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# Scheme of Delegation 2024/2025

Status	Statutory
Version	10
Responsible Directors' Board	Full Board of Directors
Responsible Persons	Deputy CEO and Head of Governance
Date Policy Reviewed	February 2025
Next Review Date	July 2025
Academy to implement without Amendment	



## Contents

<b>Overview of the Scheme of Delegation</b>	<b>Page 3</b>
<b>Delegated Responsibility Matrix</b>	<b>Page 5</b>
<b>Scheme of Delegation – People</b>	<b>Page 6</b>
<b>Scheme of Delegation – Systems and Structures</b>	<b>Page 7</b>
<b>Scheme of Delegation – Reporting</b>	<b>Page 8</b>
<b>Scheme of Delegation – Being Strategic</b>	<b>Page 9</b>
<b>Scheme of Delegation – Holding to Account</b>	<b>Page 10</b>
<b>Scheme of Delegation – Ensuring Financial Probity</b>	<b>Page 11</b>
<b>Scheme of Delegation – Financial Authorities</b>	<b>Page 12</b>

Policy Agreed: February 2025

Signed CEO:

Signed Chair of Directors:

Policy to be reviewed: September 2025



## Overview of the Scheme of Delegation

**A Multi Academy Trust's (MAT) Board of Directors is accountable in law for all major decisions about their academies. However, this does not mean that the board is required to carry out all the trust's governance functions and many can and should be delegated, including to the CEO, Directors Committees and Local Governing Boards.**

It is vital that the decision to delegate a function is made by the full Board of Directors and is recorded. Without such delegation, the individual or committee has no power to act. The principle governing document in trusts is the articles of association. The articles set out the charitable purpose of the trust, providing a framework for trusts to act within both company and charity law.

They will not however include the specific detail of the trust's chosen governance structure and how governance functions have been delegated. This is why it is critical that trusts agree a scheme of delegation that explicitly establishes who carries out which governance function and can therefore make the decisions associated with that function.

A scheme of delegation is an essential requirement for effective governance and clear decision making. As a document, the scheme of delegation should be as simple and systematic as possible, so that the Members, Directors, Local Governing Boards and Executive Leaders are all clear about their roles and responsibilities within the governance structure.

It is important that the scheme of delegation is visible to all, both within and beyond the trust, so that it is clear how the governance structure and lines of accountability work.

This is why the scheme of delegation must be published on the trust's website, as well as all of its schools' websites. Which functions the board decides to delegate will vary depending upon the size of the MAT, both in terms of the number of academies and the number of pupils in the MAT, and the way in which its leadership is structured, as well as the geographical spread and the context of the academies.

### **The status of the Scheme of Delegation**

The scheme of delegation is a key governance document because without it, it is not clear how accountability and decision-making works within the trust. This is why the Academies Handbook requires it to be published on the trust's website. It is especially important that maintained

schools joining academy trusts take time to understand the trust's scheme of delegation so that they are clear about the trust's approach to local governance and which functions are delegated.

### **Review and adapt**

As MATs mature and grow the workings of the MAT, both in terms of governance and management are likely to change.

The Scheme should be reviewed annually, with changes made as the context changes, if necessary, each year. This is a recognition of the need to be responsive to changing circumstances and to adapt accordingly. It is, however, important to ensure that all involved in governance are made aware of any changes and what these mean in practice.



**An effective scheme of delegation will:**

- reflect the trust's ethos, promoting a positive climate and a culture of honesty, transparency, and accountability for the benefit of all stakeholders
- ensure the executive leadership is clear about which decisions the trust board retains, and the extent of executive powers
- be clear about who appoints and performance manages the Chief Executive, other Senior Executives, and the Academy Principals/ Headteachers
- identify where the trust board retains responsibility for:
  - Oversight of educational performance
  - Oversight of budgets and financial management
  - Management of risk determining policy
  - Determining Policy



## Delegated Responsibility Matrix

1. Members
2. Board of Directors of the multi academy trust (Directors Board)
3. Directors Finance and Operations Committee (FO)
4. Directors Audit and Risk Committee (AR)
5. Directors Education and Standards Committee (ES)
6. Directors Pay and Performance Committee (PP)
7. Chief Executive Officer (CEO)
8. Local Governing Board (LGB)
9. Local Business and Operations Committee (LBO)
10. Local Risk Committee (LR)
11. Local Education and Standards Committee (LES)
12. Local Pay and Performance Committee (LPP)
13. Academy Executive Principal/Principal (PRINCIPAL)



## Scheme of Delegation - People

Area	Devolved Responsibility	Members	Directors Board	F & O	A & R	E & S	P & P	CEO	LGB	LBO	LR	LES	LPP	PRINCIPAL
		Trust Level							Academy Level					
<b>Governance Framework</b>														
<b>People</b>	Members: appoint and remove	✓												
	Directors: appoint and remove	✓												
	Role descriptions for Members	✓												
	Role descriptions including Terms of References for Directors/Chair/specific roles/committees/LGB's		✓											
	Trust Board Committee Chairs: appoint and remove		✓	✓	✓	✓	✓	<A						
	LGB Chairs and Local Committee Chairs: appoint and remove		✓					<A	<A					
	LGB Co-Opted Governors: appoint and remove		✓					<A	<A					
	LGB Parent Governors: appoint and remove		✓					<A						
	LGB Staff Governors: appoint and remove		✓					<A	✓					
	Clerk to Trust Board: appoint and remove		✓					<A	✓					
	Clerk to Trust Committees: appoint and remove		✓					<A						
	Clerk to LGB's: appoint and remove		✓					<A						
	Clerk to Local Education and Standards & Business and Operations Committee – appoint and remove		✓					<A						
	Clerk to Local Risk Committee – appoint and remove										✓			✓
	CEO: appoint and remove		✓											
	Trust Executive Officers: appoint and remove		✓					✓						
	Trust Central Team (Non-Executive Posts): appoint and remove							✓						
	Principal/HT: appoint and remove		✓					✓	<A					
	Academy Colleagues: approval to recruit							✓						<A
	Academy Colleagues: approval to remove							✓						<A
Trust Staffing Structure: agree and approve		✓					✓							
Academy Staffing Structure: agree and approve		✓					✓	A>					<A	
✓ Primary responsibility for action to be undertaken at Trust Level														
✓ Devolved responsibility for action to be undertaken at Academy Level														
A Provide advice and support to those accountable for decision-making														
< > Direction of Advice and Support														



## Scheme of Delegation – Systems and Structures

Area	Devolved Responsibility	Members	Directors Board	F & O	A & R	E & S	P & P	CEO	LGB	LBO	LR	LES	LPP	PRINCIPAL
		Trust Level							Academy Level					
<b>Governance Framework</b>														
<b>Systems and Structures</b>	Articles of Association: <b>review and agree</b>	✓	<A					<A						
	Governance structure for the Trust: <b>establish and review annually</b>		✓					<A						
	Terms of reference for board committees and scheme of delegation for committees: <b>agree annually</b>		✓					<A						
	Directors and Governor skills audit: <b>complete and recruit to fill gaps: use to develop annual training programme</b>		✓					<A>	✓					
	Annual self-review of Trust Board and Committees: <b>Complete Annually</b>		✓					<A						
	Annual self-review of LGB's and Governor Contribution: <b>Complete Annually</b>		✓					<A>	✓					
	Chair's performance: <b>carry out 360 review periodically</b>		✓					<A						
	Succession: <b>planning</b>		✓					✓						
	Annual Governance Calendar and Schedule of Business for Trust Board and Committees : <b>agree</b>		✓					<A						
	Annual Governance Calendar for Local Governing Boards: <b>agree</b>		✓					<A						
	Terms Dates (including Inset Days) and Length of Academy Day: <b>agree</b>		✓					<A						
	Decision on emergency school/partial school closure							✓						<A
	Provision of Religious Education to meet local syllabus		✓					<A	<A					<A
	Admissions Authority: <b>agree</b>		✓					<A	<A					<A
✓ Primary responsibility for action to be undertaken at Trust Level														
✓ Devolved responsibility for action to be undertaken at Academy Level														
A Provide advice and support to those accountable for decision-making														
< > Direction of Advice and Support														



## Scheme of Delegation – Reporting

Area	Devolved Responsibility	Members	Directors Board	F & O	A & R	E & S	P & P	CEO	LGB	LBO	LR	LES	LP P	PRINCIPAL
		Trust Level							Academy Level					
<b>Governance Framework</b>														
Reporting	Publication on the Trust website of all required details to ensure statutory compliance on governance arrangements, including register of interests: <b>ensure</b>		✓					✓						
	Publication academy's websites of all required details to ensure statutory compliance on governance arrangements, including register of interests: <b>ensure</b>		✓					A>	✓					✓
	Annual report on performance of the trust: <b>submit to members and publish</b>		✓					<A						
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: <b>submit</b>		✓					<A						
	Governor Monitoring Forms completed by each Local Governing Board and Committees: <b>Submit to Trust</b>							A>	✓	✓	✓	✓	✓	
✓ Primary responsibility for action to be undertaken at Trust Level														
✓ Devolved responsibility for action to be undertaken at Academy Level														
A Provide advice and support to those accountable for decision-making														
< > Direction of Advice and Support														





## Scheme of Delegation – Being Strategic

Area	Devolved Responsibility	Members	Directors Board	F & O	A & R	E & S	P & P	CEO	LGB	LBO	LR	LES	LP P	PRINCIPAL	
		Trust Level							Academy Level						
<b>Governance Framework</b>															
<b>Being Strategic</b>	Determine trust wide policies which reflect the Trust’s ethos and values (facilitating discussions with unions where appropriate) including admissions, HR, health and safety, premises management, Data Protection, FOI, Expenses, staffing, conduct, safeguarding, SEND : <b>approve</b>		✓	✓	✓	✓	✓	<A							
	Determine academy level policies which reflect the academy’s ethos and values to include e.g. curriculum; behaviour: teaching and learning, SEND <b>approve</b>		✓	✓	✓	✓	✓	<A>	✓					<A	
	Responsibility for actioning all statutory policies within academies								✓						✓
	Responsibility for monitoring application of statutory policies within academies		✓						✓	✓					✓
	Central spend / Management fee: <b>agree</b>		✓						<A						
	Management of risk: establish Trust wide Risk register: <b>review and monitor</b>		✓		✓				✓						
	Management of risk: establish Academy Risk register: <b>review and monitor</b>		✓		✓				A>	✓		✓			<A
	Review and monitor Trust performance against statutory policies and procedures eg: health and safety, SEND, Safeguarding, Attendance,		✓	✓	✓	✓			✓						
	Review and monitor Academy performance against statutory policies and procedures eg: health and safety, SEND, Safeguarding, Attendance,		✓	✓	✓	✓			✓	✓	✓	✓	✓		<A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Trust’s vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: <b>determine</b>		✓						<A						
	Academy Development Plan (ADP) and SEF in line with strategic aims of the Trust: <b>agree and monitor</b>					✓			<A>	✓			✓		<A
	Suspension and exclusion of pupils. <b>The CEO/DCEO must be informed of proposed permanent exclusions</b>								✓	A>					✓
	Academies vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured		✓						✓	<A					<A
	Agree budget plan to support delivery of Trust key priorities		✓						<A						
	Agree budget plan to support delivery of key Academy priorities		✓						✓	<A					<A
	Ofsted Inspections Trust Support								✓	<A					<A
	Development of Trust Capital and Estates Strategy								✓						<A
Approval of Trust Capital and Estates Strategy		✓	✓					<A							
✓ Primary responsibility for action to be undertaken at Trust Level															
✓ Devolved responsibility for action to be undertaken at Academy Level															
A Provide advice and support to those accountable for decision-making															
< > Direction of Advice and Support															



## Scheme of Delegation – Holding to Account

Area	Devolved Responsibility	Members	Directors Board	F & O	A & R	E & S	P & P	CEO	LGB	LBO	LR	LES	LPP	PRINCIPAL
		Trust Level							Academy Level					
<b>Governance Framework</b>														
<b>Holding to Account</b>	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): <b>Agree</b>		✓	✓	✓	✓	✓	✓	<A	<A				<A
	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): <b>Monitor</b>		✓	✓	✓	✓	✓	✓	✓	✓				✓
	Reporting arrangements for progress on key priorities: <b>agree</b>		✓	✓	✓	✓		✓	✓					<A
	Performance management of the Chief Executive Officer: <b>undertake</b>		✓				✓							
	Performance management of the Executive Team: <b>undertake</b>							✓						
	Performance management of Academy Principal/ Headteacher: <b>undertake</b>							✓	✓					
	Performance management of Academy staff							A>	A>					✓
	Director <b>monitoring</b>		✓					A						
	LGB Governor <b>monitoring</b>							A>	✓					<A
LGB Performance monitoring: <b>agree arrangements</b>		✓					<A	<A						
✓ Primary responsibility for action to be undertaken at Trust Level														
✓ Devolved responsibility for action to be undertaken at Academy Level														
A Provide advice and support to those accountable for decision-making														
< > Direction of Advice and Support														



## Scheme of Delegation – Ensuring Financial Probity

Area	Devolved Responsibility	Members	Directors Board	F & O	A & R	E & S	P & P	CEO	LGB	LBO	LR	LES	LPP	PRINCIPAL
		Trust Level						Academy Level						
<b>Governance Framework</b>														
<b>Ensuring Financial probity</b>	Appoint Accounting Officer for delivery of Trust detailed accounting processes		✓											
	Appoint Chief Financial Officer		✓					✓						
	Trust's scheme of financial delegation: <i>establish and review</i> (Finance Policy)		✓					<A						
	Ensuring Compliance with Funding Agreements and Academy Trust Handbook		✓	<A	<A			<A						
	Recommend External Auditors to Members		✓	<A	<A			<A						
	Appoint Internal Auditors		✓		✓			<A						
	External auditors' report: <i>receive and respond</i>		✓	<A	<A			<A						
	CEO pay award: <i>agree</i>		✓				✓							
	Trust Executive Team (non CEO) appraisal procedure and pay progression: <i>review and agree</i>						✓	✓						
	Trust Central Team appraisal procedure and pay progression: <i>review and agree</i>							✓						
	Academy Executive Principal/Principal/Headteacher pay award: <i>agree</i>							✓	<A					
	Academy Staff appraisal procedure and pay progression: <i>review and agree</i>							A>	✓					<A
	Benchmarking and trust wide value for money: <i>ensure robustness</i>				✓			✓	<A					<A
	Develop Trust-wide procurement strategies and efficiency savings programme				✓			✓	<A					<A
	Review and approve Trust-wide procurement strategies and efficiency savings programme				✓			<A						
	Trust Central Budget - <i>review and approve</i>			✓	✓			<A						
	Trust Central Budget - <i>monitor</i>			✓	✓			<A						
	Trust Central Budget variances – <b>Approval</b>			✓	✓			✓						
Academy Budget – <i>review and approve</i>			✓	✓			<A						<A	
Academy Budget - <i>monitor</i>			✓	✓			✓	✓					<A	
Academy Budget variances - <b>Approval</b>			✓	✓			✓	<A					<A	
✓ Primary responsibility for action to be undertaken at Trust Level														
✓ Devolved responsibility for action to be undertaken at Academy Level														
A Provide advice and support to those accountable for decision-making														
< > Direction of Advice and Support														



## Financial Authorities

Financial Authorities – Primary and Secondary Academies			
Delegation	Value (including VAT)	Delegated Authority	Best Value Evidence and Additional Items to Consider
Ordering Goods and Services (Purchase Orders)	Under £12,500	1 signatory required: Principal or Head of School (or Vice Principal as delegated) (or BM at secondary academy)	Value for money should always be considered but no formal written quotes are required. Review the use of existing resources and consider the cost, quality, reliability and availability.
	£12,500 to £44,999	2 signatures required: Principal or Head of School (or Vice Principal as delegated) plus either CEO, DCEO, CFO (or DofPE for Primaries)	Minimum of two quotations required or use of compliant DfE approved framework.
	£45,000 to £99,999	3 signatures required: Principal or Head of School (or Vice Principal as delegated) plus 2 of either CEO, DCEO, CFO	Minimum of three quotations required or use of compliant DfE approved framework.
	Over £100,000 and up to PCR procurement thresholds	Approval from Chair of Finance & Operations Committee or Chair of Directors. Plus Principal, CEO and DCEO.	Formal tendering process or purchased through a compliant DfE approved framework.
	Over PCR thresholds: Goods and most services: £214,904 Social and other specific services: £663,504 Works: £5,372,609	Approval from Chair of Finance & Operations Committee or Chair of Directors. Plus Principal, CEO and DCEO.	PCR-compliant buying process including the governments Find a Tender Service (FTS) or use of compliant DfE approved framework.



Financial Authorities – Central Trust			
Delegation	Value (including VAT)	Delegated Authority	Best Value Evidence and Additional Items to Consider
Ordering Goods and Services (Purchase Orders)	Under £12,500	1 signature required: CEO, DCEO, CFO, Deputy CFO, Director of Primary Education	Value for money should always be considered but no formal written quotes are required. Review the use of existing resources and consider the cost, quality, reliability and availability.
	£12,500 to £44,999	1 signature required: CEO, DCEO, CFO	Minimum of two quotations required or use of compliant DfE approved framework.
	£45,000 to £99,999	2 signatures required: CEO, DCEO, CFO	Minimum of three quotations required or use of compliant DfE approved framework.
	Over £100,000 and up to PCR procurement thresholds	Approval from Chair of Finance & Operations Committee or Chair of Directors. Plus two of either CEO, DCEO, CFO	Formal tendering process or purchased through a compliant DfE approved framework.
	Over PCR thresholds: Goods and most services: £214,904 Social and other specific services: £663,504 Works: £5,372,609	Approval from Chair of Finance & Operations Committee or Chair of Directors. Plus two of either CEO, DCEO, CFO	PCR-compliant buying process including the governments Find a Tender Service (FTS) or use of compliant DfE approved framework.

Financial Authorities – All Academies and Central Trust			
Delegation	Value (including VAT)	Delegated Authority	Best Value Evidence and Additional Items to Consider
Operating Leases / Finance Leases / Contracts / Capital Expenditure*	Under £12,500	1 signature required: CEO, DCEO, CFO, Deputy CFO, Director of Primary Education	Value for money should always be considered but no formal written quotes are required. Review the use of existing resources and consider the cost, quality, reliability and availability.
	£12,500 to £44,999	2 signatures required: CEO, DCEO, CFO	Minimum of two quotations required or use of compliant DfE approved framework.
	£45,000 to £99,999	2 signatures required: CEO, DCEO, CFO	Minimum of three quotations required or use of compliant DfE approved framework.
	Over £100,000 and up to PCR procurement thresholds	Approval from Chair of Finance & Operations Committee or Chair of Directors. Plus two of either CEO, DCEO, CFO	Formal tendering process or purchased through a compliant DfE approved framework.
	Over PCR thresholds: Goods and most services: £214,904 Social and other specific services: £663,504 Works: £5,372,609	Approval from Chair of Finance & Operations Committee or Chair of Directors. Plus two of either CEO, DCEO, CFO	PCR-compliant buying process including the governments Find a Tender Service (FTS) or use of compliant DfE approved framework.

\* All SCA and DFC expenditure should be processed by and approved by the Trust central team. No Capital works should be agreed without Trust Central Team approval



Financial Authorities			
Delegation	Value (including VAT)	Delegated Authority for All Academies and Central Trust	Best Value Evidence and Additional Items to Consider
Severance and Compensation Payments	Any Value	Approved by CEO up to ESFA Threshold (£50,000). If above this threshold, CEO will seek ESFA approval and also gain approval from Chair of Finance and Operations Committee.	N/A
Ex Gratia Payments	Any Value	CEO will Seek ESFA Approval and also gain approval from the Chair of Finance and Operations Committee	N/A

Financial Authorities				
Delegation	Value (including VAT)	Delegated Authority for Primary Academy	Delegated Authority for Secondary Academy	Delegated Authority for Central Trust
BACS payments and other online bank transfers	Total Payment run value of up to £50,000	Upload to be undertaken by Academy Business Manager and approved by Principal or Business Manager	Upload to be undertaken by Academy Finance Officer and approved by Principal or Business Manager	All Central payment Runs will be uploaded by the Executive Business Manager or Head of Finance and approved by one of the Trust
	Total Payment run value of between £50,001 and £100,000	Upload to be undertaken by Academy Business Manager and approved by Principal and an additional signatory from Trust Approver List	Upload to be undertaken by Academy Business Manager and approved by Principal and an additional signatory from Trust Approver List	
	Total Payment run of over £100,000	Upload to be undertaken by Academy Business Manager and approved by Principal and an additional signatory from Trust Approver List	Upload to be undertaken by Academy Business Manager and approved by Principal and an additional signatory from Trust Approver List	
Cheque Signatories	Any value	Two signatories only	Two signatories only	Two signatories only
Signatories for ESFA Grant Claims	Any value	Signed by one from Trust Approver List, copy must be kept on file	Signed by one from Trust Approver List, copy must be kept on file	Signed by one from Trust Approver List, copy must be kept on file



Financial Authorities			
Delegation	Value (including VAT)	Delegated Authority for All Academies and Central Trust	Best Value Evidence and Additional Items to Consider
Request for expenditure against reserves	Any value	Approved by CEO and Finance and Operations Committee	Proposal to be discussed with CEO and DCEO before Business Cases are collated and submitted in line with value of services
Disposal of Assets	Any value	Chief Finance Officer	N/A
Write off bad debts	Under £500	Chief Finance Officer	
	£500 - £999	Chief Finance Officer	
	Between £1,000 up to 1% of academy annual income or £45,000 (whichever is smaller)	As above and Finance Operations Committee	
	Over 1% of academy annual income or over £45,000	As above plus ESFA Approval	

Financial Authorities			
Delegation	Delegated Authority for Primary Academy	Delegated Authority for Secondary Academy	Delegated Authority for Central Trust
Payroll Processing	Checked by Academy Business Manager, authorised by Principal or Chief Finance Officer (payroll reports and payments will be checked as appropriate by Central Finance Team on a monthly basis)	Checked by Academy Business Manager, authorised by Principal or Chief Finance Officer (payroll reports and payments will be checked as appropriate by Central Finance Team on a monthly basis)	Checked by Central Finance Team, authorised by DCEO or Chief Finance Officer (payroll reports and payments will be checked as appropriate by Central Finance Team on a monthly basis)
Contracts of Employment	Trust paperwork to be completed. Any contract needs to be authorised by the Principal and reported to the CEO or DCEO prior to the change being confirmed. Principal Contracts of Employment must be authorised by the CEO or DCEO	Trust paperwork to be completed. Any contract needs to be authorised by the Principal and reported to the CEO or DCEO prior to the change being confirmed. Principal Contracts of Employment must be authorised by the CEO or DCEO	Trust paperwork to be completed. Any central team contract needs to be authorised by the CEO or DCEO prior to the change being confirmed



Financial Authorities			
Delegation	Value	Delegated Authority	Best Value Evidence and Additional Items to Consider
Purchase or sale of Freehold Property	Any	ESFA approval required	N/A
Granting or take up of any leasehold or tenancy agreement (refer to operating leases over 1 year)	Any	ESFA approval required	N/A
Investments outside of the current account and 32-day interest accounts	Any	Finance and Operations Committee	N/A
Raising Income Invoices	Any	Academy Business Manager, Academy Finance Officer, Central Finance Team	N/A

Approver List		
Trust Approver	Primary Academy Approver	Secondary Academy Approver
Chief Executive Officer	Principal	Principal
Deputy Chief Executive Officer		Business Manager
Chief Finance Officer		
Director of Primary Education		
Deputy Chief Finance Officer		