



Scheme of Delegation

Issue: 2021
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HISTORY OF DOCUMENT

Issue No.	Author	Date Written	Approved by Trustees	Comments
1	David Read	September 2017	16 th October 2018	Approved
2	David Read/Chris Knowles	May 2018	6 th June 2018	Approved
3	David Read/Chris Knowles	November 2018	14 th November 2018	Approved
4	David Read	10 th June 2020	1 st July 2020	Approved
5	Brian Crosby	April 2021	23 rd June 2021	Approved

Key points and Summary

This document outlines:

The aim 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, CEO, Local Governing Bodies, 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

1. Introduction and Statement of Intent

As a 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 “the schools” in this Scheme of Delegation refers to all Academies within the Trust.

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.

In order to discharge these responsibilities, the Trustees appoint people who are more locally and strategically based to serve on a board ('the Local Governing body') which has been established to ensure the good governance of individual Academies. This Scheme of Delegation explains the ways in which the Members, Trustees and Local Governing Bodies fulfil the respective roles and responsibilities to ensure the success of Coast and Vale Learning Trust.

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's

Coast and Vale Learning Trust aim is to support all schools in the areas of the Yorkshire Coast and the Vale of Pickering, to become great schools, where learners and staff thrive.

The Trust's vision for great schools is that they:

- serve their communities.
- meet the needs of all learners.
- are constantly striving for the best outcomes for their learners.
- are restless for constant improvement.
- are great places to work.
- are well governed.
- are held in high regard by local parents and carers..

3. Scope and Applicability

This policy outlines the framework for decision making within Coast and Vale Learning Trust. It applies to all Members, Trustees, Governors serving on the LGBs, and staff.

4. The Articles of Association

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 Bodies** (LGBs) 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 LGB), 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 implementation and impact of functions delegated to the SGBs will be quality assured by
- the Trustees shall appoint the CEO, COO, DoL, HT's, DHTs of the schools within the Trust.

. The Trustees may delegate such powers and functions as they consider are required by the LGBs 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

The Trust will have a minimum of three, though ideally five Members.

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.

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.

To avoid a conflict-of-interest there should be a separation of responsibility between the Members, the Trustees and Governors sitting on LGBs.

The members will meet no less than three times per year to consider the performance of the Trust and also attend an Annual General Meeting with the Trustees.

6. Board of Trustees

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 Coast and Vale Learning 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's Financial handbook. The Trust Board is also responsible for the performance of the Trust in terms of Ofsted gradings of its schools.

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.

The Trust Board will be constituted as follows:

- A minimum of three and maximum of eleven Non-Executive Trustees.

The structure of the board will be subject to change dependent on the development of Coast and Vale Learning 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 remaining eligible to be a member on the Trust Board, any person may be re-elected or re-appointed as a Trustee.

The Board of Trustees will meet a minimum of six times per year, including an annual meeting with the members each September.

The Board of Trustees will appoint a paid Chief Executive Officer and unpaid Deputy Chief Executive Officer. The CEO position will be on a contractual basis determined by the Board at the time of the appointment and will therefore not necessarily be a permanent appointment. The Deputy CEO will be ratified on an annual basis by the Trust Board.

7. Local Governing Bodies

Local Governing Bodies are sub-committees established by the Trustees and are at all times subject to any direction the Trust may provide. Local Governing Bodies will elect their members subject to the approval of the Trust. Each LGB should contain at least two elected Parent Governors. The term of office for any person serving on an LGB 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 LGB, any person may be re-elected or re-appointed to an LGB. Any LGB may not appoint Associate Governors.. As LGB's are sub-committees of the Trust Board, any Trustee can attend an LGB meeting.

This will ensure that there continues to be open and transparent communication throughout the Trust.

Local Governing Bodies will meet a minimum of six times per year.

8. Headteacher and Staff

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.

In line with models provided, the Headteacher will contextualise aims, objectives and policies for the LGB and Trustee Board to consider and will report to the LGB on progress at each meeting in accordance with a schedule drawn up annually with the Chair of the LGB.

The Headteacher and staff are accountable to the Coast and Vale Learning Trust Board and to the LGB for the school's performance. The LGB and the Trustees will be prepared to explain its decisions and actions to anyone who has a legitimate interest. This may include staff, pupils and parents as well as the Secretary of State, Regional School Commissioner and Local Authority.

The Headteacher will comply with any reasonable direction by the Trust Board or LGB when acting on the Trust's behalf.

The Headteacher will agree and monitor appropriate delegations of authority with other staff.

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

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.

Coast and Vale Learning Trust will organise recruitment and appointment of the school leaders for schools within it. The appointment panel will consist of the Chair of the LGB, one Trustee and one member of the Trust Leadership Team.

10. Deputy Chief Executive Officer

The Trust board will appoint a Deputy Chief Executive Officer, usually a Senior Leader from within the Trust. The purpose of this is to provide continuity and insight should the CEO be indisposed. This will be an unpaid role, though will be subject to the same remuneration of the CEO should the Deputy be required to step up to the CEO role for more than a two-week period.

11. Chief Executive Officer

The Trust Board will appoint the Chief Executive Officer.

The role of the Chief Executive Officer is to:

- develop and fulfil the Trust's vision and values
- develop, monitor and achieve the Trust's strategic objectives
- develop, set and monitor measures for the standard of educational provision in member schools including the progress and attainment of youngsters
- in consultation with member schools, develop effective programmes for the professional development of staff
- 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

Coast and Vale Learning 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.

Coast and Vale Learning Trust is responsible for the financial management of all institutions within the Trust. Up to 5% of the GAG will be retained by the Trust for its efficient operation.

The Trust reserves the right to review its allocation to schools and will do so annually with the fundamental aim of distributing as much resource to schools as possible while ensuring the overall financial stability of the Trust and the educational success of its schools.

LGB's and the Headteacher will take responsibility for the deployment of funds within their school and will be expected to maintain a balanced in-year budget in which expenditure matches or is below income. LGB's will have authority to spend up to £10,000 in one transaction without Trust board approval but will need to consult the Trust board for any expenditure above this amount. (See financial authorisation level)

Each LGB will work with the Headteacher to ensure the Trust Pay Policy is implemented in a timely, rigorous and consistent fashion. The **Trust Pay Remuneration Committee** will meet twice a year to scrutinise and validate the work of the LGBs and to determine the pay decisions of the CEO, Trust employees and the Headteachers of its respective schools. Decisions of the pay remuneration of all staff is the prerogative of the Trust, as the Trust Board is the employer.

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

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

Coast and Vale Learning Trust will establish arrangements, for developing, approving, implementing and reviewing the following:

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

Each LGB is responsible for implementing premises management policy and plans, including lettings and ensuring, full compliance with all health and safety legislation and for developing, approving, implementing and reviewing policies and procedures for:

- health and safety.
- data protection.
- freedom of information.
- safeguarding.
- HR.

This will be achieved through the adoption of Trust policies for the aforementioned areas, subject to annual review in each school.

14. Resignation and Removal

A person serving as a Member, Trustee or Governor on an LGB shall cease to hold office if he or she resigns his or her 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).

A person serving on any representative board (Member, Trustee or Governor) shall cease to hold office if he is removed by the person or persons who appointed him. Whilst at the same time as acknowledging that no reasons need to be given for the removal of a person, any failure to uphold the values of the Trust and/or the schools within it will be taken into account.

If any person who serves on an LGB in his or her capacity as an employee at any of the schools ceases to work there, then he or she shall be deemed to have resigned and shall cease to serve on the LGB.

Where a Member, Trustee or school governor resigns his or her office or is removed from office, that person or, where he or she is removed from office, those removing him or her, shall give written notice thereof to the Clerk of Coast and Vale Learning Trust who shall inform both the Chair of the Members and the Chair of the Trustees.

15. Disqualification of Members, Trustees or Governors

No person shall be qualified to serve as a Member, Trustee or Governor unless he or she is aged 18 or over at the date of his or her election or appointment.

A person shall cease to hold office within Coast and Vale Learning Trust if he or she becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs.

A person shall cease to hold office within Coast and Vale Learning Trust if he or she is absent without the permission of the Chair of the Trustees Board from all the meetings of the Board held within a period of six months and the Board resolves that his or her office be vacated.

A person shall be disqualified from serving as a Member, Trustee or Governor if:

- his or her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- he or she is the subject of a bankruptcy restrictions order or an interim order.
- he or she is imprisoned following conviction of a criminal offence.

A person shall be disqualified from serving as a Member, Trustee or Governor at any time when he or she is subject to a disqualification order or a disqualification undertaking under the Company Trustees Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

A person serving as a Member, Trustee or Governor shall cease to hold office if he or she would cease to be a Trustee by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

A person shall be disqualified from serving as a Member, Trustee or Governor if he or she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he or she was responsible or to which he or she was privy, or which he or she by his or her conduct contributed to or facilitated. A person shall be disqualified from serving as a Member, Trustee or Governor at any time when he or she is:

- included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
- disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
- barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).

A person shall be disqualified from serving as a Member, Trustee or Governor if he or she is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.

A person shall be disqualified from serving as a Member, Trustee or Governor where he or she has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

A person shall be disqualified from serving as a Member, Trustee or Governor if he or she has not provided to the Chair of the Trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chair or the Headteacher confirm their unsuitability to work with children.

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

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

Meetings shall be convened by an appointed clerk. In exercising his or her 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.

Any three members of the Members, Board of Trustees or Local Governing body 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.

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.

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 thereof.

A meeting of any Board or Committee shall be terminated forthwith if:

- the members so resolve; or
- the number of members present ceases to constitute a quorum for a meeting.

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 LGB); 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.

The quorum for a local governing body meeting shall be at least half of the governors being present.

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.

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.

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 he may have.

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 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 his or her 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.

Clerks employed by specific boards and committees with the Trust shall ensure that a copy of:

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

There may be excluded from any item required to be made available, 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

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.

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 his 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 within the United Kingdom at which notices may be given to him or her, or an address to which notices may be sent using electronic communications, shall be entitled to have notices given to him

or her at that address, but otherwise no such member shall be entitled to receive any notice from the Trustee Board.

A member of the Trustee Board Body 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.

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

Subject to the provisions of the Companies Act 2006, every Member, Trustee or Governor or other officer or auditor of the Company acting in relation to the school shall be indemnified out of the assets of the Company against any liability incurred by him or her in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour or in which he or she is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

19. Review

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.

In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Trustees will have regard to and give due consideration of the views of Local Governing Bodies within Coast and Vale Learning Trust.

Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority
1 Ordering Goods and Services (raising requisitions) All ICT related purchases must also be approved by the Trust IT Manager Tendering procedures as per Appendix 2 in Finance Policy	Up to £5,000	Budget Holder plus Office/Business Manager
	Up to £10,000	As above plus Headteacher and Trust Finance Services Manager (TFSM)
	£10,001 - £50,000	As above plus COO
	£50,001 - £100,000	As above plus Chief Executive Officer (CEO)
	Over £100,000	As above plus Chair of Trust
2 Signatories for cheques and payment authorisations for individual academies (including BACS payments other than payroll)	Any	Two signatories from: - TFSM- CEO - COO -
3 Signatories for cheques and payment authorisations for MAT	Any	Two signatories from: - TFSM - CEO or COO -
4 Payroll BACS	Any	COO or CEO or TFSM
5 Signatories for DfE grant claims and DfE returns for individual academies	Any	Two signatories from: - TFSM/CEO or COO -
6 Signatories for DfE grant claims and DfE returns for MAT	Any	Two signatories from: - TFSM/CEO or COO -
7 Virement of budget provision between budget heads	Up to £10,000	TFSM, reporting to the COO
	£10,001 - £50,000	As above plus COO, reporting to the Audit Committee
	£50,001	As above plus CEO, reporting to the Audit Committee
8 Virement of funding between academies	Any	Full Trust Board approval
9 Disposal of assets		
	Up to £5,000	TFSM or COO approval

	Over £5,000	As above plus Audit 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 £5,000	TFSM or COO
	Over £5,000	As above, with referral to the Finance Committee. Checks should be made against delegated limits within the AFH.
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	TFSM
14 Petty Cash and Expense Claims	Against Budget Holders delegated budgets	Budget Holder and TFSM
	As above but Budget Holder is claiming	TFSM
	Senior Leadership Team	Head Teacher plus TFSM
	Business Manager	Head Teacher plus TFSM
	Trust Finance Manager	COO
	Chief Operating Officer	CEO
	Head Teacher	TFSM
	Trust appointments	TFSM
	Chief Executive Officer	Chair of Trustees
	Governor or Trustee	TFSM
15 Credit Cards		CEO
	Chief Operating Officer	TFSM
	All staff, except Business Manager	BM/OM
	Business Manager	Head Teacher and SITE

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)
Headteacher.Executive Headteacher/Head of School	CEO, Trust Chair or Vice Chair, LGB Chair or nominated representative
Deputy Headteacher/Assistant Headteacher	CEO, Headteacher, LGB Chair or nominated representative
TLR Posts	Headteacher, Governor, Head of Faculty/Department (if applicable)
All other teaching posts	Headteacher, Head of Faculty or Head of Department
All teaching support staff posts (other than SLT)	Headteacher or nominated representative, Head of Support Services
All non-teaching staff posts	Headteacher or nominated representative, Business Manager

DISCIPLINARY CASES AND DISMISSALS

- o Disciplinary
- o Capability (professional competence)
- 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	Trust Chair or Vice Chair	3 Trust Board Members
Chief Operating Officer	CEO	3 Trust Board Members
Director of Learning Executive Headteacher Headteacher Head of School	CEO	3 Trust Board Members
SLT Members	Headteacher	3 School Governors
All other school posts	Headteacher	3 School Governors
All Trust posts	COO	3 Trust Board Members

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Grievance		
Posts	Delegated Authority	Appeal
CEO	Trust Board Member	3 Trust Board Members
COO	CEO	3 Trust Board Members
Director of Learning Executive Headteacher Headteacher Head of School	CEO	3 Trust Board Members
SLT Members	Headteacher	3 School Governors
All other school posts	Headteacher	3 School Governors
All Trust posts	COO	3 Trust Board Members

Other HR Functions

Function	Delegated Authority
Determination of pay progression of CEO within their pay grade.	Trust Pay Remuneration Committee
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.	LGB Pay Progression Committee recommendation to Trust Pay Remuneration Committee
Signature of Letter of Appointments	Delegated Authority
CEO	Chair of Trust Board
Director of Learning Executive Headteacher Headteacher Head of School	CEO jointly signed letter, Chair of Governors
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

Headteacher/Executive Headteacher/Head of School	CEO
School Staff	Headteacher or Head of School
Trust posts	COO

Function	Delegated Authority
Performance Management <ul style="list-style-type: none"> • CEO • Director of Learning • Executive Headteacher • Headteacher • Head of School • COO • SLT • Other Trust posts • Other School posts 	<ul style="list-style-type: none"> • Chair of Trust Board plus 1 other Board member • CEO • CEO/DoL • CEO and Chair of LGB • Executive Headteacher and Chair of LGB • CEO • Headteacher/Head of School • COO • Headteacher or Head of School
Staffing restructures	CEO, Executive Team, Trust Board, LGB, HR
Creation of permanent new posts with salary above £55,000	Trust Board
Creation of permanent new posts with salary between £20,000 - £55,000	CEO
Creation of permanent new posts with salary below £20,000	Headteacher
Creation of temporary new posts of up to 1 year	Headteacher
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	. Headteacher/Head of School, TSFM
Determination of pay progression of the CEO	Trust Board

Other key delegated functions

Delegated Duty	Delegated Authority
Admissions	All schools adhere to the Local Authority's admission policy
Capital Programme	Trust Board
Health & Safety	Trust Board (<i>All LGB's are expected to comply with the Trust's Health & Safety policy</i>)
Income Generation	School (<i>All generated income belongs to the school for them to invest in their students</i>)
Insurance	Trust Board
Permanent Exclusions	School (<i>All schools are to adhere to LA procedures and DfE guidelines for permanent exclusions</i>)
Service Level Agreements/Contracts	CEO & COO (<i>Schools may have different SLA's/Contracts in place with the approval of the CEO. Where possible the Trust will operate SLA's across schools where it is cost effective and efficient</i>)
Safeguarding	Trust Board (Schools are to adhere to the Trust's policy on safeguarding which complies with DfE statute)

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

This Policy was reviewed by the Governors on a yearly cycle and must be signed by the Chair of Trustees and CEO

Policy Reviewed:	Annually
Next Review:	
Signature of Chair of Trustees:	Signature of CEO:

Please ensure you complete the Equality Impact Assessment below

Equality Impact Assessment Form

1. Title of policy, project or practice being reviewed or planned

Scheme of delegation

2. Outline the aims, objective and purpose of the change including any positive impacts on equalities groups.

N/A

3. Which groups of people (if any) are most likely to be affected by the planned changes, positively or negatively?

N/A

4. Does, or could these changes have an adverse effect on members of an equalities group? Identifying a negative impact is not a problem, as it gives you an opportunity to remove the barrier, find a way around it, or offer an alternative.

Protected Characteristics / Group	Yes (brief explanation)	No
Age (staff only)		X
Disability		X
Gender		X
Gender reassignment		X
Marriage / civil partnership		X
Pregnancy / maternity		X
Race / ethnicity		X
Religion / belief		X
Sexual orientation		X

5. Is there a way to modify the decision to remove or mitigate the negative impact on protected groups while still achieving this aim? How can you maximise positive outcomes and foster good relationships?

N/A

6. Outline the decision made and actions planned.

The scheme of delegation will be reviewed annually and assessed to ensure it is compliant with current equalities legislation.

