommend			Consult	Decision	
Appoint and remove the clerk to the Board			Recommend				Decision	
Appoint and remove the clerk to the committee (including Academy Councils)			Recommend				Decision	
Set Trust Board meeting dates			Recommend				Decision	

Policies	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Determine which policies will be set centrally and which are for local determination	Input		Recommend				Decision	
Determine the Trust's investment policy			Recommend		Inform	Consult	Decision	
Determine the Trust's risk assessment policy	Input		Recommend			Consult	Decision	
Determine the Trust's accounting policies			Recommend		Inform	Consult	Decision	
Determine the Trust's reserves policy			Recommend		Inform	Consult	Decision	
Determine the Trust's charging and remissions policy	Input		Recommend		Consult		Decision	
Determine the Trust's tendering policy			Recommend		Inform	Consult	Decision	
Determine the admission number of individual schools	Recommend	Consult	Consult		Consult		Inform	
Determine the admissions policies of individual schools	Recommend	Decision	Input				Inform	
Determine Trust appraisal policy	Input		Recommend		Consult		Decision	
Determine the Trust's pay policy	Input		Recommend		Consult		Decision	
Determine the Trust's pay and grading structure	Input		Recommend		Consult		Decision	
Determine Trust staffing policies (e.g. disciplinary, grievance, sickness)	Input		Recommend		Consult		Decision	
Determine the Trust's Health and Safety policy	Input		Recommend			Consult	Decision	
Set principles and parameters regarding uniform	Input		Decision				Inform	
Determine local uniform policy	Recommend	Decision	Consult				Inform	
Set principles and parameters regarding behaviour	Recommend		Decision				Inform	
Determine local behaviour policy	Recommend	Decision	Consult				Inform	
Determine the Trust's safeguarding policy and procedures	Input		Recommend				Decision	
Determine the format of the single central record	Input		Decision					
Set principles and parameters regarding attendance	Input		Decision				Inform	
Determine local attendance policy	Recommend	Decision	Consult					
Set principles and parameters regarding SEN	Input		Decision				Inform	
Determine local SEN policy	Recommend	Decision	Consult					
Set principles and parameters regarding sex education	Recommend	Decision	Consult				Inform	

Determine local sex education policy	Recommend	Decision	Consult					
Set principles and parameters regarding Home-School agreements	Recommend	Decision	Consult				Inform	
Determine local Home-School agreement	Decision	Consult						
Set principles and parameters regarding a broad and balanced curriculum for Trust schools	Input		Decision	Input			Inform	
Determine the Trust's complaints policy	Input		Recommend				Decision	
Determine the Trust's Data Protection and Information Governance policies	Input		Recommend				Decision	
Determine the Trust's whistleblowing policy	Input		Recommend		Consult		Decision	
Determine the content of any school policies which are not set by the Trust	Recommend	Decision	Consult					

Organisation-wide financial activities	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Determine bank account provider			Recommend		Consult	Consult	Decision	
Determine credit card provider			Recommend		Consult	Decision	Inform	
Determine insurance arrangements for schools within the Trust			Recommend			Consult	Decision	
Determine which goods and services will be procured centrally (total annual spend above £50,000)			Recommend		Decision		Inform	
Determine which goods and services will be procured centrally (total annual spend below £49,999)			Recommend		Decision			
Invest funds in accordance with the investment policy			Decision		Inform			
Establish a trading company			Recommend		Input	Consult	Decision	
Authorise payments to suppliers (Bank Payments to be made in accordance with bank mandate)			Decision					
Offer or remove chargeable out of school activities e.g. breakfast or afterschool clubs	Recommend	Consult	Decision					
Approve contracts which constitute related party transactions (above £1000)			Recommend				Decision	
Approve contracts which constitute related party transactions (below £999)			Recommend				Decision	

Management of Physical Assets	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Make structural changes to the school buildings	Recommend	Input	Input				Decision	
Make significant changes to the external appearance of the school buildings	Recommend	Input	Input				Decision	
Make minor changes to the external appearance of the school buildings	Recommend	Input	Decision					
Purchase or sale of freehold property <i>(ESFA Approval Required)</i>			Recommend		Consult	Consult	Decision	
Granting or taking up any leasehold or tenancy agreement <i>(ESFA Approval Required)</i>			Recommend		Consult	Consult	Decision	
Disposal of land and buildings <i>(ESFA Approval Required)</i>			Recommend		Consult	Consult	Decision	

Organisational Activities	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Determine term dates for the Trust schools	Input		Decision				Inform	
Determine INSET dates for the Trust schools	Recommend		Decision				Inform	
Determine the session times of Trust schools	Recommend		Decision					
Determine how to engage with local community stakeholders and receive and react to feedback	Input	Decision	Consult					
Establish a broad and balanced curriculum at each academy (consistent with Trust principles and priorities)	Decision		Consult	Inform				
Fixed term exclusion of a pupil (less than 15 days cumulatively)	Decision							
Fixed term exclusion of a pupil (15 days or more cumulatively)	Recommend	Decision	Inform					
Permanent exclusion of a pupil	Recommend	Decision	Inform					
Designate a responsible person for looked after children in school	Decision							
Designate a responsible person for safeguarding in school	Decision							
Determine the Trust's Emergency and Business Continuity arrangements			Recommend			Consult	Decision	
Determine local Emergency and Business Continuity arrangements	Recommend		Decision			Inform		

School Improvement Activities	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Determine the key performance indicators for the Trust	Input		Recommend	Input	Input	Input	Decision	
Determine the school's self-evaluation judgements	Recommend	Input	Decision	Inform				
Set priorities for improvement for the school	Recommend	Input	Decision	Inform				
Set performance targets for the school	Recommend		Decision	Inform				
Produce an improvement plan for the school	Recommend		Decision	Inform				
Set data collection timetable	Recommend		Decision	Inform				
Set an assessment and reporting calendar	Recommend		Decision	Inform				
Determine the frequency and format of moderation visits	Recommend		Decision	Inform				
Determine the quality assurance processes for teaching and learning across the Trust	Recommend		Decision	Inform				
Enter into contracts for external school improvement support and challenge	Recommend		Decision	Inform				

HR Related Activities	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Create a new permanent post on MPS/UPS or below G8 support grade	Recommend		Consult		Decision			
Create a new permanent post on leadership spine or above G8 support grade	Recommend		Consult		Decision			
Create a new responsibility (TLR) post	Recommend		Decision		Inform			
Create a new temporary post (<1yr) on MPS/UPS or below G8 support grade	Recommend		Decision		Inform			
Create a new temporary post (<1yr) on leadership spine or at G8 or above	Input		Decision		Inform			
Advertise existing central Trust vacancies below executive level with no change to role			Decision		Inform			
Advertise existing executive level vacancies below CEO level with no change to role			Recommend		Decision			
Advertise CEO vacancy with no change to role			Input				Decision	
Advertise existing vacancies in Trust schools with no change to role	Decision		Consult					
Advertise existing TLR post internally	Decision		Consult					
Appoint academy headteachers/principals or executive headteachers	Input		Recommend				Decision	
Appoint the DFO/DSI			Recommend		Consult		Decision	
Appoint the CEO					Input		Decision	
Suspend or dismiss school staff on MPS/UPS or below G8 support grade	Decision		Consult					
Suspend or dismiss school staff on leadership spine or at G8 or above	Decision		Consult					
Suspend or dismiss academy headteachers/principals or executive headteachers			Decision			Inform		
Suspend or dismiss the DFO/DSI			Decision					
Suspend or dismiss the CEO						Inform	Decision	
Vary hours of existing employees (no effect on budget)	Decision		Inform					
Vary hours of existing employees (decrease cost on budget)	Decision		Inform					
Vary hours of existing employees (increase cost to budget)	Recommend		Decision					
Authorise overtime (within agreed overtime budget)	Decision							

Authorise overtime (outside agreed overtime budget)	Recommend		Decision					
Offer unpaid responsibility roles	Decision							
Regrade an existing post	Recommend		Decision		Inform			
Undertake a restructure of staffing across the whole organisation	Input	Input	Recommend		Consult	Input	Decision	
Undertake a restructure of staffing across one area/school	Recommend	Input	Consult		Decision	Inform	Inform	
Determine the pay progression of staff below Headteachers (within agreed range)	Recommend		Consult		Decision			
Determine the pay range of Headteachers			Recommend		Decision		Inform	
Determine the pay progression of Headteachers (within agreed range)			Recommend		Decision			
Determine the pay range of executive headteachers/principals			Recommend		Decision		Inform	
Determine the pay progression of executive headteachers/principals (within agreed range)			Recommend		Decision			
Determine the pay range of the DSI/DFO			Recommend		Consult		Decision	
Determine the pay progression of the DSI/DFO (within agreed range)			Recommend		Decision			
Determine the pay range of the CEO					Recommend		Decision	
Determine the pay progression of the CEO (within agreed range)							Decision	
Make severance payments equal to or below contractual notice	Input		Decision		Inform	Inform		
Make non-contractual payments to staff (e.g. compromise agreements) below £24,999 (ESFA Approval Required)	Input		Recommend		Decision		Inform	
Make non-contractual payments to staff (e.g. compromise agreements) above £25,000 (ESFA Approval Required)	Input		Recommend		Consult		Decision	
Agree redundancies or early retirements	Input		Recommend		Decision		Inform	
Determine appraisers for staff below Headteacher level	Decision							
Set appraisal targets for Headteacher	Input		Decision					
Set appraisal targets for DSI/DFO			Decision					
Set appraisal targets for CEO			Input				Decision	
Authorise payment of salaries			Decision					

Trust Level Financial Activities	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Set Central Trust budget	Input		Recommend		Consult		Decision	
Make virements over £50,000			Recommend		Decision			
Make virements under £49,999			Decision					
Authorise additional unbudgeted expenditure over £75,000			Recommend		Decision			
Authorise additional unbudgeted expenditure between £40,000-£74,999			Recommend		Decision	Inform	Inform	
Authorise additional unbudgeted expenditure between £10,000-£39,999			Decision		Inform			
Authorise additional unbudgeted expenditure under £9,999			Decision					
Authorise orders or contracts in existing budget over £30,000			Recommend		Decision		Inform	
Authorise orders or contracts in existing budget between £10,000 and £30,000			Decision		Inform			
Authorise orders or contracts in existing budget below £10,000			Decision					
Sign contracts in existing budget lasting 12 months or less			Decision					
Sign contracts in existing budget lasting more than 12 months			Decision		Inform			
Accept tenders not the most financially favourable or late tenders			Recommend		Decision			
Authorise disposal of assets with original value of over £20,000 <i>(ESFA Approval Required)</i>	Input		Recommend		Decision			
Authorise disposal of assets with original value of between £10,000 and £19,999 <i>(ESFA Approval Required)</i>	Input		Decision		Inform			
Authorise disposal of assets with original value of less than £9,999 <i>(ESFA Approval Required)</i>	Input		Decision		Inform			
Write off of debts over £2500	Input		Recommend		Consult		Decision	
Write off of debts between £1000 and £2499	Input		Recommend		Decision		Inform	
Write off of debts under £999	Input		Decision		Inform			

School Level Financial Activities	Headteacher	Academy Councils	Executive Team	School Performance Committee	Resources Committee	Risk and Audit Committee	Trust Board	Members
Set individual school budget	Input	Input	Recommend		Consult		Decision	
Make virements over £50,000	Recommend		Consult		Decision			
Make virements under £49,999	Recommend		Decision					
Authorise additional unbudgeted expenditure over £75,000	Input	Input	Recommend		Consult	Inform	Decision	
Authorise additional unbudgeted expenditure between £50,000-£74,999	Input	Input	Consult		Decision	Inform	Inform	
Authorise additional unbudgeted expenditure between £10,000-£49,999	Recommend		Decision					
Authorise additional unbudgeted expenditure under £9,999	Recommend		Decision					
Sign contracts in existing budget lasting 12 months or less	Recommend		Decision					
Sign contracts in existing budget lasting more than 12 months	Recommend		Decision		Inform			
Authorise orders from existing budget over £30,000	Recommend	Input	Decision					
Authorise orders from existing budget between £10,000-£30,000	Recommend		Decision		Inform			
Authorise orders from existing budget between £5,000-£10,000	Decision							
Authorise orders from existing budget below £4,999	Decision							
Accept tenders not the most financially favourable or late tenders	Recommend		Decision					
Authorise disposal of assets with original value of over £20,000 (ESFA Approval Required)	Recommend		Consult		Decision		Inform	
Authorise disposal of assets with original value of between £5000 and £19,999 (ESFA Approval Required)	Recommend				Decision			
Authorise disposal of assets with original value of less than £4999 (ESFA Approval Required)	Decision		Inform					
Write off of debts over £2500	Input		Recommend				Decision	
Write off of debts between £1000 and £2499	Input		Recommend		Decision		Inform	
Write off of debts under £999	Input		Decision		Inform			
Set lettings charges for hire of school facilities	Recommend		Decision					

Set level of free school meal allowance in school catering services			Decision		Inform			
Petty cash transactions below £39.99	Decision							