



# Elliot Foundation Academies Trust

## Scheme of Delegation

October 2017

### Document control

<b>Date</b>	<b>Revision amendment details</b>	<b>By whom</b>
Feb 2017	FD and CEO updated financial delegation	Hugh Greenway
Mar 2017	Adopted by TEFAT board	Trustees
July 2017	HR Director, Head of Governance and Policy & CEO reviewed whole document incorporating outputs from governance consultation	Jem Shuttleworth
September 2017	Amendments approved by Ops Group	Ops Group
October 2017	Adopted by TEFAT board	Trustees
October 2019	Proposed date for review subject to statutory update as required	Jem Shuttleworth

# Elliot Foundation: Structure and terms of reference

## Introduction

The Scheme of Delegation sets out the delegated powers between the Trust, LGB and Principal in the governance and operation of the Multi Academy Trust and member 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)
- 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

The Trust Board approves policy on behalf of all Academies in the Trust. There is no requirement for LGBs to approve these. They need to be aware of them and implement them. There may be policies that Academies need to determine locally (such as a charging policy). All Trust policies are to be found on the Elliot Foundation website. Where a staffing policy has not yet been approved by the Trust then the pre-existing local authority version should be applied.

#	Task	Notes	Board	Fin. Com	Ops	LGB	Prin
1.1	Approve Trust's Articles of Association	Members only	A				
1.2	Approve Trust's Terms of Reference		A		R		
1.3	Approve Trust's Scheme of Delegation		A	R	R		
1.4	Approve new academies joining the Trust		A		R		
1.5	Establish Trust committees		A		R		
1.6	Approve Trust committees' terms of reference		A		R		
1.7	Approve Local Governing Body (LGB) terms of reference		A				
1.8	Establish LGB committees					A	R
1.9	Appoint Chair of Trust Board		A				
1.10	Appoint and remove Chair of LGB		A			R	
1.11	Appoint and remove Vice-Chair of LGB		A			R	
1.12	Appoint and remove 7 Foundation Governors to LGB		A			R	
1.13	Appoint and remove Chairs of Trust committees	As per ToR	A	R	R		
1.14	Appoint and remove members of Trust committees		A		R		
1.15	Appoint and remove Company Secretary		A				

#	Task	Notes	Board	Fin. Com	Ops	LGB	Prin
1.16	Appoint and remove clerk to Trust board		A				
1.17	Appoint and remove clerk to LGB					A	
1.18	Organise calendar of Trust board		A		R		
1.19	Organise calendar of LGB					A	R
1.20	Approve directors' expenses policy		A				
1.21	Approve governors' expenses policy			A		R	
1.22	To maintain a register of directors' interests		A				
1.23	To maintain a register of governors' interests					A	
<b>2</b>	<b>Education</b>						
2.1	Set academy performance targets		A		R	P	C
2.2	Academy performance review (e.g. SSE )		A		R	P	C
2.3	Principal performance management				A	R	
2.3	Academy 3 year development plan*					A	R
2.4	Academy 1 year development plan*					A	R
2.5	Academy curriculum					A	R
2.6	Approach to teaching and learning					A	R
*	In approving plans the LGB must ensure that identified priorities are affordable within approved budget						

#	Task	Notes	Board	Fin. Com	Ops	LGB	Prin
<b>3</b>	<b>Staff policies and pay</b>						
3.1	Trust pay policy		A			I	
3.2	Job role, salary and grading		A			I	
3.3	Changes to employee terms and conditions or collective agreements		A			I	
3.4	Adoption of transferring policies and collective agreements		A			I	
3.5	Teachers' annual pay award		A			I	
3.6	Support staff annual pay award		A			I	
3.7	Individual performance pay awards					A	R
3.8	Principals pay review following appraisal				A	I	
3.9	Appraisal (performance management) policy		A			I	
3.10	Disciplinary policy		A			I	
3.11	Grievance policy		A			I	
3.12	Capability policy		A			I	
3.13	Whistleblowing policy		A			I	
3.14	Restructuring and redundancy policy		A			I	
3.15	Health and safety policy		A			I	
3.16	Managing absence policy		A			I	
3.17	Any other staffing policy		A			I	
<b>4</b>	<b>Staffing and employment</b>						
4.1	Staff complement, structure and grades*					A	R

*	The LGB to ensure that approval is within approved budget allocation for total staffing cost						
#	Task	Notes	Board	Fin. Com	Ops	LGB	Prin
4.2	Principal appointment				A	R	
4.3	Vice Principal appointment		C			A	
4.4	Senior leadership appointments					A	
4.5	Teaching and support staff appointments					C	A
4.6	Suspension of Principal		C			A	
4.7	Return of Principal after suspension					A	
4.8	Dismissal of Principal	*Chair LGB	C		A	A*	
4.9	Appeal of Principal against dismissal					A	
4.10	Suspension of Vice Principal						A
4.11	Return of Vice Principal after suspension						A
4.12	Suspension of teaching and support staff						A
4.13	Return of teaching and support staff after suspension						A
4.14	Dismissal of Vice Principal or teaching and support staff						A
4.15	Appeal of staff against dismissal					A	
<b>5</b>	<b>Financial management</b>						
5.1	Trust & Academy Financial Regulations (inc. key policies)		A	R	P	I	I
5.2	Trust & Academy Financial		A	R	P	I	I

	Procedures						
5.3	Trust Procurement Policy			A	P	I	I
#	Task	Notes	Board	Fin. Com	Ops	LGB	Prin
5.4	Trust 3 year Budget Plan		A	R	P		
5.5	Trust 1 year Budget		A	R	P		
5.6	Trust Consolidated Budget Updates		A	R	P		
5.7	Trust Consolidated Financial Statements		A	R	P		
5.8	Trustees' Report		A		R		
5.9	Trust Academies Accounts Return to EFA			A	P		
5.10	Response to Auditor's Management Letter		A		P		
5.11	Academy 3 year Budget Plan		A	R		P	R
5.12	Academy 1 year Budget		A	R		P	R
5.13	Academy Budget Updates		A	R		P	R
5.14	Establish a charging and remissions policy			A	P		
<b>6</b>	<b>Financial control</b>						
6.1	Expenditure or contracts up to Exec Principal / Principal limit						A
6.2	Expenditure or contracts from Exec Principal / Principal limit to LGB limit (c.f. Finance Regulations)					A	
6.3	Expenditure or contracts from LGB Limit to OJEU limit			A	R		
6.4	Expenditure over OJEU limit		A	R			

6.5	Disposals or write off of stock, assets or debts up to Exec Principal / Principal limit						A
#	Task	Notes	Board	Fin. Com	Ops	LGB	Prin
6.6	Disposals or write off of stock, assets or debts from Exec Principal / Principal limit to LGB Limit					A	R
6.7	Disposals or write off of stock, assets or debts from LGB Limit up to AFH limit			A		R	P
6.8	Compensation payments up to £50,000 (AFH Limit)			A		R	
6.9	Compensation payments over £50,000	SoS only					
7	<b>Academy operation</b>						
7.1	Academy times, terms and holidays				A	R	
7.2	Expansion of Academy (PAN)	EFA approval	A			R	P
7.3	Extension of age range	EFA approval	A			R	P
7.4	Extension of Academy provision (Nursery)	EFA approval	A			R	P
7.5	Child Welfare & Safeguarding Policy					A	
7.6	Attendance Policy & Plan					A	
7.7	Pupil Behaviour & Exclusions Policy		A			I	
7.8	Fixed term Exclusion						A



7.9	Permanent Exclusions					A	R
7.10	Appeals against Permanent Exclusion	Independent				I	
7.11	Complaints Policy		A			I	
7.12	Hearing complaints					I	I
#	Task	Notes	Board	Fin. Com	Ops	LGB	Prin
7.13	Admissions Policy		A			I	
7.14	Allocation of places against Admissions Policy					A	
7.15	Admissions Appeals	Independent			I		
7.16	Sex education policy		A			I	
7.17	Religious education policy		A			I	
7.18	Academy prospectus				C	A	R
7.19	Academy website				C	A	R
7.20	Academy logo & branding				C	A	R
7.21	Academy uniform				C	A	R
7.22	Academy Trips Policy					A	R
7.23	Extended services on-site					A	R
7.24	Pupil Premium Policy				C	A	R
7.25	Pupil Premium Plan				C	A	R
7.26	Other general Trust policies		A		R	I	
8							
8.1	Asset management plan & policy	*Estates Director	A		R*		