

## The Elliot Foundation Academies Trust

### Scheme of delegation

#### Introduction

The Scheme of Delegation sets out the delegated powers between the Trust, LGB and Principal in the governance and operation of the Multi Academy Trust and member academies.

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

#### Trust Policies

The Trust Board approves policy on behalf of all Academies in the Trust. There is no requirement for LGBs to approve these. They need to be aware of them and implement them. There may be policies that Academies need to determine locally (such as a charging policy). All Trust policies are to be found on the Elliot Foundation website. Where a staffing policy has not yet been approved by the Trust then the pre-existing local authority version should be applied.

#	Task	Notes	Board	Fin Cttee	LGB	Principal
	Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)					
<b>1.</b>						
1.1.	Approve Trust Articles of Association	Members only	A			
1.2.	Approve Trust Board Terms of Reference		A			
1.3.	Approve Trust Scheme of Delegation		A	R		
1.4.	Approve new academies joining the Trust		A			
1.5.	Establish Trust Committees		A			
1.6.	Approve Trust Committee Terms of Reference		A	R		
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A			
1.8.	Establish LGB working groups				A	R
1.9.	Appoint Chair of Trust Board	As per Articles	A			
1.10.	Appoint Chair of LGB	As per LGB ToRs	A		R	
1.11.	Remove the Chair of LGB		A			
1.12.	Appoint Vice Chair of LGB	As per LGB ToRs	A		R	
1.13.	Appoint Foundation Governors to LGB		A		R	

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	Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)					
1.14.	Remove Foundation Governors		A		R	
1.15.	Appoint (and remove) Community Governor to LGB				A	
1.16.	Appoint (and remove) Chair(s) of Trust Committees	As per Board ToRs	A	R		
1.17.	Appoint (and remove) Trust Committee members	As per Board ToRs	A	R		
1.18.	Appoint (and remove) Clerk to Trust Board		A			
1.19.	Appoint (and remove) Clerk to LGB				A	
1.20.	Organise calendar of Trust Board		A			
1.21.	Organise calendar of LGB				A	
1.22.	Approve Directors Expenses Policy		A			
1.23.	To approve a governors expenses scheme				A	
1.24.	To set up a register of governors business interests				A	
<b>2.</b>						
2.1.	Academy Performance Targets		A		R	R
2.2.	Academy Performance Review <i>e.g. SEF</i>		A		R	R
2.3.	Academy 3 year plan				A	R
2.4.	Academy 1 Year development Plan				A	R
2.5.	Curriculum Policy				A	
2.6.	Teaching & Learning Policy				A	
2.7.	Sex Education policy				A	
2.8.	Religious Education policy				A	
<b>3.</b>	<b>Staff Policies and Pay</b>					
3.1.	Pay Policy		A		I	
3.2.	Job Role Salary & Grading Policy		A		I	
3.3.	Changes to Employee Terms & Conditions or Collective Agreements		A		I	
3.4.	Adoption of Transferring Policies and Collective Agreements		A		I	
3.5.	Teachers Annual Pay Award		A		I	
3.6.	Support Staff Annual Pay Award		A		I	
3.7.	Individual Performance Pay Awards				A	R
3.8.	Appraisal (performance management) Policy		A		I	
3.9.	Disciplinary Policy		A		I	
3.10.	Grievance Policy		A		I	
3.11.	Capability Policy		A		I	
3.12.	Whistleblowing Policy		A		I	
3.13.	Re-structuring & Redundancy Policy		A		I	
3.14.	Employee Health & Safety Policy		A		I	
3.15.	Managing Absence Policy		A		I	
3.16.	Any other staffing policy		A		I	

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	Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)					
<b>4.</b>						
4.1.	Staff complement, structure and grades				A	R
4.2.	Principal appointment		A		R	
4.3.	Vice Principal appointment		C		A	
4.4.	Senior leadership appointments				A	
4.5.	Teaching and support staff appointments				A	A
4.6.	Suspension of Principal		C		A	
4.7.	Return of Principal after suspension				A	
4.8.	Dismissal of Principal	*Chair LGB	C		A*	
4.9.	Appeal of Principal against dismissal				A	
4.10.	Suspension of Vice Principal					A
4.11.	Return of Vice Principal after suspension					A
4.12.	Suspension of teaching and support staff					A
4.13.	Return of teaching and support staff after suspension					A
4.14.	Dismissal of Vice Principal or teaching and support staff					A
4.15.	Appeal of staff against dismissal				A	
<b>5.</b>						
5.1.	Trust & Academy Financial Regulations (inc. key policies)		A	R	P	P
5.2.	Trust & Academy Financial Procedures		A	R	P	P
5.3.	Trust Procurement Policy			A	P	
5.4.	Trust 3 year Budget Plan		A	R	P	P
5.5.	Trust 1 year Budget		A	R	P	P
5.6.	Trust Consolidated Budget Updates		A	R		
5.7.	Trust Consolidated Financial Statements		A	R		
5.8.	Trustees Report		A	R		
5.9.	Trust Academies Accounts Return to EFA			A		
5.10.	Response to Auditor's Management Letter		A	R		
5.11.	Academy 3 year Budget Plan			C	A	P
5.12.	Academy 1 year Budget		A	R	P	
5.13.	Academy Budget Updates			C	A	
5.14.	Academy Accounts Return to EFA			A	P	
5.15.	Establish a charging and remissions policy				A	R
<b>6.</b>						
6.1.	Expenditure or contracts up to HT limit					A
6.2.	Expenditure or contracts from HT limit to LGB limit (c.f. Finance Regulations)				A	
6.3.	Expenditure or contracts from LGB Limit to OJEU limit			A		
6.4.	Expenditure over OJEU limit		A			
6.5.	Disposals or write off of stock, assets or debts up to HT Limit					A

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6.6.	Disposals or write off of stock, assets or debts from HT Limit to LGB Limit				A	R
6.7.	Disposals or write off of stock, assets or debts from LGB Limit up to AFH limit			A	R	P
6.8.	Compensation payments up to £50,000 (AFH Limit)			A	R	
6.9.	Compensation payments over £50,000	SoS only				
<b>7.</b>						
7.1.	Academy times, terms and holidays		A		I	R
7.2.	Expansion of Academy (PAN)		A		R	P
7.3.	Extension of age range	EFA approval	A		R	P
7.4.	Extension of Academy provision (Nursery)		A		R	P
7.5.	Child Welfare & Safeguarding Policy				A	
7.6.	Attendance Policy & Plan				A	
7.7.	Pupil Behaviour & Exclusions Policy		A			
7.8.	Fixed term Exclusion					A
7.9.	Permanent Exclusions				A	R
7.10.	Appeals against Permanent Exclusion	Independent			I	
7.11.	Complaints Policy		A		I	
7.12.	Hearing complaints				I	I
7.13.	Admissions Policy		A		I	
7.14.	Allocation of places against Admissions Policy				A	
7.15.	Admissions Appeals	Independent			I	
7.16.	Academy prospectus				A	R
7.17.	Academy website				A	R
7.18.	Academy logo & branding				A	R
7.19.	Academy uniform				A	R
7.20.	Academy Trips Policy				A	R
7.21.	Extended services on-site				A	R
7.22.	Pupil Premium Policy				A	R
7.23.	Pupil Premium Plan				A	R
<b>8.</b>						
8.1.	Asset Management Policy & Plan				A	R
8.2.	Health & Safety Policy		A			