

Astrum Multi Academy Trust

Scheme of Delegation



"Promoting and developing inclusion with mainstream partners and in the local community"

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1 VISION, AIMS AND OBJECTIVES

- Regularly consult the children and young people, staff, parents and governors about school life
- Develop independence in the children and young people and provide a wide range of opportunities for effective learning and social interaction.
- Be a secure, stimulating and happy school where pupils and staff can learn together
- Promote and develop inclusion throughout the school, with mainstream partners and in the local community.
- Be a school that other schools will want to learn from and where new ideas are welcomed
- Develop the roles of all staff

2 SCHEME OF DELEGATION

This Scheme of Delegation (SoD) identifies the key decisions required in connection with the overall governance and management of the Trust and its academies.

The SoD sets out the delegation by the Trustees under Article 105 of the Trust's Articles of Association. It is designed to set out clearly the respective roles and responsibilities across all layers of governance. The different layers of governance are explained in more detail in section 4 ([Layers of Governance: Roles and Responsibilities](#)) of this SoD.

This SoD should be read in conjunction with the Trust's Articles of Association and Terms of Reference.

This SoD will be reviewed on an annual basis by the Board of Trustees, or more frequently if required. In the event that any material changes are proposed to this SoD, the Board of Trustees will have regard to any representations of the Schools' Committee. However, this SoD may only be altered or revoked by the Board of Trustees.

3 GOVERNANCE OVERVIEW

Governance Structure Diagram:



4 LAYERS OF GOVERNANCE: KEY ROLES AND RESPONSIBILITIES

The Trust is a company limited by guarantee and, in accordance with the Academies Act 2010, is an exempt charity.

The Trust's three core layers of governance are Members, Trustees and Local Governing Bodies. We have set out below an overview of the key roles and responsibilities across the different layers of governance.

Members

The Members are akin to the shareholders of a company and are often referred to as the 'gatekeepers'. However, unlike shareholders of a company, Members cannot take money or assets from the company. The Members have ultimate control over the Trust, with the ability to appoint some of the Trustees and the right to amend the Trust's Articles of Association (a document that sets out the powers of the Trust itself and those of the Members and Trustees). The Articles of Association describe how Members are recruited and replaced and how many of the Trustees can be appointed to the Board of Trustees by the Members. The Members can also remove Trustees. The Board of Trustees submits an annual report to the Members on the performance of the Trust.

Trustees

The Trustees are responsible for the general control of the Trust in accordance with the provisions set out in the Articles of Association and this SoD. The Board of Trustees is the accountable body for the performance of all Academies within the Trust and, as such, must:

1. Ensure clarity of vision, ethos and strategic direction;
2. Hold the CEO to account for the educational performance of the Academies and their pupils, and the performance management of staff; and
3. Oversee the financial performance of the Trust, ensuring financial probity and value for money.

As mentioned above, the Trust is a company limited by guarantee and an exempt charity. Therefore, Trustees must comply with company, education and charity law requirements. This results in the terms 'Trustees' and 'Directors' being used interchangeably. However, the Articles of Association refer to 'Trustees'. The use of the term Trustee also distinguishes these individuals from those who are executive officers with the job title of director but who are not actually Companies House registered directors.

While Trustees can serve as Members, best practice recognises that the Members are responsible for holding the Trustees to account. Therefore, there should be separation between the Members and Trustees.

The Board of Trustees is permitted to exercise all the powers of the Trust. The Board of Trustees will delegate, to the CEO, responsibility for the day-to-day operations of the Trust.

The Trustees (with the consent of the Members where changes to the Board of Trustees are at issue) have the right to review and adapt the Trust's governance structure at any time, which includes revoking delegation.

The Board of Trustees meets on a half termly (or more frequently if necessary) basis. The Board of Trustees also has 2 committees: [Finance, Audit and Risk Committee and the People and Pay Committee which meet on a termly (or more frequently if necessary) basis, to enable more scrutiny and healthy challenge.

Payment of Trustees

Very importantly, because the Trust is a company and an exempt charity, Trustees are bound to comply with charity and company law as well as the requirements of the Academies Financial Handbook. Charity law expects individuals and organisations to become involved with a charity purely for altruistic purposes. The law does not envisage, or normally allow, for a profit to be made by a Trustee or a Member simply for acting in accordance with the role that he or she has taken on.

The Trust's Articles of Association set out specific provisions relating to payment of Trustees. In short, there are three circumstances in which Trustees may be paid by the Trust:

- 1. Reimbursement of reasonable expenses**, properly incurred when acting on behalf of the Trust. Please note that this is at the discretion of the Board of Trustees. Permission should be sought in advance of incurring any expenses and receipts must be provided. Only reasonable expenses can be reimbursed and any expenses incurred may be subject to scrutiny by the ESFA.
- 2. Payment for services provided outside the role of a Trustee.** This is subject to very strict rules and we strongly recommend that legal advice is sought when considering payment of this kind.
- 3. Payment of salary** to staff Trustees or the Headteacher in their capacities as employees and not as Trustees.

In summary, payment of Trustees must be considered carefully and properly documented fully taking into account the Articles of Association and the Academies Financial Handbook. This SoD only sets out a very brief summary of the issues

surrounding payment of Trustees and is not intended to be a substitute for detailed advice on this subject.

Conflicts of Interest

A conflict of interests is any situation in which a Trustee's personal interests (or those of a person or body connected to him or her), influence or appear to influence or affect that individual's decision-making.

As Trustees of an exempt charity, the Trustees have two sets of similar duties to avoid conflicts of interest. The first duty derives from the charity law duty imposed on Trustees by virtue of their positions as charity law Trustees. The second duty arises from company law and is imposed on Trustees by virtue of their position as Directors under company law.

Essentially, the Trustees have a legal obligation to act in the best interests of the Trust and in accordance with the Trust's Articles of Association, and to avoid situations in which there is an actual conflict of interests or where it is reasonably perceivable that an actual conflict could emerge.

The Trust's Committees:

There are 2 committees, as follows:

Finance, Audit and Risk Committee

Meeting termly with responsibility for overseeing and agreeing the budgets, Trust and Schools' Audit, Risk register, and Resources.

Chair: David Atkins

Trustees: Jackie Blount and Louise Parr (CEO) and Brian Woodcock (Schools' Committee)

People and Pay Committee

Meeting Termly to oversee personnel issues, recruitment and staff pay.

Chair: Alan Grant

Trustees: John Knight, Ann Garrard and Louise Parr (CEO)

All Trustees are reserve members when required for any Committee.

Executive Team:

The Executive Team comprises the CEO and CFO.

The Executive Team meet weekly (or more often is required) to discuss the Trust strategy.

CEO

The CEO is the accounting officer with overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial probity, effectiveness and stability, avoiding waste and securing value for money.

The CEO has delegated responsibility for the operation of the Trust, including the performance of the Trust's Academies and is responsible for all staff across the Trust.

The CEO reports to the Board of Trustees on the performance of the Trust including performance of the Trust's Academies, which is also supplemented by monitoring reports from the Schools' Committee s.

Senior Leadership Team

The Senior Leadership Team (SLT) comprises the CEO, the Heads of School, the Deputy Heads of School and the CFO.

The SLT meet weekly (or more often is required) to discuss strategic matters of organisation, school management and school improvement.

Head of School

The Academy Head of School (Headteacher) is responsible for the day-to-day management of their Academies. Headteachers of academies that are in Ofsted categories 'Requires Improvement' or 'Inadequate' are directly line-managed by the CEO. All Academy Headteachers are accountable to the Chair of their Schools' Committee and the CEO.

Headteachers will deliver the [Aims, Vision and Values](#) of the Trust alongside the Board of Trustees. The Headteacher will work with the CEO to establish standards, sharing school development and improvement plans.

Local Governing Bodies- At Astrum these are Named 'Schools' Committee'

Lord Nash, in the January 2015 edition of the DfE's Governors' Handbook, said:

"Governing bodies have a vital role to play in driving up school and pupil performance and ensuring that resources are used well to give every child the best possible education."

The Local Governing Bodies (Schools' Committees) are Committees of the Board of Trustees and have delegated decision-making powers in accordance with this SoD

and their Ofsted grading (see [Table of Responsibilities](#)). The Schools' Committee s shall each hold at least three meetings in every school year.

There are eight elements to effective governance:

1. The right people around the table;
2. Understanding the role and responsibilities;
3. Good chairing;
4. Professional clerking;
5. Good relationships based on trust;
6. Knowing the school – its data, staff, parents, children and community;
7. Commitment to asking challenging questions; and
8. Confidence to have courageous conversations in the interests of the pupils.

Each Schools' Committee meeting shall be minuted and a copy of those minutes must be provided to the Board of Trustees within fourteen days of the meeting. If the minutes cannot be provided, the Chair of Trustees must be notified immediately.

The minutes of the proceedings of a meeting of the Schools' Committee shall be drawn up and entered into a book, kept specifically for this purpose, by the person authorised to keep the minutes of the Schools' Committee. They shall be signed (subject to the approval of the members of the Schools' Committee) at the same meeting, or the subsequent meeting, by the person acting as the Chair of the respective meeting.

The minutes shall include a record of all appointments of officers made by the Schools' Committee. They shall also include a record of all proceedings at meetings of the Schools' Committee, and of committees of the Schools' Committee, including the names of all persons present at each meeting.

The Chair/Clerk shall ensure that copies of minutes of all meetings of the Schools' Committee shall be provided promptly to the Board of Trustees when requested.

As set out in the Trust's Articles of Association, the Board of Trustees establishes the Schools' Committee s and ensures that, as a minimum, two parents are elected or appointed to them. The Board of Trustees will determine what will be delegated to the Schools' Committee s.

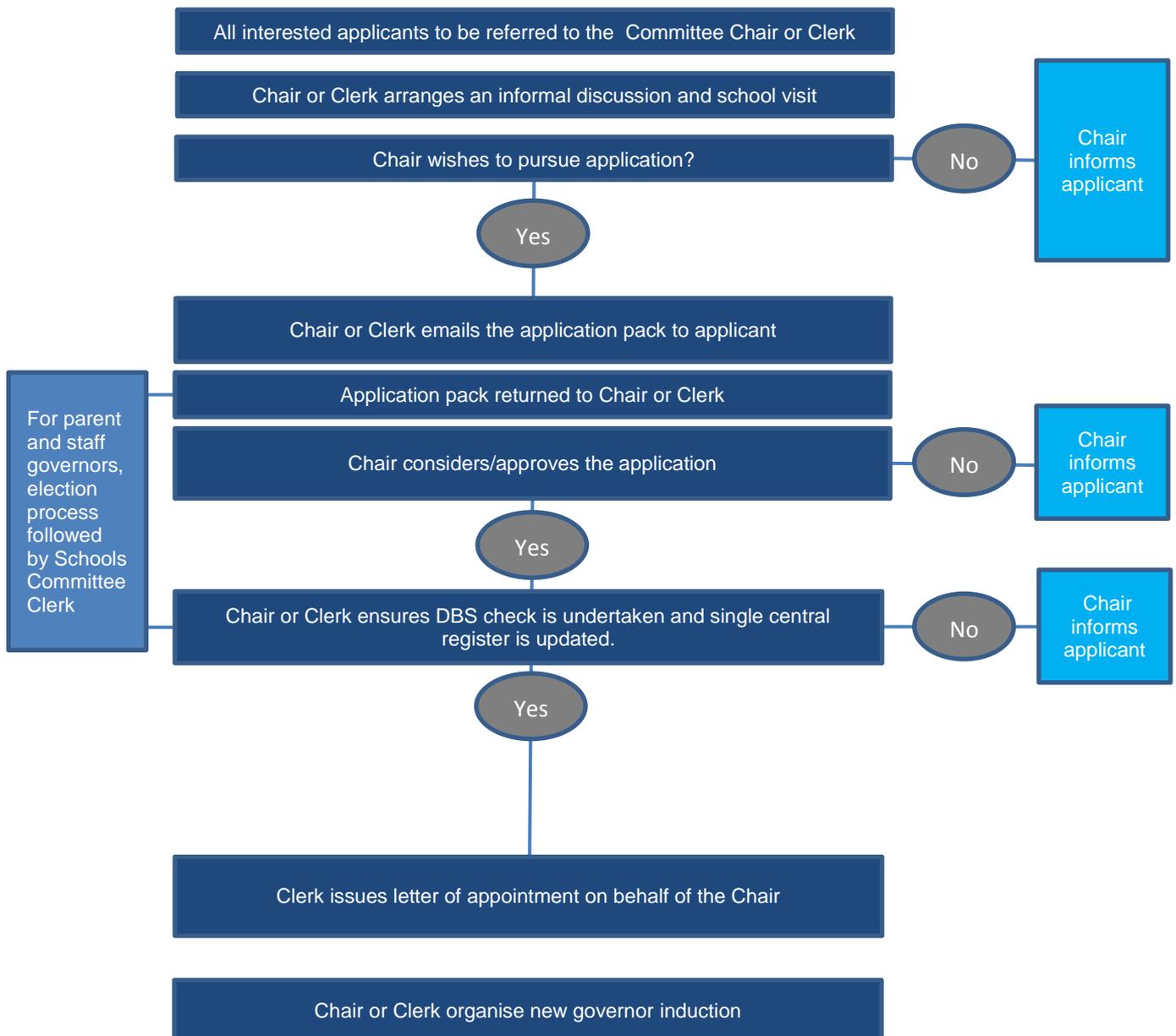
Clerking

Each Schools' Committee and the Board of Trustees has a Clerk. The Clerk to the Trustees supports the Clerks to the Schools' Committee s. As a team, these bodies will communicate appropriately to facilitate sharing of best practice strategies, common processes and systems. They may discuss documentation needed to be produced, and will provide support, guidance and assistance to each other when needed.

The Clerks to the Schools' Committee s are given a window of time within which meetings must be arranged, to allow flexibility. The Schools' Committee meeting minutes must be available for the Trust's Board meetings and the Schools' Committee meeting minutes must be available for the relevant Trust Committee's meetings.

The meeting minutes must be sent to the Clerk to Trustees no later than a week before the relevant Board of Trustee's meeting. This enables all meetings to interlink, which facilitates a robust, clear reporting structure.

5 SCHOOLS' COMMITTEE APPOINTMENT PROCESS



6 COMPOSITION OF SCHOOLS' COMMITTEE

The Schools' Committee s are responsible for proposing the constitution and membership of their own Schools' Committee. However, the Board of Trustees is still ultimately accountable and, therefore, the Board of Trustees must approve the constitution of the Schools' Committee, including any changes to its constitution or membership. The total number of governors on the Schools' Committee is not subject to a maximum. The number of employees of the Trust on the Schools' Committee, including the Headteacher, cannot exceed one third of the total number of governors on the Schools' Committee.

When seeking to find new governors to join the Schools' Committee, the existing Schools' Committee governors should seek to ensure that the governors serving on the Schools' Committee between them have an appropriate range of skills and experience and that due attention is given to succession planning.

A person appointed to the Schools' Committee must be over eighteen at the date of appointment. In addition, no current pupil of the Academy is entitled to serve as an Schools' Committee governor.

LOCAL GOVERNING BODY			
Type of Governor	Number	Term of Office	How they are appointed
Headteacher	2	Indefinite	N/A
Chair of Schools' Committee		Annual election-from members of the Schools' Committee	The Chair of the Schools' Committee shall be appointed by a majority vote of the Schools' Committee governors. Where there is an equal division of votes, the appointment shall be made by a majority vote of the Board of Trustees. However, the Board of Trustees reserves the right to remove or appoint a Chair if the need arises.
Parent governors	2	3 years	Parent governors shall be appointed or elected by the parents of the Academy. In the event that the number of parents standing for election is less than the number of vacancies, the Board of Trustees may appoint Parent governors.
Staff governors	1	3 years	Staff governors shall be elected by the staff of the Academy. In the event that the number of staff standing for election is less than the number of vacancies, the Board of Trustees may appoint staff governors.
Co-opted governors	6	3 years	Co-opted governors are recommended by the Schools' Committee but are subject to approval by the Board of Trustees.

7 SCHOOLS' COMMITTEE REMOVALS AND DISQUALIFICATIONS

A Governor shall no longer serve on the Schools' Committee if he or she:

- resigns by giving notice in writing to the Chair of the Schools' Committee , who must forward a copy of the letter to the Chair of the Trustees;
- is removed by the Board of Trustees, with notice given in writing. A copy of the notice is then forwarded to the Chair of the Schools' Committee ;
- is the subject of a recommendation to be removed, sent to the Board of Trustees by the Chair of the Trust. He or she is then removed by the Board of Trustees, with notice given in writing, and a copy of the notice is then forwarded to the Chair of the Schools' Committee ;
- becomes incapable, by reason of mental disorder, illness or injury, of managing or administering his or her own affairs;
- is absent without the permission of the Chair of the Schools' Committee from all meetings of the Schools' Committee held within a period of six months, and the GB resolves that his or her office be vacated;
- is a staff governor and no longer works for the Academy of which her or she is a governor;
- is a parent governor but his or her child no longer attends the Academy of which her or she is a governor.
- has had his or her estate sequestrated and the sequestration has not been discharged, or is subject to a bankruptcy restrictions order;
- is subject to a disqualification order under the Company Directors' Disqualification Act 1986, or to an order made under the Insolvency Act 1986;
- is subject to an order of the Charity Commission removing him or her from the office of charity trustee, on the grounds of misconduct or mismanagement in the administration of the charity for which he or she was responsible, or to maladministration of which his or her conduct contributed;
- is included in the list kept by the Secretary of State under Section One of the Protection of Children Act;
- is disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000;

- is barred from regulated activity relating to children within the meaning of the Safeguarding of Vulnerable Groups Act 2006;
- has a direction made against him or her under section 142 of the Education Act 2002, or he or she is subject to a prohibition order which takes effect as if contained in this direction;
- has at any time been convicted of any criminal offence excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence, except where a person has been convicted of an offence which falls under the Charities Act 1993, section 72; and
- does not provide the Chair of the Schools' Committee with a criminal records certificate at an enhanced disclosure level. In the event that the certificate discloses information which in the opinion of the Chair or the Headteacher confirms that person's unsuitability to work with children, that person shall be disqualified.

8 INTERVENTION TRIGGERS

The Trust is ultimately responsible for all aspects of the provision of education in accordance with its legal obligations. The Trust desires to delegate many areas of decision making to individual academies but reserves the right to change the level of authority delegated in order to fulfil its legal obligations.

For Ofsted rated level 1 (Outstanding) and level 2 (Good), the Board of Trustees delegates high levels of autonomy to the Schools' Committee as set out in section 9 ([Table of Responsibilities](#)).

However, if at any time:

- a) Ofsted rate the Academy as a level 3 (Requires Improvement) or 4 (Inadequate);
- b) the Academy is predicted to have or has an in-year material deficit budget except where any such deficit is planned and has been approved in advance by the Board of Trustees;
- c) an event occurs at or in relation to the Academy which is significantly damaging to the reputation of the Trust;
- d) the Schools' Committee fails to act in a way which frequently would be considered normal behaviour for a governing body; or
- e) any event analogous to the above events occurs at or in relation to the Academy,

The Board of Trustees may alter or revoke the authority delegated to the Schools' Committee until such time as the Board of Trustees is satisfied that the event that has occurred has been rectified or ceases to cause concern. When making such decisions, the Board of Trustees shall have regard to any representations made by the Schools' Committee.

9 TABLE OF RESPONSIBILITIES

Duties are delegated through: a Headteachers Terms of Reference, one of the Trust's Terms of Reference, through a Trust Policy or through this SoD. This SoD will clarify that a duty has been delegated; the Trust Policy will detail the process for how this duty is delegated and undertaken.

Delegated Duties	
People	
Members Appoint/Remove	The Members appoint and remove members in accordance with the Articles of Association.
Trustees Appoint/Remove	The Members appoint Trustees in accordance with the Articles of Association. Trustees can appoint co-opted Trustees. Trustees can cease to hold office if they are removed by the person who appointed or elected them or otherwise by ordinary resolution of the Members. Co-opted Trustees can be removed by resolution of the Trustees, excluding other co-opted Trustees who are not entitled to vote on the matter. Trustees can be disqualified in accordance with the Articles of Association.
CEO Appoint and Dismiss	The Board of Trustees appoints and dismisses the CEO.
CFO Appoint and Dismiss	The Board of Trustees appoints and dismisses the CFO.
Chair and Vice Chair of the Trust Board Appoint/Remove	The Trustees elect the Chair and Vice Chair of the Board, who can resign office at any time or be removed in accordance with the Articles of Association.
Chair and Vice Chair of Trust Committees	The Trustees elect the Chair and Vice Chair of the Trust Committees.
Clerk to the Board of Trustees Appoint/Remove	The Trustees appoint and remove the Clerk to the Board of Trustees.

Schools' Committee Chairs Appoint/Remove	The Schools' Committee is responsible for the appointment and removal of the Chair for the Schools' Committee. The Chair of the Schools' Committee shall be elected annually.
Clerk to the Schools' Committee	The Schools' Committee appoints and removes the Clerk to the Schools' Committee.
Schools' Committee Parent Governor Election Appoint/Remove	Schools' Committee appoints or elects the parent governors and is responsible for the removal of the parent governors.
Schools' Committee Staff Governor Election Appoint/Remove	The Schools' Committee undertakes the election process for the appointment of the staff governor and is responsible for the appointment and removal of the staff governor.
Schools' Committee Co-opted Governor Appoint/Remove	The Schools' Committee appoints and removes the Schools' Committee co-opted governors.

Systems and Structures

Articles of Association Agree and Review	The Members agree, review and update the Articles of Association; the Board of Trustees recommends amendments to the Members for approval.
Governance Structure for the Trust Agree and Review	The Board of Trustees is responsible for the Governance Annual Review and for approving the Governance Structure of the Trust.
Scheme of Delegation Agree and Review	The Board of Trustees is responsible for producing and approving the Scheme of Delegation. The Schools' Committee recommends amendments to the Board of Trustees for approval.
Register of Business Interests	The Schools' Committee compiles and updates the register; individual Trustees, Schools' Committee governors and senior leadership staff are responsible for completing, submitting and reviewing their own Register of Business Interest forms.

Publishing the Trust's Governance Information on the Trust's Website	The Clerk to the Board is responsible for publishing and maintaining governance documents and information on the Trust website, with compliance to be monitored by the Board of Trustees.
Publishing Schools' Committee Governance Information on the Academy's Website	The Clerk to the Schools' Committee is responsible for publishing and maintaining governance documents and information on the Academy's website, with compliance to be monitored by the Schools' Committee.
Terms of Reference for the Board of Trustees Agree and Review	The Clerk to the Board is responsible for producing the Terms of Reference and taking it to the Board of Trustees for approval.
Terms of Reference for the Schools' Committees and its Committees Agree and Review	The Schools' Committee is responsible for producing the Terms of Reference and taking it to the Board of Trustees for approval.
Annual Cycle of Business for the Trust Board Agree and Review	The Clerk to the Board is responsible for producing the Annual Cycle of Business and taking it to the Board of Trustees for approval.
Annual Cycle of Business for the Schools' Committee Agree and Review	The Clerk to the Schools' Committee is responsible for producing the Annual Cycle of Business.
Schools' Committee Agenda Template	The Clerk to the Board is responsible for producing the Agenda Template and taking it to the Board of Trustees for approval.
Schools' Committee Minute Template	The Clerk to the Board is responsible for producing the Minute Template and taking it to the Board of Trustees for approval.

Monitoring and evaluating the effectiveness of compliance with statutory requirements, such as H&S, Fire Management, Safeguarding and Information Governance.	The Schools' Committee is responsible for monitoring and evaluating the effectiveness of compliance with these statutory requirements for its individual Academy and to report to the Trust Finance, Audit and Risk Committee.
Performance Management of the CEO	The Board of Trustees is responsible for the performance management of the CEO.
Performance Management of the Academy Headteacher	The CEO and a Trustee are responsible for the performance management of the Academy Headteachers in accordance with the Trust's Pay Policy.
CEO pay award	The Board of Trustees approves the pay award for the CEO, in line with the Trust's Pay Policy.
Academy Headteacher pay award	The CEO and a Trustee determines the Academy Headteachers pay award in line with the Trust's Pay Policy.
Academy Headteacher Appoint and Dismiss	The Board of Trustees determines the selection panel and appoints and dismisses the Academy Headteachers.
Trust Committees	The Board of Trustees determines the structure of the Trust Committees.
Trust Central Service Team Appoint and Dismiss	The CEO appoints and dismisses the Trust Central Services Team.
Senior Leadership Team Appoint and Dismiss	The CEO appoint and dismiss the Senior Leadership Team.
Academy Staff Appoint and Dismiss	The CEO and Headteacher appoints Academy Staff within the agreed staffing structure.

Trust Strategy

The Trust Vision and Strategy, Determine, Deliver and Performance Manage

The Board of Trustees determines and performance-manages the Trust Vision and Strategy, delegating responsibility for the delivery of the strategy to the CEO.

Growth of the Trust

The Board of Trustees will consider requests from other schools to join the Trust in consultation with the Schools' Committee s, Headteachers and Executive Committee.

School Improvement, Determine, Deliver and Performance Manage

The Schools' Committee approves and delivers the School Improvement Plan for the Academy, with the Board of Trustees monitoring delivery and performance.

The Trust Policies Determine, Review & Update

The Board of Trustees or the Finance, Audit and Risk Committee determines, reviews and approves the Trust Policies. The Schools' Committee is responsible for adoption and compliance within its Academy.

Academy Policies Determine, Review & Update

The Schools' Committee proposes the Academy Policies if they are not covered by a Trust Policy and is responsible for writing, reviewing and compliance with these policies. The Board of Trustees and the CEO reserves the right to amend any such policy as it feels appropriate.

Contribution to the Central Fund, Agree and Manage

The Board of Trustees determines, approves and manages the level of contribution. Academies will be given reasonable notice of any change to the level of contribution.

Central services, Agree, Implement and Manage

The Board of Trustees determines the scope of shared back-office services to be delivered centrally. The Executive Team implements the services to be delivered centrally and the Schools' Committee monitors the effectiveness of the delivery of these services for its Academy.

Centrally procured contracts and SLAs

The Board of Trustees via the Executive team and Finance, Audit and Risk Committee determines the contracts and SLAs to be procured on behalf of the Academies and ensures that centrally procured services provide value for money. The Executive Team puts in place and manages the centrally procured contracts and SLAs, and the Schools'

	Committee monitors the effectiveness of the delivery of these contracts and SLAs for its Academy as appropriate.
Trust Risk Register, Establish, Monitor and Review	The Board of Trustees establishes, monitors and approves the Trust Risk Register, delegating the monitoring and management of the Trust's operational risks to the Finance, Audit and Risk Committee.
Academy Risk Register, Establish, Monitor and Review	The Schools' Committee establishes and monitors the Academy Risk Register, using the Trust Risk Register template. The Board of Trustees approve the Academy Risk Register. The Trust Finance, Audit and Risk Committee monitors compliance with this requirement. The Schools' Committee is responsible for reporting any issues which arise to the Finance, Audit and Risk Committee.
Budget Setting For Academy, Determine, Approve and Monitor	The Schools' Committee proposes the Budget within parameters agreed by the CFO/ Trust Finance Audit and Risk Committee for approval by the Board of Trustees. The Schools' Committee undertakes ongoing monitoring, submitting financial monitoring reports to the Trust Resources Committee.
Budget Setting for the Trust Determine, Approve and Monitor	The Board of Trustees prepares and submits the Trust Budget. The CFO submits ongoing financial monitoring reports to the Finance, Audit and Risk Committee for scrutiny and challenge.
Academy Staffing Structure	The Executive Committee and Headteachers propose changes to the Academy staffing structure within the Academy's' agreed budget. This is monitored by the People and Pay Committee.
Academy staff Performance Management and Pay Progression	The Board of Trustees via the Executive Team and People and Pay Committee establishes and annually reviews the Performance Management Policy and the Schools' Committee implements the policy and awards pay progression in line with the Trust Pay Policy.
The Trust Central Services Staff Performance Management and Pay Progression	The Board of Trustees establishes and annually reviews the performance management policy and the CEO implements the policy and awards pay progression in line with the Trust Pay Policy.

Ensuring Financial Probity

Trust Policy on Financial Delegation, Establish and Review

The Board of Trustees establishes the Financial Delegation Policy and the Schools' Committee implements the policy within its individual Academy.

Appointment of External Auditors

The Executive Committee proposes the appointments of external auditors to the Board of Trustees for approval.

External Auditor Reports Receive and Respond

The Board of Trustees receives and responds. The Schools' Committee implements the actions that are relevant to its Academy, in accordance with instruction from the Board of Trustees.

Trust Procurement Policies

The Board of Trustees are responsible for producing the procurement policies.

Performance and Curriculum

Academy Development Plan

The SLT proposes the Academy Development Plan for approval by the Board of Trustees.

Academy Curriculum Plan

The Schools' Committee proposes the Academy Curriculum Plan to the CEO for approval.

School Organisation

Academy Day Times

Proposed by the CEO and approved by the Board of Trustees.

Dates of Academy Terms and Holiday

Proposed by the CEO and approved by the Board of Trustees.

INSET Days

The CEO is responsible for determining INSET days taking into consideration the views of the SLT.

Delegated Limits											
Key											
Level 1:	Trust Board										
Level 2:	Executive Headteacher/CEO										
Level 3:	CFO										
Level 4:	Heads of School										
Level 5:	Deputy Heads of School										
Level 6:	Finance Officer										
Level 7:	HR Officer										
key Function		Ref	Task	1	2	3	4	5	6	7	
Delegated Budget			To approve the formal budget plan each financial year	x							
			To monitor monthly expenditure			x	x		x		
			To enter into contracts		x	x					
			To enter into a lease < £5K		x	x					
			To enter into a lease > £5k	x							
			To approve BAC's < £50k		x	x				x	
			To approve BAC's > £50k		x	x					
			Approve Orders/Invoices > £20k		x	x	x				
			Approve Orders/Invoices > £50k		x	x					
			Approve Member/Trust & Committee Member Expenses		x	x					
			Authorise Additional Hours/Overtime		x	x					
			Authorise changes to employee contracts		x		x				
			Miscellaneous financial decisions		x	x			x		

key Function	Ref	Task	1	2	3	4	5	6	7
Staffing		Headteacher/CEO Appointments (selection Panel)	x						
		Heads of School Appointment (selection panel)		x					
		Deputy appointments (Selection Panel)		x		x			
		Appointment of academy based teaching staff				x			
		Appointment of central Trust Staff (shared services)		x	x				