
Scheme of Delegation 2024-25

Approved:	May 2025
Version:	6
Review Timetable:	1 year
Renewal Date:	September 2025

Revision History

Version	Revisions Made	Date
4.0	Amendments were made to reflect working practices, increase flexibility in the size of LGBs, incorporate the governor code of conduct, adjust financial thresholds in line with inflation and updated legislation and include off-site direction.	July 2023
5.0	Inclusion of the Executive Principal role, enable joint LGBs, reflected HR working practices and an update to the levels of authority.	October 2023
6.0	Role/title changes and inclusion of automatic pay progression for teachers and consolidation of pay decisions for senior leaders.	May 2025
6.0	Governance updates with the inclusion of an Academy Committee. Trustee responsibilities reflect operational working practices and LGB information graphics included.	May 2025
6.0	Recruitment and HR processes have been simplified and authority levels have been updated.	May 2025
6.0	Update of procurement thresholds. Inclusion of data request information and part-time and partial timetables.	May 2025

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1. Vision

Our Vision: *Ensuring Excellence*

We focus relentlessly on **ensuring that all children experience educational excellence every day so that they can achieve the very best outcomes - academically and in their personal development.**

We believe that this is every child's right and our responsibility.

2. Our EPIC Values

All schools in the trust are committed to:

EXCELLENCE and a sharp focus on **OUTCOMES**
PEOPLE and **CHARACTER**
IMPROVEMENT through **COLLABORATION**
COMMUNITY and **INCLUSIVITY**

EXCELLENCE and a sharp focus on OUTCOMES

EXCELLENCE	OUTCOMES
Our vision of ensuring excellence is for children, parents, staff, local governing boards, trustees and the wider community. We will always keep this front and centre in all that we do. It applies to all aspects of our work.	We believe that by focusing tirelessly on outcomes for our children, for academic and personal development, we will ensure that their life chances and life choices are maximised.

PEOPLE and CHARACTER

PEOPLE	CHARACTER
We recognise that it is in our children's best interests to recruit, retain and develop the very best staff in our schools. We continuously develop our staff to be masters of their craft. Any growth of the trust will depend on developing genuine capacity in advance of need to ensure that both new and existing schools ensure educational excellence every day.	For our children, we are as committed to character education as we are to academic outcomes; developing a visibly strong, pervasive ethos of aspiration in our schools. We foster a strong, shared sense of pride in belonging to an aspirational school community. We ensure that our curriculum enables children to develop their independence, creativity, reflective thinking, team working skills, self-management and effective participation. We expect kindness from every adult and child - even when it's difficult; especially when it's difficult.

IMPROVEMENT through COLLABORATION

IMPROVEMENT	COLLABORATION
We believe in a clear model for continuous school improvement across our family of schools: The Excel Learning Trust School Improvement Model. This is underpinned by an ethos of open accountability and genuine	Our schools are equal partners committed to true collaboration. We agree on best practice in all aspects of our work and then work together to make this world class. We also believe in our civic role and in collaborating beyond the trust for the benefit of children.

transparency. This best enables us to ensure educational excellence every day for our children.

COMMUNITY and INCLUSIVITY

COMMUNITY	INCLUSIVITY
We believe that a school is at the heart of its community. As well as ensuring that the trust's vision and values are realised, schools have agency to retain and develop their own unique character, culture, ethos and community links. We believe this is in the best interests of the children and communities we serve as a trust.	We strive for all our schools to be truly inclusive and we believe the diversity of our community makes our schools stronger and richer. We actively monitor and tackle all forms of inequality and discrimination. We aim to reflect the full diversity of the communities we serve in our staff and governance.

3. Introduction

The board of trustees of Excel Learning Trust is required to approve a governance structure for the Trust which must be:

- compliant with DfE requirements, company and charity law;
- scalable and so adaptable to growth or change within the Trust;
- reviewed annually by the Trustees.

The governance structure complies with the Academy Trust Handbook and the Articles of Association.

All members, trustees and governors must adhere to the 'Nolan Principles' of public life which are:

Selflessness – holders of public office should act solely in terms of the public interest. They should not do so to gain financial or other benefits for themselves, their family or their friends.

Integrity – holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity – in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability – holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness – holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

Honesty – holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.



Leadership – holders of public office should promote and support these principles by leadership and example.

All members, trustees and governors are encouraged to attend training regularly and review training needs annually. The Trust will arrange this training.

4. Effective governance

Members

Excel Learning Trust is governed by non-executive directors constituted under a Memorandum of Association and Articles of Association. The members are responsible for:

- Subscribing to the memorandum of association (where they are founding members)
- Approving and amending the Articles of Association subject to any restrictions created by the funding agreement or charity law
- Appointing new members or removing existing members by special resolution, other than where there is one, the foundation/sponsor body and any members it has appointed.
- Appointment of Trustees as set out in the Trust's Articles of Association and powers under the Companies Act 2006 to remove Trustees.
- By special resolution, issuing direction to the Trustees to take a specific action.
- Appointing the Trust's external auditors and receiving (but not signing) the audited annual report and accounts (subject to the Companies Act).
- Changing the company's name and, ultimately, winding it up.
- Securing the highest standards of accountability from Trustees for the provision of all pupils in the Multi Academy Trust (MAT)

The Trust has a maximum of five members. A member counts towards the quorum by being present in either person or proxy. Three persons entitled to vote upon the business to be transacted, each being a member, or a proxy of a member shall constitute a quorum. Should there be three members then two shall constitute a quorum. Members cannot be employees of the Trust, nor occupy staff establishment roles on an unpaid voluntary basis.

Members will be kept informed about Trust business so they can be assured that the Trustees are exercising effective governance. Members will meet at least twice per year. The members will receive the Trust's audited annual report and accounts at the meeting held January.

Trustees

The Trustees should focus on three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding Executive Leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing and ensuring financial performance.

The Trustees will apply the highest standards of conduct and ensure robust governance, to ensure effective financial management. The Trustees will be cognisant of the Academy trust governance guide (DfE non-statutory guidance) and will adopt the following features of effective governance to aid compliance with the Academy Trust Handbook:

Strategic leadership that sets and champions the vision, ethos and strategy



Accountability that drives up educational standards and financial performance

People with the right skills, experience, qualities and capacity

Structures that reinforce clearly defined roles and responsibilities

Compliance with statutory and contractual requirements

Evaluation of governance to monitor and improve its quality and impact.

Trustees are responsible for:

- Complying with Trust's charitable objectives, with company and charity law and with their contractual obligations under the funding agreement.
- Ensuring the regularity and propriety in the use of Trust's funds, and achieving economy, efficiency and effectiveness.
- Taking ownership of the Trust's financial sustainability and its ability to operate as a going concern.
- Annual approval of statutory accounts, ensuring the accounts are produced in accordance with the requirements of the Companies Act 2006, Charity Commission requirements and the DfE guidance issued to Academies.
- Providing Members with a copy of the approved audited accounts.
- Assisting the decision-making process of the Trust, by enabling more detailed consideration to be given to the finances and resources.
- The approval of annual estimates of income and expenditure for the Trust at the beginning of the academic year.
- Setting key strategic objectives and targets and reviewing performance against these.
- Approval of the Trust development plan.
- The approval of relevant Trust policies that are common to all schools within the Trust.
- Co-opting Trustees in order to secure specific skills and knowledge.
- The appointment of Chairs and Vice Chairs of Local Governing Boards/Academy Committees/Interim school Boards

The Trust has no maximum limit of Trustees. The quorum for meetings of the Trustees will be three voting Trustees and the term of office for all Trustees will be four years, save that this time limit shall not apply to any post which is held ex-officio. Other members of the trust's executive team may attend as non-voting members. Other senior staff may be invited when required.

Where an issue is being discussed that directly affects a Trustee or the CEO an interest must be declared, and the individual must withdraw from the meeting.

Any Trustee may attend any Local Governing Board meetings.

The Trust's Governance Advisor will normally undertake the clerking of the meetings of Members and Trustees and its committees and ensure that the minutes are included as an agenda item for consideration and approval at the next appropriate meeting.



All decisions made by committees with delegated powers must be reported to the next full meeting of the Trust.

The Chair of the Trustees will be elected at the first meeting of the academic year.

Committees

The Trust will have two committees, and Local Governing Boards/Academy Committees for each school. The membership of the committees and LGBs/Academy Committees will be reviewed and agreed by the Trustees.

The committees will meet as often as is necessary to fulfil their responsibilities and at least three times per year. Executive Team and other relevant senior staff will attend committee meetings as appropriate to provide information and participate in discussions but will not participate as a member. The committee may invite attendance at meetings from persons who are not members of the committee to assist or advise when appropriate.

Committee membership and terms of reference

Finance, Audit & Risk Committee

The membership of the Finance, Audit & Risk Committee will contain a majority of Trustees, but Trustees may agree to appoint other people to the committee. Employees of the Trust are not permitted to be members of the Finance, Audit & Risk Committee.

The Chair of the Trust Board cannot Chair the Finance, Audit & Risk Sub-Committee.

The quorum for the Finance, Audit & Risk Committee is three and only members of the committee may vote at committee meetings. The chair of the committee will have a casting vote.

The Finance, Audit & Risk committee is responsible for providing assurance to the Trustees over the suitability of, and compliance with, the Trust's financial systems and operational controls. It ensures the adequacy and effectiveness of the Trust's systems of internal control, risk management, informing the statement of internal control of the Trust, and agreeing a programme of internal audit work, to provide assurance to the external audit process.

The remit of the Finance, Audit & Risk committee is determined in the Terms of Reference, reviewed annually.

Education & Standards Committee

The Education & Standards Committee is responsible for monitoring and evaluating the performance of schools and the effectiveness and efficiency of leadership and management. They hold leaders to account by reviewing and scrutinising the quality of the curriculum, attendance, behaviour, exclusion, SEND and safeguarding. A full remit of the committee is determined in the Terms of Reference document which is reviewed annually.

Local Governing Boards (LGBs)

The indicative composition of the LGBs will be:

Single school LGB

Governor category	Number	Term of office	Appointing body
Head of School/Principal	1	Ex-officio	N/A
General	Maximum of 5	4 years	Trustees
Parent	2	4 years	Parents by process of election
School Staff	2	4 years	School staff by process of election

Joint school LGB

Governor category	Number	Term of office	Appointing body
Head of School/Principal	2	Ex-officio	N/A
General	Maximum of 6	4 years	Trustees
Parent	2 (1 from each school)	4 years	Parents by process of election
School Staff	2 (1 from each school)	4 years	School staff by process of election

Independent Alternative Provision Schools

Governor category	Number	Term of office	Appointing body
Head of Centre	1	Ex-officio	N/A
General (which may include parents or staff)	Maximum of 4	4 years	Trustees



A Trustee may be appointed to attend meetings of the LGB. The CEO or Executive Principal may attend LGB meetings as ex-officio.

A Chair and Vice-Chair will be appointed by the Trust Board, taking into account the recommendation of the LGB. All staff in the school will be eligible to stand as a Governor and participate in any subsequent ballot process.

All Governors on LGBs will be required to complete a skills audit which will enable the Trust to ensure that Governors have the necessary skills and experience to contribute to effective Governance.

The LGB will play a crucial role in both supporting and challenging the school/s, in particular the Senior Leadership Team. The Trust is fully committed to the development of effective Governance through LGBs and will provide training to assist Governors in undertaking their role. In addition, and where appropriate additional Governors will be sought to add to the expertise of the LGB.

The LGB in conjunction with the Board of Trustees are responsible for:

- Acting always in accordance with the guidelines as agreed by the Board of Trustees.
- Holding a shared vision for the school/s, which is clear, understood and well communicated to staff, parents/carers, pupils, and students and reflects the fundamental values and objectives of the Trust.
- Focusing on the experiences of all stakeholders connected to the school.
- Understanding the school's performance data and having an accurate overview of how all pupils are achieving in relation to their potential and other schools, as well as how different groups of pupils/students within the school/s are performing.
- Ensuring they have a good understanding of the barriers to learning, including attendance and behaviour issues and what the school is doing to overcome these.
- To act as the Pupil Discipline Committee for permanent exclusions and suspensions.
- Hearing complaints in line with the Trust's complaints policy and as requested by the CEO.

Where a school joins the MAT with an existing Interim Executive Board (IEB) this will continue as an Interim Academy Board (IAB). The Trustees and Executive Team will be responsible for determining the members of the IAB. A LGB will be formed at a time determined by the Trustees.

Where a school is deemed to be at risk of failing its pupils/students, the Trust Board will exercise the right to vary the matters delegated or reconstitute the LGB. They will be replaced by an IAB. The Trustees and Executive Team will be responsible for determining the members of the IAB. A LGB will be established at a time determined by the Trustees.

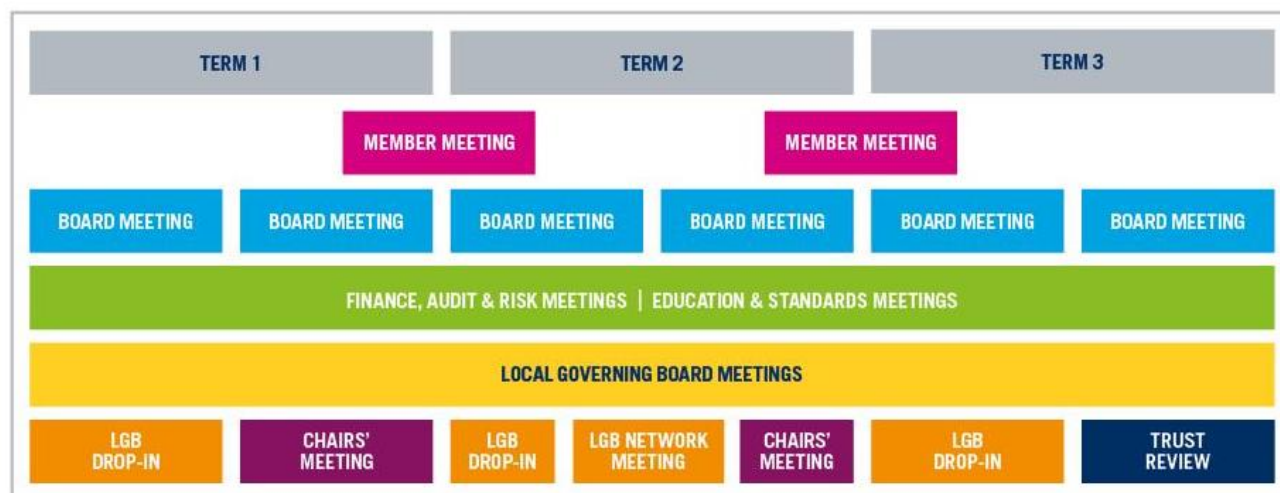
All LGB members, individually and collectively as a board, must at all times adhere to the Trust's Governor Code of Conduct. If a governor falls short of this, or if trustees reasonably believe that a governor's conduct or presence is not in the best interests of the school or the Trust, then trustees will take appropriate action in line with the Code of Conduct. This includes removing an individual governor should the Trust Board deem it to be appropriate.

The following graphics summarise the role of governance within Excel Learning Trust and the annual governance interactions.

LOCAL GOVERNING BOARD FUNCTION



GOVERNANCE INTERACTIONS OVERVIEW



COMMITTEE/MEETING FOCUS

MEMBER MEETING Full meeting of the members, biannually. Chair of Trustees and Chief Executive to also attend.

BOARD MEETING Full meeting of the board of trustees, half-termly. Executive team to also attend.

FINANCE, AUDIT AND RISK Sub committee, chaired by a Trustee. CFO, Chief Operating Officer, Director of Estates and IT Infrastructure, Chief Executive to also attend.

EDUCATION & STANDARDS Sub committee, chaired by a Trustee. Director of School Improvement, Chief Executive and members of the School Improvement Team (as required) to also attend.

LOCAL GOVERNING BOARD MEETING (SUB COMMITTEE OF TRUST BOARD): Full meeting of the LGB. Principal/ Executive Principal to also attend. CEO and other executive/central team staff may attend. (School level focus).

CHAIRS' MEETING Twice-yearly informal catch up for Chairs of LGBs, chaired by the Chair of Trustees. CEO to also attend.

LGB DROP-IN An informal drop in at the Trust Offices open to any LGB members who may want to catch up with other LGB members, the executive/central team, or to ask questions/have discussions on an

individual, informal basis (please note that this is not a presentation event). A list of Excel staff attendees will be published in advance of each drop-in event.

LGB NETWORK MEETING An opportunity for governors from all schools within the trust to connect, share knowledge, and discuss key aspects of effective governance.

TRUST REVIEW The Chair of Trustees, CEO, executive and central team will present a review of the year's work across the trust and the priorities for the next academic year. All Trustees and members of the LGB are welcome to attend.



Day to day leadership and management of the Trust's operations.

Executive Team

- CEO
- CFO
- COO
- Director of Trust Services and Executive Assistant to the CEO

The Executive Team has primary authority for the day to day leadership and management of the Trust's operations save for those matters which are reserved for the Members and Trustees. Members of the Executive Team may from time to time invite additional staff to the meetings as required.

The Executive Team is the overall decision-making body for performance and delivery across the Trust, under delegated authority from the Trustees. As such the CEO and the Executive Team are responsible for holding school leaders to account.

Line Management

Line management within the trust is as follows and holding decision-makers/those with delegated authority to account will be aligned with line management.

Level	Line Management
CEO	Chair/Trust Board
Executive Team	CEO
Executive Principal/s	CEO
Principals	CEO or Executive Principal
Heads of School	Executive Principal
LGBs and other committees	Trust Board

Appendix A: Strategy and Leadership

Delegated Duty	Delegated Authority	Scrutinise → Approve
Set vision, values and strategic direction of the trust	Trust board with recommendation from CEO	
Set financial strategy of the trust	Trust board as advised by the Executive Team	
Deliver vision, values and strategic direction of the trust	CEO and Executive Team and Executive Principal/Principals/Heads of School and School Improvement Team	
Set vision, values and strategic direction of the school, in line with the trust's vision, values and strategic direction	LGB and Executive Principal/Principal/Head of School	CEO → Trust board
Deliver vision, values and strategic direction of the school, in line with the trust's vision, values and strategic direction	Executive Principal/Principal/Head of School with support from CEO, Executive Team and School Improvement Team	CEO → Trust board
Monitoring and ensuring the school's uniqueness and distinctiveness	LGB and Executive Principal/Principal/Head of School	CEO → Trust board
Monitoring the school's overall effectiveness	School Improvement Team and Executive Principal/Principal/Head of School	LGB → CEO → Education & Standards Committee
Quality of teaching	Executive Principal/Principal and School Improvement Team	CEO → Trust board
Establishing and maintaining strong community and local links	LGB and Executive Principal/Principal/Head of School	CEO → Trust board
Approval of policies - category A	Trust Board	

Approval of policies – category B	Executive Team	
Approval of policies - category C (school based policies)	Executive Principal/Principal or if required LGB or Trust Board with Director of Trust Services	
Requests for data including FOI, SAR and ad hoc data requests	Director of Trust Services or as determined by the Director of Trust Services	
Off-site direction (where a school requires a pupil to attend another education setting to improve their behaviour, in line with academies' general powers outlined in relevant statutory guidance and articles of association)	Executive Principal/Principal/Head of School or CEO	
Partial/part time timetables	Executive Principal/Principal/Head of School	Director of SEND and Safeguarding

Appendix B: Curriculum

Delegated Duty	Delegated Authority	Comment
Determination of curriculum architecture	Principal/Head of School with approval from Executive Principal/CEO	
Timetabling	School Senior Leader for Curriculum with approval from Executive Principal/Principal/Head of School and Director of School Improvement	
Determination of curriculum content	As determined by CEO, authorised by CEO	

Determination of examination boards for qualification accreditation	As determined by Executive Principal/Principal/Head of School) authorised by Director of School Improvement	
Pedagogical choices	Heads of Department, Principal/Head of school and Trust Director of School Improvement	Support from School Improvement Team where applicable
Determination of Curriculum Led Financial Planning (CLFP) Parameters and ELT School Staffing Model	CEO and CFO and COO	
Final approval of CLFP and ELT School Staffing Model allocation	CEO and CFO and COO with recommendation from Director of School Improvement for teaching staffing	Approval will be subject to sufficient school and Trust budget
Trust assessment windows/assessment points for all year groups	Director of School Improvement	
School day	CEO with Executive Principal/Principals/ Head of School	
Term dates, including PDDs	CEO with Executive Principal/Principals/ Head of School	

Appendix C: Levels of HR delegation

RECRUITMENT / APPOINTMENTS		
<p>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training The CEO may nominate an alternative representative if they are unavailable to make up a panel All applications will be processed through the HR function of the Trust.</p>		
Recruitment	Delegated Authority	
Approval to recruit all posts	Executive Principal/Principals/Head of School and CEO and CFO and COO	
Processing of all adverts and applications	Trust HR team	
Appointment	Appointed by	Signatory
CEO	Trust Board.	Chair of Trustees
Executive Team	CEO and two others as determined by the CEO. Involvement of Trustee(s) in the process where possible.	CEO
Executive Principal	CEO and two others as determined by the CEO. Involvement of Trustee(s) in the process where possible.	CEO
Principal/Head of School	CEO and two others as determined by the CEO. Involvement of Trustee(s) / LGBs in the process where possible.	CEO

Directors of central functions	CEO and two others as determined by the CEO.	CEO
Vice Principal	CEO and Executive Principal/Principal/Head of School and one other as determined by the CEO. Involvement of Trustee(s) / LGBs in the process where possible.	Executive Principal/Principal/Head of School
Assistant Principal, and SLT Support Staff	At least one of: CEO or Executive Principal/Principal/Head of School and 1/2 others as determined by the CEO. Involvement of LGBs in the process where possible.	Executive Principal/Principal/Head of School
Head of Department / Faculty	Principal/Head of School and 2 others as determined by the Principal/Head of School. This should include the appropriate Director of Subject (if applicable).	Principal/Head of School
TLR Posts and all other teaching posts	Principal/Head of School and 2 others as determined by the Principal/Head of School. This should include the appropriate Director of Subject (if applicable).	Principal/Head of School
All school based Support Staff posts (other than SLT posts)	3 as determined by the Principal/Head of School.	Principal/Head of School
Central services support staff posts (other than Directors)	Relevant Director of service (e.g. Finance, HR) and 2 others as determined by the COO.	COO
Deeps appointments	Executive Principal/Principal/Head of School and 2 others as determined by the Executive Principal/Principal/Head of School.	Executive Principal/Principal/Head of School

Levels of Delegation for decisions to take action under HR processes and to dismiss in relation to disciplinary/capability/ill health/ redundancy cases or for some other substantial reason (SOSR)

Case Against	Investigation/Case Manager	Decision maker	Appeal
CEO, CFO, COO	Trustee or Independent	Chair of Trust Board	3 Trustees/Members
Executive Principal/Principal/Head of School/Directors of Central Functions	Executive Principal (if not the subject) or Trustee or Independent	CEO	3 Trustees/Members
School SLT	Executive Principal/Principal/Head of School (not of the same school)	CEO	3 Trustees/Members
All teaching staff	Member of SLT as determined by COO and Executive Principal/Principal/Head of School	Executive Principal/Principal/Head of School or CEO	3 including CEO (if not the decision-maker) and two others as determined by the CEO
All support staff (school based)	Member of SLT as determined by COO and CEO/Executive Principal/Principal/Head of School Member of SLT as determined by CEO/Principal/Head of school	Executive Principal/Principal/Head of School or CEO or COO	3 including CEO (if not the decision-maker) and two others as determined by the CEO
ELT Central support staff	Senior manager as determined by Executive Team	CEO or relevant Director of Service/school senior leader as delegated by CEO	3 including from CEO (if not the decision-maker) and two others as determined by the CEO

Flexible working decisions	N/A	Principal/Head of School/ Trust Director of Service with COO	Appeals to be heard by Executive Principal/CEO (or as delegated by CEO)
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Levels of Delegation for Suspension

Case Against	Decision maker
All Trust staff	COO in conjunction with Executive Principal/Principal/Head of School or relevant Director of Service or CEO

Levels of Delegation for whistleblowing cases

Case Against	Handled by
CEO, Executive Team	Trust board
All other staff	CEO (or another member of the Executive Team as determined by CEO)

Decisions to undertake a Restructuring/Redundancy Process, Re-grading/New TLRs Re-designation, Settlement Agreements

	Decision maker	
Restructure	CEO and CFO and COO	
Redundancy	CEO and CFO and COO	
Re-grading/Re-designation/new TLRs	CEO and CFO and COO	

Acting up/additional payments	CEO and CFO and COO on recommendation from Principal/Head of School or relevant Director of Service	
Implementation of all nationally agreed revisions to pay and conditions	CEO and CFO and COO with Trust Board approval	
Settlement Agreements up to and including £50,000	CEO and CFO and COO and DfE if appropriate. Trust Board to be notified.	N/A
Settlement Agreements in excess of £50,000	CEO and CFO and COO and DfE if appropriate. Trust Board to be notified.	N/A

Delegation of Pay Decisions

As per the Trust's Pay Policy, usual pay progression for teachers of one point annually along the Main Pay Scale and biannually along the Upper Pay Scale is automatic. Progression through Threshold to the Upper Pay Scale and any accelerated pay progression must be applied for.

Staff	Recommendation	Decision maker	Appeal
CEO	Chair of Trustees	Trust board	3 Trustees /Members
Accelerated pay progression up the Main Pay Scale, Upper Pay Scale or through Threshold	Reviewer	Executive Principal/Principal/ Head of School	CEO
Progression to Upper Pay Scale	Reviewer	Executive Principal/Principal/ Head of School	CEO

Executive Team, Executive Principal, Principal, Head of School.	CEO	Trust board	3 Trustees or Members
Vice Principal/Assistant Principal	Principal/Head of School	CEO	3 Trustees or Members

Performance management

Staff	Reviewer
CEO	Chair of Trust Board
Executive Team/Executive Principal/ Director of School Improvement	CEO
Principal/Head of School	CEO or as determined by CEO
Vice Principal, Assistant Principal	Principal/Head of School
All other teaching posts	In accordance with the list of agreed reviewers.
All other school support staff posts	In accordance with the list of agreed reviewers.
All other central trust posts	In accordance with the list of agreed reviewers.

Appendix D: Scheme of Financial Delegation

Delegated Duty	Delegated Authority	Comment
Consolidated Trust budget	Trust Board	
Funding model - set funding model across the trust and develop funding model for schools to secure financial health in the short and long term	CEO and CFO	
Central Services annual budget - formulating and setting the budget for MAT-level expenditure	CEO and CFO	
Central Services annual budget - monitoring expenditure and ensuring delivery	CEO and CFO	
School annual budgets - formulating and determining the proportion of the overall budget to be delegated to each school and to the MAT	CEO and CFO	
School annual budgets - formulating and determining expenditure within school's budget	Executive Principal/ Principal/Head of School and CFO and CEO	
Ensuring delivery of individual school budget	Executive Principal/ Principal / Head of School and CFO (or as delegated)	
Monitoring expenditure against individual school budget	Executive Principal/ Principal / Head of School and CFO (or as delegated)	

Financial reporting and KPIs	CFO	
Financial policies - establishing of policies	CFO	
Financial policies - compliance with the trust's financial and reporting requirements	CFO	
Approving annual accounts for submission to the trust board and members	CFO and CEO	
Corporate risk register	Executive Team	
School risk report	Executive Principal/Principal/Head of School and LGB	

Delegated Duty	Delegated Authority	Comment
Admissions	Trust board	
Capital Programme	Trust board and Executive Team and Director of Estates & IT Infrastructure.	Proposed capital projects need to be submitted by April each year by the Executive Principal/ Principal/Head of School.
Health and Safety	Director of Estates & IT Infrastructure	It is the responsibility of the Trust to ensure that health and safety laws are adhered to and relevant certification is in place.
Safeguarding	Director of SEND & Safeguarding	
Other Income Generation	LGBs with Executive Principal/Principal/Head of School	CFO to advise
Investments Policy	Trust board on recommendation from CFO	CFO will invest in accordance with the policy.

Service Level Agreements / Contracts	CEO and CFO and COO	Signed by CEO or CFO or COO.
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FINANCIAL LEVELS OF AUTHORITY

Delegated Duty	Value	Delegated authority	Comment
Approving adverse variances compared to the most recent budget or forecast	Unlimited	CFO and CEO	
Ordering goods and services (including advertising of tenders and award of contracts)	Up to £499 – to be agreed dependant on size of school budget	Authorised Budget Holder	If within the approved budget level
	£500 to £1999 – to be agreed dependant on size of school budget	Primary SBM or Secondary Finance Assistant or relevant Director of Service	If within the approved budget level
	£2,000 to £4,999 – to be agreed dependant on size of school budget	Executive Principal/ Principal/Head of School or Vice Principal or Secondary SBM or relevant Director of Service and CFO	If within the approved budget level. Orders for £2,000 to £5,000 at least two written or verbal quotations are required. Schools with significant budgeting pressure will be required to consult with the CFO for orders up to £5,000.

	£5,000 to £14,999 – to be agreed dependant on size of school budget	Executive Principal/ Principal/Head of School or relevant Director of Service and CFO	If within the approved budget level. Orders between £5,000 and £49,999, a minimum of three formal written quotations are required. Schools will be required to consult with the CFO for orders over £5,000 prior to authorisation.
	£15,000 - £49,999	CEO and CFO	Orders between £5,000 and £49,999, a minimum of three formal quotations are required.
	£50,000 - £214,904 (incl VAT)	CEO and CFO	Orders over £50,000 to be put out to tender in line with financial procedures.
	£214,904 (incl VAT) and above	Trust Board	Recommendation from CEO, CFO. Contracts over £214,904 (incl VAT) must use the Find a Tender Service (FTS) thresholds to follow a compliant process under the Public Contracts Regulations 2015 and subsequent legislation.
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	CFO ‘single supplier’ authorisation required where 3 quotes cannot be obtained e.g. where there are not 3 viable alternative suppliers.
Entering into lease arrangements	Any value	CFO and CEO and DfE (where required)	As above authority limits, or as required by lease conditions.
Entering into other commercial contracts	Any value	CFO and CEO and COO and DfE (where required)	As above authority limits, or as required by contract conditions.

Purchases using Corporate Card		Named card holder and Executive Principal/Principal/Head of School or CEO or CFO	In line with purchasing authority limits.
Capital projects Annual capital project schemes will require trust board approval.	Up to £214,904 (incl VAT) (if a scheme agreed by Board)	Approval required in accordance with the delegated authority set out above	If within approved budget level <ul style="list-style-type: none"> •Orders up to £4,999 at least two written or verbal quotations are required •Orders over £5,000 and up to £49,999 require 3 formal written quotations •Orders over £50,000 to be tendered •Contracts over £214,904 (incl VAT) , the Find a Tender Service (FTS) thresholds to follow compliant process under the Public Contracts Regulations 2015 and subsequent legislation.
	£214,904 (incl VAT) + OR Outside annual capital project scheme	Trust Board	Orders up to £4,999 at least two written or verbal quotations are required <ul style="list-style-type: none"> •Orders over £5,000 and up to £49,999 require 3 formal written quotation •Orders over £50,000 to be tendered •Contracts over £214,904 (incl VAT) the Find a Tender Service (FTS) thresholds to follow compliant process under the Public Contracts Regulations 2015 and subsequent legislation.
Authorising monthly salary payments	Unlimited	CFO	

Delegated Duty	Value	Delegated authority	Comment
Signatures for Cheques or online payments		Two signatures in accordance with the bank mandate	
Delegated Duty	Value	Delegated authority	Comment
Signatories for grant claims and DfE Returns	Unlimited	CFO and CEO (Accounting officer)	Two signatories, or as required by DfE
Delegated Duty	Value	Delegated authority	Comment
Disposal of assets	Up to £1,000	SBM and CFO	
	£1,001 to £20,000	Executive Principal / Principal / Head of School and CFO	CFO to report to Trust Board
	Over £20,000	Trust Board and CFO and CEO and DfE	DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration, freehold land & buildings or heritage assets.
Delegated Duty	Value	Delegated authority	Comment
Write-off bad debts	Up to £1000	Executive Principal / Principal / Head of School and CFO	
	Over £1,000	CEO and CFO and DfE approval (where required)	Report to Trust Board

Delegated Duty	Value	Delegated authority	Comment
Write-off overpayments to staff	Up to £1,000	COO and CFO	
	Over £1,000	CEO and CFO and COO and DfE approval where required	Reported to Trust Board
Delegated Duty	Value	Delegated authority	Comment
Purchase or sale of freehold property	Any	Trust Board and CEO and CFO and DfE approval	
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	Any	Trust Board and CEO and CFO and DfE approval if required	
Any guarantees, indemnities and letters of comfort entered into	Any	Trust Board and CEO and CFO and DfE approval if required	
Ex-gratia payments	Any	CEO and CFO and COO and DfE approval where required	

All post holders will include 'Acting' or 'Associate' post holders. The position of Head of School (which for the purposes of the scheme of delegation includes the Head of Centre for independent AP schools) will assume the same delegated authority within Trust policies, procedures and this scheme of delegation, as the position of Principal.