SCHEME OF DELEGATION

KEY: A= Accountable C = Consulted I = Informed

	MEMBERS	TRUSTEES	FINANCE AND AUDIT COMMITTEE	PAY REVIEW COMMITTEE	ACCOUNTING OFFICER	CEO & CFO TEAM	HEAD' S STRATEGIC GROUP	LOCAL GOVERNING BODY	HEADTEACHER
GOVERNANCE FRAMEWORK									
To approve trust strategy, vision and ethos		A							
To approve school strategy, vision and ethos								A	
To approve the scheme of delegation		A							
To approve any temporary delegated authority to individuals or committees		A							
To amend the Articles	A								
Appointment and removal of members	A								
Appointment and removal of member appointed trustees	A								
Appointment and removal of board appointed trustees		A						C	
Appointment and removal of members of the finance and audit committee		A							
Appointment and removal of members of the pay review committee		A							
Appointment and removal of co-opted local governors								A	
Elect chair and vice chair of trustees		A							
Elect chair of the finance and audit committee		A							
Elect chair of the pay review committee		A							
Elect chair and vice chair of the local governing body								A	
Agree terms of reference for all committees and local governing bodies		A							
Appoint external auditors	A	C							
Appoint internal auditors and approve annual schedule of work			A						
Approve trust improvement strategy		A						I	
Approve internal control framework		A							
Approve governance code of conduct		A							
Approve the governor, trustees and member allowances policy		A							

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Appoint a finance link governor								A	
EDUCATIONAL FRAMEWORK									
Oversight of curriculum planning, implementation and review									A
Approve curriculum policies									A
Approve SEND policy		A							
Approve of school development plans								A	
Monitor school development plans						A			
Determine school self-evaluation judgements									A
Verify school self-evaluation judgements						A			
Approve and monitor KPIs for pupil outcomes						A			
Agree term dates									A
Agree the length and organisation of the school day									A
Revise the structure of the school year		A							
Agree determined admissions policy								A	
Agree the behaviour management policy								A	
Able to suspend a pupil									A
Able to permanently exclude a pupil								A	
Monitor pupil premium expenditure								A	
Monitor sports premium expenditure								A	
TRUST GROWTH									
Agree vision for trust growth		A				C			
Approve new schools joining or leaving the trust		A				C			
Enter into Funding Agreements		A							
Enter into property leases or other legal arrangements		A							

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Submission of a significant change request		A				C			
FINANCIAL MANAGEMENT									
Approve the annual accounts	A								
Develop and approve annual budget and three-year outturn		A	C						
Agree budget virements		A				C			
Ensure monthly management accounts are produced in line with Academy Trust Handbook requirements		A							
Ensure cash position is managed and regular reports of cashflow are available		A							
Approve the trust's capital and revenue reserves policy		A							
Approve the trust's investment policy		A							
Implement the trust's investment strategy			A						
Approve the trust's procurement and tendering policy		A							
Approve the anti-fraud, anti-bribery and anti-corruption policy		A							
Approve the gifts and hospitality policy		A							
Authorise purchases and invoices above £50k		A							
Authorise purchases and invoices above £20k and up to £50k			A*					A	
Authorise purchases and invoices above £5k and up to £20k					A*				A
Authorise purchases and invoices up to £5k					A*				A
Enter into operational leases above £50k		A							
Enter into operational leases above £20k and up to £50k			A*					A	
Enter into lease of other legal arrangements: Up to £20k					A*				A
Authorise renewal of contracts outside of normal purchasing limits		A							
Approve financial improvement plans		A	C			C		I	
Write off bad debts above £500		A							
Write off bad debts above £150 and up to £500								A	

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Write off bad debts up to £150									A
Authorise borrowing e.g. CIF loans		A							
Authorise refunds					A*				A
Agree financial KPIs		A							
HR									
Approve pay and performance appraisal policies for teachers and non-teachers		A							
Approve disciplinary policy		A							
Approve capability policy		A							
Approve leave of absence policy		A							
Approve grievance policy		A							
Approve harassment, bullying and victimisation policy		A							
Approve health and attendance policy		A							
Approve probation, redundancy and restructure and safer recruitment policies		A							
Approve family and parental leave policies		A							
Appoint / dismiss / suspend a member of the CEO & CFO team		A							
Appoint / dismiss / suspend a headteacher		A							
Appoint / dismiss / suspend a deputy headteacher or assistant headteacher								A	
Appoint / dismiss / suspend any other member of staff									A
Undertake performance management for the CEO / vice CEO		A							
Undertake performance management for the CFO					A				
To determine pay award / progression for the CEO / vice CEO				A					
To determine pay award / progression for the CFO					A				
To determine pay award / progression for non-executive headteachers								A	
To determine pay award / progression for other school-based employees									A

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To agree new or replacement vacancies included in the approved budget					A*				A
To agree new or replacement vacancies not included in the approved budget, without using existing reserves		A*	A						
To agree new or replacement vacancies not included in the approved budget, using existing reserves		A*							
To agree contract changes included in the approved budget					A*				A
To agree contract changes not included in the approved budget, without using existing reserves		A*	A						
To agree contract changes not included in the approved budget, using existing reserves		A							
To agree flexible working requests for the CEO & CFO team or headteachers		A							
To agree flexible working requests for other staff						A*			A
Approve any redundancy or restructure plans		A	C			C			
Approve severance or redundancy payments		A	C			C			
Authorise settlement agreements		A	C			C			
ESTATES MANAGEMENT									
Approve the estate vision and strategy		A							
Ensure statutory compliance testing is undertaken		A							
Ensure any remedial actions are undertaken		A							
Procure new buildings		A							
Agree buildings modifications and significant maintenance programmes		A							
Authorise CIF bids		A							
SAFEGUARDING incl HEALTH & SAFETY									
Approve the safeguarding policy		A							
Approve the child protection policy, based on trust model								A	
Approve the whistleblowing policy		A							
Approve the restrictive and physical intervention policy		A							
Approve the corporate health and safety policy		A							

Agreed by Board Autumn Term 2026 *Central Trust level only

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Approve the local health and safety policy								A	
Ensure the adequacy of health and safety practice									A
Ensure statutory training is undertaken									A
RISK MANAGEMENT									
Approve the risk management policy		A							
Maintain trust business continuity plan		A							
Maintain school business continuity plans								A	
Maintain a trust cyber response plan		A							
Maintain a school cyber response plan								A	
Ensure adequate insurance is in place		A							
OTHER RESPONSIBILITIES									
Approve the data protection policy and privacy notice		A							
Approve the complaints policy and procedure		A							
Approve equality duty statement		A							