

# **Scheme of Delegation**

## **A framework for accountability**

2022-23

Version 1.2

October 2022

# Victoria Academies Trust Scheme of Delegation

## Overview

Victoria Academies Trust (VAT) is run by a Board of Trustees and is accountable to the Department for Education ('the DfE').

Each Academy has its own Academy Council (Local Governing Body). The Councillors who serve on the Academy Council include community (appointed), parent (elected) and staff representatives (elected and appointed).

## Responsibilities

The MAT Board has overall legal responsibility for the operation of Victoria Academies Trust and the schools within it. Trustees of an academy trust are both trustees of the charity and directors of the Company limited by guarantee. However, the MAT Board works in close partnership with its family of schools.

The Scheme of Delegation provides for certain functions to be undertaken by one or more of the following:

1. Members (MEM)
2. Board of Trustees (BOT)
3. Chief Executive (CEO)
4. Executive Leadership Team (ELT)
5. Chief Operating Officer (COO)
6. Directors of Schools (DoS)
7. Heads of Department (HoD) – e.g Head of IT, Head of Curriculum etc.
8. Academy Councils (AC)
9. Headteachers (HT) (as listed on GIAS and does not include heads of school or equivalent)

## Members

Members are signatories to the articles of association which includes definition of the trusts' charitable object and governance structure. They also have the powers to appoint or remove other members and trustees.

## The Board of Trustees

The Board of Trustees has formed Committees to carry certain functions. **Certain functions and decision-making may be delegated to committees. These include:**

- |                                   |  |
|-----------------------------------|--|
| 1. Audit, Finance and Risk (AFR)  | 3. Performance Management and Pay (PMAP) |
| 2. Health & Safety Committee (HS) | 4. Standards Committee (SC)              |

### **Levels of Delegation**

Victoria Academies Trust has direct legal responsibility to the DfE. It is therefore expected to exercise tight control of all schools within the Trust in order to secure expected outcomes and this is reflected in the Scheme of Delegation. All schools and employees of Victoria Academies Trust must adhere to the Scheme of Delegation and its associated policies at all times. Failure to comply with the Scheme of Delegation could result in disciplinary action.

The Scheme is divided into five sections as follows:

- Strategy & Leadership
- Education & Curriculum.
- Finance
- People
- Estates and Health & Safety

In this Scheme the phrases used below have the following meanings:

- **Lead:** the individual/group that has responsibility for leading on proposals for approval by the appropriate decision-making individual/group.
- **Support:** the individual/group that will support completing a particular task.
- **Review:** the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately.
- **Consult:** the individual/group that must be consulted as part of the process of completing a particular task.
- **Approve:** the individual/group that has primary responsibility for approving policy and procedure; approving decisions; ensuring particular tasks are completed and determining how the Trust and/or schools (as appropriate) should undertake the task including deciding appropriate milestones and targets to be reported against.

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

- Trust Policies and Procedures
- The Academy Trust Handbook (formally known as the Academies Financial Handbook)
- ESFA Funding Agreements
- Academy Council Handbook

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**

<i><b>Version</b></i>	<i><b>Date</b></i>	<i><b>Amended by</b></i>	<i><b>Approved by</b></i>	<i><b>Purpose</b></i>
<b>1.0</b>	<b>21-10-22</b>	<b>ELT</b>	<b>Board of Trustees</b>	<b>New version and format for 2022-23</b>

# 1. STRATEGIC AND LEADERSHIP DECISIONS

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Trust Annual Strategic Plan	Approve	Lead Review	Lead	Lead	Support			
Trust Self Evaluation	Approve	Lead Review	Lead	Lead				
Trust-wide Policies	Approve	Lead Review	Lead	Lead	Consult	Consult	Consult	
<p>School policies must follow statutory guidance/trust approach. Where there is a whole trust policy this should be adopted by schools following board approval.</p> <p>Any school policies outside of these should be approved directly by Academy Councils.</p>								
Risk/Issues								
Trust risk/issues register	Approve (AFR Review)	Consult	Lead	Consult				
Mitigating actions around trust risk/issues		Approve	Lead	Consult				
Individual school risk/issues register		Approve	Support	Support		Review	Lead	
Mitigating actions around school risk/issues			Support	Support		Review	Lead Approve	
Legal								
Authority to seek advice from ACS		Consult	Consult Approve	Consult				
Information and Communication Technology								
Trust IT Strategy	Approve	Review	Consult	Consult	Lead (HoIT)			

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Implementation of IT strategy			Approve		Lead (HoIT)		Consult	
Communications								
Press releases identified as a risk	Approve (chair)	Lead	Consult	Consult				
Trust marketing and PR press releases	Approve	Lead	Consult	Consult				
Individual School level marketing and PR press releases		Approve	Support	Support			Lead	
Requests for external writing, articles etc.		Approve						
Central team level social media posts e.g. twitter		Approve						
School social media posts e.g. twitter							Approve	
School websites compliance			Review Approve	Review Approve			Lead	
Changes to trust website		Approve				Support (HoIT)		
Changes on GIAS or equivalent		Review					Lead Approve	
Membership and Conversion								

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
New schools joining the Trust	Approve	Lead	Support Consult	Support Consult				
Free School Applications	Approve	Lead			Support			
Forming Partnerships	Approve	Lead	Support Consult	Support Consult				
Authority to undertake due diligence	Approve	Lead			Support			
Project management conversions/free schools		Support	Lead	Support	Support			
Signing of legal papers (lease, CTA, FA)	Approve	Consult						
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.).								
Governance (Board Level)								
Amendments to Memorandum and Articles								Approve (Members)
Scheme of delegation and terms of reference	Approve	Lead						

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Appointment of members and trustees								Lead Approve (Members)
Appointment of external auditor, bankers and insurers	Approve	Consult	Lead					
Annual accounts	Approve	Consult	Lead					Consult Review (Members)
Membership of AC	Approve	Support Review				Lead	Support	
Governance responsibilities at school (academy council) level are set out in the Academy Council Handbook.								

## 2. EDUCATION AND CURRICULUM DECISIONS

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
School Development Plan (SDP)		Review	Review	Approve	Support	Consult	Lead	Format in HT TEAMS
School Self-Evaluation (SEF)		Review	Review	Approve	Support	Consult	Lead	Format in HT TEAMS
Trust Curriculum Approach		Consult		Lead Approve	Lead (HoC) Support		Consult	How we teach
School Curriculum Policy				Approve	Support (HoC) Review	Review	Lead	
Trust teaching and learning approach		Consult		Lead Approve	Lead (HoTL) Support		Consult	How we teach



School teaching and learning Policy				Approve	Support (HoTL) Review	Review	Lead	
Trust Assessment Approach		Consult		Approve	Support Lead (HoA)		Consult Comply	How we assess
School Assessment Policy				Approve	Support (HoA) Review	Review	Lead	
Any other school policies		Review			Support (as relevant)		Lead	School policies must follow statutory guidance/trust approach. Where there is a trust policy this should be adopted by schools following board approval. Any school policies outside of these should be approved directly by AC.
School pupil premium strategy / impact report				Approve		Consult	Lead	HT Teams
School sports and PE impact report				Approve		Consult	Lead	HT Teams
School SEND Impact report				Approve	Support (HoS)	Consult	Lead	
Issue a fixed term exclusions						Review	Lead Approve	<a href="#">Exclusions policy</a>
Exclude permanently (pending meeting)		Consult			Support (HoB)	Review	Lead Approve	<a href="#">Exclusions policy</a>
Hearing of disciplinary committee meeting					Support (HoB)	Approve	Lead	
Change of school hours	Consult	Approve				Consult	Lead	
Change term times, including extra training days	Consult	Approve				Consult	Lead	
Close a class or year group in a school		Consult				Consult (chair)	Lead Authorise	
Close a whole school		Approve				Consult (Chair)	Lead	
Change of admissions policy	Approve	Consult				Consult	Lead	Consult with LA

Termly headteacher report AC				Review		Approve	Lead	
------------------------------	--	--	--	--------	--	---------	------	--

### 3. FINANCE DECISIONS

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Annual Budgets								
Central budget	Approve	Lead						
Individual schools' budget		Approve			Lead (HoF)		Consult	
Monitor, review and challenge budget		Consult			Lead (HoF)	Consult*	Consult	
*Academy council will be involved with assessing specific funding only, for example PE funding, pupil premium, catch-up premium, COVID recovery								
Staffing Appointments- (approval to recruit)								
Any central staff outside of agreed budget		Approve	Lead Consult					
Any school staff hire outside of agreed budget		Approve			Consult (HoF)		Lead	
Any school staff hire outside of agreed staffing structures		Approve			Consult (HoF)		Lead	

Decision to purchase supplies (goods), services or works (all in budget) including purchase order approval								
Entering into a finance or operating lease								<a href="#">Trust Financial Handbook</a>
Enter into an SLA (premises)			Consult		Lead, Approve (HoE) Consult (HoF)		Consult	
Enter into an SLA (IT)			Consult	Consult	Lead, Approve (HoIT) Consult (HoF)		Consult	
Enter into an SLA (education)				Approve			Lead	
Expenditure over £50,000	Approve	Consult	Lead (trust level)	Consult	Support (HoF)		Lead (school level)	Business Case
Expenditure between £25,000 and £50,000		Consult	Approve	Consult	Consult (HoF)		Consult	
Expenditure between £7,500 and £25,000		Consult			Approve (HoF)		Consult	
Expenditure up to £7,500							Approve	
Any purchases greater than £2,500 require at least 3 quotes. Any purchases not in budget will follow the SoD for out of budget approval.								
Decision to purchase Capital Works								
Expenditure to undertake SCA funded works	Approve		Consult		Lead (HoE)			SCA allocation policy
Expenditure over £50,000	Approve	Consult	Consult	Consult	Lead (HoE) Consult (HoF)		Consult	Business Case
Expenditure between £25,000 and £50,000		Consult	Approve	Consult	Lead (HoE) Consult (HoF)		Consult	
Expenditure between £7,500 and £25,000		Consult			Approve (HoF) Lead (HoE)		Consult	

Expenditure up to £7,500							Approve	
Approval to accept quote or tender								
From a minimum of 3 quotes over OJEU limit	Approve		Lead		Consult (Hof)			
From a minimum of 3 quotes £50,001 and OJEU			Approve		Lead (HoF)			
All contracts between £25,001 and £50,000		Consult	Approve	Consult	Lead (HoF)		Consult	
All contracts between £7,501 and £25,000					Approve Lead (HoF)		Consult	
From a minimum of 3 quotes up to £2,501 - £7,500					Consult (HoF)		Approve / Lead	
Approval is required from the COO if the proposal is not to accept the lowest quote.								
Income Generation								
Approval to sign contract for income exceeding £20,000 per annum	Approve (AFR)	Consult	Lead	Consult				
Credit card expenditure								
Credit card expenditure over £2,000			Consult		Approve (HoF)		Lead	Credit card policy
Credit card expenditure up to £2,000							Lead Approve	
Decision to make a purchase outside of budget								
Authority to approve purchase not in budget		Approve			Consult (HoF)		Lead	
Once approval has been granted, a budget recovery plan must be submitted.								
Virements and Budget Adjustments								

Virements greater than £20,000		Approve			Lead (HoF)		Consult	
Virements up to £20,000					Approve / Lead (HoF)		Consult	
Writing-off bad debts								
Between £250 and £45,000	ESFA Approval		Lead		Consult			
Up to £249.99							Lead / Approve	
Fraud / theft and/or irregularity								
Fraud, theft and/or irregularity exceeding £5,000 individually or cumulatively in any financial year	ESFA approval	Consult	Lead	Consult	Consult			
Investigation into fraud, theft or irregularity, suspected included	Approve	Consult	Lead	Consult	Consult		Consult	

## 4. PEOPLE DECISIONS

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Staffing Structures Within Approved Budgets								
Staffing Structure Models	Approve	Lead	Lead	Lead			Consult	
Authority to advertise								
Chief executive officer	Lead (Chair) Approve		Consult	Consult				
Central team staff (ELT)	Approve	Lead	Consult	Consult				
Central team staff (non-ELT, such as heads of, admin etc.)		Approve	Lead Approve (non Ed)	Lead Approve (Ed)	Support (as appropriate)			
School headteacher		Approve	Support	Lead				
School leadership team including SENCo.				Approve			Lead	
School teacher, HLTA, TA or any other support staff				Approve			Lead	
School admin/office, catering, site, cleaning etc.			Approve		Support (relevant 'Head of')		Lead	
Note: All requests must be in line with the trust recruitment policy and in line with budget. All requests must be accompanied by a job description and job advert.								
Appointment of (Must be within approved structure and operating model)								
Chief executive officer	Lead (Chair) Approve		Consult	Consult				RDD (Consult)
Central team staff (ELT)	Approve	Lead	Consult	Consult				Panel: 1 Trustee, 2 ELT

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Central team staff (non-ELT, such as heads of, admin etc.)		Consult	Lead Approve (non Ed)	Lead Approve (Ed)	Support (as appropriate)			Panel: DoS (Ed), COO( non ed), Head of (as appropriate)
School headteacher		Approve	Support	Lead		Support		Panel: ELT plus 1 AC
School leadership team including SENCo.				Support Approve		Support	Lead	Panel: HT, 1x DoS, AC
School teacher, HLTA, TA or any other support staff							Lead Approve	Panel of at least 3 to include HT and safer recruitment trained staff
School teacher, HLTA, TA or any other support staff (Special measures school)				Support				Panel of at least 3 to include HT and safer recruitment trained staff and DoS
School admin/office, catering, site, cleaning etc.					Support (relevant 'Head of')		Lead Approve	Panel of at least 3 to include HT and safer recruitment trained staff
School admin/office, catering, site, cleaning etc. (Special measures school)			Support					Panel of at least 3 to include HT and safer recruitment trained staff and COO
Note: All appointments must be in line with the trust recruitment policy. All appointments must comply with the trust staffing structure. The Board reserve the right as single employer to refuse approval for the employment of any member of staff in any of its schools.								
Signs employment contracts and contract variations on behalf of the employer for :								
Chief executive officer	Approve							

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Chief Operating Officer/DoS		Approve						
Central team staff (non-ELT, such as heads of, admin etc.)			Approve (non ed)	Approve (Ed)				
School headteacher				Approve				
School leadership team including SENCo.				Approve				
School teacher, HLTA, TA or any other support staff				Consult	Approve (HoF)			
School admin/office, catering, site, cleaning etc.			Consult		Approve (HoF)			
Appraisal and Pay Progression of								
Chief executive officer	Approve Lead (PMAP plus external consultant)							
Chief Operating Officer	Approve (PMAP)	Lead						
Central team staff (DoS)	Approve (PMAP)	Lead						
Central team staff (teachers pay and conditions staff)	Approve (PMAP)	Review		Lead				
Central team staff (NJC)	Approve	Review	Lead					
School headteacher	Approve (PMAP)	Review		Lead				
School leadership team including SENCo.	Approve (PMAP)	Review					Lead	



FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
School admin/office, catering, site, cleaning etc.							Approve	
Trust wide pay policy including pay scales	Approve (PMAP)	Consult	Lead	Consult			Consult	
Note: Annual appraisal meetings for teachers/central team staff are to be completed in line with PMAP meetings in Autumn Term.								
Settlement / Severance agreements for all staff:								
Approval of CEO settlement agreement offer to be made	Approve							
Approval of settlement agreement offer to be made		Lead Approve	Consult	Consult				
Approval below £50,000 (and reported to Board)	Consult	Approve	Lead	Consult				
Approval above £50,000 (and reported to Board)	Approve	Consult	Lead	Consult				<a href="#">ESFA approval</a>
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 by COO at the next available meeting. Any settlement or severance agreement must be in accordance with the latest <a href="#">Academy Trust Handbook</a>								
Suspension of:								
Chief executive officer	Lead Approve (Chair)							
Chief Operating Officer		Lead Approve						
Director of Schools (DoS)		Lead Approve						
Central team		Approve	Lead (non-ed)	Lead (ed)				

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
School Headteacher		Approve	Consult	Lead				
School staff		Approve	Consult	Consult			Lead	
<b>Note: A formal suspension cannot be actioned without first informing Legal/HR and obtaining legal advice. The CEO 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.</b>								
<b>Disciplinary hearings of:</b>								
Chief executive officer	Approve (Board Panel)							Disciplinary Policy Support (HR plus Investigating officer)
ELT	Approve (Board Panel)	Consult						Disciplinary Policy Support (HR plus Investigating officer)
Central team		Approve						Disciplinary Policy Support (HR plus Investigating officer)
School Headteacher		Consult	Consult	Approve				Disciplinary Policy Support (HR plus Investigating officer)
School leadership team				Consult			Approve	Disciplinary Policy Support (HR plus Investigating officer)

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
School teachers				Consult			Approve	Disciplinary Policy Support (HR plus Investigating officer)
School non-teachers and support staff			Consult				Approve	Disciplinary Policy Support (HR plus Investigating officer)
<b>Dismissal of...</b>								
Chief executive officer	Lead Approve (Board Panel)							Advice (HR/Legal)
ELT	Lead Approve (Board Panel)	Consult						Advice (HR/Legal)
Central team		Approve	Lead (non ed)	Lead (ed)				Advice (HR)
School headteacher		Approve		Lead				Advice (HR)
School staff other than headteacher		Approve	Consult	Consult			Lead	Advice (HR)
Note: The assumption is that all dismissal hearings are held following a formal hearing that subsequently recommends dismissal (e.g. management if absence).								
<b>Formal hearings for grievance claims made against...</b>								
Chief executive officer	Approval (Board Member)							Grievance Policy Support (Investigating Officer)
ELT	Approval	Lead						<a href="#">Grievance Policy Support</a>

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
								(Investigating Officer)
Central team		Approve	Lead	Lead				<a href="#">Grievance Policy</a>
School Headteacher				Lead Approve				<a href="#">Grievance Policy</a>
School staff			Consult	Consult			Lead Approve	<a href="#">Grievance Policy</a>
<b>Note: As per Policy, 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>								
<b>Deals with formal parental or external complaints (stage 2) against:</b>								
Chief executive officer	Lead Approve							<a href="#">Complaints Policy</a>
ELT	Lead Approve							<a href="#">Complaints Policy</a>
Central team		Approve	Lead	Lead				<a href="#">Complaints Policy</a>
School Headteacher		Approve		Lead				<a href="#">Complaints Policy</a>
School staff			Consult	Consult			Lead Approve	<a href="#">Complaints Policy</a>
<b>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 a School Councillor from another school.</b>								

## 5. ESTATES AND HEALTH & SAFETY DECISIONS

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Premises, property and asset management								
Approval of major capital works from unrestricted funding	Approve		Lead	Consult	Support (HoE)			Business case
Signing of leases related to buildings	Approve		Lead	Consult	Support (HoE)			
Disposal of freehold land and buildings	Approve ESFA		Lead					
Disposal of assets greater than £5,000 NPV			Approve		Lead (HoE) / Support (HoF)			
Disposal of assets less than £5,000 NPV					Approve (HoF) Consult (HoE)		Lead	
Health and Safety								
Approval of trust health and safety strategy	Approve (H&S)		Consult		Lead (HoE)			