



SCHEME OF DELEGATION

2022-2023

Objective

This scheme outlines the framework for decision making within the Academy Trust.
It outlines the duty of all directors, governors of local boards and employees.

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Scheme of Delegation

Subject and Version of Document:	Scheme of Delegation - 2022/2023
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Persons/Committees etc. consulted whilst document in draft:	Board of Directors
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Principal Target Audience:	All staff



Strategy and Leadership	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Strategic objectives of the Trust			Consult	Review		Develop/ Determine	
Meeting the strategic objectives of the Trust			Deliver	Report		Review	
Strategic objectives of each Academy	Develop	Recommend	Consult	Review		Determine	
Meeting strategic objectives of each Academy	Review	Deliver		Report		Review	
Funding Agreement – meeting all obligations including the Academies Financial Handbook (including policies to ensure compliance)	Comply	Comply	Deliver	Review & Report		Determine	
Financial controls to ensure is regularity, probity, and value for money in relation to the management of public funds (including policies to ensure compliance)	Deliver	Review	Deliver	Review & Report		Determine	
Put in place a procedure to deal with any conflicts of interest and connected party transactions			Develop	Review & Report		Determine	
Completing the register of business interests		Comply		Report		Comply	Comply
Constitution of the Members (including admission, classification, rights, privileges, and conduct) (Article 137)			Consult			Determine	



Strategy and Leadership	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Appointment of Members (Article 15A)					Develop	Recommend	Determine
Removal of Members (Article 16)					Develop	Recommend	Determine
Constitution of the Board of Directors						Determine	
Terms of Reference for the Board of Directors						Determine	Ratify
Appointment of Directors (including policy/ criteria for the selection) (Articles 50)					Develop	Recommend	Determine
Appointment of Staff Directors (including policy/ criteria for the selection) (Articles 50A and 50B)						Current policy is not to appoint staff	
Election of Parent Directors (if required) (Articles 53 to 56)					Develop & Deliver		
Appointment of Parent Directors (if required) (Articles 53 to 56)					Develop	Recommend	Determine
Appointment of Co-opted Directors (subject to Staff maximum) (Article 58)			Consult		Develop & Determine	Ratify	
Performance of the Board of Directors			Report				Review
Performance of Directors			Report			Review	



Strategy and Leadership	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Removal of Directors [any classification] (Articles 65 to 67)					Develop	Recommend	Determine
Removal of Co-opted Directors (65 to 67)					Develop	Determine	
Appointment of Patrons or Honorary Officers of the Trust (Article 127)	Consult	Consult	Recommend			Determine	
Terms of Reference for Finance Audit and Compliance Committee				Develop		Determine	
Appointment of FACC members						Determine	
Terms of Reference of Pay and Performance Committee (including nomination and appointments)					Develop	Determine	
Appointment of P&PC members						Determine	
Constitution of LGBs (Article 101)						Determine	
Terms of reference for LGBs		Develop	Consult			Ratify	
Appointment and Removal of Directors as Chairs of LGBs					Develop	Determine	
Appointment of Community Governors to LGBs	Consult	Recommend	Develop			Determine	
Number of Parent Governors (minimum 2) (Article 53 and 101A)		Recommend	Report			Determine	



Strategy and Leadership	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Election of Parent Governors to LGB Committees (Articles 66 and 67)		Deliver			Develop		
Appointment of Parent Governors to LGB Committees (Articles 66 and 67)		Recommend			Develop	Determine	
Election of Staff Governors to LGBs		Deliver			Develop		
Appointment of Staff Governors to LGBs		Recommend	Recommend		Develop	Determine	
Appointment of members of other committees (including size and composition)						Determine	
Performance of Governors/Committees	Consult	Deliver	Review	Review & Report		Determine	
Removal of a member of any committee including an LGB		Recommend (if appropriate)	Report	Recommend (if appropriate)	Recommend (if appropriate)	Determine	
Appointment and Removal of LGB sub-committees (including size and composition)		Determine					
Performance of LGB sub-committees		Review					
Appointment and Removal of the Responsible Officer			Recommend			Determine	
Appointment and Removal of Clerk – Board and Members (Article 81)		Consult	Recommend			Determine	
Appointment and Removal of Clerks – LGBs and other committees (if necessary)		Consult	Recommend			Determine	



Strategy and Leadership	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Policies – Trust wide (refer to Schedule of Policies)		Consult	Develop (as appropriate)	Develop (as appropriate)	Develop (as appropriate)	Determine	
Policies – LGB specific (refer to Schedule of Policies)	Develop	Determine	Consult			Ratify	
Implementation of policies – Trust wide (refer to Schedule of Policies)	Deliver	Consult	Deliver	Review (as appropriate)	Review (as appropriate)		
Training for directors			Recommend		Recommend	Deliver	
Training for local governors	Recommend	Deliver	Recommend				



Education and Curriculum	HT/Principal in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Academy Development Plan	Develop & Deliver	Determine	Report	Review		Ratify	
Quality of Teaching and Staff Management – ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Develop & Deliver	Determine					
The Curriculum	Develop & Deliver	Determine	Report			Ratify	
Pupil Premium – achieving value for money and best meeting educational needs with available funds	Develop & Deliver	Determine	Report	Review		Review	
Admissions policy	Consult	Consult	Recommend			Determine	
Admission decisions	Consult	Deliver					
Student issues (including attendance, exclusions, punctuality and disciplinary matters)	Develop & Deliver	Deliver	Report			Review	
Academy Hours	Develop & Deliver	Determine	Report			Ratify	
Term dates	Develop & Deliver	Determine	Report			Ratify	
School lunch – ensure provided to appropriate nutritional standards	Develop & Deliver	Review					



Education and Curriculum	HT/Principal in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Provision of free school meals to those meeting criteria	Develop/Deliver	Review					



Financial	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Trust Funding Model	Consult	Consult	Develop	Review & Report		FACC - Review and Report	
Trust Annual Budget (overall)	Consult	Consult	Develop	Review & Report			
Trust Annual Central Services Budget			Develop				Board - Determine
Academy Annual Budgets	Consult	Consult	Develop				
Spend within Trust Annual Budget (shared services/overheads) taking into account any reductions in funding			Deliver	Report		FACC - Review and Report	
Spend within Academy Annual Budgets (shared services/overheads)	Deliver	Review		Report			
Annual accounts, audit submission and proper record keeping	Consult	Review	Develop & Deliver	Report		FACC - Review and Report Board - Recommend	Ratify
Corporate Risk Register for the Trust (incorporating registers for each Academy by reference)			Develop	Review & Report		Determine	
Risk Register for each Academy	Develop	Determine	Review	Report		Ratify	
Investments – agreeing the investment policy in line with the Academies Financial Handbook and any internal policies and controls	Consult	Consult	Develop & Deliver	Review & Report		Determine	



Human Resources and Operation	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Establish a Trust-wide Pay Policy					Develop & Determine	Ratify	
Establish Performance Management Policy setting procedural timescale and budget controls	Comply	Comply	Comply				
Establishing other Trust-wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Consult	Consult	Consult				
Terms and Condition of Employment and Staff Handbook		Consult	Develop		Recommend	Determine	
Establish Performance Management/Appraisal Procedures together criteria for pay reviews (in line with the Trust's pay policy and all statutory regulations) in respect of:							
CEO & COO				Review	Develop	Determine	
Central Services staff	Consult		Develop		Recommend	Determine	
Headteachers	Consult	Determine	Consult		Report		
Academies' other teaching staff	Develop	Determine			Report		
Academies' non-teaching staff	Develop	Determine	Consult		Report		



Human Resources and Operation	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Set Pay Ranges for:							
CEO				Review	Determine	Ratify	
Central Services Staff	Consult		Determine		Review	Ratify	
Headteachers				Report	Determine	Ratify	
Academies' other teaching staff	Determine	Ratify			Review		
Academies' non-teaching staff	Determine	ratify	Consult		Review		
Carry out annual appraisal and salary review:							
CEO				Report	Determine	Ratify exceptions	
Central Services Staff			Deliver		Report	Ratify exceptions	
Headteachers		Deliver			Report	Ratify exceptions	
Academies' other teaching staff	Deliver with SLT	Ratify exceptions			Report		
Academies' non-teaching staff	Deliver with SLT	Ratify exceptions			Report		
Appointing of Academy Headteachers (Article 107)		Consult	Consult	Report	Deliver	Ratify	



Human Resources and Operation	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Appointing CEO (Article 107)				Report	Deliver	Ratify	
Appointing of Trust Central Services staff (in line with recruitment policy) (excluding CEO and Clerks)			Deliver		Report	Ratify	
Appointing Academies' Staff and Clerks	Develop	Deliver					
Staff disciplinary matters including dismissals:							
CEO	Consult	Consult			Report	Deliver	
Central Services staff	Consult		Deliver		Review & Report		
Headteacher		Consult	Recommend		Report	Deliver	
Other Academies' staff	Deliver	Consult	Report		Review		
Trust Central Services Provided	Consult	Consult	Develop & Deliver	Review	Report	Determine	
The effectiveness of cross-Trust services provided		Report	Deliver	Review		Review	
Acquiring and disposing of land			Recommend & Deliver	Review		Determine	
Changing use of Assets		Consult	Recommend & Deliver	Review		Determine	



Human Resources and Operation	Headteacher in relation to respective academy	LGB in relation to respective academy	CEO	FACC	P&PC	Directors	Members
Arranging insurance for Trust			Deliver	Review		Review	
Media and PR – overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Deliver	Consult	Develop /Deliver		Review & Report	Determine	
Academy prospectus and website(s)	Develop /Deliver	Determine					
Trust prospectus and website			Develop/ Deliver			Determine	



KEY DEFINITIONS:

Comply: it is implicit upon each individual/group to be familiar with and therefore to follow agreed policies and procedures as appropriate to their respective roles and obligations, so such compliance is not indicated within this Scheme of Delegation.

Consult: the individual/group shall be consulted as part of the process of delivery of a particular task.

Deliver: the individual/group shall undertake the task delegated to them, monitor progress against set KPIs and/or other monitoring tools and shall **Report** on its delivery/progress/performance at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Headteacher/Principal this will be at Academy level.

Determine: the individual/group (Determining Body), having discussed any recommendation, shall cause something to occur in a particular way or have a particular nature, and shall instruct the use of KPIs and/or other monitoring tools as they deem appropriate, and shall **Review** any reports and shall issue such further instruction/directions as it shall deem appropriate

Develop: the individual/group shall develop proposals in relation to a particular task for discussion and approval by the appropriate decision-making individual/group, and **Recommend** a proposal or qualified options to the Determining body.

Ratify: the individual/group that has responsibility for the confirmation of a proposal by expressing consent, approval, or formal sanction, or in exceptional circumstances recommend a review by the proposer.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the CEO they will be making recommendations to the Board and/or LGB (as appropriate), (ii) the LGB they will be making recommendations in relation to their Academy to the Board, CEO and/or Principal (as appropriate) and (iii) the Principal they will be making recommendations in relation to their Academy to the CEO and/or LGB (as appropriate).

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of (i) CEO they will be making reports to the Board and/or LGB (as appropriate), (ii) the LGB they will be making reports in relation to their Academy to the Board and/or CEO (as appropriate) and (iii) the Headteacher/Principal they will be making reports in relation to their Academy to the CEO and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of (i) the Board they will be reviewing the CEO and/or LGB (as appropriate), (ii) the CEO they will be reviewing the Headteacher/Principal and (iii) the LGB they will be reviewing the Headteacher/Principal and his leadership team.