Scheme of delegated authority

Function	No	Task	Chair of Board	Board / Trustees	Appropriate Committee	Academy advisory committee	CEO	Head teacher	Head of School	Head of service	Further clarification where appropriate
Governance	1	Approve changes to the Trust Governance structure, Terms of Reference, Articles or Funding Agreement	-	✓	-	-	-	-	-	-	
	2	Approve Trust Strategy	-	✓	-	-	-	-	-	-	
	3	Appoint the Chair and Vice Chair of the Board	-	✓	-	-	-	-	-	-	
	4	Appoint the Chairs of Committees	-	-	✓	-	-	-	-	-	
	5	Appoint the Academy Advisory Committee's Co-opted Education Governor	-	-	-	-	✓	-	-	-	
	6	Appoint the Academy Advisory Committee's Co-opted Community Governors	-	-	-	✓	✓	-	-	-	Supported by The Clerk, the CEO may delegate to the committee or ask to assist
	7	Removal of governor	-	✓	-	-	✓	-	-	-	Delegated to the CEO as ex officio Trustee
	8	Appoint the CEO	-	✓	-	-	-	-	-	-	
	9	Appoint Company Secretary & Clerk	-	✓	-	-	-	-	-	-	The recruitment process will be delegated to the CEO
	10	Appoint Data Protection Officer	-	-	-	-	✓	-	-	-	
	11	Ensure DPA / FOI / EIR and associated legislation compliance	✓	✓	✓	✓	✓	✓	✓	✓	The Data Protection Officer will advise but everyone has a duty to comply
	12	Approve interim policies prior to board notification (where applicable)	-	-	-	-	✓	✓	-	✓	Not all policies require of Trustee approval
	13	Ensure compliance with statutory obligations and mandatory policies	-	-	-	-	✓	✓	✓	✓	
	14	Monitor and challenge local implementation of statutory obligations and mandatory policies	-	-	-	✓	-	-	-	-	
Finance	15	Propose academy / department budgets for financial year	-	-	-	✓	-	✓	✓	✓	Governors may have a view / suggestions but department heads will make proposals
	16	Approve academy / department budgets for financial year	-	✓	-	-	✓	-	-	-	
	17	Review Academy budget through financial year and report issues to CEO	-	-	-	-	-	✓	✓	✓	
	18	Review Academy budget through financial year and report issues to committee	-	-	-	-	✓	-	-	-	
	19	Propose Trust budget for financial year	-	-	✓	-	✓	-	-	✓	The CEO and Finance Director will present the budget to the Finance Risk and Audit Committee
	20	Approve Trust budget for financial year	-	✓	-	-	-	-	-	-	
	21	Review Trust budget through financial year	-	-	✓	-	✓	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	22	Propose Academy vires above delegated limits	-	-	-	-	✓	-	-	-	The CEO and Finance Director will present proposed vires to the Finance Risk and Audit Committee
	23	Approve Academy and Trust vires above delegated limits	-	-	✓	-	-	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	24	Propose revisions to Trust and Academy budgets above delegated limits	-	-	✓	-	-	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	25	Approve revisions to Trust and Academy budgets above delegated limits	-	✓	-	-	-	-	-	-	
	26	Propose financial and procurement policies	-		✓	-	-	-	-	-	
	27	Approve financial and procurement policies	-	✓	-	-	-	-	-	-	
	28	Authorise expenditure within delegated limits as per the Trust Financial procedures manual	-	-	-	-	✓	-	-	-	
	29	Enter into contracts between £50,000 and 'Find A Tender' (formerly OJEU) threshold	-	-	✓	-	-	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	30	Enter into contracts over 'Find A Tender' (formerly OJEU) threshold	-	✓	-	-	-	-	-	-	
	31	Propose the appointment of auditors	-	-	✓	-	-	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	32	Approve the appointment of auditors	-	✓	-	-	-	-	-	-	
Safeguarding	33	Approve child protection procedures appendix and safeguarding appendix	-	✓	-	-	-	-	-	-	
	34	Ensure compliance with statutory safeguarding obligations and mandatory policies	✓	✓	✓	✓	✓	✓	✓	✓	The Head of Safeguarding will advise, but safeguarding is everyone's responsibility as per KCSIE
	35	Monitor and challenge local implementation of statutory safeguarding obligations and mandatory policies	-	-	-	✓	-	-	-	-	
Communications	36	Approve changes to Trust brand	-	✓	-	-	-	-	-	-	
	37	Lead on marketing for Academies	-	-	-	-	✓	-	-	✓	The CEO and Head of Marketing, Media and Planning will collaboratively lead
	38	Support parent communication and community engagement	-	-	-	✓	✓	✓	✓	✓	A collaboration. The Head of Business and Administration leads the Community Outreach programme
	39	Monitor and review pupil enrichment	-	-	-	✓	-	✓	✓	-	
	40	Lead on Local Authority communications	-	-	-	-	✓	✓	✓	✓	The Head of Marketing, Planning & Transition Events will support
SEND	41	Approve SEND pollicy and information report	-	✓	-	-	-	-	-	-	
	42	Monitor and challenge implementation of SEND policies / performance of SEND pupils	-	-	✓	✓	-	-	-	-	Both the Education Performance Committee and Academy Advisory Committee govenrors will review
	43	Address and monitor academy-specific SEND issues	-	-	-	✓	✓	✓	✓	-	Governors will monitor. The academy SENDCOs report to the head teacher / head of school
	44	Appoint SENDCo	-	-	-	-	✓	✓	-	-	The CEO may fully delegate this task to the head teacher
	45	Accountable for all legal responsibiliites	-	✓	-	-	-	-	-	-	
Staff and performance management	46	Monitor and review the quality of teaching, leadership and management	-	✓	✓	✓	✓	✓	✓	-	
	47	Participate in appointment of Academy Head teachers	-	✓	-	-	✓	-	-	-	The Chair of the Trust or a Trustee will be part of the interview panel
	48	Ratify appointment of Academy head teachers	-	✓	-	-	-	-	-	-	
	49	Participate in appointment of Academy Deputy Head teachers / Academy leadership	-	-	-	-	✓	✓	✓	-	The CEO and / or Head teacher (or / Head of school) will be part of the interview panel
	50	Participate in appointment of Academy Deputy Head teachers / Academy leadership (if required)	-	-	-	✓	-	-	-	-	Governors may be asked to form part of the interview panel
	51	Ratify appointment of Academy Deputy Head teachers	-	-	✓	-	✓	-	-	-	The CEO will liaise with Trustees as appropriate
	52	Participate in appointment of Trust Senior Manager	-	-	-	-	✓	-	-	✓	The CEO and another Senior Manager will form part of the panel
	53	Participate in appointment of Trust Senior Manager (if required)	-	✓	-	-	-	✓	-	-	Trustees or Head teachers may be asked to form part of the interview panel or recruitment process
	54	Appoint interim Head teacher (or Head of School) / Senior Manager for business continuity only		✓	-	-	✓	-	-	-	CEO (or board where appropriate) appointment of temporary posts ahead of formal recruitment process
	55	Authorise the performance review of CEO conducted by the perfromance and pay committee	✓	✓	-	-	-	-	-	-	The Chair may form part of the performance and pay review committee for the CEO
	56	Suspend the CEO	-	✓	-	-	-	-	-	-	
	57	End a suspension of the CEO	-	✓	-	-	-	-	-	-	
	58	Dismiss the CEO	-	✓	-	-	-	-	-	-	
	59	Performance review of academy head teachers	-	-	✓	-	✓	-	-	-	Trustees will form part of the performance and pay review committee
	60	Initially suspend an academy head teacher	-	-	-	-	✓	-	-	-	
	61	Suspend an academy head teacher	-	✓	-	-	-	-	-	-	
	62	End a suspension of an academy head teacher	-	✓	-	-	-	-	-	-	
	63	Dismiss an academy head teacher	-	✓	-	-	-	-	-	-	
	64	Initially suspend a SMT Member (including head of school)	-	-	-	-	✓	-	-	-	
	65	Suspend a SMT Member	✓	-	-	-	-	-	-	-	

Scheme of delegated authority

Function	No	Task	Chair of Board	Board / Trustees	Appropriate Committee	Academy advisory committee	CEO	Head teacher	Head of School	Head of service	Further clarification where appropriate
	66	End a suspension of a SMT member	✓	-	-	-	-	-	-	-	
	67	Dismiss a SMT member	-	✓	-	-	-	-	-	-	
	68	Approve staff pay policy and whistleblowing policy	-	✓	-	-	-	-	-	-	
	69	Approve strategic changes to Trust and academy staffing structure including recruitment	-	✓	-	-	-	-	-	-	
	70	Approve operational changes to Trust and academy staffing structure including recruitment	-	-	-	-	✓	-	-	-	
Performance and curriculum	71	Implement local Academy Development Plan objectives and targets	-	-	-	-	-	✓	✓	-	
	72	Monitor and review progress against local Academy Development Plan objectives and targets	-	-	-	✓	✓	✓	✓	-	
	73	Review progress across Trust against all Academy Development Plans	-	✓	✓	-	✓	-	-	-	The Education Performance Committee will primarily oversee the ADPs
	74	Approve Trust Academy Development Plans	-	-	✓	-	-	-	-	-	The Education Performance Committee will primarily oversee the ADPs
	75	Approve perfromance and curriculum policies	-	-	-	-	✓	-	-	-	
Discipline / exclusions	76	Approve pupil / student behaviour policies	-	-	-	-	✓	-	-	-	
	77	Monitor implementation of pupil / student behaviour policies	-	-	✓	✓	-	✓	✓	-	Both the Education Performance Committee and Academy Advisory Committee govenrors will review
	78	Consider reinstatement of permanetly excluded pupil	-	-	-	✓	-	-	-	-	Via a panel of governors
	79	Consider reinstatement of pupil when total suspension exceeds 15 per term	-	-	-	✓	-	-	-	-	Via a panel of governors
	80	Investiage parental complaint at Stage 2.5 when required by the CEO	-	-	-	✓	-	-	-	-	Either the Chair or designated governor as per the parental complaints procedure
	81	Convene Stage 3 Complaints Review Panel	-	-	-	✓	-	-	-	-	The governance team will objectively convene the panel as per the parental complaints procedure
Admissions	82	Consult community before setting an Admissions Policy	-	✓	-	-	✓	-	-	✓	The Head of Business and Administration will lead on the proposals
	83	Approve significant changes to admissions process / PAN	-	✓	-	-	-	-	-	-	
	84	Admissions: application decisions	-	-	-	-	✓	-	-	✓	The CEO will delegate day-to-day to the Head of Business and Adminsitration
Premises	85	Approve premises-related policies	-	-	-	-	✓	-	-	-	CEO will approve unless escalation to Trust committee and / or Board as required
	86	Monitor local academy implementation of premises-related policies	-	-	✓	-	-	-	-	✓	The Head of Facilities will lead however academy advisory committees may make observations
	87	Approve an Academy premises & capital strategy	-	✓	-	-	-	-	-	-	
Health and safety	88	Approve a Heath & Safety Policy	-	-	-	-	✓	-	-	✓	Drafting is delegated to the Head of Facilities for the CEO to approve
	89	Monitor implementation of Trust Health & Safety Policy	-	✓	-	-	✓	-	-	✓	
	90	Monitor local academy implementation of Trust Health & Safety Policy	-	-	-	✓	-	✓	✓	✓	
	91	Regularly review / make recommendations with regard to the Accessibility Plan	-	-	-	✓	-	✓	✓	-	Accessibility plans are primarily drafted and reviewed by the Head teacher / Head of school
	92	Approve a Risk Management Plan	-	✓	-	-	-	-	-	-	
	93	Assess Risks	-	✓	✓	✓	✓	✓	✓	✓	The Finance Risk and Audit Committee will review ahead of escalation to the Trust Board
School organisation	94	Approve Business Continuity Plan	-	-	-	-	✓	-	-	-	
	95	Approve Trust ICT Strategic Development Plan	-	-	-	-	✓	-	-	-	
	96	Approve times of Academy day and dates of Academy terms and holidays	-	-	-	-	✓	✓	-	-	
	97	Approve careers education information and guidance document (secondary academy)	-	✓	-	-	-	-	-	-	
	98	Allergy safety in schools	-	✓	-	-	-	✓	-	✓	Trust medical officer will have oversight and responsibility for the allergy policy liaising with head teachers to determine their SLT lead.