**Scheme of Delegated Authority**

**Key**

M: Members

T: Trustees

EP: Executive Principal

P: Principal

TBM: Trust Business Manager

**Note:** Principal delegations are dependent upon the current status and performance of an individual academy.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Governance Action** | **M** | **T** | **EP** | **P** | **TBM** |
| G1 |

|  |
| --- |
| Approve changes to the Trust Articles, Funding Agreement or name  |

 | ✓ |  |  |  |  |
| G2 |

|  |
| --- |
| Propose changes to the Trust Articles, Funding Agreement or name  |

 |  | ✓ |  |  |  |
| G3 |

|  |
| --- |
| Set the strategic direction and vision for the Trust  |

 |  | ✓ |  |  |  |
| G4 |

|  |
| --- |
| Approve development plans for the Trust  |

 |  | ✓ |  |  |  |
| G5 |

|  |
| --- |
| Propose development plans for the Trust  |

 |  |  | ✓ |  |  |
| G6 |

|  |
| --- |
| Approve converter/sponsored schools joining the Trust  |

 |  | ✓ |  |  |  |
| G7 |  Propose converter/sponsored schools joining the Trust and undertake due diligence |  |  | ✓ |  |  |
| G8 |

|  |
| --- |
| Approve academy development plans  |

 |  | ✓ |  |  |  |
| G9 |

|  |
| --- |
| Review academy development plans  |

 |  |  | ✓ |  |  |
| G10 |

|  |
| --- |
| Draft academy development plans  |

 |  |  |  | ✓ |  |
| G11 |

|  |
| --- |
| Review progress against academy development plans  |

 |  |  |  | ✓ |  |
| G12 |

|  |
| --- |
| Review progress across the Trust against all academy development plans  |

 |  |  | ✓ |  |  |
| G13 |

|  |
| --- |
| Approve changes to the Trust governance structure  |

 |  | ✓ |  |  |  |
| G14 |

|  |
| --- |
| Propose changes to the Trust governance structure |

 |  | ✓ |  |  |  |
| G15 |

|  |
| --- |
| Approve changes to the scheme of delegated authority  |

 |  | ✓ |  |  |  |
| G16 |

|  |
| --- |
| Propose changes to the scheme of delegated authority  |

 |  |  | ✓ |  |  |
| G17 |

|  |
| --- |
| Appoint Trustees  |

 | ✓ |  |  |  |  |
| G18 |

|  |
| --- |
| Appoint the Chair and Vice Chair of the Trust Board  |

 and any committees formed |  | ✓ |  |  |  |
| G19 |

|  |
| --- |
| Review performance of Trustees/Board  |

 |  | ✓ |  |  |  |
| G20 |

|  |
| --- |
| Appoint a Clerk for the Board |

 |  | ✓ |  |  |  |
| G21 |

|  |
| --- |
| Carry out elections for staff and parent Trustees  |

 |  |  | ✓ |  |  |
| G22 |

|  |
| --- |
| Appoint a Development Trustee  |

 |  | ✓ |  |  |  |
| G23 |

|  |
| --- |
| Suspend and/or dismiss Trustees  |

 | ✓ |  |  |  |  |
| G24 |

|  |
| --- |
| Propose suspension/dismissal of Trustees  |

 |  | ✓ |  |  |  |
| G25 |

|  |
| --- |
| Set up register of business interests  |

 |  | ✓ |  |  |  |
| G26 | Publish required governance compliance information  |  | ✓ |  |  |  |
| G27 | Set up and approve trustee expenses policy  |  | ✓ |  |  |  |
| G28 | Appoint external auditors  |  | ✓ |  |  |  |
| G29 | Propose external auditors  |  |  | ✓ |  |  |
| G30 | Approve complaints policy  |  |  | ✓ |  |  |
| G32 | Implement complaints policy  |  |  |  | ✓ |  |
| **Ref** | **Finance, Premises and Health and Safety Action** | **M** | **T** | **EP** | **P** | **TBM** |
| F1 | Receive annual accounts  | ✓ |  |  |  |  |
| F2 | Approve annual report and accounts  |  | ✓ |  |  |  |
| F3 | Approve annual Trust and Academy budget plans  |  | ✓ |  |  |  |
| F4 | Propose annual Trust budget plan  |  |  | ✓ |  |  |
| F5 | Propose annual Academy budget plans  |  |  | ✓ |  |  |
| F6 | Draft the annual Academy budget plans  |  |  |  | ✓ |  |
| F7 | Monitor Trust budget monthly  |  |  | ✓ |  |  |
| F8 | Monitor Academy budgets monthly |  |  |  | ✓ |  |
| F9 | Approve financial policy and procedures  |  |  | ✓ |  |  |
| F10 | Propose financial policy and procedures  |  |  |  |  | ✓ |
| F11 | Implement financial policy and procedures  |  |  |  |  | ✓ |
| F12 | Monitor implementation of financial policy and procedures  |  |  |  | ✓ |  |
| F13 | Ensure internal auditing  |  |  | ✓ |  |  |
| F14 | Put in place appropriate buildings and other relevant insurance  |  |  |  |  | ✓ |
| F15 | Approve Trust premises-related policies  |  |  | ✓ |  |  |
| F16 | Propose Trust premises-related policies  |  |  |  | ✓ |  |
| F17 | Implement Trust premises-related policies  |  |  |  | ✓ |  |
| F18 | Monitor Trust premises-related policies  |  |  |  | ✓ |  |
| F19 | Approve academy maintenance strategies |  |  | ✓ |  |  |
| F20 | Develop academy maintenance strategies |  |  |  | ✓ |  |
| F21 | Approve Trust capital strategy |  | ✓ |  |  |  |
| F22 | Develop Trust capital strategy |  |  | ✓ |  |  |
| F23 | Approve Trust/academy health & safety policy |  |  | ✓ |  |  |
| F24 | Implement Trust/academy health & safety policy |  |  |  | ✓ |  |
| F25 | Monitor implementation of health & safety policy  |  | ✓ |  |  |  |
| F26 | Appoint a health & safety Trustee |  | ✓ |  |  |  |
| F27 | Approve Trust/academy risk management plan |  |  | ✓ |  |  |
| F28 | Review and propose Trust/academy risk management plan |  |  |  | ✓ |  |
| F29 | Monitor implementation of Trust/academy risk management plan |  |  |  | ✓ |  |
| F30 | Approve Trust/academy business continuity plans  |  |  | ✓ |  |  |
| F31  | Propose Trust/academy business continuity plans  |  |  |  | ✓ |  |
| F32  | Implement Trust/academy business continuity plans  |  |  |  | ✓ |  |
| F33  | Monitor implementation of Trust/academy business continuity plans  |  |  | ✓ |  |  |
| F34  | Review Trust wide implementation of business continuity plans  |  |  | ✓ |  |  |
| **Ref** | **Human Resources Action** | **M** | **T** | **EP** | **P** | **TBM** |
| H1  | Appoint Executive Principal |  | ✓ |  |  |  |
| H2  | Appoint Trust Senior Leadership Team (Trust Business Manager) |  | ✓ |  |  |  |
| H3  | Appointment of other Trust central staff  |  |  | ✓ |  |  |
| H4  | Appoint Academy Principal  |  | ✓ |  |  |  |
| H5 | Academy Senior Leadership Team appointments  |  |  | ✓ |  |  |
| H6  | Academy Middle Leadership Team appointments  |  |  |  | ✓ |  |
| H7  | Teaching staff appointments  |  |  |  | ✓ |  |
| H8  | Teaching support staff appointments  |  |  |  | ✓ |  |
| H9  | Operational support staff appointments  |  |  |  | ✓ |  |
| H10  | Approve Academy SLT pay  |  | ✓ |  |  |  |
| H11  | Approve Executive Principal pay  |  | ✓ |  |  |  |
| H12  | Approve Principal pay |  | ✓ |  |  |  |
| H13  | Approve staff pay  |  |  | ✓ |  |  |
| H14  | Propose staff pay  |  |  |  | ✓ |  |
| H15  | Approve annual pay increases  |  |  | ✓ |  |  |
| H16  | Propose annual pay increases  |  |  |  | ✓ |  |
| H17  | Approve staff pay policy |  | ✓ |  |  |  |
| H18 | Approve HR, Appraisal, Performance and Disciplinary policies |  |  | ✓ |  |  |
| H19  | Propose staff, HR, pay, performance and disciplinary policies  |  |  |  | ✓ |  |
| H20  | Monitor implementation of staff, HR, pay, performance and disciplinary policies  |  |  |  | ✓ |  |
| H21  | Implement staff, HR, pay, performance and disciplinary policies  |  |  |  | ✓ |  |
| H22  | Approve changes to academy staffing structure (within agreed budget)  |  |  | ✓ |  |  |
| H23  | Propose changes to academy staffing structure (within agreed budget)  |  |  |  | ✓ |  |
| H24  | Approve changes to academy staffing structure (outside agreed budget)  |  | ✓ |  |  |  |
| H25  | Propose changes to academy staffing structure (outside agreed budget)  |  |  | ✓ |  |  |
| H26  | Approve changes to Trust central staffing structure including recruitment  |  | ✓ |  |  |  |
| H27  | Propose changes to Trust central staffing structure including recruitment  |  |  | ✓ |  |  |
| H28  | Appraisal review of Executive Principal |  | ✓ |  |  |  |
| H29  | Suspension or dismissal of Executive Principal  |  | ✓ |  |  |  |
| H30  | Appraisal review of Principal |  | ✓ |  |  |  |
| H31 | Appraisal review of all other school staff |  |  |  | ✓ |  |
| H32  | Suspension or dismissal of Principal  |  | ✓ |  |  |  |
| H33  | Suspension or dismissal of Academy SLT members  |  | ✓ |  |  |  |
| H34  | Suspension or dismissal of Academy teaching and support staff  |  |  |  | ✓ |  |
| H35  | Set up staff disciplinary panels/grievance/appeal panels  |  | ✓ |  |  |  |
| H36  | Participate in staff disciplinary panels/grievance/appeal panels  |  | ✓ |  |  |  |
| H37  | Approve dismissal payments / early retirement  |  | ✓ |  |  |  |
| **Ref** | **Learning and Teaching Action** | **M** | **T** | **EP** | **P** | **TBM** |
| L1  | Approve academy curriculum policy  |  |  | ✓ |  |  |
| L2  | Propose and implement curriculum policy  |  |  |  | ✓ |  |
| L3  | Review and monitor academy curriculum policy  |  |  |  | ✓ |  |
| L4  | Responsible for academy standards of teaching and learning  |  |  |  | ✓ |  |
| L5  | Monitoring academy standards of teaching and learning  |  |  | ✓ |  |  |
| L6  | Responsible for standards of teaching and learning across the Trust  |  |  | ✓ |  |  |
| L7  | Monitoring of standards of teaching and learning across the Trust  |  | ✓ |  |  |  |
| L8  | Provision of sex education  |  |  |  | ✓ |  |
| L9  | Monitoring provision of sex education  |  |  | ✓ |  |  |
| L10  | Monitor arrangements for religious education  |  |  |  | ✓ |  |
| L11  | Appoint a SEND Trustee  |  | ✓ |  |  |  |
| L12 | Approve SEND Policy |  | ✓ |  |  |  |
| L13 | Monitor the implementation of the SEND policy  |  |  | ✓ |  |  |
| L14  | Appoint subject/curriculum link Trustees(s) as required  |  | ✓ |  |  |  |
| L15  | Appoint a Pupil Premium Trustee  |  | ✓ |  |  |  |
| L16  | Monitor the impact of the Pupil Premium plan  |  |  | ✓ |  |  |
| L17  | Approve Academy Pupil Premium plan  |  |  | ✓ |  |  |
| L18  | Propose Academy pupil premium plan  |  |  |  | ✓ |  |
| L19  | Approve Academy targets for pupil achievement and progress  |  |  | ✓ |  |  |
| L20 | Propose Academy targets for pupil achievement and progress  |  |  |  | ✓ |  |
| L21  | Monitor progress against Academy targets for pupil achievement and progress  |  |  |  | ✓ |  |
| L22  | Monitor progress against targets for pupil achievement and progress across the Trust  |  |  | ✓ |  |  |
| L23  | Approve pupil behaviour policies  |  |  | ✓ |  |  |
| L24  | Implement pupil behaviour policies  |  |  |  | ✓ |  |
| L25  | Monitor implementation of pupil behaviour policies  |  | ✓ |  |  |  |
| L26  | Exclude pupils  |  |  |  | ✓ |  |
| L27  | Set up pupil exclusion panels  |  | ✓ |  |  |  |
| L28  | Participate in pupil exclusion panels  |  | ✓ |  |  |  |
| L29  | Approve admissions policy for each Academy in the Trust  |  | ✓ |  |  |  |
| L30  | Propose academy admissions policies to Trust Academies  |  |  | ✓ |  |  |
| L31  | Implement academy admissions policy  |  |  |  | ✓ |  |
| L32  | Monitor implementation of admissions policy  |  |  | ✓ |  |  |
| L33  | Agree PAN annually  |  | ✓ |  |  |  |
| L34  | Ensure provision of free school meals to those pupils meeting the criteria, including Universal Free School Meals  |  |  |  | ✓ |  |
| L35  | Approve Trust child protection policy  |  | ✓ |  |  |  |
| L36 | Monitor implementation of child protection policy including the SCR  |  |  | ✓ |  |  |
| L37  | Complete and maintain Single Central Record  |  |  |  | ✓ |  |
| L38  | Appoint Safeguarding Trustee  |  | ✓ |  |  |  |
| L39  | Annual approval of Academy safeguarding review  |  | ✓ |  |  |  |
| L40  | Undertake annual review of Trust safeguarding  |  |  | ✓ |  |  |
| L41  | Approve times of academy day and dates of school terms, holidays and INSET days  |  | ✓ |  |  |  |
| L42  | Propose times of academy day and dates of school terms, holidays and INSET days  |  |  | ✓ |  |  |
| L43  | Ensure that Academies meet the minimum number of recommended sessions per academic year  |  |  | ✓ |  |  |