

# Diocese of Hereford Multi-Academy Trust

## Scheme of Delegated Authority



## **SCHEME OF DELEGATION**

*(Please note where it states Local Academy Boards, this includes Strategic Task Groups (STG), where these are the main form of governance within an academy)*

### **THE PURPOSE OF THIS DOCUMENT**

The Scheme of Delegated Authority ('SODA') exists to clarify the roles and responsibilities of the Trust (represented by the Board of Directors and the Executive) vis a vis Headteachers and Local Academy Boards (LABs). It further details different degrees of roles and responsibilities for academies that are performing well, as well as those that are underperforming. The following Scheme of Delegated Authority is one of the principle outputs of the working agenda the Board of Directors is using to focus its resources on substantial improvement in the performance of the Trust.

The document should be seen as a 'rulebook' that will save time and energy that might otherwise be lost trying to clarify roles and responsibilities on an issue by issue, or academy by academy, basis. Its primary objective is to free up the time and resources of the LABs, Headteachers and the Trust so that we may all focus our time and resources on our mission to provide our children with the high quality education they deserve. Like all rulebooks it will be open to modification with time and experience. It is a rulebook that clarifies the responsibilities and expectations of each group of leaders with regard to each other.



## **Our Multi-Academy Trust**

The Diocese of Hereford Multi Academy Trust (Trust) is run by an Executive, under a Board of Directors, referred to as ‘Directors’, and is accountable to the Department of Education (DfE), via the Education and Skills Funding Agency (ESFA). The Directors on the Board are appointed by the Diocesan Corporate Members of Trust (DHET). Each academy has its own Local Academy Board (LAB) or where required a Strategic Task Group (STG). The members who serve on the Local Academy Board (LAB) are appointed by the Board of Directors. Local Academy Boards include both parent and staff representatives.

## **The way the Trust works**

The Directors have overall legal responsibility for the operation of the Trust and the academies within it. In practice, the Board intends to work in partnership with its family of academies. The Scheme of Delegated Authority (SODA), provides for certain functions to be carried out by one or more of the following:

- The Board of Directors (‘the Board’); and/or
- The Chief Executive Officer (‘the CEO’), who is an executive member of the Board of Directors; and/or
- The Chief Finance Officer (‘the CFO’), who is an executive, but not a member of the Board of Directors; and/or
- The Headteacher/Executive Headteacher of the academy; and/or
- The Local Academy Board or Strategic Task Group of the academy.

All academies are required to operate in accordance with Trust’s policies and procedures, and to demonstrate the principles of good financial management. Academies are subject to annual external and internal audit, as well as other assurance work, as required by the Trust’s Finance and Resources Committee. In the event that an academy is designated as “high-risk” (due to failing educational standards, accumulated deficits or poor financial management, etc.), then the academy shall be presented with a bespoke SODA that identifies the level of delegated responsibility in some, or all, areas.



## **The Board of Directors**

Some of the Board's responsibilities fall within the remit of the Terms of Reference for either:

- Finance and Resources Committee; or
- School Effectiveness Meetings, which are overseen by the Executive and reported to Board.

Where functions are to be carried out by a Committee, this is identified in this SoDA. If no Committee is mentioned, the full Board will deal with the matter.

## **The Senior Leadership Team (“SLT”)**

A significant number of responsibilities under the Scheme of Delegated Authority lie with the CEO. It is recognised that the CEO may choose to delegate some of their duties to the CFO and other staff in their team. The SLT currently comprises of the CEO, Deputy CEO (DCEO), CFO, Quality of Education Director and Safeguarding Director, and is also supported by the Executive Leadership Team (ELT), which comprises of the CEO, DCEO, Trust officers and Headteachers. The Chair of the Board also attends meetings of the ELT, when appropriate.

## **Support levels**

Academies will be allocated a level of support, which will be linked to the performance of the academy in relation to:

- Ofsted report;
- Quality of teaching and learning
- Leadership and Management
- Outcomes
- Safeguarding
- Finance
- Estates
- People Management (HR)



The support will be reviewed at least once a year, in partnership with our stakeholders. The CEO reserves the right to change the level and range of support group at any time if they believe that this is in the interests of both the academy concerned and the wider Trust family.

### **Local Academy Board (LAB) structure**

The 'make up' of the Local Academy Board is determined by the Board, in line with the Trust Articles of Association.

### **School Effectiveness Meetings**

Meetings will be held 3 times a year. They will include the DCEO, Quality of Education Director and the school leadership team. The meetings will provide an avenue to support the school and further identify the school's priorities. These meetings will contribute to the overall summary of the school's strengths and weaknesses and help inform the Matrix and opportunities for support moving forward.

### **Delegated functions**

The SODA covers six areas:

- |                     |                     |             |
|---------------------|---------------------|-------------|
| A. Vision and Ethos | B. Education        | C. Finance  |
| D. Human Resources  | E. Asset Management | F. Strategy |

### **Working together as a family**

In addition to the school improvement programme, all academies within the Trust family may be asked to contribute to one or more of the following:

- Development and maintenance of academy policies
- Sharing of best practice through academy-to-academy support
- Provision of emergency cover
- Mentoring and coaching of staff
- Recruitment, training and appraisal of members of Local Academy Boards



## Section A – Vision and Ethos

Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
<p>AI</p> <p>Ensure that the Academy strongly demonstrates its distinctiveness, and enables all children to flourish in order to live a life in all its fullness (see Church of England's Vision for Education)</p>	<p>Review and/or amend the ethos, aims and values of Trust. Work with LABs to help monitor and develop the ethos within each Academy and the extent to which it enables children to flourish.</p>	<p>The CEO, with the support of the Diocesan Education Team, will monitor and evaluate the vibrancy of the ethos and lived-out-vision within each academy.</p>	<p>The Headteacher/Executive Headteacher (EHT) work with the LAB and the Executive to set, and ensure that the Academy lives out a vision and ethos which is aligned with the aims and values and the Church of England Vision for Education 2016.</p>	<p>Develop the ethos and vision statement for an individual academy which aligns with the Church of England's Vision for Education 2016. Help to monitor and to ensure that this is lived out day-to-day within the Academy, reporting regularly to the Board of Directors.</p>



## Section B – Education

Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
<p>BI</p> <p>School Development Plan (SDP)</p>	<p>The Board will approve the draft SDP, subject to any modifications it wishes to make for High Support support level academies.</p> <p>The Board to receive reports from the CEO, regarding implementation and impact of each SDP.</p>	<p>The SDP is considered as part of the SE meetings and where necessary, further support and intervention may be determined.</p>	<p>The Headteacher/ reviews their SDP for each LAB/ meeting and as a result of any interim SE meeting. The Headteacher/ EHT is to co-operate with the Director of Quality of Education and DCEO, , in the ongoing monitoring of the SDP.</p>	<p>The LAB will receive termly reports on progress toward priorities in the SDP, and is to act to report significant slippages in the proposed plans to the Director of Quality of Education.</p>
<p>School Development Plan (including curriculum and standards)</p>	<p>The Board to receive reports from the CEO, regarding implementation and impact of each SDP.</p>	<p>The Director of Quality of Education is to present the termly SDP to the School Effectiveness group, who will then report to full Board.</p>	<p>The Headteacher/ EHT is to draw up an annual draft SDP, in conjunction with the Director of Quality of Education, or their AIP and present it to the School Effectiveness Committee</p> <p>The SDP is to contain any proposals the academy wishes to make to carry out school improvement work for other academies within the Trust family.</p>	<p>The LAB is responsible for monitoring the implementation of the approved SDP on a termly basis.</p>



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
B2 Academy hours		The CEO will approve the opening and closing times for academies.	The Headteacher/ EHT recommends opening and closing times to the LAB.	The LAB recommends opening and closing times to the CEO for approval/amendment.
B3 Term Times & PD Days			The Headteacher/ EHT recommend term times (including PD Days) to the LAB.	The LAB agrees the term times (including PD Days), having regard to the arrangements in the local area.
Term Times & PD Days		The CEO will approve the term times (including PD Days) for academies.	The Headteacher/ EHT recommend term times (including PD Days) to the LAB.	The LAB recommends term times (including PD Days) to the CEO, for approval/amendment.
B4 Admissions, Appeals Policies	As the overarching Admission Authority the Board of Directors will approve all such policies, and any amendments to them.	<p>Make the final decisions regarding applications for EHCP pupils, or Looked After Children and PLAC where the LAB was planning not to admit.</p> <p>Any proposed amendments to admission arrangements need to be discussed with the CEO; includes: reduction/increase in PAN; proposed changes to the oversubscription criteria</p>		<p>Secondary:</p> <p>The LAB will formulate its own admissions policy and submit to the Board of Directors for approval (with due regard to the Schools Admissions Code).</p> <p>For Primary schools the Trust model policy will be used;</p> <p>LABs will determine arrangements no later than 28<sup>th</sup> February</p> <p>Admission Appeals: in consultation with the Trust LABs can admit up to their PAN, Above PAN, admissions must be communicated to the CEO for approval.</p> <p>Any ECHP or Looked After Children and PLAC that LABs are proposing not to admit, must be referred as High Support to CEO for final decision.</p>





Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
B5 Exclusions			It is the Headteacher/ EHT's decision to exclude – in their absence they can delegate this to another member of SLT, but SLT should endeavour to get the Headteacher/ EHT's approval.	LAB manages appeals from parents regarding exclusions.
B6 Other Academy policies	The Board of Directors will approve such additional Trust-wide policies, and any amendments to them, as recommended by the CEO.	The CEO will have responsibility for developing any other academy policies that may, from time to time, be appropriate.	Headteacher/EHT to check with CEO regarding status of individual policies, in house/Trust-wide.	The following policies remain the responsibility of the LAB: Safeguarding Policies Health and Safety Policy Individual, bespoke academy-based policies (curriculum policies/ethos/in-house arrangements). Please note that the list is not exhaustive, and LABs should liaise with the Trust Board regarding LAB responsibility.
B7 Emergency closure e.g. due to snow/flooding		Authorise emergency closure of academies beyond 1 day. Report closures of more than one day to the Board.	The Headteacher/ EHT to make a decision on day 1 of risk of closure, in consultation with the Chair of LAB, and then inform the CEO of the closure. If the closure is for more than one day, a decision to close must be agreed by the CEO.	Chair of the LAB to liaise with Headteacher/ EHT, regarding emergency closures.
Emergency closure e.g. due to snow/flooding			The Headteacher/ EHT to make a decision, in consultation with their Chair of LAB, and then inform the CEO if there is a closure.	Chair of LAB to liaise with Headteacher/ EHT, regarding emergency closures.



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
B8 Website compliance		CEO to ensure a central check of each academy's website, and Trust's own website, is undertaken annually, and reported to the School Effectiveness Committee.	Headteacher/Executive Heads are to ensure that their academy website meets all legal and Trust requirements and report any issues to the CEO in a timely manner.	LABs should check the academy's website on a termly basis to ensure it is compliant with the Trust's guidance and compliant with the DfE guidance on what academies should publish online.
B9 Pupil Premium, Sport Premium,	Receive report from the CFO, regarding the spending of Pupil Premium, Sports Premium,	CFO to issue an annual report to Directors, regarding spend within the Trust on Pupil Premium, Sports Premium, with reassurance that it has been spent in accordance with rules related to restricted grant funds.	Ensure that Pupil Premium, Sport Premium, are used in accordance with the DfE Grants guidance, and that it can be evidenced as having an impact.  Ensure the academy website contains the relevant information regarding the spending of these grants, for Ofsted compliance.	Request reports from academy leaders on the effectiveness of the funding.



## Section C - Finance

Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
<p>C1 Budget and Accounts</p> <p>C2 Set annual balanced budget</p>	Review and approve individual academy budgets and consolidated budget.	Recommend to the Trust's Finance and Resources Committee in consultation with the CFO, individual and consolidated budgets.	<p>Prepare budget for the academy, in accordance with school improvement priorities and take to LAB. This will be prepared with support from the Trust Central Finance Team. Advice on the preparation to be sought from the CFO.</p> <p>Agree with LAB.</p>	Recommend balanced academy budget, that should be presented to the CEO and CFO
<p>C3 Academy in deficit, or setting a deficit budget, when all academy reserves are taken into account</p>	<p>Review and approve the deficit recovery plan.</p> <p>Review termly progress reports.</p>	Recommend to Directors that deficit recovery plan should be approved, and review termly reports.	<p>Prepare deficit recovery plan, with support from the CFO and CEO.</p> <p>Prepare termly reports and report any concerns to the CFO.</p>	<p>Recommend the deficit recovery plan to the Board.</p> <p>Review academy's progress through termly reports.</p>
<p>C4 Budget Monitoring</p>	Review monthly budget monitoring reports for the Trust and individual academies.	Review monthly budget monitoring reports for the Trust and individual academies.	Review and return monthly management reports, prepared by the Central Finance Team	Review termly monitoring reports for individual academy.
<p>C5 Virement between nominal codes, costs centre</p>		Virements within the budget delegated authority to be approved by CFO	Request virements to in-year budget, and send to the Central Finance Team for approval and processing	
<p>C6 Amendments to approved budgets</p>	Approve unbudgeted expenditure increase to approved budget if more than £30k, provided that there is clear evidence that the position can be recovered over the medium-term.	Investigate and approve unbudgeted expenditure to approved budget if less than £30k, provided that position can be recovered over medium-term.	To inform the Central Finance Team/CFO of any unbudgeted expenditure that will have an overall impact on the agreed Budget.	To be informed of proposed amendments to the approved budget.



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
C7 Amendments to approved budgets	Finance and Resource Committee to approve any changes to the academy's agreed budget position.	Recommend changes to the academy's agreed budget position to the Finance and Resources Committee with evidenced recovery plan	To inform the central finance team/CFO of any unbudgeted expenditure that will have an overall impact on the agreed budget.	
C8 Writing off bad debts	Finance and Resources Committee to consider the writing off of debts greater than £5k.	Up to £5k, the CFO can write off bad debts	To follow the Debtors policy and refer any outstanding debts to the Central Finance Team, if not recovered.	
C9 Staff appointments	<p>Finance and Resources Committee to authorise permanent unbudgeted vacancies, with effect on the budget greater than Grade MPS 6.</p> <p>Finance and Resources Committee to review business case and authorise or refuse unbudgeted vacancies.</p> <p>CFO to advise on budget implications and options to fund increases in the staffing structure.</p>	<p>Authorise any proposal for fixed-term unbudgeted vacancy with effect on budget of less than £40k at both academy and central level.</p> <p>Make proposal to Finance and Resources Committee for permanent unbudgeted vacancies with effect on budget greater than MPS 6.</p> <p>CEO to discuss business case proposal with Headteacher. Decide whether to take proposal to the Finance &amp; Resources Committee</p>	<p>Headteacher/ EHT to report all vacancies to Central Team.</p> <p>All vacancies must be advertised using My New Term for both external and internal vacancies and to be cleared by Operations Manager before publishing.</p> <p>Make proposal to CFO for any unbudgeted vacancy.</p> <p>Headteacher to prepare business case for any permanent increase in the staffing structure and staffing budget.</p> <p>Temporary hours/fixed term appointments to the staffing structure and staffing budget funded by temporary virements, to be agreed with CFO</p>	LAB / receives report on appointments and vacancies.



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
C10 Severance payments	Authorise £30k - £50k. NB Over £50k non-contractual, and all ex-gratia, payments require ESFA approval.	Authorise up to £30k.	All severance payments to be approved by Operations Manager & CFO	To review recommended severance payments
C11 Authorisation of overtime, additional hours or supply payments	To monitor and review absence levels and associated costs	CEO to review and approve any additional pay for Headteachers	Headteachers must establish a separate budget for overtime and additional hours before authorisation  Any anticipated cover for absence over £5k to be reported to CFO.	
C12 Authorisation of expense claims		The CFO will authorise expenses for staff in the Central Team, including the CEO.  The CFO approves expenses claims for Chairs of LABs and Directors.  The CEO authorises expenses of the CFO.  The CEO authorises Head Teacher expenses	Authorise expenses of teaching and support staff in the academy; within budget. can delegate to SBM, where in post.	Chair of LAB to authorise expense claims of other governors in line with the Trust expenses policy.
C13 Reporting and Internal Audit requirements	The Finance and Resources Committee will review the CFO report at each meeting, and will note and action any recommendations from both internal and external audit.	The CFO will monitor the monthly academy management reports  The CFO will report to the Finance and Resources Committee any concern arising.	The Headteacher/ EHT is to provide such information and assistance in relation to reports and internal auditing, as the Finance and Resources Committee may, from time to time, require; this will include reporting formally to the Finance and Resources Committee, at regular intervals, as specified opposite.	LAB to ensure that the Headteacher/Executive Head meets any requests from auditors and reports the findings of internal audits to the LAB, and actions the recommendations identified in the reports.



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
C14 Statutory Audit Procedures	The Board of Directors is responsible for approving the statutory account of the Trust and recommending them to the Trust's Members.	AO is responsible for ensuring the CFO has prepared and approved the documents and ensured all statutory financial documents are appropriately filed.	The Headteacher/Executive Head is to provide such information and assistance in relation to statutory audit procedures as the CFO and the Finance and Resources Committee may, from time to time, require.	
C15 Appoint Auditors	Board of Directors recommend auditors to Members, Members appoint.	CEO directs the CFO to tender for auditors.		
C16 Purchasing requisitions for orders/invoice approval (excluding expenditure from IC, capital reserves or sinking funds) NB Transactions must not be deliberately split to avoid the requirements of the Procurement Policy. The full value of the contract must be used when applying this policy. Therefore, if a contract is for 3 years, it is the total value across all three years that is applicable	Authorise spend above £100k.	Items £25k-£100k, within approved budget, need approval from the CFO and CEO.	Authorise up to £25k, within their overall approved budget. £No authority for spend above total budget until budget increase is approved (see amendments to budgets above).	
C17 Expenditure for ICT or capital	Finance and Resources Committee authorise above £50K.	CFO Authorise up to £25k. CEO up to £50k	Proposal to CFO for up to £25k (if not already included on the academy's budget).	



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
<p>C18</p> <p>Quotations and Tendering</p> <p>NB Transactions must not be deliberately split to avoid the requirements of the Procurement Policy. The full value of the contract must be used when applying this policy. Therefore, if a contract is for 3 years, it is the total value across all three years that is applicable</p>		<p>The CFO to support academies with formal tendering above £25k.</p>	<p>In line with purchasing terms delegated powers, above.</p> <p>Above £5k will require three quotes.</p> <p>Above £25k, formal tendering process through consultation with the CFO.</p>	
<p>C19</p> <p>Bank account payments</p> <p>BACS, cheques, direct debit</p>	<p>According to Bank mandate – two signatories.</p>		<p>According to Bank mandate – two signatories.</p>	
<p>C20</p> <p>Journals</p>		<p>CFO to authorise journals and virements</p>	<p>Recoding (within the income statements); academy Finance Lead to submit a request form to the Central Finance Team.</p>	
<p>C21</p> <p>Whistleblowing policy</p>	<p>Approve policy and receive reports of any incidents of whistleblowing.</p>	<p>Receive reports on any incidents of whistleblowing and report these to Directors.</p>	<p>Inform LAB and CEO of any incidents of whistleblowing (if whistleblowing alleges wrong doing by the CEO, then the Chair of the Board of Directors should be informed, rather than the CEO). CEO and Headteacher/EHT to agree on the correct next course of action, regarding the complaint.</p>	<p>Receive reports of incident of whistleblowing (unless they relate to members of the Local Academy Board)</p>



<b>Responsibility</b>	<b>Board of Directors</b>	<b>Executive</b>	<b>Headteacher/Executive Headteacher</b>	<b>Local Academy Board</b>
C22 Risk management	Review key risks and measures implemented to mitigate risk.  Receive reports from the CFO at each meeting of the Finance and Resources Committee, regarding new risk, and those which have been escalated to 'High Support'. All Directors to be issued with risk register on a termly basis.	Identify and implement measures to mitigate the risk.  Issue reports from the CFO to each meeting of the Finance and Resources Committee, regarding new risk and those which have been escalated to 'High Support'. All Directors to be issued with the risk register on a termly basis, by the CFO.	Ensure that a risk register is in place and that it is fit for purpose.	LAB to review the academy's risk register on an annual basis, or sooner if required.
C23 Insurance	Review insurance arrangements.	The CFO to procure appropriate insurance for the Trust.	Alert the CFO of any additional insurance needs that may be required for their particular academy.	Ensure that the academy's insurance values are adequate for the academy.(Contents & ICT)
C24 Compensation / Ex-gratia payments	Authorise payment between £20k - £50k.  NB over £50k non-contractual, and all ex-gratia payments, require ESFA approval.	CEO to authorise payments up to £20k.	No delegated powers to authorise payments.	No delegated powers to authorise payments.
C25 Expenditure on unrestricted Funds	Finance and Resources Committee authorise above £50k.	Authorise up to £50k.	Proposals to the CFO for any spend above approved budgets.	





## Section D – Human Resources

Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
D1 Pay and Performance Management	Approval of Trust Pay Policy, pay scales and benefits. Set the pay ranges of Headteacher/EHT at each academy.  Performance Management of CEO and remuneration package.	Performance Management of the CFO and Headteacher/ EHT of academies, in conjunction with the LAB.  Performance Management of Central Team by line manager.	Teacher and support staff Performance Management in academy.	Headteacher Performance Management, in conjunction with CEO.
Staffing Structure				
D2 Senior Leadership Team Appointments <b>(exisitng posts)</b>	The Board of Directors will nominate a Director to be involved in the appointment process of a Headeacher or Executive Headteacher in our academies. Board will take due account of any recommendation made by the CEO, and the nominated Director  For the appointment of a Deputy Headteacher, Assistant Headteacher or Head of School, the Board will take due account of any recommendation made by the CEO and Headteacher/EHT	The CEO/DCEO, QE Director and the Headteacher/EHT will lead jointly on the process for filling any vacancies in the Senior Leadership Team.	The Headteacher/EHT must notify the DCEOand QE Director as soon as they become aware of any potential vacancy in the Senior Leadership Team.	
D3 Teacher/Support Staff Appointments			The Headteacher/EHT will lead the process for filling vacancies in conjunction with Senior Leadership Team and the Chair of the LAB.	The Chair of the LAB participate in the appointment process where possible or will nominate a representative from the LAB.



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
D4 Teacher/Support Staff Appointments		CEO to agree teaching staff appointments and participate in the recruitment process (this may be delegated to a Senior Education Officer).	The Headteacher/Executive Head will seek agreement from the CEO on teaching staff appointments. The CEO will participate in the appointment process for teachers (this may be delegated to a Senior Education Officer).  For Support Staff vacancies, the Headteacher/EHT may delegate this to a senior Support Staff member, or SLT member	The Chair of the LAB will nominate a representative from the LAB members to participate in the teacher appointment process where possible. No representation is required for appointment of non-teaching staff, other than the School Business Manager, where it is applicable.
D5 External Consultants Appointment		Decision concerning the appointment of external consultants will lie with the CEO	The Headteacher/Executive Headteacher make recommendations to the CEO for the need for external consultant services.	LAB to make representation to the CEO, where they feel additional consultancy support is required in order to support leadership within the academy. The LAB to inform the CEO if they feel support is not effective.
D6 Salary Review	The Board has responsibility to audit the salary review process, in respect of the CEO and SLT.	The CEO has responsibility (may delegate to the CFO) for overseeing salary levels/bands for two academic years after joining the Trust, or such other period as CEO may, from time to time, determine.  The CEO may also audit the salary review process of any academy, as the CEO considers appropriate.  If the CEO is not satisfied with the process, or the outcome from the salary review, the CEO may	The Headteacher/EHT is to ensure that the Budget identifies any proposed salary reviews.  The Headteacher/EHT will make salary review proposals to LAB.	LAB agree and authorise salary review proposals,  The LAB recommends any Headteacher/EHT salary review to CEO, for approval.



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
		ask the Headteacher/EHT to take such remedial action as the CEO considers appropriate.  The CEO authorises any Headteacher/EHT salary review.		
D7 Terms of Employment	Decisions concerning any changes to the terms of employment of Trust staff will be made by the Board of Directors.  The Board of Directors will consider any representations made by the CEO, the Headteacher/ EHT and/or the LAB.	The CEO is to review and comment on any proposals that may involve a change to the terms of employment and make recommendations to the Board of Directors.	Central Team to consult the Headteacher/EHT regarding any proposed changes to terms of employment.	The LAB is to be consulted by the Central Team, in connection with any proposed change to terms of employment.
D8 Redundancies	Decisions concerning the making of any redundancies will lie with the Board of Directors.  The Board of Directors will consider any representations made by the CEO, the Headteacher/ EHT and/or the LAB.	The CEO is to review any redundancy proposals the CEO may receive from the Headteacher/ EHT.  The CEO may initiate a review, if the CEO believes there is a need to do so.	The Headteacher/EHT is to notify the CEO, as soon as possible after becoming aware that one or more redundancies may be necessary.  The Headteacher/EHT will provide such ongoing assistance the CEO may require, in considering any redundancy proposals.	The Headteacher/EHT is to consult the LAB about any redundancy proposals.  The LAB is to notify the CEO of any proposed consultation. The LAB will run the consultation on behalf of the Trust, with the support of the HR provider and in conjunction with the Trust's Redundancy policy.  The CEO may attend, and take part in the consultation, if the CEO considers this appropriate.
D9 Dismissals (including as a result of a failure of probationary period)	Subject as noted below, decisions concerning dismissal of the Headteacher/EHT, any member of a academy Senior Leadership	The CEO is to consider any circumstances involving a potential dismissal and follow procedure to dismiss where appropriate.	The Headteacher/EHT is to notify the CEO as soon as possible after becoming aware of any circumstances that may merit the dismissal of any employee.	The LAB is to be consulted about potential dismissal situations, except where the CEO considers the urgency of the matter is such



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
	<p>Team and the Executive will lie with the Board of Directors.</p> <p>The Board of Directors will consider any representation made by the CEO/the Headteacher/EHT and/or the LAB.</p> <p>In cases of urgency, where it is not possible for the Board of Directors to be consulted, the CEO will have authority to sanction a dismissal.</p>	<p>Subject as noted below, the CEO is to notify the Board of Directors:</p> <p>If the employee concerned is the Headteacher/EH, a member of the Senior Leadership Team of the academy or Central Executive; and</p> <p>The CEO considers dismissal is, or may be, the appropriate course of action.</p> <p>In cases of urgency, where it is not possible for the Board of Directors to be consulted, the CEO will have authority to sanction a dismissal.</p> <p>In such circumstances, the CEO will be expected to take all reasonable steps to consult with, and agree, the necessary course of action with the Chair of the Board of Directors and seek HR/Legal advice before sanctioning a dismissal.</p>	<p>The Headteacher/EHT will provide such ongoing assistance the CEO may require in considering whether dismissal is appropriate.</p>	<p>that consultation is not appropriate.</p> <p>The Headteacher/EHT is to notify the CEO of any proposed consultation, following the appropriate Trust's policy.</p> <p>The CEO may attend and take part in the consultation, if the CEO considers this appropriate.</p>
<p>D10 Other Disiplinary and Capability Measures</p>	<p>Subject as noted below, decisions concerning the imposition of a disciplinary and/or capability measure in respect of the Headteacher/ EHT will lie with the Board of Directors, subjects as noted below.</p> <p>The Board will consider any representation made by the</p>	<p>The CEO is to be informed of any circumstances involving potential imposition of disciplinary and/or capability measure of any member of staff within the organisation.</p> <p>The CEO will follow the Trust's Disciplinary Policy for any Central Staff, Headteacher/EHT and members of the Executive.</p>	<p>The Headteacher/EHT is to notify the CEO, as soon as possible after becoming aware, of any circumstances that may merit the imposition of a disciplinary and/or capability measure.</p> <p>The Headteacher/ EHT will follow the Trust's Disciplinary Policy for any staff.</p>	<p>The LAB Chair should report any disciplinary/capability issues regarding the Headteacher/ EHT directly to the CEO, who will report these to the Board of Directors</p>



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
	<p>CEO, the Headteacher/EHT and/or the LAB.</p> <p>In cases of urgency, where it is not possible for the Board of Directors to be consulted, the CEO will have authority to sanction the imposition of a disciplinary and/or capability measure.</p> <p>The Chair of the Board of Directors will deal with any disciplinary/capability issues related to the CEO.</p>	<p>The CEO is delegated the responsibility to suspend Headteacher/EHT and academy Senior Leaders, Central Staff and members of the Executive, where it is felt that this is necessary, either before a disciplinary investigation commences, or during the process, and only after seeking HR advice.</p> <p>Subject as noted below, the CEO is to notify the Board of Directors:</p> <p>If the employee concerned is the Headteacher/Executive Head, a member of the Senior Leadership Team of the academy or, Central Executive; and</p> <p>The CEO considers imposition of a disciplinary/ capability measure.</p>	<p>The Headteacher/ EHT is delegated the responsibility to suspend members of staff, other than senior leaders, where it is felt that this is necessary, either before a disciplinary investigation commences or during the process and only after seeking HR advice. The CEO should be informed of any suspension, immediately.</p>	
<p>D11 Safeguarding (excluding General Health &amp; Safety)</p>	<p>Board to issue a safeguarding statement of intent, regarding its Trust's systems and procedures and will implement a Safeguarding Policy which applies to all staff.</p> <p>The Board to receive termly reports regarding safeguarding provision within its academies.</p>	<p>The CEO is to inform the Board of Directors of any safeguarding issues raised in respect of the Headteacher/ EHT, any member of the Senior Leadership Team or any other key employee of the Trust.</p> <p>CEO to ensure that safeguarding procedures within the Trust, meet all national and local requirements.</p>	<p>The Headteacher/EHT is to ensure that the named LADO and the CEO are notified immediately of any safeguarding issues or concerns relating to staff.</p> <p>The Headteacher/ EHT delegated day-to-day administration of safeguarding procedures in their academy, ensuring that national, local and the Trust's safeguarding systems and procedures are implemented.</p>	<p>The Headteacher/EHT is also to notify the Chair of the LAB and Safeguarding member, as soon as reasonably possible of any safeguarding issues or concerns relating to staff</p> <p>LABs are responsible for ensure that their Safeguarding Policy is reviewed, at least annually, and meets national requirements and the requirements of their local Children's Safeguarding Board.</p>



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
			<p>Headteacher/ EHT should ensure that there is a robust system in place for inducting all new staff and volunteers into the academy's safeguarding systems</p> <p>It is the Headteacher/EHT's responsibility to ensure that the academy complies with KCSiE Section 3 "Safer Recruitment" for ALL paid/voluntary appointments, and to ensure the Single Central Record is maintained.</p>	<p>It is the responsibility of the LAB to ensure safeguarding procedures are implemented, and that the LAB has systems in place to audit the effectiveness of the procedures.</p>
<p>D12 Continuous Professional Development (CPD) (Budget)</p>			<p>The Headteacher/EHT is to include, in the SDP the appropriate proposals for CPD.</p> <p>The Headteacher/EHT may spend that part of the academy's budget for CPD in accordance with:</p> <p>The agreed business plan; and Any general guidelines from time to time notified by the CEO.</p>	<p>Ensure that the Headteacher/EHT receives regular CPD, and liaises with the CEO where it is felt additional support is required, which they cannot access.</p>
<p>D13 Continuous Professional Development (CPD)</p>	<p>CEO to report additional PD days to the Board of Directors, and justify the need for these.</p>	<p>CEO to authorise the PD days set by academies, ensuring that the training days link to the academy's business plan.</p> <p>CEO to decide upon, and organise, one Trust PD day per year, for all academies on the same day (if required).</p> <p>CEO approval required for requests for additional PD days.</p>	<p>The Headteacher/EHT, in liaison with the LAB, should set 5 PD days. The proposed dates and content should be submitted before the start of each academic year to the CEO, for signing-off.</p> <p>The first PD day of each new term must include annual safeguarding updates</p> <p>One of the PD days may be designated as a Trust PD day, to</p>	



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
			<p>be held on the same day, to address Trust-wide issues.</p> <p>Where the Headteacher/EHT feels that there is a particular issue that needs addressing immediately, and additional PD days are required, they may request one additional closure day from the CEO.</p>	
<p>D14</p> <p>Headteacher/Executive Headteacher Illness/ Planned Absence</p>			<p>On the first day of illness, the Headteacher/Executive Head will inform the CEO of their illness and keep the CEO updated, in line with the Trust's Managing Attendance policy, during the absence.</p> <p>Where Headteacher/EHT absence is planned, due to PD, briefings, seminars etc, and this amounts to two or more consecutive days, the Headteacher/EHT must inform the CEO of this absence, as well as confirm the name of the Designated Safeguarding Lead/Officer and Child Protection Officer.</p>	



## Section E – Asset Management

Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
<p>E1</p> <p>Negotiation and renegotiation of contracts</p> <p>(NB read in conjunction with above section relating to purchasing)</p>		<p>The CEO will delegate, to the CFO, the work to finalise the terms of any significant contracts that may have a material impact on an academy, or the wider Trust.</p>	<p>The Headteacher/ EHT is to notify the CFO of the academy's intention to negotiate, or renegotiate, any external contracts over £10k, including for assets.</p> <p>The Headteacher/ EHT will take such action as the CFO may reasonably require in connection with the negotiations or renegotiations.</p>	<p>LAB to enter into contracts with organisations that generate income for academies; e.g. contract with the LA re. the academy's nursery funding.</p> <p>LAB to consult with the CFO re any contracts/licenses with outside agencies to rent space within the building (not lettings).</p>
<p>E2</p> <p>HP, leasing services and other agreement</p>		<p>The CEO will delegate, to the CFO, the work to finalise the terms of any standing order, contract, hire-purchase leasing, hire-purchase, services or similar agreement.</p>	<p>The Headteacher/ EHT is to notify the CFO of the academy's intention to enter into any standing order, contract, leasing, hire-purchase, services or similar agreement over £10k.</p> <p>The Headteacher/ EHT will take such action as the CFO may reasonably require in connection with entering into, variation or termination of any such agreement.</p>	
<p>E3</p> <p>Inventory</p>		<p>Delegate to CFO – review annually.</p>	<p>Maintain an inventory of assets held in the academy (items that were in excess of £2,000 per item on purchase).</p>	<p>Ensure that the academy maintains an accurate inventory</p>
<p>E4</p>	<p>The Finance and Resources Committee will receive any proposals for asset disposals</p>	<p>The CFO to approve disposal between £5k and £10K.</p>	<p>The Headteacher/ EHT may authorise any disposals related to assets with a market value of less</p>	<p>Receive reports from the Headteacher/ EHT of items to</p>





<b>Responsibility</b>	<b>Board of Directors</b>	<b>Executive</b>	<b>Headteacher/Executive Headteacher</b>	<b>Local Academy Board</b>
Disposal of assets (non-land and buildings)	made by the Headteacher/ EHT (it will take into account any recommendation made by the CEO).  Disposal above £25k to be delegated to the Finance and Resources Committee.	The CFO will recommend to the CEO any disposals that are between £10k and £25k. The CEO can authorise at this level.  Asset disposals received up to £25k, to be reported to the Finance and Resources Committee.	than £5k (either as one item or in total) (report to the CFO).  The Headteacher/ EHT will recommend to the CFO any disposals that are between the value of £5k and £10k.	remove from the inventory before disposal.
E5 Disposal of assets (land and buildings)	Disposal of any land and buildings must be authorised by Finance and Resources Committee and Board of Directors, as required by the Academies Financial Handbook.			
E6 Premises maintenance programme	The Finance and Resources Committee will review the Premises Maintenance Programme annually, and may decide to:  Accept it as drawn; or Accept it with such modifications as it believes are appropriate; or  Call for the Programme to be revisited and revised before further consideration is given to it.	The CEO, with reference to the CFO, and the Headteacher/EHT will work together to prepare and present an annual Premises Maintenance Programme to the Finance and Resources Committee.	The Headteacher/EHT will provide such assistance as the CEO may require in connection with the preparation and presentation of the Premises Maintenance Programme for the academy.	To receive reports for the Headteacher/EHT of the premises maintenance programme
E7 Legal claims	The Board of Directors may instruct the CEO and/or Headteacher/EHT and/or the LAB to take such action as it may reasonably require in relation to	The CEO is to assess the likelihood of the claim, or proceedings, succeeding, and the likely impact on both the academy and the Trust, should this happen.	The Headteacher/EHT to notify the CEO of any actual or potential claims or proceedings affecting the academy, as soon as becoming aware of them.	The LAB will act on any instructions received from the Board of Directors and/or the CEO.



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
	the defence or prosecution of any claim or proceedings.	<p>If the CEO considers the matter sufficiently serious to merit it, the CEO may report the claim or proceedings to the Board of Directors.</p> <p>The CEO will act on any instructions from the Board.</p> <p>Provided this does not conflict with the instructions of the Board, the CEO may instruct the Headteacher/EHT and/or LAB in relation to the appointment of legal advisers and/or the conduct of the claim or proceedings.</p>	<p>The Headteacher/ EHT will act on any instructions received from the Board of Directors and/or the CEO.</p> <p>Other than in cases of utmost necessity, the Headteacher/ EHT may only appoint legal advisers with the prior written approval of the CEO.</p>	
E8 Health and Safety (excluding Safeguarding)	<p>The Finance and Resources Committee to agree Health &amp; Safety statement of intent, and delegate to individual academies' responsibilities to maintain their own H&amp;S policy and adhere to it.</p> <p>Receive annual reports from CEO, regarding academies' adherence to responsibilities.</p>	<p>Ensure that all academies have a Health &amp; Safety Policy, and that it is legally compliant (through use of external consultants); receive termly report from LAB to ensure statutory duties are being carried out.</p> <p>Report to the Finance and Resources Committee, annually, on effectiveness of the academies' health and safety procedures.</p>	Carry out the H&S statutory duties and report to the LAB termly.	<p>Ensure academy has a legally compliant H&amp;S Policy (through submission to CEO) and carries out its statutory duties which have been delegated in full to the LAB by the Trust's Board of Directors.</p> <p>Ensure the academy reports to the CEO, termly.</p>



## Section F – Strategy

Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
F1 Collaboration and partnering arrangements	<p>The Board will review any proposal put to it by the CEO and may;</p> <p>Approve the proposal as submitted to it; or Approve the proposal, subject to any amendments it considers appropriate; or Reject the proposal</p>	<p>The CEO will assess any proposals put forward by the Headteacher/EHT.</p> <p>The CEO may decide to:</p> <p>Approve the proposal as submitted to the CEO; or approve the proposal, subject to any amendments the CEO considers appropriate; or Reject the proposal; or Refer the proposal to the School Effectiveness Committee for a decision.</p>	<p>The Headteacher/EHT is to notify the CEO and Director of Quality of Education of any proposals to enter into, renew, amend or terminate any collaboration or partnering arrangement with other academies/schools that involves payment .</p> <p>The Headteacher/EHT will provide such further information and assistance as the CEO and Director of Quality of Education may require in order to make a decision concerning the arrangement.</p>	<p>Ensure that any collaboration or partnering arrangement with other academies/schools offer 'value for money'.</p>
F2 Expansion of existing facilities	<p>The Board will review any proposal put to it by the CEO, and may;</p> <p>Approve the proposal as submitted to it; or Approve the proposal, subject to any amendments it considers appropriate; or Reject the proposal.</p>	<p>The CEO will assess any proposals put forward by the Headteacher/ EHT.</p> <p>The CEO may decide to:</p> <p>Approve the proposal as submitted to the CEO; or approve the proposal subject, to any amendments the CEO considers appropriate; or Reject the proposal; or Refer the proposal to the Finance &amp; Resource Committee.</p>	<p>The Headteacher/EHT is to agree with the LAB, and notify the CEO of, any proposal to expand any existing facilities at the academy.</p> <p>The Headteacher/EHT will provide such further information and assistance as the CEO may require, in order to make a decision concerning the proposal.</p>	<p>LAB to recommend proposals to expand any existing facilities at the academy to CEO.</p>



Responsibility	Board of Directors	Executive	Headteacher/Executive Headteacher	Local Academy Board
<p>F3</p> <p>Taking on new premises</p>	<p>The Board will review any proposal put to it by the CEO and may;</p> <p>Approve the proposal as submitted to it; or</p> <p>Approve the proposal, subject to any amendments it considers appropriate; or</p> <p>Reject the proposal.</p>	<p>The CEO will assess any proposals put forward by the Headteacher/EHT.</p> <p>The CEO may decide to:</p> <p>Approve the proposal as submitted to the CEO; or</p> <p>approve the proposal, subject to any amendments the CEO considers appropriate; or</p> <p>Reject the proposal; or</p> <p>Refer the proposal to the Finance &amp; Resource Committee</p>	<p>The Headteacher/EHT is to notify the CEO of any proposal to take on new premises, following agreement with LAB.</p> <p>The Headteacher/EHT will provide such further information and assistance as the CEO may require, in order to make a decision concerning the proposal.</p>	<p>LAB to agree proposal to take on any new premises.</p>
<p>F4</p> <p>Other major strategic decisions; i.e. the restructure of the Trust's Central Team, the taking on of another school into the Trust, the growth plan of the Trust</p> <p>Academy strategic decisions; e.g. changes to the Academy's PAN, running/ceasing to run an Academy- based nursery, establishment / cessation of a before/after provision, establishment / cessation of a sixth form</p>	<p>Will review any proposal put to it by the CEO, and may;</p> <p>Approve the proposal as submitted to it; or</p> <p>Approve the proposal, subject to any amendments it considers appropriate; or</p> <p>Reject the proposal</p>	<p>The CEO will assess any proposals put forward by the Headteacher/Executive Head</p> <p>The CEO may decide to:</p> <p>Approve the proposal as submitted to the CEO; or</p> <p>Approve the proposal, subject to any amendments the CEO considers appropriate; or</p> <p>Reject the proposal; or</p>	<p>The Headteacher/ EHT is to notify the CEO of any proposal of a major strategic nature.</p> <p>The Headteacher/ EHT will provide such further information and assistance as the CEO may require, in order to make a decision concerning the proposal.</p>	<p>The LAB will make its views known to the CEO, regarding any major strategic decisions the Trust is considering, through a formal consultation period.</p> <p>The LAB will refer to the CEO any major strategic decisions the academy is considering.</p>

Scheme of Delegated Authority: All Academies Version 10.5 Sept 2024 Board approved 4/07/2024; Review Summer term 2025.

