

1 EDUCATION DECISIONS

	Board of Trustees	Committee	LGB	CEO	ELT	Principal	HoS
Approve Academy Improvement Plans							
Approve Academy Curriculums ³		CURR					
Approve Trust self-evaluation							
Approve Academy self-evaluation							
Approve Trust's educational targets							
Approve Academy educational targets		CURR					
Approve Trust-wide Pupil Premium strategy and f/work							
Approve Academy strategies for Pupil Premium expenditure							
The decision to issue a fixed term pupil exclusion							
The decision recommend to permanently exclude, pending a PEX hearing ⁴							
Educational Data							
Approval of academy school census information prior to DfE submission ⁵							
Approval of QA'd twice half-termly KPI data in academy for Board submission.							
Annual Reports							
Approval of academy annual pupil and sports premium strategies							
Approval of academy annual SEND information report and local offer							

2 PEOPLE DECISIONS

	Board of Trustees	Committee	LGB	CEO	ELT	Principal	HoS
People Strategy & Policy							
Approve Trust Recruitment and development process					M,C & HR		
Approve annual cost of living pay award for all staff							
Staffing Structures (within approved budgets and financial projections)							
Approve staffing structure at Academy Level							
Approve staffing structure at Business Level							
Appointment of...							
CEO							
ELT Members	CFO						
Principals							
Head of School							
Academy Senior Leadership Team							
Academy Staff							
Business staff							
Performance Management ⁶ of...							
CEO							
ELT Members							
Principals			Chair				
Head of School			Chair				
Academy Senior Leadership Team							
Academy Staff							
Business staff							
Approve Pay Progression ⁷ of...							
CEO		REM					
ELT Members		REM					
Principals		REM	Chair				
Head of School		REM	Chair				
Academy Senior Leadership Team							
Academy Staff							
Business staff							
Settlement Agreements ⁸							
CEO							

All Staff < £25k							
All Staff > £25k		Chair					
Suspension⁹ of...							
CEO					M,C & HR		
ELT Members					M,C & HR		
Principals					M,C & HR		
Head of School					M,C & HR		
Academy Senior Leadership Team					M,C & HR		
Academy Staff					M,C & HR		
Business staff					M,C & HR		
Disciplinary Hearings¹⁰ of...							
CEO					M,C & HR		
ELT Members					M,C & HR		
Principals					M,C & HR		
Head of School ¹¹					M,C & HR		
Academy Senior Leadership Team ¹¹					M,C & HR		
Academy Staff ¹¹					M,C & HR		
Business staff					M,C & HR		
Formal Hearings¹² for Grievance claims made by...							
CEO			AUD - Chair		M,C & HR		
ELT Members					M,C & HR		
Principals					M,C & HR		
Head of School					M,C & HR		
Academy Senior Leadership Team					M,C & HR		
Academy Staff					M,C & HR		
Business staff					M,C & HR		
Deals with formal parental or external complaints¹³ (Stage 2 of policy) against....							
CEO					M,C & HR		
ELT Members					M,C & HR		
Principals			Chair		M,C & HR		
Head of School			Chair		M,C & HR		
Academy Senior Leadership Team					M,C & HR		
Academy Staff					M,C & HR		
Business staff					M, C & HR plus 1 other ELT		

3 APPEALS/ DISCIPLINE COMMITTEES

Panel	Panel Members
Pupil Exclusions Discipline	3 LGB members & Independent clerk
Admissions Appeals	Local Authority
Stage 3 Parental or external Complaints Committee against...	
CEO	3 members of the Board of Trustees
ELT Members	3 members of the Board of Trustees
Principals	2 members of Academy LGB plus 1 other LGB member
Head of School	
Academy Senior Leadership Team	
Academy Staff	
Business staff	CEO and 2 members of the Board of Trustees
Staff grievance appeals from...	
CEO	Chair of the Board of Trustees
ELT Members	
Principals	
Head of School	CEO
Academy Senior Leadership Team	
Academy Staff	
Business staff	
Staff disciplinary appeals	
CEO	3 members of the Board of Trustees
ELT Members	
Principals	
Head of School	3 members of the Academy LGB
Academy Senior Leadership Team	
Academy Staff	
Business staff	3 members of the Board of Trustees
Staff pay award appeals of	
CEO	3 Trustees not involved in the initial pay award approval
ELT Members	3 Trustees not involved in the initial pay award approval
Principals	Chair of the Academy LGB plus 2 LGB members (cannot include staff governor)
Head of School	
Academy Senior Leadership Team	
Academy Staff	
Business staff	3 Trustees not involved in the initial pay award approval

4 OPERATIONAL DECISIONS

	Board of Trustees	Committee	LGB	CEO	ELT	Principal	HoS
New academies/companies							
Contact with RSC to discuss potential new academy and initial preparatory work.							
Approval to progress to formal due diligence							
Approval to sign MoU of transfer to TSLT							
Approval to commence Free School application process							
Approval to formally submit Free School application							
Approval to create or acquire new company or trading subsidiary							
Risk							
Approve the Corporate risk register		AUD					
Authority to take action required to ensure that all corporate risks are being mitigated against							
Approve the Business risk register							
Authority to take action required to ensure that all Business risks are being mitigated against							
Approve the academy risk register							
Authority to take action required to ensure that all academy risks are being mitigated against			>£50k			<£50k	<£50k
Premises/Asset Management							
Approve/ reject proposals for the acquisition/ disposal of land/buildings	In line with AFH						
Approve major capital works and long-term building projects, based on internal annual condition survey ¹⁴	>£50k		£25k - £50k			<£25k	<£25k
Health & Safety							
To set and ratify the Trust's Health and Safety Policy							
To ensure implementation of the Trust's Health and Safety Policy (via Principals)							

Communications							
Approve all press responses identified as a risk to TSLT's reputation (academy or Trust level)						M,C & HR	
Approve all press responses at Trust level						M,C & HR	
Approve all press responses at academy level						M,C & HR	
Approve any commissioned writing/opinion pieces for external parties from TSLT staff.							
Delegation to QA all academy websites to ensure all are fully compliant with Ofsted and regulatory requirements							
IT							
Approve a Central IT infrastructure and MIS							
Approve a teaching & learning IT strategy							
Operational Value for Money							
Approve Trust value for money operational projects							
Approve academy vfm operational projects							

5 FINANCIAL DECISIONS

Please note:

- 1 The scheme of financial delegation is based on expenditure based on the approved annual budget. Any out of budget expenditure must be escalated to the FD & CEO for approval.
- 2 Adherence to these limits is the responsibility of the signatory/ies and attempts to avoid the application of a particular threshold may result in disciplinary proceedings. Expenditure rules must not be circumnavigated deliberately or unintentionally through split invoicing, splitting contracts, etc. which may exceed an individual's limits.
- 3 All approvals must be made in line with the Trust's procurement procedures and the ESFA Academies Financial Handbook
- 4 No authority is delegated where the normal delegated authority has a pecuniary or other interest, as determined through their Register of Interest declarations, or where the decision would mean the academy or Trust would fail to stay within its budget. An approved budget is one approved by the Trust Board, except where virements or budget variances have been agreed.
- 5 The chair is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interest of the school, a pupil, parent or member of staff. (Governor Handbook).
The Trust Board/LGB will receive verbal report on any decisions made through a Chair's action, at the next meeting. They must then decide on the ratification of the decision.

	Board of Trustees	Committee	LGB	CEO	ELT	Principal	HoS
Budget Setting							
Approve annual Business charge/top-slice		FIN			FD		
Retention & use of reserves - strategy/policy					FD		
Approve annual budget and mid-term financial plans		FIN			FD		
Approval of capital expenditure using SCA					FD & TBM		
Staffing Appointments							
Appointment of CEO / CFO / Principals / HoS							
Any staff hire with annual salary over £80k per annum, permanent or temporary					M,C & HR		
Any academy staff hire or salary increases outside of agreed budget					FD		
All business staff hire if part of agreed budget							
All academy staff hire if part of agreed budget							
Staff restructure							
Any restructure exceeding £100k							

Any restructure up to £100k and involving staff consultation or potential redundancy costs							
Any academy restructure not involving staff consultation or potential redundancy costs					HR		
Any business restructure not involving staff consultation or potential redundancy costs							

Decision to purchase Supplies ¹⁶ (goods), Services and Works including leases (in budget)							
Academy Expenditure over £50,000.							
Academy Expenditure over £25,000 and up to £50,000.							
Academy Expenditure up to and including £25,000							
Business Expenditure over £50,000.							
Business Expenditure over £25,000 and up to £50,000.							
Business Expenditure up to and including £25,000					FD		
Approval of Single Source Justifications within delegated signing limits.					FD		
Virements, budget variances and unbudgeted expenditure out of reserves							
Academy annual unbudgeted expenditure out of reserves over £50k					FD		
Academy annual unbudgeted expenditure out of reserves over £10k and up to £50k					FD		
Academy annual unbudgeted expenditure out of reserves up to and including £10k					FD		
Business annual unbudgeted expenditure out of reserves over £50k					FD		
Business annual unbudgeted expenditure out of reserves over £10k and up to £50k					FD		
Business annual unbudgeted expenditure out of reserves up to and including £10k					FD		
Approve action plan for any budget monitoring variances greater than £100k or 3% (whichever is lower) of overall budget					FD		
All academy virements over £50k					FD		
All academy virements over £25k and up to £50k					FD		
All academy virements up to and including £25k					FD		
All business virements over £50k					FD		
All business virements over £25k and up to £50k					FD		
All business virements up to and including £25k					FD		

Sign Contracts (in budget)							
Any contract with a value exceeding £50,000 or exceeding a 5 year term ¹⁷							
Any contract with a value between £5,000 and up to £50,000 and up to a 5 year term							
When the contract is a Deed, involves a TUPE transfer or a Lease							
Any contract where the maximum value of the contract will be £5,000 except where the contract is a Deed, involves a TUPE transfer, a Lease, and is a 1 year term or less							
Academy funding and income contracts						FD	
Trust funding and income contracts						FD	
Any supply to third parties (other than renting halls, or gym space and equipment) ¹⁸							

