Scheme of Delegation

2026-2027
Quest Learning Trust

Responsibility	Board of Directors
Author	CFOO
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This document sets out the regulations for the trust and its member academies.
It remains in force until superseded

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Introduction

This Scheme of Delegation sets out the respective roles, responsibilities and decision-making authorities of the members, directors, committees, senior executive leaders, headteachers, and local governors within the trust's governance structure.

The purpose of delegation is to ensure that decisions are taken at the most appropriate level, enabling effective governance, strong accountability and efficient operational management across the trust. Delegation supports the delivery of the trust's vision, strategic ambitions and statutory responsibilities by providing clarity over who is responsible for making decisions and exercising particular powers. In delegating functions, the trust board retains overall responsibility and accountability for the performance, conduct and compliance of the trust.

Delegation of authority does not transfer accountability. Directors remain collectively accountable for all functions of the trust, including those that have been delegated to committees, executive leaders, Academy Standards Committees or other individuals. The board therefore reserves the right to review, amend or withdraw any delegated authority and retains oversight of all delegated functions through appropriate reporting, assurance and monitoring arrangements.

All those exercising delegated authority must do so in accordance with the trust's Articles of Association, Funding Agreements, statutory requirements, the Academy Trust Handbook, trust policies and any conditions or limitations set out within this Scheme of Delegation. This Scheme should be read as a framework for effective governance, promoting transparency, accountability and a clear understanding of the respective responsibilities of all individuals and bodies operating within the trust.

Delegated responsibilities

KEY:

RESERVED	Decision/approval reserved to the board or members and cannot be delegated beyond the board or its committees
DELEGATED	Delegated authority for the decision and/or action
RECOMMEND	Make recommendation to decision maker and/or action

CEO	Chief Executive Officer	**CFOO**	Chief Financial and Operations Officer
CEdO	Chief Education Officer	**SET**	Senior Executive Team
GP	Governance Professional	**SL**	School Leader
FAR	Finance, Audit and Risk Committee	**HRWB**	HR and Wellbeing Committee
C&Q	Curriculum and Quality Committee	**ASC**	Academy Standards Committee
DBE	Diocesan Board of Education	**DfE**	Department for Education
RDO	Regional Director's Office		

1. Governance

	Governance	Members	Board of Directors	CEO/Senior Executive Team	Governance Professional	Academy Standards Committee	School Leader
	A. Governance Appointments and Membership Matters						
1.1.	Appoint and remove members	**RESERVED DBE appoint corporate member(s) in line with Articles of Association**	**RECOMMEND**				
1.2.	Approve Articles of Association	**RESERVED DBE approval required**	**RECOMMEND**				
1.3.	Appoint and remove member elected directors	**RESERVED**	**RECOMMEND**				
1.4.	Appoint and remove co-opted directors		**RESERVED**				
1.5.	Elect a Chair and Vice-Chair of the board each academic year and remove in accordance with the Articles of Association		**RESERVED**				
1.6.	Appoint and remove the auditors	**RESERVED**		**RECOMMEND**			
1.7.	Appoint and remove the Accounting Officer		**RESERVED**				
1.8.	Appoint and remove the Company Secretary		**RESERVED**				
1.9.	Appoint and remove the Governance Professionals to the board and its committees		**RESERVED**	**RECOMMEND**			
1.10.	Appoint the board committees		**RESERVED**				
1.11.	Approve Terms of Reference for the board and its committees (including ASC)		**RESERVED**				
1.12.	Appoint and remove Chairs of committees, including ASCs		**RESERVED**				
1.13.	Appoint special responsibility directors annually		**RESERVED**				

	Governance	Members	Board of Directors	CEO/Senior Executive Team	Governance Professional	Academy Standards Committee	School Leader
1.14.	Change delegated power or membership of ASCs		**RESERVED**				
1.15.	Review and approve annual Scheme of Delegation		**RESERVED**				
1.16.	Publish statutory governance information on the trust's website			**DELEGATED**			
1.17.	Ensure school websites are informative and fully compliant						**DELEGATED**
1.18.	Submit an annual report on the performance to members and publish on the trust's website		**RESERVED**	**RECOMMEND**			
1.19.	Secure annual director indemnity insurance cover			**DELEGATED**			
1.20.	Maintain register of business and pecuniary interests				**DELEGATED**		
1.21.	Adopt a director and governor expenses policy		**RESERVED**	**RECOMMEND**			
1.22.	Maintain register of attendance for directors and local governors				**DELEGATED**		
1.23.	Complete annual skills audit				**DELEGATED**		
1.24.	Review and approve annual School Resource Management Self-Assessment Checklist (SRMSAT)		**RESERVED**	**RECOMMEND**			
1.25.	Maintain company records at Companies House (directors and Persons of Significant Control (PSC) data)			**DELEGATED**			
1.26.	Complete and submit the annual Confirmation Statement to Companies House			**DELEGATED**			
1.27.	Maintain trust and school level information in Get Information About Schools (GIAS)				**DELEGATED**		**DELEGATED school level**
	B. Strategic Direction						
1.28.	Determine the trust's vision, strategy and key priorities		**RESERVED**	**RECOMMEND**			
1.29.	Determine the vision and values of individual schools, ensuring consistency with the strategic ambitions of the trust			**DELEGATED Aligned to trust's vision and values**		**DELEGATED with the school leader**	**RECOMMEND**
1.30.	Determine the trust's strategic ambitions and related success criteria and monitor progress		**RESERVED**	**RECOMMEND**			

	Governance	Members	Board of Directors	CEO/Senior Executive Team	Governance Professional	Academy Standards Committee	School Leader
1.31.	Approve applications for new schools to join the trust		**RESERVED**	**RECOMMEND**			
1.32.	Enter into, or withdraw from, a formal partnership		**RESERVED**	**RECOMMEND**			
	C. Development of policy and procedures						
1.33.	Approve statutory polices that reflect the trust's vision and ethos		**RESERVED**	**RECOMMEND**			
1.34.	Approve non- statutory policies polices that reflect the trust's vision and ethos			**DELEGATED**			
1.35.	Review and approve school level policies, in line with the published schedule, reflecting the trust's vision and ethos					**DELEGATED**	**RECOMMEND**
	D. Organisation of trust						
1.36.	Determine school term dates, length, organisation of school day, age ranges, extended provision.		**RESERVED**	**RECOMMEND Significant changes as defined by DfE must be submitted for RDO approval following board approval**			**RECOMMEND**
1.37.	School admissions policies and criteria		**RESERVED**	**RECOMMEND**			
1.38.	Admissions appeal process						**DELEGATED**

2. Finance, Audit and Risk

	Finance, Audit and Risk	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
A.	**Statutory reporting**				
2.1.	Review and approve annual report and financial statements	**RESERVED via FAR**	**RECOMMEND to FAR**		
2.2.	Approve annual Budget Forecast Return (BFR)	**RESERVED via FAR**	**RECOMMEND to FAR**		
2.3.	Complete and submit Annual Accounting Return (AAR)		**DELEGATED**		
2.4.	Complete and submit annual Teacher Pension Scheme audit		**DELEGATED**		
2.5.	Complete and submit the School Estate Management Standards annual return (SEMS)		**DELEGATED**		
2.6.	Complete and submit the annual Land and Buildings Collection Tool (LBCT) return		**DELEGATED DBE approval for church land**		
2.7.	Complete and publish annual Gender Pay Gap report on trust website		**DELEGATED**		
2.8.	Complete and publish PE and Sports Grant funding plan and impact information (ends autumn 2026)			**DELEGATED**	**RECOMMEND**
2.9.	Complete and publish the Pupil Premium funding plan and impact information			**DELEGATED**	**RECOMMEND**
2.10.	Complete and publish the Inclusion Policy, Inclusive Mainstream Funding plan and impact information			**DELEGATED**	**RECOMMEND**
B.	**Budget and financial management reporting**				
2.11.	Determine long term financial objectives of the trust	**RESERVED**	**RECOMMEND**		
2.12.	Approve the annual consolidated budget	**RESERVED via FAR**	**RECOMMEND to FAR**		
2.13.	Determine the proportion of the overall trust budget to be contributed by schools for central services	**RESERVED via FAR**	**RECOMMEND to FAR**		
2.14.	Determine revenue and capital reserve levels	**RESERVED via FAR**	**RECOMMEND to FAR**		
2.15.	Monitor the annual consolidated budget	**RESERVED via FAR**	**RECOMMEND**		

	Finance, Audit and Risk	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
			to FAR		
2.16.	Manage the approved budget		**DELEGATED**		**DELEGATED (school level)**
2.17.	Ratify significant changes to approved budgets	**RESERVED via FAR**	**RECOMMEND to FAR**		**RECOMMEND to SET**
2.18.	Approval of unbudgeted expenditure	**RESERVED**	**DELEGATED within financial delegations**		**RECOMMEND to SET**
2.19.	Receive monthly financial reporting pack including Management Accounts, balance sheet and cashflow forecast. (Chair of Directors and Chair of FAR)	**RESERVED**	**RECOMMEND**		
2.20.	Publish monthly income and expenditure reports		**DELEGATED**		
2.21.	Adopt a reserves and investment policy investments	**RESERVED**	**RECOMMEND**		
C. Internal financial control					
2.22.	Ensure robust financial controls across the trust		**DELEGATED**		
2.23.	Approve trust's scheme of financial delegations	**RESERVED**	**RECOMMEND**		
2.24.	Receive and monitor external audit recommendations	**RESERVED via FAR**	**RECOMMEND to FAR**		
2.25.	Approval of budget holders		**DELEGATED**		
D. Risk Management					
2.26.	Approve a trust-wide risk management policy, setting out the trust's appetite for risk, ownership, and escalation which informs the programme of internal scrutiny	**RESERVED via FAR**	**RECOMMEND to FAR**		
2.27.	Maintain strategic risk register and submit termly to directors		**DELEGATED**		
2.28.	Receive strategic risk register annually	**RESERVED via FAR**	**RECOMMEND to FAR**		
2.29.	Maintain school level risk register and submit termly to SET			**DELEGATED**	**RECOMMEND**
2.30.	Set programme for annual internal scrutiny, ensuring reviewer independence	**RESERVED via FAR**	**RECOMMEND to FAR**		

	Finance, Audit and Risk	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
2.31.	Receive and monitor internal scrutiny recommendations	**RESERVED via FAR**	**RECOMMEND to FAR**		
E.	**Purchasing and Procurement**				
2.32.	Approve a trust-wide financial management and procurement policy	**RESERVED**	**RECOMMEND**		
2.33.	Determine scope of core services to be procured and delivered by the central team on behalf of schools		**DELEGATED**		
2.34.	Approve ongoing trading with an organisation in the event that it becomes a related party, subject to compliance with DfE's related party declaration and approval limits	**RESERVED DfE prior approval for agreements exceeding £40k in any financial year**	**RECOMMEND**		
2.35.	Approve new suppliers		**DELEGATED**		
2.36.	Approval of formal contracts and leases		**DELEGATED within financial delegations**		**RECOMMEND business case for SET**
2.37.	Management of large value procurement/tendering processes		**DELEGATED within financial delegations**		
2.38.	Orders for goods and services				**DELEGATED within approved budget**
2.39.	Approve and accept a quotation other than the lowest-priced submission, based on a demonstrated best-value assessment and supporting evidence.				**DELEGATED within financial delegations**
2.40.	Exempt a procurement from the three-quotation requirement where it can be demonstrated that there is a limited supplier market and obtaining three competitive quotations is not reasonably achievable.		**DELEGATED**		**RECOMMEND to SET**
2.41.	Monitor compliance with approved procurement procedures		**DELEGATED**		
2.42.	Making of gifts		**DELEGATED approve compassionate gifts and 'gifts of appreciation' up to £250**		**RECOMMEND to SET**

	Finance, Audit and Risk	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
E.	**Banking and Cash Management**				
2.43.	Approve a reserves and investment policy	**RESERVED**	**RECOMMEND**		
2.44.	Open a bank account and approve signatories in the name of the trust or any of its schools	**RESERVED**	**RECOMMEND**		
2.45.	Seek approval to borrow money	**DfE approval required**	**RECOMMEND**		
2.46.	Cashflow, treasury and investment management		**DELEGATED**		
2.47.	Manage corporate card programme, including approval of applications and limits for purchasing cards		**DELEGATED**		
	Transaction Processing				
2.48.	Payroll – starters, leavers, amendments, timesheets		**DELEGATED**		**DELEGATED changes within approved establishment/ budget**
2.49.	Payroll and pension schemes administration		**DELEGATED**		
2.50.	Monitor appropriate recording of income		**DELEGATED**		
2.51.	Authorise expenses/purchasing card purchases		**DELEGATED except own card**		**DELEGATED school level - except own card which must be approved by SET**
2.52.	Control accounts reconciliation		**DELEGATED**		
2.53.	Write off bad debts	**DfE prior approval required over certain limits**	**DELEGATED within financial delegations**		
G.	**Fixed assets**				
2.54.	Approval of capital projects	**RESERVED**	**RECOMMEND**		
2.55.	Management of capital projects		**DELEGATED**		

	Finance, Audit and Risk	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
2.56.	Approval of funding bids to external parties, including CIF bids and Sport England etc		**DELEGATED**		
2.57.	Acquiring a freehold on land and buildings	**DfE approval required**	**RECOMMEND**		
2.58.	Disposal of a freehold on land and buildings	**DfE approval required**	**RECOMMEND**		
2.59.	Review and maintain a capital plan	**RESERVED**	**RECOMMEND**		
2.60.	Disposal of heritage assets	**DfE approval required**	**RECOMMEND**		
2.61.	Disposal of assets (not land, buildings or heritage)		**DELEGATED within financial delegations**		
2.62.	Acquisition of assets (not land, buildings or heritage)		**DELEGATED within financial delegations**		**DELEGATED within budget and financial delegations**
2.63.	Maintain asset register/security arrangements/loan of assets		**DELEGATED**		**DELEGATED school level**
H. Insurances					
2.64.	Approve trust level insurance arrangements – including Third Party Public Liability, Employers Liability, Professional Indemnity and Property Damage and Overseas Travel		**DELEGATED**		
2.65.	Manage school specific insurance arrangements e.g. motor vehicle				**DELEGATED**
I. Leasing					
2.66.	Enter into a finance lease	**RESERVED in line with financial delegations DfE approval required over ATH limit**	**DELEGATED within financial delegations**		**RECOMMEND business case to SET**
2.67.	Take up a leasehold on land and buildings	**RESERVED DfE approval for lease > 7 years**	**RECOMMEND**		
2.68.	Take up any other lease e.g. photocopier, IT equipment, vehicles		**DELEGATED**		**RECOMMEND business case to SET**

	Finance, Audit and Risk	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
			within financial delegations		
2.69.	Grant a lease/licence to occupy on land and buildings	**RESERVED DfE approval for lease > 7 years**	**RECOMMEND**		
J. Special payments					
2.70.	Non statutory/non contractual severance and compensation payments to staff	**RESERVED DfE Approval over 50k**	**RECOMMEND**		
2.71.	Ex-gratia payments	**RESERVED DfE approval required**	**RECOMMEND**		

3. Compliance (not listed elsewhere)

	Ensure Compliance with statutory legislation	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
3.1	Equality, Diversity and Inclusion		**DELEGATED**		**DELEGATED school level**
3.2	Modern Slavery		**DELEGATED**		
3.3	Gender Pay Gap		**DELEGATED**		
3.4	Whistleblowing		**DELEGATED**		
3.5	Procurement Act		**DELEGATED**		
3.6	Fraud Response		**DELEGATED**		
3.7	Freedom of Information governance		**DELEGATED**		
3.8	Environmental, Social and Governance (ESG) and sustainability		**DELEGATED**		

4. People and culture

	People and Culture	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
A.	**Staffing structure**				
4.1.	Approve trust Senior Executive Team structure (SET)	**RESERVED**	**RECOMMEND**		
4.2.	Approve central team structure		**DELEGATED**		
4.3.	Approve school senior leadership team structure		**DELEGATED**		
4.4.	Approve school annual staffing plan, including TLRs and additional payments, in line with budget		**DELEGATED**		**RECOMMEND aligned to annual budget for consideration by SET**
4.5.	Create and approve business cases for unbudgeted variation to the approved staffing structure	**RESERVED via FAR**	**RECOMMEND via FAR**		**RECOMMEND business case to SET**
4.6.	Create and approve job descriptions		**DELEGATED**		**RECOMMEND**
4.7.	Approve evaluated job family and pay grade		**DELEGATED**		
4.8.	Variation to the trust's standard terms and conditions of employment	**RESERVED via HR&W**	**RECOMMEND via HR&W**		
B.	**Recruitment**				
4.9.	Appoint CEO, CFO and Governance Professionals	**RESERVED DBE participate in CEO recruitment**	**RECOMMEND participate in selection process for CFO and GP only**		
4.10.	Appoint Headteachers and Deputy Headteachers	**RESERVED DBE participate in diocesan school headteacher recruitment**	**RECOMMEND participate in selection process**	**Participate in the recruitment process**	**Participate in the recruitment process**
4.11.	Approval to recruit all other staff		**DELEGATED**		**RECOMMEND business case to SET for all school level appointments**

	People and Culture	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
4.12.	Appointment process for all other staff			**Participate in the appointment of school level roles as appropriate**	**DELEGATED**
4.13.	Ensure compliance with current employment legislation, best practice and trust policies		**DELEGATED**		**DELEGATED school level appointments**
4.14.	Approve and Issue contract of employment	**RESERVED for CEO**	**DELEGATED except CEO**		**RECOMMEND formal request to HR/Payroll for new contract**
4.15.	Approve and issue contract variations, including flexible working requests		**DELEGATED**		**RECOMMEND formal request to HR/Payroll for change to contract**
4.16.	Approve requests for early retirement, sabbatical or secondment	**RESERVED for CEO**	**DELEGATED**		**RECOMMEND business case to SET via HR**
4.17.	Approve requests for leave of absence outside of policy	**RESERVED for CEO**	**DELEGATED**		**RECOMMEND business case to SET via HR**
C. Pay					
4.18.	Approve executive pay policy	**RESERVED**			
4.19.	Approve pay policy		**DELEGATED**		
4.20.	Determine pay ranges including TLR and additional payment values	**RESERVED for CEO**	**DELEGATED**		
4.21.	Pay on appointment and pay awards outside approved ranges	**RESERVED for CEO**	**DELEGATED**		**RECOMMEND to SET via HR**
4.22.	Approve discretionary payments (recruitment, retention or project allowances etc.)	**RESERVED for CEO**	**DELEGATED**		**RECOMMEND business case to SET**

	People and Culture	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
D. Pensions					
4.23.	Administration of pension provision		**DELEGATED**		
4.24.	Approve pension discretions (e.g. early retirement, ill health)	**RESERVED**	**RECOMMEND**		
E. Operation of policies					
4.25.	Approve statutory HR policies	**RESERVED**	**RECOMMEND**		
4.26.	Performance management (annual performance review)	**RESERVED for CEO**	**DELEGATED**	**Participate in the performance review of school leader**	**DELEGATED for school staff**
4.27.	Approve formal staff restructure plans	**RESERVED for CEO**	**DELEGATED**		**RECOMMEND business case to SET**
4.28.	Invoke redundancy procedures	**RESERVED for CEO**	**DELEGATED**		
4.29.	Approve severance/settlement or redundancy agreements	**RESERVED for CEO**	**DELEGATED within financial delegations**		
4.30.	Investigate and manage staffing issues in line with the relevant policy	**RESERVED for CEO**	**DELEGATED**		**DELEGATED school level issues with advice from HR**
4.31.	Participate in staffing related decision-making hearings or panels	**RESERVED for CEO**	**DELEGATED**		**RECOMMEND Present findings and participate in other schools' hearings or panels at invitation of SET**
4.32.	Suspension of staff	**RESERVED for CEO**	**DELEGATED**		**RECOMMEND to SET**
4.33.	Dismissal of senior leaders (SET, HT, DHT, AHT)	**RESERVED**	**RECOMMEND Present findings as appropriate**		**RECOMMEND Present findings as appropriate**

	People and Culture	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
4.34.	Dismissal of staff other than senior leaders		**DELEGATED minimum 1 director**		**RECOMMEND Present findings and participate in other schools' hearings or panels at invitation of SET**
4.35.	Appeal panel		**DELEGATED minimum of 1 director**		**Present findings as required**
4.36.	Act on behalf of the trust in legal disputes, employee complaints and grievances	**RESERVED for CEO**	**DELEGATED**		

5. Curriculum and Standards

	Curriculum and Standards	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
A.	**Quality of Education**				
5.1.	Review the quality of education and experience of pupils and young people across the trust	**RESERVED via C&Q**	**RECOMMEND via C&Q**		
5.2.	Approve and monitor trust and school targets for pupil achievement, progress and attainment	**RESERVED via C&Q**	**RECOMMEND via C&Q**		
5.3.	Monitor the quality of education and experience of pupils in a trust school			**DELEGATED Monitor priorities reported by school leaders and hold to account**	**RECOMMEND to SET/ASC. Report progress to SET/ASC**
5.4.	Monitor school targets for pupil attendance, achievement, progress and attainment			**DELEGATED monitor school targets and hold school leaders to account**	**RECOMMEND school level targets and monitor progress. Report to SET/ASC**
5.5.	Monitor the impact of school improvement and post Ofsted plans			**DELEGATED**	**RECOMMEND**
5.6.	Review impact of school development actions against priorities in the plan			**DELEGATED**	**RECOMMEND**
5.7.	Monitor the impact of additional funding including Pupil Premium etc			**DELEGATED**	**RECOMMEND**
5.8.	Curriculum: planning, implementation and review, including compliance with any funding agreement requirements			**DELEGATED**	**RECOMMEND**
B.	**Behaviour and Attendance**				
5.9.	Implement effective behaviour management related policies		**DELEGATED**	**DELEGATED approve and monitor impact of policy and related data**	**RECOMMEND**

	Curriculum and Standards	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
5.10.	Pupil suspension and exclusions		**DELEGATED Review the overall patterns of suspensions and exclusions and report the number of incidents to C&Q**	**DELEGATED monitor suspensions and exclusions. Convene a panel to review an exclusion in line with statutory requirements**	**DELEGATED take the decision to suspend or exclude a pupil and report to ASC**
5.11.	Direct a pupil to offsite provision or arrange managed move				**DELEGATED**
5.12.	Monitor use of offsite provision, managed moves, use of restraint	**RESERVED via C&Q**	**DELEGATED**	**DELEGATED**	
5.13.	Monitor attendance and roll movement within schools	**RESERVED via C&Q**	**DELEGATED**	**DELEGATED**	

6. Safeguarding

	Governance	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
6.1.	Adopt a trust-wide template Safeguarding and Child Protection policy that is compliant with statutory guidance	**RESERVED**	**RECOMMEND**		
6.2.	Adopt and monitor procedures related to safeguarding		**DELEGATED**		
6.3.	Review overall outcomes of annual school safeguarding audits conducted by trust personnel	**RESERVED via C&Q**	**RECOMMEND via C&Q**		
6.4.	Complete and submit the LA's annual Governor's Safeguarding Report for schools and ensure that any areas identified for improvement are addressed			**DELEGATED**	**RECOMMEND**
6.5.	Appoint a board member as director with specialist responsibility for safeguarding	**RESERVED**			
6.6.	Appoint a governor with specialist responsibility for safeguarding, including monitoring SCR			**DELEGATED**	
6.7.	Ensure the Single Central Record (SCR) for the trust and its schools is complete and regularly updated		**DELEGATED**		**DELEGATED school level**
6.8.	Ensure schools have an appropriate number of trained Designated Safeguarding Leads (DSLs) and that their details are published on the school website				**DELEGATED**
6.9.	Ensure trust staff receive regular and appropriate safeguarding training		**DELEGATED trust level**		**DELEGATED school level**
6.10.	Ensure appropriate members of staff, directors and governors are trained in Safer Recruitment		**DELEGATED**		
6.11.	Ensure that each school has appointed a designated member of staff to support Looked After Children				**DELEGATED school level**
6.12.	Appoint a governor with specialist responsibility for Looked After Children Governor			**DELGATED**	
6.13.	Approve off-site visits for pupils of more than 24 hours duration, those outside of the UK, or are potentially hazardous			**DELEGATED**	**RECOMMEND**
6.14.	Approve appointment of any staff, director, governor, volunteer where DBS contains disclosure		**DELEGATED**		

7. Inclusion and special educational needs and disabilities (SEND)

	Inclusion and special educational needs and disabilities (SEND)	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
7.1	Monitor overall educational performance of SEND pupils across the trust	**RESERVED via C&Q**			
7.2	Monitor educational performance of SEND pupils			**DELEGATED**	
7.3	Adopt a school specific SEND policy			**DELEGATED**	**RECOMMEND**
7.4	Ensure compliance with Equality, Diversity and Inclusion legislation	**RESERVED**			
7.5	Designate a teacher to be responsible for co-ordinating SEND provision (SENCO)				**DELEGATED**
7.6	Liaise with local authority in respect of pupils who have (or might have) SEND				**DELEGATED**
7.7	Make provision for SEND pupils with or without an Education, Health & Care Plan (EHCP)				**DELEGATED**
7.8	Appoint a governor with specialist responsibility for SEND			**DELEGATED**	

8. Complaints

	Complaints	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
8.1	Adopt trust-wide complaints procedure	**RESERVED**	**RECOMMEND**		
8.2	Respond to and hear complaints		**DELEGATED trust level**	**DELEGATED school level**	**DELEGATED school level**

9. Health & Safety and Estates

	Health & Safety and Estates	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
9.1	Adopt a trust-wide health and safety policy ensuring compliance to statutory legislation	**RESERVED**	**RECOMMEND**	**DELEGATED school level**	**RECOMMEND school level**
9.2	Manage H&S compliance including, statutory testing, risk assessment and appropriate staff training		**DELEGATED**		**DELEGATED school level**
9.3	Emergency planning and business continuity planning		**DELEGATED**		**DELEGATED school level in line with trust policy**
9.4	Health and safety accident reporting (inc. RIDDOR and near misses)		**DELEGATED**		**DELEGATED school level (report RIDDOR to SET)**
9.5	Ensure schools have a designated member of staff who has overall responsibility for every aspect of health and safety				**DELEGATED school level**
9.6	Appoint a Health and Safety Governor			**DELEGATED school level**	
9.7	Approve the trust's estates strategy	**RESERVED via FAR**	**RECOMMEND via FAR**		
9.8	Manage the trust's estate so it is safe and fit for purpose		**DELEGATED**		**DELEGATED school level**

10. IT, data and information management

	IT, data and information management	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
10.1	Appoint a Data Protection Officer (DPO)		**DELEGATED**		
10.2	Adopt a trust-wide data protection policy and monitor trust compliance with GDPR		**DELEGATED**		
10.3	Monitor compliance with GDPR policy		**DELEGATED**		**DELEGATED school level**

	IT, data and information management	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
10.4	Ensure staff receive regular GDPR training		**DELEGATED**		**DELEGATED school level**
10.5	Report and respond to data breaches and subject access/freedom of information requests within the statutory deadlines		**DELEGATED**		**DELEGATED school level**
10.6	Develop and implement a cyber strategy, ensuring compliance with DfE cyber standards and report annually to the board		**DELEGATED**		
10.7	Implement cyber controls and staff training		**DELEGATED**		**DELEGATED school level**

11. Communications and marketing

	Communications and marketing	Board of Directors	CEO/Senior Executive Team	Academy Standards Committee	School Leader
A. Branding & Marketing					
11.1	Determine the branding and marketing strategy		**DELEGATED**		**RECOMMEND school level**
11.2	Review and approve any long-life school marketing materials (e.g. logo, website, prospectus, publications)		**DELEGATED**		
B. Communication					
11.3	Determine a communication strategy for the trust		**DELEGATED**		
11.4	Approve press releases, media communication		**DELEGATED**		
11.5	Ensure trust and school websites are compliant with statutory guidance		**DELEGATED**		**DELEGATED school level**

12. Intervention

Where the Board, Chief Executive Officer, Chief Financial and Operations Officer, Chief Education Officer, or any person acting under delegated authority identifies actual or potential concerns regarding an academy's performance, governance, compliance, safeguarding, financial management or operational effectiveness, the trust reserves the right to intervene proportionately and without limitation.

Intervention may be initiated where there is evidence of:

- failure to meet educational performance expectations or agreed improvement targets
- concerns relating to safeguarding, health and safety, attendance, behaviour, SEND provision, statutory compliance, or regulatory requirements
- governance failures or ineffective leadership
- a material financial deficit, deterioration in financial position, or failure to comply with trust's financial policies, procedures or budgetary controls
- weaknesses in procurement, audit findings, or risk management
- non-compliance with trust policies, funding agreement requirements or the Academy Trust Handbook
- any matter that may expose the trust to financial, legal, reputational, operational or regulatory risk

Where intervention is deemed necessary, the Board or Chief Executive Officer may, acting reasonably and proportionately, may:

- require the academy to produce and implement an improvement or recovery plan
- increase monitoring, reporting and scrutiny arrangements
- require approval from the Central Team for specified financial, staffing, contractual or operational decisions
- direct the deployment of trust personnel, advisers or school improvement resources into the academy
- suspend or remove delegated budgetary authority, either wholly or in part
- freeze recruitment, expenditure, procurement activity or capital commitments
- require the school to follow specific financial or operational instructions
- reallocate functions, responsibilities or decision-making powers from the school leadership team or Academy Standards Committee to the Chief Executive Officer, a trust committee, or the Board
- replace, suspend or dissolve an Academy Standards Committee in accordance with the trust's governance arrangements and Articles of Association
- take any other action considered necessary to secure improvement, compliance, effective governance, financial sustainability, pupil welfare, or protection of trust assets

Withdrawal of Delegated Authority

The Board reserves the right at any time to amend, restrict, suspend or withdraw any delegated power contained within this Scheme of Delegation where it considers this necessary to protect the interests of pupils, the academy, the trust, public funds or compliance with statutory and regulatory requirements.

Principle of Proportionality

Any intervention will normally be proportionate to the level of risk presented and will seek to support school improvement. The Senior Executive Team/Board will endeavour to restore delegated authority once sufficient assurance has been obtained that identified concerns have been addressed and sustainable improvement has been secured.

13. Chairs Action & Virtual Decision Making

Occasionally urgent approval is required for something that is delegated to ASCs or requires board level approval but arranging a meeting is not possible/practicable. In these rare occasions the Chair of the Board or an ASC may approve urgent items (subject to the Scheme of Delegation and financial limits). The Chair (or Vice Chair if the Chair is absent) should consult with the CEO or headteacher as appropriate and report the action to the relevant Governance Professional. In such cases the decision should be logged and added to the next available board agenda as a specific item for transparency.

In addition, directors may provide approval for policies and business cases through online voting methods or email. Normal quorum and voting rules apply.

14. Financial Delegations

Budgeted Revenue Expenditure (approved)

Approver	Primary School	Secondary School
Budget holder	Up to £2,500	Up to £5,000
Headteacher	Up to £5,000	Up to £10,000
Head of IT Services/Head of Estates	Up to £5,000	Up to £10,000
CFOO	Up to £100,000	Up to £100,000
CEO	Up to £250,000	Up to £250,000
Board	Over £250,000	Over £250,000

Unbudgeted Revenue Expenditure

Approver	Limit
CFOO	Up to £25,000
CEO	Up to £50,000
Finance, Audit and Risk committee	Up to £100,000
Board	Over £100,000

Procurement Thresholds

Value	Requirement
Under £5,000	1 quotation considered reasonable value, document value for money
£5,001-£10,000	Minimum 2 quotations
£10,001-£40,000	Minimum 3 written quotations
£40,001 - £214,904	Formal competitive tender or framework procurement
Above £214,904	Procurement Act 2023 requirements
Strategic/high risk contracts	Board approval regardless of value

Capital Expenditure

Approver	Limit
Headteacher	Up to £5,000
Head of IT Services/Head of Estates	Up to £5,000
CFOO	Up to £100,000
CEO	Up to £250,000
Finance, Audit and Risk committee	Up to £500,000
Board	Over £500,000

Contract Signing Authority

Contract Value	Authorised Signatory
Up to £100,000	CFOO
Above £100,001	CEO

Banking and Payments

Transaction	Authorisation
BACS payment run	Two authorised approvers
Payroll submission	Head of Finance
New supplier set up	Head of Finance
Bank account changes	CFOO, CEO

Purchasing Cards

Role	Card Limit
Budget Holder	£1,000
Headteacher/ School Business Manager	£2,000
Head of IT Services/Head of Estates	£2,000
CFOO	£5,000
CEO	£10,000

Staffing Decisions

Decision	Approval
Vacancies within approved staffing structure	CFOO
New post exceeding approved staffing structure	CFOO and CEO
Restructure creating additional cost	CEdO/CFOO/CEO