



EMMAUS

CATHOLIC ACADEMY TRUST

Scheme of Delegation
Appendix 1.v2
June 2022



		<i>Members</i>	<i>Directors</i>	<i>Executive Team</i>	<i>LGB</i>	<i>Headteacher</i>
1	GOVERNANCE	Guardians of Governance	Ultimately accountable, approves all statutory policies and finance	Approves key activities and supports schools	Monitors and supports schools	Delivers on school performance and operations
		Agree Articles of Association Appoint/Remove Directors	Recommend and review Articles of Association Recommend the appointment and removal of Directors Approve role descriptors for the Directors and committees of the Trust Board Approve the appointment of Chairs, Governors and Clerks to the LGBs Approve the appointment and removal of the Executive Team Preserve and develop the religious character, mission and ethos of the CAT Strategic oversight of Governance arrangements Review and amend policies of the CAT, terms of reference, code of conduct and practice	Attend meetings of the directors and provide an Executive Report Advise the directors on central spend/top slice arrangements Recommend and review the appointment and removal of the Chair and Clerk to the LGB Consult on the appointment and removal of Governors Prepare and recommend policies of the CAT Support the Directors to ensure that the CAT and individual schools and accounts, and governance details are published	Determine, preserve and develop the religious and educational character, mission and ethos of a particular school Develop the school's medium to long-term vision for its future support the Recommend the appoint and removal of Local governors and a Clerk to the LGB Consult on the appointment and removal of the Headteacher and SLT Develop, review and amend the policies of the school in line with any CAT-wide policies Generally support and challenge the Headteacher	To lead, manage and implement the religious and educational character, mission and ethos Consult on the appointment of the Chair of the LGB To produce the vision and direction of the school in conjunction with the LGB Attend meetings of the LGB and provide a Headteacher's report Implement the CAT-wide policies, tailored by the LGB Recommend the appointment and removal of SLT Approve the appointment and removal of staff
2	FINANCE	Members	Directors	Executive Team	LGB	Headteacher
		Appoint External Auditors	Accountable for Trust-wide financial regularity, propriety and compliance Responsible for Scheme of Delegation Approves Trust budget and central recharge, use of capital, school deficit and finance statements Acts on the advice of its Finance and the Audit and Risk Committees	Responsible for Trust-wide financial regularity, propriety and compliance Prepares EFA returns and Annual Report Supports Headteachers with school finances	Appoint local governors with responsibility for financial management to support and challenge the school budget and forecast Monitor the income, expenditure and cash flow of the school Accountable for Pupil Premium, Catch-Up, Sports Premium and SEND expenditure Registers and publishes all pecuniary and business interests.	Accountable for financial probity and best value in school expenditure Ensure the preparation of the annual budget and 3-year forecast, working with the Finance Dept Monitor the income, expenditure and cash flow of the school, reporting any variances to the LGB
4	CONTRACTS	Members	Directors	Executive Team	LGB	Headteacher
			Conduct the business of the CAT ethically and in line with corporate responsibility Adopt a CAT-wide competitive tendering policy	Prepare a CAT-wide competitive tendering policy Develop CAT-wide procurement policies Enter into contracts in the name of the CAT	Conduct the business of the school ethically and in line with requirements set by the Directors Enter into contracts in the name of the CAT up to limits of delegation and within agreed financial limits	Make payments within agreed finance limits Enter into contracts in the name of the CAT up to limits of delegation and within agreed financial limits Act as signatory for a school specific bank account



5	CURRICULUM & STANDARDS	Members	Directors	Executive Team	LGB	Headteacher
			Ensures clarity of vision and ethos, and sets the strategic direction of the Trust Holds Executive to account on academy improvement and all operational areas Determine a CAT-wide curriculum and Religious Education policy	Review the contents and delivery of the curriculum across the schools Approve the LGB and Headteacher's production of a SIP Monitor the KPI figures reported by the Headteacher	Approve the curriculum proposed by the Headteacher Ensure that the curriculum of the school, is taught in the light of the teachings of Christ and the Catholic Church and that RE is in accordance with the Curriculum Directory and the bishop's policy Develop and approve the School development plan and monitor its impact, reporting any issues	Develops and implements school strategy, culture and ethos in line with overall Trust mission Report figures to the Executive Team and LGB relating to standards Develop and proposes curriculum mode In conjunction with the LGB and executive team, prepare a draft School development plan Ensure the performance management of staff and the quality of teaching
6	SEND	Members	Directors	Executive Team	LGB	Headteacher
			Adopt a CAT-wide SEND policy Ensure training and legal compliance issues Adopt a Lead SEND Director	Prepare a SEND policy and provide an insight to its implementation Ensure compliance with legal requirements Produce a report for the Directors on the SEND provision across the CAT	Appoint a Local governor responsible for SEND and inclusion Review and maintain the school's SEND policy and provide oversight of the implementation of the policy	Designate a teacher to be responsible for coordinating SEND provision Liaise with the Local Authority in respect of pupils who have, or might have, SEND Ensure compliance with the legal requirements relating to disability
7	SAFEGUARDING	Members	Directors	Executive Team	LGB	Headteacher
			Accountable for all compliance Approve all statutory policies. Monitor safeguarding practice across the CAT and take appropriate action where safeguarding practice is falling short of the standards expected	Drafts statutory and Trust policies a CAT-wide safeguarding and child protection policy Ensure that each school has appointed a designated teacher to support looked after children Make arrangements for safeguarding audits Monitor compliance with legislation and identify training needs,	Appoint a designated governor for safeguarding Monitors school implementation of statutory compliance and risk management. and SEND (mandatory). Ensure that at least one governor on any recruitment panel has up to date safeguarding and safer recruitment training Review and maintain a safeguarding and child protection policy Ensure the completion of the single central record and its regular updating	Appoint a named Designated Safeguarding Lead (DSL) and clearly identify them Ensures compliance with statutory obligations and mandatory Trust policies, including H&S, safeguarding, SEND, admissions and exclusions Provides information for FOI requests Responds to all school level complaints Promote, develop and maintain a robust culture of safeguarding that has at its heart the welfare and needs of the child first Maintain the SCR Ensure compliance with relevant regulations



8	BEHAVIOUR	Members	Directors	Executive Team	LGB	Headteacher
				Prepare a CAT-wide Behaviour and CAT-wide Exclusion Policy Review the overall pattern of exclusions across the schools	Assist the Headteacher to prepare a behaviour policy for the Academy in line with the CAT-wide exclusions policy Support and maintain disciplinary and appeals panels	With the LGB, prepare a behaviour policy in line with the CAT-wide policy Exclude a pupil for a fixed term or permanently, as appropriate
9	ADMISSIONS	Members	Directors	Executive Team	LGB	Headteacher
			Accountable for all legal responsibilities. Approves school admissions policies	Drafts mandatory admissions policy and responsible for its implementation. Manages admissions appeals. Sets guiding principles for fair access / in year protocols; provides expertise	Recommends School Admissions Policy. Kept informed of major aspects such as policy and appeals. Monitors fair access in line with guiding principles	Participates and negotiates with LA over local fair access / in-year placements protocols – and then implements.
10	PUPIL MATTERS	Members	Directors	Executive Team	LGB	Headteacher
			Adopt a CAT-wide complaints policy Review data provided by the executive team/LGB relating to pupil premium and sports premium Accountable for all legal responsibilities. Approves exclusions policy	Prepare a CAT-wide complaints policy Review the level of complaints across the CAT Monitor the levels of attendance in the schools Monitor the impact of the pupil premium/sports premium across the CAT Drafts mandatory exclusions policy Provides expert supports to help manage exclusions appeals	Support and advise the Headteacher to determine KPIs Review attendance and pupil absences Appoint a Local governor responsible for statutory grants including pupil premium and sports premium Informed of every permanent exclusion and monitors FTE frequency and trends. Makes final decision if governors' panel needed. Monitor the impact of the pupil and sports premium in the school and report to the Directors Adopt a School complaints policy Hear complaints at the relevant stage	Maintain a register of pupil attendance and report on attendance and pupil absences Ensure effective deployment of the pupil premium and monitor its impact Prepare a school complaints policy consistent with the CAT-wide policy Responsible for issuing an exclusion, informing all relevant parties and managing any appeal processes
11	STAFFING	Members	Directors	Executive Board	LGB	Headteacher
			Accountable for all HR compliance Approves all statutory policies Remuneration Committee: sets pay policy and makes decisions on senior salaries, ranges and PRP Put in place an appropriate whistleblowing procedure Ensure the adoption of CES employment documents	Prepare a pay policy for consideration and adoption To assist the Head and Chair in determining the senior leadership and high-level non-teaching structures Review the terms and conditions of employment across the schools	Scrutinises significant staff restructures Monitors implementation of key HR policies the directors in the process to appoint the Headteacher Ensure that there is effective communication between the Headteacher and the executive team, HR committee and pay committee	Determine staffing requirements within the school and budget, in conjunction with the Chair and the LGB Implement the CAT-wide policies and procedures Suspend or dismiss teaching and non-teaching staff in consultation with the executive team Conduct the performance management and pay progression



			<p>Appoint, suspend and dismiss HT, Deputy/Assistant HT and Head of RE and all executive team posts</p> <p>Notify the Diocese of any suspension or action taken under a disciplinary policy which could result in dismissal of a staff member</p>	<p>Assist the LGB panel to conduct the performance management of Headteachers</p> <p>Recruit Trust operational staff</p>	<p>Support the executive team and the directors as appropriate, to conduct the performance management of Headteachers</p>	<p>of staff in the school in line with the school's pay policy and appraisal policy</p>
12	INFORMATION & COMMUNICATION	Members	Directors	Executive Team	LGB	Headteacher
			<p>Adopt data protection policies and procedures</p> <p>Approves any changes to the overall brand</p>	<p>Develops Comms toolkit and guidance</p> <p>Prepare a CAT-wide data protection policy</p> <p>Manages crisis comms and reputational risk</p> <p>Ensure that registration with the information Commissioner's Office is up to date</p> <p>Maintain and develop the CAT's website</p>	<p>Supports family communications and community engagement</p>	<p>Delivers the on academy communication strategy</p> <p>Refers any reputational risk to the CSEL/CEO</p> <p>Leads on LA communication</p>
13	HEALTH & SAFETY	Members	Directors	Executive Team	LGB	Headteacher
			<p>Accountable for all compliance</p> <p>Approve all statutory policies</p> <p>Appoint an Audit and Risk Committee</p> <p>Adopt a CAT-wide health and safety policy and risk reporting policy</p> <p>Adopt a CAT-wide lettings policy</p> <p>Select, plan and oversee any capital projects and buildings improvements as agreed</p>	<p>Prepare and maintain a CAT-wide risk register</p> <p>Draft statutory and trust policies</p> <p>Review the risk reports provided by the LGBs and make any recommendations</p> <p>Draw up agree and monitor an accessibility plan for each school</p>	<p>Appoint a Local governor responsible for health and safety</p> <p>Review the risk register of the school and prepare a risk report</p> <p>Monitor school implementation of statutory compliance and risk management</p> <p>Adopt a risk reporting policy and health and safety policy in line with the CAT-wide policy are being carried out</p>	<p>Prepare the risk register and health and safety policy in line with the CAT-wide policy for the LGB</p> <p>Monitor the accident book and agree appropriate actions with the LGB</p> <p>Implement the CAT-wide lettings policy</p> <p>Liaise with the executive team on the accessibility plan</p> <p>Provide information for FOI requests</p> <p>Respond to all school level complaints</p>



Financial Limits of Authority

Summary of Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority – Primary School	Delegated Authority – Secondary School (<1000 pupils) and CEN	Delegated Authority – Secondary School (1000+ pupils)
Ordering Goods and Services	Up to £5,000	Headteacher or Deputy Headteacher	Budget Holder	Budget Holder
	£5,001 - £10,000	Further approval from: Primaries Finance Manager	Further approval from: School Business Manager	Further approval from: School Business Manager/FD
	£10,001 - £15,000	CFO		
	£15,001 – £20,000	CFO		
	£20,001 and above	CSEL & Audit and Finance Committee		
Authority to accept anything other than the lowest quote	Difference: Higher of 10% or £1000	School Headteacher OR School Business Manager		
	Above 10% or £1000 difference	CFO or CSEL		
Authorisation of Invoices	Any	Delegated Budget Holder OR School Business Manager		
Budget Virements	Up to £20,000	CFO		
	£20,001 - £50,000	CSEL		
	£50,001 +	Audit and Finance Committee		
Bank Account transfers and Bacs payment authorisation	Any	Two signatories from: <ul style="list-style-type: none"> • CSEL • Headteacher • Associate/Deputy/Assistant Headteacher • School Business Manager • CFO 		



VAT Returns	Any	Two signatories from: <ul style="list-style-type: none"> • CSEL • CFO 		
Delegated Duty	Value	Delegated Authority – Primary School	Delegated Authority – Secondary School (<1000 pupils) and CEN	Delegated Authority – Secondary School (1000+ pupils)
Disposal of Assets (net book value)	Up to £1000	School Business Manager OR School Headteacher		
	£1001 and above	Audit and Finance Committee		
Write off bad debts	Up to £100	Headteacher OR School Business Manager		
	£101 +	Audit and Finance Committee		
Signatories for grant claims/DfE returns	Any	Two signatories from: <ul style="list-style-type: none"> • CSEL • Headteacher • Associate/Deputy/Assistant Headteacher • School Business Manager • CFO • Member of Trust Board • Member of Audit and Finance Committee 		
Quotations and Tendering	2 verbal or internet search quotes	Above £1,000 to £2,500		Above £1,000 to £5,000
	3 written quotations	£2,501 and up to £10,000		£5,001 and up to £10,000
	3 written quotations based on a written specification and evaluation criteria	£10,001 to £50,000		£10,001 to £50,000
	Formal tender	➤ £50,000		➤ £50,000

Please note: These limits may be subject to change for individual schools

