The Sea View Trust Scheme of Delegation

March 2024

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Introduction

In order to allow The Sea View Trust (the "Trust") to function effectively, the Board of Trustees of the Trust (the "Board") delegates financial authority to the Chief Executive Officer (CEO) & the Headteacher at each academy. The extent & level of any such delegation is determined by the Board & is set out in this Scheme of Delegation (the "Scheme").

This Scheme distinguishes between matters reserved exclusively for the Board's approval or decision, & matters delegated to other individuals. The Scheme sets out financial limits & signatories applicable to various matters & ensures that there are sufficient operational controls in place for all the financial processes within the Trust.

For the avoidance of doubt, any powers not mentioned in this document are reserved matters for the Trust Board.

The Sea View Trust SCITT (Schools centrered initial teacher training) has its own scheme of delegation which can be found at Appendix B.

Note:

*In the interests of moving towards a position of cost-effective shared procurement **NO** SLAs are to be renewed by Trust schools without first gaining authorisation from the Central Team.*

This measure is to support the Trust with identifying more effective business wide solutions, thereby supporting with the cost savings needed to drive future school improvements.

The Role of the Members

The Members of the Trust are guardians of the governance of the Trust and as such have a different status to Trustees. Originally, they will have been the signatories to the memorandum of association; they will have agreed the Trust's first articles of association and will approve any amendments made to these articles of association. The Members appoint Trustees to ensure that the Trust's charitable object is carried out and so must be able to remove Trustees if they fail to fulfil this responsibility. Members appoint the Trust's auditors and receive the Trust's audited annual accounts. There must be at least three Members.

The Role of the Trustees

The Sea View Trust is a charitable company and so Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Trustees are bound by both charity and company law, the terms 'Trustees' and 'directors' are often used interchangeably.

The Trustees are responsible for the general control and management of the administration of the Trust and (in accordance with the provisions set out in the memorandum and articles of association and its funding agreement) the Trust is legally responsible and accountable:

- For all statutory functions
- For the performance of all Academies within the Trust
- The Board must approve written schemes of delegation (decision making and financial powers) that maintain robust internal control arrangements
- It is the employer of every member of The Sea View Trust staff.
- Trustees have responsibility for directing Trust affairs, ensuring it is solvent and well run

The Board of Trustees has the right to review and adapt its governance structure at any time, which includes removing delegation.

The Role of Trust Board Sub Committees

In line with The Academy Trust Handbook, the Board of Trustees has a Finance, Resource, Audit and Risk (FARR) subcommittee to which the Board delegates financial scrutiny, oversight and audit. The Trust has also constituted a Curriculum, Quality and Standards (CQ&S) subcommittee, charged with reviewing and evaluating Academy improvement across the Trust. Decisions made by sub committees will be deemed decisions of the Trust Board. The full Board can delegate responsibility to their sub committees, but accountability will rest with all Trustees. The membership (there must be at least three Trustees) and responsibilities of Board sub committees are set out in the terms of reference. The Trust Board will appoint subcommittee Chairs and committee members according to their skills.

The Role of the Chief Executive Officer (CEO)

The CEO has the delegated responsibility for the operation of the Trust, including the performance of the Trust's Academies and therefore the CEO performance manages the Academy Headteachers, alongside the LGC Chairs.

The CEO is the Accounting Officer and thus has overall responsibility for the operation of the Academy Trust's financial responsibilities, ensuring that the organisation is run with financial effectiveness and stability, avoids waste and secures value for money.

The CEO leads the executive management team of the Academy Trust and is responsible to the Trust Board for the performance of the team. In the first instance, the executive management team will comprise of the Headteachers of each Academy and the senior members of the Trust Central Team; the CEO will delegate management functions to them. As the Trust develops, the number of roles within this executive team, and their associated remits, will expand to reflect the needs of the Trust and Academies within.

The Role of the Local Governing Committees

The Trustees have established LGCs to carry out some of its Academy level governance functions. Delegated functions include:

- Building an understanding of how the Academy is led and managed
- Challenging and supporting the Headteacher in relation to pupil progress and attainment
- Monitoring whether the Academy is:
    - Working within agreed policies
    - Meeting the agreed targets
    - Engaging with stakeholders
    - Being a point of consultation and representation
    - Providing relevant reports to the Trust Board

The Role of the Academy Headteacher

The Academy Headteacher is responsible for local day to day management of the Academy and is managed by the CEO, but reports to the LGC on matters which have been delegated to it; this may include an element of monitoring and scrutiny of the Academy's management processes.

Where the delegated authority states "Headteacher" this can also refer to Head of School.

Financial Authorisation Levels

For pre-approved items , a variance of 10% over the original estimate will require additional approval in line with the limits below

Delegated Duty	Value	Delegated Authority	Method/ Notes
Ordering goods, works & services in line with approved budget allocation. Any significant variance must have prior approval of the CEO. Multiple in-year procurement decisions to be approved by CEO	Up to £30,000	• Headteacher/SLT • CFO/COO	Notify Finance Manager/Lead Minimum 3 quotes for purchases over £7,500 Headteacher may delegate authority to approve purchase orders and/or invoices to members of their SLT
	£30,001-£65,000	• CFO	Minimum of 3 quotes
	£65,001-£100,000	• CEO	Minimum of 3 quotes
	Over £100,000	• Trust Board (any 3 Trustees)	Minimum of 3 quotes or formal tender (if over the OJEU threshold)
Authority to accept other than best value quotation or tender	Any	• Headteacher (up to £5,000) • CFO (£5,001 to £30,000) • Trust Board (over £30,000)	Ensure disposal maintains principles of regulatory, proprietary & value for money
Approval of School Condition Allocation spend	Any	• Trust Board Board (any 3 Trustees)	Annual proposal for the allocation of the School Condition Allocation (SCA) grant to be submitted to FARR committee for recommendation to Trust board for approval
Expenditure from Reserves (subject to Reserves level being at 5% or more, in line with Reserves Policy)	Up to £10,000	• Headteacher	Reported to CFO
	£10,001-£50,000	• CFO / CEO	Reported to Full Board
	Over £50,000	• Trust board in line with usual Procurement limits Board (any 3 Trustees)	Business case to be submitted to FARR committee for recommendation to Trust board for approval of any expenditure from reserves over £50,000

(left vertical label: PROCUREMENT)

	Delegated Duty	Value	Delegated Authority	Method/ Notes
SIGNATORIES	**Signatories for cheques**	Any	Two signatories from: • Finance Manager • CFO • COO • CEO	Any two approved
	Internal signatories for BACS payments	Any	Two signatories from: • Headteacher/SLT • Finance Manager/Lead • CFO/TFL • COO/TBL • CEO	Any two approved
	Signatories for BACS payments & other bank transfers	Any	Two signatories from: • Finance Manager • CFO • COO • CEO	Any two approved
	Signatories for ESFA grant claims & ESFA returns	Any	One signatory from: • Central Team • Chair of Trust	Dependent on type of return
VIREMENTS	**Approving transfer between budget headings in line with approved budget allocation.**	Up to £5,000	• Finance Manager/Lead • Headteacher	CFO must be advised prior to transfer being actioned
		£5,001 to £40,000	• CFO	CEO and CFO to be advised of the decision. Any significant variance must have prior approval of CFO
		Over £40,000	• Trust Board	
ASSETS	**Authorising disposal of unusable or obsolete assets**	Up to £2,000	• Headteacher	Ensure disposal maintains principles of regulatory, propriety & value for money
		£2,001 - £10,000	• CEO/CFO	
		Over £10,000	• Trust Board	
	Disposing of heritage assets	Any	• Trust Board & ESFA approval required	See the Academy Trust Handbook

	Delegated Duty	Value	Delegated Authority	Method/ Notes
WRITE-OFFS	**Write off of Bad Debts/ Losses/ Disposal of Assets.**	Up to £1,500 per transaction	• Headteacher	Multiple in-year write-offs to be approved by CEO
		£1,501 - £5,000	• CFO	
		Over £5,000 to £44,999	• Trust Board	
		Over £45,000	• ESFA/Secretary of State	As stated in the Academy Trust Handbook
LEASES	**Finance Leases**	Any	• Trust Board & ESFA approval required	See clause in Academy Trust Handbook
	Purchase/ sale of any freehold property	Any	• Trust Board	See clause in Academy Trust Handbook
	Granting or take up of any leasehold or tenancy agreement exceeding five years	Any	• Trust Board & ESFA approval required • Local Authority as appropriate	See clause in Academy Trust Handbook
	Granting or take up of any License to Occupy premises	Any	• Trust Board	
	Operating leases.	Up to £10,000	• Headteacher	All leases to be reviewed by the CFO prior to agreement. Multiple in-year unbudgeted operating leases to be approved by CEO
		£10,001 to £30,000	• CFO	
		Over £30,000	• Trust Board	

Delegated Duty	Value	Delegated Authority	Method/ Notes
MISCELLANEOUS			
Borrowing	Any	• Trust Board & ESFA approval required	
Staff Severance payment or compensation	Non-statutory/ non-contractual element, up to £50,000	• Trust Board	See clause in Academy Trust Handbook
(PILON - Pay in Lieu of Notice)	Over £50,000	• Trust Board & ESFA approval required	See clause in Academy Trust Handbook
Payroll	As budgeted by school	• Headteacher	Payment must be in line with staffing budget allocation. Any significant variance must have prior approval from the Trust
Expenses	Maximum £500 per employee per month	• Line Manager countersigned by Headteacher	CFO/COO to countersign CEO expenses. Business Lead to countersign Headteacher expenses.
	Over £500 to £1,000	• CFO	CEO expenses to be signed by Chair of Trust. CFO/COO/Exec PA to countersign prior to Chair approval.
	£1,001 to £5,000	• CEO	CEO expenses to be signed by Chair of Trust. CFO/COO/Exec PA to countersign prior to Chair approval.
	Over £5,001	• Trust Board	Expenses exceeding £5,001 to be approved by Trust Board
Discretionary payments. Any discretionary payment of over £500, or payment for more than 1 month, to be referred to CEO	£500 per month per individual	• Headteacheron approval of LGC	These should be only be considered in extenuating circumstances. Must be in line with Pay Policy.
	Over £50,000	• Trust Board & ESFA approval required	See clause in Academy Trust Handbook
INVESTMENTS			
Investing cash deposits	£750,000	• CFO	Reported to Trust Boad via Management Accounts, max £750K in any institution in line with Policy

Scheme of Delegation – Decision Making

Column 1: Members

Column 2: Board of Trustees of the multi academy Trust

Column 3: Trust Board Finance, Audit, Resource and Risk (FARR) sub committee

Column 4: Trust Board Curriculum, Quality and Standards (CQ&S) sub committee

Column 5: Chief Executive Officer/ Accounting Officer

Column 6: Local Governing Committee (LGC)

Column 7: Academy Headteacher (Head)

√   Action to be undertaken at this level

A   Provide advice and support to those accountable for decision making

<>   Direction of advice and support

Notes:

1. When there is more than one tick denoting delegation, the final decision will rest with the most senior of the delegation group (i.e. to the left of the grid in all instances)
2. The CEO (as Accounting Officer) may delegate some of the functions within this scheme to the Chief Operating Officer (COO) and/ or Chief Financial Officer (CFO), as appropriate to their role

Governance Framework								
Area and relevant policies	Decision	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGC	Head
PEOPLE	Appoint/Remove Members	✓						
	Appoint/Remove Trustees	✓	<A					
	Agree role descriptions for Members	✓						
	Agree role descriptions for Trustees/ chair/ specific roles/ committee/ council members		✓			<A		
	Elect to LGCs Parent /staff reps						✓	
	Appoint and remove Trust Board committee chairs		✓	✓	✓	<A		
	Appoint/ reappoint LGC Chairs annually in autumn term/ remove LGC chairs on recommendation of LGCs		✓			<A	<A	
	Appoint/ appoint annually/ remove Clerk to Trust Board		✓					
	Appoint and remove Clerk to LGC					✓	-	
SYSTEMS AND STRUCTURES	Review and agree annually Articles of Association	✓	<A			<A		
	Establish and review annually Governance structure (committees) for the Trust		✓			<A		
	Agree annually Terms of reference for Board sub committees and scheme of delegation for LGCs		✓			<A		
	Complete skills audit and recruit to fill gaps		✓			<A>	✓	<A
	Self-review of Trust Board and committees annually		✓			<A		
	Self-review of LGCs annually						✓	
	Chair's 360 review performance to be carried out periodically		✓			<A	-	
	Trustee/ Governor contribution to be reviewed annually by relevant Chair		✓			<A	✓	
	Plan succession strategy		✓			<A>	✓	<A
	Agree annual meeting schedule of business for Trust Board		✓	✓	✓	<A		
	Agree annual meeting schedule of business for LGC					A>	✓	<A

Reporting								
Area and relevant policies	**Decision**	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGC	Head
REPORTING	Ensure publication, on Trust and Academy websites, of all required details on governance arrangements		✓			<A	–	✓
	Submit annual report on performance of the Trust to Members and publish (SoFA)		✓			<A		
	Submit annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money		✓	<A		<A		

Being Strategic							
Area and relevant policies	**Decision**	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGC	Head
BEING STRATEGIC	Determine and approve statutory Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) as per policy matrix (appendix A) *Note: admissions policy determined by local authority policy at local level*		✓	✓	✓	✓		
	Determine and approve Academy level policies which reflect the individual Academy's ethos and values and Trust statement of intent on Trust website (where relevant). Example policies may include admissions; SEND; child protection; curriculum; behaviour.					A>	✓	<A
	Agree central spend/ top slice		✓	<A		<A		
	Agree SCA prorities and allocation		✓	<A		<A		
	Establish Trust Risk Register, review and monitor		✓	<A	<A	<A	<A	<A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓
	Determine Trust vision and values, review annually		✓			<A	<A	<A
	Determine Trust strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured		✓			<A		
	Determine Academy vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the Trust and school's vision can be measured (school improvement plan)		A>			A>	✓	✓

Being Strategic								
Area and relevant policies	**Decision**	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGC	Head
BEING STRATEGIC	Appoint and dismiss Chief Executive Officer (Members to form the appeals committee if required)	✓	✓					
	Appointment and dismissal of Trust Central Team posts		✓			✓		
	Appointment and dismissal of Academy Headteachers Made by Trust Board, advised by CEO and Governors		✓			<A>	<A	
	Appointment and dismissal of Academy Deputy Head Made by Trust Board, advised by CEO and Governors		✓			<A>	<A	
	Appointment and dismissal of Academy Assistant Head Trustees to agree leadership structure. CEO to advise. Headteacher & Governors to appoint, with CEO on the panel, with possible involvement of Trust Board representative where required		A>			A>	✓	
	Appointment of all other staff					A>	✓	✓
	Dismissal of all other staff					A>	✓	<A
	Agree budget plan to support delivery of Trust key priorities		✓	<A		<A		
	Agree budget plan to support delivery of Academy key priorities		✓	<A		<A		<A
	Agree Trust Central Team staffing structure		✓	<A	<A	<A		
	Agree Academy leadership structure		✓	<A>	<A>	✓		<A
	Agree Academy classroom and support staff structure					✓	✓	✓

Holding to Account							
Area and relevant policies	**Decision**	Delegation					
		Members	Trustees	FARR	CQ&S	CEO	LGC	Head
HOLDING TO ACCOUNT	Agree Trust level of auditing and reporting matters of compliance (e.g. Safeguarding, H&S, employment)		✓	<A	<A	<A	<A	<A
	Agree the appointment of Trust auditors	✓						
	Agree Academy level of auditing and reporting matters of compliance (e.g. Safeguarding, H&S, employment)		A>	A>	A>	A>	✓	<A
	Agree reporting arrangements on progress for Trust key priorities		✓	<A	<A	<A		<A
	Agree reporting arrangements on progress for Academy key priorities					A>	✓	<A
	Undertake performance management of the CEO		✓					
	Undertake performance management of Academy Headteacher (CEO and Academy Chair of Governors involvement only)					✓	✓	
	Approve pay progression for all academy teaching staff						✓	
	Approve pay progression for all academy leadership scale staff and CEO		✓					
	Agree passive (i.e. "eyes on hands **off** approach") arrangements for how Trustees monitor school progress		A>	✓	✓	<A		
	Agree active (i.e. "eyes on hands **on** approach") arrangements to Academy based monitoring by LGCs			A>	A>	A>	✓	<A

Area and relevant policies	Decision	Delegation						
		Members	Trustees	FARR	CQ&S	CEO	LGC	Head
HOLDING TO ACCOUNT	Agree arrangements for monitoring of overall LGC performance		✓			<A>	✓	<A
	Key Performance Indicators – setting and reviewing performance of the Trust (in relation to standards appropriate to the FARR and CQ&S sub committees)		✓	✓	✓	✓		
	Key Performance Indicators – setting and reviewing performance of the Academy (in relation to standards)		✓	<A>	<A>	✓	✓	✓
	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of improved education outcomes				A>	<A>	✓	✓
	Curriculum – setting the curriculum for the Academies and reviewing its effectiveness					A>	A>	✓
	Reviewing and challenging the value for money in terms of educational outcomes and narrowing the achievement gap		A>		✓	<A>	✓	✓
	Student concerns (including attendance, exclusions, punctuality and disciplinary matters for each Academy)		A>		✓	<A>	✓	✓
	Responsibility for holding Grievance Panel for Academy based staff					A>	✓	✓

The heading above the table reads: **Holding to Account**

Appendix A - Trust Board Policy Review & Delegation Planner

Based on the model provided by the

Department for Education

https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts

This document covers policies and other key documents that are required to be held by Trust Boards. It also covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations.

Additional policies and procedures that, although not a statutory requirement, are also in place within your trust/school can be included within the planner in order to provide a clear picture on all policies and procedures that are in place within the Trust.

Key points to note:

- The drafting of school policies can be delegated to any member of school staff.
- There is no requirement for all policies to be reviewed annually.
- Not all policies need to be signed off by the full Trust.

Key

Level 1	Trust Board
Level 2	A committee of the Trust Board
Level 3	An individual Trustee/Governor
Level 4	CEO
Bold Print	• Policy that **must** be held by the local governing committee. • Review period specified in legislation/statutory guidance. *(Where a review period for a policy is not laid down, a maximum review period of three years is recommended)*
Normal print	Policy/procedure that is also in place within the school, although not a statutory requirement.
Shaded box	Approval/review **cannot** be legally carried out at this level.
Clear box	Approval/review can be legally carried out at this level.

Policy	Review Period	1	2	3	4	Approval by	Noted by	Date of next review e.g Summer 21
Acceptance of Gifts, Hospitality, Awards, Prizes or any other Benefit	**3**				x	CEO	FARR	Mar-27
Accessibility Plan	**3**				x	Academy HT	FARR	Individual to each school
Accounting Policies *(see section 2.1 of the Academies Accounts Direction)*	1				x	CEO	FARR	Various
Admission Arrangements *(must be consulted on at least every 7 years)*			x			CQ&S		Individual to each school
Allegations of Abuse Against Staff (Statement of Procedures for Dealing With)	1				x	CEO		Included within Child Protection policy
Behaviour					x	Academy HT	CQ&S	Individual to each school
Charging & Remissions Policy					x	CEO	FARR	Individual to each school
Child Protection Policy and Procedures	**1**	x				Trust Board		Jul-24
Complaints Procedure Statement	**2**				x	CEO		Mar-26
Data Protection *(Registration is annually)*	**2 + 1**				x	CEO	FARR	Sep-25
Equality Information and Objectives *(publish objectives 4 year and how meeting aims 1 year)*	**4 + 1**				x	CEO	CQ&S	Jun-24 Objectives Jun-26 Info
Freedom of Information	**2**				x	CEO	FARR	Sep-25
Health & Safety	**1**				x	CEO	FARR	Individual
Internal Control Framework (Financial Scheme of Delegation)	**1**	x				Trust Board		*Mar-25*
Investment Policy	**2**					Trust Board	FARR	*Mar-26*

Policy	Review Period	1	2	3	4	Approval by	Noted by	Date of next review e.g Summer 21
Premises Management Documents					x	CEO	FARR	Individual to each school
Risk Management Process (inc. Register)	**1**				x	CEO	FARR	Mar 25 / Register termly
Relationships and Sex Education		x				Trust Board		Individual to each school
School Uniform Policy					x	Academy HT		Individual to each school
Special Educational Needs *(SEN Information Report to be updated annually and whenever changes occur)*	**1**	x				Trust Board		Dec-24
Staff Behaviour (Code of Conduct)	**1**				x	CEO	CQ&S	Sep-25
Staff Discipline	**1**				x	CEO	CQ&S	May-24
Staff Grievance	**1**				x	CEO	CQ&S	Mar-26
Supporting Pupils with Medical Conditions		x				Trust Board		Individual to each school
Tendering	**1**				x	CEO	FARR	Included within Financial Procuredures Manual
Whistleblowing					x	CEO	CQ&S	Mar-26

*Those schools with an Early Years Foundation Stage **MUST** also ensure their policies reflect this where relevant.*

Policy (non-statutory)	Review Period	1	2	3	4	Approval by	Noted by	Date of next review e.g Summer 21
Appraisal - Teachers	1				x	CEO		Jan-25
Capability	4				x	CEO		Sep-26
Career Break Policy	3				x	CEO		Mar-24
Communications Strategy	3				X	CEO		Sep-25
Directed Time	1				x	CEO		Jun-25
Employee References Policy	2				x	CEO		Aug-25
Executive Pay Policy	1	x				Trust Board		Sep-24
Flexible Working	3				x	CEO		Sep-25
GDPR Compliant Records Management Policy	2				x	CEO		Sep-25
GDPR Data Breach Policy	2				x	CEO		Sep-25
GDPR Subject Access Request Procedure	2				x	CEO		Sep-25
Menopause	2				x	CEO		Jun-24
Recruitment	2				x	CEO		Jun-24
Reserves & Investments	1				x	CEO		*Mar 26*
School Condition Allocation policy	1				x	CEO		Jan-24
Single Central Record Policy/Guidance	1				x	CEO		Jun-24
Staff Induction Policy	2				x	CEO		Jul-24
Surveillance and CCTV	2				X	CEO		Sep-25
Teachers Pay Policy	1				x	CEO		Sep-24
Travel expenses	2				x	CEO		Mar 26
Trust Pupil Voice Policy	3				X	CEO		Dec-26
Volunteer Policy	2				x	CEO		Apr-24
Write off guidance	2				x	CEO		Mar-26

Appendix B – Embrace SCITT Scheme of Delegation

Embrace SCITT

PARTNERSHIP SCHEME OF DELEGATION

Embrace SCITT is committed to partnership and collaboration to drive the quality of teacher development across the North West and beyond. Our partnership consists of a range of stakeholders with different levels of responsibility and accountability.

We organise the different aspects of responsibility under different headings within an 'ARCI' Matrix:

ARCI MATRIX		
Accountable (A)	*The buck stops here*	This role must see to it that the task, process, step or decision is accomplished, not necessarily do the work or make the decision. There can only be one *accountable* person for a task, process, step or decision.
Responsible (R)	*The doers*	Role(s) required to do the work or make the decision. Multiple positions can be *responsible* for a task, process, step or decision.
Consult before (C)	*See me first*	These roles must be consulted prior to accomplishing the work or making the decision. Multiple positions may need to be *consulted* before work is completed or a decision is finalised.
Inform after (I)	*Keep me in the loop*	Positions in this role can be updated after the work is complete or the decision made. There may be multiple positions *informed* after work is concluded or decision complete.

Definitions:

"Accredited Provider" - The accredited ITT provider has been awarded accreditation and has full and final accountability for all aspects of training design, delivery, and quality across the partnership. The accredited ITT provider is liable for the quality of provision, governance, internal controls, and will be accountable and responsible for public funds spent for the purposes intended across its ITT partnership. **The Accredited Provider is The Sea View Trust.**

"Lead Partner" - Lead partner(s) will work within the ITT partnership and have a partnership agreement with the accredited ITT provider. Lead partners may be higher education institutes (HEIs), schools, trusts or other types of organisations (including Teaching School Hubs) who have the capacity and expertise to take on significant operational or strategic roles in the ITT partnership. They will work in collaboration with their accredited ITT provider.

"Placement Schools" - A school which has the capacity to provide high-quality general school placements for ITT trainees and supply mentors. Placement schools or other school partners may have the capacity and expertise to offer the school-based element of Intensive Training and Practice for the ITT partnership.

	Accredited Provider	Strategic Leadership Group	Lead Partners	Operational Leadership Group	Head of SCITT	Delivery Partners	Placement Schools
Finance & Budgeting							
Budget setting.	AR	R		CI	R	C	-
Financial monitoring.		R	R	R	R	-	-
Financial reporting.	A	I	RC	I	R	-	-
Authorisation of payments in line with Sea View Trust Financial Handbook.	A	RCI	I	I	R	-	-
Invoicing service users.	AR	I	R	R	R	-	-
Distributing funding to Lead Partners.	A	CI	I	I	R	-	-
Compliance							
Commissioning an annual External Moderation to ensure programme compliance and inform Programme Improvement Priorities.	A	RCI	RC	RC	R	I	I
Conducting regular compliance audits against DfE Compliance criterion.	A	RI	R	RI	R	-	-
Policy development.	A	CI	RI	RI	R	CI	CI
Policy adoption.	A	R	CI	CI	R	I	CI
Policy publication.	A	CI	I	RI	R	-	-
Policy implementation.	A	R	R	R	R	R	R
Marketing & Recruitment							
Agreeing target recruitment numbers.	A	R	CI	CI	R	I	CI
Identifying target subject/phase recruitment numbers.	A	RCI	RCI	RCI	R	I	CI
Targeted recruitment campaigns.	A	CI	RCI	RCI	R	RCI	RCI
Attending recruitment events coordinated by the DfE.	A	CI	RCI	RCI	R	CI	CI
Quality assurance of the recruitment activity.	A	RI	RCI	RCI	R	RCI	RCI
Selecting and reviewing applications							
Curriculum							
Developing the curriculum intent, including drivers.	A	CI	RCI	AR	R	CI	CI
Devising curriculum delivery sequencing.	A	CI	RCI	RCI	R	CI	CI
Commissioning ITT Curriculum Experts to lead the development of ITT Curriculum materials.	A	CI	RCI	RCI	R	CI	CI
Quality Assurance of ITT Curriculum materials including Centre-Based Training, Handbooks, ITaPs etc.	A	RCI	RCI	RCI	R	RCI	CI

	Accredited Provider	Strategic Leadership Group	Lead Partners	Operational Leadership Group	Head of SCITT	Delivery Partners	Placement Schools
Commissioning expertise for Centre-Based Training delivery.	A	CI	RCI	RCI	R	CI	CI
Commissioning school placements.	A	CI	RCI	RCI	RCI	CI	C
Quality Assurance of Centre-Based Training.	A	RI	RI	RI	R	CI	CI
Development of the SCITT's ITT Mentor Curriculum.	A	CI	RCI	RCI	R	CI	CI
Adopting the delivery method for the ITT Mentor Curriculum.	A	RC	RCI	RCI	RC	I	CI
Quality Assurance of ITT Mentor Curriculum.	A	RCI	RCI	RCI	R	-	CI
Quality Assurance of School-Based Mentoring.	A	CI	RCI	RCI	R	-	CI
Agreeing appropriate Lead Mentoring capacity.	A	RCI	CI	CI	R	-	-
Tendering PGCE Providers	A	CI	RCI	RCI	R	-	-
Selecting and commissioning PGCE Providers	A	R	RCI	CI	R	-	-
Assessment							
Establishing appropriate assessment practices to monitor Trainee progress to QTS.	A	CI	RCI	RCI	R	-	CI
Evaluating Trainee learning.	A	CI	RCI	RCI	R	-	CI
Reporting Trainee progress.	A	CI	RCI	RCI	R	-	CI
Awarding QTS	AR	CI	RI	RI	R	-	CI