



Scheme of Delegation

2026-2027

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Stakeholders Consulted:	
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1. Purpose

- 1.1 This document sets out a summary of the of the Trust's governance model and the scheme of delegation, i.e., the delegated authority levels for the key transactions and decisions that are taken at the Trust.
- 1.2 The statutory roles and responsibilities of the Trustees and Members and the Chief Executive Officer are set out in the Articles of Association, the DfE's Academy Trust Handbook, the DfE's Academy Trust Governance Guide, and the Trust's Funding Agreements. Because multi-academy trusts are companies, many of the governance arrangements are determined by the Companies Act 2006. This document sets out which of these roles and responsibilities are to be delegated and to whom. The Board of Trustees retains ultimate accountability for all matters delegated through this Scheme. The Chief Executive Officer remains accountable to the Board for matters delegated to them. The Board may choose to exercise any delegated authority itself or amend delegated arrangements where circumstances require.
- 1.3 The document is designed to provide Trust colleagues with the guidance necessary for them to seek and obtain consistent and appropriate authorisation for the transactions and decisions which are outlined. Alongside this, the document aims to ensure that the Trust has robust safeguards in place to protect its resources and reputation. Delegations cannot be exercised other than by the designated committee or individual, unless otherwise directed or agreed by the Trust Board, and though decisions may be delegated, the Trust Board retains overarching responsibility for all decisions made.
- 1.4 The document has been drafted in accordance with the principle that decisions are delegated to the lowest appropriate level to ensure efficiency and effectiveness, providing the individual has the requisite competence for seeing the matter in a broader policy perspective and capacity to make a well-informed decision.
- 1.5 It is intended that the document complements the detailed policies and procedures that are in place rather than replacing these. Policies and procedures will provide details of steps that should be followed whereas this document focuses on the authorisation that must be in place for approval to be given. This document must be followed even if policies and procedures do not refer to it.
- 1.6 The document is not an exhaustive listing of all transactions and decisions that the Trust may be required to make. From time to time there may be decisions that fall outside the Scheme, in which case these will be referred to the Trust Board to determine the delegation level.
- 1.7 It is acceptable, with guidance from the Chief Executive Officer or Chief Finance and Operations Officer for a more senior member of staff than is named to provide approval or signature, for example if the named colleague is not available due to absence.

2. Governance Structure

- 2.1 The governance structure of the Trust reflects the legal structure of the Trust as both a company limited by guarantee (i.e. without shareholders), and an exempt charity (i.e. accountable to the Secretary of State for Education, rather than to the Charities Commission).
- 2.2 **Members**
Members are the guardians of the Trust's constitution. They have a limited but important role in holding the Board of Trustees to account for the effective governance of the Trust.

Members appoint and remove Trustees in accordance with the Articles of Association, approve changes to the Articles where required, appoint the Trust's external auditors and receive the Trust's annual accounts and reports.

2.3 **Board of Trustees**

The Board of Trustees is the Trust's governing body and has overall responsibility and accountability for the conduct, performance and financial sustainability of the Trust. Trustees set the Trust's strategic direction, and determine the Trust's risk appetite, internal control framework and assurance arrangements. This ensures compliance with statutory and regulatory requirements, oversees educational performance and financial management, safeguards public funds, and provides assurance that the Trust is operating effectively, efficiently and in accordance with its charitable objectives.

The Board of Trustees retains ultimate accountability for all matters conducted in the name of Isle Education Trust, regardless of whether authority has been delegated through this Scheme. Delegated authority may be exercised only in accordance with this Scheme, the Articles of Association, Funding Agreements, Academy Trust Handbook, Trust policies and applicable legislation. The Board reserves the right to withdraw, amend or vary any delegation at any time and may exercise any delegated function itself where circumstances require.

2.4 **Chief Executive Officer (Accounting Officer)**

The Chief Executive Officer (CEO) is the Trust's senior executive leader and, as Accounting Officer, has personal responsibility for ensuring regularity, propriety and value for money in the use of public funds. The CEO leads the implementation of the Trust's strategy, oversees educational and operational performance, advises the Board of Trustees and is responsible for ensuring compliance with the Academy Trust Handbook, Funding Agreements and other statutory requirements. The CEO is accountable to the Board of Trustees for the day-to-day leadership and management of the Trust. The CEO is also responsible for reporting material fraud, theft, financial irregularity and other reportable matters to the Department for Education where required.

2.5 **Trust Board Committees:** The Trustees may delegate certain functions of the Trust Board. The IET Trust Board operates three committees:

- **Finance, Audit & Risk Committee:** The Finance, Audit & Risk Committee is a committee of the Board of Trustees responsible for providing assurance on the effectiveness of the Trust's financial management, internal control framework, risk management arrangements, internal scrutiny programme and governance processes. The Committee scrutinises financial performance, budgets, reserves, cash flow and compliance, and makes recommendations to the Board of Trustees on matters requiring Board approval. The Committee receives assurance regarding cyber security, information governance, business continuity, procurement compliance, fraud prevention and risk management.
- **Curriculum & Standards Committee:** The Curriculum & Standards Committee is responsible for providing scrutiny and assurance to the Board of Trustees regarding educational performance across the Trust. The Committee monitors pupil outcomes,

quality of education, attendance, behaviour, safeguarding, SEND provision and school improvement priorities, ensuring that all academies are delivering high standards of education and that strategic improvement actions are effective.

- **Executive Pay Committee:** The Executive Pay Committee is responsible for matters relating to executive remuneration and senior pay decisions delegated by the Board of Trustees. The Committee ensures that pay and benefits are fair, transparent, justifiable and represent value for money, taking account of the Trust's strategic objectives, responsibilities of the postholder and relevant sector guidance. The Committee makes recommendations to the Board where required under the Trust's governance arrangements.

2.6 **Executive Team**

2.6.1 **Chief Finance and Operating Officer (CFOO)**

The Chief Finance & Operations Officer (CFOO) is the Trust's senior financial professional and is responsible for the leadership and management of the Trust's financial, operational, estates, IT, health and safety and business functions. The CFOO advises the Board and CEO on financial strategy, ensures effective financial management and internal controls, prepares budgets and financial reports, oversees audit arrangements, and supports compliance with the Academy Trust Handbook and all relevant financial regulations.

2.6.2. **Director of Primary**

The Director of Primary Education provides strategic leadership and professional support for the Trust's primary academies. Working closely with Principals and academy leadership teams, the Director of Primary Education is responsible for driving school improvement, raising educational standards, promoting best practice, supporting leadership development and ensuring consistency in the quality of education across the Trust's primary phase. The Director provides challenge, support and assurance to the Chief Executive Officer and Board regarding primary academy performance and improvement priorities.

2.6.3 **Director of Inclusion**

The Director of Inclusion provides strategic leadership for inclusion across the Trust, ensuring that all pupils, particularly those with special educational needs and disabilities (SEND), disadvantaged pupils and vulnerable learners, receive appropriate support to achieve their potential. The Director leads the Trust's inclusion strategy, promotes high-quality inclusive practice, supports academies in meeting their statutory responsibilities, monitors the effectiveness of provision and outcomes, and provides specialist advice and assurance to academy leaders, the Chief Executive Officer and the Board of Trustees on inclusion, SEND, attendance, behaviour and pupil welfare matters.

2.7 **Academy Oversight Committee (AOC)**

The Academy Oversight Committee is responsible for monitoring the operational performance and effectiveness of individual academies on behalf of the Board of Trustees. The Committee provides challenge and support to academy leaders on matters including leadership and management, safeguarding, health and safety, compliance, stakeholder engagement, pupil welfare, staffing and school improvement. The Committee does not hold

delegated financial responsibilities but provides assurance to the Board regarding the overall effectiveness and operation of the academies within the Trust.

2.8 **Academy Improvement Board (AIB)**

Where an academy is identified as underperforming, or is at risk of, or subject to, an Ofsted or Department for Education category of concern, the Trust has a responsibility to take timely and decisive action to secure rapid and sustainable improvement. In such circumstances, the Board of Trustees may establish an Academy Improvement Board (AIB) to provide enhanced oversight, challenge and support. When an Academy Improvement Board is established, the specific delegated authority shall be determined by the Board of Trustees and may include all or part of the delegated authority ordinarily exercised by the Academy Oversight Committee, Principal, Chief Executive Officer and Executive Team.

Scheme of Delegation

Key	
Action	Description
Responsible (R)	Responsible for carrying out the task
Approval (A)	Approval must be obtained
Consulted (C)	Discussion before action taken
Support (S)	Provides assistance to complete the task
Informed (I)	Kept up to date on progress
Prepare (P)	Prepares documentation

1. Trust Vision and Strategy									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
1.1	Set the vision of the trust	C	A / R	C	C	S	S	I	
1.2	Setting and championing the trust's strategy and priorities	I	A	C	I	R	S	S	
1.3	Reviewing progress of the trust's strategy	I	A	S / P	C	R	S / P	I	
1.4	Set the culture and values of the trust	C	A	C	I	R	S	S	

2. Governance and Accountability									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
2.1	Approve amendments to the articles of association, subject to DfE approval	A / R	C	I	I	S	I	I	DfE (A)
2.2	Adhering to the Articles of Association	I	A	C	I	R	S	S	
2.3	Establish and approve Scheme of Delegation	I	A / R	C / P	I	S	S	I	Governance Professional (P)
2.4	Appoint Members	A / R	C	I	I	I	I	I	
2.5	Appoint Trustees	A / R	C	I	I	C	I	I	
2.6	Remove Trustees	A / R	C	I	I	I	I	I	

2. Governance and Accountability continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
2.7	Remove the Board and re-appoint new Trustees	A / R	I	I	I	I	I	I	
2.8	Appoint Chair of the Trust Board	I	A / R	I	I	I	I	I	
2.9	Appoint Vice-Chair of the Trust Board	I	A / R	I	I	I	I	I	
2.10	Appoint Advisors to Trust Board	I	A	C	I	R / P	S	I	Governance Professional (P)
2.11	Setting expectations for Trustee conduct	I	A / R	C	I	S	I	I	Governance Professional (P)
2.12	Fostering equality, diversity and inclusion including building a diverse Board with a balanced skillset	I	A	C	I	R	S	I	Governance Professional (P)
2.13	Establish Trust Board committees including Academy Oversight Committees (review Terms of Reference annually)	I	A / R	C / P	I	S	I	I	Governance Professional (P)
2.14	Appoint Trust Board Committee Chairs and Committee members	I	A / R	C	I	I	I	I	Governance Professional (P)
2.15	Appoint Academy Oversight Committee Chairs – first appointment on joining the trust	I	A / R	C	I	C	I	I	Governance Professional (P)
2.16	Appoint Academy Oversight Committee chairs – subsequent appointments	I	A	C	R	I	I	I	Governance Professional (P)
2.17	Appoint Academy Oversight Committee Governors and associate members	I	A	C	R / P	C	I	I	Governance Professional (P)
2.18	Ensuring appointment checks, induction and training for Trustees and Governors	I	A	C	C	R	S	I	Governance Professional (P)
2.19	Appoint Company Secretary to Trust Board	I	A	I	I	R / P	I	I	

2. Governance and Accountability continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
2.20	Appoint Clerk to Academy Oversight Committee	I	A	I	C	R / P	I	I	Governance Professional (P) if separate role
2.21	Change of name of legal entity or subsidiary entity	A / R	C	I	I	S	I	I	DfE Companies House
2.22	Change an academy name	I	A	C	C	R / P	S	S	DfE
2.23	Incorporating a new subsidiary trading company	I	A	C (F,A&R)	I	R / P	S	I	Legal Advisors (S)
2.24	Issue of share capital by any trading subsidiary	I	A	C (F,A&R)	I	R / P	S	I	Subsidiary Board (R) Legal Advisors (S)
2.25	Investment in a subsidiary company	I	A	C (F,A&R)	I	R / P	S	I	Legal Advisors (S)
2.26	Disposal of / dissolution of a subsidiary or associate	I	A	C (F,A&R)	I	R / P	S	I	Legal Advisors (S)
2.27	Commencement or resumption of trading by dormant entities	I	A	C (F,A&R)	I	R / P	S	I	Subsidiary Board (S)
2.28	Establish Trust Board Terms of Reference	I	A / R	C	I	S	I	I	Governance Professional (P)
2.29	Establish and maintain register of pecuniary and business interests of Trustees, Governors and Staff	I	A	C	I	R	S	S	Governance Professional (P)
2.30	Maintain Register of Gifts and Hospitality	I	A	C (F,A&R)	I	R	S	S	Governance Professional (P)
2.31	Establish annual cycle of business for Trust Board	I	A	C	I	S	I	I	Governance Professional (R / P)
2.32	Establish annual cycle of business for Trust Board Committees	I	A	R	I	S	I	I	Governance Professional (P)

2. Governance and Accountability continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
2.33	Establish model cycle of business for Academy Oversight Committees	I	A	C	C	R	S	I	Governance Professional (P)
2.34	Establish and approve a risk management framework	I	A	C (F,A&R)	I	R / P	S	I	
2.35	Establish and review Trust Risk Appetite	I	A	R / P (F,A&R)	I	S	P	I	
2.36	Annual review of effectiveness of Risk Management Framework	I	A	R / P (F,A&R)	C	S	S	I	Internal Scrutiny Provider (S)
2.37	Maintaining risk registers	I	A	C (F,A&R)	C	S	P / R (CFOO)	R	
2.38	Establish Trust's annual Assurance Programme and Strategy (internal/external audit)	I	A	R / P (F,A&R)	I	S	S	I	Internal Scrutiny Provider (S)
2.39	Ensuring adequate insurance cover is in place	I	A	C (F,A&R)	I	R	S / R (CFOO)	I	Insurance Broker (S)
2.40	Compliance with all regulations regarding publication of information on the Trust and Academy websites	I	A	C	I	R	S / R	S / R	Governance Professional (S)
2.41	Evaluating governance regularly (external review)	I	A / R	C (F,A&R)	C	S	S	I	External Reviewer (S)
2.42	Ensure that all stakeholders have a voice that impacts on them and be responsible for consultations and engagement with the community	I	A	C	C	R	S	S / R	
2.43	Setting governance policies (data protection, information sharing, Freedom of Information (FOI), code of conduct, complaints, whistleblowing)	I	A	C (F,A&R)	I	R / P	S	I	Governance Professional (P)
2.44	Establish trust wide policies	I	A	C	I	R / P	S	C	Policy Leads (P)
2.45	Establish academy specific policies	I	A	C	C	R	S	P / R	
2.46	Adopt and comply with all Trust Wide policies	I	I	I	C	R	R	R	All Staff (R)

3. Trust Growth									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
3.1	Approval to proceed to due diligence for an academy/ school to join the trust	I	A	C	I	R / P	S	I	Legal Advisors (S)
3.2	Transaction for an academy / school to join the Trust	I	A	C	I	R	S / P	I	DfE (A), Legal Advisors (S)
3.3	Transaction for an academy / school to leave the Trust	I	A	C	I	R	S / P	I	DfE (A), Legal Advisors (S)
3.4	Bid to open new free school	I	A	C (C&S and/or F,A&R)	I	R / P	S	C	DfE (A)

4. Premises, Operations, Health & Safety									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
4.1	Setting Health and Safety policies and estates management strategy	I	A	C (F,A&R)	I	R	S / P (primarily CFOO)	S	Trust Operations Director (S) Health & Safety / Estates Leads (S)
4.2	Managing academy premises	I	A	I	C	R	S	R	Trust Operations Director (S) Health & Safety / Estates Leads (S) Estates Teams (S)

5. Education									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	
5.1	Set Trust approach to curriculum and assessment with regard to statutory requirements	I	A	C (C&S)	I	R	S / P	C	
5.2	Set and deliver curriculum and assessment in line with Trust approach	I	A	C (C&S)	C	R	S	R	
5.3	Developing curriculum policies as required by school(s) (religious education, relationships, sex & health education)	I	A	C (C&S)	C	R	S	P / R	Subject Leaders (S)
5.4	Deliver Early Years Foundation Stage (EYFS) in line with statutory requirement	I	A	I	C	R	S	R	EYFS Lead (S)
5.5	Delivering careers guidance, with regards to statutory requirements	I	A	I	C	R	S	R	Careers Leader (S)
5.6	Set and approve annual education targets	I	A	C (C&S)	C	R / P	S	C	
5.7	Production and analysis of Trust-wide educational data	I	A	C (C&S)	I	R	R / P	S	Data Lead (S)
5.8	Determine Academy Improvement Plan in line with trust priorities	I	A	C (C&S)	C	R	S	P / R	
5.9	Setting the academy Day and Year	I	A	I	C	R	S	P / R	

6. Inclusion & Safeguarding									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
6.1	Nominate a safeguarding/attendance lead trustee	I	A / R	C	I	C	I	I	Governance Professional (P)

6. Inclusion & Safeguarding continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
6.2	Nominate a SEND lead trustee	I	A / R	C	I	C	I	I	Governance Professional (P)
6.3	Nominate a safeguarding/attendance lead governor on the AOC	I	A	I	R	C	I	I	Governance Professional (P)
6.4	Nominate a SEND lead governor on the AOC	I	A	I	R	C	I	I	Governance Professional (P)
6.5	Ensure admission and attendance registers are kept in line with regulation	I	A	I	C	R	S	R	Attendance Lead (S)
6.6	Ensure compliance with SEND code of practice	I	A	C (C&S)	C	R	S / R (DoI)	R	SENDCo (S)
6.7	Delivering support for looked after children	I	A	I	C	R	S	R	Designated Teacher LAC (S)
6.8	Setting safeguarding policies	I	A	C (C&S)	I	R / P	S	C	Designated Safeguarding Lead (S)
6.9	Ensure compliance with Trust Safeguarding and Child Protection Policy in line with Keeping Children Safe in Education	I	A	C (C&S)	C	R	S	R	Designated Safeguarding Lead (S)
6.10	Ensuring Pupil Premium, Inclusive Mainstream fund, and PE and Sport Premium grant income is spent effectively and in line with conditions of the grant	I	A	C (C&S)	C	R	S (CFOO)	R	
6.11	Setting behaviour and welfare policies (behaviour, exclusions)	I	A	C (C&S)	C	R / P	S	C	
6.12	Setting the uniform policy	I	A	C	C	R / P	S	C	

7. Suspensions / Exclusions									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
7.1	Setting approach to directing pupils offsite, exclusions	I	A	C (C&S)	C	R / P	S	C	
7.2	Decision to suspend or permanently exclude a pupil	I	I	I	I	I	I	A / R	
7.3	Consider reinstatement of suspended or permanently excluded pupil as per statutory requirements	I	I	I	A / R	I	I	I	Governance Professional (P)

8. Admissions									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
8.1	Set Admissions Policies in line with statutory guidance for statutory consultation where required	I	A	C (C&S)	C	R / P	S	C	Local Authority (S)
8.2	Determine Admissions Policies and PAN	I	A / R	C	C	S	S	C	Local Authority (S)
8.3	Implement admissions policies in line with trust policies and local authority co-ordinated schemes	I	A	I	C	R	S	R	Local Authority (S)
8.4	Approve admissions decisions in line with determined policy	I	A	I	I	S	S	R	Local Authority (S)

9. Complaints									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
9.1	Manage complaints at Stage 1 – Informal Stage of Trust Policy	I	I	I	I	I	S	R	Relevant Staff Member (R)
9.2	Manage complaints at Stage 2 – Formal Stage of Trust Policy	I	I	I	C	C	S	A / R	Investigating Officer (S / R)

9. Complaints continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
9.3	Manage complaints at Stage 3 – Panel Hearing Stage (ensure panel is constituted)	I	A	I	S	I	I	I	Governance Professional (P) Complaints Panel (R)
9.4	Determine complaints panel decisions	I	I	I	I	I	I	I	Complaints Panel (R)

10. School Closures									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
10.1	Decision to close academy for Health and Safety Reasons	I	I	I	I	A / R	S	R	Trust Operations Director (S)
10.2	Decision to close academy for any unplanned reasons	I	I	I	I	A / R	S	R	Trust Operations Director (S) Emergency Services (S) Local Authority (S)

11. Human Resources									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
11.1	Setting HR policies (recruitment and selection, dismissal, performance management, appraisal, pay, disciplinary, grievance, capability, safer recruitment)	I	A	C (EPC / F,A&R)	I	R / P	S	C	HR Business Partner (S) HR Advisors (S)

11. Human Resources continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
11.2	Setting whistleblowing policy and procedures	I	A	C (F,A&R)	I	R / P	S	I	
11.3	Setting Trust level equality objectives in line with public sector equality duty	I	A	C	I	R / P	S	C	
11.4	Setting academy level equality objectives in line with public sector equality duty	I	A	C	C	R	S	P / R	
11.5	Approval of statutory reports such as Gender Pay Gap reporting and modern slavery reports.	I	A	C (F,A&R)	I	R / P	S	I	HR Business Partner (S)
11.6	Approve changes to staffing establishment for Trust and Academies within approved labour cost run rate.	I	I	I	I	A / R	R	C	
11.7	Approve changes to staffing establishment for Trust and Academies in excess of approved staffing structure	I	A	C (EPC / F,A&R)	I	R / P	S	C	
11.8	Determine amendments to staff contractual terms and conditions of employment	I	A	C (EPC)	I	R / P	S	I	HR Business Partner (S) HR Advisors (S)
11.9	Amendments to the Trust's pay structure and the impact of implementation	I	A	R / P (EPC)	I	S	S	I	HR Advisors (S)
11.10	Agreeing bonus schemes and payments	I	A	R / P (EPC)	I	S	S	I	
11.11	Setting executive pay and conditions with reference to agree Executive Pay Policy	I	A	R / P (EPC)	I	I	S	I	HR Business Partner (S) HR Advisors (S)
11.12	Cost of living pay rises and other national policy pay rises	I	A	R / P (EPC)	I	S	S	I	
11.13	Cost of living pay rises, and other pay rises that do not align with national policy, i.e. burgundy and green book. (excluding Executive team)	I	A	R / P (EPC)	I	S	S	C	

11. Human Resources continued										
Ref.	Area of Responsibility		Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
11.14	Employment severance payments (including redundancy and settlements, COT3)	greater than £75,000	I	A	C (EPC / F,A&R)	I	R / P	S	I	Legal (S) HR Advisors (S)
		£50,000 - £75,000	I	A	R / P (EPC)	I	S	S	I	Legal (S) HR Advisors (S)
		below £50,000	I	I	A / R (EPC)	I	S	S	I	Legal (S) HR Advisors (S)
11.15	Non-statutory/ non-contractual staff severance payment of £50,000 or more, (gross, before deductions) subject to DfE approval		I	A	C (EPC / F,A&R)	I	R / P	S	I	Legal (S) HR Advisors (S) DfE (A)
11.16	Staff severance payments of £100k or more which include a non-statutory/non-contractual element, and/or where the employee earns over £150k, subject to DfE approval		I	A	C (EPC / F,A&R)	I	R / P	S	I	Legal (S) HR Advisors (S) DfE (A)
11.17	Overseeing staff wellbeing, workload and working conditions		I	A	C (C&S / EPC)	C	R	S	R	Staff Wellbeing Leads (S)

12. Appointments										
All appointment panels must contain at least one member who has undertaken Safer Recruitment training All panels require a minimum of two people. Membership of the panel is determined by the role being appointed										
Ref.	Area of Responsibility		Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
12.1	Chief Executive Officer		I	A / R	C (EPC)	I	I	I	I	HR Business Partner (S)
12.2	Chief Finance and Operations Officer		I	A	C (EPC)	I	R / P	S	I	HR Business Partner (S)

12. Appointments continued <i>All appointment panels must contain at least one member who has undertaken Safer Recruitment training</i> <i>All panels require a minimum of two people. Membership of the panel is determined by the role being appointed</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
12.3	Director and Executive Principal	I	A	C (EPC)	I	R	S	I	HR Business Partner (S)
12.4	Principal	I	A	C (EPC)	C	R	S	I	HR Business Partner (S)
12.5	Vice Principal	I	I	I	I	A / R	S	S	HR Business Partner (S)
12.6	Central Support Team Department Leads e.g. Operations, Finance, Estates, HR, ICT, Governance, Catering, Cleaning	I	I	I	I	A / R	S	I	HR Business Partner (S)
12.7	Company Secretary to Trust Board	I	A	I	I	R / P	I	I	HR Business Partner (S)
12.8	Academy Head of Department	I	I	I	I	I	S	A / R	HR Business Partner (S)
12.9	All other academy posts	I	I	I	I	I	S	A / R	HR Business Partner (S)
12.10	All other Central Support Team posts	I	I	I	I	A / R	S	I	HR Business Partner (S)

13. Dismissals <i>The delegated authority to dismiss employees following disciplinary, capability, redundancy, ill health capability or some other substantial reason shall mirror the delegated authority for appointment to the relevant post, except where the relevant Trust employment policy requires an independent appeal panel.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
13.1	Chief Executive Officer	I	A / R	C (EPC)	I	I	I	I	HR Business Partner (S) HR Advisors (S)

13. Dismissals continued <i>The delegated authority to dismiss employees following disciplinary, capability, redundancy, ill health capability or some other substantial reason shall mirror the delegated authority for appointment to the relevant post, except where the relevant Trust employment policy requires an independent appeal panel.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
13.2	Chief Finance and Operations Officer	I	A	C (EPC)	I	R	S	I	HR Business Partner (S) HR Advisors (S)
13.3	Director and Executive Principal	I	A	C (EPC)	I	R	S	I	HR Business Partner (S) HR Advisors (S)
13.4	Principal	I	A	C (EPC)	I	R	S	I	HR Business Partner (S) HR Advisors (S)
13.5	Vice Principal	I	I	I	I	A / R	S	S	HR Business Partner (S) HR Advisors (S)
13.6	Central Support Team Department Leads e.g. Operations, Finance, Estates, HR, ICT, Governance, Catering, Cleaning	I	I	I	I	A / R	S	I	HR Business Partner (S) HR Advisors (S)
13.7	Company Secretary to Trust Board	I	A	I	I	R / P	I	I	HR Business Partner (S) HR Advisors (S)
13.8	Academy Head of Department	I	I	I	I	I	S	A / R	HR Business Partner (S) HR Advisors (S)
13.9	All other academy posts	I	I	I	I	I	S	A / R	HR Business Partner (S) HR Advisors (S)

13. Dismissals continued									
<i>The delegated authority to dismiss employees following disciplinary, capability, redundancy, ill health capability or some other substantial reason shall mirror the delegated authority for appointment to the relevant post, except where the relevant Trust employment policy requires an independent appeal panel.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
13.10	All other Central Support Team posts	I	I	I	I	A / R	S	I	HR Business Partner (S) HR Advisors (S)
13.11	Suspend Chief Executive Officer pending investigation	I	A / R	C (EPC)	I	I	I	I	HR Advisors (S)
13.12	Appeal against dismissal of CEO	I	A / R	R (Appeal Panel)	I	I	I	I	HR Advisors (S)
13.13	Appeal against dismissal of Executive Leaders and Principals	I	A	R (Appeal Panel)	I	I	I	I	HR Advisors (S)
13.14	Appeal against dismissal of all other staff	I	I	I	I	A	S	R	HR Advisors (S)

14. Performance Management									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
14.1	Chief Executive Officer	I	A	R (EPC)	I	I	I	I	HR Advisors (S)
14.2	Chief Finance and Operations Officer	I	I	C (EPC)	I	A / R	I	I	HR Advisors (S)
14.3	Director and Executive Principal	I	I	C (EPC)	I	A / R	I	I	HR Advisors (S)
14.4	Principal	I	I	C (EPC)	C	A / R	S	I	HR Advisors (S)
14.5	Vice Principal	I	I	C (EPC)	I	C	S	A / R	HR Business Partner (S) HR Advisors (S)

14. Performance Management continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
14.6	Academy Head of Department	I	I	I	I	I	I	A / R	HR Business Partner (S) HR Advisors (S)
14.7	All other academy posts	I	I	I	I	I	I	A / R	HR Business Partner (S) HR Advisors (S)
14.8	Central Support Team Department Leads e.g. Operations, Finance, Estates, HR, ICT, Governance, Catering, Cleaning	I	I	I	I	I	A / R (CFOO)	I	HR Business Partner (S) HR Advisors (S)
14.9	All other Central Support Team posts	I	I	I	I	C	A / R (CFOO)	I	HR Business Partner (S) HR Advisors (S)
14.10	Approve Performance management Policy and appraisal framework	I	A	C (EPC)	I	R / P	S	C	HR Business Partner (S)

15. Finance – Financial Related Policies and Governance									
<i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
15.1	Developing finance policies	I	A	C (F,A&R)		R / P	S (CFOO)	I	
15.2	Delivering annual report and accounts, with regard to accounts consolidation exercises required by DfE	I	A	C (F,A&R)		R	R / P (CFOO)	I	External Auditors (S)

15. Finance – Financial Related Policies and Governance continued <i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
15.3	Review all risk and control related disclosure statements, in particular the Trust's annual Governance Statement, Statement on Regularity, Propriety and Compliance and Value for Money Statement, together with any associated reports and opinions from management, the External Auditor and the Principal Internal Auditor prior to endorsement by the Trust Board	I	A	R / P (F,A&R)		S	S	I	External Auditors (S) Internal Scrutiny Provider (S)
15.4	Appointment and remuneration of external auditors	A / R	C	P (F,A&R)		S	S	I	
15.5	Appointment and remuneration of internal auditors	I	A	R / P (F,A&R)		S	S	I	
15.6	Use of external auditors for non-audit services	I	A	R / P (F,A&R)		S	S	I	External Auditors (S)
15.7	Trust and Academy budgeting	I	A	C (F,A&R)		R	R / P (CFOO)	P	
15.8	Legal terms and conditions for supplier contracts, and authority to sign supplier contracts	I	A	C (F,A&R)		R	R / P (CFOO)	S	Legal Advisors (S)
15.9	Legal terms and conditions for commercial sales arrangements	I	A	C (F,A&R)		R	R / P (CFOO)	I	Legal Advisors (S)
15.10	Entering into new types of commercial sale arrangements	I	A	R / P (F,A&R)		S	S	I	Legal Advisors (S)
15.11	Entering into contracts with associated persons (and companies), i.e., related party transactions	I	A	R / P (F,A&R)		S	S	I	DfE (A)
15.12	Written responses to DfE	I	A	C (F,A&R)		R	R / P (CFOO)	I	External Auditors (S)
15.13	Approve Financial Regulations	I	A	R / P (F,A&R)		S	S	I	
15.14	Approve annual Trust budget	I	A	R / P (F,A&R)		S	P (CFOO)	C	
15.15	Monitor in-year financial performance	I	A	R		S	P (CFOO)	I	
15.16	Approve reserves policy	I	A	R / P (F,A&R)		S	P (CFOO)	I	

15. Finance – Financial Related Policies and Governance continued <i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
15.17	Approve investment policy	I	A	R / P (F,A&R)		S	P (CFOO)	I	
15.18	Approve procurement policy	I	A	R / P (F,A&R)		S	P (CFOO)	I	
15.19	Fraud, theft and irregularity investigations	I	A	R (F,A&R)		S	P (CFOO)	I	Internal Scrutiny Provider (S)
15.20	Approval of annual internal scrutiny plan	I	A	R / P (F,A&R)		S	S	I	Internal Scrutiny Provider (S)
15.21	Review effectiveness of Fraud and Anti-Corruption arrangements	I	A	R / P (F,A&R)		S	P / R (CFOO)	I	Internal Scrutiny Provider (S)
15.22	Reporting significant fraud, theft, bribery, corruption, cybercrime and financial irregularities to the DfE	I	A	C (F,A&R)		R	P / S (CFOO)	I	DfE

16. Finance – Treasury and Funding Arrangements <i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
16.1	Treasury Policy and Standards	I	A	R / P (F,A&R)		S	P (CFOO)	I	
16.2	Opening of new bank account with new institution	I	A	C (F,A&R)		R	R / P (CFOO)	I	Bank (S)
16.3	Opening of new bank account with existing institution, specifically to meet the terms and conditions of a grant which requires funds to be held in a separate bank account	I	A	I		A / R	R / P (CFOO)	I	Bank (S)

16. Finance – Treasury and Funding Arrangements continued <i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
16.4	Opening new bank account with existing institution for any other purpose	I	A	C (F,A&R)		A / R	R / P (CFOO)	I	Bank (S)
16.5	Amendment of bank mandates and/or authorised signatories on existing bank accounts in line with Treasury Policy and Standards	I	I	I		A / R	R / P (CFOO)	I	Bank (S)
16.6	Manual bank account payments by electronic (BACS, CHAPS, etc) or paper (cheques) transmission which have not originated from an Accounts Payable payment run process or Payroll software-driven process (Examples: intra-trust bank account transfers between accounts with different institutions; manual payments to employees for payroll corrections; pupil bursaries; funding clawbacks)	I	A	C (F,A&R)		A / R	R / P (CFOO)	I	
16.7	Set up or amend a direct debit	I	A	I		A / R	R / P (CFOO)	I	
16.8	Accounts Payable process electronic or cheque payments (value of payment to each individual supplier)	I	A	I		A / R	R / P (CFOO)	S	
16.9	Cheque withdrawal to obtain petty cash	I	A	I		A / R	R / P (CFOO)	S	
16.10	Approval of automated monthly payroll payments	I	A	I		A / R	R / P (CFOO)	I	Payroll Provider (S)
16.11	Approval of manual payroll payments: HMRC, pensions and other third parties	I	A	I		A / R	R / P (CFOO)	I	Payroll Provider (S)
16.12	Inter-account bank transfers (Transfers between IET bank accounts, within the same financial institution)	I	A	I		A / R	R / P (CFOO)	I	

16. Finance – Treasury and Funding Arrangements continued <i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
16.13	Borrowing (including finance leases and overdraft facilities) from any source, regardless of the interest rate chargeable subject to appropriate DfE approval (Note: acceptance of typical trade credit terms of <30 days is not considered to be borrowing and no DfE approval is therefore needed to enter into normal trade credit arrangements where payment terms are 30 days or less.)	I	A	R / P (F,A&R)		S	P (CFOO)	I	DfE (A)
16.14	Investment of surplus cash funds Subject to delegated investment authorities within the Investment Policy and Financial Regulations.	I	A	R / P (F,A&R)		S	P (CFOO)	I	Investment Advisors (S)
16.15	Approval of annual cash flow forecasts	I	A	R / P (F,A&R)		S	P (CFOO)	I	
16.16	Approval of banking and merchant service arrangements	I	A	R / P (F,A&R)		S	P (CFOO)	I	Banking Provider (S)
16.17	Approval of investment counterparties	I	A	R / P (F,A&R)		S	P (CFOO)	I	Investment Advisors (S)
16.18	Foreign currency transactions (where applicable)	I	A	C (F,A&R)		R	R / P (CFOO)	I	Banking Provider (S)
16.19	Purchasing cards and fuel cards	I	I	C (F,A&R)		A / R	R / P (CFOO)	S	Card Provider (S)
16.20	Write-off of bad debts and irrecoverable amounts (subject to Financial Regulations)	I	A	R / P (F,A&R)		S	P (CFOO)	C	External Auditors (S)
<i>Approval limits for bad debt write-offs, banking arrangements, cash management, purchasing cards, investments and treasury transactions are set out within the Trust Financial Regulations and Schedule of Financial Delegation. Transactions exceeding delegated limits shall be referred to the next level of authority.</i>									

17. Finance - Capital Expenditure <i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
17.1	Submission of Planning Applications	I	A	C (F,A&R)	C	R	R / P (CFOO / Operations Director)	C	Planning Consultant (S)
17.2	Sale or disposal of any land or buildings	I	A	R / P (F,A&R)		S	P (CFOO)	I	DfE (A where required) Legal Advisers (S)
17.3	Sale or disposal of heritage assets	I	A	R / P (F,A&R)		S	P (CFOO)	I	DfE (A where required) Valuer (S)
17.4	Sale, disposal or write-off of other assets (including equipment not recorded as fixed assets). With consideration or book value of assets being disposed	I	A	R / P (F,A&R)		S	P / R (CFOO)	C	External Auditors (S)
17.5	Disposal of academy playing fields	I	A	R / P (F,A&R)		S	P (CFOO)	I	DfE (A) Legal Advisers (S)
17.6	Approval of the annual IT capital expenditure programme	I	A	R / P (F,A&R)		S	P / R (CFOO / ICT Lead)	C	
17.7	IT-related capital expenditure, including internal investment in development of corporate systems, where the expenditure was approved as part of the capital budget	I	I	I		A / R	P / R (CFOO / ICT Lead)	C	
17.8	IT-related capital expenditure, including internal investment in development of corporate systems, where expenditure NOT ALREADY approved as part of the capital budget.	I	A	R / P (F,A&R)		S	P (CFOO / ICT Lead)	C	

17. Finance - Capital Expenditure continued <i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
17.9	Approval of the annual estates capital works programme (funded by Devolved Formula Capital (DFC) and Condition Improvement (CIF) grants)	I	A	R / P (F,A&R)		S	P / R (CFOO / Operations Director)	C	Estates Consultants (S)
17.10	Contract awards for estates-related works, where the expenditure was approved as part of the DFC/CIF-funded capital budget, the actual project cost is not more than 10% of the approved budgeted cost, and an industry-standard set of contract terms is being applied	I	I	I		A / R	P / R (CFOO / Operations Director)	C	Quantity Surveyor (S) Project Manager (S)
17.11	All other capital expenditure not already part of the approved DFC/CIF-funded capital works programme, or where the actual project cost is more than 10% of the approved project budget	I	A	R / P (F,A&R)		S	P (CFOO / Operations Director)	C	Project Manager (S) Professional Advisers (S)
17.12	Approval of Condition Improvement Fund (CIF) applications	I	A	R / P (F,A&R)		S	P (CFOO / Operations Director)	C	Estates Consultants (S)
17.13	Acquisition of land or buildings	I	A	R / P (F,A&R)		S	P (CFOO)	I	DfE (A where required) Legal Advisors (S)
17.14	Granting leases, licences or easements	I	A	R / P (F,A&R)		S	P (CFOO)	I	DfE (A where required) Legal Advisors (S)
17.15	Grant of a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party	I	A	R / P (F,A&R)		S	P (CFOO / Trust Operations Director)	C	DfE (A where required) Legal Advisors (S)

17. Capital Expenditure continued
Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.

Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
17.16	Appointment of professional advisers (architects, surveyors, project managers, engineers)	I	I	C (F,A&R)		A / R	P / R (CFOO / Operations Director)	C	Procurement Advisors (S)
17.17	Approval of business cases for major capital projects	I	A	R / P (F,A&R)		S	P (CFOO / Operations Director)	C	Professional Advisors (S)
17.18	Approval of project closure reports and post-project evaluation	I	A	C (F,A&R)		R	P (CFOO / Operations Director)	C	Project Manager (S)
17.19	Approval of Asset Management Strategy	I	A	R / P (F,A&R)		S	P / R (CFOO / Operations Director)	C	Estates Consultants (S)
17.20	Approval of Annual Condition Survey	I	A	C (F,A&R)		C	P / R (CFOO / Operations Director)	C	Surveyors (S)
17.21	Approval of academy estate rationalisation, expansion or significant change of use	I	A	R / P (F,A&R)		S	P (CFOO / Operations Director)	C	DfE (A where required) Legal Advisors (S)

18. Finance - Revenue Expenditure
Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.

Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
18.1	Write-off of outstanding debts	I	A	R / P (F,A&R)		S	P / R (CFOO)	C	External Auditors (S)
18.2	Entering into guarantees or letters of comfort	I	A	R / P (F,A&R)		S	P (CFOO)	I	Legal Advisers (S)

18. Finance - Revenue Expenditure continued <i>Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.</i>									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
18.3	Entering into indemnities which are not in the normal course of business	I	A	R / P (F,A&R)		S	P (CFOO)	I	Legal Advisers (S)
18.4	Taking up a leasehold or tenancy agreement on land or buildings from another party subject to DfE approval where required (DfE approval is automatically required if the lease term is >7 years, but it could also be required if we determine that the lease is a finance lease)	I	A	R / P (F,A&R)		S	P (CFOO)	I	DfE (A where required) Legal Advisers (S)
18.5	Charitable donations / contributions to social innovation projects / gifts / sponsorship / donations	I	A	C (F,A&R)		R	P / R (CFOO)	C	
18.6	Settlement of litigation claims / threatened or pending legal proceedings, other compensation payments, regardless of whether covered by insurer (Excludes employment related settlements – see HR delegations)	I	A	R / P (F,A&R)		S	P (CFOO)	I	Legal Advisers (S), Insurers (S)
18.7	All other non-capital expenditure (amounts are expected expenditure over the life of the contract), except IT-related expenditure.	I	I	I		A / R	R / P (CFOO)	R	
18.8	IT-related expenditure including hardware and software purchases	I	I	I		A / R	R / P (CFOO / ICT Lead)	C	
18.9	Concessions contracts (e.g. might include uniform, lettings management, wraparound care)	I	A	R / P (F,A&R)		S	P (CFOO)	C	Legal Advisers (S)

18. Finance - Revenue Expenditure continued

Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority.

Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
18.10	Any expenditure involving a lease arrangement (operating or finance lease), regardless of value, not subject to additional approval requirements detailed above.	I	A	R / P (F,A&R)		S	P (CFOO)	I	Legal Advisers (S)
18.11	Approval of procurement strategy and procurement policy	I	A	R / P (F,A&R)		S	P (CFOO)	I	
18.12	Approval of annual insurance programme and renewal arrangements	I	A	C (F,A&R)		R	P / R (CFOO)	I	Insurance Broker (S)
18.13	Approval of subscriptions and memberships to professional bodies	I	A	C (F,A&R)		R	P / R (CFOO)	C	
18.14	Approval of expenditure not provided for within the approved budget	I	A	R / P (F,A&R)		S	P (CFOO)	C	
18.15	Claims under insurance policies	I	I	I		A / R	R / P (CFOO)	S	Insurance Broker (S)
18.16	Approval of framework agreements and purchasing consortia membership	I	A	C (F,A&R)		R	P / R (CFOO)	I	Procurement Advisers (S)

Detailed financial approval limits and delegated purchasing authorities are set out in the Trust Financial Regulations and Schedule of Financial Delegation. Where a matter exceeds delegated limits, approval reverts to the next level of authority. Routine expenditure within approved budgets and delegated limits is administered by the CEO, CFOO, Executive Team and Principals in accordance with the Financial Regulations. The Trust Board retains oversight through the approval of budgets, policies, monitoring reports and exception reporting

19. Finance - Income

Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
19.1	Submission of grant application	I	A	C (F,A&R)		R	P / R (CFOO / relevant Director)	C	Funding Body (S)
19.2	Approval of income generation strategy	I	A	R / P (F,A&R)		S	P (CFOO)	C	
19.3	Approval of charging and remissions policy	I	A	C (F,A&R)		R / P	S	C	

19. Finance - Income continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
19.4	Setting academy and trust fees and charges (lettings, music tuition, nursery provision, wraparound care etc.)	I	A	C (F,A&R)		R	P / R (CFOO)	C	
19.5	Acceptance of grants and donations with unusual conditions attached	I	A	R / P (F,A&R)		S	P (CFOO)	I	Legal Advisers (S)
19.6	Acceptance of unrestricted grants and donations	I	I	I		A / R	R / P (CFOO)	C	
19.7	Fundraising activities and sponsorship arrangements	I	A	C (F,A&R)		R	P / R (CFOO)	R	
19.8	Bidding for income-generating contracts and service level agreements	I	A	C (F,A&R)		R	P / R (CFOO)	C	Legal Advisers (S)
19.9	Approval of funding agreements and grants with material conditions attached	I	A	R / P (F,A&R)		S	P (CFOO)	I	Legal Advisers (S)
19.10	Recovery of outstanding debts and approval of recovery action	I	A	C (F,A&R)		R	P / R (CFOO)	C	Legal Advisers (S)
19.11	Approval of trading activity undertaken through subsidiary companies	I	A	R / P (F,A&R)		S	P (CFOO)	I	Subsidiary Board (R)
19.12	Approval of academy lettings and community use framework	I	A	C (F,A&R)		R	S	R	
19.13	Acceptance of significant gifts, donations and benefactions	I	A	C (F,A&R)		R	P (CFOO)	I	Legal Advisers (S)
19.14	Approval of charges for educational visits and other pupil activities	I	A	C (F,A&R)		R	S	R	

20. Procurement and Contract Management									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
20.1	Approve Procurement Policy	I	A	R / P (F,A&R)		S	P (CFOO)	I	Procurement Adviser (S)
20.2	Approve Contract Management Framework	I	A	R / P (F,A&R)		S	P (CFOO)	I	Procurement Adviser (S)
20.3	Approval of annual procurement plan	I	A	R / P (F,A&R)		S	P (CFOO)	C	

20. Procurement and Contract Management continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
20.4	Procurement activity undertaken within approved budgets and delegated limits	I	I	I		A / R	R / P (CFOO)	R	
20.5	Approval of procurement exercises exceeding delegated limits	I	A	R / P (F,A&R)		S	P (CFOO)	C	Procurement Adviser (S)
20.6	Approval of contract award recommendations exceeding delegated limits	I	A	R / P (F,A&R)		S	P (CFOO)	C	Procurement Adviser (S)
20.7	Approval of contract extensions exceeding delegated authority	I	A	R / P (F,A&R)		S	P (CFOO)	C	Legal Advisers (S)
20.8	Approval of contract variations exceeding delegated authority	I	A	R / P (F,A&R)		S	P (CFOO)	C	Legal Advisers (S)
20.9	Selection of procurement routes and tendering processes	I	I	C (F,A&R)		A / R	R / P (CFOO)	C	Procurement Adviser (S)
20.10	Appointment to procurement frameworks and purchasing consortia	I	A	C (F,A&R)		R	P / R (CFOO)	I	Procurement Adviser (S)
20.11	Approval of strategic service contracts (HR, ICT, Catering, Cleaning, Audit, Estates etc.)	I	A	R / P (F,A&R)		S	P (CFOO)	C	Legal Advisers (S)
20.12	Contract mobilisation and implementation	I	I	I		A / R	R / P	S	Supplier (S)
20.13	Monitoring supplier performance and contract KPIs	I	A	C (F,A&R)		R	P / R	S	Contract Manager (S)
20.14	Contract termination decisions within delegated authority	I	I	I		A / R	R / P	C	Legal Advisers (S)
20.15	Contract termination decisions exceeding delegated authority	I	A	R / P (F,A&R)		S	P (CFOO)	C	Legal Advisers (S)
20.16	Procurement compliance monitoring and reporting	I	A	R (F,A&R)		S	P / R (CFOO)	I	Internal Scrutiny Provider (S)
20.17	Procurement irregularities, waivers and conflicts of interest	I	A	R / P (F,A&R)		S	P (CFOO)	I	Internal Scrutiny Provider (S)
20.18	Approval of procurement waivers outside Financial Regulations	I	A	R / P (F,A&R)		S	P (CFOO)	I	Procurement Adviser (S)

20. Procurement and Contract Management continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
20.19	Approval of collaborative procurement arrangements with other trusts, schools or public bodies	I	A	R / P (F,A&R)		S	P (CFOO)	I	Legal Advisers (S)
20.20	Review of procurement effectiveness, value for money and efficiency savings	I	A	R (F,A&R)		S	P / R (CFOO)	C	Internal Scrutiny Provider (S)
20.21	Approval of modern slavery and ethical procurement arrangements	I	A	R / P (F,A&R)		S	P / R (CFOO)	I	Procurement Advisor (S) Legal Advisors (S)
20.22	Review compliance with ethical procurement, supply chain due diligence and modern slavery requirements	I	A	R (F,A&R)		S	P / R (CFOO)	I	Internal Scrutiny Provider (S) Procurement Advisor (S)
20.23	Monitoring and reporting of procurement waivers	I	A	R (F,A&R)		S	P / R (CFOO)	I	Procurement Advisor (S)
<i>Detailed procurement thresholds, tendering requirements, quotation limits, contract approval levels and authorised purchasing limits are set out within the Trust Financial Regulations and Schedule of Financial Delegation. Any procurement activity, contract award, variation or extension exceeding delegated authority shall be referred to the next level of authority for approval</i>									

21. Information Governance and Cyber Security									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
21.1	Approval of Information Governance Policy Framework (Data Protection, FOI, Records Management, SARs, Data Retention, Information Security)	I	A	C (F,A&R)		R / P	S	C	DPO (S)
21.2	Appointment of Data Protection Officer (DPO)	I	A	C (F,A&R)		R / P	S	I	DPO (R)
21.3	Approval of Cyber Security Strategy	I	A	C (F,A&R)		R / P	S	I	ICT Lead (S)
21.4	Compliance with UK GDPR and Data Protection legislation	I	A	C (F,A&R)		R	S / R	R	DPO (S)

21. Information Governance and Cyber Security continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
21.5	Maintaining the Trust Information Asset Register	I	A	I		R	P / R	C	DPO (S)
21.6	Managing data breaches and security incidents	I	A	C (F,A&R)		R	S / R	R	DPO (S), ICT Lead (S)
21.7	Reporting notifiable breaches to the ICO and affected individuals where required	I	A	I		R	P / R	C	DPO (R)
21.8	Responding to Subject Access Requests	I	I	I		A / R	P / R	S	DPO (S)
21.9	Responding to Freedom of Information requests	I	I	I		A / R	P / R	S	Governance Professional (S), DPO (S)
21.10	Management of records retention and disposal in accordance with the Trust retention schedule	I	A	I		R	S / R	R	DPO (S)
21.11	Approval of Information Sharing Agreements	I	A	C (F,A&R)		R	P / R	C	DPO (S), Legal Advisers (S)
21.12	Approval of International Data Transfer arrangements	I	A	R / P (F,A&R)		S	P (DPO / ICT Lead)	I	Legal Advisers (S)
21.13	Approval and monitoring of cyber security controls and standards	I	A	R (F,A&R)		S	P / R (ICT Lead)	C	Cyber Security Provider (S)
21.14	Implementation of cyber security training and awareness programme	I	A	I		R	P / R (ICT Lead)	R	DPO (S)
21.15	Approval of cyber incident response and disaster recovery arrangements	I	A	C (F,A&R)		R	P / R (ICT Lead)	C	Cyber Security Provider (S)
21.16	Annual review of information governance and cyber security compliance	I	A	R / P (F,A&R)		S	S / P	I	DPO (S), Internal Scrutiny Provider (S)
21.17	Procurement and approval of cloud services and systems holding personal data	I	A	C (F,A&R)		R	P / R (ICT Lead / CFOO)	C	DPO (S)
21.18	Monitoring cyber security risks and maintaining cyber risk register	I	A	R (F,A&R)		R	P / R (ICT Lead)	C	DPO (S)

21. Information Governance and Cyber Security continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
21.19	Approval of data protection impact assessments (DPIAs) for high-risk processing activities	I	A	I		R	P / R	C	DPO (S)
21.20	Compliance with publication schemes and statutory information disclosure requirements	I	A	C (F,A&R)		R	S / R	R	Governance Professional (S), DPO (S)
21.21	Maintain Cyber Essentials / Cyber Essentials Plus accreditation and compliance	I	A	R (F,A&R)		S	P / R (ICT Lead)	C	Cyber Security Provider (S)

22. Business Continuity and Emergency Planning									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
22.1	Approval of Business Continuity Policy and Framework	I	A	C (F,A&R)		R / P	S	C	Trust Operations Director (S)
22.2	Approval of Emergency Planning and Critical Incident Policy	I	A	C (F,A&R)		R / P	S	C	Trust Operations Director (S)
22.3	Approval of Trust-wide Business Continuity Plan	I	A	C (F,A&R)		R	P / R	C	Trust Operations Director (S)
22.4	Approval of Academy Business Continuity Plans	I	A	I	C	R	S	P / R	Trust Operations Director (S)
22.5	Approval of Trust Critical Incident Management Plan	I	A	C (F,A&R)		R	P / R	C	Emergency Services (S)
22.6	Activation of Business Continuity Plans during a major incident	I	I	I		A / R	S	R	Trust Operations Director (S)
22.7	Activation of Critical Incident Response Procedures	I	I	I		A / R	S	R	Emergency Services (S)

22. Business Continuity and Emergency Planning continued									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
22.8	Management of emergency communications with stakeholders during a major incident	I	I	I		A / R	S / R	S	Communications Lead (S)
22.9	Approval of ICT Disaster Recovery and System Resilience Arrangements	I	A	C (F,A&R)		R	P / R (ICT Lead)	I	ICT Service Provider (S)
22.10	Approval of Cyber Incident Recovery Arrangements	I	A	C (F,A&R)		R	P / R (ICT Lead)	I	Cyber Security Provider (S)
22.11	Approval of arrangements for alternative accommodation and education provision during significant disruption	I	A	C (F,A&R)	C	R	S	P / R	Local Authority (S)
22.12	Business Continuity testing and simulation exercises	I	A	C (F,A&R)		R	P / R	S	Trust Operations Director (S)
22.13	Annual review of Business Continuity and Emergency Plans	I	A	R / P (F,A&R)	C	S	P / R	C	Trust Operations Director (S)
22.14	Monitoring and reporting significant incidents to the Trust Board	I	A	C (F,A&R)		R	P / R	S	Trust Operations Director (S)
22.15	Approval of pandemic, public health and infectious disease response arrangements	I	A	C (F,A&R)		R	P / R	C	Public Health Authorities (S)
22.16	Approval of utility failure, loss of premises and major infrastructure failure response arrangements	I	A	C (F,A&R)		R	P / R	C	Utilities Providers (S)
22.17	Post-incident review and lessons learned following a significant incident	I	A	R / P (F,A&R)	C	R	P / R	C	External Advisers (S)
22.18	Maintenance of Trust emergency contact and escalation arrangements	I	I	I		A / R	P / R	R	Trust Operations Director (S)

23. Environmental Sustainability									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
23.1	Approve Environmental Sustainability Strategy	I	A	C (F,A&R)		R / P	S	C	Sustainability Lead (S)
23.2	Approve Climate Action Plan	I	A	C (F,A&R)		R / P	S	C	Sustainability Lead (S)
23.3	Monitor delivery of Sustainability Strategy and Climate Action Plan	I	A	R (F,A&R)		R	S / P	S	Sustainability Lead (S)
23.4	Establish environmental objectives and performance targets	I	A	C (F,A&R)		R / P	S	C	Sustainability Lead (S)
23.5	Energy management strategy and utility reduction plans	I	A	C (F,A&R)		R	P / R (CFOO / Operations Director)	S	Energy Consultants (S)
23.6	Monitoring utility consumption and environmental performance	I	A	C (F,A&R)		R	P / R (Operations Director)	S / R	Estates Teams (S)
23.7	Sustainable procurement standards and requirements	I	A	C (F,A&R)		R	P / R (CFOO)	C	Procurement Advisers (S)
23.8	Approval of significant environmental improvement projects	I	A	R / P (F,A&R)		S	P (CFOO / Operations Director)	C	Professional Advisers (S)
23.9	Carbon reduction initiatives and decarbonisation projects	I	A	C (F,A&R)		R	P / R (Operations Director)	S	Sustainability Lead (S)
23.10	Waste management and recycling arrangements	I	A	I		R	S	R	Estates Teams (S)
23.11	Sustainable travel and transport initiatives	I	A	I		R	S	R	Sustainability Lead (S)
23.12	Environmental compliance with legislation and regulatory requirements	I	A	C (F,A&R)		R	S / R	R	Environmental Advisers (S)
23.13	Annual reporting on sustainability performance	I	A	R / P (F,A&R)		S	P / R	I	Sustainability Lead (S)
23.14	Climate-related risks within the Trust risk register	I	A	R (F,A&R)		R	P / R	C	Sustainability Lead (S)
23.15	Environmental awareness and sustainability education initiatives	I	A	C (C&S)		R	S	R	Sustainability Lead (S)

24. Executive Leadership and Succession Planning									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
24.1	Approve Executive Leadership Structure	I	A	C (EPC)		R / P	S	I	HR Business Partner (S)
24.2	Approve organisational design changes affecting Trust-wide leadership structures	I	A	C (EPC / F,A&R)		R / P	S	I	HR Business Partner (S)
24.3	Succession planning for Chief Executive Officer	I	A	R / P (EPC)		I	I	I	HR Business Partner (S)
24.4	Emergency succession arrangements for Chief Executive Officer	I	A	R / P (EPC)		I	I	I	HR Business Partner (S)
24.5	Succession planning for Executive Team	I	A	C (EPC)		R / P	S	I	HR Business Partner (S)
24.6	Succession planning for Principals	I	A	C (EPC)	C	R / P	S	C	HR Business Partner (S)
24.7	Leadership development strategy	I	A	C (EPC)		R / P	S	C	HR Business Partner (S)
24.8	Identification of future leadership talent	I	I	I	C	A / R	S	R	HR Business Partner (S)
24.9	Executive workforce planning	I	A	C (EPC / F,A&R)		R / P	S	I	HR Business Partner (S)
24.10	Trust-wide workforce planning	I	A	C (EPC / F,A&R)	C	R	S / P	C	HR Business Partner (S)
24.11	Leadership resilience and continuity planning	I	A	C (EPC)		R	P / R	C	HR Business Partner (S)
24.12	Talent management framework	I	A	C (EPC)		R / P	S	C	HR Business Partner (S)
24.13	Mentoring, coaching and leadership development programmes	I	A	I		R	S / R	C	Leadership Development Providers (S)
24.14	Executive leadership objectives linked to Trust Strategy	I	A	R / P (EPC)		S	S	I	HR Business Partner (S)
24.15	Annual review of succession planning effectiveness	I	A	R / P (EPC)		S	S / P	I	HR Business Partner (S)

25. Scheme Administration and Review									
Ref.	Area of Responsibility	Members	Trust Board	Committee of Trust Board	Academy Oversight Committee	CEO	Executive Team	Principal	Other
25.1	Approve Scheme of Delegation	I	A / R	C / P		S	S	I	Governance Professional (P)
25.2	Annual review of Scheme of Delegation	I	A	C / P		S	S	C	Governance Professional (P)
25.3	Recommend amendments to Scheme of Delegation	I	A	C / P		R / P	S	C	Governance Professional (P)
25.4	Monitoring compliance with Scheme of Delegation	I	A	R (F,A&R)		R	P / R	R	Internal Scrutiny Provider (S)
25.5	Resolve disputes relating to delegated authority or interpretation of the Scheme	I	A / R	C		S	S	I	Governance Professional (S)
25.6	Determine authority for decisions not explicitly covered by the Scheme	I	A / R	C		S	S	I	Governance Professional (S)
25.7	Approve temporary changes to delegations during emergencies or exceptional circumstances	I	A	C (F,A&R)		R / P	S	I	Governance Professional (S)
25.8	Establish delegated authority arrangements for Academy Improvement Boards (AIBs)	I	A	C		R / P	S	I	Governance Professional (S)
25.9	Receive reports on the exercise of delegated authority	I	A	R		S	P / R	I	Governance Professional (S)
25.10	Maintain master governance documents and delegation records	I	A	I		S	I	I	Governance Professional (R / P)
25.11	Review effectiveness of governance delegation arrangements	I	A	R / P (F,A&R)		S	S	I	External Reviewer (S)
25.12	Ensure publication and accessibility of governance documentation where required	I	A	C		R	S	I	Governance Professional (P / R)

