



SCHEME OF DELEGATION

Introduction

This Scheme of Delegation for Tudhoe Learning Trust sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Audit Committee
4. Local Governing Body
5. Trust Chief Executive Officer
6. Leadership group of Head Teachers
7. Head Teacher of individual academies

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 academies 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 Policies

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. These policies may include those listed below.

Academy & Pupil Policies	Employment & Staff Policies
Sex Education	Pay & Remuneration
Religious Education	Disciplinary
Child Welfare & Safeguarding	Re-structuring and Redundancy
Attendance	Job Role, Grade & Salary
Pupil Premium	Grievance
Health & Safety	Capability
Academy Trips	Whistleblowing
Complaints	Employee Health & Safety
SEN & Inclusion	Data Protection (GDPR)
	Management of Sickness Absence
	Appraisal
	Code of Conduct
	Family Leave & Flexible Working
	Maternity & Adoption
	Safer Recruitment
	Directors/Governors Allowances
	Financial Policies
	Financial Regulations & Procedures
	Asset Management
	Procurement
	Central Funding
	Debit/Credit Card Policy
	Directors/Governors Subsistence

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	LGB	CEO	Leadership Group	HT
1.							
1.1.	Approve Trust Articles of Association	Members only					
1.2.	Approve Trust Board Terms of Reference		A				
1.3.	Approve Trust Scheme of Delegation		A				
1.4.	Approve new convertor or sponsored academies joining MAT		A		P	C	R
1.5.	Establish Trust Committees		A		R		
1.6.	Approve Trust Committee Terms of Reference		A				
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A	R			
1.8.	Establish LGB working groups		A	I	P		R
1.9.	Appoint Chair of Trust Board		A				
1.10	Appoint Chair of LGB			A			
1.11	Remove Chair of LGB	In exceptional circumstances	A	A			
1.12	Appoint (and remove) LGB members	As per agreed composition	A	A			R
1.13	Appoint (and remove) Chair(s) of Trust Panels		A		R		
1.14	Appoint (and remove) Clerk to Trust Board		A	C	R		
1.15	Appoint (and remove) Clerk to LGB		A	C	R		
1.16	Organise calendar of Trust Board and LGB meetings		A		R		
1.17	Approve Directors Expenses Policy		A		R		
2.							
2.1.	Trust Strategic Plan		A		R	C	
2.2.	Academy Performance Targets		A	R	C	C	D
2.3.	Academy Performance Review <i>e.g. SEF</i>		A	R	C	C	D
2.4.	Academy 3 year plan			A	C	C	R
2.5.	Academy 1 Year Plan			A	C	C	R
2.6.	Teaching & Learning Policy			A	C	C	R

Prepared by: Jim Smith

Date: November 22

Review Date December 24

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2.7.	Curriculum Policy			A	C	C	R
2.8.	Sex Education policy		A	C	P	R	R
2.9.	Religious Education policy		A	C	P	R	R
2.10	SEN & Inclusion policy		A	C	P	R	R
2.11	Trust Staff Development Plan		A		R		
2.12	Academy Staff Development Plan			A	R	R	R
2.13	Trust Inset Days		A		P	R	D
3.							
3.1.	Pay & Remuneration Policy	3 Directors will form a Pay Review Panel/Appeals Panel	C		P	C	
3.2.	Job Role Salary & Grading Policy		C		P	C	
3.3.	Changes to Employee Terms & Conditions or Collective Agreements		A		P	C	
3.4.	Adoption of Transferring Policies and Collective Agreements				P		
3.5.	Teachers Annual Pay Award	3 Directors will form a Pay Review Panel/Appeals Panel	C		A	C	
3.6.	Support Staff Annual Pay Award	3 Directors will form a Pay Review Panel/Appeals Panel	C		A	C	
3.7.	Individual Performance Pay Awards	3 Directors will form a Pay Review Panel/Appeals Panel	C		A		R
3.8.	Performance Management & Appraisal Review Policy		A	M	P	C	I
3.9.	Disciplinary Policy		A	M	P	C	
3.10	Grievance Policy		A	M	P	C	
3.11	Capability Policy		A	M	P	C	
3.12	Whistleblowing Policy		A	M	P	C	
3.13	Re-structuring & Redundancy Policy		A	M	P	C	
3.14	Management of Sickness Absence Policy		A	M	P	C	
3.15	Code of Conduct Policy		A	M	P	C	

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3.16	Family Leave & Flexible Working Policy		A	M	P	C	
3.17	Maternity and Adoption Policy		A	M	P	C	
3.18	Safer Recruitment Policy		A	M	P	C	
3.19	Employee Health & Safety Policy		A	M	P	C	
4.							
4.1.	Staff complement, structure and grades		A	A	A	C	P/I
4.2.	CEO appointment		A				
4.3.	Trust leadership structure		A		P	C	R
4.4.	Head Teacher appointment	As per agreed process	A	C	R		
4.5.	Senior leadership appointments		C	C	A	C	R
4.6.	Teaching and support staff appointments		C	C	C		A
4.7.	Suspension of CEO		A				
4.8.	Return of CEO after suspension		A				
4.9.	Dismissal of CEO		A				
4.10	Suspension of Head Teacher	As per agreed policy	A	C	I		
4.11	Return of Head Teacher after suspension		A	C	I		
4.12	Dismissal of Head Teacher		A	C	R		
4.13	Suspension of teaching and support staff	As per agreed policy	C	C	A		I
4.14	Return of teaching and support staff after suspension		C		A		I
4.15	Dismissal of staff below Head Teacher	3 Directors will form an Appeals Panel	C		A	C	R
4.16	Management of Staff Grievance	CEO will consider appeals	C		C	C	A
4.17	Management of Flexible working requests	CEO will consider appeals	C		C		A
4.18	Management of Regrading Requests	CEO will consider appeals	C		C		A
4.19	Redundancy of staff	3 Directors will form an Appeals Panel	C		A	C	R
4.20	Restructuring of staff	3 Directors will form an Appeals Panel	C		A	C	R
4.21	Early Retirement		A		P		
4.22	Flexible Retirement		A		P		
5.							
5.1.	Trust & Academy Financial Regulations	Audit Committee to monitor	A		P		

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5.2.	Trust & Academy Financial Procedures	Audit Committee to monitor	A		P		
5.3.	Appoint Trust auditors	Audit Committee to recommend	A				
5.4.	Academy 1 year Budget	To incorporate Trust charges	A	P		C	D
5.5.	Trust 1 year Budget		A		D	C	
5.6.	Academy 3 year Budget Plan			R		C	P
5.7.	Trust 3 year Budget Plan				R	C	
5.8.	Academy Interim Year End Accounts	To be consolidated		R	P		
5.9.	Trust Interim Year End Accounts	Consolidated accounts			R		
5.10	Trust Annual Accounts		A				
5.11	Trustees Report		A				
5.12	Trust Academies Accounts Return to EFA						
5.13	Response to Auditor's Management Letter	Audit Committee to recommend	A				
5.14	Academy YTD reports			RM	P		
5.15	Trust YTD reports		AM		P		
6.							
6.1.	Expenditure or contracts up to Lower Limit	Subject to inclusion in approved budget			A		A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit				P	C	P
6.3.	Expenditure or contracts from Upper Limit to OJEU limit		A		P	C	P
6.4.	Expenditure over OJEU limit		A		P	C	
6.5.	Disposals or write off of stock, assets or debts up to Lower Limit				A		A
6.6.	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit				R	C	R
6.7.	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)		A		P	C	P
6.8.	Compensation payments up to £50,000		A		P		D

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7.							
7.1.	Academy times, terms and holidays		A		R	P	D
7.2.	Change of Academy Age Range		A		R	R	P
7.3.	Expansion of Academy PAN		A		R	R	P
7.4.	Extension of Academy provision (EYFS)		A		R	R	P
7.5.	Child Welfare & Safeguarding Policy		A	CM	R	R	P
7.6.	Attendance Policy & Plan		A	CM	R	R	P
7.7.	Pupil Premium Policy		A	CM	R	R	P
7.8.	Pupil Premium Plan		A	CM	R	R	P
7.9.	Academy Educational Visits Policy		A	CM	I	R	P
7.10	Pupil Behaviour & Exclusions Policy			AM	C	C	P
7.11	Short-term Exclusion						A
7.12	Return after short-term exclusion						A
7.13	Permanent Exclusions	As per agreed policy		A			R
7.14	Appeals against Permanent Exclusion	Independent panel		I			
7.15	Complaints Policy		A				
7.16	Complaints Appeals	To be handled in line with policy	I	I			
7.17	Admissions Policy		A	R	C	C	P
7.18	Allocation of places against Admissions Policy	LA scheme		I			
7.19	Admissions Appeals	Independent panel		I			
7.20	Academy prospectus			A	C	C	P
7.21	Academy website			A	C	C	P
7.22	Academy logo & branding			A	C	C	P
7.23	Academy uniform			A	C	C	P
7.24	Extended services on-site			A			P

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8.						
8.1.	Asset Management Policy		A		P	
8.2.	Health & Safety Policy		A		P	
8.3.	Asset Management Plan			P	R	R

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