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Scheme of Delegation for Central Schools Trust – November 2019

FINANCE					
RESPONSIBILITY	Headteacher	LGB	CEO	F & GP	Trust Board
Budget Forecast	Preparing the academy draft budget in consultation with the CEO, and the CST Finance Lead Monitors budget and reports progress to LGB Notifies LGB and CEO of material in-year variances for academy	Considers draft budget and makes its recommendation to the Finance and General Purposes Committee Considers material in-year changes to the school budget and makes its recommendation to Finance and General Purposes Committee	Monitors budget through year Reports material in-year variances to Trust Board	Reviews the draft budget and makes recommendation for approval by Trust Board	Approves school budgets
Purchase Order/Invoice approval	Requirements discussed and agreed with the CEO CEO signs to authorise expenditure	Considers material in-year changes to the school budget	Up to £10,000 (within limits of delegated budget) and with CST Finance Lead approval	Ratify Orders of £10,000 and over approved by CEO and CST Finance Lead	Approves ratification of orders of £10,000 and over
Approval to accept a quotation from a minimum of 3 contractors or from a formal tendering process	Requirements discussed and agreed with the CEO CEO signs to authorise expenditure	Considers material in-year changes to the school budget	Between £5,000 and £10,000 if within approved budget and with CST Finance Lead approval	Between £10,000 and OJEU (European Procurement) limit/Over OJEU limit	Approves recommendation
Authority to write off bad debts	Headteacher: Up to aggregate annual value of £500, agreed with, and signed by, the CEO	Considers material in-year changes to the school budget	CEO: Up to an aggregate annual value of £1000 Notifies CST Finance lead	Between £100 and £44,999 (over £45,000 requires Secretary of State approval)	Approves recommendation
Approval for capital expenditure not included in original budget	Requirements discussed and agreed with the CEO CEO signs to authorise expenditure	Considers material in-year changes to the school budget	Up to £10,000 in a financial year (either on one item or in aggregate)	Over £10,000	Approves recommendation

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Audit				Meets with auditors annually to discuss audit outcomes and approve the annual audited accounts	Trust Board nominates Audit committee as per Academies Financial Handbook Approves recommendation
Pay Committee	Organises and oversees the annual staff performance management process		Outcomes agreed by the CEO Recommendations made to Pay Committee	Meets annually to discuss staff performance and recommendations from the Headteachers regarding pay progression	Trust Board nominates Audit committee as per Academies Financial Handbook Approves recommendation

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HUMAN RESOURCES				
RESPONSIBILITY	Headteacher	LGB	CEO	Trust Board
Recruitment of EHT/CEO/CST Finance Lead				Trust Board will constitute an appointment panel
Recruitment of Headteacher		A member of that school's LGB should be involved in the appointment process	Oversees recruitment process and sits on appointment panel	Trust Board will constitute an appointment panel along with the CEO; this should include a member of that school's LGB
Senior Leadership Team (AHT/DHT)	CEO, Headteacher and CST SLT oversee recruitment and sit on appointment panel	A member of that school's LGB should be involved in the appointment process	CEO, Headteacher and CST SLT oversee recruitment and sit on appointment panel	Agrees with the appointment panel, unless legitimate reason to do otherwise
Phase Leader and Teacher recruitment	CEO, Headteacher and CST SLT oversee recruitment and sit on appointment panel		CEO, Headteacher and CST SLT oversee recruitment and sit on appointment panel	Agrees with the appointment panel, unless legitimate reason to do otherwise
Support staff recruitment	Oversees recruitment process and establishes appointment panel from within Senior Leadership Team		Ratifies the recommendation made by the appointment panel, unless legitimate reason to do otherwise	
CEO Performance Review				Trust Board conducts the performance review of the CEO with support from the school's external consultant
Headteacher performance review			Sits on the reviewing team	Trust Board sets the process for reviewing the performance of the Headteacher in consultation with the CEO, and support from the school's external consultant
Salary Reviews	Makes proposals to CEO regarding salary reviews for all staff		Reviews proposals made by Headteacher and makes recommendations to the Pay Committee	Trust Board will constitute a Pay Committee to approve the recommendations, which are then ratified by the Trust Board
Terms of employment	May make proposals with regard to the terms of employment for an individual e.g. flexible working request		Approval for proposals made by Headteachers, unless this relates to senior leaders (DHT/AHT, Finance lead)	Approval for proposals regarding senior leaders (e.g. DHT/AHT), Finance Lead or if there is a material impact on budget
Management of Change Process	Consults with CEO and LGB and manages change	Makes its recommendations regarding change to the Trust Board	Supports Headteacher in the process of management of change	Approval of change
Governor recruitment		Identifies LGB skills gaps		Identifies MAT Board skills gaps

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		<p>Seeks, encourages and develops candidate pool for LGB Co-opted governors</p> <p>Promotes engagement by parents as parent governors</p> <p>Appoints LGB co-opted governors (informing MAT Board)</p> <p>Arranges ballot processes for Staff and Parent Governors</p>		<p>Seeks, encourages and develops candidate pool for MAT Board and LGB Trust Co-opted governors</p> <p>Approves recruitment activities, e.g. advertising, agencies etc</p> <p>Appoints MAT co-opted members of LGB</p>
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EDUCATION				
RESPONSIBILITY	Headteacher	LGB	CEO	Trust Board
School Improvement Plan	Draws up SIP in consultation with senior leaders within the academy following analysis of school performance and views of the stakeholders Monitors plan and reports progress to LGB Notifies LGB and CEO of material in-year variances	Considers SIP and makes its recommendation to Trust Board Monitors progress of SIP and delivery of strategic priorities	CEO validates SIP	Approves the SIP
Changes to the Start and End of School Day, or significant changes to school holidays	Consults with LGB and makes change proposal to CEO		Makes recommendation to Trust Board	Trust Board Approval required
Changes to timings within the school start and finish times and setting of INSET days	Consults with CEO and LGB		Makes decision on proposed changes Informs Trust Board	
Safeguarding and Inclusion	Responsible for implementation of safeguarding and SEND policies	Monitors implementation and effectiveness of safeguarding and SEND policy and procedures	Overall responsibility for implementation of safeguarding and SEND policies	Approves Safeguarding Policy and Procedures

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ASSET MANAGEMENT				
RESPONSIBILITY	Headteacher	LGB	CEO	Trust Board
Disposal of assets	Authorise the disposal of assets up to £1,000] Notifies LGB and CEO		Authorise the disposal of assets up to £2000	Authorise the disposal of assets between £2001 and £20,000 Seeks approval from DfE to dispose of an asset for which a capital grant in excess of £20,000 was paid
Premises Maintenance Programme	Ensures that a Premises Maintenance Programme has been drawn up in consultation with the CEO and the CST Premises Lead Expenditure built in to the Budget Monitors the Plan and reports progress to LGB Notifies LGB and CEO of material in-year variances	Considers PMP and makes its recommendation to the Trust Board Monitors the implementation of the PMP and makes its recommendation for any material in-year changes.	Validates the plan	Approves the implementation of the PMP.
Legal claims	Notifies LGB and Trust Chairs together with CEO and CST Finance Lead			Decides what action will be taken in response to a claim
Health and Safety	Responsible for Health and Safety	Monitors and reviews Health and Safety procedures reporting any concerns to Trust Board		Reviews any concerns reported and agrees action plan, reports to Trust Board Approves Health and Safety Policy and overviews Health and Safety Action Plans