

Updated ~~November 2017~~ February 2018 – waiting on board approval



The de Ferrers Trust

Scheme of Delegation

Adopted by the Trust Board:	6 December 2016
Revised by the Trust Board:	5 December 2017
Signed by Chair of the Trust Board:	<i>E. Haughtin.</i>

Rationale

The underlying principles for this Scheme of Delegation are:

That all academies are in a partnership of equals, irrespective of their length of membership

1. The de Ferrers Trust is a registered charity and it remains true to its aims and objectives.
2. The de Ferrers Trust is mindful that its function is to ensure that all statutory obligations are met (there are differences in the governance arrangements of maintained schools and academies).
3. The de Ferrers Trust believe the governors of each Local Governing Body are best able to service the needs of their academy and their local community.
4. The de Ferrers Trust Board's intention is to be as light-touch as possible within the Scheme of Delegation in order for governors to make decisions at a local level to fully meet the needs of the students and the local community.

General Information

The de Ferrers Trust Vision

The strategic plan for The de Ferrers Trust over the next 3-5 years is to create a network of successful academies which will provide sustainable progress and attainment for all students. These academies will be the hubs of their communities to rejuvenate lifelong learning and provide a focus for family engagement.

The de Ferrers Trust Ethos and Values

At each of our academies we will strive to inspire through the delivery of a 'World Class' education ensuring that every student achieves their potential. We aspire to be a beacon of excellence within the community we serve, where everyone feels valued, included and proud.

Our PRIDE values of Partnership, Respect, Integrity, Determination, and Excellence are the foundations of the Trust and the community we serve.

The de Ferrers Trust

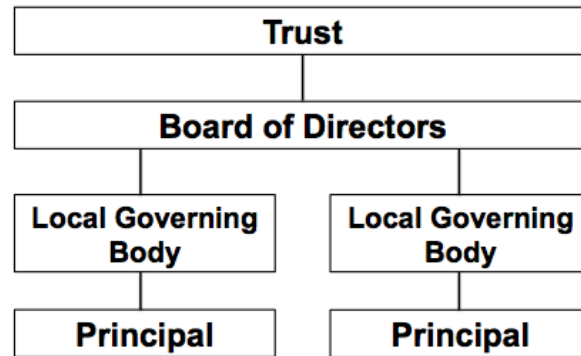
The de Ferrers Trust is a charitable company limited by guarantee and as such, we are required to comply with Charity Law and Company Law.

The Trust is one Legal entity with one set of Articles of Association that governs each Academy within the Trust.

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Governance Structure

The Governance Structure is divided into three layers: Trust (Members), Trust Board (Directors) and Local Governing Body (Governors).



The Trust (The Members)

The Trust consists of six Members who are very similar to shareholders in a normal company. They are often considered as the custodians of the Trust and act as a 'check and balance' on the performance of the Multi-Academy Trust. The Members have the power to appoint or remove Directors, amend the Articles of Association and, if necessary, wind up the Multi-Academy Trust. To ensure robust accountability within our Governance Structure, the Trust has a majority of independent Members.

Members of The de Ferrers Trust

Elizabeth Laughlin (Chair)

Mark Taylor

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Jacqui Botten
Michael Freeman
Matt Hancock
Kevin Gaunt

The Trust Board (The Directors)

The Trust Board has strategic oversight and ultimate responsibility for all of the management decisions within the Multi-Academy Trust. The Board will consist of a minimum of 9 Directors, 5 of whom are appointed by the Members. The Directors are appointed purely on a skills basis and the Board may co-opt further Directors should they identify a need. There are two seats on the Trust Board allocated to Chairs of Local Governing Bodies. In order to fulfil the criteria for those seats, the academy for which the Chair serves must be a 'good' or 'outstanding' academy, and the Chair must possess the relevant skills in order to make the management decisions required. The Board's key responsibilities are to ensure, through their governance structure and leadership team, that the Multi-Academy Trust is making proper and effective use of public funds and that the quality of provision is guaranteed.

The Trust Board has two sub-committees, namely the Audit and Risk Committee and the Policy Committee.

The Local Governing Body (The Governors)

The Trust Board will establish a Local Governing Body (LGB) for each academy within the Trust. The LGB carry out the Trust's vision, policies and priorities. They will play a support and challenge role and will hold senior leaders to account for the academic performance and quality of care and provision for their academy. They are responsible for making decisions by way of the powers delegated to it by the Trust Board in accordance with their Terms of Reference and this Scheme of Delegation.

Communication between the Trust Board and the LGB

The Trust Board meets regularly and as often as necessary. The Chair of the Trust Board and the Chief Executive will schedule meetings with the Executive Principals and Principals as and when required. A half-termly Clerks' and Chairs' briefing provides an

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opportunity for information sharing between the Trust Board and the LGBs and the chance to have issues raised which may have influence across the broader family as well as particular institutions. Communication between the Trust Board and LGB will be a standing item on all LGB and Trust Board agendas to allow matters to be escalated for the Board's attention should the LGB be unable to resolve the issue at a local level.

Members of The de Ferrers Trust Board

E Laughlin (Chair)

M Taylor (Vice Chair)

S Allen (Chief Executive)

A Burns

C Lovell (Chair of the Audit and Risk Committee)

D Moss

Julie Green (Executive Principal)

Claire Shaw

Amy Smith

(Vacancy)

(Vacancy)

T Pyszky is the Company Secretary and Clerks all Trust Board meetings.

The Board has delegated some responsibility to the members of the Trust Leadership Team (TLT) and may invite such persons to their meetings as and when required. Members of the TLT and members of the Trust Board may also be in attendance at LGB meetings but will inform the Chair of their planned attendance.

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Members of the Trust Leadership Team

S Allen (Chief Executive)
A Taylor (Director of Finance)
J Harrison (Director of Human Resources)
T Pyszky (Director of Governance and Compliance)
C Brown (Director of Education)

Composition of Local Governing Bodies - Secondary Academies

Type of Member	Number	Term of Office	How they are appointed
Principal	1	As per appointment	N/A – by appointment as Principal
Board Appointed Governor	Up to 4	4 years	By the Trust Board. The Trust Board will take into account any representations made by the LGB when considering the re-appointment of an existing Board Appointed Governor
Co-Opted Governor	Up to 4	4 years	By the LGB of the relevant academy
Staff Governor	1	4 years	Staff election - Secret ballot to be organised by the LGB of the relevant academy
Parent Governor	2	4 years	Parent election – secret ballot to be organised by the LGB of the relevant academy
Clerk to the LGB	1	As per appointment	By the LGB of the relevant academy in consultation with the Director of Governance and Compliance

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Composition of Local Governing Bodies -Primary/Infant/Junior Academies

Type of Member	Number	Term of Office	How they are appointed
Principal	1	As per appointment	N/A – by appointment as Principal
Board Appointed Governor	Up to 3	4 years	By The de Ferrers Trust Board. The Board will take into account any representations made by the LGB when considering the re-appointment of an existing Board Appointed Governor
Co-Opted Governor	Up to 3	4 years	By the Local Governing Body of the relevant academy
Staff Governor	1	4 years	Staff election - Secret ballot to be organised by the LGB of the relevant academy
Parent Governor	2	4 years	Parent election – secret ballot to be organised by the LGB of the relevant academy
Clerk to the LGB	1	As per appointment	By the LGB of the relevant academy in consultation with the Director of Governance and Compliance

Central Functions

As part of a family of schools we aim to have the greatest amount of impact with efficacy. We strive to be one of the most cost effective academy groups in the country. A contribution from each academy's budget is levied which enables all academies access to a whole range of functions and services as and when required. This excludes any surplus carried forward or income generated by the academy. In addition, when necessary, specific charges may be made for bespoke intervention when curriculum and performance require, in agreement with the Academy Principal and the LGB. All financial contributions will be reviewed on an annual basis.

Examples of support:-

- Governance
- Finance
- HR
- School Improvement

Trust Development Fund

Part of the annual levy from each Academy goes towards a Trust Development Fund. This fund is managed by the Director of Education. The purpose of the fund is predominantly to support education developments and academic performance improvements in the academies. Funds are accessed via a formal bid process. In line with the financial levels of authority herein, the Director of Education is authorised to approve expenditure from the fund of up to £49,999. Secondary approval is required from the Director of Finance.

Deployment of Support

The ultimate responsibility for the deployment of support belongs to the Chief Executive. This will be based on identified need. Academy Principals should discuss their requirements with the Director of Education.

Leaving the Trust

It is important to note that should an Academy opt to voluntarily leave the Trust it may be liable to certain charges. In particular, any costs associated with extracting individual academy data in relation to the Local Government Pension Scheme would need to be met by the Academy or its new sponsor.

Budget Setting and Key Documents

Academy budgets should be prepared by the Principal and presented to the LGB by way of consultation.

All budgets must be approved by the Director of Finance prior to being presented to the Trust Board.

The Director of Finance will issue a budget timetable each year based on the meeting cycle.

All Principals in conjunction with their LGB will submit their Academy Improvement Plan and their SEF to the Director of Education as per the agreed deadline set in the Cross-Trust Calendar.

Delegated Duty	Delegated Authority	Comment
Admissions	Trust Board	The Trust is its own admissions authority.
	Principal	All academies are asked to purchase an SLA with their local authority to manage this process.
	LGB	All academies will follow their own Admission Policy, taking into account Local Authority Admission Policies.

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	Trust Board	Any changes to PAN or to admission criteria must be approved by the Trust Board.
Health and Safety	The Trust Board Director of Finance, Principals and Leadership Teams	It is the responsibility of the Trust Board to ensure that health and safety laws are adhered to and the appropriate health and safety certificates are in place. The operational compliance of this function will be delegated on a day to day basis to the Director of Finance, the Academy Principals and their Leadership team.
Income Generation	LGB	Any income generated belongs to the relevant academy to be spent within that year (subject to any restrictions on that income). Any remaining surplus at year end will revert to Trust reserves – see further point below.
Carry Forward/Trust Reserves	Director of Finance	Any surplus remaining on academy budgets at the year-end will revert to the Trust reserves. Academies can submit a business case to the Director of Finance to ring fence in year surplus for a specific project or need.

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Insurance	The Trust Board	<p>The Trust Board will insist that each academy is registered on the RPA scheme provided by the EFA upon conversion.</p> <p>The Trust Board will look to use its purchasing power to ensure that all academies receive best value and value for money with their insurance.</p>
Investments	The Trust Board	The Trust Board currently invest any surplus monies in high interest accounts. All interest generated from such investments reverts back to the Trust.
Permanent Exclusions	<p>Principal and LGB</p> <p>Trust Board</p>	<p>All academies will follow Local Authority procedures for permanent exclusions and Independent Review Panels (IRP). A panel of any three governors will be required to hear the permanent exclusion.</p> <p>Should an IRP overturn the decision of an exclusion panel then a fresh panel of impartial governors must be convened to consider the recommendations of the IRP. This panel must include a majority representation of the Trust Board.</p>
Service Level Agreements / Contracts	The Trust Board, Director of Finance & Chief Executive	The Trust Board will look to use its purchasing power to ensure that all

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		academies receive best value and value for money with their SLAs and will look to centralise SLAs to achieve this in the long term in consultation with the Principals.
Safeguarding	The Trust Board Principals/LGB	The Trust Board will, in respect of each academy, act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding. All academies are encouraged to follow their Local Authority approved policy on Safeguarding.

Financial Levels of Authority

Delegated Duty	Value	Delegated Authority	Comment
Ordering goods and services (including advertising of tenders and award of contracts)	Within delegated budget up to £2,499 - primary academies	Budget holder	From the preferred supplier list or a single written quote
	Within delegated budget up to £4,999 - secondary academies		
	Up to £9,999 or outside of delegated budget	Budget holder and Director of Finance	From the preferred supplier list or a single written quote
	£10,000 - £49,999	Principal and Director of Finance	Short tender process. Minimum of 3 suppliers
	£50,000 - £99,999	LGB (if within approved budget level) Trust Board (if outside budget)	Full tender process by public notice
	£100,000 +	Trust Board	Full tender process by public notice. Contracts over EU thresholds for the time being (for guidance refer to www.ojec.com/Thresholds.aspx): to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation

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	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	
Cheque signatory - Trust account	Unlimited - within guidelines above	Any two of: <ul style="list-style-type: none"> ● Director of Finance ● Business Support Officer ● Chief Executive ● <u>Director of Education</u> 	
Cheque signatory - individual Academy account	Up to £2,499	Any two of: <ul style="list-style-type: none"> ● <u>Chief Executive</u> ● Director of Finance ● Principal ● <u>Finance Officer Academy Business/Office Manager</u> 	
Authorising monthly salary payments	Unlimited	At individual school level, prior to whole Trust payroll authorisation (both primary and secondary): Principal and Designated Academy Finance Representative) Final whole Trust authorisation and payment: Chief Executive and one of the following: <ul style="list-style-type: none"> ● Director of Finance ● Director of HR 	Report to Trust Board on any anomalies
BACS payment authorisations and other bank transfers from the Trust	Up to £10,000 <u>£5,000</u> (single payment)	<u>One A Signatory</u> <u>A=</u> <ul style="list-style-type: none"> ● <u>Business Support Officer</u> 	

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account (individual academy accounts do not allow for BACS payments or bank transfers)		<ul style="list-style-type: none"> • Director of Finance Senior Finance Officer 	
	Any amounts over £10,000 up to £39,999 amount up to £20,000 (single payment)	<p>One B Signatory</p> <p>B=</p> <ul style="list-style-type: none"> • Business Support Officer and Director of Finance or Chief Executive Chief Executive • Director of Finance • Director of Education 	
	Any amounts over £4020,000 (single payment)	Two B Signatories (see above) Director of Finance and Chief Executive	
Signatories for grant claims and DfE Returns	Unlimited	<p>The Director of Finance and one of the following:</p> <ul style="list-style-type: none"> • Trust Board Chair • Chief Executive • Executive Principal • Principal 	Two signatories, or as required by DfE or other body
Virement (change of allocation) of budget provision between budget heads	Up to £20,000	Principal and Director of Finance	Reported to LGB/Trust Board
	Over £20,000	Trust Board	
Disposal of assets	Up to £20,000	Principal & Director of Finance	Director of Finance to report to Trust Board

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	Over £20,000	Chief Executive, Trust Board, Director of Finance plus DfE approval.	DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration
Write-off bad debts	Up to £1,000	Principal & Director of Finance	Report to LGB/Trust Board
	Over £1,000	Trust Board & Director of Finance plus DfE approval	
Write-off overpayments to staff	Up to £1,000	Principal & Designated Finance Representative.	Report to Director of Finance who reports to Trust Board
	Over £1,000	Director of Finance	Report to Trust Board
Purchase or sale of freehold property	Any	Trust Board, Chief Executive & Director of Finance plus DfE approval required	
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	Any	Trust Board, Chief Executive & Director of Finance plus DfE approval required	
Any guarantees, indemnities and letters of comfort entered into	Any	Trust Board, Chief Executive & Director of Finance plus DfE approval required.	
Ex-gratia payments	Any	Principal, Chief Executive & Director of Finance plus DfE approval required.	

HR Levels of Authority

APPOINTMENTS	
<p>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training</p> <p>The Chief Executive may nominate an alternative representative if he/she is unavailable to make up a panel</p> <p>The Director of HR may choose to sit on some/all of these panels.</p> <p>These panels stipulate the minimum numbers required.</p>	
Chief Executive / Executive Principals	Trust Board (minimum of 3 directors, with non-voting co-optees as required)
Executive Principal	Trust Board (minimum of 3 directors to include the Chief Executive) and Director of Education.
Principal	Member of the Trust Board, Chief Executive, Director of Education, Executive Principal (if in post) and representative of the LGB

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Directors of Cross Trust Curriculum Subjects	Chief Executive, Director of Education, and one other as determined by the Chief Executive.
Directors of central functions e.g. finance, HR, governance	Chief Executive and 2 others as determined by the Chief Executive
Vice Principals	Chief Executive/Director of Education, Executive Principal (if in post), Principal and representative of LGB
Other members of ALT and SLT	Principal, Vice Principal and 1 other as determined by the Principal
Head of Department / Faculty	Principal and 2 others determined by the Principal
TLR Posts	Principal (or nominated representative), Head of Department/Faculty And one other as determined by the Principal
All other Teaching posts	Principal (or nominated representative), Head of Department/Faculty and one other as determined by the Principal
All Support Staff posts	2 panel members as identified by the Principal or Director of HR. Where such appointments are directly linked to the Trust central functions e.g. Finance/HR, the relevant Director of the specialism should take part in the recruitment process.

DISCIPLINARY CASES AND DISMISSALS

- o Disciplinary
- o Capability (professional competence)
- o Ill Health Capability
- o Redundancy. (The Trust Board will have determined that there is a Redundancy situation)
- o Some other substantial reason (SOSR)

For all disciplinary cases and dismissals the Director of HR may be present in an advisory capacity.

In all cases the Deciding Manager may not form part of the panel.

<p>All governor panels should be clerked and a copy of the approved minutes be forwarded to the Director of Governance and Compliance</p> <p>For all disciplinary cases and dismissals the following delegation model shall apply:</p>		
Posts	Delegated Authority	Appeal
Chief Executive	3 Directors	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Executive Principal	Chief Executive & 2 Directors	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Directors of Shared Services	Chief Executive & 2 Directors	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Principal	Chief Executive, Executive Principal (if in post) or Chair or Vice Chair of the LGB and 1 Director	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.

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Cross-Trust Curriculum Directors	Chief Executive, Executive Principal (if in post) and 1 (or 2) Directors	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Other Members of ALT and SLT	Principal and Executive Principal (if in post) or Chair or Vice Chair of the LGB and 1 Governor	Chief Executive and remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal (not the Chief Executive) will cast the deciding vote.
All other Academy posts (with the exception of Finance and Business Management Posts)	Principal and 2 Governors	Chief Executive and remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal (not the Chief Executive) will cast the deciding vote.
All Finance and Business Management Posts	Director of Finance and 2 Governors	Chief Executive and remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal (not the Chief Executive) will cast the deciding vote.

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GRIEVANCE		
<p>For all Grievance Panels the Director of HR may be present in an advisory capacity.</p> <p>All governor panels should be clerked and a copy of the approved minutes be forwarded to the Director of Governance and Compliance</p>		
Posts	Delegated Authority	Appeal
Chief Executive	3 Directors	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Executive Principal	Chief Executive & 2 Directors	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Directors of Shared Services	Chief Executive & 2 Directors	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Principal	Chief Executive, Executive Principal (if in post) or Chair or Vice Chair of the LGB and	Remaining Directors (more than 1 but up to 3, who were not involved in

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	1 Director	original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Cross-Trust Curriculum Directors	Chief Executive, Executive Principal (if in post) and 1 (or 2) Directors	Remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal will cast the deciding vote.
Other Members of ALT and SLT	Principal and Executive Principal (if in post) or Chair or Vice Chair of the LGB and 1 Governor	Chief Executive and remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal (not the Chief Executive) will cast the deciding vote.
All other Academy posts (with the exception of Finance and Business Management Posts)	Principal and 2 Governors	Chief Executive and remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal (not the Chief Executive) will cast the deciding vote.
All Finance and Business Management Posts	Director of Finance and 2 Governors	Chief Executive and remaining Directors (more than 1 but up to 3, who were not involved in original decision). Where the decision is split, the Chair of the Appeal (not the Chief Executive) will cast the deciding vote.

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OTHER HR FUNCTIONS	
Function	Delegated Authority
Settlement Agreements up to and including £10,000	Executive Principal (if in post) and Director of HR to agree terms Chief Executive to sign
Settlement Agreements in excess of £10,000	Chief Executive and Director of HR to agree terms Chair of Trust Board to sign
Settlement Agreements in excess of £50,000	Approval to be sought from the EFA/HM Treasury
Signature of Letter of Appointments	Delegated Authority
Chief Executive	Chair of Trust Board
Executive Principal	Chief Executive
Principal	Chief Executive or Executive Principal determined by the Chief Executive
Cross-Trust Directors	Chief Executive or Director of HR if unavailable
Other Cross-Trust Posts	Director of HR
All other posts	Principal or Executive Principal or Director of HR
Collective Agreements	Chair of the Trust Board

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Teachers Pay – Threshold/UPS	Principal
Function	Delegated Authority
Acting up Payments/Additional Payments <ul style="list-style-type: none"> ● Chief Executive/Executive Principal ● Principal ● ALT Post ● All other Academy staff ● All Curriculum Cross-Trust Posts ● All Business Cross-Trust posts ● Any additional payment for external work, eg through Teaching School 	<ul style="list-style-type: none"> ● Trust Board ● Trust Board ● Trust Board ● Principal on the advice of the Director of HR ● Chief Executive ● Director of HR ● Chief Executive
Performance Management <ul style="list-style-type: none"> ● Chief Executive ● Cross-Trust Directors ● Other Cross-Trust Posts ● Executive Principal ● Principals ● ALT ● Other Academy Posts 	<ul style="list-style-type: none"> ● Trust Board (3 Directors) ● Chief Executive ● Line Manager as agreed ● Chief Executive and Director of Education ● In consultation with the Chair of Governors - Chief Executive, Executive Principal if in post and Director of Education ● Principals ● In accordance with the list of agreed reviewers approved by the Principal
Staffing restructures	Chief Executive, Executive Principal (if in post), Director of HR, Director of Finance, Principal and Chair of LGB
Re-grading	All requests for a re-grade to be made by the relevant Principal to the

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	<p>Director of HR (following a discussion with the relevant member of staff to agree a job description). All decisions for re-grade to be approved by the following:</p> <ul style="list-style-type: none">• Academy posts below £55,000: Chief Executive/Executive Principal (if in post)• Cross-Trust salaries below £55,000: Chief Executive• Salaries in excess of £55,000: Trust Board
<p>Re-designation/increase in hours</p> <ul style="list-style-type: none">• Salaries in excess of £55,000• Cross-Trust salaries below £55,000• Academy posts below £55,000	<ul style="list-style-type: none">• Trust Board• Chief Executive• Executive Principal (if in post), otherwise the Principal
<p>Creation of permanent posts</p>	<p>All requests for new posts (permanent or temporary) to be made by the relevant Principal to the Director of HR. All decisions to be approved by the following:</p> <ul style="list-style-type: none">• Academy posts with a salary below £55,000: Chief Executive/Executive Principal (if in post)• Cross-Trust posts with a salary below £55,000: Chief Executive• Posts with salaries in excess of £55,000: Trust Board

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Revisions to Terms and Conditions (to include any deviation from the standard terms and conditions of an employee i.e. specific clauses or entitlements excluding flexible working processes).	Director of HR and the Chief Executive
Decision to make Redundancies	Trust Board on recommendation from LGB, Chief Executive, Director of Finance and Director of HR
Authorisation of redundancy/early retirement payments	Director of Finance or Director of HR so long as redundancies were approved by Trust Board
Determination of Chief Executive's and Executive Principal's pay range	Trust Board
Determination of pay range for an individual with a salary in excess of £55,000	Trust Board
Determination of pay range for an individual with a salary less than £55,000	Chief Executive on the recommendation of the Director of HR
Determination of pay progression of the Chief Executive	Trust Board
Determination of pay progression of Executive Principals, Cross-Trust Curriculum Directors, Principals	Chief Executive recommends to the Trust Board on the basis of Performance Management
Determination of pay progression for all other leadership posts	Principal makes a recommendation on the basis of Performance Management to the Pay Committee

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	Pay Committee reports decision to LGB.
Determination of pay progression of teaching posts within their pay grade (including Threshold)	Principal makes a recommendation on the basis of Performance Management to the Pay Committee. Pay Committee reports decision to LGB
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	Director of HR (with reference to the Chief Executive, Executive Principal, Principal or Director of Finance as appropriate).

Any other delegated Authority not described above would need to be referred to the Trust Board for a decision.

The term 'Principal' will include 'Acting Principal', 'Headteacher' and 'Acting Headteacher'.

The term 'Vice Principal' will include 'Senior Vice Principal'.

The Term 'Finance Representative' will be the person authorised by the Principal and the Director of Finance to carry out the functions detailed within this Scheme of Delegation.

The Principal may delegate authority to another member of his/her Leadership Team with the prior consent of the Chief Executive.

Where the Scheme refers to a panel of governors, the Clerk may use governors from any Local Governing Body within the Trust as felt appropriate. All governor panels must be clerked by a suitably trained clerk and approved minutes forwarded to the Director of Governance and Compliance.

Where the Scheme of Delegation conflicts with HR policy, policy will prevail.

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Appendix A

Record of Amendments

Date	Page	Amendment Made
June 2016	4	The Trust Board – insertion of the criteria for the Chair of Governor seats. Inclusion of a sentence that informs the reader that the Chief Executive and SMT member are Ex-Officio Directors. Insertion of a sentence that explains that the Trust Board can co-opt additional Directors if required.
June 2016	5	Amendment of T Leach to T Pyszky
June 2016	10	Income Generation – changed from 'Any income generated belongs to the Trust' to 'Any income generated belongs to the relevant academy to be spent within that year'.
June 2016	10	Insurance – changed from 'As a minimum the Trust Board will insist that each academy us registered on the RPA scheme' to 'The Trust Board will insist that each academy is registered on the RPA scheme provided by the EFA upon conversion.

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		The Trust Board will look to use its purchasing power to ensure that all academies receive best value and value for money with their insurance’.
June 2016	10	Permanent Exclusions – the addition of ‘As with all Governor Panels, a copy of the evidence pack and resulting minutes must be sent electronically to the Director of Governance and Operations’.
June 2016	10	Service Level Agreements – amended from LGB to have delegated authority to ‘The Trust Board will look to use its purchasing power to ensure that all academies receive best value and value for money with their SLAs and will look to centralise SLAs to achieve this in the long term in consultation with the Principals’.
June 2016	13	Authorising monthly salary payments – the addition of the words ‘prior to whole Trust payroll authorisation’ to add clarity and removal of the role of Director of Finance at this level. Final payment – removal of Bursar at this level.
June 2016	13	BACS payment authorisations and other bank transfers from the Trust account - the addition of ‘individual academy accounts do not allow for BACS payments or bank transfers’ to add clarity.
June 2016	16	HR Levels of Authority – the inclusion of the sentence ‘The Director of HR will sit in on panels in an advisory capacity’.
June 2016	16-20	HR Panels increased in size
June 2016	16 & 18	HR Panels – The inclusion of the following request ‘As with all Governor Panels, a copy of the evidence pack and resulting minutes should be forwarded electronically to the Director of Governance and Operations’.
June 2016	24	The following sentence has been added for clarity: ‘The Term ‘Finance Representative’ will be the person authorised by the Principal and the Director of Finance to carry out the functions detailed within this Scheme of Delegation’.

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June 2016	N/A	Removal of the term 'Headteacher' throughout the document and replaced with the term Principal.
June 2016	N/A	The role of Business Manager replaced with Designated Finance Representative.
July 2016	5	Julie Green appointed to the Trust Board
October 2016	22	The creation of new posts and the re-grading of existing posts have cross-trust implications. All decisions to go through the Director of HR who will bring to Board for approval.
November 2016	4	Amendment to how Chief Executive and SMT member appointed to offer further clarity.
November 2016	5	Removal of responsibility for Financial Assurance from David Moss now that internal auditors appointed.
November 2016	21 & 22	Further clarity on who approves decisions for the creation of new posts and re-grading of existing posts.
December 2016	8	Insertion of additional paragraph regarding academies who leave the Trust - <i>It is important to note that should an Academy opt to voluntarily leave the Trust it may be liable to certain charges. In particular, any costs associated with extracting individual academy data in relation to the Local Government Pension Scheme would need to be met by the Academy or its new sponsor.</i>
July 2017	3	Appointment of an additional Member – Matt Hancock
	5	Expansion of the Trust Team
	8	Principals should discuss requests for support with the Director of Education (change due to new appointment).
	8/9	Budget Setting – who approves
	9	Removal of Capital Programme
	9/10	Reviewed policy around Trust reserves
	10	Permanent Exclusions – further guidance given on the convening of panels
	11	Removed reference to EU Treaties
	N/A	Change in job title from Bursar to Business Support Officer
	13	Additional authority delegated for BACS payments over £40k
	14/15	Appointment panels reviewed in light of new appointments to the Trust Team

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	16	In HR cases, the Deciding Manager may not form part of the panel
	16	Removal of the requirement for minutes from panels to be forwarded to the Director of Governance and Compliance.
	21	Inclusion of the Director of Education in the performance management process.
	24	Where the scheme refers to a 'panel' of governors, the Clerk can now use any governor from any of the LGB's across the Trust.
	24	Removal of the expectation for 'total compliance' with the scheme and a greater emphasis on the potential differences between the scheme and HR policy. HR policy will prevail.
December 2017	3	Number of Members increased to 6
	4	Kevin Gaunt identified as additional Member
	4	Removal of Chief Executive and Senior Management Team member from structure of the Trust Board.
	5	Detail added as to how matters can be escalated to the Trust Board.
	5	New members of the Trust Board identified.
	6	Amendments to members of the Trust Leadership Team.
	6&7	Wording change 'elected' to 'appointed'
	6&7	Secret ballot to be organised by the LGB in regard to Staff and Parent governor
	6&7	Appointment of Clerk to be made in consultation with the Director of Governance and Compliance rather than the Trust Board.
	8	Detail added in regard to the management of the Trust Development Fund.
	9	Detail added in regard to how admissions should be managed.
	10	Detail added in regard to how Health and Safety is managed.
	11	Independent permanent exclusion appeals changed to IRPs. Detail added as to how permanent exclusions should be managed.
	12	Principals to be encouraged to use the local policy on Safeguarding.
	Throughout	Change to job title from Bursar to Business Support Officer
	18&20	Minutes of all governor panels to be forwarded to the Director of Governance and Compliance.
	24	Chairs of Governors to be consulted on Principals' performance management.
	25	Revisions to terms and conditions to require the approval of the Director of HR and the Chief Executive.

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	27	All governor panels must be clerked by a suitably trained clerk and approved minutes forwarded to the Director of Governance and Compliance.
	27	Detail added to make it clear that should any HR Policy conflict with the scheme of delegation, then policy prevails.