Scheme of Delegation
A framework for accountability

2023-24

Version 2.1
September 2023

Victoria
ACADEMIES TRUST

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).

The approach taken in deciding levels of delegated duties aligns to our VAT Autonomy Matrix:

AUTONOMY ← → CENTRALISATION

FUNCTION (From KPIs/Pillars)	HOLDING COMPANY	STRATEGIC ARCHITECT	STRATEGIC CONTROLLER	OPERATOR
School Improvement	Schools set their own priorities, allocate resources and monitor and evaluate impact.	Trust sets School Improvement policy and guidance. Schools set own priorities aligned to individual KPI's. Trust quality assures school improvement and allocates resources as appropriate.	Trust reviews and approves school improvement priorities. Trust quality assures and actively allocates resources to address performance issues.	Trust sets individual school priorities. Trust actively drives and manages all School Improvement activities, monitoring and evaluating impact.
Curriculum	School design, implement, resource and manage their own curriculum.	Schools design their curriculum around Trust key drivers and policies, resourcing as appropriate. Trust quality assure provision and outcomes.	Trust sets key drivers and policies. Trust 'macro-curriculum' is used by all school, adapted to individual context. Trust quality assures provision, outcomes and equity.	Trust set and implement a 'micro-curriculum' which is delivered by all schools, allocating appropriate resources.
Professional Development	Schools set, manage and evaluate their own appraisal and professional development activities. School manage own talent.	Trust develops appraisal and professional development approaches and policies. Trust supports schools to manage professional development activities and talent matrix.	Trust sets policies, systems and processes, reviewing and approving all strategic activities and actively manages talent matrix and associated professional development activities.	Trust sets policies, systems and procedures. Trust actively manages all talent, deploying and evaluating all professional development.
HR	Schools have delegated duties to make all strategic and operational decisions for recruitment, wellbeing and case management.	Trust provides policies guidance and direction for recruitment, wellbeing and case management, supporting schools in implementation.	Trust sets policies, systems and processes, reviewing and approving all key decisions around recruitment and retention. Case management is led and managed by Trust, working alongside schools. Strategic wellbeing is led and reviewed by trust, schools implement and manage.	Trust sets policies, systems and procedures. Trust actively manages all aspects of recruitment and retention, wellbeing and case management.
Estates	Trust allocates capital across schools. Schools free to use capital as they see appropriate. H&S is managed by schools.	Capital is allocated on a risk/strategy basis. Schools deploy capital. Trust sets H&S policy and guidance to support schools.	Trust manages and deploys all capital at project level based on strategic estates plan. H&S is overseen by Trust, with schools managing day to day.	Trust deploys all capital. Trust actively manages all H&S, compliance and remediation.
Governance	Strong local governing boards have delegated duties to make all strategic and operational decisions and are held to account for all results.	Trust provides guidance and direction. School governing boards are delegated significant decision-making authority.	Local school governance makes decisions in line with a tight scheme of delegation, trustees remain accountable for the majority of strategic decisions	Trustees make all strategic decisions, local governance is supported and controlled by Trust.
Finance	Trust sets overarching policy in line with Academies Handbook. Schools set and manage their own budgets in line with ATH.	Trust sets operational processes and procedures, along with key targets for schools. Schools set and manage budgets in line with Trust processes and policies.	Trust actively manages one bank account, finance systems, policies and processes whilst providing finance support to schools. Trust actively reviews, challenges and approves all budgets.	Trust makes all decision and completes all financial processes and reporting at both trust and school level. Trust set, manage and control budgets.

Growth & Expansion	Schools lead on marketing, growth and extended school strategies and provision. Schools Implement as appropriate.	Trust provides guidance and direction for school marketing, growth and extended school strategies and provision. Schools Implement as appropriate.	Trust manages, reviews and approves all marketing and growth strategies. Trust reviews and approves effectiveness of extended school provision.	Trust lead on marketing, growth and extended school strategies and provision and implement as appropriate.
Community & Collaboration	School lead on all community and collaboration activities	Trust provides guidance and direction for community and collaboration activities. Schools lead on design and implementation.	Trust actively manages community and collaboration activities centrally, accessing funding, opportunities and resources. Schools implement and manage day to day.	Trust lead on all community and collaboration activities

==Strategic Priorities will be planned to ensure that we are moving towards the identified areas of the matrix, specifically in the areas of Growth, expansion, community and collaboration.==

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 Finance, Head of CPD
8. Academy Councils (AC)
9. Headteachers (HT) (as listed on GIAS)

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.

Where a school causes concern, for example concerns around the effectiveness of leadership (including governance), safeguarding concerns, decline in assessment outcomes, or concerns which arise from visits by members of the Executive Team, then the Scheme of Delegation (or aspects of it) can be revoked and decisions will sit with the relevant member of the Executive Team.

The Scheme of Delegation 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, including the VAT 'How We' documents

- VAT Autonomy Matrix

- The Academy Trust 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

Version	Date	Amended by	Approved by	Purpose
1.0	20-10-22	ELT	Board of Trustees	New version and format for 2022-23
2.0	6-9-23	ELT		Updated in light of changes in staffing and Trust Autonomy Matrix
2.1	27-9-23	SP		Updated following consultation with HTS and Central Team

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	Consult	Consult	Consult	
Trust Self Evaluation	Approve	Lead Review	Lead	Lead	Consult	Consult	Consult	
Trust-wide Policies	Approve	Lead Review	Lead	Lead	Consult	Consult	Consult	
School policies must follow statutory guidance/trust approach. Where there is a whole trust policy this should be adopted by schools following board approval. Any school policies outside of these should be approved directly by Academy Councils.								
Risk/Issues								
Trust risk/issues register	Approve (AFR Review)	Consult	Lead	Consult	Consult			
Mitigating actions around trust risk/issues	Approve (AFR Review)	Consult	Lead	Consult	Consult			
Individual school risk/issues register		Approve	Support	Support	Consult	Review	Lead	
Mitigating actions around school risk/issues			Support	Support	Consult	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)		Consult	
Implementation of IT strategy			Approve		Lead (HoIT)		Consult	

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
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. linked to role		Approve						
Publication of external writing, articles etc linked to role		Approve						
Central team level social media posts e.g. twitter		Approve						
School social media posts e.g. twitter							Approve	
School websites compliance			Review	Review			Lead	
Changes to trust website		Lead				Support (HoIT)		

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Changes on GIAS or equivalent		Review	Lead (Trust GIAS)				Lead Approve	
Membership and Conversion								
New schools joining the Trust	Approve	Lead	Support Consult	Support Consult				
Free School Applications	Approve	Lead			Support		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)

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Scheme of delegation and terms of reference	Approve	Lead			Consult	Consult	Consult	
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			Support	How we Teach VAT Curriculum Approach
School Curriculum ~~Policy~~Overview				Review		Review	Lead Approve	
Trust teaching and learning approach		Consult		Lead Approve			Consult	How we teach
School teaching and learning Policy				Approve		Review	Lead	
Trust Assessment Approach		Consult		Lead Approve			Consult Comply	How we assess
School Assessment Policy				Approve		Review	Lead	
Any other school policies		Review				Approve	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				Review		Approve	Lead	HT Teams
School sports and PE impact report				Review		Approve	Lead	HT Teams
School SEND Impact report (Local Offer)				Review		Approve	Lead	LA approval

Issue a suspension				Review		Review	Lead Approve	Exclusions policy
Exclude permanently (pending meeting)		Consult		Review		Review	Lead Approve	Exclusions policy
Hearing of disciplinary (exclusion) committee meeting				Support		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 Approve	
Close a whole school		Approve				Consult (Chair)	Lead	
Change of admissions policy	Approve		Consult			Consult	Lead	Consult with LA
Termly headteacher report AC					Review (HoG)	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	Support	Lead	Support				
Individual schools' budget policy/parameters	Approve	Support	Lead	Support	Support (HoF Consult (HofIT/HoE) for relevant budget centres)			
Individual schools' budget		Approve			~~Lead~~ Support (HoF)		~~Consult~~ Lead	
Monitor, review and challenge management accounts		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	Support	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								Academy Trust Handbook
Enter into an SLA (premises)			Approve		Lead (HoE) Consult (HoF)		Consult	
Enter into an SLA (IT)			Approve	Consult	Lead, (HoIT) Consult (HoF)		Consult	
Enter into an SLA/Subscription (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			Approve	~~Consult~~ Review	Support (HoF)		Lead (school level)	
Expenditure between £7,500 and £25,000			Review		Approve (HoF)		Lead (school level)	
Expenditure up to £7,500							Approve	

'Expenditure' relates to total expenditure e.g 300 ipads at £500 each = total expenditure £150,000
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) Consult (HoF)			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			Approve	~~Consult~~ Review	Lead (HoE) Support (HoF)		Consult	
Expenditure between £7,500 and £25,000			Review		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		Review	Approve	Review	Lead (HoF)		Consult	
All contracts between £7,501 and £25,000			Review		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		Review	Approve	Review	Consult (HoF)		Lead	
Once approval has been granted, a budget recovery plan must be submitted.								
Virements and Budget Adjustments (cost centre level)								
Virements greater than £20,000			Approve	Review	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			Academy Trust Handbook

							Lead / Approve	==Academy Trust Handbook==
Up to £249.99							Lead / Approve	==Academy Trust Handbook==
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			==Academy Trust Handbook==
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				
Authority to advertise								
Chief executive officer	Lead (Chair) Approve		Consult	Consult	Consult (HoF) Consult (HoHR)			
Central team staff (ELT)	Approve	Lead	Consult	Consult	Consult (HoF) Consult (HoHR)			
Central team staff (non-ELT, such as heads of, admin etc.)		Approve	Lead Approve (non Ed)	Lead Approve (Ed)	Consult (HoF) Consult (HoHR)			
School headteacher		Approve		Lead	Consult (HoF) Consult (HoHR)			
School leadership team including SENCo.				Consult	Approve Finance (HoF) Approve HR papers (HoHR)		Lead	
School teacher, HLTA, TA or any other support staff					Approve Finance (HoF) Approve HR papers (HoHR)		Lead	
School admin/office, catering, site, cleaning etc.					Approve Finance (HoF) Approve HR papers (HoHR)		Lead	

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
Note: All requests must be in line with the trust safer 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 budget)								
Chief executive officer	Lead (Chair) Approve		Consult	Consult	Review (HoHR)			RDD (Consult)
Central team staff (ELT)	Approve	Lead	Consult	Consult	Review (HoHR)			Panel: 1 Trustee, 2 ELT
Central team staff (non-ELT, such as heads of, admin etc.)		Consult	Lead Approve (non Ed)	Lead Approve (Ed)	Support (as appropriate) Review (HoHR)			Panel: DoS (Ed), COO(non ed), Head of (as appropriate)
School headteacher		Approve	Support	Lead	Review (HoHR)	Support		Panel: CEO + 1 DoS+ 1 AC
School leadership team including SENCo.				Support Approve	Review (HoHR)	Support	Lead	Panel: HT, 1x DoS, 1 x AC
School teacher, HLTA, TA or any other support staff					Review (HoHR)		Lead Approve	Panel of at least 3 to include HT and safer recruitment trained staff
School admin/office, catering, site, cleaning etc.					Support (relevant 'Head of') Review (HoHR)		Lead Approve	Panel of at least 3 to include HT and safer recruitment trained staff
Note: All appointments must be in line with the trust safer recruitment policy. 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 contract request and contract variations on behalf of the employer for :								
Chief executive officer	Approve				Review (HoHR)			
Chief Operating Officer/DoS		Approve			Review (HoHR)			

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.)			Approve (non ed)	Approve (Ed)	Review (HoHR)			
School headteacher				Approve	Review (HoHR)			
School leadership team including SENCo.				Review	Review (HoHR) Review (HoF)		Approve	
School teacher, HLTA, TA or any other support staff				Review	Review (HoHR) Review (HoF)		Approve	
School admin/office, catering, site, cleaning etc.			Review		Review (HoHR) Review (HoF)		Approve	
Note: For ALL contracts, variations, terminations, HoF must be informed/consulted to ensure maintenance and control of budget systems								
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.					Support as appropriate		Lead Approve	
Trust wide pay policy including pay scales	Approve (PMAP)	Consult	Lead	Consult	Support (HofHR)		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				Support (HofHR)			
Approval of settlement agreement offer to be made		Lead Approve	Consult	Consult	Support (HofHR)			
Approval below £50,000 (and reported to Board)	Consult	Approve	Lead	Consult	Support (HofHR)			
Approval above £50,000 (and reported to Board)	Approve	Consult	Lead	Consult	Support (HofHR)			ESFA approval
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 Academy Trust Handbook								
Suspension of:								
Chief executive officer	Lead Approve (Chair)				Support (HofHR)			
Chief Operating Officer		Lead Approve			Support (HofHR)			
Director of Schools (DoS)		Lead Approve			Support (HofHR)			
Central team		Approve	Lead (non-ed)	Lead (ed)	Support (HofHR)			

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
School Headteacher		Approve	Consult	Lead	Support (HofHR)			
School staff		Approve	Consult	Consult	Support (HofHR)		Lead	

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.

Disciplinary hearings of:								
Chief executive officer	Approve (Board Panel)				Support (HofHR)			Disciplinary Policy Support (HR plus Investigating officer)
ELT	Approve (Board Panel)	Consult			Support (HofHR)			Disciplinary Policy Support (HR plus Investigating officer)
Central team		Approve			Support (HofHR)			Disciplinary Policy Support (HR plus Investigating officer)
School Headteacher		Consult	Consult	Approve	Support (HofHR)			Disciplinary Policy Support (HR plus Investigating officer)
School leadership team				Consult	Support (HofHR)		Approve	Disciplinary Policy Support (HR plus Investigating officer)
School teachers				Consult	Support (HofHR)		Approve	Disciplinary Policy Support (HR plus Investigating officer)

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				
School non-teachers and support staff			Consult		Support (HofHR)		Approve	Disciplinary Policy Support (HR plus Investigating officer)

Dismissal of...

FUNCTION	Board of Trustees	CEO	COO	DoS	Head of Department	AC	Headteacher	Links/ notes
Chief executive officer	Lead Approve (Board Panel)				Support (HofHR)			Advice (HR/Legal)
ELT	Lead Approve (Board Panel)	Consult			Support (HofHR)			Advice (HR/Legal)
Central team		Approve	Lead (non ed)	Lead (ed)	Support (HofHR)			Advice (HR)
School headteacher		Approve		Lead	Support (HofHR)			Advice (HR)
School staff other than headteacher		Approve	Consult	Consult	Support (HofHR)		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).

Formal hearings for grievance claims made against...

FUNCTION	Board of Trustees	CEO	COO	DoS	Head of Department	AC	Headteacher	Links/ notes
Chief executive officer	Approval (Board Member)				Support (HofHR)			Grievance Policy Support (Investigating Officer)
ELT	Approval	Lead			Support (HofHR)			Grievance Policy Support (Investigating Officer)
Central team		Approve	Lead	Lead	Support (HofHR)			Grievance Policy
School Headteacher				Lead Approve	Support (HofHR)			Grievance Policy
School staff			Consult	Consult	Support (HofHR)		Lead Approve	Grievance Policy

FUNCTION	Board of Trustees	ELT			Head of Department	AC	Headteacher	Links/ notes
		CEO	COO	DoS				

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.

Deals with formal parental or external complaints (stage 2) against:								
Chief executive officer	Lead Approve				Support (HofHR)			Complaints Policy
ELT	Lead Approve				Support (HofHR)			Complaints Policy
Central team		Approve	Lead	Lead	Support (HofHR)			Complaints Policy
School Headteacher				Support	Support (HofHR)	Lead Approve		Complaints Policy
School staff			Support	Support	Support (HofHR)		Lead Approve	Complaints Policy

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.

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)		<mark>Lead</mark>		<mark>Support</mark> (HoE)			