

Scheme of Delegation - Terms of Reference for the Delegation of the Powers of the Trust Board

Delegated authority

Consultee

Activity	Notes	DFE / ESFA	Members / Non-Executive Directors / Governors						Trust Executive Board						Academy Principal
			Trust Members	Trust Board	Audit Committee	Resources Committee	Standards Committee	Academy Board	CEO (Accounting Officer)	Chief Financial Officer	Estates Director	People Director	Chief Information Officer	Academies Director	
GOVERNANCE															
1	Sponsor-appointed Non-Executive Directors		<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>						
2	Appointing other Non-Executive Directors			<input checked="" type="checkbox"/>					<input type="checkbox"/>						
3	Appointing governors to Local Academy Board								<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Appointing Chair and Vice Chair of Academy Board			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
GROWTH OF THE TRUST															
5	Approval of new schools/academies joining the Trust and bids to run Free Schools or Basic Need schools	(i)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input type="checkbox"/>		
ACCOUNTS AND AUDIT															
6	Approval of the audited financial statements	(ii)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
7	Appointment of Auditors			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
BUDGETS AND BUDGETARY CONTROL															
8	Approving Trust financial targets				<input checked="" type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
9	Approving budgets														
9a	Central services - Estates, IT, Finance, People, Admin								<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
9b	Central services - Curriculum Advisors								<input checked="" type="checkbox"/>	<input type="checkbox"/>					
9c	Central services - Executive and admin								<input type="checkbox"/>	<input checked="" type="checkbox"/>					
9d	Draft Academy budget	(iii)						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input checked="" type="checkbox"/>
9e	Draft Central Services budget							<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
9f	Consolidated Trust budget				<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>					
10	Approving grants to academies														
10a	Approving operational grants to academies ≤ £75,000								<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>
10b	Approving operational grants to academies > £75,000	(iv)						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
10c	Approving strategic grants				<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
PROCUREMENT AND FINANCIAL CONTROLS															
11	Authorising orders/contracts for goods and services:														
11a	Estates-related ≤ £25,000											<input checked="" type="checkbox"/>			
11b	IT-related ≤ £25,000												<input checked="" type="checkbox"/>		
11c	HR-related ≤ £25,000											<input checked="" type="checkbox"/>			
11d	All other categories ≤ £10,000 (in academies)														<input checked="" type="checkbox"/>
11e	All other categories ≤ £25,000 (in Central Trust)											<input checked="" type="checkbox"/>			
11f	All categories £10,000 ≤ £75,000 (in academies and central Trust)											<input checked="" type="checkbox"/>			<input type="checkbox"/>
11g	Approving IT Renewal programme orders ≤ £75,000											<input checked="" type="checkbox"/>			
11h	Approving School Condition Allocation orders ≤ £75,000											<input checked="" type="checkbox"/>			
11i	Any order £75,000 ≤ £150,000							<input checked="" type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>
11j	Any order > £150,000				<input checked="" type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>
11k	Approving academy staff CPD funded from the Apprenticeship Levy fund												<input type="checkbox"/>		<input checked="" type="checkbox"/>
11l	Approving central trust staff CPD funded from the Apprenticeship Levy fund										<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	Approving supplies to the Trust from related parties														
12a	Approving supplies to the Trust from related parties ≤ £40,000								<input checked="" type="checkbox"/>	<input type="checkbox"/>					
12b	Approving supplies to the Trust from related parties > £40,000	(i)	<input checked="" type="checkbox"/>		<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>					
13	Approving novel, contentious and repurcussive transactions	(i)	<input checked="" type="checkbox"/>		<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>					
14	Approving the giving of gifts from public funds								<input checked="" type="checkbox"/>	<input type="checkbox"/>					
15	Policy and management of use of business credit cards								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
16	Approving bank or sponsor loans and overdrafts	(i)	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>					

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			Trust Members	Trust Board	Audit Committee	Resources Committee	Standards Committee	Academy Board	CEO (Accounting Officer)	Chief Financial Officer	Estates Director	People Director	Chief Information Officer	Academies Director	Academy Principal	
17 Making changes to the bank mandate										<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
18 Making payments from bank accounts (iaw Bank Mandate)											<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

PAYROLL AND HUMAN RESOURCES

19 Personnel structure:																
19a Approval of overall structure					<input checked="" type="checkbox"/>											
19b Approval of changes to structures at Tier 1 Leadership level				<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>					<input type="checkbox"/>	
19c Approval of changes to structures at Tier 2 Leadership level									<input type="checkbox"/>						<input checked="" type="checkbox"/>	<input type="checkbox"/>
19d Approval of changes to Central Trust structure									<input checked="" type="checkbox"/>				<input type="checkbox"/>			
19e Approval of changes to Central Services staff structures based in academies										<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
19f Approval of changes to teaching and non-estates/finance/IT staff structures in academies															<input type="checkbox"/>	<input checked="" type="checkbox"/>
20 HR Policies:																
20a Approval of pay-related HR policies							<input checked="" type="checkbox"/>						<input type="checkbox"/>			<input type="checkbox"/>
20b Approval of non-pay related HR policies							<input type="checkbox"/>			<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
21 Making appointments, amending contracts of employment and dismissals:																
21a CEO		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>									<input type="checkbox"/>			
21b Trust Executive Board				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			<input type="checkbox"/>			
21c Tier 1 Leadership				<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
21d Tier 2 Leadership roles				<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>		<input checked="" type="checkbox"/>	
21e Central Services staff	(v)								<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
21f Academy improvement staff									<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>		
21g Academy teaching and other support staff														<input type="checkbox"/>		<input checked="" type="checkbox"/>
22 Annual salary review																
22a CEO	(vi)			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
22b Trust Executive Board				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
22c Tier 1 Leadership	(vii)			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
22d Tier 2 Leadership in central services/academies				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
22e Central Services staff										<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
22f Academy teaching and other support staff	(viii)													<input type="checkbox"/>		<input checked="" type="checkbox"/>
23 Approving monthly payroll:																
23a CEO											<input checked="" type="checkbox"/>					
23b Central services											<input checked="" type="checkbox"/>					
23c Tier 1 Leadership											<input checked="" type="checkbox"/>					
23d Other Academy staff																<input checked="" type="checkbox"/>
24 Approving timesheets:																
24a Central services staff											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
24b Other Academy staff																<input checked="" type="checkbox"/>
25 Approving staff expenses:																
25a CEO	(ix)			<input checked="" type="checkbox"/>												
25b Trust Executive Board										<input checked="" type="checkbox"/>						
25c Tier 1 Leadership											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
25d Central services staff											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
25e Other academy staff																<input checked="" type="checkbox"/>
26 Approving staff severance, compensation, ex gratia payments																
26a ≤ £50,000 (Academies)										<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
26b ≤ £50,000 (Central Trust)										<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

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26c	>£50,000	(i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26d	<i>ex gratia</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPERTY AND ASSETS

27	Acquiring of a freehold of land or buildings	(i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Disposing of a freehold of land or buildings		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Disposing of heritage assets		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Disposing of other assets														
30a	Disposing of other assets ≤ £10,000									<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
30b	Disposing of other assets £10,000 ≤ £20,000					<input type="checkbox"/>				<input checked="" type="checkbox"/>					
30c	Disposing of other assets > £20,000					<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
31	Taking up a finance lease		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input type="checkbox"/>					
32	Taking up a leasehold or tenancy agreement on land and buildings from another party for a term of > 7 years	(i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
33	Granting a leasehold interest, including a tenancy, of any duration, on land and buildings to another party		<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
34	Taking out or granting any other operating lease									<input checked="" type="checkbox"/>			<input type="checkbox"/>		
35	Approving School Condition Allocation programme					<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
36	Approving structural alterations within the existing framework of buildings,									<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
37	Approving the use of buildings for hire or reward									<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
38	Approving the siting of external temporary buildings/containers or outbuildings									<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
39	Approving changes to any perimeter fencing and/or external signage									<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
40	Approving alterations, or amendments to, fire and/or security protection									<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
41	Approving the Business Continuity plan								<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
42	Approving the Health and Safety policy								<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
43	Approving the write off of debts and losses and entering into guarantees, indemnities or letters of comfort														
43a	≤ £45,000 per single transaction								<input type="checkbox"/>	<input checked="" type="checkbox"/>					
43b	> £45,000 < £250,000 per single transaction	(i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>					

EDUCATION

44	Making significant variations to the curriculum							<input type="checkbox"/>						<input checked="" type="checkbox"/>	<input type="checkbox"/>
45	Making variations to the length and/or structure of the academy day							<input type="checkbox"/>						<input checked="" type="checkbox"/>	<input type="checkbox"/>
46	Approve and monitor the Academy Performance Agreement							<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input type="checkbox"/>
47	Make significant changes to education philosophy, policy, practice or delivery			<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
48	Make changes to Admissions Policy, incl PAN changes							<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input type="checkbox"/>
49	Removal of a student from the academy roll without an onward destination and/or Elective Home Education												<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50	Withdrawal of student from courses that would mean Progress 8 slots are not filled												<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51	Removal of student from post-16 course that will impact current and/or future funding												<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
52	Permanently exclude a student							<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Dealing with complaints:														
53a	First escalation to Stage 2 of complaints procedure													<input checked="" type="checkbox"/>	<input type="checkbox"/>
53b	Second escalation to stage 3 of complaints procedure													<input checked="" type="checkbox"/>	<input type="checkbox"/>
53c	Third escalation to stage 4 of complaints procedure							<input checked="" type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
53d	Banning a parent from entering the academy site												<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
53d	Make changes to academy branding - e.g. logo, website, vision			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53e	Make changes to the academy uniform for students			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53f	Approving statutory policies			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53g	Approving non-statutory education policies												<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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INFORMATION TECHNOLOGY																	
54	Approving IT Renewal programme						<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
55	Approve new user accounts and email in academies														<input type="checkbox"/>		<input checked="" type="checkbox"/>
56	Approve new user accounts and email in Central Trust														<input checked="" type="checkbox"/>		
57	Make changes to IT Service Level Agreement														<input checked="" type="checkbox"/>		
58	Relocating onsite end-user devices														<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
59	Making changes to onsite end-user devices														<input checked="" type="checkbox"/>		
60	Approve new software or hardware														<input checked="" type="checkbox"/>		
61	Approve changes to IT infrastructure, system and/or security				<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
62	Approval of IT Strategy						<input checked="" type="checkbox"/>										
63	Approving changes to Data Protection policy				<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>		

Notes:

- (i). Final approval required from the DfE
- (ii). The AGM of members approves the financial statements, following recommendation from the Trust Board and Audit Committee
- (iii). Academy Board recommends approval to the Trust Board
- (iv). Proposals are approved by Chairs of Resources or Standards Committee as appropriate
- (v). All appointments, contract changes and dismissals to be reviewed by PD for legislative and policy compliance
- (vi). Approval by Lead Sponsor/Member, Chair of Trust Board/Member and Chair of Resources Committee
- (vii). Approval by Senior Staff Pay Committee comprising Chairs of Trust Board, Resources Committee and CEO
- (viii). Approval by Executive Pay Committee comprising CFO and PD
- (ix). CEO expenses are authorised by the Board Chair