



Scheme of Delegation September 2026

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	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 - in line with Point 50 in the Articles of Association - as long as all Member Appointed Trustees approve if not (due to absence) refer to line 11			A	R	R								
Appoint (and remove) Directors - Special Resolution. In the absence of all member appointed Trustees a Special resolution to be sought from the Members to appoint		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	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	
CEO Pay Progression			A								R		
Performance Review of Executive Headteacher				R				R			A		
Performance Review of Headteacher				R							A		
Individual Performance Pay (Executives, UPS & Leadership)			I	R	I			C			A		
UPS pay appeal - STAGE 1				C			I				A	C	
UPS pay appeal - STAGE 2				C			I		A	A	C		
Grievance Procedures in relation to Executive Headteacher or Headteacher			A	C	A	A	I	A	I				
Disciplinary and Capability Procedures in relation to Executive Headteacher or Headteacher			I	A	A	A	I	A	I	C			



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Appeals against Disciplinary or Capability Procedures in relation to Executive Headteacher or Headteacher			A	C	C	C	I	C	I	I			
Suspension of Executive Headteacher or Headteacher			A	R	R		I	C	I	I			
Return of Executive Headteacher or Headteacher after suspension			A	R	R		I	C	I				
Dismissal of Executive Headteacher or Headteacher		I	A	R	R		I	C					
Appeal of Executive Headteacher or Headteacher against dismissal			A	R	R		I	C					
Grievance Procedures in relation to Deputy Headteacher or Head of School				C	C	C	I	C	I			A	
Disciplinary and Capability Procedures in relation to Deputy Headteacher or Head of School			I	I	C		I	R	I			R/A	
Suspension of Deputy Headteacher or Head of School			I	A	R		I	R	I	I		I	
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			I	R	I	I		R	
Appeal of Deputy Headteacher or Head of School against dismissal			A	C			I	R					
Suspension of teaching and support staff			I	A			I	R	I	I		I	
Return of teaching and support staff after suspension			I	A			I	R				I	
Grievance Procedures in relation to teaching and support staff			A/I									A	A
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	I	I	A		C	C	C	C					
Appointment of Executive team		I	A	R	C	C	C	C					
Appointment of central MAT support Team			I	A	R	C	C	I					
Dismissal of CEO	I	I	A/I		R	I	I	R					
Appeal of CEO against dismissal			A/I		R			R					
Dismissal of central Executive team (DFO, DOE, HOI)		I	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						



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Statutory Policies													
Financial Governance & Management													
Gifts and Hospitality			I		R	C			A				
Financial Policies (numerous)			I		R	C			A				
Procurement and Competitive Tendering			I		R	C			A				
Charging and remissions			I		R	C			A				
Investments			I	R	R	C			A				
Audited Annual Report, Accounts and Auditor's Management Letter			A	R	R	C			R				
Appoint external auditors		A	R	R	R	C			R				
Trust Management Information			I	R	R	C			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 Policy			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 Policy					R		C	I	A				
First Aid Policy					R		R		A				
Data Protection Policy					R		C		A				
CCTV Policy						R			A				
Special Category and Criminal Offence Data Policy						R			A				
Freedom of Information Policy					R		C		A				
Medical Policy			A				C	R					
Allergy and Anaphylaxis Policy (Natasha's Law and Benedict's Law)			A				R						
Anti bullying and prejudiced incidence Policy			A					R					
Uniform Policy			A				R	R					
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				



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Appraisal				A	R		C						
LGPS Discretions			A	C	R	C	C						
Equality, Diveristy and Inclusion Policy			A		R		C	I					
Flexible Working Policy			A				R					I	I
Menopause Policy			A				R					I	I
Probationary Policy			A				R					I	I
Family Friendly Policy (inc maternity and adoption leave)			A				R						
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	
Intimate Care Policy								R		A		R	
Online Safety			A		R			R				R	
Home Visits Policy							C	R		A			
Finance													
Finance Policy			I	R	R	C			A				
Trust 3 year Budget Approval			A	R	R	R	R		R			C	
Anti-Fraud and Corruption			I	R	R	C			A				
Cash management			I	R	R	C			A				
Credit Card			I	R	R	C			A				
Reserves			I	R	R	C			A				
Staff Expenses			I	R	R	C			A				
Income and Debt Management			I	R	R	C			A				
Executive Pay Rationale			A						R		C		
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
Stage 3 Complaints referral to complaints committee			A	R	I		I	C				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	I
Adoption of Transferring Policies and Collective Agreements			A	R	C	C	C	C	C			I	I