

**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	HT	SBM	Other	
<b>R=recommend; A=agree; I=input; D=decision; M=monitor/scrutinise; N=notify</b>														
<b>Governance activities</b>														
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			
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				
<b>Policies</b>														
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	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		I	R			
Determine the admissions policies of individual schools		D				I	A	I		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			
Set principles and parameters regarding behaviour		N				M	D		R	I				
Determine local behaviour policy						A			N		D			
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	R						
Set principles and parameters regarding attendance		N				M	D		R	I				
Determine local attendance policy						A			N		D			
Set principles and parameters regarding SEN		N				M	D		R	I				
Determine local SEN policy						A			N		D			
Set principles and parameters regarding sex education		N				M	D		R	I				

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Determine local sex education policy						A			N		D			
Set principles and parameters regarding Home-School agreements		N				M	D		R	I				
Determine local Home-School agreement						A			N		D			
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		R			
<b>Organisation-wide financial activities</b>														
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		
Determine which goods and services will be procured centrally (total annual spend below £49,999)			N			M		D		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													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	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	
<b>Management of physical assets</b>														
Make structural changes to the school buildings		N*	D			I	A	A			R		Licence for works must be sought from the leaseholder (local authority)	
Make significant changes to the external appearance of the school buildings		N*	D			I	A	A			R		Licence for works must be sought from the leaseholder (local authority)	
Make minor changes to the external appearance of the school buildings						I		N			D			
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	
<b>Organisational activities</b>														
Determine term dates for the Trust schools							D			I				
Determine INSET dates for the Trust schools							D			I				
Determine the session times of Trust schools							D				A			
Determine how to engage with local community stakeholders and receive and react to feedback						D					I			
Establish a broad and balanced curriculum at each academy (consistent with Trust principles and priorities)						M			A		D			
Fixed term exclusion of a pupil (less than 15 days cumulatively)											D			
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			
Designate a responsible person for safeguarding in school						M					D			
Determine the Trust's Emergency and Business Continuity arrangements		N		D			A	R						
Determine local Emergency and Business Continuity arrangements				N		D		A			A	R		
<b>School improvement activities</b>														
Determine the key performance indicators for the Trust		D					R	I	I	I				
Determine the school's self evaluation judgements		N				I	D		A		R			

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Set priorities for improvement for the school		N				I	D		A		R			
Set performance targets for the school		N				M	D		A		R			
Produce an improvement plan for the school		N				M	D		A		R			
Set data collection timetable							D		R	I				
Set an assessment and reporting calendar							D		R	I				
Determine the frequency and format of moderation visits							D		R	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	A	R	I				This is in addition to any decision matrix requirements based on value of contract
<b>HR-related activities</b>														
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			R	I		
Advertise existing TLR post internally								D			R	I		
Appoint school staff on MPS/UPS or below G8 support grade						I		N			D			At least one panel member to be Safer Recruitment trained
Appoint school staff on leadership spine or at G8 or above						I	D				R			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			
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		I			D*			
Suspend or dismiss school staff on leadership spine or at G8 or above						I	D*	I			R			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	I		
Vary hours of existing employees (decrease cost on budget)			N					N			D	I		

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Vary hours of existing employees (increase cost to budget)			N					D			R	I		
Authorise overtime (within agreed overtime budget)										D				
Authorise overtime (outside agreed overtime budget)								N		D				
Offer unpaid responsibility roles										D				
Regrade an existing post			N					D			R		Separate job evaluation process in place	
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			R			
Determine the pay progression of staff below Headteachers (within agreed range)			D				A	N			R			
Determine the pay range of Headteachers		N	D				A	R						
Determine the pay progression of Headteachers (within agreed range)			D	M			R							
Determine the pay range of executive headteachers/principals		N	D				A	R						
Determine the pay progression of executive headteachers/principals (within agreed range)			D	M			R							
Determine the pay range of the DSI/DFO		D	A				R							
Determine the pay progression of the DSI/DFO (within agreed range)			D	M			R							
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	R		I				
Make non-contractual payments to staff (e.g. compromise agreements) below £24,999		N	D				A	R		I	I			
Make non-contractual payments to staff (e.g. compromise agreements) above £25,000		D*	A				A	R		I	I		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 Headteacher level										D				
Set appraisal targets for Headteacher							D			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	
<b>Trust level financial activities</b>														
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 £10,000-£39,999			N				D	R						
Authorise additional unbudgeted expenditure under £9,999								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	R						
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 £10,000 and £19,999			N				D	R						
Authorise disposal of assets with original value of less than £9,999			N					D						

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	Members	Trust Board	Resources Committee	Risk and Audit Committee	Recruitment and Development Committee	Academy Council	CEO	DFO	DSI	TET	HT	SBM	Other		
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							
<b>School level financial activities</b>															
Set individual school budget		D	A			I		A			A	R			
Make virements over £50,000								D			A	R			
Make virements under £49,999								N			D	R			
Authorise additional unbudgeted expenditure over £75,000		D	A	N		I		A			R	I			
Authorise additional unbudgeted expenditure between £50,000-£74,999		N	D	N		I	A	A			R	I			
Authorise additional unbudgeted expenditure between £10,000-£49,999							N	D			R	I			
Authorise additional unbudgeted expenditure under £9,999								N			D	R			
Sign contracts in existing budget lasting 12 months or less								N			D	R			
Sign contracts in existing budget lasting more than 12 months			N					D			A	R			
Authorise orders from existing budget over £75,000		N	D*			I		A			A	R		Formal tender process required including OJEU at relevant level	
Authorise orders from existing budget between £25,000-£49,999			N					D			A	R		Purchase order approved by DFO above £5000; must include three written quotes between £5,000-£74,999 Excludes expenditure from capital reserves, which must be agreed by Resources Committee	
Authorise orders from existing budget between £5,000-£24,999											D	R		Excludes expenditure from capital reserves, which must be agreed by Resources Committee	
Authorise orders from existing budget below £4,999													N	D	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 Headteacher/Principal may delegate their decision-making authority to an assigned budget holder
Accept tenders not the most financially favourable or late tenders			D					A			A	R			
Authorise disposal of assets with original value of over £20,000		N	D				A	A			A	R			
Authorise disposal of assets with original value of between £5000 and £19,999			N					D			A	R			
Authorise disposal of assets with original value of less than £4999								N			D	R			
Write off of debts over £2500		D*	A					A			I	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			I	R			
Write off of debts under £999			N					D			I	R			
Set lettings charges for hire of school facilities						D		N			A	R			
Petty cash transactions below £39.99												D			
Petty cash transactions over £40								D				R			

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