Scheme of Delegation - Terms of Reference for the Delegation of the Powers of the Trust Board

✓	Delegated authority
💬	Consultee
*	as appropriate and if relevant

				Members/Non-Executive Directors/Governors						Trust Executive Group						
	Activity	**Notes**	**DfE/EFA**	**Trust Members**	**Trust Board**	**Audit Committee**	**Resources Committee**	**Academic Standards Committee**	**Academy Board**	**CEO (Accounting Officer)**	**Executive Director**	**Finance Director**	**Business Director**	**HR Director**	**IT Director**	**Academy Principal**
	Growth of the Trust															
1	**Approval of new schools/academies joining the Trust and bids to run Free Schools or Basic Need schools**	(i)	✓		✓							💬				
	Accounts and Audit															
2	**Approval of the audited financial statements**	(ii)		✓	✓	✓	💬			💬		💬				
	Budgets/Budgetary Control															
3	**Trust Financial Targets**															
	Approving Trust financial targets				✓		💬									
4	**Academy and Central Trust Budgets:**															
	Approving budgets for premises, IT, recruitment and other expenditure categories	(iii)										💬	✓ *	✓ *	✓ *	✓ *
	Approving draft Academy budget	(iv)							✓	💬	💬	💬				💬
	Approving draft Central Trust budget						✓			💬		💬				
5	**Approving consolidated Trust budget**				✓		💬			💬		💬				
6	**Approving grants to academies from Reserves:**															
	Operational grants ≤£10,000									✓	💬					
	Operational grants >£10,000	(v)					✓ *	✓ *		💬	💬					
	Strategic grants				✓		💬	💬		💬	💬					
	Procurement															
	Authorising orders/contracts for goods and services:															
	Premises-related ≤ £10,000 (in academies)	(vi)											✓			💬
	IT-related ≤ £10,000 (in academies)	(vii)													✓	💬
	HR-related ≤ £10,000 (in academies)	(viii)												✓		💬

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7	All other categories ≤ £10,000 (in academies)	(ix)														✓
	£10,001 ≤ £25,000 (academies)										✓	💬			*	💬
	≤ £10,000 (Central Trust)									✓ *	✓ *	✓ *	💬		*	
	£10,001 ≤ £25,000 (Central Trust)									✓ *	✓ *	💬			*	
	School Condition Allocation ≤ £25,000											💬	✓			
	£25,001 ≤ £50,000						💬			✓	💬	💬			*	💬 *
	£50,001 ≤ £150,000	(x)					✓			💬	💬	💬			*	💬 *
	> £150,000	(x)			✓		💬			💬	💬	💬			*	💬 *
	All IT Refresh projects	(xi)					✓			💬	💬	💬			💬	💬
8	**Policy and management of use of business credit cards**									💬		✓				
9	**Approving bank or sponsor loans and overdrafts**	(xii)	✓		💬		💬			✓		💬				
10	**Bank Accounts:**															
	Making changes to the bank mandate	(xiii)			✓				✓							
	Making payments from bank accounts (iaw Bank Mandate)									✓ *	✓ *	✓ *	✓ *			✓ *
	Payroll and Human Resources															
11	**Personnel structure:**															
	Approval of overall structure				✓					💬						
	Approval of changes to structures at Tier 1 Leadership level				💬		💬		💬	✓						
	Approval of changes to structures at Tier 2 Leadership level								💬	💬	✓					💬
	Approval of changes to Central Trust structure									✓	💬					
	Approval of changes to business/finance support staff structures in academies											✓ *	✓ *			💬
	Approval of changes to teaching and non-business/finance staff structures in academies										💬					✓

	Activity	Notes	DfE/EFA	Members/Non-Executive Directors/Governors						Trust Executive Group						
				Trust Members	Trust Board	Audit Committee	Resources Committee	Academic Standards Committee	Academy Board	CEO (Accounting Officer)	Executive Director	Finance Director	Business Director	HR Director	IT Director	Academy Principal
12	**HR Policies:**															
	pay-related						✓					💬				💬
	non-pay related						💬			✓		💬				💬
13	**Making appointments, amending contracts of employment and dismissals:**															
	Sponsor-appointed Non-Executive Directors			✓	💬					💬						
	Other Non-Executive Directors				✓					💬						
	Academy board governors				💬				💬	✓	💬					💬
	CEO and DCEO	(xiv)	💬	💬	✓									💬		
	Trust Executive Group	(xiv)			✓					💬				💬		
	Tier 1 Leadership	(xiv)			💬				💬	✓	💬			💬		
	Tier 2 Leadership roles	(xiv)							💬	💬	💬			💬		✓
	Central Trust staff	(xiv)										✓ *	✓ *	✓ *	✓ *	
	Finance and Business Staff in academies	(xiv)										✓ *	✓ *	💬		💬
	Academy teaching and other support staff	(xiv)												💬		✓
14	**Annual salary review**															
	CEO	(xv)			✓											
	Trust Executive Group and Tier 1 Leadership	(xvi)			✓		✓			✓	💬					
	Tier 2 Leadership	(xvi)			✓		✓			✓	💬					💬
	Central Trust staff	(xvii)								💬		✓ *	✓ *	✓ *	✓ *	
	Finance and Business Staff in academies	(xvii)										✓ *	✓ *			💬
	Academy teaching and other support staff	(xvii)														✓

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15	**Approving monthly payroll:**															
	CEO	(xviii)										✓				
	Central Trust									✓		○				
	Tier 1 Leadership	(xix)								✓		○				
	Other Academy staff															✓
16	**Approving timesheets:**															
	Central Trust staff											✓			*	
	All academy staff															✓
17	**Approving staff expenses:**															
	CEO				✓											
	Trust Executive Group									✓						
	Tier 1 Leadership									✓						
	Central Trust staff											✓			*	
	All academy staff															✓
18	**Approving staff severance, compensation, ex gratia payments**															
	≤ £10,000 (Academies)									○	✓			○		○
	≤ £10,000 (Central Trust)									✓		○	○		*	
	£10,001 ≤ £50,000						○			✓	○			○		○
	>£50,000	(xx)	✓		○		○			✓	○			○		○
	ex gratia		✓		○		○			✓				○		○
	Property and assets															
	Approving the disposal of assets															
	Land and buildings	(xxi)	✓		○		○			✓		○	○			○

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19												○	✓ *		✓ *	○
	Other assets > £5,000						✓			○		○	○		○	○
	Other assets (any value) - sold to connected parties						✓			○		○	○		○	○
20	**Approving the write-off of bad debts:**															
	≤ £10,000 per single transaction									✓		○				
	£10,001 ≤ £45,000 per single transaction				○		✓			○		○				
	> £45,000 per single transaction	(xxii)	✓		○		✓			○		○				
21	**Purchase of freehold property**	(xxiii)	✓		○					✓		○	○			
22	**Taking up leases:**															
	Finance lease	(xxiv)	✓		○					✓		○	○ *		○ *	
	Leasehold on land and buildings - term 7 years or more		✓		○					✓		○	○			
	Granting a leasehold interest to another party		✓		○					✓		○	○			
	Any other lease						○			✓		○	○		○	
23	**Management of School Condition Allocation**						○		○		○	○	✓			○
24	**Structural alterations within the existing framework of buildings, including erection or removal of fixed partitions within buildings**												✓			○
25	**Use of buildings for hire or reward**												✓			○
26	**Submission of property insurance claims**												✓			○
27	**Siting of external temporary buildings/containers or outbuildings**												✓			○
28	**Alterations or amendments to any perimeter fencing and/or external signage**												✓			○
29	**Approval of Business Continuity plan**				✓					○	○		○		○	○
30	**Alterations, or amendments to, fire and/or security protection services**												✓			○
31	**Approval of Health and Safety policy**				○					✓			○			

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	Education															
32	**Making significant variations to the curriculum**								○	○	✓					○
33	**Making variations to the length and/or structure of the academy day**								○	○	✓					○
34	**Approve and monitor the Academy Performance Agreement**								✓	○	○					○
35	**Make significant alterations to education philosophy, policy, practice or delivery**				○			○	○	✓	○					○
36	**Make changes to Admissions Policy, incl PAN changes**				○				○	○	✓					○
37	**Permanently exclude a student**								○		○					✓
38	**Complaints handling:**															
	initial complaint															✓
	first escalation										✓					
	second escalation									✓						
	third escalation								✓							
39	**Make changes to academy branding - e.g. logo, website, vision statement**				○				○	✓			○			○
40	**Make changes to the academy uniform for students**								○	○	✓					○
41	**Approving statutory policies**				○*		○*	○*		✓			○		*	○*
42	**Approving non-statutory education policies**															✓
	Information Technology															
43	**Approve new user accounts and email:**															
	In academies														○	✓
	In Central Trust														✓	
44	**Make changes to IT Service Level Agreement**														✓	○
45	**Onsite end user devices**															
	Relocate onsite end-user device														○	✓
	Make changes to onsite end-user device														✓	○

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46	**Approve new software or hardware**														✓	○
47	**Approve changes to IT infrastructure, system and/or security**				○	○						○			✓	
48	**Approval of IT Strategy**						✓					○				○
49	**Management of IT Refresh fund**						○		○		○	○			✓	○
50	**Approving changes to Data Protection policy**	**(xxv)**			✓	○				○	○				○	

Notes:

(i). The Trust Board approves on behalf of the Trust, with the DfE providing final approval
(ii). The AGM of members approves the financial statements, following recommendation from the Trust Board and Audit Committee
(iii). In consultation with Principals, BD determines premises budget; ITD determines IT budget; and HRD determines recruitment. The whole academy budget is then presented to the Academy Board for approval.
(iv). Local Academy Board recommends approval to the Trust Board
(v). Proposals are approved by Chairs of Resources or Academic Standards Committee as appropriate
(vi). BD approves all orders up to and including £10,000 for premises-related costs, within the approved budget
(vi). ITD approves all orders up to and including £10,000 for IT and Communications-related costs, within the approved budget
(vi). HRD approves all orders up to and including £10,000 for recruitment-related costs, within the approved budget
(ix). Approval of all orders up to and including £10,000 for non-Premises, IT or Recruitment cost categories as defined in attached schedule
(x). The CEO also has authority to approve orders for services where unit rates are improved as a result of market tests
(xi). IT refresh programme to be agreed in advance by the Resources Committee
(xii). The CEO approves on behalf of the Trust, with the DfE providing final approval
(xiii). Changes to the bank mandate are approved by the Academy Board and reviewed annually by the Trust Board.
(xiv). All appointments, contract changes and dismissals to be reviewed by HRD for legislative and policy compliance
(xv). Approval by Chairs of Trust Board and Resources Committee
(xvi). Approval by Senior Staff Pay Committee comprising Chairs of Trust Board, Resources Committee and CEO
(xvii). Approval by Executive Pay Committee comprising DCEO, FD and HRD
(xviii). Finance Director approves CEO monthly pay.
(xix). The CEO approves Principals' monthly pay
(xx). The CEO approves on behalf of the Trust, with the DfE providing final approval
(xxi). The CEO approves on behalf of the Trust, with the DfE providing final approval
(xxii). The Resources Committee approves on behalf of the Trust, with the DfE providing final approval
(xxiii). The CEO approves on behalf of the Trust, with the DfE providing final approval
(xxiv). The CEO approves on behalf of the Trust, with the DfE providing final approval
(xxv). Approved by Senior Information Risk Owner on behalf of the Trust Board