



Where learners and staff thrive

Trust Policy

Scheme of Delegation

Approver: Trustees
Review Cycle: Annually

Revision History			
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July 2023	6.1	Aims updated. Appointment ratifications added. Educational Visits approval levels added	Trustees

This Policy Applies To:

Secondary Schools
Primary Schools
Centralised Trust Employees
Trustees & Governors

Document Management Information

Applicable to:	Trustees, Governors, All Staff
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If you require this policy in a more accessible format please contact the Trust Compliance Officer on compliance@coastandvale.academy

Executive summary text for current policy version:

Key points and Summary

This document outlines:

- The aim of Coast and Vale Learning Trust
- The requirements of the Articles of Association regarding delegation
- The scheme of delegation within Coast and Vale Learning Trust
- The respective roles of the Members, Trustees, Chief Executive Officer (CEO), Local Governing Committees, and the Headteachers
- The meeting protocols of Coast and Vale Learning Trust
- The financial protocols of Coast and Vale Learning Trust
- Buildings and Sites, Health and Safety, and ICT
- Appointment of Headteachers and Deputy Headteachers
- The principles of decision making within Coast and Vale Learning Trust
- The selection of Headteachers and Deputy Headteachers within Coast and Vale Learning Trust

Contents

1	Introduction and Statement of Intent.....	3
2	Aim of Coast and Vale Learning Trust	4
3	Scope and Applicability	4
4	The Articles of Association	4
5	Members	5
6	Board of Trustees	6
7	Local Governing Committees	7
8	Headteacher and Staff.....	8
9	Appointment of Executive Headteacher, Headteacher, Head of School, Deputy Headteacher and Assistant Headteacher.....	8
10	Deputy Chief Executive Officer.....	9
11	Chief Executive Officer.....	9
12	Trust Financial Protocols.....	9
13	Buildings and Sites, Health and Safety, Safeguarding, HR and ICT	10
14	Resignation and Removal	10
15	Disqualification of Members, Trustees or Governors	11
16	Meetings Protocol for the Members, Board of Trustees and Local Governing Committees.....	11
17	Notices.....	13
18	Indemnity	13
19	Review	14
20	Glossary.....	14
21	Financial Authorisation Levels.....	15
22	Human Resources Authorisation Levels.....	17
	Appointments	17
	Disciplinary Cases And Dismissals	18
	Grievance	18
	Other HR Functions.....	19
23	Other key delegated functions.....	21

1 Introduction and Statement of Intent

- 1.1 As a charity and company limited by guarantee, Coast and Vale Learning Trust (“the Trust”) is governed by a Board of Trustees (the “Trustee” “Trustees”) who are responsible for, and oversee, the management and administration of the

Scheme of Delegation v6.1			Organisation: Coast and Vale Learning Trust	Page 3 of 25
Date: 04/07/2023	Version: v6.1	Review Date: July 2024		

Trust and the schools run by the Trust. This Scheme of Delegation will apply to all schools for which the Trust is responsible. Any reference to “schools” in this Scheme of Delegation refers to all Academies within the Trust.

- 1.2 The Trustees are accountable to external government agencies including the Charity Commission, the Education and Skills Funding Agency and the Department for Education (including any successor bodies) 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 In order to discharge these responsibilities, the Trustees appoint people who are more locally and strategically based to serve on a committee (‘the Local Governing Committee’) which has been established to ensure the good governance of individual Academies. This Scheme of Delegation explains the ways in which the Members, Trustees and Local Governing Committees fulfil the respective roles and responsibilities to ensure the success of the Trust.
- 1.4 This Scheme of Delegation has been put in place by the Trustees from the Effective Date in accordance with the provisions of the Trust’s Articles of Association (“the Articles”)

2 Aim of Coast and Vale Learning Trust

- 2.1 The Trust’s aim is to be a family of schools, built on servant leadership, sharing resources so that all learners and staff thrive.
- 2.2 The Trust sees its home area as the coast between Whitby in the north and Bridlington in the south and between Scarborough in the east and Pickering in the west.
- 2.3 The Trust’s vision for great schools is that they:
 - expect high outcomes and progress for all learners
 - serve their communities.
 - meet the needs of all learners.
 - train, challenge and support staff
 - are well governed.
 - are held in high regard by local parents and carers.

3 Scope and Applicability

- 3.1 This policy outlines the framework for decision making within the Trust. It applies to all Members, Trustees, Governors serving on the LGCs, and staff.

4 The Articles of Association

- 4.1 The following are the relevant clauses from the Articles of Association that outline what can, and cannot, be delegated:

Scheme of Delegation v6.1			Organisation: Coast and Vale Learning Trust	Page 4 of 25
Date: 04/07/2023	Version: v6.1	Review Date: July 2024		

- subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Trust shall be managed by the Trustees, who may exercise all the powers of the Trust.
- subject to the Articles, the Trustees:
- will appoint separate sub-committees to be known as Local Governing Committees (LGCs) to govern individual schools; and
- will establish other committees as required to ensure quality assurance and to enable the Trust to focus on strategic development.
- subject to the Articles, the constitution, membership and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution, and membership of any committee of the Trustees shall be reviewed at least once every year.
- the Trustees may delegate to any Trustee, committee (including any LGC), the CEO or any other holder of an executive office, such of their powers or functions as they consider desirable to be exercised by them. Any such delegation shall be made subject to any conditions the Trustees may impose and may be revoked or altered. The implementation and impact of functions delegated to the LGCs will be quality assured biennially by an external review
- the Trustees shall appoint the CEO, Chief Operating Officer (COO), Director of Learning (DoL), Primary Executive Lead (PEL), Headteachers (HT), Deputy HT (DHT) of the schools within the Trust.
- . The Trustees may delegate such powers and functions as they consider are required by the LGCs and Headteachers for the internal organisation, management and control of the schools.
- the Board of Trustees cannot delegate any functions relating to:
 - o the constitution of the Trust
 - o the appointment or removal of the Chair and Vice-Chair of the Trustees
 - o the suspension or removal of Trustees
 - o the delegation of functions i.e., the adoption or revision of this Scheme of Delegation
 - o the establishment of committees
 - o the dissolution of committees.

5 Members

- 5.1 The Trust will have a minimum of three, though ideally five Members.
- 5.2 The Members are the signatories to the Trust's Memorandum of Association, its governing document. This makes them the guardians of the Trust's constitution, determining the governance structure of the Trust and providing oversight and challenge of the Trustees to ensure the aim of the Trust is being fulfilled.
- 5.3 The Members may agree to appoint or remove additional Members. Any Member may resign as long as the number of members does not fall below three. Employees of the Trust cannot be Members. Members can appoint Trustees and remove any Trustee subject to the provisions outlined below. Appointments will be ratified by the Members at the Annual General Meeting of the Trust.

- 5.4 To avoid a conflict-of-interest there should be a separation of responsibility between the Members, the Trustees and Governors sitting on LGCs.
- 5.5 The Members will meet no less than once per year to consider the performance of the Trust and also attend an Annual General Meeting with the Trustees.

6 Board of Trustees

- 6.1 The Board of Trustees (or Trust Board) is the same body of people as directors of the company. The Trust board control the management and administration of the Trust and it is responsible for the performance of the Trust. It is responsible for ensuring that the Trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the Academy Trust handbook. The Trust Board is also responsible for the performance of the Trust in terms of Ofsted gradings of its schools.
- 6.2 As trustees of a charity (the Trust), the Trustees have a fiduciary duty to act in good faith in the best interests of the Trust. This duty includes a responsibility to do the following:
 - to ensure compliance with any legal obligations
 - to report on the Trust's activities (the Trust must prepare accounts in accordance with the Statement of Recommended Practice for Charities, the so called "Charity SORP" and any reporting requirements of the Education and Skills Funding Agency)
 - to fulfil the charitable object of the Trust as set out in its constitution (i.e. the Articles of Association) and to act in a way which is compliant with the rules of the Trust contained in the Articles
 - to act with integrity and to avoid any personal conflicts of interest and not to misuse any charity funds or assets
 - to act prudently in the financial management of the Trust, avoiding putting any assets, funds or reputation of the Trust at undue risk
 - to exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient; and
 - to act responsibly, getting advice from others, including professional advisors, where appropriate.
- 6.3 The Trust Board will be constituted as follows:
 - A minimum of three and maximum of eleven Non-Executive Trustees.
- 6.4 The structure of the board will be subject to change dependent on the development of the Trust and the number of schools within it. The term of office for any person serving on the Trust Board shall be four years, subject to remaining eligible to be a member on the Trust Board, any person may be re-elected or re-appointed as a Trustee.
- 6.5 The Board of Trustees will meet a minimum of three times per year, including an annual meeting with the Members.
- 6.6 The Board of Trustees will appoint a paid Chief Executive Officer and unpaid Deputy Chief Executive Officer. The CEO position will be on a contractual basis

determined by the Board at the time of the appointment and will therefore not necessarily be a permanent appointment. The Deputy CEO will be ratified on an annual basis by the Trust Board.

7 Local Governing Committees

7.1 Local Governing Committees are sub-committees established by the Trustees and are at all times subject to any direction the Trust may provide.

7.2 Each LGC should contain at least:

Number:	Type:	Elected by:
1	Headteacher	Ex-officio by virtue of office as headteacher/principal
1	Staff Governor (not a member of Senior Leadership Team)	Elected by secret ballot
2	Parent Governor	Elected by secret ballot
5 (minimum)	Governor	Trust appointed

7.3 The term of office for any person serving on an LGC shall be four years, except for the Headteacher who is not subject to a time limit. Subject to remaining eligible to be a particular type of member on an LGC, any person may be re-elected or re-appointed to a further four-year term. The LGC may not appoint Associate Governors. Trustees can attend an LGC meeting but should communicate their attendance with the committee Chair prior to the meeting.

7.4 This will ensure that there continues to be open and transparent communication throughout the Trust.

7.5 Local Governing Committees will meet a minimum of three times per year.

7.6 LGC's should consider at each meeting and minute

- Student welfare
- Staff wellbeing
- Mental Health of staff and students
- Health and Safety
- Attendance

7.7 The LGC should, to fulfil their duties appoint;

- A Chair of the LGC on an annual basis appointed at the first meeting of the year. The LGC should also appoint a Vice-Chair who will carry out the role of the Chair in the Chairs absence. The Chair and the Vice Chair cannot be paid employees of the Trust. The Chair will be responsible for setting the agenda of the meeting with the clerk and for the good order of the meeting. The Chair will ensure that the meeting keeps to time and yet allows the views of all governors to be heard.

- A governor with responsibility for safeguarding with an understanding of safeguarding within the local school context. who will scrutinise all aspects of safeguarding. The governor will meet with the DSL and Headteacher every term to review all aspects of safeguarding. This will include a clerical check of the Single Central Record, discussions with a sample of pupils and staff and a review of decisions reached (anonymised) about safeguarding actions. Reports from actions undertaken on behalf of the LGC will be reported both to the LGC and the Nominated Safeguarding Trustee.
- A governor with understanding of SEND issues as pertain to the local academy. They should champion provision for learners with SEND whether they are on the school register or hold a EHCP.
- A governor with responsibility for overseeing the Personal Development programme within the school.
- The Local Governing Committee may establish further working groups as Task and Finish groups to work on their behalf.
- Where working groups or governors are reporting to more than one committee or Board, the same record of the activity will be distributed to each committee/board. **These reports will not form part of the public record of the activity of governors and will not be displayed on the website.**

8 Headteacher and Staff

- 8.1 The Headteacher is responsible for the internal organisation, management and control of their school, for advising on and implementing the Trust's strategic framework and for the implementation of all policies approved by the Trustees.
- 8.2 In line with models provided, the Headteacher will contextualise aims, objectives and policies for the LGC and Trust Board to consider and will report to the LGC on progress at each meeting in accordance with a schedule drawn up annually with the Trust Board.
- 8.3 The Headteacher and staff are accountable to the Trust Board and to the LGC for the school's performance. The LGC and the Trustees will be prepared to explain its decisions and actions to anyone who has a legitimate interest.
- 8.4 The Headteacher will comply with any reasonable direction by the Trust Board or LGC when acting on the Trust's behalf.
- 8.5 The Headteacher will agree and monitor appropriate delegations of authority with other staff.

9 Appointment of Executive Headteacher, Headteacher, Head of School, Deputy Headteacher and Assistant Headteacher

- 9.1 School Leaders may be appointed internally by the Trust if a suitable candidate is available. There will always be an interview for an internal candidate against a detailed job description and person specification. Where the position is to be filled through a national advertisement. The Trust will organise recruitment and appointment of the school leaders. The appointment panel will consist of the

Chair of the LGC, one Governor, one Trustee and one member of the Trust Leadership Team in attendance in an advisory role.

10 Deputy Chief Executive Officer

10.1 The Trust board will appoint a Deputy Chief Executive Officer, usually a Senior Leader from within the Trust. The purpose of this is to provide continuity and insight should the CEO be indisposed. This will be an unpaid role, though will be subject to the same remuneration of the CEO should the Deputy be required to step up to the CEO role for more than a two-week period.

11 Chief Executive Officer

11.1 The Trust Board will appoint the Chief Executive Officer.

11.2 The role of the Chief Executive Officer is to:

- act as Accounting Officer for the Trust
- act as senior officer at all Trust Board meetings
- develop and fulfil the Trust's vision and values
- develop, monitor and achieve the Trust's strategic objectives
- oversee the work of the DOL in setting and monitoring and measuring the standard of educational provision in member schools including the progress and attainment of learners
- support, develop and challenge Senior Leaders in their leadership roles
- work with the COO and Audit Committee to ensure financial stability and statutory compliance regarding the use of public funds.

12 Trust Financial Protocols

12.1 Trust will ensure its institutions comply with all matters of regularity, propriety, and value for money in its use of public funds and develops and implements effective financial policies and procedures. To this end, it will appoint external auditors: determine internal audit arrangements and any actions to be taken arising from audit reports.

12.2 The Trust is responsible for the financial management of all institutions within the Trust. A minimum of 5% of the GAG will be retained by the Trust for its efficient operation.

12.3 The Trust reserves the right to review its allocation to schools and will do so annually with the fundamental aim of distributing as much resource to schools as possible while ensuring the overall financial stability of the Trust and the educational success of its schools.

12.4 LGC's and the Headteacher will take responsibility for the deployment of funds within their school and will be expected to maintain a balanced in-year budget in which expenditure matches or is below income. LGC's will have authority to spend up to £10,000 in one transaction without Trust board approval but will need to consult the Trust board for any expenditure above this amount. (See financial authorisation level)

12.5 Each LGC will work with the Headteacher to ensure the Trust's Pay Policy is implemented in a timely, rigorous and consistent fashion. The **Trust Pay Remuneration Committee** will meet once a year to scrutinise and validate the work of the LGCs and to determine the pay decisions of the CEO. Decisions of the pay remuneration of all staff is the prerogative of the Trust, as the Trust Board is the employer.

13 Buildings and Sites, Health and Safety, Safeguarding, HR and ICT

13.1 The land and buildings of each Academy are held in trust and leased/owned by the Trust and any legal interests in the land and buildings to be granted or varied are reserved to the Trust Board.

13.2 The Trust will establish arrangements, for developing, approving, implementing and reviewing the following:

- improvement and maintenance plans for the individual Academy's buildings and sites and ICT.
- premises management policy and plans, including lettings.
- plans for the purchase or disposal of any freehold property, and for granting or taking up of leasehold or tenancy of land or buildings.

14 Resignation and Removal

14.1 A person serving as a Member, Trustee or Governor on an LGC shall cease to hold office if they resign their office by notice to the Board of Trustees (but only if at least three persons will remain in office when the notice of resignation is to take effect).

14.2 A person serving on any representative board (Member, Trustee or Governor) shall cease to hold office if they are removed by the person or persons who appointed them. The Trust has a Code of Conduct for all representatives on any board or committee as listed above. Failure to uphold the Code of Conduct or values of the Trust or school may be taken in account when considering the suitability of any individual continuing to serve on a board or committee. When an individual is removed from a board or committee no reason is needed to be given.

14.3 If any person who serves on an LGC in their capacity as an employee at any of the schools ceases to work there, then they shall be deemed to have resigned and shall cease to serve on the LGC.

14.4 Where a Member, Trustee or school Governor leaves office for any reason written notice should be given to the Clerk of the Trust either from the individual directly or the person who has removed them from office. The Clerk will inform both the Chair of the Members and the Chair of the Trustees

15 Disqualification of Members, Trustees or Governors

15.1 For disqualification criteria, please see the Trust's Articles of Association: <https://www.coastandvale.academy/about-our-trust/trust-management1/>

16 Meetings Protocol for the Members, Board of Trustees and Local Governing Committees

16.1 Subject to this Scheme of Delegation, the Board of Trustees may regulate its proceedings as the Trustees think fit.

16.2 Meetings shall be convened by an appointed clerk. In exercising their functions under this Scheme of Delegation, the clerk shall comply with any direction given by the Chair or in their absence, Vice Chair of the respective board or committee they are employed by.

16.3 Any three members of the Members, Board of Trustees or Local Governing Committee may, by notice in writing given to the Clerk, requisition a meeting; and it shall be the duty of the Clerk to convene such a meeting as soon as is reasonably practicable.

16.4 Each member of the Board or Committee shall be given at least seven clear days' notice before the date of a meeting, a copy of the agenda and any relevant papers.

16.5 The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

16.6 A meeting of any Board or Committee may be terminated if:

- the members agree; or
- the number of members present ceases to constitute a quorum for a meeting (if a quorum is not there the meeting may continue and any decisions are ratified by the Trust Board).

16.7 The quorum for any meeting of the Members and Trustees shall be a minimum of three with the following exception. The quorum for the purposes of:

- any vote on the removal of a person in accordance with this Scheme of Delegation;
- any vote on the removal of a Chair (Members, Trust or LGC); shall be any two-thirds (rounded up to a whole number) of the persons who are at the time persons entitled to vote on those respective matters and the CEO.

16.8 The quorum for a local governing committee meeting shall be at least half (rounded up to a whole number) of the governors being present.

16.9 Where a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable,

but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.

16.10 When a meeting is adjourned before all the items of business on the agenda have been disposed of, the Chair shall before doing so, determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they shall direct the Clerk to convene a meeting accordingly.

16.11 Subject to this Scheme of Delegation, every question to be decided at a formal meeting shall be determined by a majority of the votes of the persons present and entitled to vote on the question. Every member of a board or committee shall have one vote. Where there is an equal division of votes, the Chair of the meeting shall have a casting vote in addition to any other vote they may have.

16.12 A resolution in writing, signed by all the persons entitled to receive notice of a meeting of the Trustee Board, shall be valid and effective as if it had been passed at a board meeting. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the Trustee Board and may include an electronic communication by or on behalf of the Board of Trustees indicating their agreement to the form of resolution providing that the member has previously notified the Trustee Board in writing of the email address or addresses which the member will use.

16.13 Clerks employed by Trust shall ensure that a copy of the following documents are provided to attendees:

- the agenda for every meeting
- the draft minutes of every meeting, if they have been approved by the person acting as the Chair of that meeting;
- the approved minutes of every meeting; and
- any report, document or other paper considered at any meeting, are, as soon as is reasonably practicable, made available at each school to persons wishing to inspect them.

16.14 There should be excluded from any of the above items, any material relating to:

- a named teacher or other person employed, or proposed to be employed, at the school;
- a named pupil at, or candidate for admission to, the school; and
- any matter which, by reason of its nature, the relevant Board or Committee is satisfied should remain confidential.

16.15 The Clerk must make available to the general public the minutes of any trust meeting. The clerk should exclude from these minutes any material relating to:

- a named teacher or other person employed, or proposed to be employed, at the school;
- a named pupil at, or candidate for admission to, the school; and

- any matter which, by reason of its nature, the relevant Board or Committee is satisfied should remain confidential.

17 Notices

- 17.1 Any notice to be given to or by any person pursuant to this Scheme of Delegation (other than a notice calling a meeting of the Members of Board of Trustees) shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. In this Scheme of Delegation, "Address" in relation to electronic communications, includes a number or address used for the purposes of such communications.
- 17.2 A notice may be given by the Trustee Board to its members either personally or by sending it by post in a prepaid envelope addressed to the member at their registered address or by leaving it at that address or by giving it using electronic communications to an address for the time being notified to the Trustee Board by the member. A member whose registered address is not within the United Kingdom and who gives to the Trustee Board an address within the United Kingdom at which notices may be given to them, or an address to which notices may be sent using electronic communications, shall be entitled to have notices given to them at that address, but otherwise no such member shall be entitled to receive any notice from the Trustee Board.
- 17.3 A member of the Trustee Board who is present, either in person or by proxy, at any meeting of the Trustee Board shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- 17.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

18 Indemnity

- 18.1 Subject to the provisions of the Companies Act 2006, every Member, Trustee, Governor, other officer or auditor of the Trust acting in relation to the school shall be indemnified out of the assets of the Trust against any liability incurred by them in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

19 Review

19.1 This Scheme of Delegation shall operate from the Effective Date. The Trustees will have the absolute discretion to review this Scheme of Delegation at least on an annual basis and to alter any provisions of it.

19.2 In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Trustees will have regard to and give due consideration of the views of Local Governing Committees within the Trust.

20 Glossary

DoL	Director of Learning
LGC	Local Governing Committee
COO	Chief Operating Officer
CEO	Chief Executive Officer
DHT	Deputy-Headteacher
HT	Headteacher
The Trust	Coast and Vale Learning Trust
Trustee(s)	Member(s) of the Board of Trustees
The Articles	Articles of Association
GAG	General Annual Grant
TFSM	Trust Finance Services Manager
BM	Business Manager
OM	Office Manager
DfE	Department for Education
LA	Local Authority
PEL	Primary Executive Lead
Quorum	the minimum number of members of a committee or Board that must be present at any of its meetings to make the proceedings of that meeting valid
Governor	Member of a Local Governing Committee
SLT	Senior Leadership Team
OM	Office Manager
BM	Business Manager

21 Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority
1 Ordering Goods and Services (raising requisitions) All ICT related purchases must also be approved by the Trust IT Manager Tendering procedures as per Appendix 2 in Finance Policy	Up to £5,000	Budget Holder plus Office/Business Manager (OM / BM)
	Up to £10,000	As above plus Headteacher and Trust Finance Services Manager (TFSM)
	£10,001 - £50,000	As above plus COO
	£50,001 - £100,000	As above plus Chief Executive Officer (CEO)
	Over £100,000	As above plus Chair of Trust
2 Signatories for cheques and payment authorisations for individual academies (including BACS payments other than payroll)	Any	Two signatories from: - TSFM- CEO - COO -
3 Signatories for cheques and payment authorisations for MAT	Any	Two signatories from: - TSFM - CEO or COO -
4 Payroll BACS	Any	COO or CEO or TSFM
5 Signatories for DfE grant claims and DfE returns for individual academies	Any	Two signatories from: - TSFM/CEO or COO -
6 Signatories for DfE grant claims and DfE returns for MAT	Any	Two signatories from: - TSFM/CEO or COO -
7 Virement of budget provision between budget heads	Up to £10,000	TSFM, reporting to the COO
	£10,001 - £50,000	As above plus COO, reporting to the Audit Committee

Delegated Duty	Value	Delegated Authority
	£50,001	As above plus CEO, reporting to the Audit Committee
8 Virement of funding between academies	Any	Full Trust Board approval
9 Disposal of assets		
	Up to £5,000	TSFM or COO approval
	Over £5,000	As above plus Audit Committee DfE approval required as appropriate for disposal of assets funded with DfE grant, or transferred from an LA at nominal consideration
10 Write-off bad debts	Up to £5,000	TSFM or COO
	Over £5,000	As above, with referral to the Finance Committee. Checks should be made against delegated limits within the Academy Trust Handbook.
11 Purchase or sale of any freehold property	Any	Trustees and DfE approval required
12 Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	Trustees and DfE approval required
13 Raising invoices to collect income	Any	TSFM
14 Petty Cash and Expense Claims	Against Budget Holders delegated budgets	Budget Holder and TFMS
	As above but Budget Holder is claiming	TFMS
	SLT BM TFMS COO	Head Teacher plus TFMS Head Teacher plus TFMS COO CEO

Delegated Duty	Value	Delegated Authority
	HT CEO Governor or Trustee	TFSM COO Chair of Trustees TFSM
15 Credit Cards	Chief Operating Officer All staff, except Business Manager Business Manager	CEO TSFM BM/OM Headteacher and site

22 Human Resources Authorisation Levels

Appointments	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training	
Chief Executive Officer (CEO)	Trust Board (Minimum of 3, including Chair) – ratified by full Trust Board via the Clerk
Headteacher / Executive Headteacher/Head of School	LGC Chair, one Governor, one Trustee and one member of the Trust Leadership Team (advisory capacity only) – ratified by full Trust Board via the Clerk
Deputy HT/Assistant HT	CEO or nominated representative, HT, LGC Chair or nominated representative – ratified by LGC via the Clerk
All school based TLR Posts	Headteacher, Governor, Head of Faculty/Department (if applicable) – no ratification required as power to appoint has been delegated to the Headteacher.
All school based other teaching posts	Headteacher, Head of Faculty or Head of Department – no ratification required as power to appoint has been delegated to the Headteacher.
All school based teaching support staff posts (other than SLT)	Headteacher or nominated representative, BM/OM – no ratification required as power to appoint has been delegated to the Headteacher.
All school based non-teaching staff posts	Headteacher or nominated representative, BM/OM – no ratification required as power to appoint has been delegated to the Headteacher.
COO	CEO, 2 Trustees inc. Chair of FRC. – ratified by full Trust Board via the Clerk

DoL	CEO, 2 Trustees inc. Chair of EEC (glossary) – ratified by full Trust Board via the Clerk
PEL	CEO, DoL, 1 Trustee – ratified by full Trust Board via the Clerk
Finance Director	CEO, COO, 1 Trustee – ratified by full Trust Board via the Clerk
Other Central Team Appointees	CEO or COO or nominated representative, no Trustees required – no ratification required as power to appoint has been delegated to the CEO.

Disciplinary Cases And Dismissals

- o Disciplinary
- o Capability (professional competence)
- o Ill health
- o Redundancy (The Trust Board will determine whether there is a redundancy situation)

For disciplinary cases and dismissals the following delegation model shall apply

Posts	Delegated Authority	Appeal
CEO	Trust Chair or Vice Chair	3 Trust Board Members
Chief Operating Officer	CEO	3 Trust Board Members
Director of Learning Primary Executive Lead Executive Headteacher Headteacher Head of School	CEO	3 Trust Board Members
SLT Members	Headteacher	3 School Governors
All other school posts	Headteacher	3 School Governors
All other Central Trust posts	COO or DoL	3 Trust Board Members

In all cases due regard should be given to current Coast and Vale Learning Trust Policies and Procedures.

Grievance

Posts	Delegated Authority	Appeal
CEO	Trust Chair or Vice Chair	3 Trust Board Members

COO	CEO	3 Trust Board Members
Director of Learning Primary Executive Lead Executive Headteacher Headteacher Head of School	CEO	3 Trust Board Members
SLT Members	Headteacher	3 School Governors
All other school posts	Headteacher	3 School Governors
All other Central Trust posts	COO or DoL	3 Trust Board Members

In all cases due regard should be given to current Coast and Vale Learning Trust Policies and Procedures.

Other HR Functions	
Function	Delegated Authority
Determination of pay progression of CEO within their pay grade.	CEO Remuneration Committee (3 Trustees inc. Chair of Board)
Determination of pay progression of Headteacher within their pay grade.	CEO recommendation to Trust Pay Remuneration Committee
Determination of pay progression for trust posts.	CEO recommendation to Trust Pay Remuneration Committee
Determination of pay progression for school posts.	HT / Chair of LGC / CEO recommendation to Trust Pay Remuneration Committee
Signature of Letter of Appointments	Delegated Authority
CEO	Chair of Trust Board
Director of Learning Primary Executive Lead Executive Headteacher	CEO jointly signed letter, Chair of Trust Board
Headteacher Head of School	Chair of Governors
Teachers Pay – Threshold/UPS	Headteacher or Head of School
All other posts	Headteacher or Head of School
Function	Delegated Authority

Acting up Payments/Additional Payments	
CEO	Chair of Trust Board
Executive Headteacher / DoL / PEL / COO / FD	CEO
Headteacher/ Head of School	Chair of LGC
School Staff	Headteacher or Head of School
Central Trust posts	COO or DoL or PEL

Function	Delegated Authority
Performance Management <ul style="list-style-type: none"> • CEO • Director of Learning • Primary Executive Lead • Executive Headteacher • Headteacher • Head of School • COO • Finance Director (FD) • SLT • Other Trust posts • Other School posts 	<ul style="list-style-type: none"> • Chair of Trust Board plus 2 other Board members • CEO • DoL • CEO/DoL • CEO and Chair of LGC • Executive Headteacher and Chair of LGC • CEO • COO • Headteacher/Head of School • COO • Headteacher or Head of School
Staffing restructures	CEO, Executive Team, Trust Board, LGC
Creation of permanent new posts with salary above £60,000	CEO, Trust Board Approval
Creation of permanent new posts with salary between £30,000 - £60,000	CEO Approval
Creation of permanent new posts with salary below £30,000(within delegated budget)	Headteacher Approval with guidance from Finance Manager
Creation of temporary new posts of up to 1 year up to £30,000 (within delegated budget)	Headteacher Approval with guidance from Finance Manager
Revisions to Pay and Conditions	Trust Board

Decision to make Redundancies	Trust Board
Authorisation of redundancy, early retirement payments	Trust Board/HR
Determination of CEO's and Headteachers pay range	Trust Board
Determination of pay range for an individual with a salary in excess of £55,000	Trust Board
Determination of pay range for an individual with a salary less than £55,000	Headteacher/Head of School, TSFM
Determination of pay progression of the CEO	Trust Board

23 Other key delegated functions

Delegated Duty	Delegated Authority
Admissions	Trust Board. All schools follow the Trust Admission Policy which is compliant with the School Admission Code 2021
Complaints within an individual School Context	Local Governing Committee (LGCs are to adhere to the Trust's Concerns and Complaints Policy)
Complaints within the Central Team	Trust Board
Capital Programme	Trust Board
Educational Visits	All residential visits approved by LGC Non residential visits approved by HT
Health & Safety	Trust Board (<i>All LGC's are expected to comply with the Trust's Health & Safety policy</i>)
Income Generation within and individual school context	LGC
Insurance	Trust Board
Suspension and Exclusions	LGC (<i>All schools are to adhere to LA procedures and DfE guidelines for permanent exclusions</i>)
Service Level Agreements/Contracts	Trust Board (<i>Schools may have different SLA's/Contracts in place with the approval of the Trust Board. Where</i>

	<i>possible the Trust will operate SLA's across schools where it is cost effective and efficient)</i>
Safeguarding	Trust Board (Schools are to adhere to the Trust's policy on safeguarding which complies with DfE statute)

Other delegated functions not covered in this document would need to be referred to the Trust Board for consideration

This Policy was reviewed by the Trustees on a yearly cycle and must be signed by the Chair of Trustees and CEO

Policy Reviewed:	Annually
Next Review:	
Signature of Chair of Trustees:	Signature of CEO:

Please ensure you complete the Equality Impact Assessment below

Equality Impact Assessment Form

1. Title of policy, project or practice being reviewed or planned

Scheme of delegation

2. Outline the aims, objective and purpose of the change including any positive impacts on equalities groups.

N/A

3. Which groups of people (if any) are most likely to be affected by the planned changes, positively or negatively?

N/A

4. Does, or could these changes have an adverse effect on members of an equalities group? Identifying a negative impact is not a problem, as it gives you an opportunity to remove the barrier, find a way around it, or offer an alternative.

Protected Characteristics / Group	Yes (brief explanation)	No
Age (staff only)		x
Disability		x
Gender		x
Gender reassignment		x
Marriage / civil partnership		x
Pregnancy / maternity		x
Race / ethnicity		x
Religion / belief		x
Sexual orientation		x

Hi Clair,

This was what I sent to Michael and Brian after our LGC meeting, it is item 1)

Morning,

The following queries, requests and pointers come out of the LGC last night. Please can I have a response so I can feedback?

1 The scheme of delegation does not correctly refer to some of the protected characteristics, there is an assimilation in the use or mentioning of gender/sex, whereas it should read, reassignment and sex.

5 Is there a way to modify the decision to remove or mitigate the negative impact on protected groups while still achieving this aim? How can you maximise positive outcomes and foster good relationships?

N/A

6 Outline the decision made and actions planned.

The scheme of delegation will be reviewed annually and assessed to ensure it is compliant with current equalities legislation.