

Educate Together Academy Trust – Scheme of Delegation

Level 1	Members
Level 2	Trust Board
Level 3	TB Committee
Level 4	CEO
Level 5	Local Governing Body
Level 6	CFO
Level 7	Headteacher

R	Recommends
Column Ticked	Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5	6	7	
	1.	Approve changes to the Articles	✓	R						
	2.	Appoint/Remove Trustees	✓	R						
	3.	Appoint the Chair and Vice Chair of the Board		✓						
	4.	Appoint the Chairs of Committees		✓	R					
	5.	Appoint / remove the Chairs of Local Governing Bodies (LGB)		✓			R			
	6.	Approve or remove the Company Secretary & Clerk		✓						
	7.	Approve or remove the LGB Clerk								
	8.	Review performance of the Board		✓						
	9.	Review performance of Board committees and LGBs		✓		✓	R			
	10.	Take out Trustee indemnity insurance							✓	
	11.	Approval of Trust policies			✓	✓				
	12.	Approval of School policies eg H&S & Safeguarding.						✓		R
	13.	Acquisitions and disposal of legal entities			✓					
Strategy	14.	Approves overall strategy of Trust		✓		R				
	15.	Admission of new academies to the Trust		✓		R				
	16.	Admission of new sponsors to the Trust		✓		R				
	17.	Entering into new funding agreements		✓		R				
	18.	Approval of Trust Improvement Plan		✓		R				

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Finance	19.	Scrutinise all schools' budgets for the financial year			✓				
	20.	Approve the overall Trust budget for financial year		✓	R				
	21.	Review the Trust budget throughout the financial year		✓	✓				
	22.	Review all schools' budgets throughout the financial year			✓		✓		
	23.	Approve use of school reserves			✓				
	24.	Review and approve banking arrangements			✓				
	25.	Propose financial and procurement policies			✓	✓		✓	
	26.	Approve financial and procurement policies			✓				
	27.	Enter into sales and purchase contracts over £100,000		✓					
	28.	Enter into sales and purchase contracts between £50,000 and £100,000 subject to prior annual budget approval			✓				
	29.	Enter into sales and purchase contracts above school limit, up to £50,000 subject to prior annual budget approval				✓			
	30.	Enter into sales and purchase contracts £5,000 or less subject to prior annual budget approval							✓
	31.	Write off of debts over £5,000		✓					
	32.	Write off of debts between £101 and £5,000			✓				
	33.	Write off of debts up to £100							✓
	34.	Approve disposal of assets over £25,000 (NBV)		✓					
	35.	Approve disposal of assets between £5,000 and £25,000 (NBV)			✓				
	36.	Approve disposal of assets below £5,000 (NBV)				✓			
	37.	Approve the appointment of external auditors	✓	R	R				
38.	Approve the appointment of internal auditors (or equivalent)			✓					
39.	Approve any over-spend beyond the overall set budget		✓						

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	40.	Produce regular financial reports to the board and LGBs						✓	
	41.	Authorise PAYE returns						✓	
	42.	Authorise to complete VAT returns						✓	
	43.	Loan of assets				✓			
Payroll	44.	Approve overtime & expenses - Schools							✓
	45.	Approve overtime & expenses – Central Team				✓			
	46.	Approve monthly payroll				✓		✓	R
	47.	Authorise payroll provider to make payroll payment				✓		✓	
Staff & Performance Management	48.	Appoint the CEO		✓					
	49.	Appoint the Director of Education & Headteachers		✓	R EC				
	50.	Appoint CFO		✓					
	51.	Appointment of Acting Headteacher			✓ EC				
	52.	Performance review of CEO		✓					
	53.	Performance review of Executive Headteacher			✓ EC	✓			
	54.	Performance review of Headteachers				✓	✓		
	55.	Performance review of all staff beneath the Headteacher in line with Trust policy							✓
	56.	Determine severance packages at all levels and across all schools in consultation with Trust Pay Committee		✓			R		
	57.	Consider requests for early retirement and make necessary recommendations				✓			
	58.	Suspend/ end suspension of CEO		✓					
	59.	Suspend/end suspension of Headteacher		✓					
	60.	Dismiss the CEO		✓					
	61.	Dismiss a Headteacher		✓		R			

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	62.	Determination of pay ranges, allocation of TLRs				✓			
	63.	Approve staff, HR, pay, performance and disciplinary policies		✓		R			
	64.	Approve changes to school staffing structures including recruitment (within agreed budget)							✓
	65.	Approve changes to school staffing structures including recruitment (outside of agreed budget)				✓			
	66.	Approve re-grading of job roles			✓ HR	R			
	67.	Initial approval and recommendation to Trust of redundancies			✓ HR				
	68.	Approve redundancies and staff restructures		✓	R HR				
	69.	Approve appointments to central Trust posts subject to prior annual budget approval				✓			
Performance & Curriculum	70.	Propose School Development Plan					✓		✓
	71.	Approve School Development Plan				✓			
	72.	Review progress against School Development Plan					✓		✓
	73.	Review progress against all School Development Plans			✓ EC	✓			
	74.	Propose Trust Strategic Plan				✓			
	75.	Approve Trust Strategic Plan		✓					
	76.	Propose the school curriculum plan							✓
	77.	Review each school curriculum plan					✓		
	78.	Approve the school curriculum plan				✓			
	79.	Review results of all schools across the Trust			✓ EC	✓			
	80.	Review results of individual Schools					✓		✓

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Discipline / Exclusions	81.	Propose pupil behaviour policies							✓
	82.	Approve pupil behaviour policies & procedures		✓	✓ EC		✓		
	83.	Monitor implementation of pupil behaviour policies					✓		✓
	84.	Exclude a pupil more than 5 days or permanently					✓		
	85.	Review exclusion on appeal					✓		
	86.	Direct reinstatement of excluded pupils					✓		
Admissions	87.	Consult before setting an Admissions Policy					✓		
	88.	Propose admissions policy				✓			
	89.	Approve admissions policy		✓					
	90.	Admissions: application decisions.					✓		
	91.	Admissions appeals					✓		
Premises & Insurance	92.	Propose premises-related polices						✓	✓
	93.	Approve premises-related policies			✓				
	94.	Propose school premises & capital strategy				✓		✓	✓
	95.	Approve a school premises & capital strategy		✓					
	96.	Approve appropriate insurance cover for all schools in the Trust			✓				
Health&Safety	97.	Approve Trust Health & Safety Policy		✓	R	R			
	98.	Approve individual school Health & Safety Policy					✓		R
	99.	Monitor implementation of H&S Policies			✓ AR		✓		
	100.	Approve Trust Business Continuity Plan			✓ AR	R			
	101.	Approve School specific Business Continuity plan					✓		R

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Safeguarding	102.	Approve Trust Safeguarding policy		✓	R EC				
	103.	Approve School Safeguarding policies (from Local Authorities)					✓		
	104.	Monitor the Trust safeguarding policy & procedures			✓ EC		✓		
	105.	Ensure the school meets the Trust requirements for safeguarding				✓			
	106.	Annual Safeguarding audits and report taken to the Board and Education committee				✓			
	107.	Ensure all employees receive required training				✓		✓	✓
School Organisation	108.	Ensure Safer recruitment procedures are implemented and adhered to				✓		✓	✓
	109	Propose changes to the school day or dates of term times				✓			
Risk Management	110	Approve times of school day and dates of school terms and holidays			✓ EC				
	111	Approve risk policy		✓					
	112	Review Trust risks annually		✓					
	113	Populate school risk registers							✓
	114	Identify corporate risks				✓			
	115	Monitor corporate risks termly			✓ All				
	116	Review corporate Risk Register			✓ AR				
117	Monitor school risk registers					✓			