

# Scheme of Delegation

## Key re delegation:

- R - Responsible** (*responsible for certain tasks*)
- A - Accountable** (*ultimately accountable and will give approval*)
- C - Consulted** (*a requirement for formal consultation prior to decision*)
- I - Informed** (*made aware, as part of stakeholder engagement*)

## Key re terms used:

Academy Leader – Executive Principal, Principal or Head of School

ESFA – Education & Skills Funding Agency

LGB – Local Governing Body

SEND – Special Educational Needs & Disabilities

Trustee / Director – both refer to members of the Trust Board

## Governing Group:

In instances where rapid improvement is required and a Governing Group is in operation the Governing Group's delegated authority is a combination of that which applies to LGBs, plus that which applies to the CEO/Executive Team within the Scheme of Delegation



## Scheme of Delegation

1 STRATEGY & LEADERSHIP								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
1.1	Setting (and reviewing) the Trust's vision and strategic plans, agreeing key priorities against which progress can be monitored	A				C	R	C
1.2	Setting (and reviewing) each academy's vision and strategic plans (aligning with those of the Trust), agreeing key priorities against which progress can be measured					A	C	R

2 EDUCATION								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
2.1	Educational performance of Academies				I	R	A	R
2.2	Educational performance of the Trust	A			C		R	
2.3	Approval of Academy Development Plans and SEFs					A	C	R
2.4	Development of curriculum and assessment, with reference to statutory requirements				I	C	C	A
2.5	Determining and changing school hours and term dates					C	A	R

3 SAFEGUARDING & SEND								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
3.1	To develop, implement and review Safeguarding Policies and arrangements	A			C	R	R	R
3.2	Compliance with SEND Code of Practice (Children's & Families Act)	A			C	R	R	R



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4 PARENTS, COMMUNITY & STAKEHOLDER RELATIONSHIP								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
4.1	Responsibility for the Academy's Admissions Policy					A	C	R
4.2	Maintaining effective engagement and communications with parents, the wider community and local partnerships					A		R
4.3	Manage relations with Local Authority:							
	• Academy operations					R		A
	• Strategic relations					I	R	C
4.4	Manage relations with RSCs, ESFA & DfE	A					R	
4.5	Manage relations with media:							
	• Routine Academy matters							A
	• Significant Academy matters / Trust matters						A	C
4.6	Determine Academy identity and branding					A	C	R

5 ESTATES & ASSET MANAGEMENT								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
5.1	Premises Management & Capital Investment:							
	• Development of and adherence to Academy Estates Development Plans	I	C			C	A	R
	• Development and Implementation of Trust's Capital Strategy	A	C			I	R	C
5.2	Compliance with all aspects of H&S Policy and Regulation	A	R			R	R	R
5.3	Provision of adequate insurances						A	R
5.4	Responsibility for premises security						A	R



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6 GOVERNANCE									
Ref	Delegation	Members	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
6.1	Amending Articles of Association	A	R						
6.2	Changes to other constitutional documents		A					R	
6.3	Changes to Master Funding Agreement		A					R	
6.4	Appointment of LGB members		A				R	C	C
6.5	Appointment of Chairs & Vice-Chairs of LGBs						A		
6.6	Approval of Trust-wide policies ( <i>See Appendix 2</i> )		A	A	A	A	I	R	I
6.7	Approval of Academy policies ( <i>See Appendix 3</i> )						A		R
6.8	Approval of Academy policies ( <i>See Appendix 4</i> )								A
6.9	Ensuring that statutory documents/information are published on each Academy's website (link to Trust's website)						A		R
6.10	Making a <i>Significant Change</i> ( <i>See appendix 5</i> )		A				C	R	C
6.11	Academy conversions and sponsorship		A					R	
6.12	Compliance with Academy Trust Handbook		A	R	R	R	R	R	R
6.13	Approval of Financial Regulations, which conform with Academy Trust Handbook		A	C				R	
6.14	Maintaining Register of Interests and details of related party		A				R	R	
6.15	Ensuring compliance with Data Protection / GDPR policies and regulations		A		C			R	R



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7 FINANCE, AUDIT & RISK									
Ref	Delegation	Members	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
7.1	Safeguard public funds and comply with all requirements of the Trust Financial Regulations		A	R	R	R	R	R	R
7.2	Agree the annual budget and subsequent two year financial forecasts:								
	<ul style="list-style-type: none"> <li>● Trust wide budget proposals</li> <li>● Academy budget recommendations</li> </ul>		A	C				R	
							A	C	R
7.3	Management of the Trust's financial position		A	C				R	
7.4	Day to day management of the Academies financial positions						A	C	R
7.5	Agree changes to financial plans where <b>costs contained within the approved in-year financial position:</b>								
	<ul style="list-style-type: none"> <li>● Additional income – including any associated spend requirements</li> </ul>						I	I	A
	<ul style="list-style-type: none"> <li>● Premises</li> </ul>						A	C	R
	<ul style="list-style-type: none"> <li>● Other spend</li> </ul>						I	I	A
	<ul style="list-style-type: none"> <li>● Changes to staffing structure:                             <ul style="list-style-type: none"> <li>○ Within approved total staffing budget</li> <li>○ Outside of approved total staffing budget</li> </ul> </li> </ul>						I	I	A
							A	C	R
7.6	Agree changes to financial plans <b>adversely impacting on the approved in-year financial position</b>						A	C	R
7.7	Approval of loans to Academies from Trust reserves		A	C				R	
7.8	Appointment of external auditors	A	C		C			R	
7.9	Appointment of internal auditors and agree annual plan		A		C			R	
7.10	Risk Management		A		C		C	R	R



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8 PEOPLE & PERFORMANCE								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
8.1	Recruitment and appointment of Executive Principals and Principal					C	A	
8.2	Recruitment and appointment of Heads of School					C	C	A
8.3	Recruitment and appointment of CEO	A						
8.4	Recruitment and appointment of Accounting Officer	A						
8.5	Recruitment and appointment of Clerk to the Board	A					I	
8.6	Recruitment and appointment of Chief Finance Officer	A					R	
8.7	Recruitment and appointment of other members of Executive Team	C					A	
8.8	Determine annual pay awards (ie. inflation, considering nationally negotiated settlements).	A	C				R	
8.9	Performance Management, Appraisal & Remuneration of CEO & Clerk to the Board	A					C	
8.10	Performance Management, Appraisal & Remuneration of Other Executive Team members	A					R	
8.11	Performance Management, Appraisal & Remuneration of Academy (Executive) Principals					C	A	
8.12	Performance Management, Appraisal & Remuneration of Heads of School / other Academy Leaders					A	I	R
8.13	Performance Management, Appraisal & Remuneration of:							
	• Other Academy personnel					A		R
	• Support Centre personnel						A	
8.14	Employee severance arrangements :							
	• Negotiations						A	C
	• Entering Agreements		I				A	I
	(NB: agreements exceeding £50k require <b>prior</b> ESFA approval)							

## Appendix 1 - Financial Regulations – Executive Summary

Academies must be aware of all aspects of the Financial Regulations in order to discharge their financial management responsibilities in line with the DFE and Trust requirements.

### Financial Management

- Not agree to spend outside of the approved budget plan without subsequent prior approval of the Governing Body – Per the Scheme of Delegation.
- Not set a deficit budget without approval of the Board (including going into deficit in-year).
- Notify the CFO of any proposed leases before they are entered into.
- Ensure an official purchase order is used for **all** supplies of goods, work and services, ensuring all appropriate authorisations are obtained.
- Ensure obtain quotes for **all** goods and services over £5,000.
- Maintain an asset register and ensure annual reconciliation back to actual items.
- Notify CFO immediately of any suspected theft, misappropriation or fraud.
- Notify CFO of any instances where the Procurement and Tendering Policy has not been followed.

### Related Party Transactions

- Must notify the CFO of any transactions with related parties prior to the transaction taking place (Require ESFA notification and/or approval).

### Payroll

- All salary adjustments for each month should be summarised and signed off by the Principal prior to processing (Payroll Report).
- Payroll reports should be compared to the budgeted payroll costs and material variances investigated. Payroll reports must be signed off by the Principal.
- The Principal must sign all new starter forms and leaver forms.

### Insurance

- Must notify CFO of any insurance claims.

### Other Authorisation

- Sign monthly reconciliation of all procurement cards
- Sign petty cash reconciliation ensuring all balanced
- Sign any cash banking

## Planning Documents

- 3 Year Academy Development Plan (agreed during spring / summer term to feed into budget setting process).
- Clear staffing structure aligned to the Academy Development Plan.
- Approved Budget – plus 2 subsequent year forecasts (Cannot set or operate a deficit budget without Board approval).
- Premises Strategy (10 Year Planned Maintenance).
- ICT Strategy (5 Year replacement plan).
- Other Asset Strategy (replacement plan for all other assets).
- Academy Risk Register.
- Academy Contingency and Business Continuity Plan.

*The full Trust Financial Regulations can be located on the Wellspring Website or by clicking [here](#)*



# Scheme of Delegation



**WELLSPRING**

We Make A Difference

## Appendix 2 - Approval of Trust-Wide Policies

Policy	Approving Body
Safeguarding Policy	Trust Board
Complaints Policy	Trust Board
Data Protection Policy	Trust Board
Equality, Diversity & Inclusion Policy	Trust Board
Reserves Policy	Trust Board
Pay Policy	Trust Board
Risk Management Policy	Trust Board
Exclusions Policy	Trust Board
Health & Safety Policy	Trust Board
Freedom of Information Policy	Audit & Risk Committee
IT Acceptable Use & Password Policy	Audit & Risk Committee
E Safety Policy	Audit & Risk Committee
Data Security & Breach Management Policy	Audit & Risk Committee
Data Storage, Retention & Disposal Policy	Audit & Risk Committee
Whistleblowing Policy	Audit & Risk Committee
Procurement & Tendering Policy	F & R Committee
Debt Policy	F & R Committee
Fraud Response Plan	F & R Committee
Investments Policy	F & R Committee
Anti-fraud & Anti-bribery Policy	F & R Committee
Disciplinary Policy	F & R Committee
Flexible Working Policy (Support Centre)	F & R Committee
Leave of Absence Policy	F & R Committee
Managing Change Policy	F & R Committee
Managing Sickness Absence Policy	F & R Committee
Probation Policy	F & R Committee
Pension Discretion Policy	F & R Committee
Grievance Resolution Policy	F & R Committee
Performance Management and Capability Policy - Support Staff	F & R Committee
Performance Management and Capability Policy - Teaching Staff	F & R Committee
Wellbeing Policy & Wellbeing Charter	F & R Committee
CCTV Policy	F & R Committee
ECT Policy	F & R Committee
Barring Policy (template)	DoL
First Aid Policy (template)	DCEO
Business Continuity Plan (template)	DCEO
Fire Evac Procedure & Plan (template)	DCEO
Building Security Procedure (template)	DCEO



## Scheme of Delegation

### Appendix 3 - School Authored Statutory Policies

#### (Requires LGB Approval)

- Admissions Arrangements & selection process
- Behaviour Policy
- Business Continuity Plan (Adapting Trust template)
- Children with health needs who cannot attend school
- Child Protection / Safeguarding Policy & Procedures
- Covid Catch-up Allocation and spend
- Equality Objectives & how meeting PSED
- Pupil Premium Allocation and Spend Analysis
- Special Educational Needs & Disabilities
- Sports Premium Allocation and Spend Analysis
- Supporting Pupils with Medical Conditions

### Appendix 4 - School Authored Statutory Policies

#### (Requires Academy Leader Approval)

- Accessibility Plan
- Anti Bullying Strategy
- Barring Policy (Adapting Trust template)
- Building Security Procedure (Adapting Trust template)
- Careers Guidance: details of your careers programme
- Charging and Remissions
- Early Years Foundation Stage (EYFS)
- First Aid Policy (Adapting Trust template)
- Fire Evac Procedure & Plan (Adapting Trust template)
- Provider Access Statement (pupils in year 8 to 13)
- Relationship & Sex Education



## Appendix 5 - Significant change

Academy trusts proposing to make a significant change MUST submit a proposal for change and follow the required process, in advance of the change being made. Failure to do so will constitute a breach of their Funding Agreement (FA), which could result in further action by the department for education to address the breach.

Changes categorised as a 'significant change'

- Expansion of physical capacity (premises enlargement)
- Expansion onto an additional or satellite site
- Changes to the number of pupils in a special school
- Change in type of SEN provision in a special school
- Changes affecting SEN units or resourced provision (including adding a resourced provision)
- Change of lower or upper age limit (including adding a nursery)
- Adding or removing a sixth form
- Amalgamating or de-amalgamating with another academy
- Gaining or changing faith designation
- Transfer to or acquiring another site
- Change of gender composition.