

Scheme of Delegated Authority v23



Last Review: October 2022

COLUMN TICKED: Responsible for taking action and accountable for outcome of action
COLUMN MARKED 'A': Provide advice and support to those accountable for decision making
COLUMN MARKED 'R': LGB has standing invitation to make recommendations to trustees

Due for review: October 2023

COLUMN MARKED 'I': Notified by Decision Maker
COLUMN MARKED 'CC': Compulsory consultation by Decision Maker
COLUMN MARKED 'OC': Optional consultation by Decision Maker

Key Function	Number	Task	Mem	Board	Board Cttee	CEO	Central Team	PCAB	Head
A Governance	A1	Members: Appoint/Remove	✓						
	A2	Trustees: Appoint/Remove	✓						
	A3	Trustees: Co-opt trustees		✓					
	A4	Co-opt trustees from other Trusts onto panels		✓					
	A5	Appoint the Chair and Vice Chair of the Board		✓					
	A6	Board Committee Chairs: appoint/remove		✓					
	A7	Local PCAB Chairs: appoint/remove		✓		A			I
	A8	Company Secretary: appoint and remove		✓					
	A9	Clerk to Board: appoint and remove		✓		A			
	A10	Clerk to Local PCAB: appoint and remove		✓		✓		I	
	A11	Articles of Association: amend, agree, review	✓	A		A			
	A12	Approve changes to the Governance structure, Terms of Reference or Funding Agreement	I	✓	I	A	A	I	
	A13	Approve changes to the Scheme of Delegated Authority		✓	I	A		I	I
	A14	Terms of reference for Trust committees: agree annually		✓		A			
	A15	Terms of reference for Local Governance: agree annually		✓	CC	A		CC	A
	A16	Trust Board skills audit: complete and recruit to fill gaps		✓		A			
	A17	Local PCAB skills audit: complete and recruit to fill gaps				A		✓	✓
	A18	Annual self-review Trust Board and committee performance: complete annually			✓	A	A		
	A19	Annually self-review of Local Governance performance: complete annually			✓	I			A
	A20	Annual schedule of business for Trust Board: agree		✓		A			
	A21	Annual schedule of business for Local Governance: agree		I	✓			✓	A
	A22	Annual register of trustees and PCAB members' pecuniary interests: establish and publish		✓	✓	A		✓	A
	A23	Approve Trustees and Governance Expenses Policy		✓	CC			CC	
	A24	Appoint a Chief Executive Officer		✓				I	I
	A25	Appoint Internal Auditors		✓				A	
	A26	Appoint External Auditors	✓	✓		A	A		
	A27	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit	I	✓	A	✓			
	A28	Determine and approve Trust wide policies reflecting Trust ethos and values including statutory, admissions, employment policies		✓	OC	A	A/I		OC
	A29	Determine and approve school level policies that reflect the school's ethos (in line with Trust ethos) including Curriculum, teaching and learning		I	✓	CC		OC	A
	A30	Central spend/ management charge: agree		✓	I	A	A		
	A31	Management of risk; establish register, review and monitor		✓	A	A	A		
	A32	School based risk management and reporting to Audit Committee according to Trust Risk management policy			A	A	A		✓
	A33	Determine Trust's vision and strategy, agreeing KPIs		✓	OC	A		OC	
	A34	Determine school vision and strategy within Trust's ethos and values, agreeing KPIs		✓	R	A	OC	R	A
	A35	Trust's staffing structure: agree		OC		✓			
	A36	School staffing structure: agree			R	✓			A
	A37	Performance management of the CEO		✓			OC		OC
	A38	Performance management of the CEO		✓	A	✓	OC		
	A39	Manage Freedom of Information and SAR requests for schools and Trust				✓	✓		A

	A40	In the event of a pandemic (such as COVID- 19), approve School Risk Assessments for re- opening and major changes referred to Board by CEO			✓	A			A
	A41	In the event of a pandemic (such as COVID- 19), monitor regularly and approve minor changes to School Risk Assessments, providing reports for trustees.			I	✓			A
B: Finance	B1	Appoint Trust Central Team e.g. CFO			A	✓	OC		OC
	B2	Approve Trust and schools budget plans for financial year			✓	A	A	A	
	B3	Recommend school budget plan for financial year to Board for approval				A	✓	✓	A
	B4	Approve an overall deficit budget at school and Trust level			✓	A	A	A	
	B5	Approve revised in-year school budget changes				R	✓	✓	R
	B6	CEO pay award: agree			✓				
	B7	Headteacher pay award: agree			✓		A		
	B8	Monitor and agree school staff appraisal and pay progression:					✓	OC	A
	B9	Monitor Trust Budget monthly		Chair		A	✓	✓	
	B10	Monitor agreed school budget monthly				I	I	✓	✓
	B11	Monitor Trust and school budgets at every Board meeting			✓	A	A		
	B12	Monitor top-line school budgets meetings 3 x per year				✓			A
	B13	Identify and agree Trust and School Contracts including centrally procured services			I		✓	✓	A
	B14	Enter into (single transaction) contracts, ordering goods and services up to £5,000							✓
	B15	Enter into contracts, ordering goods and services between £5,001 and £10,000					A	A	✓
	B16	Enter into contracts, ordering goods and services between £10,001 and £40,000			A		✓	A	
	B17	Enter into contracts, ordering goods and services over £40,001			✓		A		
	B18	Agree school virements up to £5,000 across agreed budget headings and within agreed budget							✓
	B19	Agree school and trust virements between £5,001 to £10,000 across agreed budget headings and within agreed budget					A	A	✓
	B20	Agree school and Trust virements between £10,001 and £40,000 across agreed budget headings and within agreed budget				A	✓	A	A
	B21	Agree movement over £40,001 across agreed budget headings and within agreed budget			✓		A	A	
	B22	Disposal of assets up to £1,000				I			✓
	B23	Disposal of assets from £1,001 to £5,000				I	✓		
	B24	Disposal of assets over £5,000			I	✓			
	B25	Write-off of bad debts up to £1,000					✓	A	A
	B26	Write-off of bad debts above £1,001- £45,000 (then ESFA)			✓		A	A	
	B27	Invest surplus funds in line with the investment policy			✓				
	B28	Approve financial and procurement policies			✓		A	A	
	B29	Providing gifts or hospitality to staff of up to £25						I / ✓	✓
	B30	Providing gifts or hospitality to staff over £25					I	✓ / OC	
C: Staffing	C1	Approve staff, HR, pay, performance and disciplinary policies		✓		A	CC		A
	C2	Approval of school staffing structure annually				✓	CC		A
	C3	Approval of Trust staffing structure annually		✓		A	OC		OC
	C4	School Headteacher appointments		✓		CC	✓	OC	OC
	C5	Appoint school Deputy Headteacher & senior appointments				OC	CC		OC
	C6	Participate in the Deputy Headteacher & senior school appointments				OC	✓	OC	OC
	C7	Replace existing or new appointments of Teaching and Support staff within the agreed budget					OC	A	✓
	C8	Replace existing or new appointments of Teaching and Support staff outside of the agreed budget					✓	A	R
	C9	Appointment of 'central team' Staff within agreed budget		✓		✓	A		
	C10	Approve changes to and appoint 'central team' outside the agreed budget		✓		A			
	C11	Performance review of Chief Executive Officer		✓				OC	OC
	C12	Suspend the Chief Executive Officer		✓				CC	
	C13	End the suspension of the Chief Executive Officer		✓				CC	
	C14	Dismiss the Chief Executive Officer		✓				CC	
	C15	Performance review of school Headteachers		✓	CC Chair	✓		OC	
	C16	Suspend a School Headteacher		A	I	✓		CC	I
	C17	End the suspension of a school Headteacher		A	I	✓		CC	I
	C18	Dismiss a school Headteacher		✓	I	A		CC	I

	C19	Performance review of central team		A	✓			OC
	C20	Suspension of central team staff		OC	✓	CC		
	C21	Ending suspension of central team staff		OC	✓	CC		
	C22	Dismissal of central team staff		CC	✓	CC		
	C23	Performance review of all school staff below (but not including) Headteacher			OC	OC		✓
	C24	Suspension all school staff below (but not including) Headteacher		I	I	CC		✓
	C25	Ending suspension of all school staff below (but not including) Headteacher		I	I	CC		✓
	C26	Dismissal of all school staff below (but not including) Headteacher		I	A	CC		✓
	C27	Dismissal payments / early retirement	✓	A	A	CC		
	C28	Approve Trust Professional Development Strategy	✓	A	A			
	C29	Approve Trust Early Career Framework Strategy	✓	A	A			
D: Strategic Planning	D1	Approve Trust Strategic Plan	✓		A	OC		OC
	D2	Review progress against Trust Strategic Plan	✓	✓	A	OC		OC
	D3	Monitor and QA production of School SEF	I	✓	✓			A
	D4	Approve School Development/ Improvement Plan		R	✓		R	A
	D5	Monitor School Development/ Improvement Plan (and monitor against Trust Strategic Plan)		✓	✓		✓	A
	D6	Appoint Trust School Improvement Advisors	✓	A	A			
	D7	Commission External School Improvement Quality of Education Reviews	✓	A	A			
E: Discipline / Exclusions	E1	Approve pupil behaviour policies	✓	R	A		CC	A
	E2	Monitor implementation of pupil behaviour policies		✓	CC		CC	A
	E3	Provide internal/external exclusion data and related actions report to Trust Board termly		✓				A
	E4	Suspend a pupil for up to 15 days			OC			✓
	E5	Suspend or Exclude a pupil more than 15 days or permanently			CC			✓
	E6	Review exclusion on appeal	✓					A
	E7	Decision to reinstate excluded pupils	✓		A			
F: Admissions	F1	Consult on an Admissions Policy	✓	CC	A		CC	A
	F2	Agree Admissions Policy	✓		A			A
	F3	Agree and change school PAN	✓	CC	A			A
	F4	Admissions: application decisions	✓		A			A
	F5	Approve admissions appeals policy and procedure	✓		A			A
	F6	Attend Admission Appeals			OC			✓
	F7	Approve Admissions Prospectus for schools and sixth form		CC	✓		OC	A
G: Premises & Insurance	G1	Develop and approve overarching Trust Premises and Capital Strategy including community use plans and provision of appropriate Buildings insurance through RPA	✓	R	✓	A		I
	G2	Strategic oversight of community use plans /accountability for rental of premises plan		I	A	✓		A
	G3	Ensuring specialist insurance is in place for activities outside of RPA cover e.g. vehicles		A	A	A		✓
	G4	Setting School Maintenance Strategies for all facilities		I	A	✓		I
	G5	Implementation of School Maintenance Strategy and Action Plans monthly		A	A	A		✓
H: Health & Safety	H1	Develop Trust Health & Safety Policy for implementation in all Trust schools			A	✓		✓
	H2	Approve Trust Health & Safety Policy and school monitoring audit	✓	R	A			
	H3	Monitor implementation of School H&S Audit and Action Plans and report termly		I	✓	✓		A
	H4	Implementation of School H&S Audit and Action Plans monthly			I	A		✓
	H5	In the event of a pandemic, monitor facilities maintenance and health and safety plans according to government and building industry guidance	I		I	✓		
I: School Organisation	I1	Approve and review school Business Continuity Plan (including during closure due to pandemic)	✓	A	A	A		A
	I2	Approve times of school day and dates of school terms and holidays		CC	✓		CC	A
	I3	Ensure that school meets an agreed minimum number of sessions in a school year			✓			A
	I4	Approve unplanned school closure for emergency/snow etc			CC			✓
J: School Meals	J1	Ensure that school lunch nutritional standards are met		I			I	✓
	J2	Ensure provision of free school meals to those pupils meeting the criteria		I			I	✓
	J3	Ensure the provision of Universal Free School Meals offering to Infant age pupils		I			I	✓
K: Extended Schools	K1	Decide to offer additional activities and what form these should take		CC			OC	✓
	K2	Monitoring of Extended Services		OC			OC	✓
	K3	Cease providing extended school provision	✓	CC			CC	A

L: Matters of Ethos	L1	To determine what constitutes a matter of ethos and scope for consultation		✓				
	L2	Approve changes to school organisational structure/delivery from original offer		✓				
	L3	Approve changes to school uniform including price and supplier		✓			CC	
M: Safeguarding	M1	Complete, maintain and review school Single Central Record		I		I	A	✓
	M2	Appoint safeguarding link person in PCAB						✓
	M3	Appoint Trust Safeguarding Trustee		✓				
	M4	Annual approval of school safeguarding policies and annual review		✓		A		A
	M5	Commission annual review of school safeguarding		I	CC	✓		CC
	M6	In the event of a pandemic (such as COVID- 19) , approve Child Protection and Safeguarding Policy appendices		✓		A		