

## **Scheme of Delegation**

**To be read with the Articles of Association and AFHB  
Appendix 6 of Governance Handbook**

**Reviewed annually**

**July 2019**

The scheme of delegation is a key document defining which functions have been retained at Board level or delegated to the following roles:

- COLUMN TICKED:** Action to be undertaken at this level  
**COLUMN MARKED 'A':** Provide advice and support to those accountable for decision making  
**COLUMN MARKED 'C':** Compulsory consultation before a decision can be made  
**ELT – Executive Leadership Team:** CEO, DoE, DoB, DoF, EHT  
**LGB:** Local Governing Body  
**Heads:** Principals. Headteachers, HoS

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
Governance-People	1.	Members: Appoint/Remove	✓				
	2.	Trustees: Appoint/Remove	✓				
	3.	Appoint the Chair and Vice Chair of the Board		✓			
	4.	Board Committee Chairs: appoint/remove		✓			
	5a	LGB Chairs appoint		C		✓	
	B	LGB appointments (Coopted)		✓		C	
	C	Remove LGB and Chair		✓			
	d	Establish and remove IRB		✓			
	6.	Company Secretary: appoint and remove		✓			
	7.	Clerk to board: appoint and remove		✓	A		
8.	Clerk to LGB: appoint and remove		✓	A	C		
Governance	9.	Articles of Association: agree and review	✓	A	A		
	10.	Approve changes to the Governance structure, Terms of Reference or Funding Agreement	C	✓	A	C	
	11.	Approve changes to the Scheme of Delegated Authority		✓	A	C	
	12.	Terms of reference for Trust Committees: agree annually		✓	A		
	13.	Terms of reference for LGB/ committees: agree annually		✓	A	C	
	14.	Trustee Skills audit: complete and recruit to fill gaps		✓	A		A
	15.	LGB Skills audit: complete				✓	C
	16.	LGB recruitment to fill gaps				Chair	C
	17.	Annually self-review Trust Board and committee performance: complete annually		✓			

Key Function	No.	Task	Members	Trust Board	ELT	LGB	Head
Governance	18.	Annually self-review of LGB performance: complete annually				✓	
	19.	Annual schedule of business for Trust Board: agree		✓	A		
	20.	Annual schedule of business for LGB: agree		✓	A	C	A
	21.	Annual register of Members, Trustees and LGB Business Interests: establish and publish Members Trustees LGB	✓	✓		✓	
	22.	Approve Trustees and LGB Expenses Policy		✓			
	23.	Appoint a Chief Executive Officer		✓			
	24.	Appoint Internal Auditors		✓			
	25.	Appoint External Auditors	✓	C	A		
	26.	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit	Receive	✓	A		
	27.	Determine Trust wide policies reflecting the Trust's ethos and values: approve		✓	A	C	
	28.	Determine school level policies which reflect the school's ethos including: curriculum, teaching & learning: approve		C	A	✓	A
	29.	Central spend/ management charge: agree		✓	A		
	30.	Devise, monitor, implement and manage a risk policy; establish register/ plan, review. Trust School Plan		✓	A A	✓	A
	31.	Trust's vision and strategy, agreeing KPIs: determine		✓	A	C	C
	32.	School's vision and strategy, agreeing KPIs: determine		C	A	✓	C
	33.	Trust's staffing structure: agree		✓	A		
	34.	School staffing structure (within a budget): agree			A	✓	A
35.	Performance management of a. Chair of Trustees b. Trustees c. Executive Team c. Heads d. All school staff below and not including Head		external ✓ ✓	✓	C	✓	

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
Finance	36.	Manage Freedom of Information request for schools and Trust			✓		
	37.	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	A		
	38.	Approve trust and schools budget plans for financial year		✓	A		
	39.	Recommend school budget plan for financial year to Board for approval			✓	C	A
	40.	ET pay award: agree		✓			
	41.	Heads pay award: agree		✓	A	C	
	42.	Staff appraisal procedure and pay progression: monitor and agree			A	✓	A
	43.	Monitor Trust budget at every Board meeting		✓	A		
	44.	Monitor Trust and school budget monthly			✓		
	45.	Enter into contracts, ordering goods and services up to £10,000			✓ either		✓
	46.	Enter into contracts, ordering goods and services between £10,001 and £50,000			✓		C
	47.	Enter into contracts, ordering goods and services over £50,001		✓	A		
	48.	Agree school and Trust virements and budget adjustments up to £10,000			✓	A	✓
	49.	Agree School virements and budget adjustments from £10,001 to £50,000		✓	✓	C	A
	53.	Agree School and Trust virements and budget adjustments over £50,001		✓	A	C	
	50.	Disposal of assets up to £1,000					✓
	51.	Disposal of assets between £1,001 - £5,000			✓		
	52.	Disposal of assets over £5,001		✓			
	53.	Write-off of bad debts up to £5,000			✓		A
	54.	Write-off of bad debts between £5,001 - £45,000(ESFA for above)		✓	A		A
	55.	Invest surplus funds in line with the Investment Policy		C	✓		
	56.	Approving Investment Policy for surplus funds		✓			
	57.	Approve financial and procurement policies		✓	A		

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
Staffing	58.	School Head appointments		✓	A	C	
	59.	Appoint School Deputy Heads/ VPs Senior school appointments			A A	C C	✓ ✓
	60.	Replace a member of school staff (within an agreed budget)					✓
	61.	Appointment of E21C Central Trust Team		C	✓		
	62.	Approve central trust team Staff Structure: Annually		✓	A		
	63.	Approve staff, HR, pay, performance and disciplinary policies		✓	A		
	64.	Suspend, end suspension and dismiss ET member		✓			
	65.	Suspend a Head/ end suspension			✓	C	
	66.	Dismiss a Head		C	✓	C	
	67.	Suspension, end suspension and dismiss central team staff			✓		
	68.	Suspension, ending suspension and dismissal all school staff below (but not including) Head					✓
	69.	Dismissal payments / early retirement		✓	A	A	A

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
Strategic Planning	70.	Approve E21C Strategic Plan		✓	A		
	71.	Review progress of Trust Strategic Plan		✓	A		
	72.	Approve School Development (improvement) Plan			✓	✓	A
	73.	Review progress against School Development Plan			✓	✓	A
	74.	Approve pupil behaviour policies				✓	A
	75.	Monitor implementation of pupil behaviour policies				✓	A
	76.	Exclude a pupil more than 15 days in a term or permanently				✓	A
	77.	Fixed Term Exclusions up to 15 days in an academic year					✓
	78.	Review exclusion on appeal				✓	A
	79.	Direct reinstatement of excluded pupils				✓	A

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
Admissions	80.	Consult on an Admissions Policy				✓	A
	81.	Agree Admissions Policy				✓	A
	82.	Agree & change school PAN			A	✓	A
	83.	Admissions: application decisions			A	✓	A

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
Premises and Insurance	84.	Provision of appropriate Buildings and other relevant insurance			✓		
	85.	Approve Premises related policies		✓	A	C	A
	86.	Develop and approve School Maintenance Strategy			✓	C	A
	87.	Develop and approve Premises and Capital Strategy		✓	A	C	A

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
Health and Safety	88.	Approve a Health & Safety Policy		✓	A		

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
School Organisation	89.	Approve and review Business Continuity Plans (Crisis Management) Trust School		✓	A	✓	A
	90.	Approve times of school day and dates of school terms and holidays			A	✓	A
	91.	Ensure that Schools meets a minimum number of sessions				✓	

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Heads
Safeguarding	92.	Complete and maintain Trust Single Central Record School level register			✓		✓
	93.	Annual approval of school safeguarding review				✓	
	94.	Undertake annual review of school safeguarding			✓		A

Key Function	No.	Task	DELEGATION				
			Members	Trust Board	ELT	LGB	Head
Policy and Procedures	95.	Compliance as to Trust Business Plan		✓			
	96.	Trust Website Compliance School Website Compliance			✓ A		✓
	97.	Complaints At School Level Against the Head Against ET/ Central Team Against the Chair of Trustees		✓ External		✓	✓
	98.	Appeals At school level (if not heard the case) Involving HT Involving Central Team Chair of Trustees		✓ External		✓	✓
	99.	Grievance At school level Against the Head Against the Central Team Against the Chair of Trustees		✓ External		✓	✓