

The Scheme of Delegation was approved as follows:

Board of Trustees

Date	Apr-25
Frequency of review	Annually
Owner	Chief Executive Officer (Mark Stow)
Next review date	Jul-26
Author	CEO & Executive Team

Key	
Committees	Abrv.
Audit, risk and assurance	ARA
Staffing and performance	S&P
Academy Standards Committee	ASC
Oversight groups	Abrv.
Health and Safety	H&S
Sustainability and estates	S&E
Safeguarding and SEND	SS
Educational standards	ES
Executive team	Abrv.
Chief Executive Officer	CEO
Chief Finance Officer	CFO
Role in Decision	Abrv.
Responsible for delivery or doing the work	R
Accountable or holds delegated authority	A
Consulted or makes recommendations	C
Informed on a decision, or to receive information	I
<p><i>Where authority is delegated to sub-committees of the Trust, the abbreviations above are referenced when the decision relates to only one. Where the same person/group is both accountable AND responsible for delivery, the A and/or green colour coding takes priority.</i></p>	

Finance notes: **1.** The scheme of financial delegation is based on expenditure based on the approved annual budget. Any out of budget expenditure must be escalated to the CFO & CEO for approval. **2.** Adherence to these limits is the responsibility of the signatory(ies) and attempts to avoid the application of a particular threshold may result in disciplinary proceedings. Expenditure rules must not be circumnavigated deliberately or unintentionally through split invoicing, splitting contracts, etc. which may exceed an individual's limits. **3.** All approvals must be made in line with the Trust's procurement procedures and the DfE Academy Trust Handbook **4.** No authority is delegated where the normal delegated authority has a pecuniary or other interest, as determined through their Register of Interest declarations, or where the decision would mean the academy or Trust would fail to stay within its budget. An approved budget is one approved by the Trust Board, except where virements or budget variances have been agreed. **5.** The Chair is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interest of the school, a pupil, parent or member of staff. (Governor Handbook). The Trust Board will receive verbal report on any decisions made through a Chair's action, at the next meeting. They must then decide on the ratification of the decision.

Decision Area	Decision	Members	Board of Trustees	Committee	Oversight Group	Executive Team	Headteachers
Governance	Approve amendments to Memorandum of Understanding and Articles of Association	A	C			R	
Governance	Approve Scheme of Delegation and Terms of Reference for committees		A			R	
Governance	Approve Trust Vision and Strategy		A			R	
Governance	Approve an academy vision linked to the overarching vision and strategy of the Trust			ASC.		CEO	R
Governance	Approve the acquisition of an academy		A			R	
Governance	Approve statutory policies (as set out in policy tracker)		A	A	All	R	R
Governance	Appoint Members (subject to confirmation from the Diocese where appropriate)	A					
Governance	Appoint Trustees (subject to confirmation from the Diocese where appropriate)	A	R				
Governance	Approve sub-committee membership		A				
Governance	Appoint ASC Chairs		A	ASC.			
Governance	Appoint ASC members (subject to confirmation from the Diocese where appropriate)		A	ASC.			
Governance	Appoint external auditors	I	A	ARA.		CFO	
Governance	Appoint internal auditors		I	ARA.		CFO	
Governance	Appoint bankers and investment managers		A			CFO	
Governance	Appoint insurers		A			CFO	
Governance	Approve the statutory annual accounts	I	A			CFO	
Governance	Emergency approval outside of SoD		Chair.			CEO	
Governance	Approve academy admission arrangements		I	ASC.		C	R
Governance	Approve Trust Risk Register		A	ARA.	All	R	R
Governance	Attend Ofsted inspections			ASC.		CEO	R
Education	Approve Trust self-evaluation and development plan		A		ES	CEO	C
Education	Approve academy self-evaluation and development plan			ASC.		CEO	R
Education	Approve Trust educational objectives		A		ES	CEO	C
Education	Approve academy educational objectives			ASC.		CEO	R
Education	Approve academy Pupil Premium strategy			ASC.			R
Education	Approve academy strategies for Pupil Premium and Sports Premium expenditure			ASC.			R
Education	Nominate Safeguarding and SEND lead trustee(s)		A		SS		
Education	Nominate Safeguarding and SEND lead ASC member(s)			ASC.	SS		
Education	The decision to issue a fixed term suspension						A
Education	The decision to permanently exclude					CEO	A
Education	Appoint an academy Designated Safeguarding Lead (DSL)			ASC.	SS	CEO	A
Education	Appoint an academy Special Educational Needs Coordinator (SENDCo)			ASC.	SS	CEO	A
Education	Approval academy census information prior to submission to DfE						A
Education	Production and approval of termly educational data			ASC.	ES		R
Education	Produce and approve an annual SEND report			ASC.	SS		R
People	Approve a Trust people strategy			S&P		R	
People	Approve staffing structure at Trust and school level			S&P		R	R
People	Approve pay ranges for headteachers, senior leaders and senior Trust roles (CFO/CEO)			S&P			
People	Appoint CEO		A				
People	Appoint CFO		A			CEO	
People	Appoint academy headteachers		A	ASC.		R	
People	Appoint academy senior leaders			ASC.			R
People	Appoint academy teaching and support staff (additional posts must consult CFO)					CFO	A
People	Appoint trust-wide staff					A	
People	Performance management of CEO		Chair.				
People	Performance management of CFO					CEO	
People	Performance management of academy headteachers			ASC Chair.		CEO	
People	Performance management of academy senior leaders						A
People	Performance management of trust-wide staff					A	
People	Performance management of academy staff						A
People	Approve pay progression for CEO		I	S&P			
People	Approve honorarium payments in line with pay policy		I	S&P		C	C
People	Approve pay rises for all staff		I	S&P		C	C
People	Suspension of CEO		Chair.				
People	Suspension of CFO		A			R	
People	Suspension of Headteachers					CEO	
People	Suspension of other school/Trust staff					A	A
People	Settlement agreements (CEO)		A				
People	Settlement agreement >£10K		A				
People	Settlement agreement <£10K					A	
People	Dealing with stage 2 complaints about CEO		Chair.				
People	Dealing with stage 2 complaints about Headteachers			ASC Chair.		I	
People	Dealing with stage 2 complaints about CFO					CEO	
People	Dealing with stage 2 complaints about academy staff						A
Operations	Approve proposals for the acquisition/disposal of land/buildings		A			R	
Operations	Approve major capital works (CIF and s106) and long-term building projects		A		S&E	R	

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Operations	Approve annual capital projects and maintenance programmes				S&E	A	R
Operations	Approve a Trust sustainable estates strategy		A		S&E	R	
Operations	Approve and implement the Trust approach to Health and Safety		A		H&S	A	R
Operations	Approve operational aspects of academy health and safety plans				H&S	A	R
Operations	Approve a Trust Technology strategy				S&E	A	
Operations	Authority to take action required to ensure that all Trust and Academy risks are mitigated			ARA.		A	R
Operations	To approve the Trust's approach to Safeguarding which aligns to policy and KCSIE		A		SS	CEO via HC DSL	
Operations	Authority to take action required to ensure that all Safeguarding / Child Protection policies and procedures are being adhered to within the academies				SS	CEO via HC DSL	R
Operations	To approve the Trust's approach to Data Protection which aligns to policy and GDPR		A	ARA.		CFO via DPO	
Operations	Authority to take action required to ensure that all data protection policies and procedures are being adhered to within the academies			ARA.		CFO via DPO	R
Operations	Authority to submit FOI or SAR on behalf of the Trust					A	
Operations	Approve all press responses identified as a risk to Trust reputation		Chair.			CEO	
Operations	Approve other press responses at local media academy level					CEO	R
Operations	Approve academy website as being compliant with regulatory requirements						A
Operations	Approve written responses to MPs, Regional Schools Commissioners, Local Authorities, Ofsted, DfE. etc.					CEO	R
Operations	Authority to seek legal advice from the procured solicitors					A	
Operations	Enter into litigation		A				
Finance	Appoint senior executive leader as Accounting Officer		A				
Finance	Approve annual budget		A			CFO	C
Finance	Changes to banking arrangements, including opening a new bank account		A			CFO	
Finance	Approve annual top-slice %		A			CFO	C
Finance	Approve the use of reserves in line with policy		A			R	C
Finance	Approve budgeted expenditure					>£5K	<£5K
Finance	Approve unbudgeted expenditure					£5k-£50k	<£5k
Finance	All budget allocations/virements as part of the day to day management of the academy budget					>£5K	<£5k
Finance	Approve all leases, contracts and SLAs over 12 months up to a total value of £50k or term of 5+ years					CFO	
Finance	Approve all leases, contracts and SLAs over 12 months over £50k or term of 5+ years					CEO	
Finance	Any supply to third parties (other than renting halls, or gym space and equipment)					CFO	
Finance	Novel, contentious and repercussive transactions - Prior DfE/ESFA authorisation required						
Finance	Staff severance and compensation over £50k - Prior DfE/ESFA authorisation required						
Finance	Ex gratia payments - Prior DfE/ESFA authorisation required						
Finance	Writing-off debts and losses and entering into guarantees, indemnities or letters of comfort, exceeding 1% of annual income or £45k individually; 2.5% or 5% of annual income cumulatively - Prior DfE/ESFA authorisation required						
Finance	Entering into guarantees, indemnities or letters of comfort if exceeds 1% of annual income or £45,000 individually; or 2.5% or 5% of annual income cumulatively - Prior DfE/ESFA authorisation required						
Finance	Acquiring or disposing of freehold on land/buildings - Prior DfE/ESFA authorisation required						
Finance	Disposing of heritage assets - Prior DfE/ESFA authorisation required						
Finance	Taking up a finance lease - Prior DfE/ESFA authorisation required						
Finance	Taking up a leasehold on land/buildings if term is >7 years - Prior DfE/ESFA authorisation required						
Finance	Granting a lease on land and buildings - Prior DfE/ESFA authorisation required						
Finance	Borrowing (including finance leases and overdraft facilities) - Prior DfE/ESFA authorisation required						
Finance	Supplies to the trust from related parties over £40k - Prior DfE/ESFA authorisation required						

APPEALS / DISCIPLINE COMMITTEES

Panel	Panel Members
Academy Standards Disciplinary Committee (suspensions & exclusions) [ASDC]	3 Trustees or ASC members from any academy*
Independent Review Panel (Exclusion)	Warwickshire LA
Admissions Appeals	Local Authority
Stage 4 Parental or external complaints against...	
CEO/CFO	2 trustees plus an independent representative
Headteachers	
School Senior Leadership Team	2 trustees, or independent ASC members from the academy, plus an independent representative
Other School/Trust Staff	
Staff grievance appeals from...	
CEO/CFO	3 trustees
Headteacher	
School Senior Leadership Team	3 independent ASC members from the academy (or trustees if required)
Other School/Trust Staff	
Staff disciplinary appeals	
CEO/CFO	3 trustees (who did not hear or investigate originally)
Headteacher	
School Senior Leadership Team	3 trustees, or independent ASC members from the academy (who did not hear or investigate originally)
Other School/Trust Staff	
Staff pay award appeals of	
CEO/CFO	3 trustees not involved in the initial pay award approval
Headteachers	
School Senior Leadership Team	3 trustees, or independent ASC members from the academy, not involved in the initial pay award approval
Other School/Trust Staff	

* panel members must have received appropriate training