

The Scheme of Delegation was approved as follows:

Board of Trustees

Date	Aug-26
Frequency of review	Annually
Owner	Chief Executive Officer
Next review date	Aug-27
Author	CEO & Executive Team

Key

	Approval/delegation to
	Part of the consultation process/recommendation by/panel member
	Informed via report but not part of the decision-making process
A&R	Audit & Risk Committee
F&E	Finance & Estates Committee
REMCO	Remuneration Committee
S&E	Standards & Ethos committee
P&C	People & Culture committee
RHB	Regional Hub Boards
CEO	Chief Executive Officer
DoE	Director of Education
HD	Hub Director
HoIT	Head of IT
HoF	Head of Facilities
DoP	Director of People
CFO	Chief Financial Officer
DPO	Data Protection Officer
Central Executive Team	CEO, DoE, CFO, DoP, HDs, Heads of central functions

EDUCATION DECISIONS

	Members	Board of Trustees	Trust Board Committee	Regional School Board	Community Council	CEO	Central Executive Team	Headteachers
Approve School Development Plans			S&E				DoE / HD	
Approve School curriculum			S&E				DoE / HD	
Approve School self-evaluation			S&E				DoE / HD	
Approve School educational targets			S&E				DoE / HD	
Approve Trust-wide Pupil Premium strategy			S&E				DoE / HD	
Approve School strategies for Pupil Premium expenditure							DoE / HD	
The decision to issue a fixed term pupil suspension			S&E				HD	
The decision recommend to permanently exclude, pending a PEX hearing			S&E				DoE	
Educational Data								
Approval of School census information prior to DfE submission							DoE / CFO	
Annual Reports								
Approval of School pupil premium and sports premium reports			F&E				DoE / HD / CFO	
Approval of School annual SEND information report			S&E				DoE / Inclusion Lead	
Monitoring of activity								
Implement and monitor school based strategies							HDs	
Monitor the impact and outcomes of school based Education activity							HDs	
Monitor the impact and outcomes of school based Business activity							Heads of Function	
Monitor the impact and outcomes of the Hub/Central team (see ToR for more detail)			All, via RSB/internal scrutiny				All	
Monitor the impact and outcomes of Trust wide activity							All	

PEOPLE DECISIONS

	Members	Board of Trustees	Trust Board Committee	Regional School Board	Community Council	CEO	Central Executive Team	Headteachers
People Strategy & Policy								
Approve Trust People strategy			P&C				DoP	
Approve pay scales			P&C & REMCO				CFO	
Approve pay award			REMCO					
Staffing Structures (within approved budgets and financial projections)								
Approve staffing structure at School level -			F&E				HD	
Approve staffing structure at Central Level			F&E				Head of function	
Appointment of...								
CEO								
Central exec team			P&C					
Headteacher			P&C				DoE	
School Senior Leadership Team							HD	
School Staff							HD	
Central staff							Head of function	
Strong foundations discussions of...								
CEO								
Central exec team			P&C					
Headteacher			P&C				HD	
School Senior Leadership Team							HD	
School Staff							HD	
Central staff			P&C				Head of function	
Settlement Agreements								
Exit package including special severance payment over £100,000 or where the employee earns over £174,000		DfE (ATH 5.8-5.12)	P&C				CFO/DoP	
Non contractual payments over £50,000		DfE	P&C				CFO/DoP	
Contractual payments over £100,001			P&C				CFO/DoP	
Non-contractual payments up to £50,000			P&C				CFO/DoP	
Contractual up to £100,000			P&C				grace	
Contractual up to £49,999			P&C				CFO/DoP	
Ex-gratia payments		DfE (ATH 5.17)	P&C				CFO/DoP	
Suspension of...								
CEO								
Central exec team			Chair of P&C & F&E					
Headteacher			Chair of P&C & S&E				DoE/HD	
School Senior Leadership Team			P&C				HD/DoP	
School Staff			P&C				HD/DoP	
Central staff			P&C				DoE/DoP/CFO	
Disciplinary Hearings of...								
CEO								
Central exec team			P&C					
Headteacher			P&C					
School Senior Leadership Team			P&C				HD	
School Staff			P&C					
Central staff			P&C				Head of Function	
Formal Hearings for Grievance claims made by...								
CEO								
Central exec team			P&C					

EDUCATION DECISIONS

Headteacher			P&C				DoE	
School Senior Leadership Team			P&C				HD	
School Staff			P&C					
Central staff			P&C					
Deals with formal parental or external complaints (Stage 2 of policy) against....								
CEO			A&R					
Central exec team			A&R					
Headteacher			A&R				DoE	
School Senior Leadership Team			A&R				HD	
School Staff			A&R					
Central staff			A&R				Head of Function	

APPEALS/ DISCIPLINE COMMITTEES

Panel	Members	Board of Trustees	Trust Board Committee	Regional School Board	Community Council	CEO	Central Executive Team	Headteachers
Pupil Exclusions Discipline								Not own School
Stage 3 Parental or external complaints against...								
Board								
CEO								
Central Exec Team								
Headteachers								
School Senior Leadership Team								
School Staff							Any	
Central staff								
Staff grievance appeals against								
CEO								
Central Exec Team								
Headteachers							Any	
School Senior Leadership Team								
School Staff								
Central staff							Any	
Staff disciplinary appeal								
CEO								
Central Exec Team								
Headteachers								
School Senior Leadership Team							DoE	
School Staff							HD	
Central staff								
Staff pay award appeals of								
CEO								
Central Exec Team								
Headteachers								
School Senior Leadership Team							DoE	
School Staff							HD	
Central staff								

OPERATIONAL DECISIONS

	Members	Board of Trustees	Trust Board Committee	Regional School Board	Community Council	CEO	Central Executive Team	Headteachers
New academies/companies								
Contact with RD to discuss potential new School and initial preparatory work.								
Approval to progress to formal due diligence								
Approval to sign transfer of new School								
Approval to commence project bids in support of strategic plan								
Approval to create or acquire new company or trading subsidiary								
Risk								
Approve the strategic risk register			A&R				All	
Approval of Risk Management Policy			A&R				All	
Authority to take action required to ensure that all strategic risks are mitigated			A&R				All	
Approve the School risk register			A&R				All	
Authority to take action required to ensure that all School risks are mitigated			A&R				All	
Premises/Asset Management								
Approve/ reject proposals for the acquisition/ disposal of land/buildings								
Approval of distribution of SCA funding			F&E				CFO	
Estates Strategy			F&E				HoF	
Approve capital works and long-term building projects not in budget and not covered by SCA funds			F&E				CFO / HoF	
Health & Safety								
To set and ratify the Trust's Health and Safety Policy							HoF	
To ensure implementation of the Trust's Health and Safety Policy (via School leaders)			A&R				HoF	
To ensure School leaders implement policy			A&R				HD	
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to within the academies			A&R				HoF	
Safeguarding								
To set and ratify the Trust's Safeguarding / Child Protection Policy							DoE, HD	

EDUCATION DECISIONS

[illegible]

EDUCATION DECISIONS

Executive team								
CEO		Chair of Trustees						
Disposal or write-off of assets								
Up to £5000			F&E				CFO	
Over £5000			F&E				CFO	
Heritage assets (as FRS defined)		DfE (ATH 5.23-5.24)	F&E				CFO	
Write-off debts								
Up to £5000			F&E				CFO	
Up to £25,000			F&E				CFO	
Up to £45,000			F&E				CFO	
The lower of 1% of total annual income or greater than £45,001 per transaction or 2.5% or 5% annual income cumulatively		DfE (ATH 5.19-5.22)	F&E				CFO	
Budget adjustments								
Up to £40,000							CFO	
Over £40,001			F&E					
Gifts, donations, or sponsorships above £1,000 in any one financial year from an individual or entity								
Up to £25,000							CFO	
Between £25,001 and £100,000			F&E				CFO	
Over £100,001			F&E				CFO	
Approval of finance related policies								
Lettings and charges			F&E				CFO	
Pay policy			P&C				DoP	
Ggovernor expenses			F&E				CFO	
Charging & remissions			F&E				CFO	
Related party transactions								
Contract or agreement under £40,00 in any one financial year			F&E				CFO	
Contract or agreement over £40,001 in any one financial year		DfE (ATH 5.41-5.43)	F&E				CFO	
Opening of bank accounts								
Open an account			F&E				CFO	
Bank signatories - any two of...	Helen Jackson, John Bradshaw, Keith Carne						CFO	

GOVERNANCE DECISIONS

	Members	Board of Trustees	Trust Board Committee	Regional School Board	Community Council	CEO	Central Executive Team	Headteachers
Approve amendments to Memorandum & Articles, subject to Charity Commission and DfE approval where applicable								
Approve a Scheme of Delegation of powers from the board to subcommittees and their terms of reference; and a scheme of delegation and limitations as appropriate			All				CFO/DoE/HoG/DoP	
Set the strategic direction of the Trust							All	
Approve the strategic objectives for individual academies							DoE	
Promote and maintain the Christian ethos of the Trust			S&E				All	
Promote and maintain the Christian ethos of the School							Hub Director	
Promote and review community and parental engagement at school level							Hub Director	
Approve statutory policies (as outlined in the DfE School Trust Governance Guide)							All	
Authority to direct academies to comply with organisational policy or statutory requirements in relation to the remit of their role.							All	
Appointment of Members								
Appointment/reappointment of Trustees	As per AoA	As per AoA						
Recruitment of Trustees								
Appointment of Chair and Vice Chair of the Trust Board								
Appointment/removal of Governance Professional to the Trust Board and Committees								
Appointment of Trust Committee Chairs								
Appointment/reappointment of Regional School Board Chairs and members								
Appointment of external auditor			A&R				CFO	
Appointment of internal scrutiny partners			A&R					
Appointment of insurers			A&R				CFO	
Appointment of bankers and investment managers							CFO	
Receive the statutory annual accounts							CFO	
Approve the statutory annual accounts							CFO	
Emergency approval outside of SoD		Chair						

