

# Scheme of Delegation

## Table of Contents

<b><i>Scheme of Delegation</i></b> .....	<b>1</b>
<b><i>Version history</i></b> .....	<b>1</b>
<b><i>Strategy</i></b> .....	<b>4</b>
<b><i>Governance</i></b> .....	<b>5</b>
<b><i>Quality of education</i></b> .....	<b>6</b>
<b><i>Finance</i></b> .....	<b>7</b>
<b><i>People</i></b> .....	<b>11</b>

## Version history

<b>Revision history</b>			
Version	Date approved	Author	Summary of changes
1 (2022)	14 <sup>th</sup> December 2022	C. Rossiter	New draft

## Scheme of Delegation

This scheme of delegation breaks key decision areas into the following five sections:

- [Strategy](#)
- [Governance](#)
- [Quality of Education](#)
- [Finance](#)
- [People](#)

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 meeting statutory and regulatory requirements. The responsible owner of each action is indicated in one of four columns. These are:

1. Board of Trustees of the Multi Academy Trust
2. Chief Executive Officer/ Accounting Officer (who may delegate to other employees)
3. Local Governing Boards (LGBs)
4. Academy Principal (Principal)

The Board of Trustees conducts its business through committees. The Trust currently has a Finance, Audit and Risk (FAR) committee and Education and Standards (EAS) committee to ensure Trust Board scrutiny is both manageable and thorough. 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, LGB and Principal.

### Responsibility key:

<b>N</b>	Not delegated by Trust Board
<b>Y</b>	Delegated by Trust Board
<b>Blue</b>	Decision taking authority within the Trust
<b>Green</b>	Member decision
<b>Red</b>	DfE decision

Regardless of where ultimate responsibility rests for a decision other actors may be required to take action to ensure that the action is taken with the right information and expertise. The following actions may be taken to support or enacted decision:

<b>Approve</b>	Makes final decision
<b>Review</b>	Provides feedback on proposals and documentations
<b>Recommend</b>	Provides information that supports a decision taken at another level
<b>Prepare/ develop</b>	Produces policies, reports, accounts, and other relevant documentation to enact decision as required
<b>Monitor</b>	Takes appropriate steps to ensure implementation
<b>Implement</b>	Follows agreed processes and policies
<b>Consulted</b>	Provides non-binding feedback

These actions are included as appropriate within the Scheme of Delegation grids below.

The Scheme of Delegation should be kept under regular review and updated to ensure that it continues to reflect and support decision making and responsibilities as the Trust develops and grows.

The Governance Professional should review this document annually and guide the Board of Trustees on its development.

## Strategy

Strategy is the responsibility of the Board of Trustees. No delegated authority is given to Committees.

Strategy	Decision	Trust Board	CEO	LGB	Principal
Set Trust vision		<b>Members</b>			
Set Trust strategy to enact vision		<b>N Prepare/ Develop</b>	Recommend and implement		
Parental engagement strategy		<b>N Approve</b>	Prepare and Implement	Implement	Implement
Collaborations and partnering arrangements over £2,500		<b>N Approve</b>	Review and Recommend	Consulted	Recommend
Expansion/reduction of existing facilities		<b>N Approve</b>	Review and Recommend	Consulted	Recommend
Taking on new premises		<b>N Approve</b>	Review and Recommend	Consulted	Recommend
Other major strategic decisions affecting trust growth and sustainability		<b>N Approve</b>	Review and Recommend	Consulted	Recommend
Other strategic decisions affecting individual academy school operations, e.g. PAN, phases		<b>Y Prepare/ Develop</b>	Approve	Consulted	Recommend
Managing conflicts of interest		<b>N Monitor</b>	Implement	Implement	Implement

## Governance

Governance is the responsibility of the Board of Trustees and Members. No delegated authority is given to Committees, except with respect of LGBs.

<b>Governance</b>	<b>Decision</b>	<b>Trust Board</b>	<b>CEO</b>	<b>LGB</b>	<b>Principal</b>
	Approve and amend articles of association	<b>Members</b>			
	Approves Scheme of Delegation	<b>N Approve</b>	Prepare		
	Establish and appoint Trust committees	<b>N Implement</b>	Recommend		
	Establish and appoint LSCs	<b>N Approve</b>	Recommend		
	Trustee and LSCs Code of Conduct	<b>N Approve</b>	Recommend		
	Trustee recruitment	<b>N Implement</b>	Recommend and Implement		
	Trustee training	<b>N Implement</b>	Recommend and Implement		
	LGB recruitment	<b>N Monitor</b>	Recommend	Implement	Implement
	LGB training	<b>Y Monitor</b>	Recommend and Implement	Implement	Implement

## Quality of education

The following are delegated to the EAS Committee:

Quality of Education	Decision	Trust Board	Board Committee	CEO	LGB	Principal
School Improvement Programme	<b>N Approve</b>		Monitor	Develop and Monitor	Monitor	Recommend
Monitor standards, e.g., quality of education, curriculum, assessment and pedagogy	<b>N Approve</b>		Monitor	Develop and Monitor		Recommend
Academy hours	<b>N</b>		Monitor	Review		Recommend
Term dates	<b>N</b>		Monitor	Review		Recommend
Establish curriculum model and pedagogy principles	<b>Y</b>		Monitor	<b>Develop and Implement</b>		Implement
Admissions, exclusions and appeals	<b>N Approve</b>		Monitor	Recommend	Implement	Implement
Trust-wide education policies: RSHE, RE, collective worship, teaching of reading and phonics	<b>Y</b>			<b>Develop and Implement</b>		Implement and Recommend
Devise Trust academy inspection attendance protocol	<b>Y</b>			<b>Develop and Implement</b>		Implement
Establish trust-wide safeguarding policy	<b>N Approve</b>		Monitor	Develop, Implement, Monitor	Implement	Implement
Establish pupil restraint policy	<b>N Approve</b>		Monitor	Develop, implement, Monitor	Monitor	Implement

## Finance

The following are delegated to the FAR Committee:

Finance	Decision	Trust Board	Board Committee	CEO	LGB	Principal
	Review and approve trust budget, including school budgets	<b>N Approve</b>	Monitor	Review and Recommend	Consulted	Prepare
	Budget management of school in deficit	<b>N Monitor</b>	Monitor	Prepare	Consulted	Implement
	Monitoring of budget	<b>N Monitor</b>	Monitor	Prepare and Review		Prepare
	Delivering monthly budget forecast	<b>Y Monitor</b>		Prepare		Prepare
	Delivery of annual reports and accounts	<b>N Approve</b>	Review and Recommend	Prepare		
	Code/cost changes with no impact on bottom line	<b>Y</b>		Approve	Consulted	Recommend
	Amendments to Liberty Trust's budget in excess of £30K	<b>N Approve</b>	Review	Recommend		
	Amendments to Liberty Trust's budget below £30K	<b>Y</b>		Approve		
	Amendment to budget of school determined "high risk"	<b>N Approve</b>	Monitor	Review and Recommend	Recommend	Recommend
	Writing off bad debt	<b>N Approve</b>	Review	Recommend		
	Severance up to £20K	<b>Y</b>		Approve		Recommend
	Severance between £20k - £50K	<b>N Approve</b>		Recommend		

Finance	Decision	Trust Board	Board Committee	CEO	LGB	Principal
	Severance over £50K	<b>DFE approval Implement</b>		Recommend		Recommend
	Authorisation of staff overtime and supply within budget	<b>Y</b>		Review		<b>Implement</b>
	Authorising of expense claims of school staff	<b>Y</b>				<b>Approve</b>
	Authorising of expenses claims of CEO	<b>N Approve</b>		Report		
	Audit preparation and business reporting	<b>N Approve</b>	Review and Recommend	Prepare, Review		Prepare
	Appoint auditors	<b>N Approve</b>	Recommend	Recommend		
	Authorise purchase up to £10K	<b>Y</b>				<b>Approve</b>
	Authorise purchase between £10K and £25K	<b>Y</b>			<b>Approve</b>	Recommend
	Authorise purchase between £25K and £100K	<b>Y</b>		<b>Approve</b>		Recommend
	Tendering Up to £5K	<b>Y</b>		Preferred supplier/catalogue or 3 prices if in excess of £1k		Preferred supplier/catalogue or 3 prices if in excess of £1k
	Tendering process over £10k	<b>Y</b>		<b>Approve</b>		<b>Implement</b>
	Tendering process over £25K	<b>Y</b>		<b>Approve</b>		Recommend
	Tendering over £100k	<b>N Approve</b>	Review	Recommend implement		
	Authorise purchase over £100K	<b>N Approve</b>	Review	Recommend		



Finance	Decision	Trust Board	Board Committee	CEO	LGB	Principal
	Property disposal	<b>N Approve</b>		Recommend		Recommend
	Bank accounts, BACs, cheques, direct debits	<b>Y According to Bank Mandate – two signatories</b>		According to Bank Mandate – two signatories		According to Bank Mandate – two signatories
	<p>Petty cash</p> <p>Less than £50, approved by school finance staff. Processing will be undertaken by accounting provider.</p> <p>£50 - £100, approved by school (Executive). Principal processing will be undertaken by the accounting provider.</p> <p>Over £100 not permitted.</p>	<b>Y</b>		Implement		Implement
	Journals, including coding	<b>Y</b>		Approve and monitor		Implement
	Whistleblowing policy	<b>N Approve</b>		Prepare policy, Implement	Implement	Implement
	Risk management	<b>N Monitor</b>	Review and Monitor	Report and Monitor risk	Review school risks	Report school risk
	Monitor use of pupil premium monies	<b>N Approve</b>		Prepare and Monitor	Review and report to TB	Monitor and report to LGB

<b>Finance</b>	<b>Decision</b>	<b>Trust Board</b>	<b>Board Committee</b>	<b>CEO</b>	<b>LGB</b>	<b>Principal</b>
	Insurance	<b>Y</b>	Review and Monitor	Implement		
	Investment and reserves policy	<b>Y</b>	Approve	Prepare and Monitor		

## People

The Trust shall convene a committee to review the pay and conditions of employees annually.

People	Decision	Trust Board	Board Committee	CEO	LGB	Principal
	Ensure safe recruitment policy established and processes followed	Y	EAS Review	Monitor		Implement
	Equalities policy	N Approve		Develop and Monitor		Implement
	Data protection policy	Y Approve		Develop and Monitor	Implement	Implement
	Health and safety polices	Y Approve		Develop and Monitor		Implement
	Approval of whole Trust pay policy	N Approve		Recommend		Implement
	CEO performance management	N Implement				
	Development of general HR polices, e.g. grievance, disciplinary, fair usage	Y Approve		Develop and Monitor		Implement
	Performance management of principals	Y	EAS Review	Implement	Recommend	
	Performance management of central trust team	Y		Implement		
	Performance management of teachers and support staff	Y				Implement
	CEO appointment	N Implement				

People	Decision	Trust Board	Board Committee	CEO	LGB	Principal
Principal appointment		<b>N Approval</b>		Recommend	Consulted	
Teacher and support staff appointment		<b>Y</b>			Recommend	<b>Implement</b>
Central trust team appointment		<b>Y</b>		<b>Approve</b>		
Consultant appointment		<b>Y</b>		<b>Approve</b>		Recommend
Salary review of principals		<b>Y</b>		<b>Implement</b>		
Salary review for teaching and support staff		<b>Y</b>		<b>Approve</b>		Recommend
Terms of employment		<b>N Approve</b>		Review		
Redundancies		<b>N Approve</b>		Review and Recommend	Consulted	Recommend
Dismissal of trust central team or principal		<b>Y</b>		<b>Implement</b>		
Dismissal of academy staff not covered above		<b>Y</b>		<b>Approve</b>	Recommend	Implement
Ensuring anti-fraud, bribery and corruption policies followed		<b>N Monitor</b>	FAR Review	Implement	Implement	Implement
Ensuring other disciplinary and capability policies maintained and followed		<b>Y</b>		<b>Implement</b>		<b>Implement</b>