


| | |  |
|----------------|--|---|
| 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 Trust 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 | Approved by Trust Board | Jem Shuttleworth |
| May 2020 | Covid-19 applicable version approved by Trust Board | Jem Shuttleworth |
| September 2021 | Approved by Trust Board | Jem Shuttleworth |
| | The Board of Trustees has considered carefully how they will exercise their governance and oversight through both executive and non-executive channels and how the two fit together. | |
| | The Scheme of Delegation sets out the delegated powers between Members, Trustees, Board Committees, CEO/CAO, Ops Group, Exec / Principal and Community Councils in the governance and operation of the Multi Academy Trust and academies. This approach supports effective working, ensuring checks and balances but avoiding duplication at different levels, and delivering good two-way communications. | |
| | 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 a recommendation, made by an authoritative body, as to the best course of action and must be considered by the determining body | |
| | An 'A' indicates an advisory contribution offered with regard to prudent future action and should be considered by the determining body | |
| | 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; Elliot Plain English Governance and Community Council Terms of Reference. | |
| | Whilst the Scheme of Delegation is designed to be comprehensive it will not cover every task. If there are any questions or queries regarding this document or where responsibility sits for any proposed action please contact the Legal and Governance Director. | |

| Governance | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Exec/Principal |
|---|---------|----------|------------------|--------|-----------|-------------------|----------------|
| Approve Trust's Articles of Association | ✓ | | | | | | |
| Appoint/dismiss Trustees | ✓ | | | | | | |
| Review effectiveness of board in line with charitable objects | ✓ | | | | | | |
| Appoint external auditors | ✓ | R | | | | | |
| Determine the Trust's overall vision, ethos and strategic direction | | ✓ | | R | R | | |
| Ensure that the Trust manages its business to support wider community aims | | ✓ | | | | | |
| Approve Trust's Terms of Reference: TEFAT Board, Committees and Groups | | ✓ | R | R | | | |
| Approve Trust's Scheme of Delegation | | ✓ | | R | | | |
| Approve new academies joining the Trust | | ✓ | | | R | | |
| Establish Trust committees | | ✓ | | | | | |
| Approve Community Council (CC) terms of reference | | ✓ | | | | | |
| Establish CC in each academy / federation as applicable | | | | | ✓ | | |
| Appoint Chair of Trust Board | | ✓ | | | | | |
| Appoint CEO/AO | | ✓ | | | | | |
| Appoint and remove Chair of Community Council | | ✓ | | | R | | |
| Appoint and remove Councillors to Community Councils where not elected | | | | | ✓ | | |
| Appoint link Councillors to focus areas | | | | | | ✓ | |
| Suspend Community Council and govern academy from Ops Group | | | | ✓ | R | | |
| Appoint and remove Chairs of Trust committees | | ✓ | | | | | |
| Appoint and remove members of Trust committees | | ✓ | | | | | |
| Appoint a named link trustee for governance | | ✓ | | | | | |
| Appoint and remove Company Secretary | | ✓ | | | | | |
| Appoint and remove governance professional to Trust board | | ✓ | | | | | |
| Appoint and remove clerking support to Community Council | | | | | | ✓ | R |
| Organise calendar of Trust board | | ✓ | | | | | |
| Organise calendar of Community Council | | | | | | ✓ | R |
| To maintain a register of directors' interests | | ✓ | | | | | |
| To maintain a register of councillor's interests | | | | | | ✓ | |
| To approve and thereby adopt new Trust wide policies | | ✓ | | | | | |
| To approve statutory updates and required revisions to existing Trust wide policies | | | | | ✓ | | |
| To adopt statutory updates and required revisions to existing Trust wide policies | | ✓ | | | | | |
| To approve locally owned policy templates for academy adoption | | ✓ | | | | | |
| To adopt and implement locally owned policy templates | | | | | | | ✓ |

| Education | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Exec/Principal |
|---|---------|-------------------------------------|-------------------------------------|--------|-------------------------------------|-------------------|-------------------------------------|
| Approve the Trust Education Plan including Trust performance targets | | <input checked="" type="checkbox"/> | R by Academic Board | | | | |
| Appoint a named link trustee for SEND | | <input checked="" type="checkbox"/> | | | | | |
| Determine the criteria and process for an academy to enter or exit The Team Around the Academy support programme | | | <input checked="" type="checkbox"/> | R | | | |
| Determine each individual academy's vision, ethos and strategic direction | | | | | | A | <input checked="" type="checkbox"/> |
| Create and monitor the academy 3 year priority plan | | | | | <input checked="" type="checkbox"/> | A | <input checked="" type="checkbox"/> |
| Create and monitor the academy 1 year development plan to include agreed academy performance indicators | | | | | <input checked="" type="checkbox"/> | A | <input checked="" type="checkbox"/> |
| Set an inspiring academy curriculum which aligns with the Trust's vision and values | | | | | <input checked="" type="checkbox"/> | A | <input checked="" type="checkbox"/> |
| Ensure that the academy curriculum either aligns with the National Curriculum or is as ambitious in scope and aspiration as the National Curriculum | | | | | <input checked="" type="checkbox"/> | A | <input checked="" type="checkbox"/> |
| Agree and implement the Trust-wide requirements for summative assessment | | | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Ensure that the academy delivers remote education in line with the statutory duty | | | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Monitor and support compliance with the duty to provide remote education | | | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Allocate and monitor the impact on pupil outcomes of additional funding | | | | | <input checked="" type="checkbox"/> | A | <input checked="" type="checkbox"/> |

| Safeguarding | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Exec/Principal |
|---|---------|----------|------------------|--------|-----------|-------------------|----------------|
| Ensure a Trust wide Safeguarding and Child Protection Policy is in place in compliance with statutory guidance | | ☑ | | | | | |
| Appoint a named link trustee for safeguarding | | ☑ | | | | | |
| Complete and maintain a Single Central Record (SCR) including compliance checks for TEFAT central team employees and Trustee Board | | | | ☑ | | | |
| Complete and maintain a Single Central Record (SCR) including compliance checks for TEFAT academy employees and Community Council members | | | | | | | ☑ |
| Ensure the Trust has centrally appointed and appropriately trained designated safeguarding lead (DSL) including LAC/CLA and Post LAC/ Care-experienced and a centrally appointed deputy DSL | | | | ☑ | | | |
| Ensure all linked safeguarding policies are in place in each academy and are compliant with statutory guidance e.g. behaviour, SEND, RHE, PSHE | | | | | ☑ | | ☑ |
| Ensure an annual academy safeguarding audit is completed | | | | | ☑ | | ☑ |
| Ensure each academy has appropriately trained designated safeguarding lead (DSL) and deputy DSL | | | | | | | ☑ |
| Ensure each academy has a Designated Teacher LAC/CLA and Post LAC/Care-experienced | | | | | | | ☑ |
| Ensure academy staff receive regular and appropriate safeguarding training | | | | | | | ☑ |
| Ensure Trust central team staff and the Trustee Board members receive regular and appropriate safeguarding training. | | | | | ☑ | | |
| Ensure that child protection records are well organised and held/ shared securely | | | | | | | ☑ |
| Ensure allegations made against Trust central staff and/or Trustee Board members are dealt with in accordance with Trust policy for dealing with allegations against a member of staff | | | | ☑ | | | |
| Ensure allegations made against academy staff and any adult (e.g. volunteers, supply staff, contractors and visitors etc) are dealt with in accordance with Trust policy for dealing with allegations against a member of staff | | | | | | | ☑ |
| Ensure safeguarding concerns are escalated in line with LA escalation guidance following inadequate or insufficient action taken by services to safeguarding children | | | | | | | ☑ |
| Ensure internet filters and monitoring procedures are in place | | | | | ☑ | | ☑ |

| Staffing and employment | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Executive Principal (where applicable) | Principal |
|--|---------|----------|------------------|--------|-----------|-------------------|--|-----------|
| Trust pay policy | | ☑ | | | | | | |
| Teachers' annual cost of living pay award | | ☑ | | | | | | |
| Support staff annual cost of living pay award | | ☑ | | | | | | |
| Approval of annual staffing structure | | | | | ☑ | | R | |
| Determination of appropriate salary ranges for executive posts (CEO and Trust Officers) | | | ☑ | | | | | |
| Determination of appropriate salary ranges for all non-executive central posts | | | | ☑ | | | | |
| Determination of appropriate salary ranges for Executive Principal and Principal posts | | | | | ☑ | | | |
| Determination of appropriate salary ranges for all other academy based leadership posts | | | | | | | | ☑ |
| Determination of appropriate salary ranges for all non-leadership academy based posts | | | | | | | ☑ | ☑ |
| Approval of executive (CEO and Trust Officers) exceptional pay awards | | | ☑ | | | | | |
| Approval of Executive Principal and Principal exceptional pay awards | | | | | ☑ | | | |
| Approval of all other academy based teaching staff exceptional pay awards | | | | | ☑ | | | |
| Changes to principle terms and conditions of employment or collective agreements | | ☑ | | | | | | |
| Adoption of transferring policies and collective agreements | | ☑ | | | | | | |
| Approval of Trust wide HR policies other than where this is specifically delegated to another body | | ☑ | | | | | | |
| Appointment of CEO | | ☑ | | | | | | |
| Appointment of central posts | | | | ☑ | | | | |
| Appointment of Executive Principal and Principal posts | | | | | ☑ | | | |
| Appointment of academy leadership posts | | | | | | | ☑ | ☑ |
| Appointment of all other academy posts | | | | | | | ☑ | ☑ |
| Suspension of CEO | | ☑ | | | | | | |
| Disciplinary action, up to and including dismissal, of CEO | | ☑ | | | | | | |
| Appeal against disciplinary action, up to and including dismissal, of CEO | | ☑ | | | | | | |
| Suspension of Trust Officers | | | | ☑ | | | | |
| Disciplinary action, up to and including dismissal, of Trust Officers | | | | ☑ | | | | |
| Appeal against disciplinary action, up to and including dismissal, of Trust Officers | | ☑ | | | | | | |
| Suspension of Executive Principals and Principals | | | | | ☑ | | | |
| Disciplinary action, up to and including dismissal, of Executive Principals and Principals | | | | | ☑ | | | |
| Appeal against disciplinary action, up to and including dismissal, of Executive Principals and Principals | | ☑ | | | | | | |
| Suspension of academy staff** | | | | | | | ☑ | ☑ |
| Disciplinary action, up to and including dismissal, of academy staff* | | | | | | | ☑ | ☑ |
| Appeal against disciplinary action, up to and including dismissal, of academy staff* | | | | | ☑ | | | |
| All other management action in relation to the employment of the CEO | | ☑ | | | | | | |
| All other management action in relation to the employment of the Trust Officers | | | | ☑ | | | | |
| All other management action in relation to the employment of the non-executive central staff | | | | | ☑ | | | |
| All other management action in relation to the employment of the Executive Principals and Principals | | | | | ☑ | | | |
| All other management action in relation to the employment of the academy based staff* | | | | | | | ☑ | ☑ |
| <i>delegated authority can be escalated to other stakeholders in accordance with Trust Policy</i> | | | | | | | | |
| <i>* the Trust reserve the right to appoint an Executive Principal, Principal, Ops Group member or representative of the Board of Trustees as the 3rd member of this panel</i> | | | | | | | | |

| Finance and financial control | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Principal | ESFA |
|--|---------|-------------------------------------|-------------------------------------|-------------------------------------|---|-------------------|-------------------------------------|-------------------------------------|
| Trust & Academy Financial Policies & Procedures (set out in Finance Manual) | | <input checked="" type="checkbox"/> | R | | | | | |
| Trust 3 year Budget Plan | | | <input checked="" type="checkbox"/> | | | | | |
| Trust 1 year Budget | | <input checked="" type="checkbox"/> | | R | | | | |
| Trust Consolidated Financial Statements | | <input checked="" type="checkbox"/> | | | | | | |
| Trustees' Report | | <input checked="" type="checkbox"/> | | R | | | | |
| 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"/> | | | | | R | |
| Amendments to approved budgets - (above £5k and/or where would move reserves to deficit) | | | <input checked="" type="checkbox"/> | | | | R | |
| Expenditure or contracts up to Exec Principal / Principal limit (£10k) | | | | | | | <input checked="" type="checkbox"/> | |
| Expenditure or contracts from Exec Principal / Principal limit to Ops Group limit (c.f. Finance Regulations) (£10k-£50k) | | | | | <input checked="" type="checkbox"/> | | | |
| Expenditure or contracts from Ops Group Limit (£50k+) | | | <input checked="" type="checkbox"/> | | | | | |
| Disposals or write off of stock, assets or debts up to Exec Principal / Principal limit (£3k) | | | | | R - FD | | <input checked="" type="checkbox"/> | |
| Disposals or write off of stock, assets or debts from Exec Principal / Principal limit to Ops Group limit (£10k) | | | | | <input checked="" type="checkbox"/> | | R | |
| Disposals or write off of stock, assets or debts from Ops Group Limit up to ATH limit (£10k - £45k) | | | <input checked="" type="checkbox"/> | | R | | R | |
| Disposals or write off of stock, assets or debts over ATH limit (£45k per transaction £250k cumulatively) | | R | | | R | | R | <input checked="" type="checkbox"/> |
| Compensation payments up to £50,000 (ATH Limit) | | | | CEO and Chair of Trust Board | | | | |
| Compensation payments over £50,000 - Secretary of State permission required if non-contractual | | R | | R | | | | <input checked="" type="checkbox"/> |
| Ex Gratia Payments | | R | | R | | | | <input checked="" type="checkbox"/> |
| Bank payment run approval (under £25k) | | | | | Two central finance staff | | Sign payrun | |
| Bank payment run approval (£25k-£100k) | | | | | One director plus one central finance staff | | Sign payrun | |
| Bank payment run approval (over £100k) | | | | | Two directors | | Sign payrun | |
| Borrowing | | | <input checked="" type="checkbox"/> | | R | | | <input checked="" type="checkbox"/> |
| Novel, contentious and/or repercussive transactions | | | <input checked="" type="checkbox"/> | | R | | | <input checked="" type="checkbox"/> |
| Acquiring/disposing of a freehold in land or buildings | | R | | | | | | <input checked="" type="checkbox"/> |
| Entering into an operating lease | | | | | <input checked="" type="checkbox"/> | | R | |
| Entering into a finance lease | | | R | | | | R | <input checked="" type="checkbox"/> |
| Leasing land or buildings for 7 years or more | | | R | | R | | | <input checked="" type="checkbox"/> |
| Granting a lease on land and buildings | | | R | | R | | | <input checked="" type="checkbox"/> |
| Related party transactions | | | R | | R | | | <input checked="" type="checkbox"/> |

| | Access to Education and Academy operation | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Principal |
|--|---|---------|--------------|------------------|--------|--------------|-------------------|-----------|
| | To approve annually the Trust wide Admissions Policies | | ✓ | | | | | |
| | To provide oversight of and support of the implementation of the admission arrangements across the Trust | | | | | ✓ | | |
| | To undertake at a local level consultation, publish admissions and determine arrangements as required in accordance with the Schools Admissions and Appeals Codes | | | | | | | ✓ |
| | To make arrangements at a local level for determining admissions and hearing admission appeals | | | | | | | ✓ |
| | Expansion or reduction of academy Published Admission Number | | ✓ | | | R | | |
| | Change of Age range - ESFA approval required | | ✓ | | | R | | |
| | Extension of Academy provision to include Nursery age children - ESFA approval required | | ✓ | | | R | | |
| | Extension of Academy provision to include specialist provision (ARP/SRP) - ESFA approval required | | ✓ | | | R | | |
| | Change from presumption of mainstream full day so as to better support vulnerable learners (part time timetables, nurture, internal base approach) | | | | | ✓ | | R |
| | Ensure adherence to statutory guidance in relation to access to education requirements | | ✓ | | | R | | |
| | Fixed Term Suspension / Exclusion | | | | | A | | ✓ |
| | Permanent Exclusion | | | | | A | | ✓ |
| | Panel Hearing to consider Permanent Exclusion | | Panel member | | | Panel member | Panel member | |
| | Ensure a Trust Concerns and Complaints Policy is in place in line with statutory guidance | | ✓ | | | | | |
| | Hearing Complaints - Stage One heard by a member of school staff | | | | | | | |
| | Hearing Complaints - Stage Two heard by Principal | | | | | | | ✓ |
| | Hearing Complaints - Stage Three heard by Complaint Panel (to include +1 independent panel member) | | | | | Panel member | Panel member | |
| | Academy website | | | | | | A | ✓ |
| | Academy logo and branding | | | | | | A | ✓ |
| | Academy uniform | | | | | | A | ✓ |

| GDPR compliance | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Principal |
|--|---------|----------|------------------|--------|-----------|-------------------|-----------|
| To approve data protection policies and procedures to cover the requirement to notify individuals as to how information is to be used, retained and stored | | ☑ | | | | | |
| To ensure registration with the Information Commissioners Office is up to date | | | | | ☑ | | |
| To ensure and support compliance with all data protection policies and procedures across the Trust | | | | | ☑ | | |
| To ensure the effective implementation of data protection policies and procedures at a local level | | | | | | | ☑ |
| To maintain accurate and secure pupil records | | | | | | | ☑ |
| To maintain accurate and secure academy staff records | | | | | | | ☑ |
| To maintain accurate and secure central team staff records | | | | | ☑ | | |

| Health and Safety and Estates | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Principal |
|--|---------|-------------------------------------|-------------------------------------|--------|-----------|-------------------|-----------|
| To approve the Trust capital strategy | | <input checked="" type="checkbox"/> | | | R | | |
| To approve the Trust wide Health and Safety policy | | <input checked="" type="checkbox"/> | | | | | |
| Health and Safety compliance | | | <input checked="" type="checkbox"/> | | | | |

| Risk | Members | Trustees | Board committees | CEO/AO | Ops Group | Community Council | Principal |
|---|---------|-------------------------------------|------------------|--------|-------------------------------------|-------------------|-------------------------------------|
| Trust Risk Management Statement | | <input checked="" type="checkbox"/> | R | | | | |
| Pre conversion due dilligence | | | | | <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"/> |