

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"/>						
4	Appointing Chair and Vice Chair of Academy Board				<input checked="" type="checkbox"/>					<input checked="" 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"/>											
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				TRUE		<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 checked="" type="checkbox"/>	<input 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"/>
10b	Approving operational grants to academies > £75,000	(iv)								<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 ≤ £180,000 (in academies and central Trust)										<input checked="" type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
11g	Approving IT Renewal programme orders ≤ £180,000										<input type="checkbox"/>			<input checked="" type="checkbox"/>		
11h	Approving School Condition Allocation orders ≤ £180,000										<input checked="" type="checkbox"/>					
11i	Any order, excluding 11m & 11n £180,000 ≤ £360,000									<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
11j	Any order, excluding 11m & 11n > £360,000				<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"/>	
11m	Approving central procurement of software licences for all academies across the Trust, > £10k per academy										<input type="checkbox"/>				<input checked="" type="checkbox"/>	
11n	Approving any DfE, ESFA and Local Authority authorised Capital expenditure relating to IT or Estates, for any awarded value										<input checked="" type="checkbox"/>				<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>					
13	Approving novel, contentious and repurcussive transactions	(i)	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>	<input type="checkbox"/>					

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							
			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	
26a ≤ £50,000 (Academies)									<input checked="" type="checkbox"/>	<input type="checkbox"/>						
26b ≤ £50,000 (Central Trust)									<input checked="" type="checkbox"/>	<input type="checkbox"/>						
26c >£50,000	(i)	<input checked="" type="checkbox"/>		<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>						
26d <i>ex gratia</i>		<input checked="" type="checkbox"/>		<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>						

PROPERTY AND ASSETS

27 Acquiring of a freehold of land or buildings		<input checked="" type="checkbox"/>		<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
28 Disposing of a freehold of land or buildings	(i)	<input checked="" type="checkbox"/>		<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
29 Disposing of heritage assets		<input checked="" type="checkbox"/>		<input type="checkbox"/>					<input checked="" 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"/>		<input checked="" type="checkbox"/>		
30b Disposing of other assets £10,000 ≤ £20,000										<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
30c Disposing of other assets > £20,000										<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
31 Taking up a finance lease		<input checked="" type="checkbox"/>		<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input 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"/>			<input type="checkbox"/>		
35 Approving School Condition Allocation programme									<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"/>	<input type="checkbox"/>					
43b > £45,000 < £250,000 per single transaction	(i)	<input checked="" type="checkbox"/>		<input type="checkbox"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

EDUCATION

44 Making significant variations to the curriculum									<input type="checkbox"/>							<input checked="" type="checkbox"/>
45 Making variations to the length and/or structure of the academy day									<input type="checkbox"/>							<input checked="" type="checkbox"/>
46 Approve and monitor the Academy Performance Agreement									<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
47 Make significant changes to education philosophy, policy, practice or delivery				<input type="checkbox"/>					<input checked="" type="checkbox"/>							<input type="checkbox"/>
48 Make changes to Admissions Policy, incl PAN changes									<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"/>
50 Withdrawal of student from courses that would mean Progress 8 slots are not filled														<input type="checkbox"/>		<input checked="" 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"/>
52 Permanently exclude a student									<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>
53 Dealing with complaints:																
53a First escalation to Stage 2 of complaints procedure																<input checked="" type="checkbox"/>
53b Second escalation to stage 3 of complaints procedure															<input checked="" type="checkbox"/>	
53c Third escalation to stage 4 of complaints procedure									<input checked="" type="checkbox"/>							
53d Banning a parent from entering the academy site														<input type="checkbox"/>		<input checked="" type="checkbox"/>
53e Make changes to academy branding - e.g. logo, website, vision				<input type="checkbox"/>					<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>
53f Make changes to the academy uniform for students									<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>
53g Approving statutory policies				<input type="checkbox"/>					<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>
53h Approving non-statutory education policies														<input type="checkbox"/>		<input checked="" type="checkbox"/>

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		
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 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"/>								<input checked="" type="checkbox"/>		
63	Approving changes to Data Protection policy					<input checked="" 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