

## Scheme of Delegation Overview Grid

Key	✓	Function and decision-making are at this level	C	In consultation with, prior to decision-making	ECM	Estates & Compliance Manager
	F&A	Embrace Finance & Audit Committee	LGB	Local Governing Board	TL	Trust Leader
	SC	Embrace Standards Committee				

Note: Decisions delegated to the trust board may be delegated to a board committee, but not the Trust Leader (TL), Local Governing Board (LGB) or Headteacher (HT)

Function		Action	Members	Trust Board	TL	LGB	Head
<b>EDUCATION, CURRICULUM AND STANDARDS</b>							
1	Admission & Attendance Registers	Compliance with regulations		✓			
		Maintain					✓
2	Behaviour for Learning Policy	Write/implement					✓
		Approve				✓	
		Monitor effectiveness			✓	✓	
3	Careers Guidance	Compliance with statutory requirements		✓			
		Monitor				✓	
		Deliver					✓
4	Curriculum Policy	Compliance with statutory requirements		✓	C		
		Develop and establish				C	✓
		Implement					✓
		Monitor effectiveness			✓	✓	
5	Early Years Foundation Stage Framework <i>(if applicable)</i>	Compliance with statutory requirements				✓	✓
6	Exclusions	<i>Suspension</i>			C		✓
		<i>permanent</i>	<b>Must</b> consult TL before issue			C	✓
		<i>review panel (see DfE guidance)</i>	Review <i>(in line with DfE exclusions guidance)</i>			C	✓
7	Pupil Premium Spend, including Catch Up, PE & Sports Premium	Implement and report as required					✓
		Monitor <i>(trust level)</i>		✓ (SC)	✓		
		Monitor <i>(school level)</i>				✓	
8	Quality of Education Provision, Standards and Outcomes	Ensure & oversee across the trust		✓ (SC)	✓		
9	School Performance <i>(targets/expectations)</i>	Monitor			✓	✓	
		Propose			C		✓
10	SEND Code of Practice	Compliance with statutory requirements		✓			
		Implement <i>(at school level)</i>				✓	✓
11	Standards of Teaching and Educational Outcomes	Responsible for				✓	✓

Function		Action	Members	Trust Board	TL	LGB	Head			
12	Strategic School Improvement Plan ( <i>school</i> )		Write			C	✓			
			Approve				✓			
			Monitor implementation and impact			✓	✓			
<b>ESTATES AND HEALTH &amp; SAFETY</b>										
13	Buildings Insurance and Personal Liability Insurance		Ensure in place		✓(F&A)					
14	Capital Bids		Coordinate with Heads/ECM and submit			✓	C C			
15	Health and Safety		<i>annual audit</i>	Check completed & recommendations implemented		✓(F&A)	✓			
			<i>awareness</i>	Check staff aware of responsibilities			✓	✓		
			<i>culture</i>	<i>trust</i>	Develop across trust		✓	✓		
				<i>school</i>	Develop across school				✓	✓
			<i>governance</i>	<i>trust</i>	H&S trustee monitors effectiveness & implementation		✓			
				<i>school</i>	H&S governor monitors effectiveness & implementation				✓	
			<i>implementation</i>	Implement policy					✓	
			<i>regulations</i>	Ensure followed		✓(F&A)		✓	✓	
<i>statutory training</i>	<i>trust</i>	Ensure up-to-date and compliant			✓					
	<i>school</i>	Ensure up-to-date and compliant					✓			
16	IT Strategic Plan		Determine & approve			✓				
17	Premises Improvement Programme		Review annually with ECM & H&S governor				C ✓			
18	Website Compliance		Compliance with statutory publishing requirements				✓ ✓			
<b>FINANCE</b>										
19	Annual Report & Accounts		<i>audited</i>	Approve and present to members ( <i>annually</i> )		✓				
			<i>approved</i>	Receive	✓					
20	Auditors ( <i>external</i> )		Recommend appointment to members			✓				
			Appoint		✓					
21	Auditors' Report ( <i>external</i> )		Receive and respond			✓				
22	Benchmarking & Trust-wide Value for Money		Ensure robustness			✓(F&A)	✓			
23	Budget ( <i>school</i> )		Prepare proposed budget (head/central finance & LGB) & submit to the trust for approval				C ✓			
			Set/Approve ( <i>must support delivery of key priorities</i> )			✓				
			Monitor ( <i>termly</i> )					✓	✓	
			Implement individual school budget						✓ ✓	
			Approve significant in-year revisions requested by head			✓(F&A)				
24	Budget ( <i>trust</i> )		Monitor ( <i>minimum three times a year</i> )			✓				

Function		Action	Members	Trust Board	TL	LGB	Head
		Set/Approve <i>(must support delivery of key priorities)</i>		✓			
25	Central Service Contribution	Review and determine <i>(annually)</i>		✓	C	C	
26	Charging and Remissions Policy	Publish approved policy on school website					✓
27	Contracts/Orders up to delegated limits <i>(see Financial Procedures)</i>	Approve <i>(differs, according to financial limits)</i>		✓	✓	✓	✓
28	Debts <i>(school)</i>	Monitoring					✓
		Write off <i>(differs according to limits in Financial Procedures)</i>		✓	✓		
29	ESFA required reports and returns	Submit		✓			
30	Financial Procedures	<i>trust</i>	Implement at school level			✓	✓
31	Financial Decision Levels <i>(see Financial Procedures)</i>	Establish and agree/review decision levels and limits		✓	C		
32	Fixed Assets <i>(expenditure over £5,000)</i>	Report to central finance team					✓
33	Insurance Arrangements	Monitor in place across the trust <i>(annually)</i>		✓(F&A)			
34	Key Priorities	<i>trust</i>	Monitor progress towards	✓			
		<i>schools</i>	Monitor progress towards			✓	
35	Management Accounts and Forecasts	Receive & monitor <i>(monthly)</i>		✓ Chair	✓		
		Receive & monitor <i>(6 times a year)</i>		✓(F&A)			
36	Payments up to delegated limits <i>(see Financial Procedures)</i>	Approve <i>(differs according to limits in Financial Procedures)</i>		✓	✓	✓	✓
37	Related Party Transactions	Approve in advance of transaction			✓		
38	Reporting Arrangements	Agree		✓	C	C	C
39	Risk Management <i>(financial, educational, reputational &amp; legal)</i>	<i>trust</i>	Determine, register and evaluate levels of risk	✓(F&A)	C		
		<i>schools</i>	Determine, register and evaluate levels of risk			✓	C
40	Transfers (virements) Between Budget Headings <i>(see Financial Procedures)</i>	Approve			CFO		
<b>GOVERNANCE: PEOPLE</b>							
41	Clerk	<i>LGB</i>	Appoint/remove			✓	
		<i>trust board</i>	Appoint/remove		✓		
42	LGB Chair		Appoint			✓	
			Approve appointment		✓		
43	Local Governors	<i>all except parent/staff</i>	Appoint/remove		✓		
		<i>parent/staff</i>	Arrange election/appointment			✓	
44	Members	Appoint/remove	✓				
45	Safeguarding Trustee	Appoint/remove		✓			
46	Safeguarding Governor	Appoint/remove				✓	
47	SEND Trustee	Appoint/remove		✓			

Function		Action	Members	Trust Board	TL	LGB	Head	
48	SEND Governor	Appoint/remove				✓		
49	Succession Planning	<i>trust board</i>		✓				
		<i>LGB</i>				✓		
50	Trust Board Committee Chairs	Appoint/remove		✓				
51	Trust Board Finance & Audit Committee	Appoint		✓				
52	Trustees	Appoint/remove	✓	✓				
<b>GOVERNANCE</b>								
53	Annual Report on Trust Performance	Submit to members & publish on website ( <i>annually</i> )		✓				
54	Articles of Association	Review and agree	✓					
55	ESFA Reports and Returns	Ensure submitted		✓	C			
56	Governance Arrangements, Meeting Attendance & Register of Interests	<i>trust board</i>		✓	✓			
		<i>LGB</i>			✓	✓	✓	
57	Governance Structure for the Trust	Establish/review		✓				
58	Inspections (Ofsted/SIAMS)	<i>school</i>			✓	✓	✓	
59	Scheme of Delegation	Review ( <i>2-yearly</i> )		✓	C	C	C	
60	Skills Audit	<i>trust board</i>		✓				
		<i>LGB</i>				✓		
61	Terms of Reference	<i>trust board committees</i>		✓				
		<i>LGB</i>		✓				
		<i>LGB sub-committees</i>					✓	
<b>HUMAN RESOURCES</b>								
62	Appeals: HR-related	Consider	At one level above the initial decision maker					
63	Appointments	<i>accounting officer</i>	Appoint & dismiss		✓			
		<i>central team</i>	Appoint			✓		
		<i>chief executive officer</i>	Appoint ( <i>with Diocesan Corporate Member involvement &amp; consent</i> )		✓			
		<i>chief financial officer</i>	Appoint		✓	C		
		<i>headteachers</i>	Appoint ( <i>CoE with Diocesan Corporate Member involvement &amp; consent</i> )		✓	C	C	
			Recommend appointment ( <i>on behalf of recruitment panel</i> )			✓		
		<i>senior leadership team</i>	Appoint			C	C	✓
<i>teachers and support staff</i>	Appoint					✓		
64	Dismissal	<i>chief executive officer</i>	Dismiss ( <i>following a hearing process</i> )		✓			
		<i>headteachers</i>	Dismiss ( <i>following a hearing process</i> )		✓	C	C	

Function			Action	Members	Trust Board	TL	LGB	Head
	<i>other staff (school)</i>	gross misconduct	Dismiss ( <i>following a hearing process</i> )		✓	C	C	C
		misconduct	Dismiss ( <i>following a hearing process</i> )			C	✓	C
		other ( <i>with equality implications</i> )	Dismiss ( <i>following a hearing process</i> )		✓	C	C	
		other ( <i>with no equality implications</i> )	Dismiss ( <i>following a hearing process</i> )			C	C	✓
	<i>other staff (central team)</i>	gross misconduct	Dismiss ( <i>following a hearing process</i> )		✓	C		
		misconduct	Dismiss ( <i>following a hearing process</i> )		✓	C		
		other ( <i>with equality implications</i> )	Dismiss ( <i>following a hearing process</i> )		✓	C		
		other ( <i>with no equality implications</i> )	Dismiss ( <i>following a hearing process</i> )		C	✓		
65	Performance Management	<i>policy &amp; procedure</i>	Approve and review		✓			
		<i>chief executive officer</i>	Ensure undertaken		✓			
		<i>headteachers</i>	Ensure undertaken			✓	C	
		<i>teachers</i>	Ensure undertaken					✓
66	Salary Review Recommendations	<i>chief executive officer</i>	Approve		✓			
		<i>headteachers</i>	Approve ( <i>until end of cycle for academic year 2021/22</i> )			C	✓	
		<i>headteachers</i>	Approve ( <i>from start of cycle for academic year 2022/23</i> )		✓	C	C	
		<i>teachers</i>	Approve				✓	
67	Settlement Agreements		Approve		✓	C	C	C
68	Staffing Contractual Changes	<i>school</i>	Consider and implement ( <i>in liaison with CFO/HR Manager</i> )			C		✓
		<i>central team</i>	Consider and implement ( <i>in liaison with CFO/HR Manager</i> )			✓		
69	Staffing Structure	<i>school</i>	Approve structure developed by head			C	✓	C
		<i>central team</i>	Approve structure developed by TL		✓	C		
70	Suspension:	<i>chief executive officer</i>	Suspend & lift		✓			
		<i>headteacher</i>	Suspend		C	✓	C	
			Lift		✓	C	C	
		<i>all other staff (school)</i>	Suspend			C	C	✓
			Lift			C	✓	C
		<i>all other staff (central team)</i>	Suspend		C	✓		
Lift			C	✓				
71	Warnings/Final Warnings	<i>school</i>	Issue ( <i>outside of hearing process</i> )			C		✓
		<i>central team</i>	Issue ( <i>outside of hearing process</i> )		C	✓		
<b>SAFEGUARDING</b>								
72	Designated Safeguarding Leads	<i>school</i>	Ensure appointed				✓	✓

Function			Action	Members	Trust Board	TL	LGB	Head	
73	Designated Teacher for Looked After Children	<i>school</i>	Ensure appointed				✓	✓	
74	Disclosure & Disbarring Service Checks (DBS)	<i>trust wide</i>	Check carried out		✓	✓			
		<i>school</i>	Check carried out				✓	✓	
75	Safeguarding	<i>audit</i>	Ensure completed ( <i>minimum annually</i> )			✓	✓	✓	
		<i>policy</i>	Implement			✓	✓	✓	
		<i>compliance</i>	<i>trust</i>	Oversight		✓			
			<i>school</i>	Oversight				✓	
	<i>training (staff, volunteers, trustees, governors)</i>	Ensure completed/compliance ( <i>at appropriate level</i> )		✓	✓	✓	✓		
76	Single Central Record	<i>trust</i>	Monitor accuracy & completeness		✓	✓			
		<i>school</i>	Monitor accuracy & completeness				✓	✓	
<b>STRATEGY</b>									
77	Age Range Change ( <i>Schools</i> )		Consider, consult & propose		✓	C	C	C	
78	Business Development & Business Continuity Plans		Develop/establish		✓				
79	Equalities Legislation		Ensure compliance with overall legislation		✓				
			Implement					✓	
			Monitor				✓		
80	PAN (Published Admission Number) Change	<i>school</i>	Consider, consult & propose		✓	C	C	C	
81	Policies	<i>trust-wide</i>	Write			✓	C	C	
			Approve ( <i>board or TL, according to policy schedule</i> )		✓	✓			
			Implement				✓	✓	
		<i>school level</i>	Write					✓	✓
			Approve ( <i>LGB or head, according to policy schedule</i> )					✓	✓
			Implement					✓	✓
82	School Day Times		Set			C	C	✓	
			Approve				✓		
83	Term Dates		Set & approve			C	C	✓	
84	Vision, Values, Strategy and Key Priorities	<i>trust</i>	Determine		✓	C			
			Approve & communicate		✓				
		<i>school</i>	Determine					✓	C
			Approve & communicate					✓	
85	Stakeholder Engagement		Ensure annual survey ( <i>staff, pupils, parents</i> )		✓	✓	✓	✓	