

## SCHEME OF DELEGATION

The Manual of Internal Financial Procedures cover the Financial scheme of delegation

	Members	Trustees	CEO / AO	Principal / Head teacher	CFO	Finance Officer / HR Manager	LGB	
<b>Strategy and Leadership</b>								
Develop the vision, strategy and key priorities of the Trust and Academies	✓	✓	✓	✓			✓	
Review and approve the Trust Development Plan		✓						PS/KB/TS to circulate Trust Development Plan
Deliver the strategic objectives of the Trust and Academies			✓	✓				
Monitor performance against the Trust & Academies Development Plan		✓	✓				✓	
Agree to other Academies to join the Trust		✓						CEO recommendation post due diligence
Review and agree Articles of Association	✓							
Enter into funding agreements for new partner academies		✓	✓					
Determine the scope of any central services (Top slice)		✓	✓					Consult with LGBs
<b>Governance</b>								
Appointment of Members	✓							CEO & Trustees can recommend
Appointment of Trustees (up to 10) Member appointments	✓							CEO & Trustees can recommend
Appointment of Trustees appointed by Trustees (Any number - Co-opted)		✓						CEO & Trustees can recommend
Appointment of Parent Trustees / Governors (appoint when elected)		✓					✓	
Removal of Trustees	✓	✓						CEO & Trustees can recommend
Appointment & removal of Trust Clerk		✓						Recommendation by CEO
Appointment of Chair and Vice Chair of Trust, Committees and LGB		✓					✓	
Recruitment and Appointment of LGB members		✓		✓			✓	
Appointment of LGB Clerk			✓				✓	
Maintaining Companies House information			✓		✓			CFO responsibility with clerk

Maintain a People with Significant Control register			✓		✓			CFO
Maintain governance on Get Information for Schools			✓		✓			CFO responsibility with clerk
Review of Trust governance structure - annual		✓	✓	✓				CEO/CFO responsibility
Determine the Scheme of Delegation		✓						In consultation with CEO/CFO/LGB
Terms of Reference for Committees		✓					✓	
Maintain and publish register of business and pecuniary interests		✓			✓	✓	✓	CFO responsibility with clerk
Approval of connected party transactions over £2.5k per supplier		✓			✓			
Maintain a record of connected party transactions over £2.5k per supplier					✓	✓		
Review connected party transactions over £2.5k per supplier					✓			
Gifts and hospitality policy and register		✓			✓	✓	✓	ZH to create and maintain gift and hospitality register
Publish proposals to change category of school		✓	✓	✓			✓	
Complete annual skills audit and appropriate training programme		✓					✓	CFO responsibility with clerk

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<b>SCHEME OF DELEGATION</b>								

<b>Performance, Curriculum and Students/Pupils</b>								
Performance - review and challenge progress of the Trust against its strategic objectives		✓						
Approve and monitor pupil achievement and attendance targets		✓	✓	✓			✓	
Approve and monitor standards of teaching and learning		✓	✓	✓			✓	
Approve and monitor academy plan for pupil well-being		✓	✓	✓			✓	
Approve Academy development and improvement plans		✓	✓	✓			✓	
Plan, implement and review curriculum			✓	✓	✓	✓	✓	Reference to budget implications in SDPs

Review and evaluation of performance of individual academies (SDP)		✓	✓	✓			✓	
Monitor quality of teaching		✓	✓	✓			✓	
Curriculum - meet legal requirements for children with SEN			✓	✓	✓	✓	✓	
Pupil premium - develop, maintain and review plan			✓	✓	✓	✓	✓	
Provision of RE in line with basic curriculum and collective worship				✓				
Agree post Ofsted action plan		✓	✓	✓			✓	
Compile data for pupil assessment and statutory returns				✓				
Develop and implement a safeguarding policy in line with statutory requirements		✓	✓	✓			✓	
Approval of policies at Trust level		✓						
Approval of school specific policies				✓			✓	
Approve term dates and school times		✓					✓	
Provision of Free School Meals		✓			✓	✓	✓	
Set admissions policy		✓		✓			✓	
Admission decisions				✓			✓	Trust buys back appeals panel support from Cheshire East
Exclusion and Permanent Exclusion				✓			✓	
Exclusion appeals							✓	
<b>Finance: Statutory reporting</b>								
Completion and approval of annual accounts and reports to funding and regulatory bodies		✓	✓		✓	✓		CFO with support from external accountants
Completion and submission of other accounting returns			✓		✓	✓		
Completion of annual and periodic financial reports to Board			✓		✓	✓		
Authorisation of complete PAYE returns					✓			
Authorisation of complete VAT returns					✓	✓		

<b>SCHEME OF DELEGATION</b>	Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Finance Officer / HR Manager	LGB	

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<b>Finance: Systems of financial control</b>								
Appointment of external auditors	✓	✓						
Approval of financial regulations and procedures manual		✓	✓		✓	✓		
Assurance over adequacy of systems of internal financial control			✓		✓	✓		
Monitoring appropriate separation of duties			✓		✓	✓		
Responding to recommendations from internal audit			✓		✓	✓		
<b>Finance: Budget Planning and Management Reporting</b>								
Plan financial timetable to comply with ESFA reporting deadlines		✓	✓	✓	✓	✓		
Compliance with financial timetable			✓		✓	✓		
Prepare the annual Trust Budget			✓		✓			
Approval of budget for the Trust		✓						
Prepare the individual Academy budgets				✓		✓		
Approval of individual Academy budgets		✓	✓				✓	
Submission of approved budget to ESFA					✓			
Approval of Academy contributions to the Trust (top slice)		✓	✓				✓	
Monitoring budgets / receipt and review of management accounts		✓					✓	
Establish a charging and remissions policy		✓					✓	
<b>Human Resources</b>								
Approval and review of overall staffing structure		✓	✓	✓	✓		✓	
Authority to increase FTE of staff structure within existing staffing budget		✓	✓	✓			✓	Restructure
Job evaluation policy and procedures				✓		✓		HR provide recommendation
Approve job description			✓	✓				HR provide recommendation
Authorised to evaluate jobs and grades			✓	✓	✓	✓		CEO for most senior post holders
Authorised to agree/vary basic terms and conditions			✓	✓				
Recruitment and appointment of Chief Executive Officer and Accounting Officer	✓	✓						Involve HTs/Principals and Chairs of LGB
Recruitment and appointment of Chief Financial Officer		✓	✓					Recommendation
Recruitment and appointment of Principal / Headteacher		✓	✓				✓	
Recruitment and appointment of other senior leaders			✓	✓			✓	
Recruitment and appointment of other staff			✓	✓			✓	
Recruitment processes including pre-employment checks						✓		
Administration of new appointments and replacement posts					✓	✓		
Administration of new employees or variation to contracts					✓	✓		
Employee absence data					✓	✓		

SCHEME OF DELEGATION	Members	Trustees	CEO / AO	Principal / Head teacher	CFO	Finance Officer / HR Manager	LGB	
<b>Human Resources: Operation of Policies</b>								
Formulation and approval of Trust policies inc recruitment, absence, performance management, capability, disciplinary, grievance, complaints etc		✓	✓	✓			✓	
Approval of formal restructure plans		✓					✓	
Approval of severance or redundancy agreements		✓	✓	✓			✓	
Authorisation of settlement agreements		✓	✓	✓			✓	
Authority to issue warnings or other disciplinary measures except dismissal			✓	✓				
Secondments		✓	✓	✓			✓	At appropriate level in line with policy
Transfers		✓	✓	✓			✓	At appropriate level in line with policy
Suspension		✓	✓	✓			✓	At appropriate level in line with policy
Dismissal		✓	✓	✓			✓	At appropriate level in line with policy
Appeals		✓					✓	At appropriate level in line with policy
<b>Pay Policy</b>								
Annual approval of pay policy including pay awards, pay point values etc		✓	✓	✓	✓		✓	
Determination of pay ranges		✓					✓	
Allocation of TLR / SEN values		✓	✓	✓			✓	
Annual pay progression		✓	✓	✓			✓	At appropriate level in line with policy
<b>Pension Policy &amp; Discretions</b>								
Handling of all pension matters					✓			
Approval of use of discretions			✓		✓			

Performance Management								
Carry out Principal's / Headteacher's performance management		✓	✓				✓	At appropriate level in line with policy
Carry out staff performance management				✓				At appropriate level in line with policy
Operation of Policies								
Comply with Data Protection legislation	✓	✓	✓	✓	✓	✓	✓	
Comply with Academy website requirements		✓	✓	✓	✓	✓	✓	
Maintain a Single Central Record					✓	✓		
Agree the investment policy in line with regulations		✓	✓				✓	
Media and PR		✓	✓	✓			✓	
Marketing - Trust		✓	✓					
Marketing - Individual Academies inc prospectus				✓		✓	✓	

SCHEME OF DELEGATION								
	Members	Trustees	CEO / AO	Principal / Headteacher	CFO	Academy Business Leader / HR Manager	LGB	

Health and Safety & Estates								
Health and Safety Policy		✓	✓	✓			✓	
Ensuring the adequacy of health and safety practice throughout the Trust		✓	✓	✓	✓	✓	✓	
Health and Safety RIDDOR incident reporting					✓	✓		
Premises management and security				✓	✓	✓	✓	
Fire Risk Assessment			✓	✓	✓	✓		
Academy health, safety and well-being inc risk assessments					✓	✓		
Asbestos Risk Assessment			✓	✓	✓	✓		Report to LGB
Statutory training			✓	✓				Trustees and LGB oversight of and access to

General monitoring and action plans in relation to site safety and building conditions				✓	✓	✓		Report to LGB and Trustees
Develop academy estates, buildings and facilities long term strategy for development and maintenance		✓	✓	✓	✓	✓	✓	
<b>Business Continuity - Trust</b>								
Critical incident planning		✓	✓		✓			
Business continuity plan		✓	✓		✓			
Maintaining Risk Register			✓		✓			
Review Risk Register		✓	✓		✓			
<b>Business Continuity - Individual Academies</b>								
Critical incident planning				✓		✓	✓	
Business continuity plan				✓		✓	✓	