

Smart Multi-Academy Trust Scheme of Delegation

Adopted: 21st May 2019

Effective Date: 3rd June 2019



101630.0004.9133111.2

Smart Multi-Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.

1. Rationale underpinning this Scheme of Delegation

- 1.1. As a charitable company that is limited by guarantee, the Smart Multi-Academy Trust (**Trust**) is governed by a Board of Trustees who are responsible for, and oversee the strategic control, management and administration of the Trust and the schools run by the Trust.
- 1.2. The Trustees are accountable to external government agencies including the Department for Education (including any successor bodies) and the Charity Commission for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.
- 1.3. The Trust entered into a Master Funding Agreement on 1st November 2016 and has supplemental agreements for each of its schools. A list of schools in the Trust is available at http://www.smartacademies.net/web/our_schools.
- 1.4. In order to discharge the responsibilities of running the Trust and ensure a deeper understanding of the diverse needs across its system of schools, the Trustees appoint Governors who are more locally based to serve on Local Boards, which are there to help to ensure good governance of the individual schools themselves in line with this Scheme of Delegation.
- 1.5. This Scheme of Delegation explains the ways in which the Trustees fulfil their responsibilities for the leadership and management of its schools, the respective roles and responsibilities of the Trustees and the Local Boards and the commitments to each other to ensure the success of the schools.
- 1.6. For the avoidance of doubt, where any existing Trust policy conflicts with this Scheme of Delegation, then the Scheme shall take precedence. Policies should be reviewed to ensure there is no conflict with the Scheme of Delegation.
- 1.7. In all issues of interpretation, the decision of the Chief Executive, in consultation with the Chair of the Board of Trustees, is final. Where policies are not included in this Scheme of Delegation, these are a matter for the Chief Executive and the Board of Trustees to action, following advice when this is necessary.

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2. Vision and Values – “Aspirational education leading to success for all”

- 2.1 We formed a Trust because we share a collective vision for aspirational education for all and we know that, in working more closely together, we will make an even greater difference to improving both the quality of education and the outcomes for all our pupils. We believe passionately that all children deserve nothing less than the very best of opportunities and experiences to go on and lead happy, fulfilling, healthy and successful lives – children growing up to become adults who are willing and able to embrace and shape their own futures, as well as help to contribute to a better society for all.
- 2.2 Our pupils come from a wide range of social, cultural and economic backgrounds and we take enormous pride in celebrating our diverse qualities whilst, together, we constantly strive to ensure that we meet both the academic and personal development needs of every child.
- 2.3 We know that the route to future success lies in us delivering the best possible outcomes for our pupils and in ensuring that, by the time they leave us, they are well-equipped to move on to the next phase of their education. The wealth and full range of learning experiences are underpinned by pupils' development of secure Basic Skills delivered through rigorous teaching of reading, writing and maths within a broad, balanced and enriching curriculum.
- 2.4 We work collaboratively to teach to the highest standards in all years and in all subject areas, whilst fostering a love of learning within our safe, vibrant and caring school communities.
- 2.5 Our partnership work goes beyond our Multi-Academy Trust. We are an outward looking organisation seeking to learn from others as well as to share our own good practice and specialisms to the benefit of all children. We are proud to be both part of our own and wider network of Newcastle schools and a comprehensive education provision that lies at the heart of this great city's future.

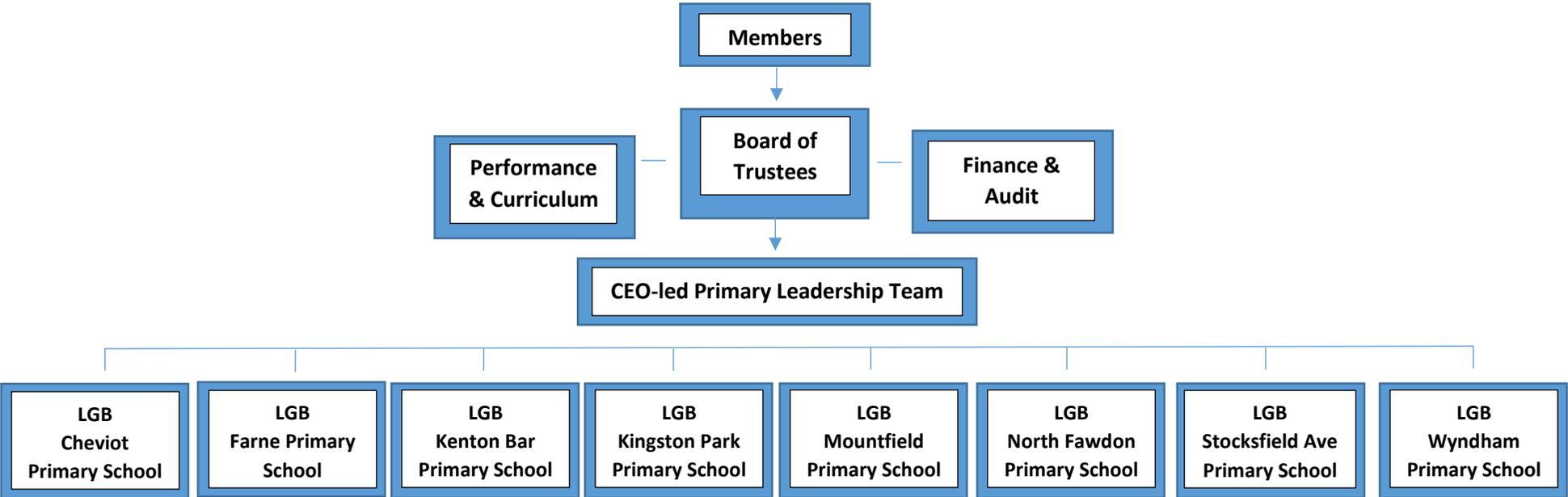
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3. Governance Structure

3.1 Central structure

The Members are responsible for ensuring that an effective Board of Trustees is in place. The Board of Trustees holds to account the Chief Executive Officer and, reporting to him or her, a Chief Finance Officer. The two executive officers are supported by a small, central team.



3.2 Trust Schools

3.2.1 Each school is ultimately governed by the Trust. The Trust shall have regard to (but for the avoidance of doubt shall not be bound by) any guidance as to the governance of the schools that the Secretary of State may publish.

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3.2.2 The CEO supported by the CFO and the central team leads a Primary Leadership Team of Primary Executive/Headteachers and Heads of School. This team implements the Trust's strategy for improvement.

3.2.3 The Trust will establish, for each school, a Local Board, whose governors' role is to oversee the running of the school on behalf of the Trust.

3.2.4 For schools new to the Trust, the membership of a new Local Board shall be for the Trust to decide in consultation with the Chair of the predecessor school's Governing Body.

3.2.5 This document is intended to stress the critical role that the Local Boards have and their decision-making powers. The personnel of all of the schools in the Trust are employed by the Trust and managed by the Board of Trustees ultimately, together with the support and governance of the Local Board.

3.3 Communication between the Board of Trustees and Local Boards

3.3.1 The Board of Trustees meets at least half-termly but as regularly and as often as is necessary. Scrutiny of Trust-wide performance and finance & audit are strengthened further through two main sub-committees that report into the main Board of Trustees – Performance and Curriculum and Finance and Audit. Terms of Reference describe both the purpose and the work of these two sub-committees.

3.3.2 A number of the Board of Trustees' functions are delegated to these two sub-committees, acting on behalf of the Board of Trustees. The Chair of the Board of Trustees and the Chief Executive will schedule meetings with the Executive/Heads and Chairs of the Local Boards as and when required. This provides an opportunity for information sharing between the Board of Trustees and Local Boards and allows for issues to be raised which may have influence across the broader family as well as for individual schools themselves.

3.3.3 "Trust Matters" will be a standing item on all Local Board agendas to help to ensure effective communication.

3.4 The Board of Trustees

3.4.1 The Trustees of the Trust are both charity trustees and company directors.

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3.4.2 The Trustees focus on the following three (3) core functions of governance:

3.4.2.1 ensuring clarity of vision, ethos and strategic direction

3.4.2.2 holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and

3.4.2.3 overseeing and ensuring effective financial performance and probity

3.4.3 The Trustees must apply the highest standards of governance and take full ownership of their duties. They must ensure the Trust complies with the Trust's charitable objects, with company and charity law, and ensure the Trust complies with its funding agreements.

3.4.4 The Trustees must ensure regularity and propriety in use of the Trust's funds, and achieve economy, efficiency and effectiveness.

3.4.5 The Chair of the Board of Trustees is responsible for ensuring the effective functioning of the Board and setting professional standards of governance.

3.4.6 The Board may delegate functions to committees. Each committee (other than those in the Trust constituted as a Local Board) must contain a majority of Trustees, but it may also include other people the Board chooses to appoint.

3.4.7 Trustees should follow the guidance in the Governance Handbook.

3.4.8 The Board should identify the skills and experience that it needs, and address any gaps through recruitment, and/or induction, training and other development activities especially at key transition points. The Board may also take the same steps for any Local Boards.

3.5 Composition of Local Boards

Type of Local Board Member	Number	Term of Office	How they are elected
Chief Executive	1	Ex-officio	N/A – by virtue of their appointment as Chief Executive
Chief Finance Officer	1	Ex-officio	N/A – by virtue of their appointment as Chief Finance Officer
Executive/Headteacher of relevant school	1	Ex-officio	N/A – by virtue of their appointment as Executive/Headteacher of relevant school
Chair	1	3 years	By resolution of the Board of Trustees The Board will consider all representations made by the Local Board when considering the re-election of the Chair
Governors (including Vice Chair)	Up to 8	3 years	By resolution of the Board of Trustees The Board will consider all representations made by the Local Board when considering the election or re-election of the Local Board Governor
Teaching staff Governor	1	3 years	Teacher election – secret ballot to be organised by the relevant school
Support staff Governor	1	3 years	Support staff election – secret ballot to be organised by the relevant school
Parent Governor	2	3 years	Parent election – secret ballot to be organised by the relevant school

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3.5.1 Resignation, suspension and removal of members of a Local Board

- 3.5.1.1 A person serving on the Local Board shall cease to hold office if they resign their office by notice to the Local Board (but only if at least three (3) persons remain in office when the notice of resignation is to take effect)
- 3.5.1.2 If any person who serves on the Local Board in their capacity as a staff member at the school ceases to work at the school then they shall be deemed to have resigned and shall cease to serve on the Local Board automatically on termination of their work at the school.
- 3.5.1.3 If any person who serves on the Local Board is appointed as a member or trustee of the Trust then they shall be deemed to have resigned and shall cease to serve on the Local Board automatically on their appointment as a member or trustees of the Trust.
- 3.5.1.4 If any person who serves on the Local Board becomes disqualified from serving as a local governor under the laws and regulations of England and Wales or Trust policies, then they shall cease to hold office from the date their disqualification was notified to the clerk.
- 3.5.1.5 A person serving on the Local Board shall cease to hold office if they are removed by the Local Board for being absent without the permission of the chair of the Local Board from all the meetings of the Local Board held within a period of six (6) months.
- 3.5.1.6 A person serving on the Local Board may be suspended temporarily by the Board of Trustees in circumstances which, in their absolute discretion the Trustees consider may result in the removal of the Local Board member from office under paragraph 3.5.1.7.
- 3.5.1.7 A person serving on the Local Board shall cease to hold office if they are removed by the person or persons who appointed them. Whilst acknowledging that no reasons need to be given for the removal of a person who serves on the Local Board by the person or persons who appointed them, any failure to uphold the values of the Trust and/or any of the Trust's schools any shortfall in adhering to the Trust's Code of Conduct for Directors and Local Governors or any failure to act in a way which is appropriate in light of this Scheme of Delegation shall be taken into account. A person may also be removed from a Local Board by the Trustees but only after the Trustees have given due regard to any representations by the Local Board. This paragraph does not apply in respect of a person who is serving as a parent member on the Local Board.
- 3.5.1.8 A resolution to remove a member of the Local Board from office which is passed at a meeting of the Local Board shall not have effect unless the matter of the removal from office is specified as an item of business on the agenda for the meeting.

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4. Central Functions and Funding

- 4.1 As a family of schools the Trust aims to have the greatest amount of impact both in terms of improving outcomes for children and in ensuring good value for money (**VFM**) so that the Trust is in the position to sustain improvement year on year and be in the position, potentially, to grow.
- 4.2 A contribution currently set at 5% of each School's mainstream general annual grant (**GAG**) funding (excluding private finance initiative (**PFI**)) is levied, which enables all schools access to a range of functions and services as needed. The contribution level may be varied by the Board of Trustees. This amount to contribute excludes any surplus carried forward, income generated by the school or other specific targeted grants, such as **Pupil Premium** or targeted special educational needs and disability (**SEND**) funding.
- 4.3 When necessary, specific charges are made for bespoke intervention when curriculum and performance require, e.g. long term or significant deployment of interim personnel.

5. Budget Setting and Monitoring

- 5.1 In line with the Academies Financial Handbook, The Board of Trustees must approve a balanced budget and any significant changes to that budget for the financial year to 31st August, which can include drawing on unspent funds brought forward from previous years. The Board **must** minute its approval.
- 5.2 All final school and central team budgets must be submitted to the Board for ratification in time to meet the Education and Skills Funding Agency (**ESFA**) deadlines.
- 5.3 The Local Board, Executive/Head, Chief Finance Officer and the Chief Executive will provide input and set budgets which will need to be presented and approved by the Finance and Audit Committee, on behalf of the Board of Trustees. Any modifications to proposed plans will be undertaken in consultation with schools.

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- 5.4 The trust must prepare management accounts every month setting out its financial performance and position, comprising budget variance reports and cash flow forecasts with sufficient information to manage cash, debtors and creditors. Managers must take appropriate action to ensure ongoing viability.
- 5.5 Management accounts must also be shared with the Chair of the Board of Trustees every month irrespective of the size of the trust, and with the other trustees six times a year. The Board must consider these when it meets and ensure appropriate action is being taken to maintain financial viability, including addressing variances between the budget and actual income and expenditure.
- 5.6 All Executive Heads and/or Heads of School in conjunction with their Local Board will submit their Data on a Page, Summary self-evaluation form (**SEF**), School Improvement Plan (**SIP**) and Curriculum Led Financial Plan to the Chief Executive by October half-term each year.

6. Overview of Delegated authority

Delegated Duty	Delegated Authority	Comment
Support for Smart focus on improving pupil outcomes and securing good VFM	Local Board	Via two principal Local Boards, which oversee implementation of Smart strategy. Via Governors with portfolio remit linked to Exec/Head & relevant senior leaders.
Admissions	Local Board	All Schools will comply with the School Admissions Code and legal and regulatory framework relating to School Admissions.
Published Admission Number (PAN)	Chief Executive	As their own admission authority, "academies" and free schools are not required to consult on their PAN where

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		they propose either to increase or keep the same PAN
Capital Programme	Board of Trustees for overall programme with some smaller budget allocation delegated to the Chief Finance Officer	Proposed capital programmes need to be submitted in line with ESFA requirements with the approval of the Chief Finance Officer, Executive Head teacher, Head teacher, Local Board and Chief Executive.
Health and Safety	Board of Trustees Advice from Local Boards and implementation delegated to schools.	It is the responsibility of the Board of Trustees to ensure that health and safety laws are adhered to and that the appropriate health and safety certificates are in place. The operational compliance of this function will be delegated on a day to day basis to the Chief Finance Officer and team and, through the CFO to schools.
Income Generation	Local Board	All income generated by an individual school remains that of the Trust. School Fund raised revenue will be part of "Restricted Reserves" for the school that raised this money.
Insurance	Board of Trustees	The Trust will use its purchasing power to ensure that all schools receive best value for money with their insurance.

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Investments	Board of Trustees	All income generated in low risk investments remains that of the Trust.
Permanent Exclusions	Executive Headteacher/Headteacher; Local Board and Board of Trustees	All Schools will follow the statutory guidance for those with legal responsibilities in relation to exclusion published by the Department for Education (DfE). The Board of Trustees will be responsible for arranging an Independent Referral Panel (IRP) if needed.
Private Finance Initiative (PFI)	Board of Trustees	Where capital projects are approved within PFI buildings, the Chief Finance Officer must be satisfied that all appropriate procurement has taken place.
Service Level Agreements / Contracts (subject to financial limits set out below)	Schools: Local Boards with prior approval from the Chief Finance Officer	Negotiation of SLAs need to be entered into only with the full knowledge of the Chief Finance Officer In some cases, SLAs will be negotiated at a Trust level, in consultation with schools.
Safeguarding	Board of Trustees Operation and first level monitoring of policy will be the responsibility of schools	The Trust and each School, is bound by all relevant statutory and regulatory provisions for safeguarding. It is imperative that all Trust and School staff read part 1 of the DfE guidance:

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		<p>Keeping children safe in education: for schools and colleges.</p> <p>All Schools will follow the Trust's policy on safeguarding.</p> <p>The same staff identification scheme (lanyards) will operate in all schools.</p>
Special educational needs and disability (SEND)	<p>Board of Trustees</p> <p>Designated Trustee(s)</p> <p>School leadership teams</p> <p>SEN co-ordinators (SENCOs) and</p> <p>All classroom teachers</p>	<p>All Schools will comply with the Special educational needs and disability code of practice: 0 to 25 years and the legal and regulatory framework relating to SEND.</p>

7. Financial Levels of Authority

7.1 All procurement must be carried out in compliance with the requirements and principles of the:

- 7.1.1 Trust Funding Agreement;
- 7.1.2 Academies Financial Handbook;
- 7.1.3 Trust Financial Regulations; and
- 7.1.4 EU Treaty Principles, non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the applicable published financial thresholds, a strict procedure must be followed in compliance with the Public Contracts Regulations 2015 (as amended) and related regulations.

7.2 Notes

- 7.2.1 All roles expressed define minimum levels of authority and therefore more senior officers can exercise the delegated authority given to those they line-manage.

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- 7.2.2 References to roles shall include those formally appointed as “acting”. For example the term ‘CEO’, will include ‘Acting CEO’.
- 7.2.3 Any other delegated Authority not described herein would need to be referred to the Board of Trustees for a decision.

Revenue			
Delegated Duty	Value	Delegated Authority NB – In the absence of a specified role the authority to act can be exercised by a more senior officer	Comment
Ordering goods and services	Up to £9,999	Schools: Exec/Headteacher Group Budget – Heads of Function	Only if within Board of Trustees' approved budget level Orders up to £3,000 at least a single written quotation is required and attached to Purchase Order (PO) Orders over £3,000 and up to £9,999 require 3 written quotations and attached to PO
Ordering goods and services	£10,000 - £99,999	Schools: Exec/Headteachers plus Chief Finance Officer.	Only if within Board of Trustees' approved budget level Orders over £10,000 and up to £99,999 require 3 written quotations and attached to PO
Ordering goods and services	£100,000 & above	Schools or any Group Budget: Chief Finance Officer and Chief Executive.	Only if within Board of Trustees' approved budget level Contracts over EU thresholds for the time being (for guidance refer to http://www.ojec.com/thresholds.aspx/): to follow a compliant process under the Public Contracts

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Revenue			
Delegated Duty	Value	Delegated Authority NB – In the absence of a specified role the authority to act can be exercised by a more senior officer	Comment
			Regulations 2015 (as amended) and subsequent legislation
Ordering goods and services	Authority to accept other than lowest quotation or tender	The above limits are based on the principles of good VFM. If the lowest quotation is not taken, an explanation must be attached with 3 quotes attached to PO, for approval by CFO.	
Ordering goods/services and contract variations.	Up to £50,000 per contract	Chief Finance Officer and Chief Executive, within budget limits.	Board of Trustees will agree an annual capital budget split between Building / ICT Improvements and a delegated allocation for school improvements considered by the Chief Finance Officer and Chief Executive. Orders raised must be obtained and require 3 written quotations attached to the PO
Authorising monthly salary payments	Within 2/12ths of annual approved salary budget in any one transaction.	Chief Finance Officer and Chief Executive.	Report to Board of Trustees on any variations to agreed value and/or any payments made that require prior Trust/ESFA approval as listed below.
Write-off bad debts	Up to £1000	Schools and Group: Chief Finance Officer.	Report to Finance and Audit for prior approval. F&A to receive an annual report listing all debts written off.

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Revenue			
Delegated Duty	Value	Delegated Authority NB – In the absence of a specified role the authority to act can be exercised by a more senior officer	Comment
	Over £1000	Chief Finance Officer and Chief Executive for DfE approval.	Report to Finance and Audit for prior approval. Report to Board of Trustees only if ESFA agreement required based on % of income/turnover. F&A to receive an annual report listing all debts written off.

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Capital and other			
Delegated Duty	Value	Delegated Authority NB – In the absence of a specified role the authority to act can be exercised by a more senior officer	Comment
Write-off overpayments to staff.	Up to £500	Schools and Group Budgets: Chief Finance Officer	Report to F&A Chair for prior approval <hr/> Report to Board of Trustees. If applicable - ESFA agreement required based on % of income/turnover.
	Over £500	Chief Finance Officer or Chief Executive for DfE approval.	Report to F&A Chair for prior approval <hr/> Report to Board of Trustees. If applicable - ESFA agreement required based on % of income/turnover.
Purchase or sale of freehold property and/or disposal of fixed assets	All	Board of Trustees, Chief Executive and Chief Finance Officer plus DfE approval required	Board of Trustees and ESFA prior approval required in all cases.
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	All	Board of Trustees, Chief Executive and Chief Finance Officer plus DfE approval required <hr/> <hr/>	Board of Trustees and ESFA prior approval required in all cases.

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Capital and other			
Delegated Duty	Value	Delegated Authority NB – In the absence of a specified role the authority to act can be exercised by a more senior officer	Comment
Any guarantees, indemnities and letters of comfort entered into	All	Board of Trustees, Chief Executive and Chief Finance Officer plus DfE approval required	Trustee and ESFA prior approval required in all cases.
Staff severance & compensation payments	All	Chief Finance Officer plus Chief Executive and Board of Trustees' approval. ESFA approval is required for any non-statutory / non-contractual payment of £50 000 or more	HR advice sought in all cases. Reported to Board of Trustees by Chief Finance Officer.
Borrowing (loans, overdrafts and credit cards etc.)	All	Chief Finance Officer plus Chief Executive and Board of Trustees for approval.	Board of Trustees and ESFA prior approval to be sought for any transactions.
Leasing (finance leases or granting of lease)	All	Chief Finance Officer plus Chief Executive and Board of Trustees for approval.	Board of Trustees and ESFA prior approval to be sought for any transactions.
Use of consultants	All	Chief Executive in conjunction with Chief Finance Officer	Provided in budget or F & A gives prior approval.
HMRC payments	All	Chief Finance Officer or Chief Executive	

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8. HR Levels of Authority

- 8.1 All appointment panels must contain at least one member who has undertaken Safer Recruitment Training.
- 8.2 The Chief Executive may nominate an alternative representative if they are unavailable to sit on a panel for any reason.
- 8.3 Panels must be made up of a minimum of three members.
- 8.4 CFO must know of all appointments before they proceed, via the "Approvals" process.

APPOINTMENTS	
HR advice to ensure pay parity across the Trust with all new appointments and in line with STRB recommendations and non-teaching post local agreements	
Chief Executive	Board of Trustees (minimum of three (3) Trustees to include the Chair of the Board). The Board of Trustees to determine the nature and extent of stakeholder involvement in the appointments process.
Chief Finance Officer	Three (3) Trustees (to include the Chair and panel to include the Chief Executive Officer). The Board of Trustees to determine the nature and extent of stakeholder involvement in the appointments process.
All other central team members	A Trustee, Chief Executive, one from a Trust school or other as determined by the Chief Executive. Chief Finance Officer for portfolio related appointments.
Executive/Headteacher	2 Trustees (voting), Chief Executive, Chair of LGB or nominee and/or other as determined by the Chief Executive.
Head of School	Chief Executive, Executive Headteacher, Chair of LGB or nominee and one other as determined by the Executive Headteacher

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APPOINTMENTS	
HR advice to ensure pay parity across the Trust with all new appointments and in line with STRB recommendations and non-teaching post local agreements	
Deputy or AHT	Chief Executive, Executive/Headteacher, Chair of LGB or nominee and one other as determined by the Executive/Headteacher
Business Manager	Chief Finance Officer, Executive/Headteacher (and Head of School), Chair of LGB or nominee and other as determined by the Chief Finance Officer
Head of Department / Phase	Executive/Headteacher, Head of School or Deputy Headteacher, Chair of LGB or nominee - other as determined or not by the Executive/Headteacher.
TLR Posts	Executive/Headteacher, Head of School or Deputy Headteacher, Chair of LGB or nominee - other as determined or not by the Executive/Headteacher.
All other Teaching posts	Executive/Headteacher, Head of School or Deputy Headteacher and other as determined by the Executive/Headteacher.
All Support Staff posts (other than SLT posts)	Executive/Headteacher, line manager of the post and other determined by Executive/Headteacher.

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9. DISCIPLINARY - HEARING CASES AND DISMISSALS

9.1 If, after initial assessment, it is deemed that there is a safeguarding issue, the matter, in the first instance should be referred to the Local Authority Designated Officer (LADO).

9.2 This delegation model shall apply for the following:

9.2.1 Suspension;

9.2.2 Disciplinary;

9.2.3 Capability (professional competence);

9.2.4 Ill Health Capability;

9.2.5 Redundancy;

9.2.6 Some other substantial reason; and

9.2.7 Should an instance arise where those with delegated authority are precluded through conflict of interest, the final arbiter shall be designated by the Board of Trustees.

For all suspensions and lifting of, the following delegation model shall apply: In all cases, advice must be taken from HR.	
Posts	Delegated Authority (advice must be taken from HR)
Chief Executive	Chair of Board of Trustees or nominated Trustee
Chief Finance Officer	Chief Executive or Trustee
Central Team post	Chief Executive or nominated officer in his/her absence
Executive/Headteacher	Chief Executive or nominated officer in his/her absence
Head of School	Executive Headteacher or Chief Executive
School Business Manager	Executive/Headteacher in conjunction with the Chief Finance Officer
All other School staff below Headteacher/Head of School	Executive/Headteacher or Head of School in consultation with CEO or CFO to ensure Trust-wide consistency in approach

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For all disciplinary cases and dismissals, the following delegation model shall apply. In all cases, advice must be taken from HR.			
Posts	Initial investigation	Hearing (Investigator presents)	Appeal
Chief Executive	Trustee nominated by Chair of Trust	Chair or Vice Chair of Trustees.	3 Trustees not previously involved
Chief Finance Officer	Trustee nominated by Chair of Trust	Chair or Vice Chair of Trustees.	3 Trustees not previously involved
Central Team post, other than Chief Finance Officer	Chief Executive or Chief Finance Officer	CEO or CFO (not the investigator).	3 Trustees
Executive/Headteacher	Chief Executive Officer	Trustee nominated by the Chair.	3 Trustees not previously involved
Head of School	Executive Headteacher	Chief Executive Officer.	3 Trustees
Member of SLT	Executive/Headteacher	Chief Executive Officer	3 Trustees
Business Manager	Executive/Headteacher	Chief Finance Officer	3 Trustees
All other school staff below Headteacher/Head of Sch	Headteacher or Head of School	Chair of Local Board or nominee / Executive Headteacher	3 LGB members.

10. GRIEVANCE HEARINGS AND COMPLAINTS PROCEDURE

10.1 Should an instance arise where those with delegated authority are precluded through conflict of interest, the final arbiter shall be designated by the Board of Trustees.

For all grievance cases, the following delegation model shall apply. In all cases, advice must be taken from HR.			
Posts	Initial investigation	Hearing (Investigator presents)	Appeal
Chief Executive	Trustee (not Vice Chair) nominated by Chair of Trustees	Chair or Vice Chair of Board of Trustees.	3 Trustees not previously involved
Chief Finance Officer	Trustee (not Vice Chair) nominated by Chair of Trustees	Chair or Vice Chair of Board of Trustees.	3 Trustees not previously involved
Central Team post, other than Chief Finance Officer	Chief Executive or Chief Finance Officer	CEO or CFO (not the investigator).	3 Trustees
Executive/Headteacher	Chief Executive Officer or Trustee nominated by Chair of Trustees	Trustee nominated by the Chair, not previously involved.	3 Trustees not previously involved
Head of School	Executive Headteacher	Chief Executive Officer	3 Trustees
Member of SLT	Executive/Headteacher	Chief Executive Officer	3 Trustees

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School Business Manager	Executive/Headteacher	Chief Finance Officer	3 Trustees
All other school posts	Headteacher or Head of School	Chair or chair's LGB nominee / Executive or Headteacher	3 LGB members not previously involved.
Settlement agreements	Covered under Finance		

11. Miscellaneous

Miscellaneous	
Signature of letter of appointments and contracts of employment	Delegated Authority
Chief Executive	Chair or Vice Chair of of Trustees
Chief Finance Officer	Chair of Trustees or Chief Executive
All other central team	Chief Executive or Chief Finance Officer
Executive/Headteacher	Chief Executive
Head of School	Executive Headteacher
School Business Manager	Executive/Headteacher
All other school posts	Executive/Headteacher
Teachers Pay – Threshold/UPS	Executive/Headteacher
Function	Delegated Authority
Acting up Payments/Additional Payments in accordance with Smart Pay Policy Chief Executive and Chief Finance Officer Executive/Headteacher/Head of School/Deputy Head All other School staff All other Central Team posts Any additional payment for external work, e.g. through Teaching School	Board of Trustees Chief Executive Executive/Headteacher Chief Executive Executive/ Headteacher in conjunction with Chief Finance Officer
Function	Delegated Authority
Performance Management Chief Executive Chief Finance Officer All other Central Team posts Executive/Headteacher	Chair of Trustees plus one (1) other Trustee Chief Executive plus one (1) other Trustee Chief Executive or Chief Finance Officer (the line-manager) Chief Executive

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Head of School Deputy Headteacher School Business Manager All other school posts	Executive Headteacher Executive/Headteacher Executive or Head of School/Headteacher in conjunction with Chief Finance Officer In accordance with the list of agreed Reviewers approved by the Executive/Headteacher
Staffing re-structures	Chief Finance Officer in conjunction with the Chief Executive. Advice must be sought from HR.
Re-grading/Re-designation/increase in hours (Permanent or Fixed Term) Salaries in excess of £50,000 (Excl. on-costs) Central Team salaries below £50,000 (Excl. on-costs) School posts below £50,000 (Excl. on-costs)	Board of Trustees Chief Executive in conjunction with Chief Finance Officer Executive/Headteacher with approval from Chief Finance Officer
Creation of permanent new posts with salary above £50,000	Chief Finance Officer with approval from Board of Trustees
Creation of permanent new posts with salary up to £50,000	Chief Finance Officer.
Revisions to Pay and Conditions	Board of Trustees on recommendation from Chief Executive.
Decision to make Redundancies	Board of Trustees on recommendation from Chief Executive.
Authorisation of redundancy/early retirement payments	Chief Finance Officer, in line with redundancy policy and reported to Board of Trustees.
Determination of Chief Executive & Chief Finance Officer pay range	Board of Trustees.
Executive/Headteacher/Head of School pay range	Board of Trustees, on advice from Chief Executive and Chief Finance Officer, informed by STRB recommendations for size of school
Determination of pay range for an individual with a salary in excess of £50,000	Board of Trustees, on advice from Chief Executive and Chief Finance Officer, informed by STRB recommendations for size of school
Determination of pay range for an individual with a salary less than £50,000	Chief Finance Officer, informed by STRB recommendations for size of school for SLT appointments
Determination of pay progression of the Chief Executive	Board of Trustees on recommendation of Chair of Trust, informed by Performance Management
Determination of pay progression of the Chief Finance Officer	Board of Trustees on recommendation of Chief Executive, informed by Performance Management
Determination of pay progression of other members of the Central Team	Chief Executive recommendation to the Board of Trustees, informed by Performance Management
Determination of pay progression of the Executive/Headteacher	Chief Executive recommendation to the Board of Trustees within the range set by the Board, informed by Performance Management

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Determination of pay progression of the Head of School	Executive Headteacher within the range set by Board of Trustees, reported to the LGB, informed by Performance Management
Determination of pay progression of other SLT	Executive/Headteacher within the range set by Board of Trustees, reported to the LGB, informed by Performance Management
School Business Manager	Executive/Headteacher in conjunction with Chief Finance Officer within the range set by Board of Trustees, reported to the LGB, informed by Performance Management
All other school staff	Executive/Headteacher, reported to the LGB on the basis of Performance Management
Accelerated progression of all posts below Executive/Headteacher	Chief Finance Officer to approve in conjunction with Chief Executive Officer on recommendation from Executive/Headteacher
Pay Appeals for Chief Executive and Chief Finance Officer	3 Trustees
Pay Appeals for Executive/Headteacher	Chief Executive not previously involved or Chief Finance Officer plus a Trustee.
Pay Appeals for all school staff other than Executive / Headteacher	Executive/Headteacher not previously involved or Chief Finance Officer plus a Trustee.
Pay Appeals (rest of Central Team)	Chief Executive or Chief Finance Officer.
Administration of employment contracts, pay and conditions of service.	Chief Finance Officer on advice from HR.

12. Reservation of powers

The Trustees, having overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of schools and in particular the School as a school, may exercise functions and powers delegated to the Local Board under this Scheme of Delegation in the event of one of the following circumstances occurring:

- 12.1 the school is placed in an Ofsted category of concern or deemed "Requires Improvement";
- 12.2 In the absolute discretion of the Trustees, the School is deemed not to be acting in accordance with this Scheme of Delegation or is otherwise not acting in accordance with the Vision and Values Statements of the Trust as set out in paragraphs 2.1 to 2.5;
- 12.3 The School is deemed to be at financial risk in accordance with the Trust's financial monitoring framework or the Academies Financial Handbook, or the internal or external auditors; and/or
- 12.4 The school is at risk of breaching statutory or regulatory provisions.

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