

## Scheme of Delegated Authority 2021-2022

The scheme of delegation is a key document defining which functions have been retained at board level or delegated to the following roles:

Column Ticked: ✓ Action to be undertaken at this level

Column Marked 'A': At the instruction of the Board, which may include advice before or during the process or be a monitoring system after the process

Key Function	No.	Task	Members	Board	CEO	Audit, Finance & Resources Committee	Appraisal and Pay Committee	Quality of Education Committee	Safeguarding and Health & Safety Committee	Principal
Governance: People	1	Members: Appoint/ Remove	✓							
	2	Trustees: Appoint/ Remove	✓							
	3	Appoint the chair and vice chair of the Board		✓						
	4	Board Committee Chairs: Appoint/ Remove		✓						
	5	Company Secretary: Appoint/ Remove		✓						
	6	Clerk to Board: Appoint/ Remove		✓	A					
	7	To change the name of the Academy Trust	✓							
	8	To change the name of an Academy		✓						
	9	Appointment of Trustees to Committees		✓						
Governance	10	Articles of association: Agree and review	✓	A						
	11	Ensure all business is conducted in line with Articles of Association and Charity Law		✓						
	12	Approve changes to the TLT governance structure, Terms of reference or funding agreement.		✓	A					
	13	Approve changes to the scheme of delegated authority		✓	A					
	14	Terms of reference for Trust Committees: agree annually		✓	A					
	15	Skills Audit: Complete and recruit to fill gaps		✓						
	16	Self- review Trust Board and Committee performance: complete annually		✓						
	17	Annual Schedule of Business for Trust Board: agree		✓	A					
	18	Annual Register of Members and Trustees Business Interests: Establish and Publish		✓						

## Scheme of Delegated Authority 2021-2022

Key Function	No.	Task	Members	Board	CEO	Audit, Finance & Resources Committee	Appraisal and Pay Committee	Quality of Education Committee	Safeguarding and Health & Safety Committee	Principal
Governance	19	Appointment of Chief Executive Officer		✓						
	20	Appoint Internal Auditors (Internal Scrutiny)		✓		A				
	21	Appoint External Auditors	✓			A				
	22	Adopt annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit to ESFA		✓	A	A				
	23	Expansion of the Trust		✓	A					
	24	Central spend/ management charge: agree		✓		A				
	25	Management of risk; establish register, review and monitor Trust		✓	A	A	A	A	A	
	26	Trust's vision and strategy, agreeing KPIs.		✓	A	A	A	A	A	
	27	Academy's vision and strategy, agreeing KPIs.			✓	A		A	A	A
	28	Recommend academy's staffing structure: within allocated base budget agree			A	A				✓
	29	Appraisal and performance management of the CEO					✓			
	30	Appraisal and performance management of the Principals			✓		A			
31	Approve Trust and Academy budget plans for the financial year		✓	A	A					

Scheme of Delegated Authority 2021-2022

Key Function	No.	Task	Members	Board	CEO	Audit, Finance & Resources Committee	Appraisal and Pay Committee	Quality of Education Committee	Safeguarding and Health & Safety Committee	Principal
	32	CEO pay award: agree				A	✓			
	33	Principals' pay award: agree			✓	A	A			
	34	Monitor Trust and Academy budgets			A	✓				
	35	Agree Trust Wide Finance Manual (covering all academies) incorporating scheme of financial delegation procurement process (s)		✓	A	A				
	36	Agree: Trust 3-5-year Medium Term Financial Plan		✓		A				
	37	Trust interim year end accounts		✓	A	A				
Statutory Policies	38	Capability of Staff ##			✓					
	39	Staff Appraisal ##			✓					
	40	Charging and Remissions **		✓						
	41	Pay Policy ##		✓	A	A	A			
	42	Data Protection & Privacy Notices **		✓						
	43	Health and Safety			✓				A	
	44	Health and Safety – Appendix A **							A	✓
	45	Complaints Procedure Statement **		✓	A					
	46	Freedom of Information: Publication Schemes			✓					
	47	Disciplinary Policy and Procedures (staff)##			✓					
	48	Code of Conduct (staff) ##			✓					
	49	Grievance Procedure (staff)##			✓					
	50	Statement of Procedures for dealing with allegations of abuse against staff **			✓					

Scheme of Delegated Authority 2021-2022

Key Function	No.	Task	Members	Board	CEO	Audit, Finance & Resources Committee	Appraisal and Pay Committee	Quality of Education Committee	Safeguarding and Health & Safety Committee	Principal
Policies	51	Academy Behaviour **								✓
	52	Sex and Relationship Education **						✓		A
	53	Special Education Needs and Disability Policy and SEN Information Report **						✓		
	54	Acceptance of gifts, hospitality, awards, prizes or benefits **				✓				
	55	Admissions Arrangements		✓						
	56	Accessibility Plan **			✓					
	57	Equality Information and Objectives statement **								✓
	58	Child Protection Policy **							✓	
	59	Supporting Pupils with Medical conditions **							✓	
	60	Careers Guidance and Provider Access Statement **								✓
	61	EYFS **								✓
	62	First Aid **			✓					
	63	School Exclusion **			✓					
	64	Children with health needs who cannot attend school **							✓	
	65	Newly Qualified Teachers [NQTs]**						✓		
	66	Protection of biometric information of children in schools and colleges**							✓	
	67	Designated teacher for looked-after and previously looked-after children**							✓	
	68	Whistle-blowing procedures **		A	✓					
	69	Other Non-Statutory Policies			A					✓

Scheme of Delegated Authority 2021-2022

Staffing	70	Academy Principal appointments			✓	A		A		
	71	Other Academy senior appointments			A					✓
	72	Recruitment of approved staff vacancies								✓
	73	Appointment of TLT 'Executive Team' staff			✓					
	74	Approve changes to academy staffing structure (within agreed annual budget)			✓	A				A
	75	Approve changes to TLT 'Executive Team' staffing structure including recruitment		✓	A	A				
	76	Suspend the CEO (Chair of the Board)		✓						
	77	End the suspension of the CEO		✓						
	78	Dismiss the CEO		✓						
	79	Suspend an Academy Principal			✓					
	80	End the suspension of an Academy Principal			✓					
	81	Dismiss an Academy Principal		A	✓					
	82	Suspend a member of the TLT 'Executive Team'			✓					
	83	Ending suspension of a member of the TLT 'Executive Team'			✓					
	84	Dismissal of TLT 'Executive Team' staff			✓					
	85	Performance review of all academy staff below (but not including) the Principal								✓
	86	Suspension of all academy staff below (but not including) the Principal			A					✓
	87	Ending the suspension of all academy staff below (but not including) the Principal			A					✓
	88	Dismissal of all academy staff below (but not including) the Principal			A					✓
89	Dismissal payments criteria as prescribed by ESFA – Financial Handbook		✓	A		A				

## Scheme of Delegated Authority 2021-2022

Key Function	No.	Task	Members	Board	CEO	Audit, Finance & Resources Committee	Appraisal and Pay Committee	Quality of Education Committee	Safeguarding and Health & Safety Committee	Principal
Quality of Education	90	Approve Trust strategic plan		✓	A					
	91	Review progress against Trust strategic plan		✓	A	A	A	A	A	
	92	Approve Academy Improvement Plan			✓			A		A
	93	Review progress against Academy Improvement Plan			✓			A		A
	94	Academic performance targets			✓			A		A
Discipline	95	Monitor implementation of pupil behaviour policies							✓	A
	96	Monitor issues with each academy's implementation of pupil behaviour policies			✓					A
	97	Exclude a pupil for more than 15 days			A					✓
	98	Exclude a pupil permanently			✓				A	A
	99	Hearing for a permanent exclusion							✓	A
	100	Direct reinstatement of excluded pupils						✓		A
Admissions	101	Consult on admissions policy			✓			A		A
	102	Agree admissions policy		✓	A			A		A
	103	Agree PAN annually		✓	A	A				A
	104	Admissions appeals								✓

Scheme of Delegated Authority 2021-2022

Key Function	No.	Task	Members	Board	CEO	Audit, Finance & Resources Committee	Appraisal and Pay Committee	Quality of Education Committee	Safeguarding and Health & Safety Committee	Principal
Premises & Insurance	105	Provision of appropriate buildings and other relevant insurance			✓					
	106	Approve academy maintenance strategy (within agreed budget)			✓	A				A
	107	Develop and approve TLT Premises and Capital strategy		✓	A	A				
	108	Monitor implementation of Academy Risk Management plans			✓					A
	109	Approve Trust Risk Management plan		✓	A	A				
	110	Approve and review business continuity plans		✓	A	A				
Academy Organisation	111	Approve times of academy day			✓					A
	112	Approve dates of academy terms & holidays			✓					A
	113	Ensure that academies meet a minimum number of sessions in the academic year			A					✓
Safeguarding	114	Monitor completion and maintenance of Single Central Record			✓					
	115	Appoint a lead Trustee from the Safeguarding/Health and Safety Committee (Primary and Secondary)							✓	
	116	Ensure annual review of academy safeguarding takes place							✓	
	117	Approve and review academy critical incident plans			A				✓	A

The delegated powers are broken down into different levels in line with the Trust’s principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission HMRC and Companies House.

\*\* Indicates where Trust has used a model policy from ‘The Key’ and



### Indicates where Trust has used approved policy from Draper Lang

