



# **Scheme of Delegation**

## **Part 3**

# **Specific Scheme of Delegation: Embraceable Academies**



## Embrace Multi Academy Trust

### Scheme of Delegation: Embraceable Academies

<b>Finance</b>				
<b>RESPONSIBILITY</b>	<b>Headteacher/Principal</b>	<b>Local Governing Body (LGB)</b>	<b>Embrace Finance Committee</b>	<b>Full Embrace Board</b>
<p><b><u>Budget forecast</u></b> Submission of consolidated budget forecast by 31 July for the following financial year including capital projects.</p>	<p>The headteacher will have primary responsibility for preparing the draft budget in consultation with the LGB and with the support of the CFO, as necessary, during May, in accordance with a pre-arranged timetable.</p>	<p>The headteacher will consult the LGB regarding the draft budget prior to its submission to the Embrace finance committee.</p>	<p>The finance committee will carry out a review of the draft budget forecast and make a recommendation for approval to the full Embrace board.</p>	<p>The full Embrace board will approve the consolidated budget forecast for Embrace, including the individual academy budget, prior to submission to the ESFA by 31 July.</p>
<p><b><u>Budget revisions</u></b> Revisions to budget during the year as appropriate.</p>	<p>The headteacher may propose revisions to the budget during the year, as appropriate, with the involvement of the CFO.</p>		<p>Approval of in year revisions to budget.</p>	<p>The initial budget forecast for a newly joining academy will be based on the due diligence report and must be approved by the full Embrace board before the school joins the MAT.</p>
<p><b><u>Purchase order and invoice approval</u></b></p>	<p>Where the budget has been approved, up to £9,999 in value.</p>		<p>£10,000 up to £59,999.</p>	<p>£60,000 and over.</p>
<p><b><u>Approval to accept a quotation</u></b> A minimum of three quotes or a formal tendering process.</p>	<p>Where the budget has been approved, up to a value of £9,999</p>	<p>£10,000 up to a value of £24,999</p>	<p>£25,000 up to OJEU limit.</p>	<p>Over OJEU limit.</p>
<p><b><u>Authority to accept a quote/tender other than the lowest</u></b></p>	<p>Where the budget has been approved up to a value of £9,999.</p>	<p>£9,999 up to a value of £24,999.</p>	<p>£25,000 up to OJEU limit.</p>	<p>Over OJEU limit.</p>



## Finance

RESPONSIBILITY	Headteacher/Principal	Local Governing Body (LGB)	Embrace Finance Committee	Full Embrace Board
<b><u>Authority to write off bad debts</u></b>	Up to a value of £999.		£1,000 up to the limit required by secretary of state approval.	
<b><u>Approval for capital expenditure not included in the original budget</u></b>	Authority in consultation with the LGB to incur additional capital expenditure up to £5,000 in a financial year (either on one item or in aggregate) from available DFC funding, with CFO approval. This is subject to any restrictions imposed from time to time by the LGB.	Any restriction on this authority (and any changes to it) must be recorded in writing and communicated clearly to the headteacher	The finance committee has authority to approve additional capital expenditure up to £50,000 in a financial year (either on one item or on aggregate).	Capital expenditure for projects exceeding £50,000 requires the express written consent of the Embrace board.
<b><u>Approval for virements between budget heads</u></b>	The headteacher may approve budget virements up to £4,999.	LGB monitor on-going expenditure against budget heads. CFO must be kept informed and approve virements over £4,999.		
<b><u>Reporting and internal audit requirements</u></b>	The headteacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the Embrace board may from time to time require. This will include reporting formally to the finance committee at regular intervals as specified.	The LGB will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation. It will provide a finance report to the finance committee in such form and at such intervals as the Embrace board may from time to time require.	The finance committee will monitor the management accounts supplied by the LGB and its compliance with internal auditing requirements on an ongoing basis and report any concerns to the Embrace board. The finance committee may appoint a responsible officer to conduct reviews of processes and procedures to provide assurance that these are efficient and effective.	The Embrace board will review the performance of the academy against its budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year.



## Finance

RESPONSIBILITY	Headteacher/Principal	Local Governing Body (LGB)	Embrace Finance Committee	Full Embrace Board
<b><u>Statutory audit procedures</u></b>	The headteacher is to provide such information and assistance in relation to statutory audit procedures as the Embrace board may from time to time require.	The LGB is to provide such information and assistance in relation to statutory audit procedures as the Embrace board may from time to time require.	The finance committee is responsible for recommending the statutory accounts for approval to the Embrace board.	The Embrace board will present the approved statutory accounts to the members at the AGM. The CFO in conjunction with external audit will submit statutory accounts to Companies House by 31 December and the Annual Accounts Return by 31 January.



<b>Human Resources</b>				
<b>RESPONSIBILITY</b>	<b>Headteacher/Principal</b>	<b>Local Governing Body (LGB)</b>	<b>TL/CFO</b>	<b>Full Embrace Board</b>
<b><u>Headteacher recruitment</u></b>		The LGB will meet with the TL to discuss the recruitment process. The LGB will constitute an appointment panel as a task group. With the agreement of the TL, the chair of the LGB will chair the appointment panel. In the absence of such an agreement, the TL will chair the appointment panel. Once the appointment panel has reached a decision it will make a recommendation to the Embrace board for ratification.	The TL will appoint a consultant to support the LGB with the recruitment process following the meeting with the LGB and will sit on the appointment panel. For Church of England schools the Diocese will act as the consultant.	Unless the Embrace board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the appointment panel.
<b><u>Senior Leadership Team recruitment</u></b>	The headteacher will notify the TL as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team. The headteacher will lead the recruitment and appointment process jointly with the TL following the Embrace approved procedures.		The TL and the headteacher will lead jointly on the process for filling any vacancies in the Senior Leadership Team. If there is any dispute between the two, the views of the TL will prevail. Once a decision has been made a recommendation will be referred to the Embrace board for ratification.	Unless the Embrace board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the TL.
<b><u>Teacher recruitment</u></b>	The headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the LGB, where possible, following	The chair of the LGB will nominate a representative from amongst its ranks to participate in the teacher appointment process where possible.	The TL will provide support for teacher recruitment, if felt necessary.	



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	the Embrace approved procedures. The TL should be informed of any teacher recruitment and may provide support through the trust.			
<b><u>Support staff recruitment</u></b>	The headteacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team and a representative of the LGB (if appropriate) following the Embrace approved procedures.	The chair of the LGB will nominate a representative from amongst its ranks to participate in the recruitment process if appropriate.		
<b><u>Appointment of external consultants</u></b>	The headteacher is to notify the TL promptly of any need to consult an external consultant. Any such appointment will be made in the name of Embrace.	.	Any decision concerning the appointment of an external consultant needs to be taken jointly by the headteacher and TL.	
<b><u>Headteacher performance appraisal and salary review</u></b>		The LGB will be responsible for the arrangement of the headteacher's performance appraisal and salary review. The TL will advise the LGB through the headteacher's performance appraisal and salary review process. The chair of the LGB may be asked by the TL to participate in the process.	The TL will be responsible for the arrangement of the headteacher's performance appraisal and salary review.	The Embrace board will receive the report.
<b><u>Teacher appraisal and salary review</u></b>	The headteacher is responsible for leading the appraisal and salary review process for teaching staff.	The LGB is responsible for approving the headteacher's recommendations regarding salary reviews.	The TL may audit the salary review process as the TL considers appropriate. If the TL is not satisfied with the process	



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	The headteacher will consult with the CFO regarding the salary review and ensure the outcomes are reflected in the draft budget forecast. The headteacher will make recommendations to the LGB for approval following the review. The headteacher will provide such further information and assistance as the TL may need if the TL decides to audit the process.		of, or the outcome from, the salary review, the TL may ask the headteacher to take such remedial action as the TL considers appropriate.	
<b><u>Requests for employment changes</u></b>	The headteacher is responsible for approving or denying any requests, eg flexible working requests. The headteacher must keep the LGB and TL informed of requests for employment changes.	The LGB will be kept fully informed in connection with any proposed changes to terms of employment.	The TL may decide to review and comment on any proposals that may involve a change to the terms of employment.	The responsibility for the contractual terms and conditions for all Embrace employees lies with the Embrace board. Decisions concerning any change to the terms of employment of academy staff (both teaching and support) will lie with the Embrace board. The Embrace board will consider any representations made by the TL, the headteacher and/or the LGB.
<b><u>Reductions in staffing and revisions to staffing structures</u></b>	The headteacher will notify the TL as soon as possible after becoming aware that reductions in staffing may be necessary. The headteacher will be responsible for proposing a	The LGB participate in consultation on restructuring proposals.	The TL will review any revised staffing structures/redundancy proposals received from the headteacher and may initiate a review if the TL believes there is a need to do so. The TL will	Decisions concerning redundancies will lie with the Embrace board. The Embrace board will consider any representations made by the



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	revised staffing structure for the academy, with the support of the CFO, and for consulting the LGB. The headteacher will be responsible for leading and managing the redundancy process with the support of the TL and CFO in line with Embrace policies.		refer recommendations for revised staffing structures and possible redundancies to the Embrace board for approval. The TL and CFO will support the headteacher throughout the restructuring process and will attend consultation meetings where the TL considers this is appropriate.	TL, the headteacher and/or the LGB.
<b><u>Allegations of gross misconduct</u></b>	The headteacher is to notify the TL as soon as possible after becoming aware of any circumstances that may need to be dealt with under the disciplinary procedure, which may be deemed to be gross misconduct. The headteacher will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Policy. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation, the headteacher will refer the matter to a disciplinary hearing in accordance with the policy.	In cases of gross misconduct where dismissal may be a possible sanction, members of the LGB may be asked to sit on the panels for the disciplinary or appeal hearings, which will be conducted in accordance with the Disciplinary Policy should this be considered to be appropriate. If an allegation of gross misconduct has been made against the headteacher, then the LGB will be responsible for informing the TL and for organising an investigation into the allegation under the Disciplinary Policy. The LGB will be responsible for keeping the TL informed.	The TL will be responsible for arranging the constitution of panels consisting of members of the Embrace board and/or members of the LGB if this is deemed appropriate for the disciplinary and appeal hearings.	Decisions concerning the dismissal of any employees lie with the Embrace board. Directors will be asked to sit on panels for disciplinary and appeal hearings.
<b><u>Disciplinary allegations that fall short of gross misconduct</u></b>	The headteacher is to notify the TL as soon as possible after becoming aware of an allegation.	Members of the LGB will form panels for disciplinary and appeal hearings as may be required and will have the	Where an allegation of a less serious nature has been made against the headteacher, the TL will be responsible for	Decisions concerning the imposition of a disciplinary sanction in respect of the headteacher will lie with the



<b>Human Resources</b>				
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	The headteacher will ensure that an investigation is conducted into any disciplinary allegations in accordance with the Disciplinary Policy. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation, the headteacher will refer the matter to a disciplinary hearing in accordance with the policy. The headteacher is responsible for keeping the TL informed at all stages of the procedure.	authority to impose sanctions up to, but not including, dismissal.	conducting the investigation into the allegation under the Disciplinary Policy.	Embrace board. Directors will form the panels of disciplinary and appeal hearings in the case of allegations against headteachers.
<b><u>Capability proceedings</u></b>	Where a capability issue is identified, the headteacher is responsible for leading and managing the process set out in the Appraisal and Capability Policies. The headteacher is responsible for keeping the TL and LGB informed regarding the progress of the proceedings for any member of teaching or support staff. If there has been insufficient improvement in performance after having followed the capability procedures, the final hearing will be referred to a panel of the Embrace board.	Where the headteacher is subject to a capability procedure, the LGB and TL together are responsible for leading and managing the process set out in the Appraisal and Capability Policies.	Where the headteacher is subject to a capability procedure, the TL and LGB together are responsible for leading and managing the process set out in the Appraisal and Capability Policies. The TL is responsible for keeping the Embrace board informed regarding proceedings.	Decisions concerning the dismissal of any employees lie with the Embrace board. Directors will be asked to sit on panels for final stage capability and appeal hearings.
<b><u>Probationary period procedure</u></b>	The headteacher is responsible for following the probationary	The Headteacher will keep the chair of the LGB informed		Unless the Embrace board, acting in good faith, has any



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	<p>period procedure with eligible members of staff and confirming them in post. If an employee does not satisfactorily complete their probationary period, the headteacher will be responsible for informing the TL.</p> <p>If an employee does not satisfactorily complete their probationary period and their appeal is not upheld, the headteacher will write to the employee on behalf of the MAT terminating their employment.</p>	<p>regarding members of staff that are unlikely to satisfactorily complete their probationary period. Appeals against termination will be heard by a panel of the LGB.</p>		<p>legitimate reason to do otherwise, it will delegate the responsibility for the dismissal of a member of staff who has failed to satisfactorily complete their probationary period to the headteacher.</p>
<b><u>Safeguarding</u></b>	<p>The headteacher is to ensure that:</p> <ul style="list-style-type: none"> <li>• a suitable number of designated safeguarding leaders have been appointed</li> <li>• they have sufficient resources to enable them to undertake the role</li> <li>• all staff have access to full statutory safeguarding training and have read the Safeguarding Policy and Keeping Children Safe in Education guidance as a minimum</li> <li>• the LGB and TL are notified immediately of any allegation made against a member of staff.</li> </ul>	<p>The LGB is responsible for:</p> <ul style="list-style-type: none"> <li>• appointing one of its members as the named governor to liaise with the headteacher regarding safeguarding matters</li> <li>• ensuring governors are safeguarding trained</li> <li>• taking collective responsibility for safeguarding in the academy and monitoring safeguarding procedures within the academy</li> <li>• exercising their disciplinary functions in respect of allegations against a member of staff or as a consequence of dealing with a complaint, except where the allegation is against the headteacher.</li> </ul>	<p>The TL is to inform the Embrace board of any significant safeguarding allegation.</p>	<p>The Embrace board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible, with the LGB, for ensuring that safeguarding arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day safeguarding practices. An Embrace trustee will address any allegations made against a headteacher in conjunction with the chair of governors or, in the absence of a chair, the vice chair.</p>



<b>Education</b>				
<b>RESPONSIBILITY</b>	<b>Headteacher/Principal</b>	<b>Local Governing Body (LGB)</b>	<b>TL</b>	<b>Full Embrace Board</b>
<b><u>Academy Improvement Plan (including curriculum and standards)</u></b>	The headteacher is to draw up a draft Academy Improvement Plan in conjunction with the TL and share it with the Embrace school improvement advisor and LGB prior to submitting it to the Embrace board. The draft Academy Improvement Plan should be costed with the support of the CFO and the expenditure built into the budget forecast.	The LGB is responsible for monitoring the implementation of the approved Academy Improvement Plan.	The TL is to present the draft Academy Improvement Plan to the Embrace board. The TL is to monitor delivery of the Academy Improvement Plan at such intervals as the Embrace board may from time to time determine, with resultant intervention if necessary.	The Embrace board will approve the draft Academy Improvement Plan, subject to any modifications it wishes to make.
<b><u>Academy hours</u></b>				The Embrace board is responsible for setting the opening and closing times for academies, taking into consideration the views of the headteachers and LGBs.
<b><u>Term times</u></b>				The Embrace board is responsible for setting the term times for academies, taking into consideration the views of the headteachers and LGBs.
<b><u>Policies requiring consistency across Embrace eg safeguarding, HR and finance</u></b>	The headteacher will be responsible for ensuring that Embrace policies and procedures are applied across the academy.	The LGB will note the policies requiring consistency across all the academies as approved by the Embrace board and will monitor their implementation.	Policies requiring consistency across all the academies in Embrace will be drafted by the TL, other Embrace officers or the CFO.	The Embrace board will approve all such policies and any amendments to them.
<b><u>Other academy policies</u></b>	The headteacher will have responsibility, with the involvement of the LGB, for developing academy specific policies and as statutorily required.	The LGB will work in conjunction with the headteacher to develop any such academy specific policy. The LGB will be responsible for approving the policy and monitoring its implementation.	The TL will review any academy specific policies and may make recommendations for improvement if appropriate.	



<b>Procurement/Asset Management</b>				
<b>RESPONSIBILITY</b>	<b>Headteacher/Principal</b>	<b>Local Governing Body (LGB)</b>	<b>TL</b>	<b>Full Embrace Board</b>
<p><b><u>Negotiation and renegotiation of contracts, HP, leasing, services and other agreements</u></b> Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The headteacher will inform the CFO of any proposal to negotiate or renegotiate any external contracts, leases or other service agreements. The headteacher may approve quotations up to a value of £24,999 with CFO approval.</p>		<p>If the contract has a significant impact on the wider Embrace family of academies or is between the value of £25,000 and up to a value of £59,999.</p>	<p>Orders for contracts over £60,000 must be authorised by the Embrace board.</p>
<p><b><u>Disposal of assets</u></b> Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The headteacher may authorise the disposal of assets up to and including a market value of £5,000 (either as one item or in total) having first consulted the CFO for advice. Records must be kept of all disposals.</p>	<p>The LGB is to be informed of any asset disposals and will monitor these to ensure procedures are being followed.</p>	<p>The CFO will advise the headteacher regarding disposals, ensure these are accounted for correctly and keep the Embrace board informed as appropriate. The finance committee must authorise the disposal of any items over a market value of £5,000 (either as one item or as a total).</p>	<p>The Embrace board must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid.</p>
<p><b><u>Premises Improvement Programme</u></b></p>	<p>Each year the headteacher will ensure that a Premises Improvement Programme has been drawn up, taking into consideration the most recent Condition Survey. This will be added to the Academy Improvement Plan. The CFO will support with this. The Premises Improvement Programme must be costed and the expenditure built in to the budget forecast.</p>	<p>The LGB will work in conjunction with the headteacher to develop the Premises Improvement Programme and is responsible for monitoring its implementation.</p>	<p>The TL will review the Premises Improvement Programme and supply a copy of the programme to the Embrace board as part of the Academy Improvement Plan.</p>	



## Procurement/Asset Management

RESPONSIBILITY	Headteacher/Principal	Local Governing Body (LGB)	TL	Full Embrace Board
<p><b><u>Health and safety</u></b></p>	<p>The headteacher is responsible for:</p> <ul style="list-style-type: none"> <li>• developing a health and safety culture throughout the academy</li> <li>• ensuring that staff are aware of their responsibilities</li> <li>• drawing up site specific health and safety procedures (with the support of the Embrace CFO as appropriate)</li> <li>• updating the LGB</li> <li>• ensuring that all statutory training is up to date</li> <li>• ensuring adequate resources are available for health and safety.</li> </ul>	<p>The LGB shares with Embrace the overall responsibility for health and safety. It is responsible for:</p> <ul style="list-style-type: none"> <li>• appointing a governor with responsibility for health and safety</li> <li>• monitoring and reviewing the effectiveness of health and safety procedures.</li> </ul>	<p>The Embrace CFO will provide model procedures to assist the headteacher with putting academy specific health and safety procedures in place.</p>	<p>The Embrace board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the LGB for ensuring that health and safety arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day practices.</p>
<p><b><u>Legal claims</u></b> Legal advice is available as part of the central services arranged through the MAT</p>	<p>The headteacher is to notify the TL and chair of governors of any actual or potential claims or proceedings affecting the academy as soon as becoming aware of them. The headteacher will act on any instructions received from the TL and/or the Embrace board.</p>	<p>The LGB will act on any instructions received from the TL and/or the Embrace board.</p>	<p>The TL will take appropriate advice (legal/insurance etc) and direct the LGB and/or headteacher as appropriate in line with this guidance, keeping the Embrace board informed.</p>	<p>The Embrace board may instruct the TL and/or the headteacher and/or the LGB to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings.</p>



<b>Strategy</b>				
<b>RESPONSIBILITY</b>	<b>Headteacher/Principal</b>	<b>Local Governing Body (LGB)</b>	<b>TL</b>	<b>Full Embrace Board</b>
<b><u>Partnering arrangements (eg membership of TSAs)</u></b>	The headteacher is to notify the TL of any proposals to enter into, renew, amend or terminate any partnering arrangement. The headteacher will provide such further information and assistance as the TL may need in order to make a decision concerning the arrangement.	The LGB will work in conjunction with the headteacher to develop the academy's strategy on collaboration and partnering.	The TL will be responsible for approving any new partnering arrangements.	The headteacher is to notify the TL of any proposals to enter into, renew, amend or terminate any partnering arrangement. The headteacher will provide such further information and assistance as the TL may need in order to make a decision concerning the arrangement.
<b><u>Expansion of existing facilities/ taking on new premises</u></b> Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Financial Handbook and all statutory requirements	The headteacher is to notify the TL of any proposal to expand any existing facilities at the academy. The headteacher is responsible for drawing up a business case for the expansion proposal, in consultation with the LGB and CFO prior to submission to the Embrace finance committee/Embrace board.	The LGB will work in conjunction with the headteacher to develop the academy's strategy on the use of existing facilities and any plans for expansion.	The TL will assess the viability of any proposal put forward by the headteacher prior to the development of the business case. The TL may decide to: <ul style="list-style-type: none"> <li>• approve the proposal as submitted</li> <li>• approve the proposal subject to any amendments the TL considers appropriate</li> <li>• reject the proposal.</li> </ul>	The Embrace board will review any business case and decide whether to approve it or not.
<b><u>Other major strategic decisions</u></b>	The headteacher is to notify the TL of any proposal of a major strategic nature. The headteacher will provide such further information and assistance as the TL may need in order to make a	The LGB will work in conjunction with the headteacher to develop the academy's strategy so it: <ul style="list-style-type: none"> <li>• becomes and remains a sustainable, vibrant and high-quality provider of distinctive Christian education</li> </ul>	The TL will assess the viability of any proposal put forward by the headteacher and make recommendations to the Embrace board.	The Embrace board will be responsible for approving any major strategic proposal.



<b>Strategy</b>				
<b>RESPONSIBILITY</b>	<b>Headteacher/Principal</b>	<b>Local Governing Body (LGB)</b>	<b>TL</b>	<b>Full Embrace Board</b>
	recommendation concerning the proposal.	<ul style="list-style-type: none"><li>• plays an effective part in the wider Embrace family</li><li>• contributes to the renewal and sustainability of the community it serves.</li></ul>		