

Reduced

Delegation Accountable = The body/person answerable for the decision

DATE Agreed

12.10.17

Delegated Decisions		Members
Governance and Strategy of the Trust		
1.1.	Overall Strategy and Vision of Trust including setting of KPIs and milestones to measure performance	
1.2	Admission of new academies into Trust	
1.3	Entering into Funding Agreements	
1.4	Entering into leases or other legal arrangements on behalf of the Trust including Acquisitions	
1.5	Articles of Association agree, review and amend	Accountable and Responsible
1.6	Approval of school development and improvement plans, including the setting of vision and key performance indicators to measure progress	
1.7	Appointment and removal of Members	Accountable and Responsible
1.8	Appointment and Removal of Trustees	Accountable and Responsible
1.9	Establish and review Trust Governance structures annually	Accountable
1.10	Establishing and Approval of terms of reference for Board Sub Committees	
1.11	Appointment / removal of Chair and Vice Chair of Board	
1.12	Appointment of Board Committee Chairs	
1.13	Appointment removal of Co-opted Board members	
1.14	Agreement of annual schedule of business for Trust Board	
1.15	Approval of Terms of Reference for LGBs	
1.16	Recruitment procedures for LGBS	
1.17	Appointment of LGB members	

1.18	Appoint Chair of LGB	
1.19	Appoint Vice Chair of LGB	
1.20	Removal of LGB members	
1.21	Appointment of Associate members to LGBs	
1.22	Appoint and remove Clerk to the Board of Trustees	
1.23	Appoint and remove Clerk to LGB	
1.24	Agreement of annual schedule of business for LGB	
1.25	Establishing Committees / working groups including terms of reference	
1.26	Authorised to approve / amend organisational scheme of delegation	
1.27	Register of all business and pecuniary interests for Partners, Trustees, Governors and publication on website	
1.28	Entering into, or withdrawing from, a formal partnership	
1.29	Making changes of significance to provision of any school in the Trust, for example age range change	
	Statutory Policies	
2.1	Child Protection and Safeguarding	
2.2	Early Years Foundation	
2.3	Allegations of Abuse Against Staff	
2.4	Supporting Children with Medical Conditions	
2.5	Special Educational Needs	
2.6	Sex Education	
2.7	Discipline and Grievance	
2.8	Data Protection	
2.9	Health and Safety	
2.10	Admissions	
2.11	Accessibility and Action Plan	
2.12	Behaviour	
2.13	Recruitment and Vetting	
2.14	Complaints	
2.15	Freedom of Information	
2.16	Equality Information and Objectives	
2.17	School Information published on a Website	
2.18	Acceptable Use	

Curriculum		
3.1	Approval and monitoring of Trust and academy targets for student achievement and attendance	
3.2	Approval and monitoring of Trust and academy targets for quality of teaching and learning	
3.3	Approval and monitoring of Trust and academy targets around student wellbeing	
3.4	Post-Ofsted Academy Action Plan sign off	
3.5	Curriculum: Planning, implementation and review	
3.7	Sign off of local academy educational policies and procedures (for example, extra curricular activities, examinations, behaviour, marking policies)	
3.7	Academy Term dates	
3.8	Length / Organisation of Academy day	
3.9	Fixed term exclusions	
3.10	Permanent exclusions	
3.11	Exclusion appeals	
3.12	Admission appeals	
Finance		
STATUTORY REPORTING		
4.1	Completion and approval of annual report, annual accounts and reports to funding and regulatory bodies	
4.2	Completion and submission of other accounting returns to maintain compliance.	
4.3	Completing annual and periodic financial reports to Board and/or DfE (including income/expenditure, cash flow, projections etc).	
4.4	Authorised to complete PAYE returns	
4.5	Authorised to complete VAT returns.	
SYSTEMS OF INTERNAL FINANCIAL CONTROL		
4.6	Approval of Internal financial regulations in accordance with DfE EFA requirements	
4.7	Assurance over adequacy of systems of internal financial control	
4.8	Trust Charging and Remission Policy	
4.9	Appointment of internal auditors, and response to Audit reports.	
4.10	Approving of Lettings Policy and associated fees	

4.11	Investigating Issues of Financial irregularity	
	BUDGET and MANAGEMENT REPORTING	
4.12	Approval of annual budget for Trust	
4.13	Receipt and review of management accounts	
4.14	Approval of Trust central budget and academy contributions to the Trust	
4.15	Authority to make budget virements	
	PURCHASING and PROCUREMENT	
4.16	Ensuring that all procurement processes and resulting contracts and agreements conform with the financial procedures	
4.17	Placing orders for goods and services, entering into contracts	
4.18	Authorisation of Payments on receipt of invoice in accordance with internal policy	
4.19	Purchasing - Authorised to create vendors on accounting system	
	BANKING AUTHORITY and CASH MANAGEMENT	
4.20	Approval to borrow money	
4.21	Cashflow Management, Treasury and Investment decisions	
4.22	Approval of applications for Purchasing Cards	
4.23	Open a bank account and approve signatories	
	TRANSACTION PROCESSING	
4.24	Payroll - starters, leavers and amendments	
4.25	Payroll - Administration	
4.26	Establishing policy and procedures for Trustees and staff to claim expenses	
4.27	Control account reconciliation	
4.28	Write-off bad debts in line with agreed controls and policy	
	FIXED ASSETS	
4.29	Management of capital projects in accordance with agreed financial procedures	
4.30	Establish and maintain Asset Register in accordance with financial procedures	
4.31	Ensure the Disposal of Assets complies with agreed controls	
4.32	Management of trust risk; establish register, review and monitor	
4.33	Management of Academy risk; establish register, review and monitor	
	INSURANCES	
4.34	Ensure appropriate Insurance arrangements are in place to protect the assets of the Trust	

HUMAN RESOURCES		
5.1	Approval of overall staff establishment for the Trust	
5.2	Approval of Staffing establishment for individual Academy in the Trust	
5.3	Authorised to Increase Academy/Organisational Headcount within existing staffing budget	
5.4	Job Description sign off and agreement of terms of employment including appropriate grading	
5.5	Authorised to agree/vary employment Terms and Conditions	
Recruitment and Appointment of Staff		
5.6	Appointment of CEO	
5.7	Appointment of CFO	
5.8	Appointment of Executive Team Members and Academy Principals	
5.9	Appointment of Deputy or Vice Principal	
5.10	Appointment of other Senior Leaders	
5.11	Appointment of other Teaching Staff	
5.12	Appointment of Associate Staff	
5.13	Recruitment processes and compliance with policy	
5.15	Signing of employment contracts	
Pay Policy		
5.16	Annual approval of pay policy, including pay awards, pay point values, etc	
5.17	Determination of pay ranges	
5.18	Appointment outside range in salary structure	
5.19	Allocation of TLR / SEN values	
5.20	Value of other discretionary allowances	
5.21	CEO Appraisal and any subsequent remuneration	
5.22	Academy Principal appraisal and subsequent remuneration	
5.23	CFO Appraisal and subsequent remuneration	

5.24	Teaching staff objective setting and performance appraisal	
5.25	Associate staff objective setting and performance appraisal	
5.26	Performance management appeals Academy Principals and CFO	
5.27	Performance Management appeals all staff	
	Pension Policy and Discretions	
5.28	Handling of all pension matters (teachers and support staff)	
	Operation of Policies	
5.29	Approval of Trust employment policies	
5.30	Approval of formal restructure plans	
5.31	Approval of severance or redundancy agreements	
5.32	Authority to issue warnings or other disciplinary measures except dismissal	
5.33	Authorisation of settlement agreements	
5.34	Suspension of staff	
5.35	Reinstatement of staff	
5.36	Dismissal of staff	
5.37	Dismissal suspension reinstatement of CEO	
5.38	Dismissal suspension reinstatement of CFO	
5.39	Appeals	
	Trust Infrastructure	
6.1	To establish and implement premises development and maintenance plan	
6.2	Ensuring compliance of health and safety practice throughout Trust meeting legislative requirements	
6.3	Critical incident planning	
6.4	General monitoring and action plans in relation to safety of sites including buildings condition	

Accountable	Responsible			
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Notes

CFO to provide financial advice and assistance in developing plans

CFO to provide financial advice and assistance in completing diligence

CFO to provide financial advice and assistance in completing diligence

Board to make appropriate recommendations

Board to make appropriate recommendations

Board to make appropriate recommendations

Each committee to make recommendation

Must comply with reporting requirements as per the Academies Financial Handbook

CFO to develop recommendations

CFO responsible for production

CFO to develop recommendations

See financial delegations

Set levels for individual schools

Set levels for individual schools

CFO to provide financial advice (subject to EFA)

CFO to provide financial advice

Set appropriate limits

CFO to provide proposals

