

GREENWOOD TREE ACADEMY TRUST
SCHEME OF DELEGATION (v2.2 September 2019)

Introduction

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

The bodies include:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance & Resources Committee (F&R)
4. Trust Performance & Standards Committee (P&S)
5. Trust Audit Committee
6. Executive Headteacher (EHT)
7. Local Governing Body (LGB)
8. Leadership group comprising EHT, Trust Business Manager (TBM) and 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 and Skills Funding Agency, Charities Commission, HMRC and Companies House. The Scheme of Delegation will also need to take into consideration any requirements of the Diocese of Salisbury.

The different levels of delegated power are listed below and clearly stated alongside each key task but it should be noted that not every task requires all levels of delegated power to be defined:

- Propose
- Consult
- Recommend
- Approve
- Adopt

The Scheme of Delegation (SoD) should be read in conjunction with the Terms of Reference (TOR) for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task. Both the SoD and the TORs for each body/committee will be reviewed regularly.

Trust Policies

There is a comprehensive list of all policies for use within the Trust, together with the review timetable for each. The Scheme of Delegation laid out below makes reference to those policies that are either a statutory requirement or designated as crucial to the running of the Trust.

#	Task Key:	Members	Board	F & R/P & S	EHT	LGB	EHT/ Leadership	HT
1.	Governance							
1.1.	Trust Articles of Association	Approve						
1.2.	Trust Board Terms of Reference		Approve					
1.3.	Trust Scheme of Delegation		Approve					
1.4.	New convertor or sponsored academies joining MAT		Approve					
1.5.	Establish Trust Committees		Approve					
1.6.	Trust Committee Terms of Reference		Approve					
1.7.	Local Governing Body (LGB) Terms of Reference		Approve					
1.8.	Establish LGB composition and working groups		Approve			Propose		
1.9.	Appoint Chair of Trust Board		Approve					
1.10.	Appoint Vice Chair of Trust Board		Approve					
1.11.	Appoint Chair of LGB		Approve			Propose		
1.12.	Remove Chair of LGB		Approve					
1.13.	Appoint LGB members (Foundation via Diocese)		Approve			Propose		
1.14.	Remove LGB members (liaise with Diocese for Foundation)		Approve					
1.15.	Appoint (and remove) Chair(s) of Trust Committees		Approve					
1.16.	Appoint (and remove) Trust Committee members	As per agreed composition	Approve					
1.17.	Appoint (and remove) Clerk to Trust Board		Approve					

#	Task Key:	Members	Board	F & R/P & S	EHT	LGB	EHT/ Leadership	HT
1.18.	Appoint (and remove) Clerk to LGB		Approve					
1.19.	Approve Trustees and Committee Member Expenses Policy		Approve			Adopt		
2.	Trust and Academy Performance Curriculum and Teaching							
2.1.	Trust 3 Year Strategic Plan		Approve		Propose		Consult	
2.2.	Trust 1 year plan		Approve		Propose		Consult	
2.3.	Academy Performance Targets			Approve P & S	Propose			Consult
2.4.	Academy Performance Review <i>e.g.</i> SEF				Approve	Consult		Propose
2.5.	Academy 1 Year Plan				Approve	Propose		
2.6.	Sex Education policy					Approve	Propose	
2.7.	SEN & Inclusion policy					Approve	Propose	
2.8.	Trust Inset Days				Approve		Propose	
3.	Staff Policies and Pay							
3.1.	Pay & Remuneration Policy			Approve F & R		Adopt	Propose	
3.2.	Changes to Employee Terms & Conditions or Collective Agreements		Approve					
3.3.	Adoption of Transferring Policies and Collective Agreements (Trust expansion)		Approve					
3.4.	Teachers National Recommended Pay Award		Approve					
3.5.	Support Staff National Recommended Pay Award		Approve					
3.6.	Performance Management & Appraisal Review Policy			Approve F & R		Adopt	Propose	
3.7.	Disciplinary Policy		Approve			Adopt	Propose	
3.8.	Grievance Policy		Approve			Adopt	Propose + Director	

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3.9.	Capability Policy			Approve F & R		Adopt	Propose	
3.10.	Whistleblowing Policy		Approve			Adopt	Propose	
3.11.	Re-structuring & Redundancy Policy			Approve F & R		Adopt	Propose	
3.12.	Health & Safety Policy			Approve F & R		Adopt	Propose	
4.	Staff Management							
4.1.	Trust staff structure & complement		Approve					
4.2.	Academy staff structure & complement					Approve		Propose
4.3.	Headteacher appointment		Approve			Propose		
4.4.	Academy Senior leadership appointments				Approve	Propose		Recommend
4.5.	Academy Teaching and support staff appointments					Approve		
4.6.	Trust Senior leadership appointments		Approve					
4.7.	Trust central support staff appointments			Approve F & R				
4.8.	Suspension and return of Executive Headteacher/TBM		Approve					
4.9.	Dismissal of Executive Headteacher/TBM		Approve					
4.10.	Suspension and return of Headteacher or Head of School		Approve		Propose			
4.11.	Dismissal of Headteacher or Head of School		Approve		Propose			
4.12.	Suspension and return of teaching and support staff		Approve			Recommend		Propose
4.13.	Dismissal of teaching and support		Approve			Recommend		Propose

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	staff							
4.14.	Suspension and return of Trust central support staff			Approve F & R				
4.15.	Dismissal of Trust central support staff		Approve	Propose F & R				
4.16.	Restructure or redundancy of Trust central staff (leadership EHT/TBM)		Approve	Propose F & R				
4.17.	Restructure or redundancy of Trust central staff (non-leadership)			Approve F & R			TBM Propose	
4.18.	Restructure or redundancy of Academy staff (leadership)		Approve		Propose			
4.19.	Restructure or redundancy of Academy staff (non-leadership)					Approve		Propose
5 Financial Governance and Management								
5.1	Trust & Academy Financial Regulations	Audit C'ttee to monitor	Approve	Propose F & R				
5.2	Trust & Academy Financial Procedures	Audit C'ttee to monitor	Approve	Propose F& R				
5.3	Appoint Trust auditors	Audit C'ttee to recommend	Approve	Propose F & R				
5.4	Academy 1 year Budget		Approve	Recommend F&R		Propose		
5.6	Trust 1 year Budget		Approve	Propose F & R				
5.7	Trust Budget Forecast Outturn Report March 17 (Delegated to the Chair/AO)		Approve					
5.8	Trust Budget Forecast Report (Delegated to the Chair/AO)		Approve					
5.9	Trust Annual Accounts		Approve	Propose F & R				
5.10	Trustees Report		Approve	Propose F & R				
5.11	Trust Academies Accounts Return		Approve					

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	to EFA (Delegated to the Chair/AO)							
5.12	Response to Auditor's Management Letter	Audit C'ttee to recommend	Approve	Propose F & R				
5.13	Academy YTD reports			Approve F & R		Propose		
5.14	Trust YTD reports			Approve F & R	Propose			
6	Financial Authorisation Subject to inclusion in approved budget							
6.1	Expenditure or contracts up to Lower Limit							Approve
6.2	Expenditure or contracts from Lower Limit to Upper Limit					Approve		Propose
6.3	Expenditure or contracts from Upper Limit to OJEU limit		Approve	Propose F & R		Recommend		
6.4	Expenditure over OJEU limit		Approve	Propose F& R				
6.5	Disposals or write off of stock, assets or debts up to Lower Limit					Approve		Propose
6.6	Up to one year contracts (non-renewable)					Approve		Propose
6.7	Over one year contracts		Approve	Recommend F & R		Propose		
6.8	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit		Approve	Propose F & R		Recommend		
6.9	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)		Approve	Propose		Recommend		
6.10	Compensation payments up to £50,000		Approve	Propose		Recommend		
7	Academy Policies and Procedures							
7.1	Academy times, terms and		Approve				Recommend	

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	holidays							
7.2	Change of Academy Age Range		Approve proposal			Propose		
7.3	Expansion of Academy PAN		Approve proposal			Propose		
7.4	Trust Safeguarding Policy St'ment			Approve P & S				
	Academy Safeguarding Policy					Approve		
7.5	Attendance Policy & Plan					Approve	Recommend	
7.6	Trust Pupil Premium Information			Approve P & S	Propose			
7.7	Pupil Premium Plan					Approve		Propose
7.8	Academy Educational Visits Policy					Approve	Recommend	
7.9	Behaviour Policy					Approve		Propose
7.10	Exclusion Policy					Approve		Propose
7.11	Return after short-term exclusion							Approve
7.12	Permanent Exclusions					Approve		Propose
7.13	Appeals against Permanent Exclusion							
7.14	Complaints Policy		Approve		Propose			
7.15	Admissions Policy					Approve		Propose
7.16	Academy website				Ensure compliance			Ensure compliance
7.17	Academy logo & branding					Approve		Propose
7.18	Trust logo & branding		Approve				Propose	
7.19	Academy uniform					Approve		Propose
7.20	Extended services on-site			Approve		Recommend		Propose
7.21	Pre-school on-site			Approve		Recommend		Propose
8	Premises and Assets							
	Asset Management Plan			Audit monitor and review		Identify actions and review		

