



Date	Revision Amendment Details	By whom
Feb 2017	FD and CEO updated financial delegation	Hugh Greenway
March 2017	Adopted by TEFAT Board	Trustees
July 2017	HR Director, Head of Governance and Policy and CEO reviewed whole document incorporating outputs from governance consultation	Jem Shuttleworth
September 2017	Amendments approved by Ops Group	Ops Group
October 2017	Adopted by TEFAT Board	Trustees
December 2018	Review by Ops Group of whole document. New format incorporating additional content to address requirements of the AFH, GDPR, ongoing development of policy and ever improving ways of working	Ops Group
December 2018	Submitted to TEFAT Board for approval and approved	Jem Shuttleworth
May 2020	Covid-19 applicable version submitted to TEFAT Board for approval	Jem Shuttleworth
	<p>This Scheme of Delegation sets out the delegated powers between Members, Trustees, Board Committees, CEO/CAO, Ops Group and Exec / Principal in the governance and operation of the Multi Academy Trust and academies during the Covid-19 public health emergency. Local governance has been suspended until such time as all academies are fully reopened and all accountability measures are reinstigated.</p>	
	The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation.	
	A 'tick' indicates where the delegated power for that specific task sits. An 'R' indicates where a recommendation may be made.	
	The delegated autonomy for individual academies is aligned with the need for the Trust to fulfill its corporate responsibilities and accountabilities to the DfE, ESFA, Charities Commission, HMRC and Companies House.	
	The Scheme of Delegation should be read in conjunction with the current Terms of Reference: TEFAT Board, Committees and Groups.	
	Whilst the Scheme of Delegation is designed to be comprehensive it will not cover every task.	
	The Trust Board approves the majority of policy on behalf of all academies in the Trust other than where this is specifically delegated to another body, namely the Operations Group for updates to existing policy. For the duration of Covid-19 public health emergency approval of Covid-19 specific policies sits with the Operations Group with policies made available to trustees for review.	
	By exception there may be policies that academies determine locally. These will always be identified as 'locally owned'. However no such locally owned policy can contradict an overarching Trust wide and applicable policy. Over time those policies which are best determined locally will be indicated as being so on the Elliot Foundation website.	

Governance	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB suspended	Principal
Approve Trust's Articles of Association	<input checked="" type="checkbox"/>						
Appoint/dismiss Trustees	<input checked="" type="checkbox"/>						
Review effectiveness of board in line with charitable objects	<input checked="" type="checkbox"/>						
Appoint external auditors	<input checked="" type="checkbox"/>						
Approve Trust's Terms of Reference		<input checked="" type="checkbox"/>					
Approve Trust's Scheme of Delegation		<input checked="" type="checkbox"/>					
Approve new academies joining the Trust		<input checked="" type="checkbox"/>					
Establish Trust committees		<input checked="" type="checkbox"/>					
Approve Trust committees' terms of reference		<input checked="" type="checkbox"/>					
Approve Local Governing Body (LGB) terms of reference		<input checked="" type="checkbox"/>					
Establish LGB committees					<input checked="" type="checkbox"/>		
Appoint Chair of Trust Board		<input checked="" type="checkbox"/>					
Appoint CEO/AO		<input checked="" type="checkbox"/>					
Appoint and remove Chair of LGB					<input checked="" type="checkbox"/>		
Appoint and remove Vice-Chair of LGB					<input checked="" type="checkbox"/>		
Appoint and remove 7 Foundation Governors to LGB					<input checked="" type="checkbox"/>		
Suspend LGB and govern academy from Ops Group				<input checked="" type="checkbox"/>	R		
Appoint and remove Chairs of Trust committees		<input checked="" type="checkbox"/>					
Appoint and remove members of Trust committees		<input checked="" type="checkbox"/>					
Appoint and remove Company Secretary		<input checked="" type="checkbox"/>					
Appoint and remove clerk to Trust board		<input checked="" type="checkbox"/>					
Appoint and remove clerk to LGB							
Organise calendar of Trust board		<input checked="" type="checkbox"/>			R		
Organise calendar of LGB							R
To maintain a register of directors' interests		<input checked="" type="checkbox"/>					
To maintain a register of governors' interests							
To approve Trust wide policies other than where this is specifically delegated to another body		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
To approve locally owned policies only where specifically delegated so to do					<input checked="" type="checkbox"/>		R

Education	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB suspended	Principal
Set Trust performance targets		<input checked="" type="checkbox"/>	R by Academic Board				
Set academy performance targets					<input checked="" type="checkbox"/>		
Academy performance review (e.g. SSE)					<input checked="" type="checkbox"/>		
Principal performance management					<input checked="" type="checkbox"/>		
Academy 3 year priority plan					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Academy 1 year development plan					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Academy curriculum					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Approach to teaching and learning					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Academy entering or exiting The Team Around the Academy Programme					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ensure adherence to statutory guidance for those with legal responsibilities in relation to exclusions		<input checked="" type="checkbox"/>					
Fixed Term Exclusion							<input checked="" type="checkbox"/>
Permanent Exclusion							<input checked="" type="checkbox"/>
Panel Hearing to consider Permanent Exclusion					<input checked="" type="checkbox"/>		
Behaviour Policy - locally owned					<input checked="" type="checkbox"/>		R

Safeguarding	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB suspended	Principal
Appoint a named safeguarding link trustee		<input checked="" type="checkbox"/>					
Ensure TEFAT has centrally appointed and appropriately trained designated safeguarding lead (DSL) and deputy DSL				<input checked="" type="checkbox"/>			
Ensure a TEFAT safeguarding policy is in place in line with statutory guidance		<input checked="" type="checkbox"/>					
Ensure academy safeguarding compliance - including adherence to locally owned academy safeguarding policy and other related policies such as: behaviour, lock down procedures etc					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ensure academy safeguarding audits are completed annually					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Completion of all statutory safer recruitment checks, including the completion and maintenance of academy owned TEFAT single central register					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Completion of all statutory safer recruitment checks, including the completion and maintenance of central team TEFAT single central register					<input checked="" type="checkbox"/>		
Ensure TEFAT central team safeguarding compliance					<input checked="" type="checkbox"/>		
Ensure each academy has appropriately trained designated safeguarding lead (DSL) and deputy DSL					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ensure academy staff receive all statutory safeguarding training					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ensure TEFAT central team staff receive all statutory safeguarding training.					<input checked="" type="checkbox"/>		
Ensure that child protection records are well organised and held/ shared securely							<input checked="" type="checkbox"/>
Ensure allegations made against TEFAT central staff are dealt with in accordance with TEFAT Procedure for dealing with allegations against a member of staff				<input checked="" type="checkbox"/>			
Ensure allegations made against academy staff and volunteers are dealt with in accordance with TEFAT Procedure for dealing with allegations against a member of staff							<input checked="" type="checkbox"/>
Escalate safeguarding concerns regarding insufficient LA action taken to TEFAT Regional Directors							<input checked="" type="checkbox"/>

Finance and financial control	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB suspended	Principal
Trust & Academy Financial Policies & Procedures (set out in Finance Manual)		<input checked="" type="checkbox"/>					
Trust 3 year Budget Plan			<input checked="" type="checkbox"/>				
Trust 1 year Budget			<input checked="" type="checkbox"/>				
Trust Consolidated Financial Statements		<input checked="" type="checkbox"/>					
Trustees' Report		<input checked="" type="checkbox"/>					
Response to Auditor's Management Letter				<input checked="" type="checkbox"/>			
Academy 3 year Budget Plan			<input checked="" type="checkbox"/>				
Academy 1 year Budget			<input checked="" type="checkbox"/>				
Expenditure or contracts up to Exec Principal / Principal limit							<input checked="" type="checkbox"/>
Expenditure or contracts from Exec Principal / Principal limit to LGB limit (c.f. Finance Regulations)					<input checked="" type="checkbox"/>		
Expenditure or contracts from LGB Limit to OJEU limit					<input checked="" type="checkbox"/>		
Expenditure over OJEU limit			<input checked="" type="checkbox"/>				
Disposals or write off of stock, assets or debts up to Exec Principal / Principal limit							<input checked="" type="checkbox"/>
Disposals or write off of stock, assets or debts from Exec Principal / Principal limit to LGB limit					<input checked="" type="checkbox"/>		
Disposals or write off of stock, assets or debts from LGB Limit up to AFH limit					<input checked="" type="checkbox"/>		
Compensation payments up to £50,000 (AFH Limit)				CEO and Chair of Trust Board			
Compensation payments over £50,000 - Secretary of State permission required		<input checked="" type="checkbox"/>					

Admissions and Academy operation	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB suspended	Principal
To adopt a Trust wide Admissions Policy		<input checked="" type="checkbox"/>					
To provide oversight of and support of the implementation of the admission arrangements across the Trust					<input checked="" type="checkbox"/>		
To undertake at a local level consultation, publish admissions and determine arrangements as required in accordance with the Schools Admissions and Appeals Codes							<input checked="" type="checkbox"/>
To make arrangements at a local level for determining admissions and hearing admission appeals							<input checked="" type="checkbox"/>
Expansion or reduction of academy Published Admission Number		<input checked="" type="checkbox"/>					
Change of Age range - ESFA approval required		<input checked="" type="checkbox"/>					
Extension of Academy provision to include Nursery age children - ESFA approval required		<input checked="" type="checkbox"/>					
Academy times, terms and holidays					<input checked="" type="checkbox"/>		
Academy prospectus							<input checked="" type="checkbox"/>
Academy website							<input checked="" type="checkbox"/>
Academy logo and branding							<input checked="" type="checkbox"/>
Academy uniform							<input checked="" type="checkbox"/>
Complaints Policy - Trust wide		<input checked="" type="checkbox"/>					
Hearing Complaints - Stage One heard by a member of school staff							
Hearing Complaints - Stage Two heard by Principal							<input checked="" type="checkbox"/>
Hearing Complaints - Stage Three heard by LGB Complaint Panel					<input checked="" type="checkbox"/>		

GDPR compliance	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB suspended	Principal
To adopt data protection policies and procedures to cover the requirement to notify individuals as to how information is to be used, retained and stored		<input checked="" type="checkbox"/>					
To ensure registration with the Information Commissioners Office is up to date					<input checked="" type="checkbox"/>		
To ensure and support compliance with all data protection policies and procedures across the Trust					<input checked="" type="checkbox"/>		
To ensure the effective implementation of data protection policies and procedures at a local level							<input checked="" type="checkbox"/>
To maintain accurate and secure pupil records							<input checked="" type="checkbox"/>
To maintain accurate and secure academy staff records							<input checked="" type="checkbox"/>
To maintain accurate and secure central team staff records					<input checked="" type="checkbox"/>		

Health and Safety and Estates	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB suspended	Principal
Trust capital strategy		☑			R		
Health and Safety policy		☑					
Health and Safety compliance		☑					
Short term lease arrangements (exclusive use not sessional lettings)		☑					
Leases to third parties of 7 years or more - ESFA Approval required		☑					

Risk	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB suspended	Principal
Trust Risk Management Statement		<input checked="" type="checkbox"/>					
Pre conversion due diligence					<input checked="" type="checkbox"/>		
Maintenance of Trust risk register					<input checked="" type="checkbox"/>		
Maintenance of Academy Risk Register (see note in risk statement)							<input checked="" type="checkbox"/>