



WHERE LEARNERS AND STAFF THRIVE

Trust Policy

Scheme of Delegation

Approver: Trustees

Review Cycle: Annually

Revision History			
Date	Version	Short Description of Changes	Approved by:
Oct 2018	1.0		Trustees
Jun 2018	2.0		Trustees
Nov 2018	3.0		Trustees
Jul 2020	4.0		Trustees
Jun 2021	5.0		Trustees
Jul 2022	6.0		Trustees
July 2023	6.1	Aims updated. Appointment ratifications added. Educational Visits approval levels added	Trustees
Sept 2024	6.2	Updated to reflect finance policy and current staffing structure	Trustees

This Policy Applies To:

Secondary Schools
Primary Schools
Central Trust Employees
Trustees & Governors

Document Management Information

Applicable to:	Trustees, Governors, All Staff
Development and Consultation:	The Scheme of Delegation is a document drafted for the approval of the Trust Board.
Dissemination:	Available on the StaffHub and the Trust website.
Implementation:	To be used as part of day to day operations to ensure that correct delegated functions are carried out.
Training:	NA
Review Frequency:	Annual
Based on:	Previous Scheme of Delegation, Articles of Association
Policy Author:	CEO
Executive Policy Owner:	CEO
Approval by:	Trustees
Version	6.2
Approval Date:	22 October 2024
Next Review Due:	July 2024

If you require this policy in a more accessible format please contact the Trust Compliance Officer on compliance@coastandvale.academy

Updated following review by CEO

Updated to reflect role of Executive Leaders

Updated to include accountability for achieving educational outcomes and financial sustainability.

Key points and Summary

This document outlines:

- The aims of Coast and Vale Learning Trust
- The requirements of the Articles of Association regarding delegation
- The scheme of delegation within Coast and Vale Learning Trust
- The respective roles of the Members, Trustees, Chief Executive Officer (CEO), Senior Executives, Local Governing Committees, and the Headteachers
- The meeting protocols of Coast and Vale Learning Trust
- The financial protocols of Coast and Vale Learning Trust
- Buildings and Sites, Health and Safety, and ICT
- Appointment of Headteachers and Deputy Headteachers
- The principles of decision making within Coast and Vale Learning Trust
- The selection of Headteachers and Deputy Headteachers within Coast and Vale Learning Trust

Contents

1	Introduction and Statement of Intent	4
2	Aim of Coast and Vale Learning Trust	4
3	Scope and Applicability	5
4	The Articles of Association.....	5
5	Members.....	5
6	Board of Trustees	6
7	Local Governing Committees.....	7
8	Headteacher and Staff	8
9	Appointment of Executive Headteacher, Headteacher, Head of School, Deputy Headteacher and Assistant Headteacher.....	8
10	Deputy Chief Executive Officer.....	9
11	Chief Executive Officer.....	9
12	Trust Financial Protocols	9
13	Buildings and Sites, Health and Safety, Safeguarding, HR and ICT	9
14	Resignation and Removal	10
15	Disqualification of Members, Trustees or Governors	10
16	Meetings Protocol for the Members, Board of Trustees and Local Governing Committees.....	10
17	Notices	12
18	Indemnity	13
19	The Trust will ensure that appropriate Member and Trustee liability insurance is in place. Review	13
20	Glossary.....	13
21	Financial Authorisation Levels	14
	Delegated Duty.....	14
22	Human Resources Authorisation Levels.....	16
	Appointments	16
	Disciplinary Cases And Dismissals	17
	Grievance	18
	Other HR Functions	18
23	Other key delegated functions	20

1 Introduction and Statement of Intent

- 1.1 As an exempt charity and company limited by guarantee, Coast and Vale Learning Trust (“the Trust”) is governed by a Board of Trustees (the “Trustee” “Trustees”) who are responsible for, and oversee, the management and administration of the Trust and the schools run by the Trust. This Scheme of Delegation will apply to all schools for which the Trust is responsible. Any reference to “schools” in this Scheme of Delegation refers to all Academies within the Trust.
- 1.2 The Trustees are accountable to external government agencies including the Charity Commission, the Education and Skills Funding Agency and the Department for Education (including any successor bodies) for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.
- 1.3 In order to discharge these responsibilities, the Trustees appoint key Executive Leaders to deliver the broader strategic aims of the Trust. They also appoint people who are more locally grounded in our wider school communities to serve on a committee ('the Local Governing Committee') which has been established to ensure the good governance of individual Academies. This Scheme of Delegation explains the ways in which the Members, Trustees, Executive Leaders and Local Governing Committees fulfil the respective roles and responsibilities to ensure the success of the Trust.
- 1.4 This Scheme of Delegation has been put in place by the Trustees from the Effective Date in accordance with the provisions of the Trust's Articles of Association (“the Articles”)

2 Aim of Coast and Vale Learning Trust

- 2.1 The Trust's aim is to be a family of schools, built on servant leadership, sharing resources so that all learners and staff thrive.
- 2.2 The Trust sees its home area as the coast between Whitby in the north and Bridlington in the south and between Scarborough in the east and Pickering in the west.
- 2.3 The Trust's vision for great schools is that they:
 - expect high outcomes and progress for all learners
 - are educationally and financially sustainable.
 - serve their communities.
 - meet the needs of all learners.
 - train, challenge and support staff
 - are well governed.
 - are held in high regard by local parents and carers.

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page 4 of 22
Date: 22/10/2024	Version: v6.2	Review Date: July 24		

3 Scope and Applicability

- 3.1 This policy outlines the framework for decision making within the Trust. It applies to all Members, Trustees, Executive Leaders, Governors serving on the LGCs and staff.

4 The Articles of Association

- 4.1 The following are the relevant clauses from the Articles of Association that outline what can, and cannot, be delegated:
- subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Trust shall be managed by the Trustees, who may exercise all the powers of the Trust.
 - subject to the Articles, the Trustees:
 - will appoint separate sub-committees to be known as Local Governing Committees (LGCs) to govern individual schools; and
 - will establish other committees as required to ensure quality assurance and to enable the Trust to focus on strategic development.
 - subject to the Articles, the constitution, membership and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution, and membership of any committee of the Trustees shall be reviewed at least once every year.
 - the Trustees may delegate to any Trustee, committee (including any LGC), the CEO or any other holder of an executive office, such of their powers or functions as they consider desirable to be exercised by them. Any such delegation shall be made subject to any conditions the Trustees may impose and may be revoked or altered.
 - The Trustees may delegate such powers and functions as they consider are required by the LGCs and Headteachers for the internal organisation, management and control of the schools.
 - the Board of Trustees cannot delegate any functions relating to:
 - the constitution of the Trust
 - the appointment or removal of the Chair and Vice-Chair of the Trustees
 - the suspension or removal of Trustees
 - the delegation of functions i.e., the adoption or revision of this Scheme of Delegation
 - the establishment of committees
 - the dissolution of committees.

5 Members

- 5.1 The Trust will have a minimum of three, though ideally five Members.
- 5.2 The Members are the signatories to the Trust's Memorandum of Association, its governing document. This makes them the guardians of the Trust's constitution, determining the governance structure of the Trust and providing oversight and challenge of the Trustees to ensure the aim of the Trust is being fulfilled.

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page 5 of 22
Date: 22/10/2024	Version: v6.2	Review Date: July 24		

- 5.3 The Members may agree to appoint or remove additional Members. Any Member may resign as long as the number of members does not fall below three. Employees of the Trust cannot be Members. Members can appoint Trustees and remove any Trustee subject to the provisions outlined below. Appointments will be ratified by the Members at the Annual General Meeting of the Trust.
- 5.4 To avoid a conflict-of-interest there should be a separation of responsibility between the Members, the Trustees and Governors sitting on LGCs.
- 5.5 The Members will meet no less than once per year to consider the performance of the Trust and also attend an Annual General Meeting with the Trustees.

6 Board of Trustees

- 6.1 The Board of Trustees (or Trust Board) is the same body of people as directors of the company. The Trust Board control the management and administration of the Trust and it is responsible for the performance of the Trust. It is responsible for ensuring that the Trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the Academy Trust handbook. The Trust Board is also responsible for the performance of the Trust in terms of Ofsted gradings of its schools.
- 6.2 As trustees of a charity (the Trust), the Trustees have a fiduciary duty to act in good faith in the best interests of the Trust. This duty includes a responsibility to do the following:
- to ensure compliance with any legal obligations
 - to report on the Trust's activities (the Trust must prepare accounts in accordance with the Statement of Recommended Practice for Charities, the so called "Charity SORP" and any reporting requirements of the Education and Skills Funding Agency)
 - to fulfil the charitable object of the Trust as set out in its constitution (i.e. the Articles of Association) and to act in a way which is compliant with the rules of the Trust contained in the Articles
 - to act with integrity and to avoid any personal conflicts of interest and not to misuse any charity funds or assets
 - to act prudently in the financial management of the Trust, avoiding putting any assets, funds or reputation of the Trust at undue risk
 - to exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient; and
 - to act responsibly, getting advice from others, including professional advisors, where appropriate.
- 6.3 The Trust Board will be constituted as follows:
- A minimum of three and maximum of eleven Non-Executive Trustees.
- 6.4 The structure of the board will be subject to change dependent on the development of the Trust and the number of schools within it. The term of office for any person serving on the Trust Board shall be four years, subject to

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page 6 of 22
Date: 22/10/2024	Version: v6.2	Review Date: July 24		

remaining eligible to be a member on the Trust Board, any person may be re-elected or re-appointed as a Trustee.

- 6.5 The Board of Trustees will meet a minimum of three times per year, including an annual meeting with the Members.
- 6.6 The Board of Trustees will appoint a Chief Executive Officer. and may appoint a Deputy Chief Executive Officer.

7 Local Governing Committees

- 7.1 Local Governing Committees are sub-committees established by the Trustees and are at all times subject to any direction the Trust may provide.
- 7.2 Each LGC should contain at least:

Number:	Type:	Elected by:
1	Headteacher	Ex-officio by virtue of office as headteacher/principal
1	Staff Governor (not a member of Senior Leadership Team)	Elected by secret ballot
2	Parent Governor	Elected by secret ballot
5 (minimum)	Governor	Trust appointed

- 7.3 The term of office for any person serving on an LGC shall be four years, except for the Headteacher who is not subject to a time limit. Subject to remaining eligible to be a particular type of member on an LGC, any person may be re-elected or re-appointed to a further four-year term. The LGC may not appoint Associate Governors. Executive leaders, their representatives or Trustees may attend any Local Governing Committee meeting.
- 7.4 This will ensure that there continues to be open and transparent communication throughout the Trust.
- 7.5 Local Governing Committees will meet a minimum of three times per year.
- 7.6 LGC's should consider at each meeting and minute
 - Student attendance
 - Staff recruitment, attendance and retention.
 - Health and Safety, including any relevant feedback shared through the trust's union recognition agreement.
 - Educational standards and inclusion.
 - Community engagement.
- 7.7 The LGC should, to fulfil their duties appoint;
 - A Chair of the LGC on an annual basis appointed at the first meeting of the year. The LGC should also appoint a Vice-Chair who will carry out the role of the Chair in the Chairs absence. The Chair and the Vice Chair cannot be paid employees of the Trust. The Chair will be responsible for

setting the agenda of the meeting with the clerk and for the good order of the meeting. The Chair will ensure that the meeting keeps to time and yet allows the views of all governors to be heard.

- A governor with responsibility for safeguarding with an understanding of safeguarding within the local school context. who will scrutinise all aspects of safeguarding. The governor will meet with the DSL and Headteacher every term. Reports from actions undertaken on behalf of the LGC will be reported both to the LGC and the Nominated Safeguarding Trustee.
- A governor with understanding of SEND issues as pertain to the local academy. They should champion provision for learners with SEND whether they are on the school register or hold an EHCP.
- Governors will receive reports on the implementation of the curriculum, including the effectiveness of the staff personal development programme.
- The Local Governing Committee may establish further working groups as Task and Finish groups to work on their behalf.
- Where working groups or governors are reporting to more than one committee or Board, the same record of the activity will be distributed to each committee/board. **These reports will not form part of the public record of the activity of governors and will not be displayed on the website.**

8 Headteacher and Staff

- 8.1 The Headteacher is responsible for the internal organisation, management and control of their school, for advising on and implementing the Trust's strategic framework and for the implementation of all policies approved by the Trustees.
- 8.2 In line with models provided, the Headteacher will contextualise aims, objectives and policies for the LGC and Trust Board to consider and will report to the LGC on progress at each meeting in accordance with a schedule drawn up annually with the Trust Board.
- 8.3 The Headteacher and staff are accountable to the Trust Board and to the LGC for the school's performance. The LGC and the Trustees will be prepared to explain its decisions and actions to anyone who has a legitimate interest.
- 8.4 The Headteacher will comply with any reasonable direction by the Trust Board or LGC when acting on the Trust's behalf.

9 Appointment of Executive Headteacher, Headteacher, Head of School, Deputy Headteacher and Assistant Headteacher

- 9.1 School Leaders may be appointed internally by the Trust if a suitable candidate is available. There will always be an interview for an internal candidate against a detailed job description and person specification. Where the position is to be filled through a national advertisement, the Trust will organise the recruitment process. Headteachers will be appointed by a panel which will include a Trustee, the CEO or their representative and a senior executive leader. This panel may also include a member of the Local Governing Committee, who has completed the Trust's Safer Recruitment training. For senior leadership posts

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page 8 of 22
Date: 22/10/2024	Version: v6.2	Review Date: July 24		

within an academy, the appointment will be made by a Trust Executive Leader and the Headteacher.

10 Deputy Chief Executive Officer

- 10.1 The Trust board may appoint a Deputy Chief Executive Officer in conjunction with the CEO.

11 Chief Executive Officer

- 11.1 The Trust Board will appoint the Chief Executive Officer.

- 11.2 The role of the Chief Executive Officer is to:

- act as Accounting Officer for the Trust
- deliver high quality educational outcomes for all learners in all phases.
- act as senior officer at all Trust Board meetings
- develop and fulfil the Trust's vision and values
- develop, monitor and achieve the Trust's strategic objectives
- support, develop and challenge Senior Leaders in their leadership roles
- work with the COO and Audit Committee to ensure financial stability and statutory compliance regarding the use of public funds.

12 Trust Financial Protocols

- 12.1 Trust will ensure its institutions comply with all matters of regularity, propriety, and value for money in its use of public funds and develops and implements effective financial policies and procedures. To this end, it will appoint external auditors: determine internal audit arrangements and any actions to be taken arising from audit reports.

- 12.2 The Trust is responsible for the financial management of all institutions within the Trust. A minimum of 5% of the GAG will be retained by the Trust for its efficient operation.

- 12.3 The Trust will ensure that capital investment is allocated in line with the Trust priorities and condition surveys.

- 12.4 The Trust Board will approve all budgets based on the recommendations of the CEO, COO and TSFM. Recognising the financial challenges facing the Trust, all virements and budget adjustments will be subject to CEO approval.

- 12.5 The Trust follow national pay conditions. Headteacher and the CEO recommendations will be reported to the Trust Pay Remuneration Committee for salaries above £60k. Recommendations from the Pay Remuneration Committee will be taken to the Trust Board for approval.

13 Buildings and Sites, Health and Safety, Safeguarding, HR and ICT

- 13.1 The land and buildings of each Academy are held in trust and leased/owned by the Trust and any legal interests in the land and buildings to be granted or varied are reserved to the Trust Board.

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page 9 of 22
Date: 22/10/2024	Version: v6.2	Review Date: July 24		

13.2 The Trust will establish arrangements, for developing, approving, implementing and reviewing the following:

- improvement and maintenance plans for the individual Academy's buildings, sites and ICT.
- premises management policy and plans, including lettings and establishment of sinking funds for all-weather surfaces.
- plans for the purchase or disposal of any freehold property, and for granting or taking up of leasehold or tenancy of land or buildings.

14 Resignation and Removal

14.1 A person serving as a Member, Trustee or Governor on an LGC shall cease to hold office if they resign their office by notice to the Board of Trustees (but only if at least three persons will remain in office when the notice of resignation is to take effect).

14.2 A person serving on any representative board (Member, Trustee or Governor) shall cease to hold office if they are removed by the person or persons who appointed them. The Trust has a Code of Conduct for all representatives on any board or committee as listed above. Failure to uphold the Code of Conduct or values of the Trust or school may be taken in account when considering the suitability of any individual continuing to serve on a board or committee. When an individual is removed from a board or committee no reason is needed to be given.

14.3 If any person who serves on an LGC in their capacity as an employee at any of the schools ceases to work there, then they shall be deemed to have resigned and shall cease to serve on the LGC.

14.4 Where a Member, Trustee or school Governor leaves office for any reason written notice should be given to the Clerk of the Trust either from the individual directly or the person who has removed them from office. The Clerk will inform both the Chair of the Members and the Chair of the Trustees

15 Disqualification of Members, Trustees or Governors

15.1 For disqualification criteria, please see the Trust's Articles of Association:
<https://www.coastandvale.academy/about-our-trust/trust-management1/>

16 Meetings Protocol for the Members, Board of Trustees and Local Governing Committees

16.1 Subject to this Scheme of Delegation, the Board of Trustees may regulate its proceedings as the Trustees think fit.

16.2 Meetings shall be convened by an appointed clerk. In exercising their functions under this Scheme of Delegation, the clerk shall comply with any direction given by the Chair or in their absence, Vice Chair of the respective board or committee they are employed by.

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page 10 of 22
Date: 22/10/2024	Version: v6.2	Review Date: July 24		

- 16.3 Any three members of the Members, Board of Trustees or Local Governing Committee may, by notice in writing given to the Clerk, requisition a meeting; and it shall be the duty of the Clerk to convene such a meeting as soon as is reasonably practicable.
- 16.4 Each member of the Board or Committee shall be given at least seven clear days' notice before the date of a meeting, a copy of the agenda and any relevant papers.
- 16.5 The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.
- 16.6 A meeting of any Board or Committee may be terminated if:
- the members agree; or
 - the number of members present ceases to constitute a quorum for a meeting (if a quorum is not there the meeting may continue and any decisions are ratified by the Trust Board).
- 16.7 The quorum for any meeting of the Members and Trustees shall be a minimum of three with the following exception. The quorum for the purposes of:
- any vote on the removal of a person in accordance with this Scheme of Delegation;
 - any vote on the removal of a Chair (Members, Trust or LGC); shall be any two-thirds (rounded up to a whole number) of the persons who are at the time persons entitled to vote on those respective matters and the CEO.
- 16.8 The quorum for a local governing committee meeting shall be at least half (rounded up to a whole number) of the governors being present.
- 16.9 Where a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.
- 16.10 When a meeting is adjourned before all the items of business on the agenda have been disposed of, the Chair shall before doing so, determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they shall direct the Clerk to convene a meeting accordingly.
- 16.11 Subject to this Scheme of Delegation, every question to be decided at a formal meeting shall be determined by a majority of the votes of the persons present and entitled to vote on the question. Every member of a board or committee shall have one vote. Where there is an equal division of votes, the Chair of the meeting shall have a casting vote in addition to any other vote they may have.
- 16.12 A resolution in writing, signed by all the persons entitled to receive notice of a meeting of the Trustee Board, shall be valid and effective as if it had been

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page 11 of 22
Date: 22/10/2024	Version: v6.2	Review Date: July 24		

passed at a board meeting. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the Trustee Board and may include an electronic communication by or on behalf of the Board of Trustees indicating their agreement to the form of resolution providing that the member has previously notified the Trustee Board in writing of the email address or addresses which the member will use.

16.13 Clerks employed by Trust shall ensure that a copy of the following documents are provided to attendees:

- the agenda for every meeting
- the draft minutes of every meeting, if they have been approved by the person acting as the Chair of that meeting;
- the approved minutes of every meeting; and
- any report, document or other paper considered at any meeting, are, as soon as is reasonably practicable, made available at each school to persons wishing to inspect them.

16.14 There should be excluded from any of the above items, any material relating to:

- a named teacher or other person employed, or proposed to be employed, at the school;
- a named pupil at, or candidate for admission to, the school; and
- any matter which, by reason of its nature, the relevant Board or Committee is satisfied should remain confidential.

16.15 The Clerk must make available to the general public the minutes of any trust meeting. The clerk should exclude from these minutes any material relating to:

- a named teacher or other person employed, or proposed to be employed, at the school;
- a named pupil at, or candidate for admission to, the school; and
- any matter which, by reason of its nature, the relevant Board or Committee is satisfied should remain confidential.

17 Notices

17.1 Any notice to be given to or by any person pursuant to this Scheme of Delegation (other than a notice calling a meeting of the Members of Board of Trustees) shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. In this Scheme of Delegation, “Address” in relation to electronic communications, includes a number or address used for the purposes of such communications.

17.2 A notice may be given by the Trustee Board to its members either personally or by sending it by post in a prepaid envelope addressed to the member at their registered address or by leaving it at that address or by giving it using electronic communications to an address for the time being notified to the Trustee Board by the member. A member whose registered address is not within the United Kingdom and who gives to the Trustee Board an address

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page 12 of 22
Date: 22/10/2024	Version: v6.2	Review Date: July 24		

within the United Kingdom at which notices may be given to them, or an address to which notices may be sent using electronic communications, shall be entitled to have notices given to them at that address, but otherwise no such member shall be entitled to receive any notice from the Trustee Board.

- 17.3 A member of the Trustee Board who is present, either in person or by proxy, at any meeting of the Trustee Board shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- 17.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

18 Indemnity

- 18.1 The Trust will ensure that appropriate Member and Trustee liability insurance is in place.
- 18.2 This Scheme of Delegation shall operate from the Effective Date. The Trustees will have the absolute discretion to review this Scheme of Delegation at least on an annual basis and to alter any provisions of it.

19 Glossary

COO	Chief Operating Officer
CEO	Chief Executive Officer
DHT	Deputy-Headteacher
HT	Headteacher
The Trust	Coast and Vale Learning Trust
Trustee(s)	Member(s) of the Board of Trustees
The Articles	Articles of Association
GAG	General Annual Grant
TFSM	Trust Finance Services Manager
BM	Business Manager
OM	Office Manager
DfE	Department for Education
LA	Local Authority
Quorum	the minimum number of members of a committee or Board that must be present at any of its meetings to make the proceedings of that meeting valid
Governor	Member of a Local Governing Committee
SLT	Senior Leadership Team
OM	Office Manager
BM	Business Manager

20 Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority
1 Ordering Goods and Services (raising requisitions) Tendering procedures as per Appendix 2	Up to £5,000	Budget Holder (Secondary School) plus Business Manager
	£5,001 - £10,000	As above plus Headteacher
	£10,001 - £50,000	As above plus Chief Operating Officer
	£50,001 - £100,000	As above plus Chief Executive Officer
	Over £100,000	Finance and Resources Committee
2 Signatories for cheques and payment authorisations for individual academies (including BACS payments other than payroll)	Any	Two signatories from: <ul style="list-style-type: none">• Trust Finance Officer (who has not been involved with preparing the payment)• Trust Financial Services Manager• Chief Operating Officer• Chief Executive Officer
3 Signatories for cheques and payment authorisations for MAT	Any	Two signatories from: <ul style="list-style-type: none">• Trust Finance Officer (who has not been involved with preparing the payment)• Trust Financial Services Manager• Chief Operating Officer• Chief Executive Officer
4 Payroll BACS	Any	Trust Financial Services Manager, reviewed by Chief Operating Officer
5 Signatories for DfE grant claims and DfE returns for individual academies	Any	Two signatories from: <ul style="list-style-type: none">• Chief Operating Officer• Trust Financial Services Manager• Headteachers• Chief Executive Officer• Business Manager
6 Signatories for DfE grant claims and DfE returns for MAT	Any	Two signatories from: <ul style="list-style-type: none">• Chief Executive Officer• Chief Operating Officer• Trust Financial Services Manager• a Board Director (Trustee)

Delegated Duty	Value	Delegated Authority
7 Virement of budget provision between budget heads	Up to £10,000	Trust Financial Services Manager
	£10,001 - £50,000	As above plus Chief Operating Officer, reported to the Finance and Resources Committee
	£50,001 - £100,000	As above plus Headteacher, reporting to the Finance and Resources Committee
	Over £100,000	Finance and Resources Committee
8 Virement of funding between academies	Any	CEO, CFO, reported to FRC.
9 Disposal of assets	Up to £1,000	Trust Financial Services Manager
	£1,001 to £5,000	Headteacher or Chief Executive Officer
	Over £5,000	As above plus Finance and Resources Committee DfE approval required as appropriate for disposal of assets funded with DfE grant, or transferred from an LA at nominal consideration
10 Write-off bad debts	Up to £1,000	Trust Financial Services Manager
	Over £1,000	Chief Executive, with referral to the Finance and Resources Committee annually. Checks should be made against delegated limits within the ATH.
11 Purchase or sale of any freehold property	Any	Trustees and DfE approval required
12 Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	Trustees and DfE approval required
13 Raising invoices to collect income	Any	Business Manager
14 Petty Cash and Expense Claims	Against Budget Holders delegated budgets	Budget Holder and Business Manager
	As above but Budget Holder is claiming	Business Manager
	Senior Leadership Team Business Manager TFSM Chief Operating Officer Headteacher Trust appointments Chief Executive Officer	Headteacher or Chief Operating Officer Headteacher Chief Operating Officer Chief Executive Officer Chief Executive Officer CEO, COO Chair of Trustees

Delegated Duty	Value	Delegated Authority
15 Credit Cards	Trust Financial Services Manager All staff, except Business Manager Business Manager	Chief Operating Officer Business Manager Headteacher

21 Reporting of Fraud and Theft

21.1 Please ensure any suspected Frauds are notified to your Core Finance Manager and/or the CFOO in line with the Trust Anti-Fraud Policy. Please also ensure any thefts are reported centrally. Amounts over £5,000 either cumulatively for the Trust or individually over £5,000 must be reported to the ESFA. Any reporting will be completed by the Core Finance team and be reported to ELT and the Finance, Capital and Resources Committee.

22 Novel, Contentious or Repercussive transactions

22.1 Novel payments or other transactions are those of which the Trust has no experience or are outside the range of normal business activity of the Trust.

22.2 Contentious transactions are those which might give rise to criticism of the Trust by Parliament, and/or the public, and/or the media.

22.3 Repercussive transactions are those which are likely to cause pressure on other trusts to take a similar approach and hence have wider financial implications.

22.4 The Trust does not authorise any activity that would fall into this category of transaction.

23 Human Resources Authorisation Levels

Appointments	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training	
Chief Executive Officer (CEO)	Trust Board (Minimum of 3, including Chair) – ratified by full Trust Board via the Clerk
Headteacher / Executive Headteacher/Head of School	Headteachers will be appointed by a panel which will include a Trustee, the CEO or their representative and a senior Executive Leader. This panel may also include a member of the Local Governing Committee, who has completed the Trust's Safer Recruitment training
Deputy HT/Assistant HT	For senior leadership posts within an academy, the appointment will be made by a Panel to include a Trust Executive Leader and the Headteacher and one other nominated by the Trust Executive

	Leader. This panel may also include a member of the Local Governing Committee, who has completed the Trust's Safer Recruitment training
All school based TLR Posts	Headteacher, Head of Faculty/Department and one other nominated by the Headteacher (if applicable) –
All school based other teaching posts	Headteacher, Head of Faculty or Head of Department and one other nominated by the Headteacher –
All school based teaching support staff posts (other than SLT)	Headteacher or nominated representative, BM\OM –
All school based non-teaching staff posts	Headteacher or nominated representative, BM\OM –
COO	CEO, 2 Trustees inc. Chair of FRC. –
Finance Director	CEO, COO, 1 Trustee
Other Central Team Appointees	CEO or COO or nominated representative,–

Disciplinary Cases And Dismissals

- o Disciplinary
- o Capability (professional competence)
- o Ill health
- o Redundancy (The Trust Board will determine whether there is a redundancy situation)

For disciplinary cases and dismissals the following delegation model shall apply

Posts	Delegated Authority	Appeal
CEO	Board Member	3 Trust Board Members, including either Chair or Vice Chair
Chief Operating Officer	CEO	3 Trust Board Members
Executive Headteacher Headteacher Head of School	CEO	3 Members of staff more senior than HT to include 1 Trust Board Member as Chair.
SLT Members	Headteacher	3 members of Trust SLT
All other school posts	Headteacher	3 members of Trust SLT
All other Central Trust posts	COO	3 Members of staff more senior than decision maker to include 1 Trust Board Member as Chair.

In all cases due regard should be given to current Coast and Vale Learning Trust Policies and Procedures. Where there is insufficient staff internally to meet the requirements of appeal panels, it may be necessary to source external support, this would be done with great care to ensure this is done by suitably experienced individuals.

Grievance		
Posts	Delegated Authority	Appeal
CEO	Board Member	3 Trust Board Members, including either Chair or Vice Chair
Chief Operating Officer	CEO	3 Trust Board Members
Executive Headteacher Headteacher Head of School	CEO	3 Members of staff more senior than HT to include 1 Trust Board Member as Chair.
SLT Members	Headteacher	3 members of Trust SLT
All other school posts	Headteacher	3 members of Trust SLT
All other Central Trust posts	COO	3 Members of staff more senior than decision maker to include 1 Trust Board Member as Chair.

In all cases due regard should be given to current Coast and Vale Learning Trust Policies and Procedures. Where there is insufficient staff internally to meet the requirements of appeal panels, it may be necessary to source external support, this would be done with great care to ensure this is done by suitably experienced individuals.

Other HR Functions	
Function	Delegated Authority
Determination of pay progression of CEO within their pay grade.	CEO Remuneration Committee (3 Trustees inc. Chair of Board)
Determination of pay progression of Headteacher within their pay grade.	CEO recommendation to Trust Pay Remuneration Committee
Determination of pay progression for Trust posts.	CEO recommendation to Trust Pay Remuneration Committee
Determination of pay progression for school posts.	HT/CEO recommendation to Trust Pay Remuneration Committee (Remuneration Committee for salaries above £60k)
Signature of Letter of Appointments	Delegated Authority
CEO	Chair of Trust Board
Executive Headteacher	CEO jointly signed letter, Chair of Trust Board

Headteacher Head of School	CEO
Teachers Pay – Threshold/UPS	Headteacher or Head of School
All other posts	Headteacher or Head of School
Function	Delegated Authority
Acting up Payments/Additional Payments	
CEO	Chair of Trust Board
Executive Headteacher / COO / TFSM	CEO
Headteacher / Head of School	CEO
School Staff	Headteacher or Head of School
Central Trust posts	COO

Function	Delegated Authority
Performance Management	
<ul style="list-style-type: none"> • CEO • Executive Headteacher • Headteacher • Head of School • COO • Trust Financial Services Manager (TFSM) • SLT • Other Trust posts • Other School posts 	<ul style="list-style-type: none"> • Chair of Trust Board plus 2 other Board members • CEO • CEO or nominated representative and Executive Principal • CEO or nominated representative and Executive Principal • CEO • COO • Headteacher/Head of School • COO • Headteacher/Head of School
Staffing restructures	CEO, Executive Team, Trust Board
Creation of permanent new posts with salary above £60,000	CEO, Trust Board Approval
Creation of permanent new posts with salary between £30,000 - £60,000	CEO Approval
Creation of permanent new posts with salary below £30,000 (within delegated budget)	CEO
Creation of temporary new posts of up to 1 year up to £30,000 (within delegated budget)	CEO

Revisions to Pay and Conditions	Trust Board
Decision to make Redundancies	Trust Board
Authorisation of redundancy, early retirement payments	Trust Board/HR
Determination of CEO's and Headteachers 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	CEO/ COO
Determination of pay progression of the CEO	Trust Board

24 Other key delegated functions

Delegated Duty	Delegated Authority
Admissions	Trust Board. All schools follow the Trust Admission Policy which is compliant with the School Admission Code 2021
Complaints within an individual School Context	Local Governing Committee (LGCs are to adhere to the Trust's Concerns and Complaints Policy)
Complaints within the Central Team	Trust Board – following Trust's Concerns and Complaints policy
Capital Programme	Trust Board
Educational Visits	All residential visits approved by the Headteacher, Executive Principal and reported to LGC. Residential trips abroad to be approved by CEO and reported to Trust Board. Non-residential visits approved by HT
Health & Safety	Trust Board (All LGC's are required to comply with the Trust's Health & Safety policy)
Income Generation within an individual school context	Principal/Headteacher but reported to LGC
Insurance	Trust Board
Policy Approval	Trust Board. LGCs can approve local versions of a Trust template.
Suspension and Exclusions	LGC (All schools are to adhere to Trust procedures and DfE guidelines for permanent exclusions)

Service Level Agreements/Contracts	Trust Board (Schools may have different SLA's/Contracts in place with the approval of the Trust Board. Where possible the Trust will operate SLA's across schools where it is cost effective and efficient)
Safeguarding	Trust Board (Schools are to adhere to the Trust's policy on safeguarding which complies with KCSIE)

25 Other delegated functions not covered in this document would need to be referred to the Trust Board for consideration

25.1 Additional delegations from the Board of Trustees to the Chief Executive Officer are detailed below.

25.2 Provided always that the Board had been expressly notified of the proposal in advance, the Chief Executive Officer can agree on behalf of the Board specific documents. The specific documents referred to comprise:

- supplemental funding agreements;
- commercial transfer agreements (and related side letters);
- leases (and related side letters);
- under leases;
- tenancies at will (and related side letters);
- licenses (including licenses to occupy and licenses to assign existing leases);
- land transfers;
- deeds of assignment;
- deeds of variation;
- settlement agreements (details of all settlement agreements will be reported to the Finance and Resources Committee);
- related amendments to the master funding agreement; and
- other agreements (may include acquisitions/ disposals of property/land).

25.3 Such documents may be negotiated and approved by the Chief Executive Officer under this delegated authority and may be signed, executed and delivered (as appropriate) by any Trustee of CVLT.

25.4 For the avoidance of any doubt the delegation includes the authority for the Chief Executive Officer at their discretion:

- to further delegate the negotiation and approval of documents to employees and agents acting on behalf of CVLT, including professional and other advisors.

NB: Any other delegated Authority not described above must be referred to the Board for a decision.

Scheme of Delegation - v6.2		Organisation: Coast and Vale Learning Trust	Page
Date: 22/10/2024	Version: v6.2	Review Date: July 24	21 of 22

The terms 'Principal', 'Vice Principal' and 'Assistant Principal' include Acting or Associate Principal posts. The term Headteacher would include Principals and vice versa.

Scheme of Delegation - v6.2			Organisation: Coast and Vale Learning Trust	Page
Date: 22/10/2024	Version: v6.2	Review Date: July 24		22 of 22