

Scheme of Delegation

Board Approval: 20/09/23

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Version history

Revision history			
Version	Date approved	Author	Summary of changes
2 (2023)	28 th September 2023	C. Rossiter	Significant revisions to all areas
1 (2022)	14 th December 2022	C. Rossiter	New draft

Introduction

In accordance with the Academy Trust Handbook, Master Funding Agreement and the other expectations and requirements on School Trusts (including those which relate to company and charity law), the Trust Board must approve a written scheme of delegation which articulates its internal controls.

Each section lays out the specific authority, decision making powers and actions that will need to be taken to ensure that the Trust fulfils its objectives and meets statutory and regulatory requirements. The responsible owner of each action is indicated in one of four columns which are relevant to individual roles and responsibilities.

In accordance with the Academy Trust Handbook the Board of Trustees conducts its business through the following committees:

- Finance, Audit and Risk committee (FARC)
- Education and Standards committee (EASC)
- Remuneration Committee (RemCo)
- Local Committees for each school (LoC)

Committees help ensure Trust Board scrutiny is both manageable and thorough across all areas of the Trust operations, including its schools. Where appropriate delegated authority and oversight from each committee is noted in the tables below.

Where there is more than one owner then the the decision maker to the left of the table takes precedent, e.g. the Trust Board can overrule the decision of the CEO, Executive, Local Committee and Principal.

The scheme of delegation is reviewed annually alongside updates to the Academy Trust Handbook and other developments in the sector.

Note, that at the time of publication LAT was under a [Notice to Improve](#). The powers of the Board of Trustees are limited in certain circumstances. Any actions that may effect the NTI in line with the scheme of delegation must be raised with the CEO prior to any decision-making or action.

Trust Governance		Delegated by Members?	Delegated by Trust Board?	CEO	Executive	
Members and Trust Board	Approve and amend articles of association	No – Members to approve through special resolution		Prepare taking legal advice as needed	No Delegated Accountability	
	Approve Scheme of Delegation	Yes	No, approved by majority	Approve for Executive	DoG to review and present to Trust Board for approval. EDs to make recommendations	
	Appoint and remove up to 5 Members (Minimum of 3 required)	No - Members to approve	No delegated authority			
	Appoint and remove up to 10 Trustees	No - Members to approve				
	Appoint Trust Board Chair	Yes	No, confirmation of appointment made annually	No delegated authority		
	Link Trustees (safeguarding, health and safety): appoint and remove	Yes	No, appointments confirmed annually	Make recommendations to the Board	Eds to contribute to Link role descriptions, induction and training	
	Committee Chairs (Trust and Local): appoint and remove	Yes	No, confirmation of appointment made annually	No delegated authority		
	Appoint and remove Accounting Officer	Yes	No, approved by majority			
	Appoint and remove Governance professional and Company Secretary	Yes	No, Trustees appoint in accordance with Articles	Make recommendations to the Board	No delegated authority	
	Governance Code of Conduct	Yes	No, approved by majority	Advise the Board		
	Trustee recruitment, induction and training			Make recommendations and contribute to induction and training		
	Approve annual accounts	Yes, to be received at AGM	No, approved by majority	Prepare and report	Accountable for ensuring that the annual accounts are filed with Companies House within the appropriate timeframe	
	Appoint External Auditors	No, appoints in accordance with Academies Handbook	Makes recommendations to Members	Makes recommendation to Trust Board for external auditor	Makes recommendations and provides guidance and support on procurement	
	Appoint Internal Auditors	Yes	No, approved by majority	Recommends to Trust Board		
	Comply with requirements of Academies Handbook and Funding Agreement	Must Comply				
	Comply with relevant legislative requirements (including Company Law, Charity Law, Health and Safety, Employment)					
Determine compliance framework (including policies)	Yes	No, to be approved by Board				

Implementation and adhere to policy and guidance	Yes	Yes	Must comply	
Oversight of risk management including corporate risk register, internal assurance and external auditing	Yes	FARC to review risk dashboard at each meeting with a full review of the CRR completed biannually.	Make recommendations to the Board and FARC on new and emergent risks and countermeasures.	DoG to prepare CRR and report to Board
Approve Admissions policy and criteria	Yes	No	Advise on policy and arrangements	Prepare policy and criteria
Term dates and hours: approve	Yes	No	Recommend to Board	DoE to work with principals to ensure compliance
Admissions, exclusions and appeals	Yes	Yes	Advise Board on requirements and recommend to Board.	Design policies and processes for approval
Manage conflicts of interest	Manage conflicts of interest in keeping with regulatory requirements and Nolan Principles			
Manage confidentiality and protect data and information	Must comply			
Publish governance information on Trust and school websites, and GIAS	Yes	Yes	Oversee on behalf of the Board	DoG to ensure information is accurate and published in a timely manner
Maintain register of interests	Yes	No	Must declare interests	DoG to prepare
Ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Yes	No	Advise the Board	CFO to design and implement

Local Committees		Delegated by Trust Board?	Executive	Local Committee	Principal
	Recruitment procedures for Local Committees	Yes	Advise and recommend	Manage process in accordance with governance handbook	Advise on skills, experience and suitability of candidates
	Appoint and removal of Local Committee Governors	No	Advise and recommend	No delegated authority	
	Appoint and removal Local Committee Clerk	Yes	DoG to manage	No delegated authority	
	Ensure at least two parent governors appointed to each Local Committee	Yes	DoG to oversee	Hold elections	Advise on skills, experience and suitability
	Appointment of Local Committee link roles (safeguarding, careers, EHCP outcomes, statutory grants)	Yes	DoG to oversee and advise	To determine and appoint links	Advise on role requirements
	Approval Local Committee ToR	No	DoG to prepare and submit to Board	No delegated authority	
	Publish governance information on school websites and GIAS	Yes	DoG to maintain	Data to be declared as required	No delegated authority
	Identify and raise risks to the Trust's executive.	Yes	Review and recommend		

Strategy		Delegated by Trust Board?	CEO	Executive	Principal
Strategy	Set Trust vision and values	No - Members	Advise and recommend to Members and Board	Support CEO to formulate	
	Set Trust strategy and annual plans	No	Responsible for setting the strategy with the Board	Contributes to strategy and leads on planning within directorates	Incorporates objectives into local plans
	Growth and expansion of new and existing facilities	No	Create a suitable business case and plan for any change	Support the CEO in the formulation of any plans	Contribute to planning
	Other major strategic decisions affecting trust growth and sustainability	No	To provide guidance to the Trust Board as required	Support the CEO and act as directed	

Educational Performance		Delegated by Trust Board?	CEO	Executive	Principal
Improvement	Create School Improvement Plans	Yes	Lead and advise the Board on programme for improvement	Support CEO to formulate and oversee school implementation	Plan and deliver against requirements
	Monitor progress towards School Improvement Plan objectives and challenge leaders accordingly	No	Report to Board and recommend actions	Support CEO to monitor and report	Report progress to CEO and Local Committee
	Deploy central resources to support school improvement, including external consultants and agencies	Yes	Monitor resources to ensure impact and value for money	Plan and manage the work of external support	Work with Executive and report on central resource use to Executive
	Devise Trust academy inspection attendance protocol	No	Review and recommend to EASC	DoE and DoG to formulate	Familiarise with SLT and Local Committee
Quality	Monitor standards of curriculum, assessment and pedagogy	No	Report and advise EASC	Report through Trust Quality Assurance Framework	Drive standards in line with expectations across school
	Establish curriculum model and pedagogy principles	Yes	Review and recommend	DoE to formulate	Ensure consistent application
	Trust-wide education policies: RSHE, RE, collective worship, teaching of reading and phonics	Yes	Approves policies and reviews work of DoE	DoE to formulate	Comply with policies
	Behaviour	Yes	Review and hold to account in line with school standards	Support school teams through guidance, training and resources	Implement requirements and report incidents to local committee
	Monitor PPG spend/impact and report annually	Yes		Monitor PPG use and impact	Report strategy and impact to Local Committee and publish on school website annually
	Extra-curricular activities and Quality of Life Framework	Yes	Report to EASC and receive quality assurance from Executive	Support schools to implement activities and QoL	Ensure pupils receive a wide range of activities which promote independence and non-academic skills
	Career development opportunities from Year 8	Yes		Support school teams through guidance, training and resources	Oversee careers opportunities in line with guidance and report activity to Local Committee
	Statutory entitlements (EHCPs)	Yes		Hold schools to account for the monitoring, tracking and implementation of entitlements	Ensure pupils receive entitlements and report fulfilment to Local Committee

Safeguarding		Delegated by Trust Board?	CEO	Executive	Principal
Policy & Practice	Establish trust-wide safeguarding policy	No	Advise and recommend to Board	DoS to formulate	Ensure compliance across school
	Establish pupil restraint policy	No	Advise and recommend to Board	DoS to formulate	Ensure compliance across school
	Maintain a central team single central register	Yes	Review and hold to account	DoS and DoG to compile and report	No delegated authority
	Appoint a safeguarding trustee and local committee link	No, appoint annually	Advise Board	No delegated authority	
	Ensure the highest standards of safeguarding are maintained in each school	Yes	Oversee and hold to account	Advise and uphold standards and expectations	Report safeguarding data, including trends, incidents and actions taken to Local Committee
	Complete a safeguarding audit in each school termly	Yes	Oversee and advise	DoS to complete and report to EAS	Assist DoS and participate
	Report safeguarding data at each Trust Board and Local Committee meeting	Yes	Advise the Trust Board and EASC	DoS to report through Trust Quality Assurance Framework	No delegated authority
	Ensure suitable training for staff, Trustees and Governors annually	Yes	Advise and recommend	DoS and DoG to disseminate and monitor completion	
	Ensure each school has a suitably trained DSL and deputy DSL	Yes	Oversee and report to EASC	DoS to support Principals to appoint and manage	Appoint, manage and develop
	Maintain safeguarding information and store this securely	Yes	Oversee and hold to account	DoS to review as part of audit	Ensure compliance with standards
	Ensure safer recruitment policy established and processes followed	No	Advise and recommend to EASC	DoS and DoG to formulate	
Ensure internet filters and monitoring procedures are in place	Yes	Oversee and hold to account	DoS and IT to ensure systems in place		

People & Human Resources		Delegated by Trust Board?	CEO	Executive	Principal
Culture	Create and maintain a values-led, child centred and inclusive culture.	No	Ensure culture is led by values and inclusion		
	Monitor and publish equalities information (including objectives) as required.	No	Advise and report to Trust Board	Formulate and report	Implement objectives and report to Executive
	Adhere to the Nolan Principles	Enact as part of civic leadership			
	Foster and espouse the Trust's values				
Staffing	Agree Trust staffing structure and composition, including the need to restructure.	No	Advise and recommend to EASC	Support CEO to design and implement	No delegated authority
	Agree non-financial terms and conditions, including hours and working patterns.	Yes, but reserved for senior postholders	Advise and recommend	Support the CEO to formulate	Consult with Executive as part of recruitment planning
	Create and monitor the implementation of establishment plans for each school.	Yes	Implement	Support CEO to design and implement	Implement plans from CEO
Recruitment	Recruit and appoint a CEO / Accounting Officer	No	No delegated authority		
	Recruit and appoint Principals and Deputies	No	Recommend to Board	Support with recruitment	No delegated authority
	Recruit and appoint Central Team, including internal deployments	Yes	Oversee and implement	Support CEO	
	Recruit and appoint School Team, including internal deployments	Yes	Oversee and advise	Support Principals as required	Determine requirements and recruitment process in line with establishment plan or seek executive approval via business case
Pay	Approval of annual pay awards for teachers, support staff, central team and senior postholders.	Yes, senior posts determined by RemCo	Advise and recommend to RemCo	Support the CEO and Principals	Advise on school team changes
	Approval of pay policy and wider remuneration and benefits	No	Advise and recommend to RemCo	Support formulation of policy	Ensure implementation is equitable
	Report all employees who receive remuneration (pay and benefits) of over £100k, to include any off-payroll management	No, refer to 2.29 of Academy Trust Handbook	Oversee and implement	Support with annual reporting	No delegated authority
	Payroll	Yes	No delegated authority	Approve central monthly pay report. Reconcile payments to service provider	Approve school monthly pay report
Performance	Performance management of CEO	No	No delegated authority		
	Performance management of Central Team	Yes	Lead and advise	Manage central team performance	No delegated authority
	Performance management of Principals	Yes	Lead, document and report to RemCo as required	DoG, DoS and DoG to advise	Participate in process

People & Human Resources		Delegated by Trust Board?	CEO	Executive	Principal
Culture	Create and maintain a values-led, child centred and inclusive culture.	No	Ensure culture is led by values and inclusion		
	Monitor and publish equalities information (including objectives) as required.	No	Advise and report to Trust Board	Formulate and report	Implement objectives and report to Executive
	Adhere to the Nolan Principles	Enact as part of civic leadership			
	Foster and espouse the Trust's values				
Data	Policy (GDPR, employee and pupil data, retention and destruction)	No	Advise and recommend to FARC	Formulate policy	Ensure implementation in line with requirements
	Data use and storage	Yes	Oversee	DoG to formulate guidance and lead internal assurance	Comply with requirements

Estates Management and Health & Safety		Delegated by Trust Board	CEO	Executive	Principal
Health & safety	Establish Trust-wide Health and Safety policy	No	Review and recommend to FARC	Support CEO to formulate	No delegated authority
	Critical incident reporting	No	Oversee and hold to account	Coordinate reporting with school staff	Oversee school staff and ensure compliance
	Health and safety RIDDOR reporting	Yes		Ensure all staff complete training and records stored centrally	
	Statutory training	Yes			
	Compliance testing	Yes	Hold to account	Design and implement a programme to ensure compliance across Trust	Ensure compliance in all areas and hold staff to account
	Local H&S arrangements, including risk assessments	Yes		Support school teams through guidance, training and resources	Oversee and ensure risk assessments are effective and completed in a timely manner, including in line with safeguarding and behaviour requirements
	Fire risk assessment	Yes	Oversee and hold to account	Ensure risk assessments are in place and effective	Oversee and ensure compliance
Fixed assets	Management of capital projects	Yes	Agree plans and oversee progress	Coordinate and manage projects as required	Prepare and submit capital bids to Executive.
	Acquiring or disposing freehold on land or buildings	No, ESFA approval required	Recommend and advise to the Trust Board and report to ESFA for approval (5.23 Academy Trust Handbook)		No delegated authority
	Acquisition or Disposal of fixed assets	No	Ensure best price that can reasonably be obtained, and maintaining the principles of regularity, propriety and value for money (5.24 Academy Trust Handbook)		No delegated authority
	Asset register	Yes	Review and quality assure	Maintain a Trust-wide asset register	No delegated authority

Estates Management and Health & Safety		Delegated by Trust Board	CEO	Executive	Principal
Estates	Buildings condition surveys	Yes	Oversee and hold to account	Commission conditions surveys and develop actions accordingly	Participate in surveys as required
	Planning and delivery of general maintenance and development of the estate	Yes		Coordinate	Oversee the work of facilities staff

Finance		Delegated by Trust Board	Responsibility	Authority
Budget & Reporting	Budget setting process	Yes, but budgets are to be agreed by Trust Board annually. Monitoring of budgets to occur monthly	Principals and Exec Team Lead	Agree academy improvement priorities.
			CFO	Approve academy budgets to be reviewed by the Executive Board.
			CEO and Executive	Agree budgets by academy and approve submission to FAR Committee.
			Finance Audit & Risk Committee	Approve or reject individual academy budgets annually and make a recommendation to the Trust Board.
	Budget holder responsibilities	Yes	Principal, School Business Manager, and CFO for central team	Budget monitoring is the responsibility of the budget holder, and the budget must not be overspent at any time during the year unless through prior agreement from the appropriate authorisation level.
	Termly budget re-forecast	Yes	Finance Audit and Risk Committee	Termly updates to be provided by the CFO. Any deterioration to budget to be authorised by FARC, who will advise the Trust Board of the changes.
	Monthly Management Accounts	No	Chief Finance Officer (CFO)	Monthly reporting pack to be produced and sent to the CEO and Executive Board. A copy is also to be sent to the Chair of Trustees and all Trustees on FARC.
	ESFA Reporting	No	Accounting Officer in conjunction with CFO	An annual Financial Reporting Timetable will be released by the ESFA dates and requirements will be included on this timetable of submissions to the ESFA i.e. Forecasts and Budget returns.
Managing Bank Accounts	No	Trust Board must approve the opening of new accounts and signatories to accounts.	Bank accounts will only be opened in line with the Trust's investment policy, for the purpose of implementing the policy. The CFO is responsible for selecting the banking institution and negotiating terms and conditions where appropriate. Two Executive Directors must authorise the opening of all bank accounts in writing. The CFO must ensure that in the event of changes to key personnel, access to bank accounts is removed, and signatories are updated immediately.	

Finance		Delegated by Trust Board	Responsibility	Authority
Procurement and Purchase Order Limits	Up to £100	Yes	School Business Manager	Oversee school finance assistants: Low value purchasing within budget.
	Up to £5,000			Value must be within budget.
	Up to £10,000		Principals	Where possible orders should be placed with existing suppliers, and for purchases over £5,000 three quotes must be obtained. If a new supplier is required then the new supplier form must be completed in advance.
	Up to £25,000		Executive	A minimum of three quotes is required, unless there is justification.
	Up to £100,000		CEO	A minimum of three quotes is required, unless there is justification.
	Over £100,000	No	Trust Board	All purchases over £100,000 should be reviewed by the Finance, Audit and Risk Committee who will make a recommendation to the Board.
	Over £213,477	No	Trust Board	Approval needed in relation to Procurement Regulations (2015)

Finance		Delegated by Trust Board	Responsibility	Authority
Income	Collection and receipt of cash and cheques	Yes	School Business Manager	Cash must be receipted by the person with delegated authority and recorded on the Finance system in a timely manner. All on site cash and cheques must be locked in the safe.
	Banking of cash and cheques	Yes		Cash and cheques should be banked on a weekly basis and should not be allowed to accumulate above £1,000. Banking should be checked and agreed by another member of staff before being banked and should relate back to receipts issued.
	Petty Cash	Yes		No petty cash should be available at Liberty academies (unless no other viable options exist, and this is agreed in advance with the CFO).

Finance		Delegated by Trust Board	Responsibility	Authority
	Debt Write-Offs	Yes	CFO, up to £10,000 CEO, between £10,000 - £45,000 EFSA, £45,000 or 5% of total annual cumulative income up to £250,000	CFO to approve all proposed write-offs.

Finance		Delegated by Trust Board	Responsibility	Authority
Payments	All payments, whether individual items or payment runs.	Yes	CFO, CEO, COO and Finance Manager Chair of either the Board or the Finance, Audit & Risk committee.	Authorisation of the payment requires a combination of any two signatures via online banking.
	CEO expenses	No		Any expenses claimed must be in line with the Liberty expenses policy.
	Staff expenses	Yes	Line Manager	Any expenses claimed must be in line with the Liberty expenses policy.
	Trustee expenses	No	Board or Committee Chair	Refer to Trustee expenses and payments (CC11) (Charity Commission)
	Non- contractual severance or compensation payments	No	ESFA and Board approval required.	Refer to 5.7 – 5.13 of the Academy Trust Handbook
	Novel, contentious or repercussive transactions and Ex Gratia payments.	No	ESFA and Board approval required	Refer to 5.6 of the Academy Trust Handbook
	Redundancies and terminations	No	CEO to approve all redundancies on advice from DFO and DOGC	HR to advise on regularity and process; DFO to advise on affordability and financial impact; CEO to approve
	Credit Card	Yes	Card holders	Credit cards should only be used for purchases where the standard invoicing method is not available. Credit cards must always be kept on the person of the card holder or in the school safe. All transactions must be supported by a receipt and recorded on the financial system in a timely manner and no later than by the end of the month. Orders should be placed only by the card holder. When a card holder leaves Liberty the Trust Finance Team Leader must be immediately informed and the card must be returned to the central finance team who must destroy the card.

Finance		Delegated by Trust Board	Responsibility	Authority
	Standing orders and direct debits	Yes	Bank signatories	All requests should be sent to the Procurement Team for approval.

Finance		Delegated by Trust Board	Responsibility	Authority
Other Transactions	Contracts	Yes	DFO	All new contracts and contract renewals must be authorised by the COO prior to agreement
	Purchase or sale of any freehold property	No	ESFA and Board approval required.	Any expenses claimed must be in line with the Liberty expenses policy.
	Granting any leasehold or tenancy agreement	No		Refer to 5.25 – 5.28 of the Academy Trust Handbook
	Taking up any leasehold or tenancy agreement for more than seven years	No	ESFA and Board approval required.	Refer to 5.33 of the Academy Trust Handbook
	Taking up a finance lease on any class of asset for any duration from another party	No		
	Ex gratia payments	No		
	Related Party Transactions	No		The Trust must inform ESFA of all related party transactions over £40,000 in the same financial (5.42 of the Academy Trust Handbook)