



SCHEME OF DELEGATION

REF	TASK Propose (P) Consulted (C) Approve (A) Implement (I)	NOTES	MEMBERS	TRUST BOARD	ACADEMY COUNCIL	LOCAL HEAD(S)	CHIEF EXECUTIVE	EXECUTIVE TEAM	TRUST COMMITTEE
Governance									
1.1.	Approve (Changes to) Trust Articles of Association	Requires ESFA consent	A	P I	C		C		
1.2.	Approve (Changes to) Trust Name		A	P I	C		C		
1.3.	Approve (Changes to) Trust Scheme of Delegation		C	A I			C P	P	
1.4.	Approve New Academies joining the Trust		C	A I			P	P	C (FAR)
1.5.	Establish Trust Committees (with Terms of Reference)			P A I			C	C	
1.6.	Approve Academy Council (AC) Terms of Reference			A	I P	C	C	C	
1.7.	Appoint Chair of Trust Board	As per Articles of Association	C	P A I			C		
1.8.	Appoint (and remove) Trustees	As per Articles of Association	A	P I			C		
1.9.	Appoint (and remove) Chair of AC	As per AC ToR		A	P I	C	C		
1.10.	Appoint (and Remove) Clerk to Trust Board	As per Trust Board ToR		P A I			C		
1.11.	Organise Calendar of Member / Trust meetings	As per Trust Board ToR	C	P A I			C		
1.12.	Organise Calendar of AC meetings	As per AC ToR		C	P A I	C			C
1.13.	Expansion of Academy (physical expansion rather than PAN)	ESFA approval required	C	A	P	P I	C P	C	C (FCI)
1.14.	Increase/Decrease in PAN/ Age Range/ Provision	ESFA approval required	C	A	P	P I	C P	C	C (FCI)
Academy Performance									
2.1.	Set Trust Annual Performance Targets		C	A			P C	P C	C (FCI)
2.2.	Conduct Trust Annual Performance Review		C	A			P I	P I	C (FCI)
2.3.	Set Trust 3-5 year Strategic Plan		C	P A I		C	C	C	
2.4.	Set Trust 1-3 year Development Plan		C	P A I		C	C	C	
2.5.	Set Academy Annual Performance Targets			A	C	P I	C	P	
2.6.	Conduct Academy Annual Performance Review			A	C	P I	C	I	
2.7.	Academy 3 year Strategic Plan	All strategic and improvement plans require Trust Board approval, as do policies that the Trustees are accountable for.		A	A	P I	C I	C	
2.8.	Academy 1 Year Improvement Plan			A	A	P I	C I	C	
2.9.	Curriculum Statement			A	A	P I	C	C	
Staff Policies & Pay									
3.1.	Pay & Remuneration Policy	In line with Pay Policy		A		I	C	P	C (P)
3.2.	Recruitment Policy	In line with Recruitment Policy		A		I	C	P	C (P)
3.3.	Job Role Salary & Grading Policy	In line with Pay Policy		A		I	C	P	C (P)
3.4.	Changes to Employee Terms & Conditions or Collective Agreements			A		I	C	P	C (P)
3.5.	Adoption of Transferring Policies and Collective Agreements			A		I	C	P	

3.6.	Staff Annual Pay Award (COL)			A		I	P	P	C (P)
3.7.	Chief Executive Performance Pay Award	In line with Appraisal/Pay policy		A I					C (P)
3.8.	Headteacher Performance Annual Pay Award	In line with Appraisal/Pay policy		A	C		P	P I	
3.9.	Academy Staff Performance Annual Pay Award	In line with Appraisal/Pay policy		A	A	P	C	C I	
3.10.	Professional Growth Policy			A		I	C	P	C (P)
3.11.	Disciplinary Policy			A		I	C	P	C (P)
3.12.	Grievance Policy			A		I	C	P	C (P)
3.13.	Capability Policy			A		I	C	P	C (P)
3.14.	Whistleblowing Policy			A		I	C	P	C (P)
3.15.	Re-structuring & Redundancy Policy			A		I	C	P	C (P)
3.16.	Expenses Policy			A		C	P	P I	C (P)
3.17.	Employee Health & Safety Policy			A		I	C	P	C (P)
Staff Management									
4.1.	Kite Staff , Structure and Grades			A			P I	C	C(P)
4.2.	Chief Executive Appointment (and dismissal)	In line with Recruitment Policy	C	A I			C	C	C(P)
4.3.	Chief Executive Performance Management (Goals and Appraisal)	In line with Appraisal Policy		P A I			C P		C(P)
4.4.	Kite Staff Appointment (and dismissal)	In line with Recruitment Policy		C	C	P A I	P A I	C I	
4.5.	Kite Staff Performance Management (Goals and Appraisal)	In line with Appraisal Policy			C	P A I	P A I	C I	
4.6.	Kite Staff Suspension / return after Suspension	In line with Disciplinary Policy		C	C	P	A I	C	
4.7.	Academy Staff structure and grades			A	C		P	I	
4.8.	Local Head Appointment (and dismissal)	In line with Recruitment Policy		A	P		P	C I	
4.9.	Local Head Performance Management (Goals and Appraisal)	In line with Appraisal Policy			C		A	I P	
Finance Governance & Management									
5.1.	Appoint/ Dismissal External Auditor		A	P			P I	C	C P (FAR)
5.2.	Trust & Academy Financial Regulations (inc. key policies)			A			C	P I	C (FAR)
5.4.	Trust & Academy Financial Procedures			A			C	P I	C (FAR)
5.5.	Trust Procurement Policy			A			C	P I	C (FAR)
5.6.	Trust 3 year Budget Plan			A			C	P I	C (FAR)
5.7.	Trust 1 year Budget			A			C	P I	C (FAR)
5.8.	Trust Consolidated Budget Updates			A			C	P I	C (FAR)
5.9.	Trust Consolidated Financial Statements			A			C	P I	C (FAR)
5.10.	Trustees' Report			A			P I	C	C (FAR)
5.11.	Trust Academies Accounts Return to EFA			C			A	P I	C (FAR)
5.12.	Academy 3 year Budget Plan			A	C	C I	C	P	C (FAR)
5.13.	Academy 1 year Budget			A	C	C I	C	P	C (FAR)
5.14.	Academy Budget Updates	As per the Trust's Finance Policy.		A	C	C	C	P I	C (FAR)
5.15.	Expenditure or award of contract	In line with Finance Policy limits		A	C	C	A	P I	C (FAR)
5.16.	Compensation Payments	In line with Finance Policy (ESFA consent required over £50k)		A	C	C	P I	C	C (FAR)

5.17	Guarantees, letters of comfort or indemnities consent	ESFA consent required if over specific limits - see 3.6 of AFH		A			CA	P I	C (FAR)
Academy Policies & Procedures									
6.1	Academy Term and Holiday Dates			A	C	C	P I	C	
6.2	Academy Times			C	C	P I	A	P	
6.3	Child Welfare & Safeguarding Policy			A	C	C I	P	C	C (FCI)
6.4	Attendance Policy & Plan			A	C	C I	P	C	C (FCI)
6.5	Pupil Behaviour & Exclusions Policy			A	C	C I	P	C	
6.6	Fixed term Exclusion				C	P I	C	A	
6.7	Permanent Exclusions	In line with Exclusions Policy			C	P I	A	C	
6.8	Complaints Policy			A	C	C I	P	C	
6.9	Admissions Policy			A	C	C I	P	C	
6.10	Allocation of Places against Admissions Policy	Buy back from Surrey				C I	C	C	
6.11	Admissions Appeals	Independent appeals panel		C	I	P	C	C	
6.12	Trust Website			A			P	C I	C (FTC)
6.13	Academy Website			A	C	P I	C	C I	C (FTC)
6.14	Academy Logo & Branding			A	C	P I	C	C	C (FTC)
6.15	Academy Uniform			A	C	P I	C	C	C (FTC)
6.16	Academy Educational Visits Policy				A	P I	C	C	C (FCI)
6.17	Extended Services on-site				A	P I	C	C	C (FCI)
6.18	Pupil Premium Statement				A	P I	C	C	C (FCI)
6.19	SEND Policy			A	C	P I	C	C	C (FCI)
6.20	Asset Management Policy & Plan			A	C	I	P	P	C (FAR)
6.21	Health & Safety Policy			A	C	I	C	P	C (FCI)
6.22	Teaching & Learning Policy			A	A	P I	C	C	
6.23	SRE Policy			A	A	P I	C	C	
6.24	Religious Education Policy			A	A	P I	C	C	

Committees:

FAR Finance Audit & Risk

FCI First Class Inclusion

FTC Forward Thinking Collaboration

P Pay