

# Scheme of Delegated Authority v19

The scheme of delegation is a key document defining which functions have been retained at Board level or delegated to the following roles.

- COLUMN TICKED:** Responsible for taking action and accountable for outcome of action
- COLUMN MARKED 'A':** Provide advice and support to those accountable for decision making
- COLUMN MARKED 'R':** LGB has standing invitation to make recommendations to trustees
- COLUMN MARKED 'I':** Notified by Decision Maker
- COLUMN MARKED 'CC':** Compulsory consultation by Decision Maker
- COLUMN MARKED 'OC':** Optional consultation by Decision Maker

Key Function	No	Task									
			Mem	Board	Board Cttee	CEO	Central Team	LGB/ SIB	PCAB	Head	
Governance: A.	A1	Members: Appoint/Remove	✓								
	A2	Trustees: Appoint/Remove	✓								
	A3	Trustees: Co-opt trustees		✓							
	A4	Co-opt trustees from other Trusts onto panels		✓							
	A5	Appoint the Chair and Vice Chair of the Board		✓							
	A6	Board Committee Chairs: appoint/remove		✓							
	A7	LGB/SIB/PCAB Chairs: appoint/remove		✓		A					I
	A8	Company Secretary: appoint and remove		✓							
	A9	Clerk to Board: appoint and remove		✓		A					
	A10	Clerk to LGB/SIB/PCAB: appoint and remove				✓		A	I		
	A11	Articles of Association: amend, agree, review	✓	A		A					
	A12	Approve changes to the LT2 Governance structure, Terms of Reference or Funding Agreement	I	✓		A	A	I	I		
	A13	Approve changes to the Scheme of Delegated Authority		✓		A		I	I	I	
	A14	Terms of reference for Trust committees: agree annually		✓		A					
	A15	Terms of reference for LGB/SIB/PCAB: agree annually		✓		A		CC	CC	A	
	A16	Trust Board skills audit: complete and recruit to fill gaps		✓		A					

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	A17	LGB/SIB/PCAB skills audit: complete and recruit to fill gaps				A		✓	✓	✓
	A18	Annual self-review Trust Board and committee performance: complete annually		✓	A	A				
	A19	Annually self-review of LGB/SIB performance: complete annually				I		✓		A
	A20	Annual schedule of business for Trust Board: agree		✓		A				
	A21	Annual schedule of business for LGB/SIB/PCAB: agree		I				✓	✓	A
	A22	Annual register of trustees and LGB /SIB/PCAB members' pecuniary interests: establish and publish		✓		A		✓	✓	A
	A23	Approve Trustees and LGB/SIB/PCAB Expenses Policy		✓				CC	CC	
	A24	Appoint a Chief Executive Officer		✓			I			I
	A25	Appoint Internal Auditors		✓			A			
	A26	Appoint External Auditors		✓		A	A			
	A27	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit		✓	A	✓				
	A28	Determine and approve Trust wide policies reflecting LT2 ethos and values including statutory, admissions, employment policies		✓		A	A/I	OC		OC
	A29	Determine and approve school level policies that reflect the school's ethos (in line with Trust ethos) including Curriculum, teaching and learning		I		CC		✓	OC	A
	A30	Central spend/ management charge: agree		✓		A	A	I		
	A31	Management of risk; establish register, review and monitor		✓	A	A	A	OC		
	A32	School based risk management and reporting to Audit Committee according to Trust Risk management policy			A	A	A	✓		✓
	A33	Determine Trust's vision and strategy, agreeing KPIs		✓		A		OC	OC	

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			Mem	Board	Board Cttee	CEO	Central Team	LGB/ SIB	PCAB	Head
	A34	Determine school vision and strategy within Trust's ethos and values, agreeing KPIs		✓		A	OC	R	R	A
	A35	Trust's staffing structure: agree		✓		A	OC			
	A36	School staffing structure: agree				✓		R		A
	A37	Performance management of the CEO		✓			OC			OC
	A38	Performance management of the Headteacher				✓	OC	A		
	A39	Manage Freedom of Information and SAR requests for schools and Trust				✓	✓			A
B. Finance	B1	Appoint Trust Central Team e.g. CFO		A		✓	OC			OC
	B2	Approve Trust and schools budget plans for financial year		✓	A	A	A			
	B3	Recommend school budget plan for financial year to Board for approval			A	✓	✓	OC		A
	B4	Approve an overall deficit budget at school and Trust level		✓	A	A	A			
	B5	Approve revised in-year school budget changes				✓	✓	R		R
	B6	CEO pay award: agree		✓						
	B7	Headteacher pay award: agree		✓		A				
	B8	Monitor and agree school staff appraisal and pay progression:				✓	OC			A
	B9	Monitor Trust Budget monthly		Chair	A	✓	✓			
	B10	Monitor agreed school budget monthly			I	I	✓			✓
	B11	Monitor Trust and school budgets at every Board meeting		✓	A	A				
	B12	Monitor top-line school budgets at LGB/SIB meetings 3 x per year						✓		A
	B13	Identify and agree Trust and School Contracts including centrally procured services		I		✓	✓			A
	B14	Enter into (single transaction) contracts, ordering goods and services up to £5,000								✓

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Key Function	No	Task								
			Mem	Board	Board Cttee	CEO	Central Team	LGB/ SIB	PCAB	Head
	B15	Enter into contracts, ordering goods and services between £5,001 and £10,000				A	A			✓
	B16	Enter into contracts, ordering goods and services between £10,001 and £40,000		A		✓	A			
	B17	Enter into contracts, ordering goods and services over £40,001		✓		A				
	B18	Agree school virements up to £5,000 across agreed budget headings and within agreed budget								✓
	B19	Agree school and trust virements between £5,001 to £10,000 across agreed budget headings and within agreed budget				A	A			✓
	B20	Agree school and Trust virements between £10,001 and £40,000 across agreed budget headings and within agreed budget			A	✓	A			A
	B21	Agree movement over £40,001 across agreed budget headings and within agreed budget		✓		A	A			
	B22	Disposal of assets up to £1,000			I					✓
	B23	Disposal of assets from £1,001 to £5,000			I	✓				
	B24	Disposal of assets over £5,000		I	✓					
	B25	Write-off of bad debts up to £1,000				✓	A			A
	B26	Write-off of bad debts above £1,001- £45,000 (then ESFA)		✓		A	A			
	B27	Invest surplus funds in line with the investment policy		✓						
	B28	Approve financial and procurement policies		✓		A	A			
	B29	Providing gifts or hospitality to staff of up to £25					I / ✓			✓
B30	Providing gifts or hospitality to staff over £25				I	✓ / OC				
Staffing C.	C1	Approve staff, HR, pay, performance and disciplinary policies		✓		A	CC			A
	C2	Approval of school staffing structure annually				✓	CC			A
	C3	Approval of Trust staffing structure annually		✓		A	OC			OC

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Key Function	No	Task								
			Mem	Board	Board Cttee	CEO	Central Team	LGB/ SIB	PCAB	Head
	C4	School Headteacher appointments		✓		✓	OC	OC	OC	
	C5	Appoint school Deputy Headteacher & senior appointments				CC		OC	OC	✓
	C6	Participate in the Deputy Headteacher & senior school appointments				✓	OC	OC	OC	✓
	C7	Replace existing or new appointments of Teaching and Support staff within the agreed budget				OC	A			✓
	C8	Replace existing or new appointments of Teaching and Support staff outside of the agreed budget				✓	A			R
	C9	Appointment of LT2 'central team' Staff within agreed budget		✓		✓	A			
	C10	Approve changes to and appoint LT2 'central team' outside the agreed budget		✓		A				
	C11	Performance review of Chief Executive Officer		✓			OC			OC
	C12	Suspend the Chief Executive Officer		✓			CC			
	C13	End the suspension of the Chief Executive Officer		✓			CC			
	C14	Dismiss the Chief Executive Officer		✓			CC			
	C15	Performance review of school Headteachers		✓		✓	OC	CC Chair		
	C16	Suspend a School Headteacher		A		✓	CC	I	I	
	C17	End the suspension of a school Headteacher		A		✓	CC	I	I	
	C18	Dismiss a school Headteacher		✓		A	CC	I	I	
	C19	Performance review of LT2 central team		A	A	✓				OC
	C20	Suspension LT2 central team staff		OC		✓	CC			
	C21	Ending suspension of LT2 central team staff		OC		✓	CC			
	C22	Dismissal of LT2 central team staff		CC		✓	CC			

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Key Function	No	Task								
			Mem	Board	Board Cttee	CEO	Central Team	LGB/ SIB	PCAB	Head
	C23	Performance review of all school staff below (but not including) Headteacher				OC	OC			✓
	C24	Suspension all school staff below (but not including) Headteacher				I	CC	I		✓
	C25	Ending suspension of all school staff below (but not including) Headteacher				I	CC	I		✓
	C26	Dismissal of all school staff below (but not including) Headteacher				A	CC	I		✓
	C27	Dismissal payments / early retirement		✓	A	A	CC			
D. Strategic Planning	D1	Approve LT2 Strategic Plan		✓		A	OC			OC
	D2	Review progress against LT2 Strategic Plan		✓	✓	A	OC			OC
	D3	Monitor and QA production of School SEF		I		✓		✓		A
	D4	Approve School Development/ Improvement Plan/RAP				✓		R	R	A
	D5	Monitor School Development/ Improvement Plan (and monitor against LT2 Strategic Plan)				✓		✓	✓	A
E. Discipline / Exclusions	E1	Approve pupil behaviour policies		✓		A		R	CC	A
	E2	Monitor implementation of pupil behaviour policies				CC		✓	CC	A
	E3	Provide internal/external exclusion data and related actions report to Trust Board termly						✓		A
	E4	Exclude a pupil for up to 15 days				OC				✓
	E5	Exclude a pupil more than 15 days or permanently				CC				✓
	E6	Review exclusion on appeal		✓				✓		A
	E7	Decision to reinstate excluded pupils		✓		A				
F. Admissions	F1	Consult on an Admissions Policy		✓		A		CC	CC	A
	F2	Agree Admissions Policy		✓		A				A
	F3	Agree and change school PAN		✓		A		CC		A

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Key Function	No	Task								
			Mem	Board	Board Cttee	CEO	Central Team	LGB/ SIB	PCAB	Head
	F4	Admissions: application decisions		✓		A				A
	F5	Approve admissions appeals policy and procedure		✓		A				A
	F6	Attend Admission Appeals				OC				✓
	F7	Approve Admissions Prospectus				✓		CC	OC	A
Premises & Insurance G.	G1	Provision of appropriate Buildings and other relevant insurance (including Governors) through RPA and other providers (e.g. vehicles)				I	✓			A
	G2	Management of community use plans /accountability for rental of premises plan				A	✓			A
	G3	Approve Premises related policies and community use plans		✓		A	A	A	A	A
	G4	Approve School Maintenance Strategy				I	✓			R
	G5	Develop and approve overarching LT2 Premises and Capital Strategy including community use plans		✓	A	A	A			A
Health & Safety H.	H1	Complete Trust/ school Health & Safety Policies and procedures				A	✓			✓
	H2	Approve school Health & Safety Policy and Risk Management Plan				✓	✓	R		R
	H3	Monitor implementation of School Risk Management Plan			I	✓	✓			A
	H4	Approve Trust Risk Management Plan		✓		A	A			
School Organisation I.	I1	Approve and review school Business Continuity Plan		✓	A	A	A			A
	I2	Approve times of school day and dates of school terms and holidays				✓		CC	CC	A
	I3	Ensure that school meets an agreed minimum number of sessions in a school year				✓				A
	I4	Approve unplanned school closure for emergency/snow etc				CC				✓
School J.	J1	Ensure that school lunch nutritional standards are met						I	I	✓

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Key Function	No	Task								
			Mem	Board	Board Cttee	CEO	Central Team	LGB/ SIB	PCAB	Head
	J2	Ensure provision of free school meals to those pupils meeting the criteria						I	I	✓
	J3	Ensure the provision of Universal Free School Meals offering to Infant age pupils						I	I	✓
K. Extended Schools	K1	Decide to offer additional activities and what form these should take						CC	OC	✓
	K2	Monitoring of Extended Services						OC	OC	✓
	K3	Cease providing extended school provision		✓				CC	CC	A
L: Matters of ethos	L1	To determine what constitutes a matter of ethos and scope for consultation		✓						
	L2	Approve changes to school organisational structure/delivery from original offer (e.g. 20 pupils/class at primary)		✓						
	L3	Approve changes to school uniform including price and supplier		✓					CC	
M. Safeguarding	M1	Complete, maintain and review school Single Central Record		I		I	A			✓
	M2	Appoint safeguarding LGB/SIB member (non-parent)						✓		
	M3	Annual approval of school safeguarding review		I		✓				A
	M4	Commission annual review of school safeguarding		I		✓		CC	CC	A