Scheme of Delegation - Terms of Reference for the Delegation of the Powers of the Trust Board Delegated authority Consultee Members / Non-Executive Directors / Go Chief Audit Standards CEO (Accounting Chief Financial Academy Resources Academies Activity DfE / ESFA Trust Member **Trust Board Estates Director** Committee Committee Committee Officer) Officer Director Principal GOVERNANCE Sponsor-appointed Non-Executive Directors Appointing other Non-Executive Directors Appointing governors to Local Academy Board 4 Appointing Chair and Vice Chair of Academy Board GROWTH OF THE TRUST Approval of new schools/academies joining the Trust and bids to run Free \checkmark \checkmark (i) Schools or Basic Need schools ACCOUNTS AND AUDIT Approval of the audited financial statements Appointment of Auditors 8 Approving Trust financial targets Approving budgets 9a Central services - Estates, IT, Finance, People, Admin 9b Central services - Curriculum Advisors 9c Central services - Executive and admin $\overline{\mathbf{V}}$ 9d Draft Academy budget **Y** (iii) \checkmark 9e Draft Central Services budget $\overline{\mathbf{V}}$ 9f Consolidated Trust budget $\overline{\mathsf{V}}$ Approving grants to academies 10a Approving operational grants to academies ≤ £75,000 10b Approving operational grants to academies > £75,000 (iv) 10c Approving strategic grants PROCUREMENT AND FINANCIAL CONTROLS 11 Authorising orders/contracts for goods and services: $\overline{\mathsf{V}}$ 11a Estates-related ≤ £25,000 V 11b | IT-related ≤ £25,000 11c HR-related ≤ £25,000 **Y ✓** 11d All other categories ≤ £10,000 (in academies) 11e All other categories ≤ £25,000 (in Central Trust) **~** 11f All categories £10,000 ≤ £75,000 (in academies and central Trust) 11g Approving IT Renewal programme orders ≤ £75,000 \checkmark **✓** 11h Approving School Condition Allocation orders ≤ £75,000 11i Any order £75,000 ≤ £150,000 \checkmark 11j Any order > £150,000 $\overline{\mathsf{V}}$ 11k Approving academy staff CPD funded from the Apprenticeship Levy fund $\overline{\mathbf{Z}}$ Approving central trust staff CPD funded from the Apprenticeship Levy fund Approving supplies to the Trust from related parties 12a Approving supplies to the Trust from related parties ≤ £40,000 ✓ 12b Approving supplies to the Trust from related parties > £40,000 **Y** 13 Approving novel, contentious and repurcussive transactions 14 Approving the giving of gifts from public funds Policy and management of use of business credit cards 16 Approving bank or sponsor loans and overdrafts

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

Consultee																
	•		ers / Non-Executi	ve Directors / Gov	ernors		Trust Executive Board									
	Activity	Notes	DfE / ESFA	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
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17	Making changes to the bank mandate									\blacksquare	\checkmark					
18	Making payments from bank accounts (iaw Bank Mandate)												V			
PAYROLL AND HUMAN RESOURCES																
19	Personnel structure:															
102	Approval of overall structure															

Proceeding structure: 323 Approach of the section of the sect	PAYROLL AND HUMAN RESOURCES															
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329 Approved of thereges to certain region and manufact/hasanoff start starts due to 1 1 1 1 1 1 1 1 1 1	19d									\		!			·	
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Approach of pay related see policies A Molling specified relative	19f														\bigcirc	
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Approving name of the profession of amployment and distinctions. Approving from two conventions, amending contracts of amployment and distinctions. The two conventions are approved to the profession of the pr	20a	Approval of pay-related HR policies					✓						\supset			
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121 Carton Section Section Carton Section Carton Section Secti	-		1							V	\bigcirc		<u> </u>			
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Academy teaching, and other support staff	_		_							\sim						1
22			_							\mathcal{Q}	\square					
272 CEO	21g	Academy teaching and other support staff														
Trust Executive Board Color Colo					_						_					
Central services staff Central services Centr	22a		(vi)													
Central services staff Central services Centr	22b									\checkmark						
Central services staff Central services Centr			(vii)							>						
Approving monthly payroll: 23a Approving monthly payroll: 23b CEO 23c Tier Leadership 23d Other Academy staff 24 Approving timesheets: 24 Approving timesheets: 25 Approving timesheets: 26 Central services staff 27 Central services staff 28 Approving timesheets: 29 Tier Leadership 20 Tier Leadership 21 Tier Leadership 22 Tier Leadership 23 Approving staff expenses: 24 Other Academy staff 25 Company timesheets: 26 Other Academy staff 27 Tier Leadership 28 Approving staff expenses: 29 Tier Leadership 20 Tier Leadership 21 Tier Leadership 22 Tier Leadership 23 Approving staff expenses: 24 Other Academy staff 25 Other academy staff 26 Approving staff severance, compensation, ex gratia payments										>						
Academy teaching and other support staff Approving monthly payroll:	-		(viii)								\checkmark	~	~	~		
23a CEO	22f	Academy teaching and other support staff														
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Tier 1 Leadership Other Academy staff Approving timesheets: 24 Approving timesheets: 24 Central services staff Other Academy staff Other Academy staff Second Secon																
23d Other Academy staff 24 Approving timesheets: 24a Central services staff 24b Other Academy staff 25 Approving staff expenses: 25a CEO 25b Trust Executive Board 25c Tier 1 Leadership 25d Central services staff 25d Other academy staff 25e Other academy staff 25e Other academy staff 25e Other academy staff 25e Other academy staff 26e Approving staff severance, compensation, ex gratia payments	-															1
Approving timesheets: 24a Central services staff 24b Other Academy staff 25 Approving staff expenses: 25a CEO (Na) (Na) (Na) (Na) (Na) (Na) (Na) (Na)		·									\checkmark					
24a Central services staff 24b Other Academy staff 25 Approving staff expenses: 25 CEO 25a Trust Executive Board 25c Tier 1 Leadership 25c Central services staff 25d Central services staff 25d Central services staff 25e Other academy staff 25e Other academy staff 25e Approving staff severance, compensation, ex gratia payments	23d	Other Academy staff														$lue{}$
24b Other Academy staff 25 Approving staff expenses: 25a CEO (k) W W W W W W W W W W W W W W W W W W W												_		_		
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Trust Executive Board											_					
25c Tier 1 Leadership 25d Central services staff 25e Other academy staff Approving staff severance, compensation, ex gratia payments			(ix)													
25d Central services staff 25e Other academy staff 26 Approving staff severance, compensation, ex gratia payments	-									Y						
25e Other academy staff 26 Approving staff severance, compensation, ex gratia payments															~	
26 Approving staff severance, compensation, ex gratia payments			-													
	25e	Other academy staff														
26a ≤ £50,000 (Academies) 26b ≤ £50,000 (Central Trust)	26	Approving staff severance, compensation, ex gratia payments			,								,			
26b ≤£50,000 (Central Trust)	26a	≤ £50,000 (Academies)								Y			\square		\square	\square
	26b	≤ £50,000 (Central Trust)								Y			\bigcirc			

Scheme of Delegation - Terms of Reference for the Delegation of the Powers of the Trust Board Delegated authority Consultee Members / Non-Executive Directors / Go Chief Standards Chief Financial Audit Resources CEO (Accounting Academies Academy Activity DfE / ESFA Committee Officer) Officer Director Principal Committee 26c >£50,000 (i) 26d ex gratia 27 Acquiring of a freehold of land or buildings 28 Disposing of a freehold of land or buildings 29 Disposing of heritage assets 30 Disposing of other assets **✓** \checkmark 30a Disposing of other assets ≤ £10,000 30b Disposing of other assets £10,000 ≤ £20,000 <u>~</u> 30c Disposing of other assets > £20,000 $\overline{\mathsf{V}}$ Taking up a finance lease $\overline{\mathbf{A}}$ \checkmark Taking up a leasehold or tenancy agreement on land and buildings from another 32 \checkmark \checkmark party for a term of > 7 years Granting a leasehold interest, including a tenancy, of any duration, on land and **~** ~ buildings to another party **~** Taking out or granting any other operating lease 35 Approving School Condition Allocation programme \checkmark 36 Approving structural alterations within the existing framework of buildings, $\overline{\mathbf{V}}$ 37 Approving the use of buildings for hire or reward Approving the siting of external temporary buildings/containers or outbuildings Approving changes to any perimeter fencing and/or external signage 40 Approving alterations, or amendments to, fire and/or security protection 41 Approving the Business Continuity plan 42 Approving the Health and Safety policy Approving the write off of debts and losses and entering into guarantees, indemnities or letters of comfort 43a ≤ £45,000 per single transaction 43b > £45,000 < £250,000 per single transaction **EDUCATION** 44 Making significant variations to the curriculum 45 Making variations to the length and/or structure of the academy day **✓** 46 Approve and monitor the Academy Performance Agreement Make significant changes to education philosophy, policy, practice or delivery 48 Make changes to Admissions Policy, incl PAN changes Removal of a student from the academy roll without an onward destination 49 ~ and/or Elective Home Education Withdrawal of student from courses that would mean Progress 8 slots are not \checkmark 50 filled Removal of student from post-16 course that will impact current and/or future **~** 51 funding 52 Permanently exclude a student Dealing with complaints: 53a First escalation to Stage 2 of complaints procedure **Y** 53b Second escalation to stage 3 of complaints procedure $\overline{\mathsf{V}}$ $\overline{\mathsf{V}}$ Third escalation to stage 4 of complaints procedure Banning a parent from entering the academy site Make changes to academy branding - e.g. logo, website, vision \bigcirc 53e Make changes to the academy uniform for students 53f Approving statutory policies \bigcirc \bigcirc 53g Approving non-statutory education policies

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

Delegated authority															
Consultee													1		
		ers / Non-Executiv	ve Directors / Gov	ernors		Trust Executive Board									
Activity	Notes	DfE / ESFA	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
	•														
INFORMATION TECHNOLOGY															
54 Approving IT Renewal programme									Q	0			Q		
55 Approve new user accounts and email in academies													Q		V
56 Approve new user accounts and email in Central Trust													V		
57 Make changes to IT Service Level Agreement													V		
58 Relocating onsite end-user devices													Q		
59 Making changes to onsite end-user devices													V		
60 Approve new software or hardware													Y		
61 Approve changes to IT infrastructure, system and/or security				\bigcirc	\square								V	Q	
62 Approval of IT Strategy	ategy States Sta														
63 Approving changes to Data Protection policy				lacksquare	Q				Ω				Q		

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