

		
Date	Revision Amendment Details	By whom
March 2017	Adopted by Trust Board	Trustees
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	Adopted by Trust Board	Trustees
May 2020	Covid-19 applicable version adopted by Trust Board	Trustees
September 2021	Adopted by Trust Board	Trustees
October 2023	Reviewed with no changes proposed and subsequently adopted by Trust Board	Jem Shuttleworth and Trustees
October 2024	Adopted by Trust Board	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, SEND 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	✓	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				
Hold the CEO and Ops Group to account for the educational performance of schools across the Trust		<input checked="" type="checkbox"/>					
Accountable for the attainment and progress of disadvantaged pupils who attract the pupil premium and any other targeted payments.		<input checked="" type="checkbox"/>					
Appoint a named link trustee for SEND		<input checked="" type="checkbox"/>					
Hold schools accountable for educational outcomes and improvement					<input checked="" type="checkbox"/>		
Responsible for monitoring overall school performance, including pupil progress and attainment					<input checked="" type="checkbox"/>		
Responsible for monitoring progress and attainment of different groups of pupils (including but not limited to pupil premium and others facing financial disadvantage, special educational needs and disability, looked after children, different ethnic groups with English as an Additional Language, most able pupils).					<input checked="" type="checkbox"/>		
Determine the criteria and process for an academy to enter or exit GR+ support programme			<input checked="" type="checkbox"/>	R			
Determine each individual academy's vision, ethos and overall strategic direction					R	A	<input checked="" type="checkbox"/>
Responsible for the accurate self-evaluation of the school, its strengths and weaknesses and for implementing a development plan to improve and develop based on the evaluation					R		<input checked="" type="checkbox"/>
To have a detailed understanding of pupils' attainment and progress (and the attainment and progress of specific groups), underpinned by sound evidence (including at individual pupil level)					R		<input checked="" type="checkbox"/>
To ensure appropriate action is taken in a timely, consistent and strategic way to address areas of weakness and improve academic performance and monitor the impact of those actions					R		<input checked="" type="checkbox"/>
Set an inspiring academy curriculum which aligns with the Trust's vision and values					R	A	<input checked="" type="checkbox"/>
To be responsible for ensuring all groups of pupils, particularly SEND and disadvantaged pupils, have access to an inspiring curriculum.					R		<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	Exec/Principal	ESFA
Trust & Academy Financial Policies & Procedures		<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"/>	R					
Trustees' Report		<input checked="" type="checkbox"/>	R	R				
Response to Auditor's Management Letter			R	<input checked="" type="checkbox"/>				
Academy 3 year Budget Plan			<input checked="" type="checkbox"/>					
Academy 1 year Budget		<input checked="" type="checkbox"/>	R				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"/>		R			
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 (ESFA allowed item)			R		<input checked="" type="checkbox"/>		R	
Entering into a finance lease (ESFA disallowed item)			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	Exec/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		
Expansion or reduction of places available through SLAs for formal resource base provisions					☑		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 (nurture, internal base approach)					☑		R
Ensure adherence to statutory guidance in relation to access to education requirements		☑			R		
Fixed Term Suspension					A		☑
Permanent Exclusion					A		☑
Panel Hearing to consider a suspension which is between the 6th and 15th days of suspension in any one term		Panel member x2			Panel member		
Panel Hearing to consider Permanent Exclusion		Panel member x2			Panel member		
Ensure a Trust Concerns and Complaints Policy is in place in line with statutory guidance		☑					
Receive and where appropriate investigate complaints about the CEO		☑					
Receive and pass on to the relevant Ops Group member complaints from Ofsted, DfE, LA and similar bodies		☑					
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 calendar, opening times and INSET days					☑		R
Academy website content and compliance						A	☑
Academy logo and branding						A	☑
Academy uniform						A	☑

GDPR compliance	Members	Trustees	Board committees	CEO/AO	Ops Group	Community Council	Exec/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	Exec/Principal
Form the corporate body and serve as the employer under the H&S at Work Act 1974		☑					
Appoint a competent H&S professional to develop H&S policies and monitor performance				☑			
To approve the Trust capital strategy		☑			R		
To approve the Trust Health and Safety policy		☑					
To provide H&S support to all schools and Head Office					☑		
To hold schools accountable for H&S expectations					☑		
To be accountable for H&S performance within the school					R		☑
To be responsible for the implementation of H&S policies and for statutory compliance					R		☑
To ensure that all staff within their school have received sufficient training, information, instruction and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner							☑
To monitor compliance with statutory regulations relating to premises and accommodation					☑		
To be responsible for the maintenance of the school and facilities, with support from the central team					R		☑

Risk	Members	Trustees	Board committees	CEO/AO	Ops Group	Community Council	Exec/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"/>