

Scheme of Delegation 2024-2025



1. Governance.						
	EiE BoT	LGB	EHT	HT	CFO	Other
Approve Articles of Association and review effectiveness of BoT's implementation of them						Members
Appoint / remove Trustees in accordance with Articles						Members
Appoint / remove Chair and Vice Chair of Board	Approve					
Appoint / dismiss clerk to the Board of Trustees and/or clerk to the committee/s	Approve					
Appoint Chair of committees, Local Governing Body, sub-committees	Approve					
Appoint / remove Co-opted Trustees	Approve					
Establish committee structure and approve, annually, the terms of reference.	Approve					
Approve and review any delegated powers annually (eg Safeguarding)	Approve					
Establish a schedule of meetings to meet the needs of the structure and obligations of the Trust	Approve					
Review and approve Scheme of Delegation, including policy approval schedule and financial authorisations, annually	Approve		HR & pupils		Finance	Governance
Determine any changes to the MAT structure	Approve		Propose / consult			
Determine changes to the school age-range, or addition / removal of Nursery or other specific non-statutory provision	Approve		Propose	Consult		
Maintain a register of business and pecuniary interests for Trustees, Members and governors	Action				Oversight	TTG records
Ensure that all members of the governance structure have DBS checks	Action					TTG records DSO oversight
Approve a Governance Expenses Policy	Approve				Advise	

Scheme of Delegation 2024-2025



2. Financial and Operational Management.						
	EiE BoT	LGB	EHT	HT	CFO	Other
Establish and approve financial regulations and procedures, including treasury and accounting policies. (with all related policies, see list)	Approve		Propose		Overview / advise	
Ensure that financial procedures are properly and effectively implemented			Overview		Action	Finance Committee
Maintain accurate, reconciled and up-to-date financial records			Overview		Action	Finance
Approve the annual budget, in accordance with DfE timeframes and linked to the development plan	Approve		Consult		Recommend	Finance
Consider 3 year budget forecast for the Trust	Approve		Consult		Recommend	
Monitor and review Trust's and schools' actual financial performance throughout the year and at year end	6 x annually		Overview		Action	Every meeting
Annual audited accounts return to EFA	Approve		Overview		Action	Consult
Annual Trust report	Approve		Consult		Action /Recommend	Consult
Ensure that all virements comply with financial procedures	Approve		Consult		Recommend	Overview
Retain and store appropriate financial records to comply with legal / DfE requirements			Overview		Action	Clerk (minutes)
Establish and maintain asset registers			Overview		Action	Finance
Ensure that disposal of any assets complies with financial procedures			Overview		Recommend	Finance
Ensure that any debt write-off complies with financial procedures			Overview		Recommend	Finance
Maintain register of business and pecuniary interests of governors and staff			Overview		Action	TTG for gov's
Establish and maintain procedures for effective audit – both internal and external	Approve		Overview		Action	Finance
Receive reports from audit inspections and resulting action plan / management report	Approve		Overview		Action	Finance
Ensure appropriate insurance arrangements	Approve		Overview		Recommend	Finance
Determine approach to cross-charging and use of any surplus	Approve		Consult		recommend	Finance

Scheme of Delegation 2024-2025



2. Financial and Operational Management.						
	EiE BoT	LGB	EHT	HT	CFO	Other
Approving banking arrangements and investments	Approve		Consult		recommend	Finance
Sign bank transfers / cheques			Action	Action	Action	
Establish and implement procedures for staff, governors and Trustees to claim expenses.			Consult / approve		recommend	Finance
Approve lettings / services policy and fees	Approve		Overview		recommend	Lettings / facilities
Ensure that all procurement processes and resulting contracts or agreements comply with financial procedures	Approve		Overview		Action / recommend	Finance
Authorise payments on receipt of correct invoice when the appropriate goods have been received			Action	Action	action	
Approval of applications for business / credit cards / accounts			Overview		recommend	Finance
Comply with VAT and CIT regulations			Overview		Action	Finance
Investigation of potential financial irregularities (not involving a HT, EHT or FO)			Action			
Investigation of potential financial irregularities (involving a HT, EHT or FO)	Action					
Establish, implement and monitor buildings maintain programme	Approve	consult	Propose	consult	consult	Facilities
Ensure Health and Safety policy is compliant and implemented	Approve	consult	Overview	consult	Recommend	Facilities
Approve academy day and year	Approve		Propose	Propose		
Approve whistle blowing procedure and ensure that everybody is aware of, and understands it	Approve		Action	Action	Recommend	

Scheme of Delegation 2024-2025



2. a) Financial Authorisation	BoT	LGB	EHT	HT /DHT	CFO	Other
Expenditure or contracts up to £1,000 (or =< 1/3 of total budget)				Consult	consult	Budget Holder
Expenditure or contracts between £1,000 and £10,000			Consult	Approve	Consult	3 quotes
Expenditure or contracts between £10,000 and £20,000			Approve		Consult	3 written quotes
Expenditure or contracts between £20,000 and £50,000			Consult		Recommend	Finance Apprv
Expenditure or contracts between £50,000 and Euro tender limit	Approve		Consult		Recommend	
Expenditure or contracts over Euro tender limit	Approve		Consult		Recommend	
Virement of funds up to £20,000			Approve		Recommend	
Virement of funds between £20,000 and £50,000			Consult		Recommend	Finance Apprv
Virement of funds over £50,000	Approve		Consult		Recommend	
Disposal or write off of stock, assets or debts up to £1,000 (Single Transaction)			Approve		Recommend	
Disposal or write off of stock, assets or debts from £1,000 - £10,000					Recommend	Finance Apprv
Disposal / write off of stock, assets or debts from £10,000 –ATH limit	Approve				Recommend	
Settlements / compensation payments less than £50,000 (ATH limit)	Approve		Propose	Recommend	Consult	
Settlements / compensation payments equal to or over £50,000			Propose	Recommend	Consult	Sec of State
Capital projects (see Academies Property Information Note M)	Approve		Propose		Consult	Sec of State
Academy Trust Reserves drawdown:	Approve					
Each project / Expenditure within the reserve drawdown amount	Must comply with expenditure / contract approval limits and tender/quotation requirements noted above.					

Scheme of Delegation 2024-2025



3. HR / Staffing						
	EiE BoT	LGB	EHT	HT	CFO	Other
Approve the overall staffing structure for the Trust	Approve		Propose			
Approve the overall staffing structure of a school			Approve	Propose		
Approve Trust pay structure	Approve		Propose			
Appoint EHT and FO	Approve		Involved in FO Appt			
Appoint HT and other senior posts	Involved		Approve	Involved in other posts		
Performance management and salary determination of EHT	Action and approve					External adviser
Performance management and salary determination of HT and other senior staff	Approve		Action and recommend			
Approve recruitment schedule for posts on leadership scale, TLR scales or support staff at leadership level	Involved		Action			
Approve recruitment schedule for all other posts that are within the approved staffing structure			Involved	Action		
Appoint other staff – NQTs / other training positions or SEN support				Action		
Approval of HR policies -see policy plan	Approve					
Implement, monitor, review and propose amendments to HR policies			Overview	Action		HR officer
Suspension or dismissal of EHT, HT or FO	Action					
Suspension of staff other than EHT, HT or FO			Consult	Action		HR Officer
Dismissal of staff other than EHT, HT or FO			Action			HR Officer
Receive and consider appeals by EHT, HT or FO	Action					HR Officer

Scheme of Delegation 2024-2025



3. HR / Staffing						
	EiE BoT	LGB	EHT	HT	CFO	Other
Receive and consider appeals by staff other than EHT, HT or FO			Action			HR Officer
Approve any leaving payments (redundancy, dismissal, early retirement) in accordance with Trust policy	Approve		recommend		consult	HR Officer
Implement competency, absence or disciplinary procedures in accordance with approved Trust policy			Overview	Action		HR Officer

Scheme of Delegation 2024-2025



4. Pupil development.						
	EiE BoT	LGB	EHT	HT	CFO	Other
Ensure the curriculum complies with legal and Funding Agreement requirements	Overview	Monitor	Overview	Action		
Establish, approve and monitor a development plan, linked to the budget	Approve	Propose	Recommend	Propose		External adviser
Establish, approve and monitor an Ofsted Action Plan	Propose		Action	Action		External adviser
Implementation of educational policies, including statutory assessment procedures (eg SATs)		Overview	Action	Action		
Approve and progress and attainment targets for the schools	Approve	overview	recommend	propose		
Monitor progress and attainment against targets		Action	Overview	Action		
Fixed term exclusion				Action		
Permanent exclusion	Review		Action			
Consult on and approve admissions policy and procedure for the Trust, including in-year admissions	Approve		Action / propose	Recommend		
Decide whether to accept a SEND admission through nomination of the school in an EHCP			Overview	Action		
Ensure that schools comply with daily Act Collective Worship as determined in the Funding Agreement		Overview	Action	Action		
Ensure provision of free school meals to eligible pupils		Overview	Action			
Receive any external assessments of academy or school performance and develop any associated Action Plan	Approve	Overview / recommend	Action / propose	Action / recommend		
Refer poor attendance for action by the Local Authority, including fines			Overview	Action		
Approve, implement and monitor provision for SEND pupils		Overview	Approve /Action	Action / propose		SENDCo
Approve, implement and monitor provision for safeguarding / child protection	Approve	Overview	Approve / Action	Action / propose		DSO

Scheme of Delegation 2024-2025



4. Pupil development.						
	EiE BoT	LGB	EHT	HT	CFO	Other
Approve, implement and monitor provision for EAL and/or+ newly arrived pupils		Overview	Approve	Action		
Consider complaints by parents, service users or members of the community	Action – last stage		Action - others	Action - parents		External governor at Trust stage