



SCHEME OF DELEGATION

Introduction

This Scheme of Delegation for Tudhoe Learning Trust sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance & Facilities Committee
4. Trust HR & Remuneration Committee
5. Trust Audit Committee
6. Local Governing Body
7. Trust Chief Executive Officer
8. Leadership group of Headteachers
9. Headteacher of individual academies

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Trust Policies

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. These policies may include those listed below.

| Academy & Pupil Policies | Employment & Staff Policies |
|-------------------------------------|--|
| Sex Education | Pay & Remuneration |

Prepared by: Jim Smith CEO/EHT TLT

Date: March 16

Review Date March 17

| | |
|------------------------------|------------------------------------|
| Religious Education | Disciplinary |
| Child Welfare & Safeguarding | Re-structuring and Redundancy |
| Attendance | Job Role, Grade & Salary |
| Pupil Premium | Grievance |
| Health & Safety | Capability |
| Academy Trips | Whistleblowing |
| Complaints | Employee Health & Safety |
| SEN & Inclusion | Data Protection |
| | Directors/Governors Allowances |
| | Financial Policies |
| | Financial Regulations & Procedures |
| | Asset Management |
| | Procurement |

| # | Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I) | Notes | Board | Fin C'ttee | HR C'ttee | LGB | CEO | Ldr Gp | HT |
|-----------|--|------------------------------|-------|------------|-----------|-----|-----|--------|----|
| 1. | Governance | | | | | | | | |
| 1.1. | Approve Trust Articles of Association | Members only | | | | | | | |
| 1.2. | Approve Trust Board Terms of Reference | | A | | | | | | |
| 1.3. | Approve Trust Scheme of Delegation | | A | | | | | | |
| 1.4. | Approve new convertor or sponsored academies joining MAT | | A | | | | R | C | P |
| 1.5. | Establish Trust Committees | | A | | | | R | | |
| 1.6. | Approve Trust Committee Terms of Reference | | A | R | R | | | | |
| 1.7. | Approve Local Governing Body (LGB) Terms of Reference | | A | | | R | | | |
| 1.8. | Establish LGB working groups | | | | | A | | | |
| 1.9. | Appoint Chair of Trust Board | | A | | | | | | |
| 1.10. | Appoint Chair of LGB | | | | | A | | | |
| 1.11. | Remove Chair of LGB | In exceptional circumstances | A | | | A | | | |
| 1.12. | Appoint (and remove) LGB members | As per agreed composition | | | | A | | | R |
| 1.13. | Appoint (and remove) Chair(s) of Trust Committees | | A | | | | | | |
| 1.14. | Appoint (and remove) Trust Committee members | As per agreed composition | A | | | | | | |
| 1.15. | Appoint (and remove) Clerk to Trust Board | | A | | | | R | | |
| 1.16. | Appoint (and remove) Clerk to LGB | | A | | | C | R | | |
| 1.17. | Organise calendar of Trust Board and LGB meetings | | A | | | | R | | |
| 1.18. | Approve Directors Expenses Policy | | A | | | | | | |
| 2. | Trust & Academy Performance, Curriculum and Teaching | | | | | | | | |
| 2.1. | Trust Strategic Plan | | A | | | | R | C | |
| 2.2. | Academy Performance Targets | | A | | | R | C | C | D |
| 2.3. | Academy Performance Review <i>e.g. SEF</i> | | A | | | R | C | C | D |

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|-----------|--|--------------------------|-------|------------|-----------|-----|-----|---------|----|
| 2.4. | Academy 3 year plan | | | | | A | C | C | P |
| 2.5. | Academy 1 Year Plan | | | | | A | C | C | P |
| 2.6. | Teaching & Learning Policy | | | | | A | C | C | P |
| 2.7. | Curriculum Policy | | | | | A | C | C | P |
| 2.8. | Sex Education policy | | A | | | C | P | R | P |
| 2.9. | Religious Education policy | | A | | | C | P | R | P |
| 2.10. | SEN & Inclusion policy | | A | | | C | P | R | P |
| 2.11. | Trust Staff Development Plan | | | | A | | R | | |
| 2.12. | Academy Staff Development Plan | | | | | A | R | R | P |
| 2.13. | Trust Inset Days | | A | | | | R | P | D |
| 3. | Staff Policies and Pay | | | | | | | | |
| 3.1. | Pay & Remuneration Policy | | A | | R | M | P | C | |
| 3.2. | Job Role Salary & Grading Policy | | A | | R | M | P | C | |
| 3.3. | Changes to Employee Terms & Conditions or Collective Agreements | | A | | R | | P | C | |
| 3.4. | Adoption of Transferring Policies and Collective Agreements | | | | R | | P | | |
| 3.5. | Teachers Annual Pay Award | | A | C | R | | P | C | |
| 3.6. | Support Staff Annual Pay Award | | A | C | R | | P | C | |
| 3.7. | Individual Performance Pay Awards | | | | A | R | | | P |
| 3.8. | Performance Management & Appraisal Review Policy | | A | | R | M | P | C | I |
| 3.9. | Disciplinary Policy | | A | | R | M | P | C | |
| 3.10. | Grievance Policy | | A | | R | M | P | C | |
| 3.11. | Capability Policy | | A | | R | M | P | C | |
| 3.12. | Whistleblowing Policy | | A | | R | M | P | C | |
| 3.13. | Re-structuring & Redundancy Policy | | A | | R | M | P | C | |
| 3.14. | Employee Health & Safety Policy | | A | | R | M | P | C | |
| 4. | Staff Management | | | | | | | | |
| 4.1. | Staff complement, structure and grades | | | | | A | C | C | P |
| 4.2. | CEO appointment | | A | | | | | | |
| 4.3. | Trust leadership structure | | A | | | | R | C | |
| 4.4. | Headteacher appointment | As per agreed process | A | | | R | C | | |
| 4.5. | Senior leadership appointments | | | | | A | C | C | R |
| 4.6. | Teaching and support staff appointments | | | | | C | | | A |
| 4.7. | Suspension of CEO | | A | | | | | | |
| 4.8. | Return of CEO after suspension | | A | | | | | | |
| 4.9. | Dismissal of CEO | | A | | | | | | |
| 4.10. | Suspension of Headteacher | As per agreed policy | A | | | C | I | | |
| 4.11. | Return of Headteacher after suspension | | A | | | C | R | | |
| 4.12. | Dismissal of Headteacher | | A | | | C | R | | |
| 4.13. | Suspension of teaching and support staff | As per agreed policy | | | | C | C | | I |
| 4.14. | Return of teaching and support staff after suspension | | | | | A | C | | R |

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|-----------|--|---|-------|------------|-----------|-----|-----|---------|----|
| 4.15. | Redundancy of staff | | A | C | R | R | P | C | P |
| 4.16. | Restructuring of staff | | A | C | R | R | P | C | P |
| 5. | Financial Governance & Management | | | | | | | | |
| 5.1. | Trust & Academy Financial Regulations | Audit C'ttee to monitor | A | R | | | P | | |
| 5.2. | Trust & Academy Financial Procedures | Audit C'ttee to monitor | A | R | | | P | | |
| 5.3. | Appoint Trust auditors | Audit C'ttee to recommend | A | | | | | | |
| 5.4. | Academy 1 year Budget | To incorporate Trust charges | A | R | | P | | C | D |
| 5.5. | Trust 1 year Budget | | A | R | | | D | C | |
| 5.6. | Academy 3 year Budget Plan | | | A | | R | | C | P |
| 5.7. | Trust 3 year Budget Plan | | | A | | | R | C | |
| 5.8. | Academy Interim Year End Accounts | To be consolidated | | | | R | P | | |
| 5.9. | Trust Interim Year End Accounts | Consolidated accounts | | A | | | R | | |
| 5.10. | Trust Annual Accounts | | A | R | | | | | |
| 5.11. | Trustees Report | | A | R | | | | | |
| 5.12. | Trust Academies Accounts Return to EFA | | | A | | | | | |
| 5.13. | Response to Auditor's Management Letter | Audit C'ttee to recommend | A | C | | | | | |
| 5.14. | Academy YTD reports | | | AM | | RM | P | | |
| 5.15. | Trust YTD reports | | AM | RM | | | P | | |
| 6. | Financial Authorisation | | | | | | | | |
| 6.1. | Expenditure or contracts up to Lower Limit | Subject to inclusion in approved budget | | | | | A | | A |
| 6.2. | Expenditure or contracts from Lower Limit to Upper Limit | | | A | | | P | C | P |
| 6.3. | Expenditure or contracts from Upper Limit to OJEU limit | | A | R | | | P | C | P |
| 6.4. | Expenditure over OJEU limit | | A | R | | | P | C | |
| 6.5. | Disposals or write off of stock, assets or debts up to Lower Limit | | | | | | A | | A |
| 6.6. | Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit | | | A | | | R | C | R |
| 6.7. | Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit) | | A | R | | | P | C | P |
| 6.8. | Compensation payments up to £50,000 | | A | R | | | P | | D |
| 7. | Academy Policies & Procedures | | | | | | | | |
| 7.1. | Academy times, terms and holidays | | A | | | | R | P | D |
| 7.2. | Change of Academy Age Range | | A | C | | | R | R | P |
| 7.3. | Expansion of Academy PAN | | A | C | | | R | R | P |
| 7.4. | Extension of Academy provision (EYFS) | | A | C | | | R | R | P |
| 7.5. | Child Welfare & Safeguarding Policy | | A | | | CM | R | R | P |
| 7.6. | Attendance Policy & Plan | | A | | | CM | R | R | P |
| 7.7. | Pupil Premium Policy | | A | | | CM | R | R | P |

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| 7.8. | Pupil Premium Plan | | A | | | CM | R | R | P |
| 7.9. | Academy Educational Visits Policy | | A | | | CM | I | R | P |
| 7.10. | Pupil Behaviour & Exclusions Policy | | | | | AM | C | C | P |
| 7.11. | Short-term Exclusion | | | | | | | | A |
| 7.12. | Return after short-term exclusion | | | | | | | | A |
| 7.13. | Permanent Exclusions | As per agreed policy | | | | A | | | R |
| 7.14. | Appeals against Permanent Exclusion | Independent panel | | | | I | | | |
| 7.15. | Complaints Policy | | A | | | | | | |
| 7.16. | Complaints Appeals | To be handled in line with policy | I | | | I | | | |
| 7.17. | Admissions Policy | | A | | | R | C | C | P |
| 7.18. | Allocation of places against Admissions Policy | LA scheme | | | | I | | | |
| 7.19. | Admissions Appeals | Independent panel | | | | I | | | |
| 7.20. | Academy prospectus | | | | | A | C | C | P |
| 7.21. | Academy website | | | | | A | C | C | P |
| 7.22. | Academy logo & branding | | | | | A | C | C | P |
| 7.23. | Academy uniform | | | | | A | C | C | P |
| 7.24. | Extended services on-site | | | | | A | | | P |
| 8. | Premises & Assets | | | | | | | | |
| 8.1. | Asset Management Policy | | A | R | | | P | | |
| 8.2. | Health & Safety Policy | | A | R | C | | P | | |
| 8.3. | Asset Management Plan | | | A | | P | R | R | |

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