ALL SAINTS SCHOOLS TRUST
SCHEME OF DELEGATION
v1.0 April 2018

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the multi academy trust ("Trust") and member schools.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Finance and Audit Committee
4. Trust HR Committee
5. CEO
6. Co-Principals
7. Local Governing Body
8. Headteachers of individual schools

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Trust & School policies

A key task for the Trust Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are Trust or School policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify key Trust or School policies.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	F&A Cttee	HR C'ttee	CEO	LGB	Co-Prncpals	HT Group	Headteacher
1.	**Governance**									
1.1.	Approve Trust Articles of Association	Members only	R							
1.2.	Approve Trust Board Terms of Reference		A			R			C	
1.3.	Approve Trust Scheme of Delegation		A			R	C		C	
1.4.	Approve new convertor or sponsored schools joining Trust	Subject to criteria and due diligence	A			R			C	
1.5.	Establish Trust Committees		A	R	R	R			C	
1.6.	Establish LGBs		A			R				
1.7.	Approve Trust Committee Terms of Reference		A	I	I	R			C	
1.8.	Approve Local Governing Body (LGB) Terms of Reference		A			R	P		C	
1.9.	Establish LGB sub-committees						A			
1.10.	Appoint Trustees	Members only	R							
1.11.	Appoint Chair of Trust Board		A							
1.12.	Appoint Chair and Vice Chair of LGB						A			
1.13.	Remove Chair or Vice Chair of LGB	In exceptional circumstances	A				A			
1.14.	Appoint LGB members	Trust Governors	A				R			
1.15.	Remove LGB members	In exceptional circumstances	A				R			
1.16.	Appoint (and remove) Chair(s) of Trust Committees		A							
1.17.	Appoint (and remove) Trust Committee members		A							
1.18.	Appoint (and remove) Clerk to Trust Board		A			R				
1.19.	Appoint (and remove) Clerk to LGB		A			R	C			
1.20.	Appoint Accounting Officer		A							
1.21.	Trust Risk Plan		AM	C	C	R				
1.22.	Trust Policy Matrix		A			R			P	
1.23.	Trust Governance Calendar		A			R			P	
1.24.	Approve Trustees Expenses Policy	Trust Policy	A							
1.25.	Appoint a Company Secretary	Not mandatory	A							
1.26.	Trust website	Compliance	A			R			C	
2.	**Trust & School Performance & Planning**									
2.1.	Trust Strategic Plan		A			R		P	C	
2.2.	Trust 1 Year Plan		A			R		P	C	
2.3.	School Performance Targets		A				R	P	C	D
2.4.	School Performance Review		A				R	P	C	D
2.5.	School 5 Year Plan		A				R	P		D
2.6.	School 1 Year Plan						A	R	C	P
2.7.	Trust Staff Development Plan	Within Trust 1 Year Plan	A					R	C	
2.8.	School Staff Development Plan	Within School 1 Year Plan						C		A
2.9.	Trust Inset Days	See 7.1							A	

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3.	**Staff Policies and Pay**									
3.1.	HR, Employment & Staff related policies	Trust Policies: See policy Trustrix	A		R	P	M		C	
3.2.	Employee Terms & Condition changes		A		R	P			C	
3.3.	Employee T&Cs for new schools				A	R			C	
3.4.	Teachers Annual Pay Award	Trust Policy	A	R	C	P			C	
3.5.	Support Staff Annual Pay Award	Trust Policy	A	R	C	P			C	
3.6.	Staff TLRs & allowances staff	Trust Policy				R	A		C	D
3.7.	CEO Performance Review & Pay	Trust sub-group	A		R					
3.8.	Headteacher Performance Review & Pay	Trust/LGB sub-group	A				R			
3.9.	Individual Performance Pay Awards	As per Trust policy					A	R		P
4.	**Staff Management**									
4.1.	CEO appointment		A							
4.2.	CFO appointment		A			R				
4.3.	Trust staff structure & complement		A			R	C		C	
4.4.	Trust staff appointments		A			R			C	
4.5.	School staff structure & complement	Within School 1 Year Plan					A	R	C	P
4.6.	Headteacher appointment	Trust/LGB panel	A			R	R		C	
4.7.	Senior leadership appointments					R	AC		C	P
4.8.	Teaching and support staff appointments									A
4.9.	Suspension of CEO		A							
4.10.	Return of CEO after suspension		A							
4.11.	Dismissal of CEO		A		C					
4.12.	Suspension of Headteacher	As per policy	A			R	A			
4.13.	Return of Headteacher after suspension	As per policy	A			R	C			
4.14.	Dismissal of Headteacher		A		C		C			
4.15.	Suspension of teaching and support staff									A
4.16.	Return of teaching and support staff after suspension						C			A
4.17.	Redundancy of school staff	Trust Policy	A	C	C		R		C	P
4.18.	Restructuring of school staff						A		C	P
5.	**Financial Governance & Management**									
5.1.	Trust & School Financial Regulations	Trust Policy	A	R		P	M			
5.2.	Trust & School Financial Procedures	Trust Policy	A	R		P	M			
5.3.	Appoint Trust auditors	Members only	R	P						
5.4.	Trust 3 year Budget Plan		A	R		P			C	
5.5.	Trust 1 year Budget		A	R		P			C	
5.6.	Trust services to schools		A	R		P			C	
5.7.	Trust Charges to schools		A	R		P			C	
5.8.	Trust Budget Reports		AM	RM		PM				
5.9.	Trust Interim Year End Accounts			A		R				
5.10.	Trust Annual Accounts		A	R						
5.11.	Trustees Report		A	R						

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5.12.	Trust Accounts Return to EFA					A				
5.13.	Response to Auditor's Management Ltr			A	R	P				
5.14.	School 1 year Budget			A	R	C	P		C	D
5.15.	School Budget Reports			M		M	AM			RM
5.16.	School Interim Year End Accounts			AM		R	M			P
5.17.	Asset Management Policy	Trust Policy	A	R		P			C	
5.18.	Asset Management Plan						A			R
6.	**Financial Authorisation**									
6.1.	Expenditure or contracts up to Lower Limit	Limits as per Finance Regulations				A				A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit			A		R	A			R
6.3.	Expenditure or contracts from Upper Limit to OJEU limit	Limits as per Finance Regulations		A		R	R			P
6.4.	Expenditure over OJEU limit		A	R		P				
6.5.	Compensation payments up to £50,000		A	C	C	R			C	P
7.	**School Policies & Procedures**									
7.1.	School times, terms and holidays	See 2.9	A			R	C		P	
7.2.	Change of School Age Range		A				R		C	P
7.3.	Expansion of School PAN		A				R		C	P
7.4.	Extension of School provision		A				R		C	P
7.5.	Extended services on-site						A			R
7.6.	Child Welfare & Safeguarding Policy	Trust Policy	A			R			P	
7.7.	School Statutory Policies	See policy Trustrix					A		C	P
7.8.	School non-Statutory Policies	See policy Trustrix					A		C	P
7.9.	Short-term Exclusion									A
7.10.	Return after short-term exclusion						A			R
7.11.	Permanent Exclusions						A			R
7.12.	Appeals against Permanent Exclusion	Independent Panel	I							
7.13.	Complaints Policy	Trust policy	A			R				
7.14.	Complaints Appeals	Independent Panel	I							
7.15.	Admissions Policy	School Policy	A				R		C	P
7.16.	Admissions allocation of places	As per Admissions policy					A			
7.17.	Admissions Appeals	Independent Panel	I							
7.18.	School prospectus						A			R
7.19.	School website						A			R
7.20.	School logo & branding						A			R
7.21.	School uniform						A			R