



## Scheme of Delegation September 2023

	ESFA	Members	Board of Directors	Chief Executive Officer (Accounting Officer)	Chief Finance Officer	Head of Finance	HR and Estates manager	IT manager	Director of Education	Finance, Audit & Risk Committee	Curriculum & Standards Committee	Pay & Remuneration Committee	Local Governing Committee	Executive Headteacher	Where there is an Executive Headteacher and Headteacher in place	
I - Inform, A - Approve, R - Recommend, C - Consult																
<b>Governance</b>																
Trust Articles of Association		A	R	I	I	I	I	I	I							
Trust Board Terms of Reference			A	R	I	I	I	I	I							I- Inform
Trust Scheme of Delegation			A	R	I	I	I	I	I				I			A- Approve
Approve new academies joining the Trust			A	R	I	I	I	I	R	C	C					R - Recommend
Establish Trust Committees			A	R					R							C - Consult
Trust Committee Terms of Reference inc LGCs			A	R					R	R	R	R	R			
Appoint (and remove) Directors		A	R	R												
Appoint Chair of Trust Board			A/R													
Appoint (and remove) Chair of LGC			A	R						R	R	R		R	R	
Appoint (and remove) LGC Committee members				A					R					R	R	
Appoint (and remove) Chairs of Trust Committees										A	A	A				
Appoint (and remove) Trust Committee members			A	R						R	R	R				
Appoint (and remove) Clerk to Trust Board			A	R												
Appoint (and remove) Clerk to LGC				A												
Decision on level of delegation for each academy			A	R	R				R							
Decision following an appeal of a Trust directive	A		R	R	R											
<b>School Improvement</b>																
Trust strategic plan			A	R	R	R	R	R	R	C	C					
School KPIs				R					R		A			C	C	
School Improvement Plan: individual school				R	I				R		A		C	R	R	
<b>Staff Management</b>																
Executive Headteacher/Headteacher appointment				A	C		I		R				C			
Head of School appointment				A	C		I		R				C	R	R	
Appointment of Deputy Headteachers				R	C		I		R				C	A	A	
Appointment of Assistant Head of School				R	C		I		R				C	A	A	
Appointment of Assistant Headteachers and other Senior leadership appointments				C	C		I		C					A	A	
Teaching and support staff appointments				C	C		I		C					A	A	
Performance Review of Headteacher				R								A				
Performance Review of Executive Headteacher				R								A				
Disciplinary and Capability Procedures in relation to Executive Headteacher or Headteacher				I	C	C	C	C	C		C					
Appeals against Disciplinary or Capability Procedures in relation to Executive Headteacher or Headteacher			I													
Suspension of Executive Headteacher or Headteacher			A	R	R		I		C							
Return of Executive Headteacher or Headteacher after suspension			A	R	R		I		C							
Dismissal of Executive Headteacher or Headteacher			A	R	R		I		C							
Appeal of Executive Headteacher or Headteacher against dismissal			A	R	R		I		C							
Disciplinary and Capability Procedures in relation to Deputy Headteacher or Head of School			I	A	R		I		R					I	I	
Suspension of Deputy Headteacher or Head of School			I	A	R		I		R					I	I	
Return of Deputy Headteacher or Head of School after suspension			I	A	R		I		R					I	I	
Dismissal of Deputy Headteacher or Head of School			I	A					R					R	R	



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Appeal of Deputy Headteacher or Head of School against dismissal			I						R							
Suspension of teaching and support staff			I		A		I		R					I	I	
Return of teaching and support staff after suspension			I		A		I		R					I	I	
Dismissal of academy teaching and support staff			I		A		I		R					I	I	
Appeal of academy teaching and support staff against dismissal			I				I		R							
Appointment of CEO			A		C	C	C	C	C							
Appointment of Executive team			A	R	C	C	C	C	C							
Appointment of central MAT support Team			I	A	R	R	R	R	I							
Dismissal of CEO			A		R	I	R	I	R							
Appeal of CEO against dismissal			A		R											
Dismissal of central Executive team (DFO, DOE, HOI)			A	R	C	C	C	C	C							
Appeal of central Executive team against dismissal			I	R	C	C	C	C	C							
Dismissal of central MAT support team (LPECT, LPEYFS, FINANCE TEAM, OPS TEAM, TRUST IT MANAGER, Teaching hub admin, technicians)			I	A	R	R	R	R	R							
Appeal of central MAT support team against dismissal			I		R	R	R	R	R							
Response to requests for flexible working - Central Team			I	A	R	C	C	C	C							
Appeals for flexible working requests - Central Team			A		R	C	C		C							
Response to requests for flexible working - School Team			I	A	A	C	C	I	C					A	A	
Appeals for flexible working requests - School Team			A	R	C	C	C									
Response to requests for early retirement - Central Team			I	A	R	C	C	I								
Appeals for early retirement requests - Central Team			A	R	C	C	C									
Response to requests for early retirement - School Staff			I	A	R	C	C		C					A	A	
Appeals for early retirement requests - School Team			A	R	C	C	C		C							
Approve any major staffing restructure plans			A	R	C	C	C		C					R	R	
Statutory Policies																
Financial Governance & Management																
Gifts and Hospitality			I		R					A						
Accounting Policies			I		R					A						
Procurement and Competitive Tendering			I		R					A						
Charging and remissions			I		R					A						
Investments			I		R					A						
Trust BFR3Y			A	R	R					R						
Audited Annual Report, Accounts and Auditor's Management Letter			A	R	R					R						
Appoint external auditors		A	R	R	R					R						
Trust Management Information			I	R	R					A						
Risk Management Policy			A	R	C	C	C	C	C	R						
Appeals process against a Trust directive			A	R	I	I	I	I	I	R	R	R				
Education																
Relationships, Health & Sex Education									R		A		C	R	R	
Special Educational Needs									R		A		C	R	R	
Accessibility							R				A		C	R	R	
Early Years Foundation Stage									R		A		C	R	R	
Early Career Teachers									R		A		C	R	R	
Child Protection and Safeguarding			A	R					R					R	R	



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Trust Behaviour Statement (includes Exclusions)									R		A			R	R	
School Pupil Premium Statement			I						R		A		C	R	R	
Complaints			A		R		C							I	I	
Admissions			A	C	R											
Health and Safety					R		C	C	I	A						
First Aid					R		C		I	A						
Medical needs			A						R							
Data Protection policy					R		C	C		A						
Freedom of Information					R		C			A						
Equality policy			A		R		C		I							
HR																
Staff Capability			A	C	R		C									
Staff Disciplinary & Grievance			A	C	R		C									
Managing Allegations			A	C	R		C			R						
Whistleblowing			A	C	R		C			R						
Combined Pay Policy			A	R	R	C	C			R						
Appraisal				A	R		C									
LGPS Discretions			A	C	R	C	C									
Non-Statutory Policies																
Education																
School Improvement Plan				R					R		A		I	I	I	
Religious Education									R				I	A	A	
Attendance									R		A		I	R	R	
Trust Pupil Premium				R	R				R		A			R	R	
Offsite Visit Policy					R		C		R	A				R	R	
Intimate Care Policy									R		A			R	R	
Online Safety								R	R	A				R	R	
Finance																
Finance Policy			I	R	R					A						
Bribery, Anti Fraud and Corruption			I	R	R					A						
Cash management			I	R	R					A						
Credit Card			I	R	R					A						
Reserves			I	R	R					A						
Staff Expenses			I	R	R					A						
Income and Debt Management			I	R	R					A						
Operations																
Expansion of Academy (PAN)			A	R	C				R	R			I	C	C	
Reduction of Academy (PAN)			A	R	C				R	R			I	C	C	
Extension of age range			A	R	C				C	R			I	C	C	
Extension of Academy provision (Nursery)			A	R	C				C	R			I	C	C	
Independant Appeals against Permanent Exclusion			A	I					I				I	I	I	
Stage 3 Complaints referral to complaints committee			A	R	I		I		C					C	C	
Admissions Appeals				I					I					I	I	
Changes to Employee Terms and Conditions or Collective Agreements			A	R	C	C	C	C	C	R		C		I	I	



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Adoption of Transferring Policies and Collective Agreements					A		R	C	C	C	C	C		C					I	I	
CEO Pay Progression					A											R					
Individual Headteachers' Performance Pay Awards					I		R	I				C			C	A					
Individual Performance Pay (Executives, UPS & Leadership)					I		R	I				C				A					