

## Table of Delegation

**The Learning Partnership**

This Annex forms an integral part of the scheme of delegation operated by The Learning Partnership (TLP).

This section lists groups of tasks and uses a RACI convention to explain the role that is played by each part of the governance in ensuring that the task is delivered. The convention is:

Convention	What that means	Example
R	Responsible	Completes the work for the task but cannot sign it off/approve
A	Accountable	Accountable for the approval of the task (it's correctness and quality)
C	Consulted	This role will be consulted by the person responsible for the delivery prior to the task reaches the approver
I	Informed	This role will specifically be informed of the completion/approval of the task
P	Participates	This role participates to support the person responsible for the task

Board Committee Key and Employee Role Key:

Initials	Committee title	Initials	Delegated Officer
ARC	Audit & Risk Committee	CEO	Chief Executive Officer
ESPC	Education Standards & Performance Committee	DCEO	Deputy Chief Executive Officer (Chief Operating Officer)
FSC	Finance & Staffing Committee	DE	Director of Education
GC	Governance Committee	DF	Director of Finance
LGB	Local Governing Boards	DHR	Director of Human Resources
PRP	Performance and Remuneration Panel	DLD	Director of Learning & Development
CAP	Complaints Appeal Panel	DMO	Director of Marketing & Operations
		DPO	Data Protection Officer
		DQ	Director of Quality

## Governance

Task	Members	Trustees	Board Committees	CEO	DCEO	Exec-lead	Clerk	LGB	Principal/ Headteacher
Approve Trust's Articles of Association	A	I							
Appoint/dismiss Trustees	A / R			I		I =DQ	I		
Review effectiveness of board in line with charitable objects	A	I	P (GC)	I	P			I	
Appoint external auditors	A	I	P (ARC)	R					
Approve Trust's Terms of Reference		A	P (GC)	R				I	
Approve Trust's Scheme of Delegation	A	R	P (GC)	R	P			I	I
Approve new academies joining the Trust		A		R	P			I	
Establish Trust committees		A		R			P		
Approve Trust committees' terms of reference		A/R	P (GC)						
Approve Local Governing Body (LGB) terms of reference		A/R	P (GC)	R				C	
Appoint Chair of Trust Board		A/R							
Appoint CEO/DCEO		A/R							
Appoint and remove Chair of LGB		A	R (GC)	I			I	I	C
Appoint and remove Chairs of Trust committees		A		C	I		I		
Appoint and remove members of Trust committees		A	R (GC)	I			I		
Ensure Chair of Board is not Chair of the F&SC Committee		A	R	I	P		P		
Appoint and remove Company Secretary	I	A		R	I				
Appoint and remove clerk to Trust board	I	A		R	P		I		
Appoint and remove clerk to LGB		A		R	P	P= DQ	I	I	I
Organise calendar of Trust board		A	I	I	I		R	I	
Appoint and remove LGB members		A	R (GC)	I		P= DQ	P	I	I
Organise calendar of LGB		I		I	I		R	C	C
To maintain a register of directors' interests		A	I (GC)	I	I		R		
To maintain a register of governors' interests		A	I (GC)				R	P	

To approve Trust wide policies within Agreed Terms of Reference		A	R (AC) R (ESP) R (FSC) R (GC)	P			I	I	I
To approve Trust wide policies other than where this is specifically delegated to another body		A		R			I	I	I
To approve locally owned policies only where specifically delegated so to do		A		P			I	A	R

## Education

Task	Members	Trustees	Board Committees	CEO	DCEO	Exec-lead	Clerk	LGB	Principal
Set Trust performance targets		A	P	R	P	P=DE		I	I
Set School/academy performance targets		A	I (ESPC)	R	P	C=DE		P	P
School/Academy performance review		I	I (ESCP)	A		P=DE		P	R
Principal performance management				A/R		P=DE			P
School/Academy 3-year priority plan		I	I (ESPC)	C	C			P	A/R
School/Academy 1-year development plan				A	C			P	R
Academy curriculum			I	A/R	C	P=DE		P	R
Approach to teaching and learning		I	I	A/R		C=DE		P	R
Academy being placed in a support package			A	R	C	C=DE		I	C
Ensure adherence to statutory guidance for those with legal responsibilities in relation to exclusions		A		P			I		R
Fixed Term Exclusion							I	C	A/R
Permanent Exclusion			I (ESPC)	I			I	C	A/R
Panel Hearing to consider Permanent Exclusion				I				A	R
Behaviour Policy - locally owned				I				A	R

## Safeguarding

Task	Members	Trustees	Board Committees	CEO	DCEO(F&O)	Exec-lead	Clerk	LGB	Principal
Ensure school/academy safeguarding audits are completed annually		A	I (ESPC)	I		I= DLD		R	P
Completion of all statutory safer recruitment checks, including the completion and maintenance of school/academy entry into the Trust's Single Central Register		A		I	I	I= DLD I= DHR			R
Completion of all statutory safer recruitment checks, including the completion and maintenance of central team entry into the Trust's Single Central Register		A		I	R	P= DHR P=DLD			I
Ensure Trust central team and trustees safeguarding compliance		A		I	R	P= DHR P= DHR			I
Ensure each school/ academy has appropriately trained designated safeguarding lead (DSL) and deputy DSL		A		I	I	P= DLD		R	P
Ensure school/academy staff receive all statutory safeguarding training		A			P	P= DHR P= DHR		P	R
Ensure Trust central team staff and trustees receive all statutory safeguarding training.		A		I	R	P= DHR P= DHR			
Ensure that child protection records are well organised and held/ shared securely		A		I	I	P= DHR P= DHR		P	R
Ensure allegations made against Trust central staff are dealt with in accordance with the Trust's Procedure for dealing with allegations against a member of staff		A		R	P	P= DHR			
Ensure allegations made against school/academy staff and volunteers are dealt with in accordance with Trust's Procedure for dealing with allegations against a member of staff		A		I	I	P= DHR		I	R

## Staffing & employment

Task	Members	Trustees	Board Committees	CEO	DCEO(F&O)	Exec-lead	Clerk	LGB	Principal
Trust pay policy		A	C [FSC]	P	R				I
Teachers' annual pay award		A	C [FSC]	P	R				I
Support staff annual pay award		A	C [FSC]	P	R				I
Approval of annual staffing structure		A	I	I	R			I	P
Determination of appropriate salary ranges for executive posts (CEO and Exec Posts)		A	C [FSC- PRP]						
Determination of appropriate salary ranges for all non-executive central posts		A	C [FSC]	R	P				
Determination of appropriate salary ranges for all other school/academy-based leadership posts		A	I [FSC]	C	P				R
Determination of appropriate salary ranges for all non-leadership school/academy-based posts		A			C				R
Approval of executive CEO performance related pay awards		A	R [FSC- PRP]						
Approval of other Trust executive pay awards		A	R [FSC-PRP]	C					
Approval of all other school/academy-based teaching staff performance related pay awards			A	P	C				R
Changes to principle terms and conditions of employment or collective agreements		A	C [FSC]	R	R				I
Adoption of transferring policies and collective agreements		A	C [FSC]	C	R				P
Approval of Trust wide HR policies other than where this is specifically delegated to another body		A	C [FSC]	P	R	P= DHR			I
Appointment of executive posts (CEO and Trust Officers)	I	A		C	C				
Appointment of non-executive central posts		A		R	C/P				I
Appointment of Headteacher/Principal posts		A	I [FSC]	R	P			P	I
Appointment of school/academy leadership posts		I		A/R	C			I	R

Appointment of all other school/academy posts				A	C				R
Suspension of CEO/DCEO	I	A	P [FSC]				I		
Disciplinary action, up to and including dismissal, of CEO/DCEO	I	A	I [FSC]	R/P	P	P= DHR			
Appeal against disciplinary action, up to and including dismissal, of DCEO	A	I							
Suspension of Central Trust Employees		A		R	P	P= DHR			
Disciplinary action, up to and including dismissal, of central trust employees		A		R	P	P= DHR			
Appeal against disciplinary action, up to and including dismissal, of central trust employees		A		R	P	P= DHR			
Suspension of Directors and Principals		A		R	P	P= DHR			
Disciplinary action, up to and including dismissal, of Directors and Principals*		A	I [FSC]	R	P	P= DHR			
Appeal against disciplinary action, up to and including dismissal, of Central Service Directors and Principals		A		R	P	P= DHR			
Suspension of school/academy staff		I		A/P	P	P= DHR			R
Disciplinary action, up to and including dismissal, of school/academy staff		I		A/P	P	P= DHR			R
Appeal against disciplinary action, up to and including dismissal, of school/academy staff		A		R	P	P= DHR			P
All other management action in relation to the employment of the CEO	A	R							
All other management action in relation to the employment of the Trust Officers		A		R	P [with DHR]	P= DHR			
All other management action in relation to the employment of the non-executive central staff		A		R	R [with DHR]	P= DHR			I
All other management action in relation to the employment of the Executive Principals and Principals/Headteacher		A		R	P				
All other management action in relation to the employment of the school/academy-based staff		I		A	P				R

## Finance & Financial Control

Task	Members	Trustees	Board Committees	CEO	DCEO	Exec-lead	Clerk	LGB	Principal
Trust & Academy Financial Policies & Procedures (set out in Finance Manual)		A	C (FSC)	P	R	P= DF			
Trust 3-year Budget Plan		A	C (FSC)	P	R	P= DF			
Trust 1-year Budget		A	C (FSC)	P	R	P= DF			
Trust Consolidated Financial Statements		A	C (FSC) C (ARC)	I	R	P= DF			
Trustees' Report		A	C (FSC) C (ARC)	P	R				
Response to Auditor's Management Letter		A	C (FSC)	R	P				
School/Academy 3-year Budget Plan		A	I (FSC)	I	R	C=FD			P
School/Academy 1-year Budget		A	I (FSC)	I	R	C=FD		I	P
Expenditure or contracts up to school delegated spend limit (within budget)				A	P				R
Expenditure or contracts from school delegated limit to OJEU limit		A		P	R				P
Expenditure over OJEU limit		A	R (FSC)	P	C				P
Disposals or write off of stock, assets or debts up to Principal /Headteacher limit				A	R	P= DF			R
Disposals or write off of stock, assets or debts above school limit		A	R (FSC)	C	C/P				P
Compensation payments up to £50,000 (AFH Limit)		I	I (FSC)	A	R				
Trust & Academy Financial Policies & Procedures (set out in Finance Manual)		A	R (FSC)	P	C/P	P= DF			



## Admissions and School/Academy Operations

Task	Members	Trustees	Board Committees	CEO	DCEO	Exec-lead	Clerk	LGB	Principal/Head
To adopt a Trust wide Admissions Policy		A	C [GC]	P			I	R	C
To provide oversight and support of the implementation of admission arrangements across each school in the Trust				A			I	R	R
To undertake at a local level consultation, publish admissions and determine arrangements as required in accordance with the Schools Admissions and Appeals Codes		I			I			A	R
To make arrangements at a local level for determining admissions and hearing admission appeals					I			A	R
Expansion or reduction of school/academy Published Admission Number		A		R	C			C	R/P
Change of Age range - ESFA approval required		A		R	P			C	P
Extension of school/academy provision to include Nursery age children - ESFA approval required			I [ESPC]	A				R	R
School/ Academy times, terms and holidays				A	C			I	R
School/ Academy prospectus		I		A	P			R	A
School/ Academy website		I		A	P	P= DMO		I	R
School/Academy logo and branding				A	C			C	R
School/Academy uniform				A	C			C	R
Complaints Policy - Trust wide		A	R [GC]	R/C				I	R

## GDPR and Compliance

Task	Members	Trustees	Board Committees	CEO	DCEO	Exec-lead	Clerk	LGB	Principal/Head
Hearing Complaints - informal phase (stage) about school staff/operations/safety				A					R
Hearing Complaints - Stage One – formal complaint school staff/operations/safety heard by Principal /Headteacher				A		I=DQ	I	I	R
Hearing Complaints - Stage 2, appeal, heard by Complaint Panel		A		R	I	I=DQ	I	R [for schools] CAP	
Hearing Complaints – informal phase (stage) about Principal/LGB member				A (if chair)	I	I=DQ	I	R= Chair LGB	
Hearing Complaints - Stage one – formal complaint - Principal/LGB member		I	I [FSC]	A	I	I= DHR I=DQ	I	R= Chair LGB I	
Hearing Complaints - Stage 2, appeal, heard by Trust Complaint Panel		A	R/P [CAP]	P	I	P=DHR P=DQ	I	I	
To adopt data protection policies and procedures to cover the requirement to notify individuals as to how information is to be used, retained and stored		A		P	P/R	P= DPO			P [with DPO]
To ensure registration with the Information Commissioners Office is up to date				A	R	P= DPO			
To ensure and support compliance with all data protection policies and procedures across the Trust				A	R	P= DPO			R [with DPO]
To ensure the effective implementation of data protection policies and procedures at a local level				A	R	P= DPO			R [with School DPO]
To maintain accurate and secure pupil records				A	R/C				R
To maintain accurate and secure academy staff records				A	R	P= DHR			R
To maintain accurate and secure central team staff records				A	R	P= DHR			

## H&S & Estates

Task	Members	Trustees	Board Committees	CEO	DCEO	Exec-lead	Clerk	LGB	Principal/Head
Trust capital strategy		A	C [FSC]	C	R				
Health and Safety policy		A	C [FSC]	R	P	P= DMO			R [local adoption]
Health and Safety compliance		A		I	I	P= DMO			R
Short term lease arrangements (exclusive use not sessional lettings)		A		I	C	P=DF			R
Leases to third parties of 7 years more - ESFA Approval required		A	C [FSC]	A	R				C/P

## Risk

Task	Members	Trustees	Board Committees	CEO	DCEO	Exec-lead	Clerk	LGB	Principal/Head
Trust Risk Management Statement		A	R (ARC)	P	P			I	I
Pre-conversion due diligence	I	A		R	R				
Maintenance of Trust risk register		I	P	A	R	P= DQ			
Maintenance of school/Academy Risk Register		I	A		C/P				R

This Annex to the scheme of delegation was last reviewed and adopted by the TLP Shadow Trust Board on 19<sup>th</sup> July 2023 (with amendments).

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