

Scheme of Delegation



Key re delegation:

R - Responsible (*responsible for certain tasks*)

A - Accountable (*ultimately accountable and will give approval*)

C - Consulted (*a requirement for formal consultation prior to decision*)

I - Informed (*made aware, as part of stakeholder engagement*)

Key re terms used:

Academy Leader – Executive Principal, Principal or Head of School

ESFA – Education & Skills Funding Agency

LGB – Local Governing Body

SEND – Special Educational Needs & Disabilities

Trustee / Director – both refer to members of the Trust Board

Governing Group:

In instances where rapid improvement is required and a Governing Group is in operation the Governing Group's delegated authority is a combination of that which applies to LGBs, plus that which applies to the CEO/Executive Team within the Scheme of Delegation.

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1 STRATEGY & LEADERSHIP								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
1.1	Setting (and reviewing) the Trust's vision and strategic plans, agreeing key priorities against which progress can be monitored	A				C	R	C
1.2	Setting (and reviewing) each academy's vision and strategic plans (aligning with those of the Trust), agreeing key priorities against which progress can be measured					A	C	R

2 EDUCATION								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
2.1	Educational performance of Academies				I	R	A	R
2.2	Educational performance of the Trust	A			C		R	
2.3	Approval of Academy Development Plans and SEFs					A	C	R
2.4	Development of curriculum and assessment, with reference to statutory requirements				I	C	C	A
2.5	Determining and changing school hours and term dates					C	A	R

3 SAFEGUARDING & SEND								
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
3.1	To develop, implement and review Safeguarding Policies and arrangements	A			C	R	R	R
3.2	Compliance with SEND Code of Practice (Children's & Families Act)	A			C	R	R	R

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4 PARENTS, COMMUNITY & STAKEHOLDER RELATIONSHIP									
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)	
4.1	Responsibility for the Academy's Admissions Policy					A	C	R	
4.2	Maintaining effective engagement and communications with parents, the wider community and local partnerships					A		R	
4.3	Manage relations with Local Authority:								
	• Academy operations					R		A	
	• Strategic relations					I	R	C	
4.4	Manage relations with RSCs, ESFA & DfE	A					R		
4.5	Manage relations with media:								
	• Routine Academy matters							A	
	• Significant Academy matters / Trust matters						A	C	
4.6	Determine Academy identity and branding					A	C	R	

5 ESTATES & ASSET MANAGEMENT									
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)	
5.1	Premises Management & Capital Investment:								
	• Development of and adherence to Academy Estates Development Plans	I	C				C	A	R
	• Development and Implementation of Trust's Capital Strategy	A	C				I	R	C
5.2	Compliance with all aspects of H&S Policy and Regulation	A	R				R	R	
5.3	Provision of adequate insurances						A	R	
5.4	Responsibility for premises security						A	R	

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6 GOVERNANCE									
Ref	Delegation	Members	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
6.1	Amending Articles of Association	A	R						
6.2	Changes to other constitutional documents		A					R	
6.3	Changes to Master Funding Agreement		A					R	
6.4	Appointment of LGB members		A				R	C	C
6.5	Appointment of Chairs & Vice-Chairs of LGBs						A		
6.6	Approval of Trust-wide policies (<i>See Appendix 2</i>)		A	A	A	A	I	R	I
6.7	Approval of Academy policies (<i>See Appendix 3</i>)						A		R
6.8	Approval of Academy policies (<i>See Appendix 4</i>)								A
6.9	Ensuring that statutory documents/information are published on each Academy's website (link to Trust's website)						A		R
6.10	Making a <i>Significant Change</i> (<i>See appendix 5</i>)		A				C	R	C
6.11	Academy conversions and sponsorship		A					R	
6.12	Compliance with Academy Trust Handbook		A	R	R	R	R	R	R
6.13	Approval of Financial Regulations, which conform with Academy Trust Handbook		A	C				R	
6.14	Maintaining Register of Interests and details of related party		A				R	R	
6.15	Ensuring compliance with Data Protection / GDPR policies and regulations		A		C			R	R

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7 FINANCE, AUDIT & RISK									
Ref	Delegation	Members	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)
7.1	Safeguard public funds and comply with all requirements of the Trust Financial Regulations		A	R	R	R	R	R	R
7.2	Agree the annual budget and subsequent two year financial forecasts:								
	<ul style="list-style-type: none"> • Trust wide budget proposals 		A	C				R	
	<ul style="list-style-type: none"> • Academy budget recommendations 						A	C	R
7.3	Management of the Trust's financial position		A	C				R	
7.4	Day to day management of the Academies financial positions						A	C	R
7.5	Agree changes to financial plans where costs contained within the approved in-year financial position:								
	<ul style="list-style-type: none"> • Additional income – including any associated spend requirements 						I	I	A
	<ul style="list-style-type: none"> • Premises 						A	C	R
	<ul style="list-style-type: none"> • Other spend 						I	I	A
	<ul style="list-style-type: none"> • Changes to staffing structure: 								
	<ul style="list-style-type: none"> o Within approved total staffing budget 						I	I	A
	<ul style="list-style-type: none"> o Outside of approved total staffing budget 						A	C	R
7.6	Agree changes to financial plans adversely impacting on the approved in-year financial position						A	C	R
7.7	Approval of loans to Academies from Trust reserves		A	C				R	
7.8	Appointment of external auditors	A	C		C			R	
7.9	Appointment of internal auditors and agree annual plan		A		C			R	
7.10	Risk Management		A		C		C	R	R

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8 PEOPLE & PERFORMANCE									
Ref	Delegation	Trust Board	F&R Cttee	A&R Cttee	Standards Cttee	LGBs	CEO/ Exec Team	Academy Leader (AL)	
8.1	Recruitment and appointment of Executive Principals and Principal					C	A		
8.2	Recruitment and appointment of Heads of School					C	C	A	
8.3	Recruitment and appointment of CEO	A							
8.4	Recruitment and appointment of Accounting Officer	A							
8.5	Recruitment and appointment of Clerk to the Board	A					I		
8.6	Recruitment and appointment of Chief Finance Officer	A					R		
8.7	Recruitment and appointment of other members of Executive Team	C					A		
8.8	Determine annual pay awards (ie. inflation, considering nationally negotiated settlements).	A	C				R		
8.9	Performance Management, Appraisal & Remuneration of CEO & Clerk to the Board	A					C		
8.10	Performance Management, Appraisal & Remuneration of Other Executive Team members	A					R		
8.11	Performance Management, Appraisal & Remuneration of Academy (Executive) Principals					C	A		
8.12	Performance Management, Appraisal & Remuneration of Heads of School / other Academy Leaders					A	I	R	
8.13	Performance Management, Appraisal & Remuneration of:								
	• Other Academy personnel					A		R	
	• Support Centre personnel						A		
8.14	Employee severance arrangements :								
	• Negotiations						A	C	
	• Entering Agreements (NB: agreements exceeding £50k require prior ESFA approval)		I				A	I	

Appendix 1 - Financial Regulations – Executive Summary

Academies must be aware of all aspects of the Financial Regulations in order to discharge their financial management responsibilities in line with the DFE and Trust requirements.

Financial Management

- Not agree to spend outside of the approved budget plan without subsequent prior approval of the Governing Body – Per the Scheme of Delegation.
- Not set a deficit budget without approval of the Board (including going into deficit in-year).
- Notify the CFO of any proposed leases before they are entered into.
- Ensure an official purchase order is used for **all** supplies of goods, work and services, ensuring all appropriate authorisations are obtained.
- Ensure obtain quotes for **all** goods and services over £5,000.
- Maintain an asset register and ensure annual reconciliation back to actual items.
- Notify CFO immediately of any suspected theft, misappropriation or fraud.
- Notify CFO of any instances where the Procurement and Tendering Policy has not been followed.

Related Party Transactions

- Must notify the CFO of any transactions with related parties prior to the transaction taking place (Require ESFA notification and/or approval).

Payroll

- All salary adjustments for each month should be summarised and signed off by the Principal prior to processing (Payroll Report).

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- Payroll reports should be compared to the budgeted payroll costs and material variances investigated. Payroll reports must be signed off by the Principal.
- The Principal must sign all new starter forms and leaver forms.

Insurance

- Must notify CFO of any insurance claims.

Other Authorisation

- Sign monthly reconciliation of all procurement cards
- Sign petty cash reconciliation ensuring all balanced
- Sign any cash banking

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WELLSPRING

We Make A Difference

Planning Documents

- 3 Year Academy Development Plan (agreed during spring / summer term to feed into budget setting process).
- Clear staffing structure aligned to the Academy Development Plan.
- Approved Budget – plus 2 subsequent year forecasts (Cannot set or operate a deficit budget without Board approval).
- Premises Strategy (10 Year Planned Maintenance).
- ICT Strategy (5 Year replacement plan).
- Other Asset Strategy (replacement plan for all other assets).
- Academy Risk Register.
- Academy Contingency and Business Continuity Plan.

The full Trust Financial Regulations can be located on the Wellspring Website or by clicking [here](#)

Appendix 2 - Approval of Trust-Wide Policies

Policy	Approving Body
Safeguarding Policy	Trust Board
Complaints Policy	Trust Board
Data Protection Policy	Trust Board
Equality, Diversity & Inclusion Policy	Trust Board
Reserves Policy	Trust Board
Pay Policy	Trust Board
Risk Management Policy	Trust Board
Exclusions Policy	Trust Board
Health & Safety Policy	Trust Board
Investments Policy	Trust Board
Freedom of Information Policy	Audit & Risk Committee
IT Acceptable Use & Password Policy	Audit & Risk Committee
E Safety Policy	Audit & Risk Committee
Data Security & Breach Management Policy	Audit & Risk Committee
Data Storage, Retention & Disposal Policy	Audit & Risk Committee
Whistleblowing Policy	Audit & Risk Committee
Procurement & Tendering Policy	F & R Committee
Debt Policy	F & R Committee
Fraud Response Plan	F & R Committee
Anti-fraud & Anti-bribery Policy	F & R Committee
Disciplinary Policy	F & R Committee
Flexible Working Policy (Support Centre)	F & R Committee
Leave of Absence Policy	F & R Committee
Managing Change Policy	F & R Committee
Managing Sickness Absence Policy	F & R Committee
Probation Policy	F & R Committee
Pension Discretion Policy	F & R Committee
Grievance Resolution Policy	F & R Committee
Performance Management and Capability Policy - Support Staff	F & R Committee
Performance Management and Capability Policy - Teaching Staff	F & R Committee
Wellbeing Policy & Wellbeing Charter	F & R Committee
CCTV Policy	F & R Committee
ECT Policy	F & R Committee
Barring Policy (template)	DoL
First Aid Policy (template)	DCEO

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Business Continuity Plan (template)	DCEO
Fire Evac Procedure & Plan (template)	DCEO
Building Security Procedure (template)	DCEO

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Appendix 3 - School Authored Statutory Policies

(Requires LGB Approval)

- Admissions Arrangements & selection process
- Behaviour Policy
- Business Continuity Plan (Adapting Trust template)
- Children with health needs who cannot attend school
- Child Protection / Safeguarding Policy & Procedures
- Covid Catch-up Allocation and spend
- Equality Objectives & how meeting PSED
- Pupil Premium Allocation and Spend Analysis
- Special Educational Needs & Disabilities
- Sports Premium Allocation and Spend Analysis
- Supporting Pupils with Medical Conditions

Appendix 4 - School Authored Statutory Policies

(Requires Academy Leader Approval)

- Accessibility Plan
- Anti Bullying Strategy
- Barring Policy (Adapting Trust template)
- Building Security Procedure (Adapting Trust template)
- Careers Guidance: details of your careers programme
- Charging and Remissions
- Early Years Foundation Stage (EYFS)
- First Aid Policy (Adapting Trust template)
- Fire Evac Procedure & Plan (Adapting Trust template)
- Provider Access Statement (pupils in year 8 to 13)
- Relationship & Sex Education

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Appendix 5 - Significant change

Academy trusts proposing to make a significant change MUST submit a proposal for change and follow the required process, in advance of the change being made. Failure to do so will constitute a breach of their Funding Agreement (FA), which could result in further action by the department for education to address the breach.

Changes categorised as a 'significant change'

- Expansion of physical capacity (premises enlargement)
- Expansion onto an additional or satellite site
- Changes to the number of pupils in a special school
- Change in type of SEN provision in a special school
- Changes affecting SEN units or resourced provision (including adding a resourced provision)
- Change of lower or upper age limit (including adding a nursery)
- Adding or removing a sixth form
- Amalgamating or de-amalgamating with another academy
- Gaining or changing faith designation
- Transfer to or acquiring another site
- Change of gender composition.