



Scheme of Delegation September 2025

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

	DfE	Members	Board of Directors	Chief Executive Officer (Accounting Officer)	Chief Finance Officer	Head of Finance	Head of Operations	Director of Education	Finance, Audit & Risk Committee	Curriculum & Standards Committee	Pay & Remuneration Committee	Executive Headteacher
Governance												
Trust Articles of Association		A	R	I	I	I	I	I				
Trust Board Terms of Reference			A	R	I	I	I	I				
Trust Scheme of Delegation			A	R	I	I	I	I	C	C		
Approve new academies joining the Trust			A	R	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							
Decision to amend Articles	A		R	R								
School Improvement												
Trust strategic plan		I	A	R	R	R	R	R	C	C		
School KPIs				R				R		A		C
School Improvement Plan: individual school				R	I			R		A		R
Staff Management												
Executive Headteacher/Headteacher appointment			C	A	C	C	I	R				
Head of School appointment				A	C	C	I	R				R
Appointment of Deputy Headteachers				R	C	C	I	R				A
Appointment of Assistant Head of School				R	C	C	I	R				A
Appointment of Assistant Headteachers and other Senior leadership appointments				A	C	C	I	C				A
Teaching and support staff appointments				C	C	C	I	C				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		
Appeals against Disciplinary or Capability Procedures in relation to Executive Headteacher or Headteacher			A	C	I		I	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
Suspension of Deputy Headteacher or Head of School			I	A	R		I	R				I



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Return of Deputy Headteacher or Head of School after suspension			I	A	R		I	R				I
Dismissal of Deputy Headteacher or Head of School			I	A				R				R
Appeal of Deputy Headteacher or Head of School against dismissal			A/I					R				
Suspension of teaching and support staff			I	A			I	R				I
Return of teaching and support staff after suspension			I	A			I	R				I
Dismissal of academy teaching and support staff			I	A			I	R				I
Appeal of academy teaching and support staff against dismissal			I				I	R				
Appointment of CEO			A		C	C	C	C				
Appointment of Executive team			A	R	C	C	C	C				
Appointment of central MAT support Team			I	A	R	C	C	I				
Dismissal of CEO		I	A/I		R	I	I	R				
Appeal of CEO against dismissal			A/I		R			R				
Dismissal of central Executive team (DFO, DOE, HOI)			A	R	C	C	C	C				
Appeal of central Executive team against dismissal			I	R	C	C	C	C				
Dismissal of central MAT support team (LP, EY area co-ordinator, FINANCE TEAM, OPS TEAM, senior technician)			I	A	R	R	R	R				
Appeal of central MAT support team against dismissal			I		R	R	R	R				
Response to requests for flexible working - Central Team			I	A	R	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	C				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					
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
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
Response to request for ill health retirement - CEO, DOE, DFO, EHT			A		R	C	C					
Response to requests for ill health retirement - Central and school Team			I	R	R	C	C					
Appeals for ill health retirement requests - CEO, DOE, DFO, EHT			A/I	R								
Appeals for ill health retirement requests -Central and school Team			A	R	R	C	C					
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	R				A			
Trust BFR3Y			A	R	R				R			



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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	R			
Appeals process against a Trust directive			A	R	I	I	I	I	R	R	R	
Education												
Relationships, Health & Sex Education								R		A		R
Special Educational Needs - Information report								R		A		R
Accessibility							R			A		R
Early Years Foundation Stage								R		A		R
Early Career Teachers								R		A		R
Child Protection and Safeguarding			A	R				R				R
Trust Behaviour Statement (includes Exclusions)								R		A		R
School Pupil Premium Statement			I					R		A		R
Complaints			A		R		C					I
Proposed Admission arrangements - including agreeing working PANs			A	R	I	I						
Determined Admissions Arrangements			A	C	R	I						
Health and Safety					R		C	I	A			
First Aid					R		C	I	A			
Medical needs			A					R				
Data Protection policy					R		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
Religious Education								R				A
Attendance								R		A		R
Trust Pupil Premium				R	R			R		A		R
School Educational Visits, Trips and Visitors Policy					R		C	R	A			R



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Intimate Care Policy								R		A		R
Online Safety								R	A			R
Finance												
Finance Policy			I	R	R				A			
Trust Budget Approval			A	R	R	R	R		R			C
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			
Income and Debt Management			I	R	R				A			
Operations												
Expansion of Academy (PAN)			A	R	C			R	R			C
Reduction of Academy (PAN)			A	R	C			R	R			C
Extension of age range			A	R	C			C	R			C
Extension of Academy provision (Nursery)			A	R	C			C	R			C
Independent Appeals against Permanent Exclusion			A	I				I				I
Stage 3 Complaints referral to complaints committee			A	R	I		I	C				C
Admissions Appeals				I				I				I
Changes to Employee Terms and Conditions or Collective Agreements			A	R	C	C	C	C	R		C	I
Adoption of Transferring Policies and Collective Agreements			A	R	C	C	C	C	C			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	