

**APPENDIX 1**  
**CARLTON LE WILLOWS ACADEMY**  
**SCHEME OF DELEGATION**

**Introduction**

This Scheme identifies the key decisions that are required in connection with the overall governance and management of the Academy Trust and the individual academies within it, and should be read in conjunction with the Terms of Reference for Local Governing Bodies and the Articles of Association of the Academy Trust. The Scheme is reviewed by the Trustees at least once per year and is subject to modifications made by the Trustees from time to time.

The bodies identified in the Scheme are as follows:

- **Members** of the Academy Trust
- **Trust Board** (which may separately delegate any powers reserved to it to specific committees of the Trust Board)
- **Local Governing Body** of the Academy (a committee of the Trust Board, which operates subject to Terms of Reference set by the Trust Board)
- **Headteacher** of the Academy
- **Chief Executive Officer / Accounting Officer**
- **Chief Financial Officer (having the job title of Finance and Operations Director)**

The different levels of delegated power are described as follows:

- Approve (A) – official agreement/adoption
- Recommend (R) – to put forward something suitable for agreement/adoption
- Propose (P) – to put forward something for consideration and agreement/adoption
- Be consulted (C) – to discuss something prior to proposal and recommendation
- Implement (I) - to put into action an agreed decision, plan, policy or system

*Note: Whilst this Scheme of Delegation sets out the broad areas of responsibility and procedure, the Trust is also required by the Academies Financial Handbook to approve a written scheme of delegation of financial powers that “maintains robust internal control arrangements” (see 2.1.4 of the Handbook).*

*This Scheme is intended to cover core areas of the Trust and the Academy’s operations, but is not exhaustive and there may be other areas that may be added over time.*

	<b>TASK</b> Approve/Implement (A) Recommend (R) Propose (P) Be consulted (C) Implement (I)	<b>NOTES</b>	<b>TRUST BOARD</b>	<b>MEMBERS</b>	<b>LGB</b>	<b>Headteacher</b>	<b>Chief Executive Officer /Accounting Officer</b>	<b>Chief Financial Officer</b>
<b>1.</b>	<b>Governance</b>							
1.1.	Approve Trust Articles of Association		P	A				
1.2.	Approve Trust Scheme of Delegation		A				P	
1.3.	Approve new academies joining the Trust		A				P	
1.4.	Establish Trust Committees		I					
1.5.	Approve Trust Committee Terms of Reference		A					
1.6.	Approve Local Governing Body (LGB) Terms of Reference		A					
1.7.	Establish LGB committees	As per LGB ToRs			I			
1.8.	Appoint Chair of Trust Board	As per Articles	I					
1.9.	Appoint Chair of LGB	As per LGB ToRs	I					
1.10.	Remove the Chair of LGB	As per LGB ToRs	I					
1.11.	Appoint (and remove) Clerk to LGB	As per LGB ToRs			I			
1.12.	Organise calendar of LGB meetings	As per LGB ToRs			I	C		
1.13.	Approve LGB Expenses Policy		A					
<b>2.</b>	<b>Academy Performance, Curriculum and Teaching</b>							
2.1.	Academy Performance Targets		A		R	P	C	
2.2.	Academy Performance Review		I			P		
2.3.	Academy 1 Year development Plan		A		R	P		
2.4.	Early Years Education Policy		A		R	P		
2.5.	Curriculum Policy		A		R	P		
2.6.	Teaching & Learning Policy				A	P		
2.7.	Sex Education policy				A	P		
2.8.	Religious Education policy				A	P		
<b>3.</b>	<b>Staff Policies and Pay</b>							
3.1.	Pay Policy (annual review)		A		R	P		
3.2.	Changes to Employee Terms & Conditions		A		C	I	P	
3.3.	Headteacher Performance Review and Pay Award		A		R			
3.4.	Teachers Annual Pay Award		A		C	I	P	
3.5.	Support Staff Annual Pay Award		A		C	I	P	
3.6.	Individual Performance Pay Awards				A	P		
3.7.	Performance Management & Appraisal Review Policy		A		C	I	P	
3.8.	Disciplinary Policy		A				P	

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3.9.	Grievance Policy		A				P	
3.10.	Capability Policy		A				P	
3.11.	Whistleblowing Policy		A				P	
3.12.	Re-structuring & Redundancy Policy		A				P	
3.13.	Fire Safety Policy		A		R	P		
<b>4.</b>	<b>Staff Management</b>							
4.1.	Staffing re-structure		A		C	I	P	
4.2.	Staff complement, structure and grades within delegated budget (excluding any re-structure)				A	R	C	
4.3.	Headteacher appointment	Trust Board working with the Chief Executive Officer and LGB	A		R		C	
4.4.	Deputy Headteacher appointment				A	R	C	
4.5.	Senior leadership appointments	Local Governor of the Academy to be involved in interview process				A		
4.6.	Teaching and support staff appointments					A		
4.7.	Suspension of Headteacher		A		C/R			
4.8.	Return of Headteacher after suspension		A		C/R			
4.9.	Dismissal of Headteacher		A		C/R			
4.10.	Appeal of Headteacher against dismissal		I*					
4.11.	Suspension of Deputy Headteacher					I	C	
4.12.	Return of Deputy Headteacher after suspension					I	C	
4.13.	Suspension of teaching and support staff					I	C	
4.14.	Return of teaching and support staff after suspension					I	C	
4.15.	Dismissal of Deputy Headteacher or teaching and support staff					I	C	
4.16.	Appeal of staff against dismissal				I <sup>1</sup>			
<b>5.</b>	<b>Financial Governance &amp; Management</b>							

<sup>1</sup> Appeal to be dealt with by individuals who are not involved in the original dismissal decision. .

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5.1.	Trust & Academy Financial Regulations (inc. key policies)		A				R	P
5.2.	Trust & Academy Financial Procedures		A				R	P
5.3.	Trust Procurement Policy		A				R	P
5.4.	Trust 3 year Budget Plan		A				R	P
5.5.	Trust 1 year Budget		A				R	P
5.6.	Trust Budget Updates		A				R	P
5.7.	Trust Consolidated Budget Updates		A				R	P
5.8.	Trust Consolidated Financial Statements		A				R	P
5.9.	Trustees' Report		A				R	P
5.10.	Trust Academies Accounts Return to EFA		A				R	P
5.11.	Academy 3 year Budget Plan		A		R	P	C	C
5.12.	Academy 1 year Budget		A		R	P	C	C
5.13.	Academy Budget Updates				A	R	C	C
<b>6.</b>	<b>Financial Authorisation</b>							
6.1.	Expenditure or award of contracts up to HT limit (c.f. Finance Regulations)					A		
6.2.	Expenditure or award of contracts from HT limit to LGB limit (c.f. Finance Regulations)				A	R		
6.3.	Expenditure or contracts from LGB Limit to OJEU <sup>2</sup> limit		A		R	P	C	
6.4.	Expenditure over OJEU limit		A		R	P	C	
6.5.	Disposals or write off of stock, assets or debts up to HT Limit (c.f. Finance Regulations)					A		
6.6.	Disposals or write off of stock, assets or debts from HT Limit to LGB Limit (c.f. Finance Regulations)				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 £10,000				A	R		
6.9.	Compensation payments from £10,001 to £49,999 (AFH Limit)		A		R	P	C	

<sup>2</sup> See <http://www.ojeu.eu/thresholds.aspx> for current limits.

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6.10.	Compensation payments of £50,000 and over	EFA consent required – see 3.7.6 of AFH	A subject to EFA consent		R	P	C	
<b>7.</b>	<b>Academy Policies &amp; Procedures</b>							
7.1.	Academy times, terms and holidays				A	R	C	
7.2.	Child Welfare & Safeguarding Policy		Establish principles			Establish and implement local policy	C	
7.3.	Attendance Policy				A	P		
7.4.	Pupil Behaviour & Exclusions Policy				A	P		
7.5.	Fixed term Exclusion					A		
7.6.	Permanent Exclusions					A		
7.7.	Appeals against Permanent Exclusion	Independent	I					
7.8.	Complaints Policy		A		R	P		
7.9.	Admissions Policy		A		R	C		
7.10.	Admissions Appeals	Independent	I					
7.11.	Academy website		C		A			
7.12.	Academy logo & branding		C		A			
7.13.	Academy uniform		C		A			
7.14.	Academy Trips Policy		A		C			
7.15.	Pupil Premium Policy		A		R	P		
7.16.	Pupil Premium Plan		A		R	P		
<b>8.</b>	<b>Premises &amp; Assets</b>							
8.1.	Asset Management Policy & Plan				A		C	
8.2.	Health & Safety Policy		A		R	P	C	
<b>9.</b>	<b>Significant Changes to an Academy</b>							
9.1.	Expansion of Academy (physical expansion rather than PAN)	EFA approval required	A		R	P	C	
9.2.	Extension of age range	EFA approval required	A		R	P	C	
9.3.	Extension of Academy provision (Nursery)	EFA approval required	A		R	P	C	

