**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 |  |  | ✓ |  |  |