# Scheme of Delegation
## September 2026

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