Annex 1
Scheme of Delegated Authority

Key:
Level 1: Members
Level 2: Board
Level 3: Board Committee
Level 4: School Improvement Committee
Level 5: Chief Executive Officer (CEO)
Level 6: Executive Headteacher(s)
Level 7: Head of Business Operations
Level 8: Head of Human Resources
Level 9: Headteacher
Level 10: Business Manager
Level 11: Budget Holder

COLUMN TICKED: Action to be undertaken at this level

	No	Task	Members	Board	Board Committee	School Improvement Committee	Chief Executive Officer	Executive Headteacher(s)	Head of Business Operations	Head of Human Resources	Headteacher	Business Manager	Budget Holder
Governance	1.	Approve changes to the Governance structure, Terms of Reference, Schemes of Delegation		✓									
	2.	Approve changes to the Articles or Funding Agreement (with ESFA approval sought)	✓										
	3.	Appoint Trustees	✓										
	4.	Appoint the Chair and Vice Chair of the Board		✓									
	5.	Appoint the Chairs of Committees		✓									

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	No	Task	Members	Board	Board Committee	School Improvement Committee	Chief Executive Officer	Executive Headteacher(s)	Head of Business Operations	Head of Human Resources	Headteacher	Business Manager	Budget Holder
	6.	Authorise appointment of School Improvement Committees and their membership		✓									
	7.	Appoint the Internal Auditor			ARC								
	8.	Approve the appointment of Company Secretary & Clerk		✓									
	9.	Review performance of the Board		✓									
	10.	Review performance of Board committees and SICs		✓									
	11.	Review committee membership to ensure each have a diverse and appropriate skill set			RNC								
Finance	12.	Propose the Trust budget for the next 3 years to the Board for approval			FRC								
	13.	Approve the overall Trust budget for the next 3 years for submission to the ESFA		✓									
	14.	Recommend school contributions to central services			FRC								
	15.	Approve school contributions to central services		✓									
	16.	Scrutinise all schools' budgets on a monthly basis for the current financial year reporting variances to FRC and the Chair of Trustees							✓				
	17.	Review the Trust budget termly throughout the financial year			FRC								
	18.	Receive and review monthly accounts		Chair									

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	19.	Approve changes between budget headings (virements) under £10,000							✓				
	20.	Approve virements between £10,000 and £50,000					✓						
	21.	Approve virements between £50,000 and £100,000			FRC								
	22.	Approve virements over £100,000		✓									
	23.	Approve use of school reserves			FRC								
	24.	Approve use of in-year school surpluses					✓						
	25.	Review and approve banking arrangements			FRC								
	26.	Propose financial and procurement policies							✓				
	27.	Approve financial and procurement policies			FRC								
	28.	Enter into contracts over £100,000		✓									
	29.	Enter into contracts between £50,000 and £100,000			FRC								
	30.	Enter into contracts between £25,000 and £50,000					✓						
	31.	Enter into contracts between £10,000 and £25,000							✓				
	32.	Enter into contracts under £10,000 for secondary schools										✓	
	33.	Enter into contracts between £3,000 and £10,000 for primary schools									✓		
	34.	Enter into contracts under £3,000 for primary schools										✓	
	35.	Write off of debts between £5,000 and £25,000			FRC								
	36.	Write off of debts between £1,000 and £5,000					✓						

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	37.	Write off of debts under £1,000							✓				
	38.	Approve disposal of assets over £25,000		✓									
	39.	Approve disposal of assets between £5,000 and £25,000			FRC								
	40.	Approve disposal of assets under £5,000							✓				
	41.	Approve the appointment of external auditors	✓		ARC								
Payroll	42.	Approve overtime within delegated budget											✓
	43.	Approve all other overtime									✓		
	44.	Approve staff expenses											✓
	45.	Approve monthly school payroll										✓	
	46.	Authorise payroll provider to make payroll payment							✓				
Staff & Performance Management	47.	Appoint the CEO, Executive Headteachers and Headteachers		✓									
	48.	Appoint Executive Headteachers, Headteachers and senior staff		✓									
	49.	Participate in appointment of Executive Headteachers and Headteachers			RNC								
	50.	Participate in appointment of school leadership			RNC								
	51.	Performance review of CEO			RNC								
	52.	Suspend the CEO, Executive Headteacher or a Headteacher		✓									

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	53.	End the suspension of the CEO, Executive Headteacher or a Headteacher		✓									
	54.	Dismiss the CEO, Executive Headteacher or a Headteacher		✓									
	55.	Participate in performance review of Headteachers						✓					
	56.	Participate in performance review of Executive Headteacher(s)					✓						
	57.	Propose staff, HR, pay, performance and disciplinary policies								✓			
	58.	Approve staff, HR, pay, performance and disciplinary policies			RNC								
	59.	Approve changes to school staffing structures including recruitment within agreed budget where the budget is not in deficit							✓	✓			
	60.	Approve changes to school staffing structures including recruitment outside of agreed budget or where the budget is in deficit			RNC								
	61.	Approve re-grading of job roles			RNC								
	62.	Approve redundancies and staff restructures		✓	RNC								
	63.	Approve appointment of central Trust posts within budget					✓						
	64.	Recommend the annual pay review for staff			RNC								

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	65.	Approve annual pay review for staff		✓									
Performance & Curriculum	66.	Develop the mission, vision and values of the Trust					✓						
	67.	Approve the mission, vision and values of the Trust		✓									
	68.	Propose the Trust Strategic Plan					✓						
	69.	Approve the Trust Strategic Plan		✓									
	70.	Propose School Improvement Plan				✓					✓		
	71.	Approve School Improvement Plan			TIC								
	72.	Review progress against School Improvement Plan				✓					✓		
	73.	Review progress against all School Improvement Plans			TIC								
	74.	Propose the school curriculum plan									✓		
	75.	Review secondary schools curriculum plans						✓					
	76.	Review primary schools curriculum plans						✓					
	77.	Approve the secondary schools curriculum plans					✓						
	78.	Approve the primary schools curriculum plans					✓						
	79.	Agree exam specifications for secondary schools					✓	✓					
	80.	Approve software packages to support learning, assessment and revision					✓	✓					
Discipline / Exclusions	81.	Propose pupil behaviour policies									✓		
	82.	Approve pupil behaviour policies				✓							
	83.	Monitor implementation of pupil behaviour policies									✓		

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	84.	Exclude a pupil more than 15 days or permanently									✓		
	85.	Uphold pupil exclusion of more than 15 days per old school term or permanently				✓							
	86.	Review exclusion on appeal		Panel									
	87.	Direct reinstatement of excluded students		Panel		✓							
Admissions	88.	Consult annually before setting an Admissions Policy					✓						
	89.	Propose admissions policy					✓						
	90.	Approve admissions policy		✓									
	91.	Admissions: appeals decisions.		Panel									
	92.	Propose admissions prospectus									✓		
	93.	Approve admissions prospectus					✓	✓					
Premises & Insurance	94.	Propose premises-related polices							✓				
	95.	Approve premises-related policies			FRC								
	96.	Propose school premises & capital strategy							✓				
	97.	Approve a school premises & capital strategy			FRC								
	98.	Approve appropriate insurance cover for all schools in the Trust			FRC								
Health & Safety	99.	Propose a Health & Safety Policy							✓				
	100	Approve a Health & Safety Policy		✓									
	101	Monitor implementation of H&S Policy			ARC								
	102	Develop a Risk Management Plan							✓				

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	103	Approve a Risk Management Plan			ARC								
	104	Report on Risks to Board			ARC								
School Organisation	105	Propose INSET days for the academic year					✓						
	106	Approve times of school day and dates of school terms and holidays including INSET days		✓									
Information Technology (IT)	107	Approve the Trust strategy for IT			FRC								
	108	Approve capital investments in IT			FRC								

Abbreviations:
ARC – Audit and Risk Committee
FRC – Finance and Resources Committee
RNC – Remuneration and nominations Committee
TIC – Trust Improvement Committee
SIC – School Improvement Committee