


The Elliot Foundation Academies Trust - Scheme of Delegation		
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	Jem Shuttleworth
	The Scheme of Delegation sets out the delegated powers between Members, Trustees, Board Committees, CEO/CAO, Ops Group, LGB and Exec / Principal in the governance and operation of the Multi Academy Trust and academies.	
	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, EFSA, Charities Commission, HMRC and Companies House.	
	The Scheme of Delegation should be read in conjunction with the Terms of Reference: TEFAT Board, Committees and Groups Oct 2018.	
	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. Where the Trust Board has approved a policy there is no requirement for an LGB to also approve. At a local level the LGB needs to be aware of these policies and implement them.	
	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. If in the meantime an LGB is unsure then please contact the Director of Governance and Policy who will advise.	

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

Education	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB	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"/>	R	
Principal performance management					<input checked="" type="checkbox"/>	R	
Academy 3 year priority plan						<input checked="" type="checkbox"/>	R
Academy 1 year development plan						<input checked="" type="checkbox"/>	R
Academy curriculum						<input checked="" type="checkbox"/>	R
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"/>		
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	Principal
Appoint a named safeguarding link trustee		✓					
Ensure TEFAT has centrally appointed and appropriately trained designated safeguarding lead (DSL) and deputy DSL				✓			
Ensure a TEFAT safeguarding policy is in place in line with statutory guidance		✓					
Ensure academy safeguarding compliance - including adherence to locally owned academy safeguarding policy and other related policies such as: behaviour, lock down procedures etc						✓	✓
Ensure academy safeguarding audits are completed annually					✓		✓
Completion of all statutory safer recruitment checks, including the completion and maintainance of academy owned TEFAT single central register					✓		✓
Completion of all statutory safer recruitment checks, including the completion and maintainance of central team TEFAT single central register					✓		
Ensure TEFAT central team safeguarding compliance					✓		
Ensure each academy has appropriately trained designated safeguarding lead (DSL) and deputy DSL						✓	✓
Ensure academy staff receive all statutory safeguarding training						✓	✓
Ensure TEFAT central team staff receive all statutory safeguarding training.					✓		
Ensure that child protection records are well organised and held/ shared securely							✓
Ensure allegations made against TEFAT central staff are dealt with in accordance with TEFAT Procedure for dealing with allegations against a member of staff				✓			
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							✓
Escalate safeguarding concerns regarding insufficient LA action taken to TEFAT Regional Directors							✓

Staffing and employment	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB	Executive Principal (where applicable)	Principal
Trust pay policy		✓						
Teachers' annual pay award		✓						
Support staff annual pay award		✓						
Approval of annual staffing structure			✓					
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) performance related pay awards			✓					
Approval of Executive Principal and Principal pay awards					✓			
Approval of all other academy based teaching staff performance related 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 executive posts (CEO and Trust Officers)		✓						
Appointment of non-executive central posts				✓				
Appointment of Executive Principal and Principal posts					✓	R		
Appointment of academy leadership posts						✓	R	R
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							✓	✓
* panel consisting of 2 members of the Operations Group and the Chair of the LGB								
** delegated authority can be escalated to other stakeholders in accordance with the Trust's Disciplinary Policy								
*** the Trust reserve the right to appoint a representative of the Board of Trustees as the 3rd member of this panel								

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

Admissions and Academy operation	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB	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"/>	R	
Academy prospectus						R	<input checked="" type="checkbox"/>
Academy website						R	<input checked="" type="checkbox"/>
Academy logo and branding						<input checked="" type="checkbox"/>	R
Academy uniform						<input checked="" type="checkbox"/>	R
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	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"/>	R
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	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 more more - ESFA Approval required		✓					

Risk	Members	Trustees	Board committees	CEO/AO	Ops Group	LGB	Principal
Trust Risk Management Statement		<input checked="" type="checkbox"/>					
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"/>	