

# **Scheme of Delegation**

## A framework for accountability

2020-21

Version 1.4

November 2020

# Victoria Academies Trust Scheme of Delegation

## Overview

All governance flows from the board of trustees who have legal responsibility for the operation of the trust. The scheme of delegation provides for a number of functions to be delegated so decisions can be made. These include to the following individuals:

1. Board of Trustees (BOT)
2. Chief Executive (CEO)
3. Chief Operating Officer (COO)
4. Executive Headteachers (EHT)
5. Headteachers (HT) (as listed on GIAS and does not include heads of school or equivalent)
6. School Business Managers (SBM)

Certain functions and decision-making may be delegated to committees. These include:

- |                                    |  |
|------------------------------------|--|
| 1. Audit, Finance and Risk (AFR)   | 2. Performance Management and Pay (PMAP) |
| 2. Health & Safety Committee (HS)  | 3. Standards Committee (SC)              |
| 3. Executive Leadership Team (ELT) | 4. Academy Council (AC)                  |

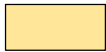
This scheme of delegation covers six key themes:

- |                       |                          |
|-----------------------|--------------------------|
| 1. Education (page 4) | 4. Operational (page 21) |
| 2. Finance (page 8)   | 5. Governance (page 25)  |
| 3. People (page 12)   | 6. Policies (page 26)    |

## Key



For each section, the scheme determines who has delegated authority and/or power of approval. This is highlighted in green.



In most cases, before a decision is taken there is an expectation that consultation has taken place. Individuals who would normally be involved in this are highlighted in yellow. The person responsible for leading the consultation process **appears in bold** and is required to ensure that the relevant approver (in green) is fully informed of any recommendations and/or outcomes of the consultation process. In most cases,

The scheme of delegation is to be read in conjunction with a number of key documents. These include:

- The Trust Finance Policy
- The Academies Financial Handbook
- Academy Councils: A Guide to Great Governance

The scheme of delegation will be reviewed and updated as required and at least annually for the start of the new academic year.

#### Document control

##### Changes history

<b>Version</b>	<b>Date</b>	<b>Amended by</b>	<b>Approved by</b>	<b>Purpose</b>
1.0	15.02.18	CEO	Board of Trustees	Final version for publication on website and distribution
1.1	16.03.18	CEO	Board of Trustees	Inclusion of dismissal section (pp 17-18), requirement for independent panel member for parental complaint hearing (p 20).
1.2	11.10.18	CEO	Board of Trustees	To include 'A Framework for accountability' in the title
1.3	25.10.19	ELT	Board of Trustees	Updates for new academic year
<b>1.4</b>	25-11-20	ELT	Board of Trustees	Updates for new academic year

## 1. EDUCATION DECISIONS

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Approve trust annual strategic plan		ELT	<b>CEO</b>				
Approve academy improvement plan		AC			<b>EHT</b>		
Approve trust self-evaluation		ELT	<b>CEO</b>				
Approve academy monitoring and self-evaluation		AC			<b>EHT</b>		External consultants
Authority to monitor standards and overall effectiveness		AC				<b>HT</b>	External consultants
Approve trust curriculum approach		ELT AC	<b>CEO</b>				
Approve individual academy curriculum		AC			<b>EHT</b>		
Approve trust teaching and learning approach		ELT AC	<b>CEO</b>				
Approve individual academy teaching and learning policy		AC			<b>EHT</b>		
Approve trust assessment approach		ELT AC	<b>CEO</b>				
Approve individual academy assessment policy		AC			<b>EHT</b>		

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Approve any other academy policy (see note below)		AC (via ELT)			<b>EHT</b>		
Approve academy pupil premium strategy		AC			<b>EHT</b>		SBM
Approve academy pupil premium impact report		AC				<b>HT</b>	
Approve academy sports and PE impact report		AC				<b>HT</b>	
Approve academy SEND impact report		AC				<b>HT</b>	
Authority to issue a fixed-term exclusion							
Authority to exclude permanently, pending meeting			CEO to be consulted		EHT to be immediately consulted	<b>HT</b>	Behaviour support
Hearing of disciplinary committee meeting (PermEx)		AC (plus 1 other)				<b>HT</b>	Local authority
Approval to a change of academy hours		ELT (via AC)			<b>EHT</b>		
Approval to change term times, including extra training days		ELT (via AC)			<b>EHT</b>		
Approval to close a class or year group in a school (or 'bubble' as defined by Covid RA)					<b>EHT</b>	<b>HT</b>	In instances related to Covid, PHE advice will take precedence

FUNCTION	Board of Trustees	Committee	CEO	COO	Executive Headteacher	Headteacher	Other
Approval to close a whole school		AC			<b>EHT</b>	<b>HT</b>	In instances related to Covid, PHE advice will take precedence, and CEO will be consulted immediately
Approval to change of admissions policy		ELT					
Approval of academy attendance targets		AC (via ELT)			<b>EHT</b>		EWO
Approval of safeguarding policies and procedures		AC (via ELT)			<b>EHT</b>		
Approval of termly headteacher report to the AC		AC				<b>HT</b>	
Approval of workload strategy and charter		ELT AC	<b>CEO</b>				
Authority to implement workload strategy across trust		ELT	<b>CEO</b>				
Authority to implement workload strategy in academy		AC				<b>HT</b>	
<p>Note: The following policies are the only ones that can be approved by an AC without having to go to the board, providing they adhere to the overall trust approach and policy and have been approved by ELT:</p> <ul style="list-style-type: none"> <li>• Teaching and learning</li> <li>• Assessment</li> <li>• Curriculum (including subject specific policies)</li> <li>• <b>Behaviour</b> (such as specific rewards and sanctions)</li> <li>• EYFS</li> <li>• Pupil premium</li> <li>• SEND</li> <li>• Uniform</li> <li>• Homework</li> </ul>							

FUNCTION	Board of Trustees	Committee	CEO	COO	Executive Headteacher	Headteacher	Other
<ul style="list-style-type: none"> <li>• PSHEC</li> <li>• <b>Sex and relationships</b></li> <li>• Attendance and punctuality</li> <li>• Any other policy not listed</li> </ul> <p>For a list of the statutory policies that can only be approved by the board, see section five on Governance.</p> <p>Policies in <b>bold</b> are required to be available on individual academy websites. For all other policies, see section six.</p>							

## 2. FINANCE DECISIONS

FUNCTION	Board of Trustees	Committee	CEO	COO	Executive Headteacher	Headteacher	Other
<b>Staffing appointments</b>							
Any staff hire with salary costs greater than £100k per annum		PMAP		COO			
Any central trust staff hire outside of agreed budget			CEO	COO (Ops)			
Any academy staff hire outside of agreed budget		AC	CEO	COO (Ops)			
<b>Decision to purchase supplies (goods), services or works (all in budget) including purchase order approval</b>							
Entering into a contract or SLA (new or renewal)							HoSSFO
Expenditure over £50,000				COO			
Expenditure between £7,501 and £50,000							
Expenditure between £501 and £7,500							
Expenditure up to and including £500							
Expenditure over £50,000 for capital works		ELT		COO			
Expenditure between £7,501 and £50,000 for capital works				COO			



FUNCTION	Board of Trustees	Committee	CEO	COO	Executive Headteacher	Headteacher	Other
Expenditure up to £7,500 for capital works							
Note: Any works that are greater than £1,000 require at least 3 quotes. Any capital works not in budget will follow the SoD for works not included in budget below.							
Authorising Credit Card expenditure over £2,000						HT	
Authorising Credit Card Expenditure up to £2,000							
Credit card expenditure is a recognised as a high risk item for fraud, hence lower limits than standard expenditure							
<b>Decision to purchase supplies (goods), services or works not included in budget</b>							
Authority to approve purchase not in budget		ELT	CEO	COO			
Note: Once approval has been given by the COO, any purchase above £50,000 or 5% of budget (whichever is lower) needs board approval. A budget recovery plan must be submitted to the COO and monitored by ELT.							
<b>Decision to agree to an operating lease</b>							
Lifetime value of £50,000 or more		AFR		COO			
Lifetime value of over £25,000 and up to £50,000		AFR	CEO	COO			
Lifetime value of over £5,000 and up to £25,000		AFR			EHT		
Lifetime value up to £5,000							
Note: Finance leases must not be entered into without ESFA prior approval. Before any leases can be considered, regardless of value, approval to proceed must be sought from the COO. All paperwork pertaining to a lease must be retained by the academy and copies sent to the COO.							
<b>Virements and budget variances</b>							

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Virements greater than £1,000		AFR		COO			
Virements up to and including £1,000							SBM
Note: Virements only require approval if the overall budget changes. Virements between nominal or account codes offset by an equal movement in another account do not require COO approval							
<b>Writing off bad debts</b>							
Between £250 and £44,999			CEO	COO			
Up to £249.99					EHT	HT	
Note: Debts exceeding 1% of total annual income or £45,000 require approval from the ESFA per single transaction							
<b>Approval to accept a quote or tender</b>							
From a minimum of 3 quotes over OJEU limit				COO			
From a minimum of 3 quotes above £7,501 and up to OJEU			CEO	COO			
From a minimum of 3 quotes up to £1,001 - £7,500					EHT	HT	
Note: Approval includes quotes from a minimum of 3, a formal tendering process or when accepting a quote/tender other than the lowest. Approval is required from the COO prior to considering obtaining quotes or tendering.							
<b>Signing contracts (in budget)</b>							
Above £50,000 or exceeding a term if 5 years	Chair	AFR					

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
All other contracts between £7,501 and £50,000		AFR	CEO	<b>COO</b>			
All contracts up to £7,500			CEO	<b>COO</b>			
Any income exceeding £20,000 per annum		AFR		<b>COO</b>			
Any supply to third parties (excluding lettings or rentals)							<b>SBM</b>
Note: SBMs must inform and seek advice from the COO prior to signing all contracts for supply to thirds parties.							
<b>Annual budgets</b>							
Approving annual trust budget				<b>COO</b>			
Approving individual academy budgets		AC		<b>COO</b>			SBM
Authority to set individual academy budgets							SBMs
Authority to monitor, review and challenge budgets		AC ELT					SBMs
<b>Fraud / theft and/or irregularity</b>							
Investigation into fraud, theft or irregularity, suspected included		AFR		<b>COO</b>			
Note: Any instances of fraud, theft and / or irregularity exceeding £5,000 individually or £5,000 cumulatively must be notified to the ESFA immediately.							

### 3. PEOPLE DECISIONS

FUNCTION	Board of Trustees	Committee	CEO	COO	Executive Headteacher	Headteacher	Other
<b>Staffing structures within approved budgets</b>							
Approving staffing structure at trust-level		ELT	<b>CEO</b>				
Approving staffing structure at hub-level					<b>EHT</b>		
Approving staffing structure at academy-level		AC			<b>EHT</b>		
<b>Staffing structures not within previously approved budgets</b>							
Approval of new structure		ELT AC		<b>COO</b>	<b>EHT</b>		
Note: Any proposed changes to the relevant staffing structure post-budget approval cannot be made without receiving formal written approval from the board, subject to a recommendation from ELT. All staffing structures are to be based on the optimum structure for each school type and size.							
<b>Appointment of...</b>							
Chief executive officer	<b>Chair</b>	ELT AC					
Chief Operating Officer		ELT	<b>CEO</b>				
Central trust staff (ELT, such as Group Heads, Directors etc.)		ELT	<b>CEO</b>				
Central trust staff (non-ELT, such as consultant, admin etc.)		ELT	<b>CEO (Ed)</b>	<b>COO (Ops)</b>			
Executive headteacher		ELT	<b>CEO</b>				

FUNCTION	Board of Trustees	Committee	CEO	COO	Executive Headteacher	Headteacher	Other
Academy headteacher (including head of school)		AC ELT			<b>EHT of hub</b>		
Academy leadership team including SENCo.		AC (one member on panel)					
Academy teacher, HLTA, TA or any other support staff							
Academy admin/office, catering, site, cleaning etc.							
Hub SBM		ELT		<b>COO</b>			
Academy SBM and/or finance support		ELT		<b>COO</b>			
Note: The CEO and relevant hub EHT must be informed of all proposed and new appointments. All appointments are to be advertised centrally via the COO. The COO must always be consulted when agreeing pay grades for all new posts. The hub EHT must sit on all hub leadership appointments. The CEO is to sit on all headteacher (head of school) appointments or above. All SLT appointments must comply with the trust optimum organisational structure. In the event that they don't, the EHT has the power to intervene. The BOT reserve the right as single employer to refuse approval for the employment of any member of staff in any of its academies.							
<b>Signs employment contracts on behalf of the employer for the appointment of...</b>							
Chief executive officer	Chair						
Chief Operating Officer							
Central trust staff (ELT, such as Group Heads, Directors)							
Central trust staff (non-ELT, such as consultant, admin etc.)							

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Executive headteacher		ELT					
Academy headteacher (including associate)							
Academy leadership team including SENCo.							
Hub SBM							
Academy SBM and/or finance support							
<b>Performance management and appraisal of...</b>							
Chief executive officer		<b>PMAP</b>					External consultant
Chief Operating Officer		<b>PMAP</b>					External consultant
Central trust staff (ELT, such as Group Heads, Directors)		<b>PMAP</b>					
Central trust staff (non-ELT, such as consultant, admin etc.)			<b>CEO (Ed)</b>	<b>COO (Ops)</b>			
Executive headteacher		<b>PMAP</b>					
Academy headteacher (including associate)							

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Academy leadership team including SENCo.							
Academy admin/office, catering, site, cleaning etc.				<b>COO</b>			
Hub SBM					<b>EHT</b>		
Note: Annual appraisal meetings for teachers are to be completed by 31 <sup>st</sup> October and 31 <sup>st</sup> December for all other staff.							
<b>Approves pay progression of...</b>							
Chief executive officer		<b>PMAP</b>					External Consultant
Chief Operating Officer		PMAP	<b>CEO</b>				External Consultant
Central trust staff (ELT, such as Group Heads, Directors)		PMAP	<b>CEO</b>				
Central trust staff (non-ELT, such as consultant, admin etc.)		PMAP	<b>CEO</b>	<b>COO</b>			
Executive headteacher		PMAP	<b>CEO</b>				
Academy headteacher (including associate)		PMAP	<b>CEO</b>				
Academy leadership team including SENCo.					<b>EHT</b>		
Academy admin/office, catering, site, cleaning etc.					<b>EHT</b>		
Hub SBM		PMAP		<b>COO</b>			

FUNCTION	Board of Trustees	Committee	CEO	COO	Executive Headteacher	Headteacher	Other
Trust wide pay policy including annual increments		ELT PMAP	CEO	<b>COO</b>			
Note: The COO must be made aware of all salary progressions and pay awards and be consulted when agreeing payments to ensure they are in line with previously approved budgets.							
<b>Settlement / Severance agreements for all staff...</b>							
Approval of settlement agreement offer to be made			<b>CEO</b>				
Approval below £50,000 (and reported to Board)		PMAP	CEO	<b>COO</b>			
Approval above £50,000 (and reported to Board)		PMAP		<b>COO</b>			
Note: No discussions in regard to a proposed agreement settlement can take place without prior approval from the CEO. All ongoing negotiations are to be led by the COO. All agreements will be formally reported to the board at the next available meeting.							
<b>Suspension of...</b>							
Chief executive officer	Chair						
Chief Operating Officer							
Executive headteachers							
Central trust team including hub and academy SBMs				CEO to be informed			
Academy Headteacher (or associate)					CEO to be informed		



<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Academy leadership team					CEO to be informed		
Academy teachers					CEO to be informed	CEO to be informed	
Academy non-teachers and support staff					CEO to be informed	CEO to be informed	
Note: A formal suspension cannot be actioned without first informing Legal/HR and obtaining legal advice. The CEO or COO must always be informed prior to seeking advice for suspension (unless the subject of the suspension) and certainly no later than one working day of the date of a suspension. The CEO has delegated powers to suspend any member of staff. Approval to suspend is not required from the CEO where authority to approve is granted at a lower level.							
<b>Disciplinary hearings of...</b>							
Chief executive officer		Board panel					<b>Investigation officer + HR</b>
Chief Operating Officer		Board panel					<b>Investigation officer + HR</b>
Executive headteachers		Board panel					<b>Investigation officer + HR</b>
Central trust team including hub and academy SBMs			CEO (Ed)	COO (Ops)			<b>Investigation officer + HR</b>
Academy Headteacher (or associate)							<b>Investigation officer + HR</b>
Academy leadership team							<b>Investigation officer + HR</b>
Academy teachers							<b>Investigation officer + HR</b>

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Academy non-teachers and support staff							<b>Investigation officer + HR</b>
<b>Dismissal of...</b>							
Chief executive officer		Board panel					<b>Advice from HR</b>
Chief Operating Officer		Board panel					<b>Advice from HR</b>
Executive headteacher							<b>Advice from HR</b>
Central trust team including SBMs			CEO (Ed)	COO (Ops)			<b>Advice from HR</b>
Academy headteacher							<b>Advice from HR</b>
Academy staff other than headteacher							<b>Advice from HR</b>
Note: The assumption is that all dismissal hearings are held following a formal hearing that subsequently recommends dismissal (e.g. management if absence). In all cases, the CEO is to be informed of all hearing outcomes prior to a dismissal hearing being established. HR are always to be consulted and advice followed.							
<b>Formal hearings for grievance claims made by...</b>							
Chief executive officer		Board member					<b>Investigating officer</b>
Chief Operating Officer							
Executive headteachers							
Central trust team including hub and academy BMs							

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Academy Headteacher (or associate)							
Academy leadership team							
Academy teachers							
Academy non-teachers and support staff							
Note: Hearings are made up of a single-person decision maker (as delegated) who may appoint an investigative officer senior to the complainant to present at the hearing. If the grievance is against the person delegated to hear the grievance then it shall be heard by the next level up on the scheme.							
<b>Deals with formal parental or external complaints (stage 2) against...</b>							
Chief executive officer	Chair (or nominated)						
Chief Operating Officer							
Executive headteachers							
Central trust team including hub and academy SBMs			<b>CEO (Ed)</b>	<b>COO (Ops)</b>			
Academy Headteacher (or associate)							
Academy leadership team							
Academy teachers							

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Academy non-teachers and support staff							
Note: The individual delegated to hear the complaint may appoint an investigating officer senior to the employee whom the complaint involves in order to investigate the complaint and present their findings in a report. In the case of parental complaints at Stage 3, the panel that hears the case must always consist of a member who is not based at the school and is therefore independent. This can be an Academy Councillor from another school.							

## 4. OPERATIONAL DECISIONS

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
<b>Premises, property and asset management</b>							
Approval of annual strategy and monitoring of policy		ELT		<b>COO</b>			SBMs
Approval of asset management plans		ELT		<b>COO</b>			SBMs

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Approval of lettings and other premises-related charges		ELT		<b>COO</b>			SBMs
Disposal of assets greater than £5,000 NPV		ELT		<b>COO</b>			
Disposal of assets less than £5,000 NPV				<b>COO</b>			
Approval of major capital works, building projects etc.		ELT		<b>COO</b>			SBMs
Approval of CIF bids or similar		ELT		<b>COO</b>			SBMs
Approval of leases related to buildings		ELT		<b>COO</b>			SBMs
Note: Only the board can dispose of assets that include land and buildings and only following written formal approval from ESFA.							
<b>Risk</b>							
Approve and monitor the trust risk register		AFR		<b>COO</b>			SBMs
Authority to take the necessary actions to mitigate trust risk		ELT		<b>COO</b>			
Approval and monitoring of individual academy risk register		ELT		<b>COO</b>			<b>SBMs</b>
Authority to take actions to mitigate risk at hub level.		ELT			<b>EHT</b>		
Authority to take actions to mitigate risk at academy level.					<b>EHT</b>	<b>HT</b>	SBMs

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Note: Each academy council will receive a termly report on the relevant risk register although the responsibility for mitigating and reducing the risk has been delegated to the headteacher with support from the EHT and COO.							
<b>Health and safety</b>							
Approval of trust health and safety strategy and policies		ELT HS		<b>COO</b>			SBMs
Authority to take action to ensure trust policies in place		ELT HS		<b>COO</b>			SBMs
Authority to take action to ensure hub policies in place		ELT HS			<b>EHT</b>		<b>SBMs</b>
Authority to take action to ensure school policies in place		AC HS				<b>HT</b>	<b>SBMs</b>
<b>Legal</b>							
Authority to seek advice from ACS for minor advice							<b>SBMs</b>
Authority to seek advice from ACS for major advice				<b>COO</b>			
Note: 'Minor' advice is that which is likely to take less than a 15-minute phone call. Anything above this is considered 'major' and likely to incur a cost above the annual fee. Always seek advice from the COO prior to contacting legal. EHTs have delegated authority to give permission for SBMs to contact ACS on their behalf for minor advice. In the event of the legal advice being HR-related, the procured HR provider may be contacted but only with approval from the COO.							
<b>Information and communication technology</b>							
Approval of trust ICT strategy		ELT					<b>ICT group lead</b>
Approval of hub ICT strategy		ELT					<b>ICT group lead</b>
Authority to take actions to implement ICT strategy		ELT		<b>COO</b>			

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
<b>Communications</b>							
Approve requests for press releases identified as a risk		ELT	CEO				
Approve marketing and PR press releases at trust level		ELT	CEO				
Approve marketing and PR press releases at school level					EHT		
Approve any requests for external writing, articles etc.							
Authority to make trust level social media posts e.g. twitter							
Authority to make academy social media posts e.g. twitter							
Authority to ensure academy websites are compliant						HT	
Authority to make changes to trust website				COO			
Authority to make changes on GIAS or equivalent					EHT		
<b>Membership and conversion</b>							
Approval of new schools joining the trust		ELT	CEO	COO			
Authority to undertake due diligence		ELT	CEO	COO			

<b>FUNCTION</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteacher</b>	<b>Headteacher</b>	<b>Other</b>
Authority to project manage conversions				COO			
Authority to move to sign legal papers (lease, CTA, FA)			CEO	COO			
Note: The COO has delegated authority to sign the legal client care letter and undertake all discussions, negotiations etc. on behalf of the trust with legal and relevant third parties (e.g. DfE, councils, unions etc.).							

## 5. GOVERNANCE DECISIONS (BOARD LEVEL)

<b>FUNCTION</b>	<b>Members</b>	<b>Board of Trustees</b>	<b>Committee</b>	<b>CEO</b>	<b>COO</b>	<b>Executive Headteachers</b>	<b>Headteacher and Deputy</b>
Approve amendments to Memorandum and Articles							
Approve scheme of delegation and terms of reference							
Approve statutory policies							
Authority to direct academies to comply with agreed policy							
Appointment of members and trustees							
Appointment of external auditor, bankers and insurers							
Receive the annual accounts							



Approve the annual accounts							
Chair of ELT and Leaders' Forum							
Membership of Leaders' Forum							
Membership Academy Council including chair and secretary							