



Scheme of Delegation February 2023

Review Tracker			
Date	Reviewed By:	Role	Date Approved by the Governing Board
February 2017	J Mackinney G Craig	CEO Chair of Board of Directors	Spring 2017
September 2018	J Mackinney G Craig	CEO Chair of Board of Directors	Autumn 2018
September 2019	J Mackinney G Craig	CEO Chair of Board of Directors	Autumn 2018
September 2020	J Mackinney	CEO	Autumn 2020
September 2021	J Mackinney	CEO	Autumn 2021
September 2022	R Cox	CEO	Autumn 2022
February 2023	R Cox	CEO	Spring 2023

The Members and the Board of Directors of Hales Valley Trust have legal responsibility and accountability for the Trust, its schools and their performance. This responsibility and accountability may not be delegated, but the Board may delegate powers and duties to other bodies.

The Scheme of Delegation shows where powers and responsibilities are delegated to the different bodies involved in the governance and operation of Hales Valley Trust and its academies.

The bodies comprise:

- Trust Members
- Trust Board of Directors
- Chief Executive Officer (Accounting Officer)
- Director for School Improvement
- Chief Finance Officer
- Chief Operations Officer
- Finance, Audit and Risk Committee (FAR)
- Curriculum and Standards Committee (C&S)
- Pay & Remuneration Committee (P&R)
- Local Governing Committees (LGCs)
- Headteachers of individual schools



The delegated powers are broken down into different levels in line with the Trust's principles of governance. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil all statutory duties as well as our responsibilities to our staff, pupils, parents and carers and the wider communities of academies.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A) – authorisation to decide with or without modification to any recommendations
- Recommend (R) – make recommendation for approval to appropriate body
- Consulted (C) – asked for views that will be considered in decision making
- Implement (I) – put into practice according to agreed policies etc.

The Scheme of Delegation should be read in conjunction with the terms of reference for the relevant body which can be found in the trust's *Governing Body Arrangements* document. While the Scheme is designed to be comprehensive it will not cover every task.

Section	Contents	Page
1	Governance	5
2	Strategy	7
3	Risk management	8
4	Safeguarding	9
5	School Improvement & Quality of Education	10
6	Staffing	13
7	Buildings and maintenance	15
8	Health & Safety	16
9	Finance	17
10	Data protection/GDPR	18
11	Handling of complaints	19
12	Trust & school policies: specific delegations appendix	20

1. Governance

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee (LGC)/ Education Advisory Board (EAG)	Executive Headteacher/Headteacher
<p>1.1</p> <ul style="list-style-type: none"> • Legally responsible for the charities, schools and their governance • responsible for the Board’s own processes in line with the legal requirements as set down in the Articles of Association and, for academies, the Master Funding Agreement • legally responsible for statutory compliance • delegate certain responsibilities to the LGCs and to senior executives • responsible for succession planning and the recruitment of the Chairs, Board Members and LGC/EAG Chairs to ensure an appropriate balance of skills and effectiveness • responsible for ensuring that Trustees have the right level of training • responsible for new Trustee/Governor induction • responsible for evaluating their own processes and effectiveness • responsible and accountable for evaluating the performance and effectiveness of LGCs • responsible for declaring any business interests 	<ul style="list-style-type: none"> • Act on behalf of the Board to enable it to discharge its duties in relation to statutory compliance and the performance of schools • support the Board and LGCs with their training and new Trustee/LGC/EAG member induction • provide the Board and LGC/EAG with advice and guidance to help them improve and evaluate their processes and effectiveness • make recommendations to the Board on local governance model(s) • provide administrative support for the Board • review the independence and professionalism of clerking to ensure that LGCs/EAGs have a high-quality clerking service to drive improved governance • support the Charity Board in evaluating the performance and effectiveness of LGCs/EAGs • Responsible for securing provision of administrative support and, in consultation with the Company Secretary, independent and professional clerking for the LGC/EAG 	<p>Responsible for:</p> <ul style="list-style-type: none"> • its own processes in line with the legal requirements as set down in the Articles of Association and, for academies, the Master Funding Agreement • succession planning and the recruitment of LGC/EAG members to ensure an appropriate balance of skills and effectiveness • ensuring that members have the right level of training • supporting new LGC/EAG members • evaluating its own processes and effectiveness • maintaining its register of business interests • declaring any business interests they have in relation to the school. <p>Contributes to the recruitment of the LGC/EAG Chair</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • ensuring Governor Hub is kept up to date with governance information • ensuring the Department for Education’s (DfE) Get Information about Schools (GIAS) database is kept up to date with required governance information

<p>1.2 Compliance</p> <ul style="list-style-type: none"> Accountable for the provision of clear and regular information to a range of relevant bodies accountable for statutory compliance, including all charity law, company law, employment law and health & safety 	<ul style="list-style-type: none"> Monitor statutory compliance on behalf of the Board responsible for monitoring statutory compliance in relation to the information provided to the regulators, parents and others on behalf on the Board provide guidance and model policies 	<p>Responsible for:</p> <ul style="list-style-type: none"> monitoring the quality of financial information provided by the school supporting and challenging the school on the quality of financial information reviewing financial policies and their implementation within an annual programme 	<p>Responsible for:</p> <ul style="list-style-type: none"> the development and implementation of school policies in line with statutory requirements and HVT guidance ensuring LGC/EAG access to all information provided to regulators, parents, prospective parents and the local community ensuring the information provided by the school is of a high quality
<p>1.3 Admissions</p> <ul style="list-style-type: none"> Accountable for all legal responsibilities Approves academy admissions policies 	<ul style="list-style-type: none"> Drafts mandatory admissions policy and responsible for its implementation Manages admissions appeals Sets guiding principles for fair access / in-year protocols Provides expertise 	<ul style="list-style-type: none"> Receives Academy Admissions Policy Kept informed of major aspects such as policy and appeals Monitors fair access in line with guiding principles 	<ul style="list-style-type: none"> Participates and negotiates with LA over local fair access / in-year placements protocols Implements policy and protocols
<p>1.4 Equalities</p> <ul style="list-style-type: none"> Approves trust equalities policy <p>Responsible for ensuring compliance with all aspects of equalities legislation</p>	<ul style="list-style-type: none"> Drafts trust equalities policy Sets employee equality objectives 	<ul style="list-style-type: none"> Monitors implementation of the school's equalities policy 	<ul style="list-style-type: none"> Sets school equality objectives Implements the equalities policy Responsible for ensuring compliance with all aspects of equalities legislation

2. Strategy

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<p>2.1 Vision</p> <ul style="list-style-type: none"> Review and agree the overall vision, values, strategy and long-term objectives for HVT Approve key performance indicators against which to monitor implementation of strategy and long-term objectives 	<ul style="list-style-type: none"> Develop and propose strategy to the Board responsible for implementing the strategy approved by the Board develop and propose key performance indicators (KPIs) against the strategy and long-term objectives monitor progress against strategic aims and KPIs, taking corrective action as required provide professional support and challenge to schools in developing and implementing their improvement plan 	<ul style="list-style-type: none"> Responsible for overseeing the implementation of the Board's strategy as it applies to the school oversees the development and regular updating of the school's annual improvement plan, based on accurate self-evaluation. 	<ul style="list-style-type: none"> Responsible for developing the school's annual improvement plan, based on accurate self-evaluation
<p>2.2 Communication</p> <ul style="list-style-type: none"> Communicate a clear vision, strategy and long-term objectives for HVT Ensure development of strategy for links with parents, carers and guardians Reputational responsibility 	<ul style="list-style-type: none"> Ensure that all staff understand relevant organisational priorities ensure good communication between the Board, LGC/EAG Chairs Headteachers and other staff responsible for submitting agendas / papers / minutes for LGC/EAG meetings ensure that staff understand relevant organisational priorities develop strategy for links with parents, carers and guardians. 	<ul style="list-style-type: none"> LGC/EAG Chair (with Executive Headteacher or Headteacher) responsible for ensuring LGC/EAG members have all the information they require to be well informed about both the school and HVT LGC/EAG Chair (with Executive Headteacher or Headteacher) responsible for ensuring views are well communicated to Trustees and Central Team responsible for ensuring the activities of the LGC/EAG are communicated clearly to the school community monitors communication with staff, parents and community to ensure that priorities are well understood and issues of concern addressed 	<ul style="list-style-type: none"> (With LGC/EAG Chair) responsible for ensuring LGC/EAG members have all the information they require to be well informed about both the school and HVT (with LGC/EAG Chair) responsible for ensuring the views of the LGC/EAG are well communicated to Trustees and Central Office ensures that organisational priorities are understood by staff, parents and pupils as appropriate responsible for developing effective links with parents, carers, guardians and the wider community

3. Risk management

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<ul style="list-style-type: none"> • Overall responsibility for the risk management framework • Approve the trust Risk Management Policy, including setting risk tolerances and determining risk appetite • Consider the minutes of the Finance, Audit & Risk Committee, including the committee’s review of the Risk Register, at each of its termly meetings 	<ul style="list-style-type: none"> • Manage the strategic risks facing the organisation • draft and implement a trust Risk Management Policy • maintain, regularly review and update the trust Strategic Risk Register • audit school compliance with policy including existence and regular review of school key risk register 	<ul style="list-style-type: none"> • Oversees risk management at the local level 	<ul style="list-style-type: none"> • Responsibility for risk management at their school

4. Safeguarding

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<ul style="list-style-type: none"> • Accountable for setting overall policies for safeguarding and child protection to ensure appropriate action is taken in a timely manner to safeguard and promote children’s welfare • appoint a named safeguarding Trustee • monitor data in relation to safeguarding incidents and their resolution 	<ul style="list-style-type: none"> • Provide safeguarding and child protection policy and guidance for all schools, in line with statutory guidance and non-statutory national guidance • monitor the implementation of the safeguarding and child protection guidance • carry out safeguarding audit visits to monitor compliance with policies and effectiveness of practice • responsible for monitoring that each LGC/EAG is effectively scrutinising statutory compliance with respect to safeguarding and child protection for all schools on behalf of the Board • ensure all Board members have the appropriate child protection checks and are recorded on the central office Single Central Record 	<ul style="list-style-type: none"> • Appoints an LGC/EAG member to have specific responsibility for safeguarding in the school, reporting to full LGC/EAG as appropriate • checks SCR at least termly • monitors, supports and challenges the welfare and child protection in the school including <ul style="list-style-type: none"> ○ child protection ○ exclusions ○ serious disciplinary incidents ○ attendance ○ behaviour 	<ul style="list-style-type: none"> • Responsible for safeguarding and child protection within the school • responsible for identifying risks to effective safeguarding and taking action to reduce potential risks • responsible for the quality of spiritual, moral, social and cultural development of pupils • responsible for ensuring that school policies and practices take into account the procedures and practice of the local authority • responsible for providing reports on welfare and child protection to the LGC/EAG and to Central Office

5. School Improvement & Quality of Education

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager Senior Central Team: HOI/LPEYFS	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<p>5.1 Quality of teaching:</p> <ul style="list-style-type: none"> • Monitor and evaluate the quality of teaching across the Trust and ensure that sufficient resources are allocated to deliver the highest possible quality of teaching: Curriculum & Standards committee • ensure that the quality of teaching across the Trust is monitored and evaluated, and that resources are being used to best effect to improve it: Curriculum & Standards committee 	<ul style="list-style-type: none"> • Responsible for supporting, challenging and advising the school in its programme of improvement: CEO/DOE • ensure that necessary CPD in place to improve the quality of teaching across the Trust and that resources are being used to best effect: DOE 	<p>Responsible for:</p> <ul style="list-style-type: none"> • knowing and understanding the school’s own evaluation of the quality of teaching • responsible for supporting and challenging the school in its programme of improvement 	<p>Responsible for:</p> <ul style="list-style-type: none"> • the quality of teaching in the school • the accurate self-evaluation of the quality of teaching, its strengths and weaknesses and for taking action to improve the quality of teaching
<p>5.2 Curriculum:</p> <ul style="list-style-type: none"> • Responsible for oversight of the curriculum as part of the overall strategy for school improvement: Curriculum & Standards committee 	<ul style="list-style-type: none"> • Propose and develop curriculum that delivers the strategy: CEO/DOE • provide curriculum guidance for all schools: CEO/DOE • monitor the implementation of the curriculum across HVT: CEO/DOE • Challenge and advise the school in the development and implementation of its curriculum policy: CEO/DOE • responsible for monitoring statutory compliance on behalf of the Board 	<p>Responsible for:</p> <ul style="list-style-type: none"> • knowing and understanding the school’s own evaluation of the quality of its curricular provision • (with the CEO/DOE) supporting, challenging and advising the school in the development and implementation of its curriculum policy and, where appropriate, qualifications policy • (with the CEO/DOE) supporting, challenging and advising the school in the 	<p>Responsible for:</p> <ul style="list-style-type: none"> • the development and implementation of the school’s curriculum policy (EYFS-KS2) • monitoring and evaluating the impact of the school’s curricular provision

		development and implementation of its curricular provision	
5.3 SEND <ul style="list-style-type: none"> Accountable for all legal responsibilities Approve trust SEND policy 	<ul style="list-style-type: none"> In liaison with trust SENDco forum, develop trust SEND policy Supports school to implement the SEND policy Monitor the performance of SEND pupils: DOE and HOI 	<ul style="list-style-type: none"> Monitors and challenges the implementation of SEND policy and performance of SEND pupils 	<ul style="list-style-type: none"> Appoints qualified SENDco Implement trust SEND policy and all relevant statutory responsibilities Responsible for the performance of SEND pupils
5.4 Behaviour & Welfare <ul style="list-style-type: none"> Accountable for all legal responsibilities 	<ul style="list-style-type: none"> Develops trust behaviour policy with regard to pupil exclusion: DOE and HOI 	<ul style="list-style-type: none"> Informed about any fixed and permanent exclusions Makes decision if appeal panel needed. 	<ul style="list-style-type: none"> Issues exclusions in line with trust and school behaviour policies
5.5 Outcomes: <ul style="list-style-type: none"> Ensure accountability, oversight and assurance for educational performance hold executive leaders to account for the educational performance of HVT and its pupils, and the performance management of staff: Curriculum & Standards committee accountable for the attainment and progress of disadvantaged pupils who attract the pupil premium, catch up and other targeted payments: Curriculum & Standards committee 	<ul style="list-style-type: none"> Provide professional support and challenge to schools to help drive improvement and high academic standards: CEO/DOE set annual performance targets for schools relating to academic performance: CEO/DOE responsible for monitoring the schools' performance: CEO/DOE report to Trustees on schools' performance against KPIs: DOE responsible for monitoring the schools' response to the recommendations of the last inspection: CEO/DOE responsible for monitoring progress and attainment of different groups of pupils (including but not limited to pupil premium and others facing financial disadvantage, special educational needs and disability, looked after children, different ethnic groups with English as an 	<ul style="list-style-type: none"> Responsible for supporting the school in its self-evaluation of significant strengths and weaknesses responsible for knowing, understanding and challenging the school's response to the recommendations of its last inspection responsible for knowing, understanding and challenging pupils' overall progress and attainment responsible for knowing, understanding and challenging progress and attainment of different groups of pupils responsible for knowing, understanding and challenging the provisions in place to support pupils' progress and attainment (and the progress and attainment of specific groups), and for knowing and understanding the impact of those provisions 	<ul style="list-style-type: none"> Responsible for the accurate self-evaluation of the school, its strengths and weaknesses and for implementing a plan of action to improve and develop based on the evaluation has a detailed understanding of pupil attainment and progress (and the attainment and progress of specific groups), underpinned by sound evidence (including at individual pupil level) ensures appropriate action is taken in a timely, consistent and strategic way to address areas of weakness and improve academic performance, drawing on the best available evidence and monitoring impact

	Additional Language, most able pupils, differing ability cohorts): DOE and HOI		
<p>5.6 Early years foundation stage (EYFS)</p> <ul style="list-style-type: none"> • Receive annual reports on compliance, standards and proposed actions to address issues <p>Review data on EYFS performance across all HVT schools with EYFS provision: Curriculum & Standards committee</p>	<ul style="list-style-type: none"> • Responsible for monitoring statutory compliance with respect to EYFS: DOE and LPEYFS • review data on EYFS performance: DOE and LPEYFS • provide advice, guidance, support and challenge with respect to EYFS provision: DOE and LPEYFS 	<ul style="list-style-type: none"> • Responsible for monitoring the school's evaluation of the quality of EYFS provision 	<ul style="list-style-type: none"> • Responsible for quality of provision of EYFS, and for implementing actions to address weaknesses
<p>5.7 Ofsted Inspection</p> <ul style="list-style-type: none"> • Represent the governance of the Trust during inspection • Receive inspection reports and lessons learned as appropriate • Receive reports regarding proposed actions to address key issue where a school is found to be inadequate or requiring improvements. 	<ul style="list-style-type: none"> • Provide support to the school prior to, during and after inspections • Respond to inspection outcomes: CEO/DOE 	<ul style="list-style-type: none"> • Understands the requirements of the inspection process and supports the Executive headteacher/Headteacher • responsible for engaging fully with the inspection process • communicates the outcomes of the inspection process to parents, carers and guardians in line with statutory requirements 	<ul style="list-style-type: none"> • Responsible for ensuring all staff and the LGC/EAG fully understand requirements of the inspection process • lead school inspection • (with the CEO/DOE) respond to inspection outcomes

6. Staffing also see specific delegations in appendix 1 below

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<p>6.1 Appraisal & Pay</p> <ul style="list-style-type: none"> Responsible for approving the pay policy Directly responsible for the appraisal of the Chief Executive 	<ul style="list-style-type: none"> Develop overall policy for pay (May) Develop and approve the appraisal policy CEO directly responsible and accountable for the appraisal of Executive headteacher/Headteacher and all Senior Executive Central staff (although DOE may take responsibility for the appraisal of some Headteachers) provide professional support for appraisal across all schools monitor appraisal across all schools through data tracking 	<ul style="list-style-type: none"> Receives reports on appraisal Hears appeals as part of the grievance, capability or disciplinary process 	<ul style="list-style-type: none"> Implements HVT appraisal policies for staff in school implements HVT pay policies for staff in school provides reports on appraisal to the LGC/EAG ensures that approaches to pay and appraisal are conducted in a manner that adheres to equality legislation requirements
<p>6.2 Staff Development</p> <ul style="list-style-type: none"> Ensures that staff development is given appropriate attention and resource by the executive team Through monitoring performance of the organisation, challenge and support the executive team to develop the capability of staff. 	<ul style="list-style-type: none"> Ensure that the organisation provides appropriate professional development opportunities for all staff: Trust CPD provision provide support for professional development, training, induction, talent development and succession planning across HVT lead strategic vision and the overall staff development strategy 	<ul style="list-style-type: none"> Monitors effectiveness of professional development, talent management and succession planning and supports and challenges appropriately 	<ul style="list-style-type: none"> Develops and implements the Trust's continuing professional development (CPD) strategy, including delivery of CPD aligned with the school's improvement plan targeted to different groups of staff reports on CPD and its impact to LGC/EAG and Central Office maintains a structured approach to talent management and succession planning at school level ensures staff are able to benefit from appropriate Trust wide professional development opportunities, in line with talent management objectives

<p>6.3 Recruitment</p> <ul style="list-style-type: none"> • Responsible for the recruitment and appointment of the Chief Executive • Subject to availability and at the invitation of the relevant executive, contribute to the recruitment and appointment of Headteachers and Senior Executives • To receive and approve any major staffing restructure plans, including those that involve redundancies 	<p>To provide:</p> <ul style="list-style-type: none"> • the board and schools with professional HR support and advice relating to the recruitment of staff • LGCs and schools with relevant data regarding staff recruitment and retention, including Trust and national benchmarks where available <p>Responsible for:</p> <ul style="list-style-type: none"> • the recruitment and appointment of Executive headteacher/Headteacher • recruitment to Central Office positions • ensuring schools adhere to the recruitment process • setting the school staffing structures • ensuring vacancies are approved and within budget prior to recruitment process commencing • monitoring the Central Office Single Central Record (SCR) and statutory compliance with safer recruitment on behalf of the Board <p>To support:</p> <ul style="list-style-type: none"> • the Headteacher by joining appointment panels or otherwise contributing to the appointment process of senior leadership team members • the Executive headteacher/ Headteacher in the development of staffing restructure plans to present to Trustees where necessary 	<ul style="list-style-type: none"> • Contributes to the appointment of the Executive headteacher and Headteacher in close consultation with the executive team • supports the Executive headteacher or Headteacher by joining appointment panels for senior leadership posts (and for posts below Deputy Headteacher, Head of School and Assistant Headteacher when invited to do so) or otherwise contributing to the appointment process • using key performance data provided by the school and executive team, stays fully aware of the school’s activity in terms of its staff, staffing structures and more general HR data, and can support and challenge appropriately • responsible for knowing and understanding the training requirements for safer recruitment including LGC/EAG members’ training if taking part in recruitment processes • supports the Executive headteacher /Headteacher with any staff restructure plans 	<ul style="list-style-type: none"> • Responsible for the recruitment and appointment of school staff (other than the Executive headteacher and Headteacher) in line with the Recruitment policy and guidelines • responsible for communicating senior staff appointments to the LGC/EAG • reports key performance on recruitment and more general HR to Central Office and the LGC/EAG • responsible for the accuracy of the school’s Single Central Record and statutory compliance with safer recruitment requirements • consults with the Senior Executives on any staff restructure plans
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7. Buildings and maintenance

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<ul style="list-style-type: none"> • Review and support the plan for capital expenditure, considering all Trust's 3-year Strategic Plan and school plans • review capital project proposals and allocate capital funds in accordance with the charities' finances 	<ul style="list-style-type: none"> • Develop a rolling 3-year strategy plan for capital expenditure, considering all schools' 3-year plans • provide the board and schools with professional support, challenge and advice relating to the management of buildings and estates • review, prioritise and approve proposals for capital investment • responsible for monitoring compliance with statutory regulations relating to premises and accommodation • receive, review and report to the board and relevant committees on proposals schools for planned capital works • monitor planned and approved capital works • monitor the impact of the strategic plan on the quality of school buildings • responsible, with the Executive headteacher/Headteacher, for developing priorities for capital expenditure and large scale 'minor works' in line with the strategic plan 	<ul style="list-style-type: none"> • Receive reports on 3-year strategy plan for capital expenditure, including CIF bids 	<ul style="list-style-type: none"> • Responsible for the maintenance of the school and facilities, with support from central office • responsible, with the executive team, for developing priorities for capital expenditure and large scale 'minor works' in line with the strategic plan. • develops curriculum-based business plans for capital projects

8. Health & Safety *(also see specific delegations in appendix 1 at the end of the document)*

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<ul style="list-style-type: none"> • Form the corporate body and serve as the employer under the Health and Safety at Work Act 1974 • responsible for setting overall policies for health and safety that are applicable to all Trust operations • periodically review organisational health and safety performance • ensure adequate resources are made available for the discharge of the employer’s health and safety duties • Ensure Risk Management plan in place 	<ul style="list-style-type: none"> • Develop and monitor the Trust Health & Safety policy • commission appropriate health and safety professional support to develop health and safety policies and monitor performance • define the Trust’s risk appetite with regard to health and safety compliance • provide health and safety support to all schools and central office • provide central office staff with the training, information, instruction and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner 	<ul style="list-style-type: none"> • Monitors, supports and challenges the health and safety performance at the school 	<ul style="list-style-type: none"> • Accountable for health and safety performance within the school • responsible for the implementation of health and safety policies and for statutory compliance • ensures that all staff within their school have received sufficient training, information, instruction and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner • responsible for providing reports on health and safety to the Trust • may delegate some health and safety responsibilities to a Health and Safety Co-ordinator in accordance with the Trust’s Health and Safety Policy

9. Finance *(also see specific delegations in appendix 1 at the end of the document)*

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<ul style="list-style-type: none"> • Legally responsible for the charities’ assets and accounts and for statutory compliance including the funding agreement • maintain robust financial oversight in accordance with the Education and Skills Funding Agency (ESFA) Academies financial handbook • review and support a strategic vision for the finances of the group, the individual charities and the schools in accordance with the strategy • set the financial parameters for the schools’ budgets and 3-year forecasts and approve the consolidated position for each charity • develop and monitor the strategic plan for capital expenditure, considering all schools’ 3-year plans. • consider management accounts six times a year (Chair to consider on a monthly basis) • ensure an appropriate, reasonable and timely response to any findings given by auditors, taking the opportunity to strengthen the systems of financial management and control. 	<ul style="list-style-type: none"> • Responsible for compliance with the ESFA Academies handbook and funding agreement • develop a financial plan in accordance with the strategic vision • act on behalf of the Board to discharge the duties in relation to statutory compliance and financial performance of the schools • provide accounting, financial planning, treasury and financial systems services for schools • work closely with the Headteacher and school in the preparation of the budget and 3-year forecast • prepare the consolidated charity budgets for approval by the Board • monitor the schools’ financial performance and challenges where there are variances to budget and the 3-year forecast • co-operate with auditors and implement their reasonable recommendations • Ensure that the Trust gets ‘best value’ in relation to procurement of traded services 	<p>The LGC and EAB have no financial power</p>	<ul style="list-style-type: none"> • Works closely with the central executive team in the preparation of the budget and 3-year forecast for approval by the board • responsible for controlling costs and ensuring budget commitments are met • responsible for developing capital expenditure priorities for submission in line with the school’s 3-year strategic plan • ensures compliance with all Trust financial policies and procedures • Hr & Estates Managerperates with auditors and implements their reasonable recommendations

10. Data protection/General Data Protection Regulation (GDPR)


Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<ul style="list-style-type: none"> • Accountable for compliance with all data protection legislation • ensure adequate resource for GDPR compliance. 	<ul style="list-style-type: none"> • appoint a suitably qualified Data Protection Officer (DPO) • decide response to data breaches including arranging for the nominated DPO to report to the Information Commissioner’s Office (ICO) • ensure Group ICO notifications are accurate and up to date • prepare, review and update a suite of data protection policies • ensure central office GDPR compliance • arrange suitable training for school staff on policy and procedure • arrange for an audit of schools’ GDPR compliance • ensure the appointed DPO to update schools on ICO guidance and decisions 	<ul style="list-style-type: none"> • review compliance with policy and procedure 	<ul style="list-style-type: none"> • ensure compliance with Trust data protection policies and procedures

11. Handling of complaints

Trustees (the Board)	Central Executive Team: CEO/DOE/CFO/HR & Estates Manager	Local Governing Committee/ Education Advisory Board	Executive Headteacher/Headteacher
<ul style="list-style-type: none"> • Ensure that a suitable complaints policy exists • receive and where appropriate investigate complaints about an LGC/EAG Chair • receive and pass on to the relevant executive complaints from the Department for Education (DfE), the Education and Standards Funding Agency (ESFA), Ofsted, Independent Schools Inspectorate (ISI) and similar bodies 	<ul style="list-style-type: none"> • Implement a suitable complaints policy • provide guidance and model policies on complaints handling • ensure complaints received at Central Office are directed to the appropriate person in line with the complaints policy <p>Responsible for:</p> <ul style="list-style-type: none"> • monitoring statutory compliance in relation to complaints • handling and monitoring of complaints at stage 3 	<ul style="list-style-type: none"> • responsible for managing and hearing any appeals as part of the complaints process • receives regular reports from the Executive Headteacher/Headteacher on all complaints 	<p>Responsible for:</p> <ul style="list-style-type: none"> • responding to and dealing with all complaints • providing the LGC/EAG with regular reports on all complaints

12. Trust and school policies, processes and procedures: see appendix 1 below for specific responsibilities

Appendix 1 - Scheme of Delegation (1 of 4)

 Scheme of Delegation February 2023		ESFA	Members	Board of Directors	Chief Executive Officer (Accounting Officer)	Chief Finance Officer	HR and Estates manager	Director of Education	Finance, Audit & Risk Committee	Curriculum & Standards Committee	Pay & Remuneration Committee	Local Governing Committee	Executive Headteacher	Where there is an Executive Headteacher and Headteacher in place
Statutory Policies														
Governance														
Trust Articles of Association			A	R										
Trust Board Terms of Reference				A	R	R	R	R						
Trust Scheme of Delegation				A	R	R	R	R						
Approve new academies joining the Trust				A	R	R	R	R	C	C				
Establish Trust Committees				A	R	R	R	R						
Trust Committee Terms of Reference inc LGCs				A	R	R	R	R	R	R	R	R		
Appoint (and remove) Directors			A	A	R									
Appoint Chair of Trust Board				A/R										
Appoint (and remove) Chair of LGC				A	R				R	R	R		R	R
Appoint (and remove) LGC Committee members					A			R					R	R
Appoint (and remove) Chairs of Trust Committees									A	A	A			
Appoint (and remove) Trust Committee members				A	R				R	R	R			
Appoint (and remove) Clerk to Trust Board				A	R									
Appoint (and remove) Clerk to LGC					A									
Decision on level of delegation for each academy				A	R	R	R	R						
School Improvement														
Trust 3-year plan				A	R	R	R	R	C	C				
School KPIs					R			R		A			C	C
School Improvement Plan: individual school					R			R		A		C	R	R

Staff Management													
Executive Headteacher/Headteacher appointment				A	C	C	R				C		
Head of School appointment				A	C	C	R				C	R	R
Appointment of Deputy Headteachers				R	C	C	R				C	A	A
Appointment of Assistant Head of School				R	C	C	R				C	A	A
Appointment of Assistant Headteachers and other Senior leadership appointments				C	C	C	C					A	A
Teaching and support staff appointments				C	C	C	C					A	A
Performance Review of Headteacher				A									
Performance Review of Executive Headteacher							A						
Disciplinary and Capability Procedures in relation to Executive Headteacher or Headteacher				I	C	C	C		C				
Appeals against Disciplinary or Capability Procedures in relation to Executive Headteacher or Headteacher			I										
Suspension of Executive Headteacher or Headteacher			C	I	C	C	C						
Return of Executive Headteacher or Headteacher after suspension				I									
Dismissal of Executive Headteacher or Headteacher			A	R	C	C	C						
Appeal of Executive Headteacher or Headteacher against dismissal			I										
Disciplinary and Capability Procedures in relation to Deputy Headteacher or Head of School						C	C					I	I
Suspension of Deputy Headteacher or Head of School						C						I	I
Return of Deputy Headteacher or Head of School after suspension						C						I	I
Dismissal of Deputy Headteacher or Head of School							I					R	R
Appeal of Deputy Headteacher or Head of School against dismissal				I									
Suspension of teaching and support staff						C						I	I
Return of teaching and support staff after suspension						C						I	I
Dismissal of academy teaching and support staff					C	C						I	I
Appeal of academy teaching and support staff against dismissal						C	I						
Appointment of CEO			I		C	C	C						
Appointment of Executive team			C	I	C	C	C						
Appointment of central MAT support Team				C	I	I	I						
Dismissal of CEO			I		C	C	C						
Appeal of CEO against dismissal			I										
Dismissal of central Executive team (CFO, COO, DOE, HOI)				I	C	C	C						
Appeal of central Executive team against dismissal			I	C									
Dismissal of central MAT support team (LPECT, LPEYFS, FINANCE TEAM, OPS TEAM, TRUST IT MANAGER)				I	R	R	R						
Appeal of central MAT support team against dismissal			I	C									
Response to requests for flexible working - Central Team				A	C	C	C					A	A
Appeals for flexible working requests - Central Team			A		R	R	R						
Response to requests for flexible working - School Team					C	C	C					A	A
Appeals for flexible working requests - School Team				A	R	R	R						
Response to requests for early retirement - Central Team				A	C	C	C					A	A
Appeals for early retirement requests - Central Team			A		R	R	R						
Response to requests for early retirement - School Staff					C	C	C					A	A
Appeals for early retirement requests - School Team				A	R	R	R						
Approve any major staffing restructure plans			A	A	C	C	C					R	R

Financial Governance & Management									
Gifts and Hospitality					R			A	
Accounting Policies					R			A	
Procurement and Competitive Tendering					R			A	
Charging and remissions					R			A	
Investments					R			A	
Trust BFR3Y			A		R	R			
Audited Annual Report, Accounts and Auditor's Management Letter			A		R	R		R	
Appoint external auditors		A	R			R		R	
Trust Management Information						R		A	
Risk Management Policy			A		C	C	C	C	R
Education									
Relationships, Health & Sex Education								A	C
Special Educational Needs								A	C
Accessibility								A	C
Early Years Foundation Stage								A	C
Early Career Teachers							R	A	C
Child Protection and Safeguarding			A		R				
Trust Behaviour Statement (includes Exclusions)					R		R	A	
School Pupil Premium Statement			A						C
Complaints			A		R		R		
Admissions			A		R				
Health and Safety					C	C	R	C	A
First Aid					C	C	R	C	A
Supporting Pupils with Medical Conditions			A		R				
Data Protection policy							R	A	
Freedom of Information							R	A	
Equality policy			A		R		R		
HR									
Staff Capability			A		C		R		
Staff Disciplinary & Grievance			A		C		R		
Managing Allegations			A		C		R		
Whistleblowing			A		C		R		
Combined Pay Policy			A		R	C	R	R	
Appraisal					A		R		C
LGPS Discretions			A		C	C	R		

Non-Statutory Policies												
Education												
School Improvement Plan				R					A	C	I	I
Religious Education										C	A	A
Attendance									A	C	I	I
Trust Behaviour				A								
Trust Pupil Premium				R					A			
Offsite Visit Policy						R	R		A			
Intimate Care Policy							R		A		C	C
Online Safety							R		A		C	C
Finance												
Finance Policy					R				A			
Anti Fraud and Corruption					R				A			
Cash management					R				A			
Credit Card					R				A			
Reserves					R				A			
Staff Expenses					R				A			
Income and Debt Management					R				A			
Operations												
Expansion of Academy (PAN)			A	R					R		C	C
Reduction of Academy (PAN)			A	R					R		C	C
Extension of age range			A	R					R		C	C
Extension of Academy provision (Nursery)			A	R					R		C	C
Independant Appeals against Permanent Exclusion			A									
Stage 3 Complaints referral to complaints committee							I					
Admissions Appeals											I	I
Changes to Employee Terms and Conditions or Collective Agreements			A	R	C	C			R	C		
Adoption of Transferring Policies and Collective Agreements			A	R					C			
CEO Pay Progression			A							R		
Individual Headteachers' Performance Pay Awards				R					C	A		
Individual Performance Pay (UPS & Leadership)				R						A		

Financial Scheme of Delegation

Financial Scheme of Delegation February 2023		ESFA	Board of Directors	Finance, Audit & Risk Committee	Chief Executive Officer (Accounting Officer)	Chief Finance Officer	HR and Estates Manager	Executive Headteacher	Headteacher - where an executive headteacher IS in place	Headteacher - where an executive headteacher IS NOT in place	Head of Finance (Central)	Office Manager (Academy)	Finance Assistant (Central/Academy)	Administration Staff (Academy)	Prospect Payroll
Purchase Commitments and Expenditure, inc Contracts (3 quotes <£5,000 excl. VAT, 3 written quotes >£5,000 excl. VAT, Full tender >£25,000)															
> £25,000 (Excl. VAT)			✓												
£20,001 - £25,000					✓										
£10,001 - £20,000						✓									
£3,001 - £10,000							✓								
£1,500 - £3000								✓		✓					
£301 - £1499								✓	✓	✓					
< £301												✓			
Receive goods/services													✓	✓	
To enter into a contract on behalf of the MAT (inc. Operating Leases)					✓	✓									
Debtor write-off (subject to ESFA Limits)															
> £5,000			✓												
£1,001 - £5,000				✓											
< £1,000						✓									
Banking and Payments															
Opening New Bank Accounts			✓												
Sign cheques					✓	✓									
Credit card holder - £1k limit							✓			✓		✓			
Credit card holder - £1.5k limit								✓							
BACS Tel via bureau provider per month (Payroll) - max £1m															✓
BACS pay limit (excluding payroll) - max £400k					✓	✓									
People and Payroll															
Authorise monthly payroll							✓								
Authorise OT & claim forms					✓	✓	✓	✓		✓	✓				
Mileage claims					✓	✓	✓	✓		✓		✓			
Teachers' (including Headteachers') Annual Pay Award			✓				✓								
Support Staff Annual Pay Award			✓				✓								

Severance Payments													
Severance Payments > £50,000 Gross Pay (non-contractual)	✓												
Severance Payments > £10,000 Gross Pay		✓											
Severance Payments < £10,000 Gross Pay			✓										
Other Activities													
Authorise trip / visit / activity						✓		✓					
Authorise cancellations & refunds of trip / visit / activity					✓			✓	✓				
Authorise lettings								✓	✓				
Authorise cancellations & refunds of lettings					✓			✓	✓				
ESFA Requirements													
Taking up a finance lease on any asset for any duration	✓												
Taking up a leasehold or tenancy agreement on Land & Buildings for a term of 7 years or more	✓												
Granting a leasehold interest on Land & Buildings to another party	✓												
Acquiring a freehold of land or buildings	✓												
Disposing of a freehold of land or buildings	✓												
Borrowing from any source, where repayment is from grant monies	✓												