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

☑ Delegated authority

○ Consultee

	Activity	Notes	DfE	Trust Members	Trust Board	Audit Committee	Resources Committee	Community Board	CEO (Accounting Officer)	Deputy CEO (Operations)	Chief Financial Officer	People Director	Chief Infrastructure Officer	Academies Director	Academy Principal
				Members / Non-Executive Directors / Governors					**Trust Executive Board**						
ACCOUNTS AND AUDIT															
1	Approval of the audited financial statements	(ii)		☑	☑	☑	○		○		○				
2	Appointment of Auditors			☑	☑	☑	○		○		○				
BUDGETS AND BUDGETARY CONTROL															
3	Approving Trust financial targets				☑		○		○	○	○				
4	**Approving budgets**														
4a	Central services - Estates, IT, Finance, People, Admin								○	☑	○	○	○		
4b	Central services - Curriculum Advisors								○		○			☑	
4c	Central services - Executive and admin								○	☑	○				
4d	Draft Academy budget	(iii)						○	○	○	○			○	☑
4e	Draft Central Services budget						☑		○	○	○				
4f	Consolidated Trust budget					☑		○		○		○				
5	**Approving grants to academies**														
5a	Approving operational grants to academies ≤ £75,000								☑			○			○
5b	Approving operational grants to academies > £75,000	(iv)					☑	○	○			○			
5c	Approving strategic grants					☑		○		○	○	○			
PROCUREMENT AND FINANCIAL CONTROLS															
6	**Authorising orders/contracts for goods and services:**														
6a	Estates-related ≤ £25,000												☑		
6b	IT-related ≤ £25,000												☑		
6c	HR-related ≤ £25,000											☑			
6d	All other categories ≤ £10,000 (in academies)														☑
6e	All other categories ≤ £25,000 (in Central Trust)										☑				
6f	All categories £10,000 ≤ £180,000 (in academies and central Trust)								☑	☑	○				○
6g	Approving IT Renewal programme orders ≤ £180,000							○			○		☑		
6h	Approving School Condition Allocation orders ≤ £180,000							○			○		☑		
6i	Any order, excluding 6m & 6n £180,000 ≤ £360,000							☑		○		○			
6j	Any order, excluding 6m & 6n > £360,000					☑		○		○		○			
6k	Approving academy staff CPD funded from the Apprenticeship Levy fund									○	○	☑	○		○	☑
6l	Approving central trust staff CPD funded from the Apprenticeship Levy fund									○	○	☑	○		○	
6m	Approving central procurement of software licences for all academies across the Trust, > £10k per academy									○	○			☑		
6n	Approving any DfE, ESFA and Local Authority authorised Capital expenditure relating to IT or Estates, for any awarded value									☑	☑					
7	**Approving supplies to the Trust from related parties**														
7a	Approving supplies to the Trust from related parties ≤ £40,000							○		☑		○			
7b	Approving supplies to the Trust from related parties > £40,000	(i)	☑				○		☑		○				
8	Approving novel, contentious and repurcussive transactions	(i)	☑				○		☑		○				
9	Approving the giving of gifts from public funds								☑						
10	Policy and management of use of business credit cards							○				☑			
11	Approving bank or sponsor loans and overdrafts	(i)	☑		○		○	☑		○				
12	Making changes to the bank mandate								☑		☑				
13	Making payments from bank accounts (iaw Bank Mandate)								☑	☑	☑				☑
PAYROLL AND HUMAN RESOURCES															
14	**Personnel structure:**														
14a	Approval of overall structure					☑									
14b	Approval of changes to structures at Tier 1 Leadership level					○		○	○	☑					
14c	Approval of changes to structures at Tier 2 Leadership level								○	○				☑	○

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	Activity	Notes	DfE	Trust Members	Trust Board	Audit Committee	Resources Committee	Community Board	CEO (Accounting Officer)	Deputy CEO (Operations)	Chief Financial Officer	People Director	Chief Infrastructure Officer	Academies Director	Academy Principal
				Members / Non-Executive Directors / Governors					**Trust Executive Board**						
14d	Approval of changes to Central Trust structure								☑			💬			
14e	Approval of changes to Central Services staff structures based in academies									☑	☑		☑		
14f	Approval of changes to teaching and non-estates/finance/IT staff structures in academies													💬	☑
15	**HR Policies:**														
15a	Approval of pay-related HR policies						☑					💬			💬
15b	Approval of non-pay related HR policies						💬		☑				💬		💬
16	**Making appointments, amending contracts of employment and dismissals:**														
16a	CEO		💬	💬	☑							💬			
16b	Trust Executive Board				☑				☑		💬	💬			
16c	Tier 1 Leadership				💬				☑			💬		💬	
16d	Tier 2 Leadership roles	(v)						💬	💬			💬		💬	☑
16e	Central Services staff								💬	☑	☑	☑	☑		
16f	Academy improvement staff								💬			💬		☑	
16g	Academy teaching and other support staff								💬					💬	☑
17	**Annual salary review**														
17a	CEO	(vi)			☑										
17b	Trust Executive Board				☑				☑						
17c	Tier 1 Leadership	(vii)			☑				☑						
17d	Tier 2 Leadership in central services/academies				☑				☑						
17e	Central Services staff									☑	☑	☑	☑		
17f	Academy teaching and other support staff	(viii)												💬	☑
18	**Approving monthly payroll:**														
18a	CEO										☑				
18b	Central services										☑				
18c	Tier 1 Leadership										☑				
18d	Other Academy staff														☑
19	**Approving timesheets:**														
19a	Central services staff									☑	☑	☑	☑		
19b	Other Academy staff														☑
20	**Approving staff expenses:**														
21a	CEO	(ix)			☑										
21b	Trust Executive Board								☑	☑					
21c	Tier 1 Leadership													☑	
21d	Central services staff	(x)								☑	☑	☑	☑		
21e	Other academy staff	(x)													☑
22	**Approving staff severance, compensation, ex gratia payments**														
22a	≤ £50,000 (Academies)								☑	💬	💬	💬		💬	💬
22b	≤ £50,000 (Central Trust)								☑	💬	💬	💬			
22c	>£50,000	(i)	☑		💬			💬	☑	💬	💬	💬		💬	💬
22d	ex gratia	(i)	☑		💬			💬	☑	💬	💬	💬		💬	💬
	PROPERTY AND ASSETS														
23	Acquiring of a freehold of land or buildings		☑		💬		💬		☑	💬					
24	Disposing of a freehold of land or buildings	(i)	☑		💬		💬		☑	💬					
25	Disposing of heritage assets		☑		💬		💬		☑	💬					
26	**Disposing of other assets**														
26a	Disposing of other assets ≤ £10,000											💬	☑		
26b	Disposing of other assets £10,000 ≤ £20,000							💬		☑	☑				
26c	Disposing of other assets > £20,000						☑		💬		💬		💬		
27	Taking up a finance lease outside the pre-approved DFE list		☑		💬		☑		☑			💬			

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○ Consultee

#	Activity	Notes	DfE	Members / Non-Executive Directors / Governors					Trust Executive Board						
				Trust Members	Trust Board	Audit Committee	Resources Committee	Community Board	CEO (Accounting Officer)	Deputy CEO (Operations)	Chief Financial Officer	People Director	Chief Infrastructure Officer	Academies Director	Academy Principal
28	Taking up a leasehold or tenancy agreement on land and buildings from another party for a term of > 7 years	(i)	☑		○				☑		○				
29	Granting a leasehold interest, including a tenancy, of any duration, on land and buildings to another party		☑		○				☐		○				
30	Taking out or granting any other operating lease									○	☑		○		
31	Approving School Condition Allocation programme						☑		○						○
32	Approving structural alterations within the existing framework of buildings, including erection or removal of										○		☑		○
33	Approving the use of buildings for hire or reward												☑		○
34	Approving the siting of external temporary buildings/containers or outbuildings										○		☑		○
35	Approving changes to any perimeter fencing and/or external signage												☑		○
36	Approving alterations, or amendments to, fire and/or security protection												☑		○
37	Approving the Business Continuity plan								☑		○		○		○
38	Approving the Health and Safety policy								☑						
39	**Approving the write off of debts and losses and entering into guarantees, indemnities or letters of comfort**														
39a	≤ £45,000 per single transaction								○	○	☑				
39b	> £45,000 < £250,000 per single transaction	(i)	☑		○		☑		☑		○				

	INFORMATION TECHNOLOGY														
40	Approving IT Renewal programme						☑		○	○	○		○		○
41	Make changes to Service Level Agreements									☑	○	○	○		
42	Approve new software or hardware												☑		
43	Approve changes to IT infrastructure, system and/or security				○	○					○		☑	○	
44	Approval of IT Strategy						☑					○			
45	Approving changes to Data Protection policy				☑		○				○		○		

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

(X) Delegated authority to line managers

*Community boards applicable from September 2025

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GOVERNANCE														
1 Vision, Culture and Performance:														
1a Set the Trust Vision, culture and values and ensure the Trust adheres to the articles of association				☑				☑						
1b Set the Trust Strategy and monitor it against the Trust Performance Agreement				☑				☑						
1c Support the vision, ethos and culture of academies assigned to each Community Board							☑						☑	☑
1d Approve and monitor the Academy Performance Agreement							☑						☑	○
2 Appointments:														
2a Sponsor-appointed Non-Executive Directors			☑	○				○						
2b Appointing other Non-Executive Directors				☑				○						
2c Appointing Chair and Vice Chair of Community Board				○				☑					○	○
2d Appointing governors to Community Board							○	○					☑	○
GROWTH OF THE TRUST														
3 Approval of new schools/academies joining the Trust and bids to run Free Schools or Basic Need schools	(i)	☑		☑				○						
Curriculum														
4 Curriculum:														
4a Make significant changes to education philosophy, policy, practice or delivery				○			○	☑					○	○
4b Making significant variations to the curriculum							○						☑	○
4c Deliver a curriculum with high quality intent, implementation and impact in order to drive and achieve high standards													☑	☑
4d Monitor the academy's progress ensuring high-quality curriculum and standards							☑						☑	
Compliance														
5 Admissions														
5a Make changes to Admissions Policy, incl PAN changes							☑	○					☑	○
5b Manage school admissions appeals and participate in hearings													○	☑
5c Removal of a student from the academy roll without an onward destination and/or Elective Home Education													○	☑
5d Withdrawal of student from courses that would mean Progress 8 slots are not filled													○	☑
5e Removal of student from post-16 course that will impact current and/or future funding													○	☑
6 Policies														
6a Approving statutory policies				○		○	○	○			○		☑	○
6b Approving non-statutory education policies													○	☑
6c Ensure compliance with policies and guidance on statutory responsibilities													☑	☑
7 Maintain school website in line with compliance requirements													☑	
8 Making variations to the length and/or structure of the academy day							○	○					☑	○
9 Exclusions														
7a Permanently exclude a student							○						☑	○
7b Review exclusion decisions through governor panels and engage in IRP if required							☑							
9 Dealing with complaints:														
9a First escalation to Stage 2 of complaints procedure														☑
9b Second escalation to stage 3 of complaints procedure													☑	
9c Third escalation to stage 4 of complaints procedure							☑							
9d Banning a parent from entering the academy site													○	☑
9e Make changes to academy branding - e.g. logo, website, vision				○			○	○			○		☑	○
9f Make changes to the academy uniform for students							○	○					☑	○
10 Health & Safety:														
10a Ensure compliance with school Health & Safety policies and procedures				○								○	○	☑

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10b Ensure that appropriate risk assessments are in place												🗨	🗨	☑
11 Data Protection:														
11a Ensure academies are compliant with all data protection policies												🗨		☑
11b Nominate a Local Data Officer to act as the 'controller' for the academy												🗨		☑
11c Implement the acceptable user policy amongst pupils and staff												🗨		☑

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