



Scheme of Delegation September 2024

I - Inform, A - Approve, R - Recommend, C - Consult

	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	Executive Headteacher	Where there is an Executive Headteacher and Headteacher in place
Governance														
Trust Articles of Association		A	R	I	I	I	I	I	I					
Trust Board Terms of Reference			A	R	I	I	I	I	I					
Trust Scheme of Delegation			A	R	I	I	I	I	I	C	C			
Approve new academies joining the Trust			A	R	I	I	I	I	R	C	C			
Establish Trust Committees			A	R					R					
Appoint (and remove) Directors		A	R	R										
Appoint Chair of Trust Board			A/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										
Decision on level of delegation for each academy			A	R	R				R					
Decision following an appeal of a Trust directive	A		R	R	R									
School Improvement														
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		R	R
Staff Management														
Executive Headteacher/Headteacher appointment				A	C		I		R					
Head of School appointment				A	C		I		R				R	R
Appointment of Deputy Headteachers				R	C		I		R				A	A
Appointment of Assistant Head of School				R	C		I		R				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			A	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
Appeal of Deputy Headteacher or Head of School against dismissal			I						R					
Suspension of teaching and support staff			I	A			I		R				I	I



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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		R	R
Special Educational Needs									R		A		R	R
Accessibility							R				A		R	R
Early Years Foundation Stage									R		A		R	R
Early Career Teachers									R		A		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		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
Religious Education									R				A	A
Attendance									R		A		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				
Executive Pay Rationale			A	R	R					R				
Income and Debt Management			I	R	R					A				
Operations														
Expansion of Academy (PAN)			A	R	C				R	R			C	C
Reduction of Academy (PAN)			A	R	C				R	R			C	C
Extension of age range			A	R	C				C	R			C	C
Extension of Academy provision (Nursery)			A	R	C				C	R			C	C
Independent Appeals against Permanent Exclusion			A	I					I				I	I



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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
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		