

Delegated Authority Framework

	Authority delegated from the Board?	Members	Board	Committee	Clerk	CEO	Executive Team	LGBs	Heads
Matters reserved to Members									
Members Appoint/Remove	No	R							
Trustees Appoint / remove	No	R	BOARD - C CHAIRS - C			A			
Articles of Association - Agree and Review	No	R							
Governance Structures									
Overall governance structure	No	O	R			C	A		
Scheme of Delegation - Agree and Review	No	O	R			C	A		
Approval of terms of reference for subcommittees	No		R		O	C	A		
Terms of Reference for the Local Governing Bodies - Agree and Review	No		R		O	C	A		
Annual Cycle of Business for the Trust Board and Committees - Agree and Review	No		R		O	C	A		
Annual Cycle of Business for the Local Governing Bodies - Agree and Review	No		R		O	C	A		
LGB Agenda Template	No		R		O	C	A		
LGB Minute Template	No		R		O	C	A		
Maintenance of register of interests (managing conflicts of interest and related party transactions)	Yes		O		R		A	C	C
Publishing Trust Governance Information on the Trust Website	Yes				R				
Publishing LGB Governance Information on the School Website	Yes				R			O	
Trust Risk Register - Establish, Monitor and Review	No		R	A&R - O			C		
School Risk Register - Establish, Monitor and Review	Yes							O	R
Trust Policies Determine - Review & Update	No		R					O	
School Policies Determine - Review & Update	Yes				O			R	
Take out Director Indemnity Insurance Cover	Yes						R		
Governance - Appointments									
Chair and Vice Chair of the Trust Appoint/Remove	No	O	R						
Annual Skills Audit of Trustees	Yes		O		R				
Ensure sufficient educational skill set on Board	No		R			O			
Ensure financial skill set on Board	No		R			O			
Clerk to the Board of Trustees	No		R						
LGB Chairs Appoint/Remove	No		R					C	
LGB Governor Appoint / Remove	Yes							R	
LGB Parent Governor Election Appoint	Yes							R	A
LGB Parent Governor Remove	Yes							R	A
Clerk to the LGB	Yes							R	
Organisational strategy									
Setting Trust's overall Vision, Values & Strategy	No	O	R			O	A	A	O
Monitor and ensure engagement with parents	Yes		O			O	A	O	R
Admission of new academies	No		R			C	A		
Entering into leases or other legal arrangements (other than standard non-property operating leases - see purchasing)	No		R			C	A		

	Authority delegated from the Board?	Members	Board	Committee	Clerk	CEO	Executive Team	LGBs	Heads
Education / Curriculum									
School Improvement									
Approving Trust School Improvement Strategy	Yes			EC - R		O	A		C
Commissioning the Education Scrutiny Panel to review Trust School Improvement priorities for the year and approving the Education Scrutiny Panel framework for School Health Checks				EC - R		O	A		
Prioritisation, implementation & allocation of Trust school improvement resource	Yes			EC - O		R	R		C
Approval and monitoring of Trust and academy targets including for student achievement, progress and attendance	Yes			EC - O			R	O	C
Production of high quality and timely Trust wide data						O	R		
Production of high quality and timely data (individual school)	Yes						O		R
Analysis of high quality and timely Trust wide data				EC - O		R	R		
Analysis of high quality and timely data (individual school)	Yes						O	O	R
Oversight and implementation Trust School review framework	Yes			EC - O			R		C
Attendance at School Ofsted Inspections	Yes			EC - O			R	O	C
Curriculum									
Design, review, monitor and develop Trust curriculum framework (approach)	Yes			EC - O			R	A	C
Delivery of curriculum and assessment in line with Trust approach	Yes						O	A	R
Delivery of Early Years Foundation Stage (EYFS), in line with statutory requirements	Yes			EC - O			O	A	R
Development and production of a Trust wide Careers Strategy	Yes			EC - O			R		A
Delivery of careers programme, with regards to statutory requirements	Yes			EC - O			O	A	R
Behaviour & Attendance									
Design, review, monitor and develop school reward & behaviour policies and framework	Yes			EC - O			R	A	C
Ensure Trust wide compliance with the statutory School admissions code	No		R				A		
Ensure individual school compliance with the statutory School admissions code	Yes						O	A	R
Monitor that all schools across the Trust are compliant in keeping admission and attendance registers in accordance with regulations	Yes			EC - O			R		
Ensure individual school compliance with keeping admission and attendance registers in accordance with regulations	Yes						O		R
Ensure statutory guidance is followed in relation to exclusions Trust wide	Yes		R				O		
Decision to exclude in individual schools is made in compliance with statutory guidance	Yes						A	O	R
Ensuring the directing of pupils offsite Trust wide is compliant with the statutory guidance for Alternative Provision	No		R				A		
Decision to direct a student offsite is made in compliance with statutory guidance and Trust policies.	Yes						A	O	R
School Organisation									
Set term dates	Yes						R	C	A
Admissions policy approval where change is proposed	No		R				A	C	O
Approval for accepting students over PAN	Yes						R	C	O
Advice and Directives from the Exeter Diocese Education Network	Yes							O	A
Setting times for the school day and of sessions	Yes						O	C	R

	Authority delegated from the Board?	Members	Board	Committee	Clerk	CEO	Executive Team	LGBs	Heads
Finance									
Completion and approval of annual accounts and reports to funding and regulatory bodies	No		R	A&R - C		C	A		
Completion and submission of other accounting returns	Yes						R		
Completing returns and / or financial reports to Board & / or Dfe / ESFA	Yes						R		
Authorised to complete PAYE returns	Yes						R		
Authorised to complete VAT returns.	Yes						R		
Appointment of external auditors	No		R	A&R - A					
SYSTEMS OF INTERNAL CONTROL									
Establishing Controls Framework including Internal Audit	No		R	A&R - O			A	O	
Setting delegated authority limits for financial transactions	No		R	F&R - O			C		
Developing finance policies and regulations (charging, remission, procurement, controls)	No		R	F&R - O			C		
Appointment of internal auditors	No		R	A&R - O			C		
Ensuring compliance with ESFA requirements (including novel, contentious and repercussive transactions etc.)	No		R	F&R - O			A		
BUDGET & MANAGEMENT REPORTING									
Approval of annual budget	No		R	F&R - O		C	C		A
Development of the annual budget	Yes						R		
Receipt and review of management accounts and financial forecasts	No		R	F&R - O			C		A
Monitoring Pupil Premium Spend including catch-up and PE and sport premium Trust wide	Yes			EC- O			R		
Monitoring Pupil Premium Spend including catch-up and PE and sport premium for individual school	Yes						O	O	R
Authority to make budget virements	Yes			F&R - O			R		
Approval of reserves requests	Yes - below £50k					R - Jointly with CFO up to £50k	R - CFO up to £20k		
Approval of academy contributions to central and shared budget	Yes			F&R - R			C		
Setting procurement strategy	Yes			F&R - R					
Ensuring compliance with tendering processes	Yes			F&R - O			R		
Placing orders for goods and services, entering into contracts	Yes where value is less than £100k			F&R O - to review & recommend > £100k		R - Jointly with CFO upto £100k	R - CFO up to £40k		R
Waiver of financial regulations in respect of purchasing	Yes where value is less than £100k			BOARD - O		R - Jointly with CFO up to £100k	R - CFO up to £50k		
BANKING AUTHORITY & CASH MANAGEMENT									
Cashflow Management, Treasury & Investment Policy	Yes		R	F&R - C		A	A		
Open a bank account and approve signatories	Yes			F&R - R		A	A		
TRANSACTION PROCESSING									
Payroll - Starters, leavers and amendments, non-school budget line	Yes						R		
Payroll - Starters, leavers and amendments, individual school budget line	Yes								R
Payroll - Administration	Yes						R		
Purchasing - Authorised to create vendors on accounting system	Yes						R		
Authorisation of expense claims (cannot authorise ones own expenses), non-school budget line	Yes						R		
Authorisation of expense claims (cannot authorise ones own expenses), individual school budget line	Yes								R
Write-off bad debts	Yes			F&R - O			R		
FIXED ASSETS									
Management of capital projects	Yes			F&R - O			R		A
Asset Register	Yes						R		
Security Of Assets	Yes						O		
Disposal of Assets	Yes			F&R - O			R		
Loan of Assets	Yes						R		
INSURANCES									
Annual Risk Review & Premium Renewal	Yes			F&R - O			R		

	Authority delegated from the Board?	Members	Board	Committee	Clerk	CEO	Executive Team	LGBs	Heads
Human resources									
Staff Structure									
Approval of annual staffing budgets	No		R			O	A		C
Authorised to change establishment plans, within own remit	Yes					R	A		R
Grade of posts									
Job evaluation policy & procedures	Yes			PC- O			R		
Authorised to evaluate jobs and grades	Yes			PC- O			R		
Authorised to agree/vary basic employment Terms & Conditions	Yes			PC- O			R		
Recruitment									
Recruitment and appointment of CEO (Accounting Officer)	No	C	R						
Recruitment / appointment / dismissal of Exec Team and Headteachers	Yes		O			R	A	C	
Church School Academy Headteacher –Appoint and Dismiss	Yes		O			R	A	C	
Recruitment and appointment of other Senior Leaders within schools	Yes						A	O	R
Approval of Trust wide employment contracts and terms (except CEO contract - to be signed by CEO)	Yes						R		A
Approving appointment terms in line with Trust agreed T&Cs in own remit	Yes						O		R
Pay Policy									
Annual approval of pay policy, including pay awards, pay point values, etc	Yes			PC - R				C	A
Determination of pay ranges	Yes (except CEO / DCEO)			PC - R (CEO / DCEO)			R	C	
Value of other discretionary allowances	Yes (except CEO, FD, SMT)			PC- O		R	C		
Annual Pay Progression and performance management policy	No			PC - R		O	O	O	
Operation of policies									
Approval of policy register delegation levels	No		R					C	O
Approval of discretionary employment policies	Yes					R			O
Objective setting and performance appraisal for CEO	No		R						
Objective setting and performance appraisal of Exec or Headteacher - in accordance with line management structure and delegated approval policy	Yes						R	C	
Approval of formal restructure plans	Yes						R		
Approval of severance or redundancy agreements	Yes (except CEO, FD)		O			R	A		
Authority to issue warnings or other disciplinary measures except dismissal - in accordance with HR delgated approval policy	Yes						R		R
Authorisation of settlement agreements	Yes					R	C		
Suspension	Yes (except CEO, FD)			EC - O			O		R
Decision on process hearing outcomes, including dismissal, in line with HR delegated approval policy	Yes (except FD and SMT)			EC - O			O		R
Appeals against CEO decisions	No		R						

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Compliance									
Equality, Diversity & Sustainability									
Ensuring compliance with equalities legislation - (responsibilities set in ToR / JD)	No		R				A		
Ensure adherence to policy and procedure framework to support compliance within individual school	Yes						O		R
Safeguarding									
Ensure suitable Safeguarding Policy and associated procedures are in place Trust wide (including DBS checks)	No		R	EC - O			R		
Ensure Safeguarding Policies and associated procedures are adhered to (including DBS checks) in individual school	Yes							O	R
Nominating safeguarding lead Trustee	No			EC - R					
Nominating SEND lead Trustee	No			EC - R					
Appointment of designated teacher in each school for looked after children	Yes						O	O	R
Ensuring compliance with SEND Code of Practice Trust wide	Yes			EC - O			R		
Ensuring compliance with SEND Code of Practice for individual school	Yes						O	O	R
Managing the Single Central Records, Trust wide	Yes			EC - O			R		
Managing the Single Central Records, for individual school setting	Yes						O	O	R
HEALTH AND SAFETY									
Overall strategy & setting of policy	No		BOARD - R	F&R - C			C		
Ensuring the adequacy of health and safety practice throughout	No		R				C		O
Critical incident planning for Trust / school	Yes, but monitors		O				R		A
Critical incident planning for schools / services	Yes, but monitors		O				O		R
Health and Safety RIDDOR reporting	Yes, but monitors		O				O		R
Health and Safety Accident reporting	Yes, but monitors		O				O		R
Statutory training	Yes, but monitors		O				O		R
Statutory compliance testing	Yes, but monitors		O				O		R
Fire risk assessment	Yes		O				O		R
General monitoring and action plans in relation to safety of sites including buildings conditions	Yes, but monitors		O				O		R
Information Governance									
Managing and monitoring Information Governance.	No		R	F&R - O			O		O
Complaints									
Monitoring complaints made to Ofsted/EFA about Trust schools	Yes		O	O			R		
Monitoring complaints made to Ofsted/EFA about individual school	Yes							O	R
Ensuring compliance with the complaints policy Trust wide	Yes					O	R		
Ensuring compliance with the complaints policy for individual school setting	Yes						O	O	R
Diocese responsibilities									
Monitoring the Christian distinctiveness and SIAMS inspection process for the Trust's church schools.	Yes		O	EC - R			O		
Ensuring the Christian distinctiveness and SIAMS inspection process are applied within the Trust's church schools.	Yes			EC - O			O		R
Partnerships and strategic initiatives									
Ensure the service provided by The Bridge (Alternative Provision) is statutorily compliant and monies are best spent	Yes, but monitors		R				A		
Ensure effective governance arrangements are in place for South West Teacher Training (SWTT)	Yes, but monitors		O	EC - R			A		
PFI contract- entering into formal contract variations and agreements	Yes, but monitors			F&R - R			A		
PFI contract management	Yes, but monitors			F&R - O			R		
Safe Operating during Covid									
Staff policies and guidance							R		
Cost implications of changes to operations, spending of catch up funding etc.				F&R - O			O	A	R
Academy Operating procedures and contingency plans incl. remote learning							O	A	R
Academy Risk Assessment							O	A	R
Closure of bubbles / year groups in line with RAs and operating protocols, other temporary restrictions of operations							O	A	R
Monitoring of procedures and updates to operating and Risk Assessment							O	A	R
Full Opening / Closure decisions, externally directed (eg. Govt guidance, PHE)			O				R		
Opening / Closure decisions, internally directed (e.g. based on reduced staffing capacity etc.			O				R		C

Key
Responsibility - ultimate approval or decision making body,. Note this may be across the Trust or limited in scope to e.g. a single academy as indicated above and also detailed in relevant ToRs and job descriptions.

Consultative role - views to be sought and considered prior to decision
Overview role - to ensure a function is undertaken in line with policy or procedure, agendas, ToRs or job descriptions should specifically capture the requirement to monitor

Advisory role - provides guidance or opinions to assist decision making

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