



Scheme of Delegation

Academy level contribution:	NA	
CEO approval:	Sean Kelly	Date: 04.06.2019
Education Group consultation (where applicable):	CB, JB, MM, MW	Date: 27.06.2019
LGB Cluster consultation (where applicable):	NA	Date: NA
Joint Negotiating Council (JNC) consultation (where applicable):	NA	Date: NA
Board ratification:	Raleigh Learning Trust Board	Date: 17.07.2019
Last reviewed on:	22.05.2019	
Next review due by:	10.06.2020	

HUMAN RESOURCE

Responsibility	Principal	LGB	CEO	Trust Board
Recruitment and selection				
Approve recruitment and development strategy				
Approve staffing structure at Academy level				
Responsibility	Principal	LGB	CEO	Trust Board
Recruitment of CEO				
Recruitment of Principal		The Chair must be a member of the interview panel		Trustees must be members of the interview panel
Recruitment of SLT		LG's must be a / members of the interview panel	The CEO must be a member of the interview panel	
Recruitment of Teacher	The Principal will chair the interview panel			
Recruitment of Support staff	The Principal will delegate responsibility for chairing the panel to SLT / Line Manager			
Recruitment of central Trust staff				
Responsibility	Principal	LGB	CEO	Trust Board
Performance management of CEO				Chair
Performance management of Principal				
Performance management of SLT				
Performance management of teachers and support staff				
Performance management of central trust staff				
Responsibility	Principal	LGB	CEO	Trust Board
Approve pay progression - CEO				
Approve pay progression - Principal				
Approve pay progression - SLT				
Approve pay progression - teachers				
Approve pay progression – support staff				
Responsibility	Principal	LGB	CEO	Trust Board
Appeals re pay progression - Principal				Panel of X 3 trustees

HUMAN RESOURCE

Responsibility	Principal	LGB	CEO	Trust Board
Appeals re pay progression - SLT				Panel of X 3 trustees
Appeals re pay progression – teachers and support staff				Panel of X 3 trustees
Appeals re pay progression – central trust staff				Panel of X 3 trustees
Responsibility	Principal	LGB	CEO	Trust Board
Approval and signature of all settlement agreements				
Responsibility	Principal	LGB	CEO	Trust Board
Approval of suspension of all staff				
Responsibility	Principal	LGB	CEO	Trust Board
Disciplinary hearing - CEO				Panel of X 3 trustees
Disciplinary hearing - Principal		LG's will be members of the hearing panel	The CEO will chair the hearing	
Disciplinary hearing - SLT		LG's will be members of the hearing panel	The CEO will chair the hearing	
Disciplinary hearing – teacher and support staff	Single person panel – to be advised by HR			
Disciplinary hearing – central trust staff			Single person panel – to be advised by HR	
Responsibility	Principal	LGB	CEO	Trust Board
Disciplinary hearing appeal - CEO				Appeal panel of X 3 trustees – different to the original hearing panel
Disciplinary hearing appeal - Principal		LG's will be members of the appeal hearing panel – different to the original hearing panel		A trustee will chair the appeal hearing
Responsibility	Principal	LGB	CEO	Trust Board
Disciplinary hearing appeal - SLT		LG's will be members of the appeal hearing panel – different to the original hearing panel		A trustee will chair the appeal hearing
Disciplinary hearing appeal – teachers and support staff		LG's will be members of the hearing panel	The CEO will chair the appeal hearing	
Disciplinary hearing appeal – central trust staff				Appeal panel of X 3 trustees

HUMAN RESOURCE

Responsibility	Principal	LGB	CEO	Trust Board
Formal hearings for grievances made by CEO				Panel of X 3 trustees
Formal hearings for grievances made by Principal		LG's will be members of the hearing panel	The CEO will chair the hearing	
Formal hearings for grievances made by SLT		LG's will be members of the hearing panel	The CEO will chair the hearing	
Formal hearings for grievances made by teachers and support staff	Single person panel – to be advised by HR			
Formal hearings for grievances made by central trust staff			Single person panel – to be advised by HR	
Responsibility	Principal	LGB	CEO	Trust Board
Formal appeal hearings for grievances made by CEO				Appeal panel of X 3 trustees – different to the original hearing panel
Formal appeal hearings for grievances made by Principal		LG's will be members of the appeal hearing panel – different to the original hearing panel		A trustee will chair the appeal hearing
Formal appeal hearings for grievances made by SLT		LG's will be members of the appeal hearing panel – different to the original hearing panel		A trustee will chair the appeal hearing
Formal appeal hearings for grievances made by teachers and support staff		LG's will be members of the hearing panel	The CEO will chair the appeal hearing	
Formal appeal hearings for grievances made by central trust staff				Appeal panel of X 3 trustees

EDUCATION

Responsibility	Principal	LGB	CEO	Trust Board
Strategic planning and evaluation	AIP, SEF, statutory impact reports, LGB/Trust Principal reports	Recommend reports / monitor AIP/SEF	Approve strategic objectives	
Academy hours	Propose any changes		Recommend any proposals	Approve any changes
Term times	Propose any changes		Recommend any proposals	Approve any changes
Pupil information	Collection, validation and submission	Monitor / challenge trends and patterns	Concise reporting to the Board, identify and challenge trends and patterns over time	Challenge and support
Trust-wide policies	Implementation	Consistency	Improvements	Approved
Other Academy policies	Development	Approval	Consulted	
Pupil performance	SEF / termly analysis	Monitor targets, highlight gaps	Scrutiny, challenge and support	Scrutiny, challenge and support

STRATEGY

Responsibility	Principal	LGB	CEO	Trust Board
Partnering Arrangements (e.g. membership of TSAs)	Recommend	Approve	Authorise	
Expansion of existing facilities/ taking on new premises	Recommend	Approve	Authorise	Unless the Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the CEO.
Other major strategic decisions e.g. curriculum design and/or content	Recommend	Approve	Authorise	Unless the Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the CEO.

RESOURCE MANAGEMENT

Responsibility	Principal	Accounting Officer/CFO	Local Governing Body	Finance, Audit & Resource Committee	Trust Board
Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements up to 1 year. All contracts over 1 year to be approved by Accounting Officer/CFO. Purchase orders to be raised for all contracts.	Approval limit £9,999	Approval range limit £10,000 - £49,999	Receives recommendation to approve from CFO.	Approval limit £50,000 - £74,999	Orders for contracts over £75,000 must be authorised by the Full Trust Board. Formal European tendering rules subject to European public contract directive OJEU limit £164,176 (209,000 euros)
Leasing assets	Approval limit £9,999	Approval range £10,000 - £49,999.		Approval limit £50,000 - £74,999	All operating leases above £75,000 must be approved by the full board. EFSA prior approval is required for (1) taking any finance lease (borrowing). (2) taking a leasehold or tenancy agreement on land and building from another party for a term of 7 years or more. (3) granting a lease hold interest, including a tenancy agreement of any duration on land or building to another party.
Disposal of Assets		Authorise disposal of fixed assets excluding freehold land or buildings or heritage assets. Accountable for updating fixed asset register			The Trust Board must obtain approval from the EFSA in writing if it proposes to dispose of an asset which is freehold land or building or heritage assets.
Premises Maintenance Programme	Development and implementation of Premises Maintenance Programme Plan	Approval of the plan	Contribute to development of Premises Maintenance Programme		Receive copy of Programme as part of Academy Improvement Plan

Academy Health and Safety	Accountable	Monitoring	Appoint member with H&S responsibility Monitor & review effectiveness of H&S procedures		The Trust Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the LGB for ensuring that health and safety arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day practices
Legal Claims A legal QuickCall line is available for advice as part of the central services arranged through the Trust	Informing the CFO and CEO and act on their instructions	CEO/ CFO will oversee all legal claims. Where appropriate will take advice from HR lead	Informed. Call extraordinary meeting if appropriate		The Trust Board may instruct the CEO to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings
GDPR	Will ensure that there is Data Protection Lead in each school who will work with the central DPO, dealing with day-to-day issues in school and escalating issues to the DPO when appropriate	On behalf of the CEO/CFO, the Trust DPO should oversee and report on data protection matters localised at each Academy, such as; <ul style="list-style-type: none"> • Managing records with personal data • Maintaining records of data processing activities • Respond to subject access requests 	Make data protection a standing item on local governing body agendas that is then reported back to the board of trustees. Local governing bodies should oversee and report on data protection matters localised at their school.		The Board of Trustees should have direct oversight on centralised data protection matters, such as any centralised systems and policies. They also remain ultimately responsible for GDPR compliance across the MAT.

FINANCE

Responsibility	Principal	Accounting Officer/CFO	Local Governing Body	Finance, Audit & Resource Committee	Full Trust Board
<p>Budget Forecast</p> <p>Submission of consolidated Budget Forecast by 31 July for the following financial year including capital projects</p>	Prepare draft budget in consultation with LGB and with support of CFO during May/June in accordance with a pre-arranged timetable.	Support Principal and LGB in preparation of draft budget. Make recommendation to Finance, Audit & Resource Committee.	Consult with Principal to prepare draft budget	Review draft budget and make recommendation to Full Trust Board	<p>Will approve the consolidated Budget Forecast for the Trust including the individual academy budgets prior to submission to the ESFA by 31 July</p> <p>The draft Budget Forecast for a newly converting academy will be based on the Due Diligence Report and must be approved by the full Trust Board before the school converts to academy status and joins the Trust.</p> <p>The Trust will submit a final approved budget within 6 weeks of conversion</p>
<p>Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements up to 1 year. All contracts over 1 year to be approved by Accounting Officer/CFO. Purchase orders to be raised for all contracts.</p>	Approval limit £9,999	Approval range limit £10,000 - £49,999	Receives recommendation to approve from CFO.	Approval limit £50,000 - £74,999	<p>Orders for contracts over £75,000 must be authorised by the Full Trust Board.</p> <p>Formal European tendering rules subject to European public contract directive OJEU limit £164,176 (209,000 euros)</p>
<p>Ordering goods and services (include certification of invoices). For exceptions refer to Finance Policy.</p> <p>NB Separate protocol for Alternative Provision at Denewood and Unity Academies</p>	<p>Spending limit £9,999 within approved budget</p> <p>Principal is free to delegate budget management internally up to £1,000.</p>	Spending limit £49,999		Spending authority between £50,000 - £74,999	All spending above £75,000 will require full board approval.
<p>Approval to accept a quotation from a minimum of 3 or from a formal tendering process .</p>	Principal can approve quotation up to £9,999 as set within approved budget.	£10,000 up to a value of £49,999 (3 written quotes)		£50,000 up to a value of £75,000 – full tender procedure required	<p>All spending above £75,000 and over.</p> <p>Formal European tendering subject to European Public</p>

{if 3 quotes unobtainable then reason must be indicated and approved]	Between £1,000 - £4,999 two verbal quotes will be acceptable. Between £5,000 - £9,999 will require three written quotes will be required				Contract Directive (OIEU limit £209,000 euros (£164,176)
Authority to issue sales credit notes and write off bad debts		Up to £44,999			Over £45,000 or 1% of income, Board requires Secretary of State approval.
Authorisation of payments [BACS]		Authority to approve payment up to current BACS limit			
Related party transactions	All related party transactions must be referred to the CEO/CFO	Authority to approve transactions up to £19,999 All related party transactions must be reported through the ESFA third party transaction portal before any spending can be considered.			All related party transactions over £20,000 must be preapproved by the board before submitting to the ESFA for prior approval [excludes salaries and payment under a contract of employment].
Responsibility	Principal	Accounting Officer/CFO	Local Governing Body	Finance, Audit & Resource Committee	Full Trust Board
Pupil provision [non bought places]	Responsible for negotiation of provision, submission of detail to CEO, completion of SLA signed by commissioning school/LA.	Approval of placement			
Reporting	Responsible for providing information and assistance to CFO for reporting and monitoring purposes.	Responsible for providing monthly financial reports to the Chairperson of Trustees and all other trustees six times per year	Responsible for scrutiny of expenditure to ensure it remains within limits of this document, and to provide report to Finance, Audit & Resource committee as required.	Responsible for scrutiny of Management Accounts supplied by CFO	
Internal Audit Requirements	Responsible for providing information and	Responsible for agreeing scope of audit in		In consultation with CFO agree	Review the performance of the Trust against set

	assistance to auditors for internal audit purposes.	consultation with Finance, Audit & Resource Committee		scope of internal audit. Scrutinise reports received from Auditors and ensure concerns are addressed in timely manner. Report any concerns to Trust Board	budgets six times per year [Chairperson monthly]. As part of its review of the level of autonomy it should be granted at the first meeting in each financial year
Statutory Audit Procedures	Responsible for providing information and assistance to auditors for Statutory audit purposes.	Organisation of Statutory Audit activities.		Responsible for approving External Auditor.	THE MEMBERS WILL SIGN OFF THE ACCOUNTS.