Scheme of Delegation Summary Matrix

Scheme of Delegation

The following descriptions are used in this document to describe the roles of the various groups and individuals.

Accountable (and Approver) - A

Ultimately answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.

Responsible – R

Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.

Consulted – C

Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge in the subject.

Informed – I

Those to be kept up-to-date on progress. Communication is one-way, and may be updated only when the decision has been taken or the task completed.

References to the CEO include members of the central team to whom the CEO will delegate, for example the Chief Finance Officer, in relation to financial matters and the Regional Directors, in relation to educational matters.

Activity		TB	CEO	AGC	HT
1. Governance					
1.1	Setting Trust vision	A R			
1.2	Setting Trust culture and values	A R			
1.3	Setting Trust strategic plan	A	R	C	C
1.4	Undertaking regular skills audits of trustees	A			
1.5	Undertaking regular skills audits of governors			A	
1.6	Reporting on the effectiveness of AGCs		A R	C	C
1.7	Establishing and appointing board committees	A R			
1.8	Ensuring statutory policies are in place and published as needed	A	R	C	C
1.9	Comply with all Trust policies	A	R	R	R

1.10	Nominating Lead Trustee for Safeguarding and SEND	A R			
1.11	Ensure Trust website is maintained and compliant with statutory requirements and DfE/ESFA expectations and in line with Trust brand requirements	A	R		
1.12	Ensure academy websites are maintained and compliant with statutory requirements and DfE/ESFA expectations and in line with Trust brand requirements		C	A	R
1.13	Procure appropriate governor indemnity insurance	A	R		
1.14	Appoint (and remove) to the post of the Chair of AGC	A	R	I	C
1.15	Appoint (and remove) to the post of Vice-chair of the AGC			A R	I
1.16	Hold 6 AGC meetings a year		I	A R	C
1.17	Approve/ratify the appointment of (and remove) sponsor governors	A	R		I
1.18	Approve the appointment of community governors		C	A R	I
1.19	Establish the process for electing parent and staff governors		A R	I	I
1.20	Implement the process for electing parent and staff governors		C	I	A
1.21	Set up register of governors' business interests and ensure these are published on academy website		I	A	R
1.22	Set up register of Trustees' business interests and ensure these are published on Trust website	A	R		
1.23	Approve and set up governors' expenses scheme	A	R		
1.24	Approve and set up trustees' expenses scheme	A	R		
1.25	Consider whether or not to delegate functions to individuals or working groups of AGCs	A		R	
1.26	Provide a summary of actions and/ or decisions taken by AGCs for the Trust Board	I	R	A	
1.27	Determine the indicators that trigger the withdrawal of delegated responsibility	A	R	I	I
1.28	Review scheme of delegation annually	A	R	I	I
1.29	Maintain a register of Governor training			A	R

	Activity	TB	CEO	AGC	HT
2. Finance					
2.1	Approve Trust three year business plan	A	R	I	I
2.2	Approve Trust budget plan for the financial year	A	R	I	I
2.3	Approve academy three year business plan (subject to board approval 2.1 & 2.2)		I	A	R
2.4	Approve Academy budget plan for the financial year (subject to Board approval 2.1 & 2.2)		I	A	R
2.5	Monitor monthly expenditure including all additional school funds		I	R	A
2.6	Report monthly expenditure including all additional school funds		A		R
2.7	Monitor quarterly expenditure including all additional school funds and debts	R	A	R	
2.8	Report and review quarterly expenditure including all non-general academy grant funding and any debt collection	R	A	I	
2.9	Approve revenue expenditure – budgeted	See [Financial Operations and Procedures Manual](#) and Summary of Authorisation Levels (below)			
2.10	Approve revenue expenditure – unbudgeted	See [Financial Operations and Procedures Manual](#) and Summary of Authorisation Levels (below)			
2.11	Approve capital expenditure – budgeted	See [Financial Operations and Procedures Manual](#) and Summary of Authorisation Levels (below)			
2.12	Approval of capital expenditure – unbudgeted	See [Financial Operations and Procedures Manual](#) and Summary of Authorisation Levels (below)			
2.13	Establish and publish Trust-wide charging and remissions policy	A	R	C	I
2.14	Establish and publish academy-level charging and remissions policy	I		A	R
2.15	Bad debt write-off in accordance with Academies Financial Handbook	A	R		I
2.16	Issuance of guarantees, indemnities and letters of comfort	A	R	I	I
2.17	Appoint auditors	A	R	I	I

2.18	Approve financial policy, procedures and controls across Trust	A	R	C	C
2.19	Comply with the Academy Trust Handbook including cheques/ BACS Processed by the Academy to be signed in accordance with the scheme of delegation/ bank mandate	A		R	R
2.20	AGC and Headteacher required to obtain the prior approval of the SLT before entering into a contract with a value in excess of £25k within a year	See Section 17 of the Finance Regulations			

Activity		TB	CEO	AGC	HT
3. Human Resources					
3.1	Determine academy staffing structures in accordance with approved budgets		C	A	R
3.2	Approval of appointments falling outside of the academy approved budget	A	R	C	R
3.3	Central Trust senior leadership team (SLT) appointments in accordance with budget decisions / approvals	A	R		
3.4	Trust central and hub team appointments (exc. SLT) in accordance with budget decisions/approvals	I	A R		
3.5	Executive Headtecaher/Headteacher appointments	A	R	C	
3.6	Head of school appointments	I	A R	C	
3.7	Vice principal/deputy headteacher appointments in accordance with budget decisions/approvals		C	A	R
3.8	All other academy-based appointments within approved budgets			A	R
3.9	Determine pay policy (including discretions)	A	R	I	I
3.10	Determine trust-wide terms and conditions of employment	A	R	I	I
3.11	Implement pay policy and terms and conditions of employment within academies			A	R
3.12	Determine performance management (PM) policy	A	R	I	I
3.13	Undertake PM of CEO	A R			
3.14	Undertake PM of Headteacher		A R	C	
3.15	Implement PM policy and undertake performance management of all other academy staff		I	A	R
3.16	Implement PM Policy and undertake performance management of central and hub staff	I	A R		

		TB	CEO	AGC	HT
3.17	Determine disciplinary and capability policies	A	R	I	I
3.18	Implement disciplinary and capability procedures in respect of headteachers		A R	C	I
3.19	Implement disciplinary and capability procedures in respect of all other academy staff		C	A	R
3.20	Implement disciplinary and capability procedures in respect of central Trust SLT	A R (for CEO)	R		
3.21	Implement disciplinary and capability procedures in respect of all other central and hub staff		A R		
3.22	Lead Trust wide relations with trade unions, and agree trade union recognition and facility agreement (TURFA)	A	R	I	I
3.23	Lead Academy wide relations with trade unions, and implement TURFA		I	A	R
3.24	Approval of all exit payments exceeding contractual notice (e.g. settlement agreements, redundancy payments) in accordance with the Academy Trust Handbook	See Financial Operations and Procedures Manual and Summary of Authorisation Levels (and summarised in Table 1 below)			
3.25	Approval of early retirement (where there is a cost to the organisation)	A	R	I	C
3.26	Approval of pension discretions within the local government pension scheme (LGPS) requirements	A	R	I	C
3.27	Ensure compliance with equalities legislation	A	R	C	C

Activity		TB	CEO	AGC	HT
4. Curriculum and Learning					
4.1	Prepare and agree Trust curriculum and qualification statement	A	R	C	C
4.2	Implement curriculum and qualification policy		A	C	R
4.3	Monitoring standards of teaching		A	C	R
4.4	Decide which subject options will be taught		A	C	R
4.5	Set targets for Trust outcomes	A	R	I	I
4.6	Deliver targets for academy outcomes	I	A	C	R
4.7	Plan and deliver academy improvement strategies		A	C	R

4.8	Determine Trust student/ pupil discipline principles statement	A	R		
4.9	Implement AGC discipline policy based on Trust principles statement			A	R
4.10	Statutory review of permanent and fixed term exclusions		C	A	R
4.11	Direct reinstatement of excluded students			A	R
4.12	Set admissions policy and ensure this is reviewed in line with statutory requirements	A	C	R	
4.13	Form student admission appeals panel and conduct admission appeals process			A	R
4.14	Any reduction or increase to the published admission number (PAN)	A		R	C
4.15	Arrange for collective worship			A	R
4.16	Set times of academy day and dates of academy terms and holidays		I	A	R
4.17	Ensure that academy meets 380 sessions in an academic year		I	A	R
4.18	Prepare and publish the academy prospectus			A	R
4.19	Ensure provision of free academy meals to those students meeting the criteria			A	R
4.20	Adopt and review home/academy agreements			A	R
4.21	Discharge duties in respect of students with special needs by appointing a "responsible officer"			A	R
4.22	Ensure compliance with SEND Code of Practice	I	C	A	R
4.23	Deliver support for looked after children	I	C	A	R
4.24	Approve non-routine educational visits involving adventurous activities and/or overnight stays, and/or foreign travel		A	R	C
4.25	Approve all other educational visits			I	A R

Activity		TB	CEO	AGC	HT
5. Buildings					
5.1	Ensure that health and safety regulations are followed including regular audits		I	A	R
5.2	Building insurance and personal liability	A	R	I	I
5.3	Maintain Academy buildings in accordance with approved Academy buildings strategy and approved revenue budget			A	R

5.4	Approval of unbudgeted capital projects in excess of £50k Note that costs associated with the tender preparations are acceptable as long as the project has been approved as part of the annual budget process.	See Section 17 of the Financial Regulations			
5.5	Establish a Trust Health and Safety Policy (including risk assessment)	A	R	I	I
5.6	Implement the Health and Safety Policy approved by the Trust Board and Undertake risk assessments in accordance with that Policy		I	A	R
5.7	Request an external audit of Health and Safety practice	A	R	I	
5.8	Produce Academy buildings strategy for approval		A	R	R

Activity		TB	CEO	AGC	HT
6. Other					
6.1	Agree and monitor academy strategy around community engagement			A	R
6.2	Agree and implement procedures for reporting to parents		I	A	R
6.3	Ensure stakeholder voices are heard in trust-wide decision making	A	R		
6.4	Ensure stakeholder voices are heard in local decision making			A	R
6.5	Set trust-wide policy in relation to safeguarding children and young people in line with statutory requirements and monitor its effectiveness	A	R		
6.6	Set academy level policy in relation to safeguarding children and young people in line with Trust and statutory requirements, including appointing a suitably trained designated safeguarding lead (DSL), and monitor the effectiveness of this	A	C	R	
6.7	Agree Trust branding in agreement with the sponsor	A	R	I	I
6.8	Comply with Trust branding			A	R
6.9	Establish a Risk Management Policy (including Risk Registers)	A	C	R	I
6.10	Maintain, monitor and report in respect of trust-wide risk registers in accordance with the Risk Management Policy	A	R		
6.11	Maintain, monitor and report in respect of academy risk registers in accordance with the Risk Management Policy			A	R

Table 1 - Summary of Financial Delegations

Co-operative Academies Trust / Financial Regulations - Summary Authorisation Levels	Business Plan Budget Approvals	Revised forecast (Re-forecast) approvals	Budget/Re-forecast Overspend Approvals	New Unbudgeted/re-forecast Cost Approvals	New Unbudgeted/re-forecast Staff Costs	Budget Virement Approvals	Settlement Agreement/Restructuring Cost Approvals	B Plan/ Forecast (s) All Capital Schemes Approvals	Capital - Minor Works < £50,000 Approvals	Capital - Major Works > £50,000 Approvals	All Capital (Budgeted and Unbudgeted Overspends Approvals	Tender / Contract Award Approvals	All Purchase Orders/Invoice Approvals	Order/Invoice Overspend Approvals	Employee Expense Claim Approvals
Specified Budget Holder	Preparation	Preparation	-	-	-	-	-	Preparation	Upto £2,000	-	-	-	Upto £2,000	-	-
Academy Finance Lead/ RFD	Preparation	Preparation	-	-	-	-	-	Preparation	Upto £5,000	-	-	-	Upto £5,000	-	Upto £500
Academy Leader/ EHd	Preparation	Preparation	Upto £5,000	Upto £5,000	Upto £5,000	Upto £20,000	-	Preparation	Upto £30,000	-	Upto £5,000	Upto £30,000	Upto £30,000	Upto £5,000	Upto £1,000
Academy Governing Council (AGC)	Review/ Recommend	Review/ Recommend	Upto £10,000 With RD Approval	Upto £10,000 With RD Approval	Upto £10,000 With RD Approval	Upto £40,000 With RD & COO Approval	Upto £5,000 (Alone) Upto £10,000 With RD & CPO Approval	Review/ Recommend	Upto £40,000	-	Upto £10,000 With RD Approval	Upto £40,000	Upto £40,000	Upto £10,000	Upto £2,000
Senior Leadership Team (Trust SLT)	Review/ Recommend	Review/ Recommend	Upto £50,000 With CEO Approval	Upto £50,000 With CEO Approval	Upto £80,000 With CEO/ COO Approval	Above £40,000	Upto £25,000	Review/ Recommend	Upto £50,000	Upto £50,000	Upto £50,000 With CEO Approval	Upto £50,000	Upto £50,000	Upto £15,000	-
Chief People Officer (CPO)															Upto £1,000
Regional Director (RD)															Upto £1,000
Chief Operating Officer (COO)															Upto £1,000
Trust Governance Manager (TGM)															Upto £1,000
Chief Executive Officer (CEO)	Review/ Recommend	Review/ Recommend	Over £50,000 With Board Approval	Over £50,000 With Board Approval	Over £80,000 With Board Approval	Above £40,000	Upto £50,000	Review/ Recommend	-	Upto £100,000	Over £50,000 With Board Approval	Upto £100,000	Upto £100,000	Upto £30,000	Upto £2,000
Board	Approval	Approval	See Above	See Above	See Above	-	Above £50,000	Approval	-	Above £100,000	See Above	Above £100,000	Above £100,000	Above £30,000	Above £2,000
Trust Procurement Thresholds															
1 Verbal Quote									Upto £2,000	Upto £2,000		Upto £2,000	Upto £2,000		
2 Verbal Quotes									£2,001 and £5,000	£2,001 and £5,000		£2,001 and £5,000	£2,001 and £5,000		
3 Written Quotes									£5,001 and £30,000	£5,001 and £30,000		£5,001 and £30,000	£5,001 and £30,000		
Full Tender Requirement									Above £30,000	Above £30,000		Above £30,000	Above £30,000		

Notes

This table is intended to supplement the finance regulations and should be read in conjunction with the relevant Finance Regulations version - Link

All approvals are cumulative - all delegates earlier in the chain must have approved before passing onto the next delegate (i.e. an order of £25,000 needs to be approved by Budget Holder>Academy Finance Lead>Academy Leader) and must be an employee of the Trust