

		
Date	Revision Amendement 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	Trustees
May 2020	Covid-19 applicable version approved by Trust Board	Trustees
September 2021	Approved by Trust Board	Trustees
October 2023	Reviewed with no changes proposed and subsequently approved by Trust Board	Jem Shuttleworth and Trustees
	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	<input checked="" type="checkbox"/>						
Appoint/dismiss Trustees	<input checked="" type="checkbox"/>						
Review effectiveness of board in line with charitable objects	<input type="checkbox"/>						
Appoint external auditors	<input checked="" type="checkbox"/>	R					
Determine the Trust's overall vision, ethos and strategic direction		<input checked="" type="checkbox"/>		R	R		
Ensure that the Trust manages its business to support wider community aims		<input checked="" type="checkbox"/>					
Approve Trust's Terms of Reference: TEFAT Board, Committees and Groups		<input checked="" type="checkbox"/>	R	R			
Approve Trust's Scheme of Delegation		<input checked="" type="checkbox"/>		R			
Approve new academies joining the Trust		<input checked="" type="checkbox"/>			R		
Establish Trust committees		<input checked="" type="checkbox"/>					
Approve Community Council (CC) terms of reference		<input checked="" type="checkbox"/>					
Establish CC in each academy / federation as applicable					<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 Community Council		<input checked="" type="checkbox"/>			R		
Appoint and remove Councillors to Community Councils where not elected					<input checked="" type="checkbox"/>		
Appoint link Councillors to focus areas						<input checked="" type="checkbox"/>	
Suspend Community Council 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 a named link trustee for governance		<input checked="" type="checkbox"/>					
Appoint and remove Company Secretary		<input checked="" type="checkbox"/>					
Appoint and remove governance professional to Trust board		<input checked="" type="checkbox"/>					
Appoint and remove clerking support to Community Council						<input checked="" type="checkbox"/>	R
Organise calendar of Trust board		<input checked="" type="checkbox"/>					
Organise calendar of Community Council						<input checked="" type="checkbox"/>	R
To maintain a register of directors' interests		<input checked="" type="checkbox"/>					
To maintain a register of councillor's interests						<input checked="" type="checkbox"/>	
To approve and thereby adopt new Trust wide policies		<input checked="" type="checkbox"/>					
To approve statutory updates and required revisions to existing Trust wide policies					<input checked="" type="checkbox"/>		
To adopt statutory updates and required revisions to existing Trust wide policies		<input checked="" type="checkbox"/>					
To approve locally owned policy templates for academy adoption		<input checked="" type="checkbox"/>					
To adopt and implement locally owned policy templates							<input checked="" type="checkbox"/>

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)		✓	R					
Trust 3 year Budget Plan			✓					
Trust 1 year Budget		✓		R				
Trust Consolidated Financial Statements		✓						
Trustees' Report		✓		R				
Response to Auditor's Management Letter				✓				
Academy 3 year Budget Plan			✓					
Academy 1 year Budget		✓					R	
Amendments to approved budgets - (above £5k and/or where would move reserves to deficit)			✓				R	
Expenditure or contracts up to Exec Principal / Principal limit (£10k)							✓	
Expenditure or contracts from Exec Principal / Principal limit to Ops Group limit (c.f. Finance Regulations) (£10k-£50k)					✓			
Expenditure or contracts from Ops Group Limit (£50k+)			✓					
Disposals or write off of stock, assets or debts up to Exec Principal / Principal limit (£3k)					R - FD		✓	
Disposals or write off of stock, assets or debts from Exec Principal / Principal limit to Ops Group limit (£10k)					✓		R	
Disposals or write off of stock, assets or debts from Ops Group Limit up to ATH limit (£10k - £45k)			✓		R		R	
Disposals or write off of stock, assets or debts over ATH limit (£45k per transaction £250k cumulatively)		R			R		R	✓
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				✓
Ex Gratia Payments		R		R				✓
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			✓		R			✓
Novel, contentious and/or repercussive transactions			✓		R			✓
Acquiring/disposing of a freehold in land or buildings		R						✓
Entering into an operating lease					✓		R	
Entering into a finance lease			R				R	✓
Leasing land or buildings for 7 years or more			R		R			✓
Granting a lease on land and buildings			R		R			✓
Related party transactions			R		R			✓

	Members	Trustees	Board committees	CEO/AO	Ops Group	Community Council	Principal
Access to Education and Academy operation							
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"/>