

## Scheme of Delegation

The Scheme of Delegation shows the level of delegated responsibility and functions which are given to the Trust Board, its' Committees (Audit, Finance, Property and the Local Governing Bodies), to the Chief Executive Officer and College Principal.

Note: although decisions may be delegated, the Trust retains overarching responsibility for all decisions made.

		Trust Board	Trust's Committee	Trust's CEO	College Principal
Financial Tasks	To determine the proportion of the overall Trust budget to be allocated to individual Colleges and towards the cost of central SAT services.				
	To approve the formal budget plan and any mid-year adjustments each financial year.				
	To monitor monthly expenditure.		Finance		
	To approve contracts in excess of £100,000 in value.		Finance		
	To approve contracts in excess of £1,000,000 in value.				
	To make payments within agreed financial limits and budget headings.				
	To appoint the Audit Committee.				
	To sign the Annual Report.				
	To appoint Internal Auditors.				
	To designate a named individual as the Trust's 'Accounting Officer'.				
	To assure the Trust Board that the requirements of the Academies Financial Handbook, Funding Agreements and all relevant aspects of Company Law and Charity Law are being satisfied.				
	To assure Parliament and the ESFA that the Trust is meeting the high standards of probity in the management of public funds.				
	To comply with all the requirements of the Academies Financial Handbook.				
	To advise the Trust Board in writing if, at any time, in his/her opinion: 1) The Board appears to be failing to act where required to do so by the Academies Financial Handbook 2) Any action or policy under consideration by them is incompatible with the terms of the Academies Financial Handbook.				
	To consider the reasons the Trust Board provide if they wish to proceed to act against the Accounting Officer's advice.				
To follow the mandatory requirement to advise the ESFA's Accounting Officer if the Trust Board intend to proceed to act against the Accounting Officer's advice.					

		Trust Board	Trust's Committee	Trust's CEO	College Principal
Staffing Tasks	Appointment of the College Principal*.				
	Appointment of Senior Leadership Roles.				
	Appointment of teachers.				
	Appointment of support staff.				
	Agreeing the Trust's Pay Policy.				
	Approve individual pay discretions.				
	Establishing, implementing and reviewing the Trust's disciplinary and capability policy and procedures.				
	All action involving the suspension of staff, including suspension of the College Principal*.				
	Determining the staff structure.				
	Establishing, implementing and reviewing the Trust's staff appraisals policy and procedures.				
	Determining dismissal payments/early retirement payments within budget and in accordance with the Academies Financial Handbook.				
	Determining dismissal payments/early retirement payments outside the budget and in accordance with the Academies Financial Handbook.				
	Determining dismissals/termination of employment of staff (excluding the College Principal).				
	To manage the performance of the College Principal*.				
	To ensure that the Local Governing Body establishes and implements the minimum statutory policies as required by legislation.				
To ensure appropriate curriculum is taught to all students and to consider any disapplication for students.					

*\*should the College Principal also be the Trust CEO, the Trust Board shall retain direct responsibility for these actions.*

		Trust Board	Trust's Committee	Trust's CEO	College Principal
Curriculum & Admissions	To establish the Trust's Curriculum Framework.				
	To implement the Trust's Curriculum Framework.				
	Be responsible for the standards of teaching, learning and assessment.				
	Be responsible for individual student's education.				
	To prohibit political indoctrination and ensure a balanced treatment of political issues.				
	Be responsible for the setting, agreeing, monitoring and publishing of student achievement targets.				
	Be responsible for student outcomes.				
	To establish the Trust's Student Discipline policy.				
	To review the use of exclusion and to decide whether to confirm any permanent exclusion and fixed term exclusions (up to a maximum of 14 days per academic term).				
	To review the use of exclusion and to decide whether to confirm any permanent exclusion and fixed term exclusions (in excess of 14 days per academic term).		Local Governing Body		
	To direct reinstatement of excluded students through the Trust's Appeals Process.		Local Governing Body		
	To set the Trust's Admission policy.				
To consider any application and/or admissions decisions.					
Premises & Insurance	Be responsible for the building's insurance and personal liability.				
	To develop the Trust's buildings strategy or master plan.				
	To approve the Trust's buildings strategy or master plan.				
	Be responsible for the maintenance of the Trust's buildings, including developing a properly funded maintenance plan.				
Governance	To appoint Local Governors to the Local Governing Body.				
	To determine the number of Parent and Staff Local Governors to be appointed to the Local Governing Body.				
	To draw up governing documents and make any amendments thereafter.				
	To appoint and dismiss the Clerk to the Local Governing Body.				
	To set up the Register of Interests for the Local Governing Body.				
	To approve the Trust's Governance Expenses policy.				

		Trust Board	Trust's Committee	Trust's CEO	College Principal
	To discharge duties in respect of students with special needs by appointing a 'responsible person'.				
	To consider whether to exercise delegation of functions to individuals.				
	To regulate the Local Governing Body's procedures (where not set out in Law).				
	To determine the development needs of the Local Governing Body and to put in place an appropriate training programme.				
	To consider requests from other schools to join the Trust.				