

Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Academy Business Leader/HR Manager	LGB
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Strategy and Leadership

Develop the character, mission and ethos of the Trust and Academies	✓	✓	✓	✓		✓	
Develop the overall Trust Strategy & Development Plan (KPIs)		✓	✓	✓			
Review and approve the Trust Development Plan		✓					
Deliver the strategic objectives of the Trust and Academies			✓	✓			
Monitor performance against the Trust & Academies Development Plan		✓	✓			✓	
Agree to other Academies to join the Trust		✓					CEO recommendation post due diligence
Amend Articles of Association	✓	✓					Recommended by Trustees
Enter into funding agreements for new partner academies		✓	✓				
Determine the scope of any central services		✓	✓				Consult with ABL/LGB

Governance

Appointment of Members	✓						CEO & Trustees can recommend
Appointment of Trustees (up to 8) Member appointments	✓						CEO & Trustees can recommend
Appointment of Trustees appointed by Trustees		✓					CEO & Trustees can recommend
Removal of Trustees	✓	✓					CEO & Trustees can recommend
Appointment & removal of Trust Clerk		✓					Recommendation by CEO
Appointment of Chair and Vice Chair of Trust, Committees and LGB		✓				✓	
Recruitment procedure for LGB members		✓		✓		✓	
Appointment of LGB members		✓				✓	
Appointment of LGB Clerk			✓			✓	
Maintaining Companies House information			✓		✓		Company Secretary responsibility
Maintain a People with Significant Control register			✓		✓		CFO with the Company Secretary
Maintain governance on Get Information for Schools			✓		✓		Company Secretary Responsibility
Draw up governance documents		✓	✓	✓			Company Secretary Responsibility
Determine the Scheme of Delegation		✓					Recommendation from CEO/CFO/Academy HT
Terms of Reference for Committees		✓				✓	
Maintain and publish register of business and pecuniary interests		✓			✓	✓	Company Secretary Responsibility
Approval of connected party transactions over £2.5k per supplier		✓			✓		
Maintain a record of connected party transactions over £2.5k per supplier					✓	✓	
Review connected party transactions over £2.5k per supplier					✓		
Gifts and hospitality policy and register					✓	✓	✓
Publish proposals to change category of school		✓	✓	✓			✓
Complete annual skills audit and appropriate training programme		✓					✓

SCHEME OF DELEGATION

Performance, Curriculum and Students/Pupils

	Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Academy Business Leader/HR Manager	LGB	
Performance - review and challenge progress of the Trust against its strategic objectives and KPIs		✓						
Approve and monitor pupil achievement and attendance targets		✓	✓	✓			✓	
Approve and monitor standards of teaching and learning		✓	✓	✓			✓	
Approve and monitor academy plan for pupil well-being		✓	✓	✓			✓	
Approve Academy development and improvement plans		✓	✓	✓			✓	
Plan, implement and review curriculum			✓	✓	✓	✓	✓	Curriculum based financial planning
Review and evaluation of performance of individual academies		✓	✓	✓			✓	
Quality of teaching		✓	✓	✓			✓	
Curriculum - meet legal requirements for children with SEN			✓	✓	✓	✓	✓	
Pupil premium - develop, maintain and review plan			✓	✓	✓	✓	✓	
Provision of RE in line with basic curriculum and collective worship				✓				
Agree post Ofsted action plan		✓	✓	✓			✓	
Compile data for pupil assessment and statutory returns				✓				
Develop and implement a safeguarding policy in line with statutory requirements		✓	✓	✓			✓	
Approval of policies at Trust level		✓						
Approval of school specific policies				✓			✓	
Approve term dates and school times		✓					✓	
Provision of Free School Meals or Bursary as appropriate		✓			✓	✓	✓	
Set admissions policy		✓		✓			✓	
Admission decisions							✓	
Exclusion and Permanent Exclusion				✓			✓	
Exclusion appeals							✓	

Finance: Statutory reporting

Completion and approval of annual accounts and reports to funding and regulatory bodies		✓	✓		✓	✓		CFO with support from external accountants
Completion and submission of other accounting returns			✓		✓	✓		
Completion of annual and periodic financial reports to Board			✓		✓	✓		
Authorisation of complete PAYE returns					✓			
Authorisation of complete VAT returns					✓	✓		

SCHEME OF DELEGATION

	Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Academy Business Leader/HR Manager	LGB	
Finance: Systems of financial control								
Appointment of external auditors	✓	✓					✓	
Approval of financial regulations and procedures manual		✓	✓		✓	✓		
Assurance over adequacy of systems of internal financial control			✓		✓	✓		
Monitoring appropriate separation of duties			✓		✓	✓		
Responding to recommendations from internal audit			✓		✓	✓		
Finance: Budget Planning and Management Reporting								
Plan financial timetable to comply with ESFA reporting deadlines		✓	✓	✓	✓	✓		
Compliance with financial timetable			✓		✓	✓		
Prepare the annual Trust Budget			✓		✓			
Approval of budget for the Trust		✓						
Prepare the individual Academy budgets				✓		✓		
Approval of individual Academy budgets		✓	✓				✓	
Submission of approved budget to ESFA					✓			
Approval of Academy contributions to the Trust		✓	✓				✓	
Monitoring budgets / receipt and review of management accounts		✓					✓	
Establish a charging and remissions policy		✓					✓	
Finance: Purchasing and Procurement								
Placing orders for goods and services, entering into contracts - up to £10000			✓	✓	✓	✓		In line with policy & financial regulations
Placing orders for goods and services, entering into contracts - up to £40000			✓	✓	✓			In line with policy & financial regulations
Placing orders for goods and services, entering into contracts - over £40000		✓	✓				✓	In line with policy & financial regulations
Ensure compliance with tendering processes					✓	✓		In line with policy & financial regulations
Identify additional services to be procured on behalf of Academies					✓	✓		
Ensure centrally procured services provide value for money		✓			✓			
Negotiate contracts, SLAs, operational leases					✓	✓		
Finance: Tendering								
Notify insurance company and landlord of the intention to carry out major capital / building works					✓	✓		
Check full references on contractors including check of insurance cover					✓	✓		
Grant a waiver in exceptional circumstances from the requirements of the tendering policy for contacts under £40k		✓						

SCHEME OF DELEGATION

	Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Academy Business Leader/HR Manager	LGB	
Finance: Banking Facilities & Cash Management								
Open a bank account and approve signatories		✓			✓			Trust bank account
Signatory on Trust bank account		✓	✓		✓			Nominated Trustees & Senior Leaders
Signatory on local academy accounts & credit card accounts				✓		✓	✓	Chair and Vice Chair of Governors
Cash flow management, Treasury and Investment		✓			✓	✓		Local and trust bank account
Electronic banking - authority to release BACS supplier payment file limit				✓	✓	✓		Local academy bank account
Electronic banking - BACS supplier single payment limit				✓	✓	✓		Local academy bank account
Transaction and reconciliations - sign off of Trust main bank account					✓			
Reconcile Trust bank account monthly					✓			
Reconcile local academy accounts and credit card accounts					✓	✓		
Finance: Transaction Processing								
Keeping, maintain and retaining proper financial records					✓	✓		
Finance: Fixed Assets & Asset Management								
Management of Capital Projects			✓	✓	✓	✓		
Maintenance of Asset Register					✓	✓		
Security of Assets / property against theft, loss or damage			✓		✓	✓		
Holding safe / cash box keys etc					✓	✓		
Maintain register for keys / door access					✓	✓		
Disposal of assets with a net book value of up to £5k				✓				
Disposal of assets with a net book value of up to £25k							✓	
Disposal of assets with a net book value over £25k		✓						
Finance: Insurance								
Annual risk review & premium renewal					✓	✓		
Assessing, managing, monitoring any incident that may involve loss, liability or damage to Trust property					✓	✓		
Reporting to and liaising with insurance companies in relation to any potential claim					✓	✓		
Finance: Income								
Debtors - raising invoices within 30 days					✓	✓		
Authorising refund or credit					✓	✓		
Approving the write off of any debt that proves irrecoverable following application of debt recovery policy		✓	✓	✓			✓	Reported by CFO / Academy Business Leader

SCHEME OF DELEGATION

	Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Academy Business Leader/HR Manager	LGB	
Finance: Payroll Processing								
Administration of starters, leavers and amendments					✓	✓		
Payroll administration					✓	✓		
Purchasing - authority to create creditors on accounting system					✓	✓		
Authorisation of expenses claims			✓	✓				
Authorisation of additional hours claims			✓	✓	✓	✓		
Administration of staff absence					✓	✓		
Checking local monthly payroll reports					✓	✓		
Reconcile payroll reports and journals (post to system)					✓	✓		
Control account reconciliation					✓	✓		
Authorise to payroll provider the release of payroll BACS file			✓	✓	✓	✓		
Human Resources								
Approval and review of overall staffing structure		✓	✓	✓	✓		✓	
Authority to increase FTE of staff structure within existing staffing budget		✓	✓	✓			✓	Restructure
Job evaluation policy and procedures				✓		✓		HR provide recommendation
Approve job description			✓	✓				HR provide recommendation
Authorised to evaluate jobs and grades			✓	✓	✓	✓		CEO for most senior post holders
Authorised to agree/vary basic terms and conditions			✓	✓				
Recruitment and appointment of Chief Executive Officer	✓	✓						Involve HTs/Principals and Chairs of LGB
Recruitment and appointment of Accounting Officer	✓	✓						
Recruitment and appointment of Chief Financial Officer		✓	✓					Recommendation
Recruitment and appointment of Principal / Headteacher		✓	✓				✓	
Recruitment and appointment of other senior leaders			✓	✓			✓	
Recruitment and appointment of other staff			✓	✓			✓	
Recruitment processes including pre-employment checks						✓		
Signing of employment contracts			✓	✓				
Administration of new appointments and replacement posts					✓	✓		
Administration of new employees or variation to contracts					✓	✓		
Employee absence data					✓	✓		
Update monthly salary modeller					✓	✓		

SCHEME OF DELEGATION



	Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Academy Business Leader/HR Manager	LGB	
Human Resources: Operation of Policies								
Formulation and approval of Trust policies inc recruitment, absence, performance management, capability, disciplinary, grievance, complaints etc		✓	✓	✓			✓	
Approval of formal restructure plans		✓					✓	
Approval of severance or redundancy agreements		✓	✓	✓			✓	
Authorisation of settlement agreements		✓	✓	✓			✓	
Authority to issue warnings or other disciplinary measures except dismissal			✓	✓				
Secondments		✓	✓	✓			✓	At appropriate level in line with policy
Transfers		✓	✓	✓			✓	At appropriate level in line with policy
Suspension		✓	✓	✓			✓	At appropriate level in line with policy
Dismissal		✓	✓	✓			✓	At appropriate level in line with policy
Appeals		✓					✓	At appropriate level in line with policy
Pay Policy								
Annual approval of pay policy including pay awards, pay point values etc		✓	✓	✓	✓		✓	
Determination of pay ranges		✓					✓	
Allocation of TLR / SEN values		✓	✓	✓			✓	
Annual pay progression		✓	✓	✓			✓	At appropriate level in line with policy
Pension Policy & Discretions								
Handling of all pension matters					✓			
Approval of use of discretions			✓		✓			
Performance Management								
Carry out Principal's / Headteacher's performance management		✓	✓				✓	At appropriate level in line with policy
Carry out staff performance management				✓				At appropriate level in line with policy
Operation of Policies								
Comply with Data Protection legislation	✓	✓	✓	✓	✓	✓	✓	
Comply with Academy website requirements		✓	✓	✓	✓	✓	✓	
Maintain a Single Central Record					✓	✓		
Agree the investment policy in line with regulations		✓	✓				✓	
Media and PR		✓	✓	✓			✓	
Marketing - Trust		✓	✓					
Marketing - Individual Academies inc prospectus				✓		✓	✓	

SCHEME OF DELEGATION



	Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Academy Business Leader/HR Manager	LGB	
Health and Safety & Estates								
Health and Safety Policy		✓	✓	✓			✓	
Ensuring the adequacy of health and safety practice throughout the Trust		✓	✓	✓	✓	✓	✓	
Health and Safety RIDDOR incident reporting					✓	✓		
Premises management and security					✓	✓		
Fire Risk Assessment			✓	✓	✓	✓		
Academy health, safety and well-being inc risk assessments					✓	✓		
Asbestos Risk Assessment			✓	✓	✓	✓		Report to LGB
Statutory training			✓	✓				Trustees and LGB oversight of and access to
General monitoring and action plans in relation to site safety and building conditions				✓	✓	✓		Report to LGB and Trustees
Develop academy estates, buildings and facilities long term strategy for development and maintenance		✓	✓	✓	✓	✓	✓	
Business Continuity - Trust								
Critical incident planning		✓	✓		✓			
Business continuity plan		✓	✓		✓			
Maintaining Risk Register			✓		✓			
Review Risk Register		✓	✓		✓			
Business Continuity - Individual Academies								
Critical incident planning				✓		✓	✓	
Business continuity plan				✓		✓	✓	
Maintaining Risk Register				✓		✓		
Review Risk Register				✓		✓	✓	