ADVANCE LEARNING PARTNERSHIP

Scheme of Delegation

Date: September 2026

Review Date: September 2027

Rationale

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust and member academies/settings.

Advance Learning Partnership operates across a range of settings, including early years provision (from 9 months) through to post18; this Scheme of Delegation applies across all academies and settings within the Trust.

The bodies include:

1. Members
2. Trust Board
3. Trust Board Sub-Committee
4. Academy Councils (AC)
5. Executive Leadership Team
6. Headteachers/Executive Headteachers
7. Trust Chief Executive Officer (CEO)

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/settings are 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 powers are detailed in this document. The level of delegated powers is at the Trust discretion and may be dependent upon school circumstances/context.

This Scheme of Delegation is intended to be a dynamic document that reflects the current circumstances of the Trust and its academies. It will be reviewed annually by the Board, or more frequently if required, to ensure that it remains fit for purpose and aligned with the Trust's vision and values. Any changes or updates to the Scheme will be communicated to all relevant parties and implemented accordingly.

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.

Each Academy is ultimately governed by the Trust Board of Advance Learning Partnership (ALP). ALP shall have regard to (but for the avoidance of doubt shall not be bound by) any guidance as to the governance of the academies that the Secretary of State may publish.

The Trust Board (Board) is responsible for ensuring that high standards of corporate governance are maintained. The Board exercises its powers and functions with a view to fulfilling a strategic leadership role in the running of the Trust and academies.

The Trust entered into a Master Funding Agreement in March 2017 with each Academy being governed locally by a Supplemental Funding Agreement.

In order to discharge these responsibilities, the Trustees appoint people who are more locally based to serve on a Board (the "Academy Council") which has been established to ensure the good governance of the Academy.

This Scheme of Delegation explains the respective roles and responsibilities of the Trustees and the Academy Councils and the commitment to each other to ensure the success of each Academy/Trust.

This Scheme of Delegation has been put in place by the Trustees in accordance with the provisions of the Trust Articles of Association (the "Articles") and it should be read in conjunction with those Articles.

For the avoidance of any doubt where any ALP policy conflicts with this Scheme of Delegation, then the Scheme shall take precedence. In all issues of interpretation, the decision of the Chief Executive Officer (CEO), in conjunction with the Chair of the Board, is final.

Under Article 105A of the Articles of Association power is given to the Trust to delegate appropriate functions to sub-committees. Panels do not have to be constituted by Governors from a specific academy as it is the practice of the Trust to use Governors from any Academy Council to serve on appropriate academy hearings, appeals or other committees.

The underlying principles for this Scheme of Delegation are:

- Ensure Trustees retain ultimate accountability while delegating specific responsibilities to Academy Councils.
- Define clear boundaries for the authority of Academy Councils to prevent governance issues and safeguard the integrity of the Trust.
- Enable Academy Councils to operate effectively within their delegated responsibilities, ensuring local decision-making meets the needs of pupils and the community.
- Provide mechanisms for intervention, such as the establishment of an Intervention Committee Board (ICB) in cases of governance weaknesses, safeguarding failures, or performance declines.

Advance Learning Partnership Academies

Each Academy is ultimately governed by the Trust. ALP shall have regard to (but for the avoidance of doubt shall not be bound by) any guidance as to the governance of the academies that the Secretary of State may publish. ALP will establish, for each Academy, an Academy Council, whose governors' role is to support the Trust Board in ensuring effective governance of the academy. Upon first joining the Trust, the membership of the Academy Council shall be for ALP to decide in consultation with the Chair of the Predecessor School Governing Body.

Power to Delegate to the Academy Council

The Trustees delegate the following areas of scrutiny to the Academy Council to take responsibility for supporting the Academy and its leadership and management team in improving the:

- Effectiveness of leadership and management
- Quality of teaching, learning and assessment
- Behaviour, welfare and attendance
- SEN, disadvantaged children, CIC and PP provision
- Health and Safety
- Safeguarding
- Outcomes for children and learners
- Community engagement

The Academy Council acts in accordance with ALP's Code of Conduct for governors, and is accountable to the Trust Board, who legally are the accountable body.

For ALP to discharge its accountability through effective due diligence, it delegates responsibility for the oversight of key actions to the Academy Council, who provide local intelligence through the minutes of meetings of the Academy Council, and records of governor visits which demonstrate how they fulfil the key roles of governors:

- Providing strategic direction.
- Acting as a critical friend.
- Promoting the Academy in the local community.

Power to withdraw Delegated Authority

If Governance is highlighted as ineffective, Trustees will decide if the delegated authority of the Academy Council needs to be redirected to the Trust Board or an Intervention Committee Board, and the Academy Council disbanded in the interim.

Where any concerns have been identified by ALP or the CEO in the running of an Academy, including but not limited to insufficient progress being made against educational targets, the Trustees expressly reserve the right in such circumstances to review or remove any power or responsibility conferred on the Academy Council;

It is important for Academy Councils with delegated responsibilities to understand the boundaries of their authority and to ensure they work within these limits. Should there be any deviation from this authority, the Trustees will need to reassess the delegation of responsibilities to safeguard the integrity and governance of the Academy.

Intervention Committee Board

The Trustees may replace an Academy Council, or introduce alongside, an Intervention Committee Board (ICB), in one or more of the following circumstances:

- Identification of weak governance
- In response to the outcome of an external review of governance or Ofsted inspection
- In response to the outcome of an Ofsted inspection where there is serious weakness or requiring improvement identified
- A sudden or unexpected dip in the Academy's mid-term performance
- Any identified serious safeguarding failures within the Academy

On appointment of the ICB, the Academy Council will be disbanded and all delegated responsibilities of the Academy Council transfer to the ICB with immediate effect. The main function of the ICB will be to secure the governance of the Academy and develop a sound basis for improvement and will remain in place until the above trigger is removed. The CEO and Trust Leadership will work in partnership with an ICB to determine priorities and set targets. ALP does not adopt a one size fits all approach and is committed to appointing ICB's which are small, focused groups. Members will be chosen on a case-by-case basis in accordance with the skill and knowledge and the needs of the individual Academy. The ICB may comprise individuals who were members of the Academy Council, contributing their expertise and knowledge of the local community.

Communication between the ALP Board and the Academy Council

The Board meet regularly and as often as necessary (at least 6 times a year). The Chair of ALP and CEO will schedule meetings with the Headteachers and Chairs of the Academy Councils as and when required. This provides an opportunity for information sharing between the Trust Board and Academy Councils and to have issues raised which may have influence across its broader family as well as particular institutions. Feedback from ALP will be a standing item on all Academy Council agendas and all Academy Councils are required to provide a copy of their approved minutes of meetings to the Trust Board.

Click to view the Trustees of Advance Learning Partnership Trust Board

Advance Learning Partnership – Key role and responsibilities

The arrangements for delegated authority within Advance Learning Partnership (ALP) are set out in this Scheme of Delegation. The functions of the Trust are discharged by its various Boards, committees and key posts. The significant **roles and responsibilities** within the organisation are as follows:

1. Members

The majority Members of ALP are signatories to the Trust's Memorandum and Articles of Association (a document which outlines the governance structure and how the Trust will operate).

The role of the Members

- The Members of the Trust are guardians of the governance of the Trust and must ensure it carries out its charitable objective.

- There must be at least three Members, although the DfE prefer at least five; Members are not permitted to be employees of the Academy Trust.
- The Members approve the Trust Articles of Association, appoint Trustees and appoint the Trust's external auditors.
- The Members should receive information about the Trust's business and receive the annual report and accounts. If they have concerns that the Trust is not carrying out its charitable objective, Members should remove Trustees who are failing to fulfil this responsibility.

2. Trustees

ALP is a charitable company limited by guarantee. Consequently, this governance group is known as Trustees under charity law and Directors under Company Law.

Due to the dual obligations under charity and company law, the terms 'Trustees' and 'Directors' are frequently used interchangeably. Advance Learning Partnership refers to this group as the Trustee/Trust Board.

The Trustees of ALP are the Charity Trustees and are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum and Articles of Association. The Trust Board is accountable for the performance of all academies within the Trust.

In Trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The Board has collective accountability and strategic responsibility for the Trust. It has a focus on ensuring the Trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with:

- the Trust's charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement

The Trust Board is permitted to exercise all the powers of the Academy Trust. The Trustees delegate certain governance functions and these are set out in this Scheme of Delegation.

The Trust Board has the right to review and adapt its governance structure at any time which includes removing delegated authority.

The Trust Board delegates responsibility for delivery of its objectives and strategy to the lead professional of the MAT i.e. the CEO, who is also designated as the Accounting Officer. The Trust Board holds the CEO to account for the performance of the Trust, including the performance of the academies within the Trust.

Some responsibilities concerning the performance of each academy are delegated to the Academy Council. Each Academy Council will use its detailed knowledge and engagement with stakeholders to ensure that their academy is performing to the highest possible standards.

The performance management of the CEO is the responsibility of the Trust Board. The CEO is responsible for the performance management of the Academy Headteachers but may seek contributions from representatives of the Academy Council to this process.

ALP allow for the use of Trust Chair/Vice Chair action bypassing usual processes, in specific circumstances of urgency. This will not be applicable for discontinuing any schools, approving budgets and suspending Trustees/Governors.

3. Trust Board Sub-Committees and Trustee links

ALP will establish sub-committees with the purpose of providing advice and support and informing the overall work of the Trust Board. However, these sub-committees are not legally responsible or accountable for statutory functions – the Trust Board retains overall accountability and responsibility. The Trust Board appoint sub-committee Members and Chairs. The responsibilities of the Board sub-committees will be set out in their terms of reference.

ALP have the following sub-committees in place:

- Audit and Risk Committee
- Finance Committee
- Educational Standards and School Improvement Committee
- Performance Management and Pay Review Committee

ALP Trustees take specific strategic oversight responsibility on behalf of the Board on the following areas:

- Safeguarding arrangements, including the Prevent duty
- Special educational needs and disabilities (SEND) arrangements
- Careers education

Each linked Trustee will feed back to the Board as and when applicable through the schedule of meetings.

4. Academy Council (Academy Governing Bodies)

In addition to Trust Board sub-committees, ALP has established Academy Councils composed of governors. The Academy Council supervises the management of designated aspects of the academies on behalf of the Trust. The Chair/Headteacher and Academy Council Members routinely review the composition of the Academy Council at each meeting once it is constituted. It is important to note that an academy is not a legal entity.

The Academy Council is a sub-committee of the Board. The responsibilities are set out in detail in their Terms of Reference, but they include:

- building an understanding of how the academy is led and managed
- monitoring whether the academy is working within agreed policies

- meeting agreed targets
- engaging with stakeholders

The Academy Council is made up of governors who are expected to question, challenge and support the leadership. As a committee of the Trust Board, delegation to an Academy Council can be removed. (Refer to 'Withdrawal of Delegated Authority and Intervention Committee Board' details above).

ALP allows for the use of Academy Council Chair/Vice Chair's action bypassing usual processes, in specific circumstances of urgency.

The Academy Councils are:

- a valued point of consultation and representation in the development of policies
- the recipients of detailed information about how their schools are being managed
- tasked with scrutinising management information thus providing assurance to Trustees that the school is:
    - operating within the ethos and values of the Trust and creating a positive climate for all stakeholders
    - working within agreed policies
    - meeting the agreed targets
    - engaging with stakeholders
    - acting as an ambassador for the Trust
    - ensuring good governance of their Academy
    - safeguarding and promoting the values of their Academy
    - supporting the Head teacher of their Academy and being a critical friend to them
    - monitoring the achievement, quality of teaching and behaviour and safety within their Academy
    - have oversight of the financial summary raising any concerns with the Trust Board

Pairing Academy Council

While there may be individual Academy Councils for each Academy, ALP is open to considering effective partnerships or groupings proposed by multiple Academies that would result in a single Academy Council overseeing more than one Academy. This arrangement may be necessary if several Academies are unable to recruit sufficient Academy Council Members with the requisite skills or if an Executive Head Teacher is appointed to supervise two or more Academies. The composition outlined above will be applicable to all Academy Councils, regardless of the number of Academies they oversee. However, parent representatives will consist of one representative from each school along with staff members.

5. Chief Executive Officer (The Accounting Officer)

The CEO has the delegated responsibility for the operation of ALP including the performance of the Trust's academies.

The CEO is the Accounting Officer so has overall responsibility for the operation of the academy Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money.

The CEO leads the Executive Leadership Team of ALP and determines the executive management functions to the Executive Leadership Team and is accountable to the Trust Board for the performance of the Executive Leadership Team.

Executive Leadership Team

The main purpose of the Executive Leadership Team is to monitor, challenge and improve academy performance. This includes, but is not limited to:

- Academic performance of all pupils at every key stage
- Curriculum and staffing management
- Financial and resource allocation

The Executive Leadership Team consists of:

- Chief Executive Officer
- Chief Operating and Financial Officer
- Chief Strategy Officer

The Executive Leadership Team meets regularly to consider current Trust priorities.

Any proposed decisions or actions that require approval from the Trust Board or Academy Councils' will be communicated at the next meeting of that body. Once approved, decisions or actions will be implemented by relevant personnel.

Central Functions

The centralised model has been developed to maximise efficiency and value for money through economy and effective management of resources providing complete transparency and accurate financial management through the Trust. Central costs and professional services are managed by the Trust allowing individual Academies to manage and control delegated funding to focus on key educational resources.

The Trust's financial handbook will determine financial policies, responsibilities and levels of authority which will reflect the nature/context of each school/academy within the Trust. All matters in relation to capital, insurance, investments, leases and land will be reserved for the Trust and any specific income generation or school specific grant funding will be invested in the education of the applicable school.

Deployment of ALP School Improvement Team (SIT) or Children and Civic Services Team (CCST)

The ultimate responsibility for the deployment of the SIT/CSST belongs to the CEO. This will be based on identified need, through the Leader of School Improvement or Leader of Children and Civic Services.

6. Academy Headteacher

The Academy Headteacher is responsible for the day-to-day leadership and management of the academy and is line managed by the CEO. The Headteacher reports to the Academy Council on the overall performance of the school, the progress of pupils and any other matters which have been delegated to it.

If there is an action/decision that requires Trust Board or Academy Council involvement the relevant Leader will ensure this is placed on the agenda/included in the relevant report for the Trustees/Academy Council.

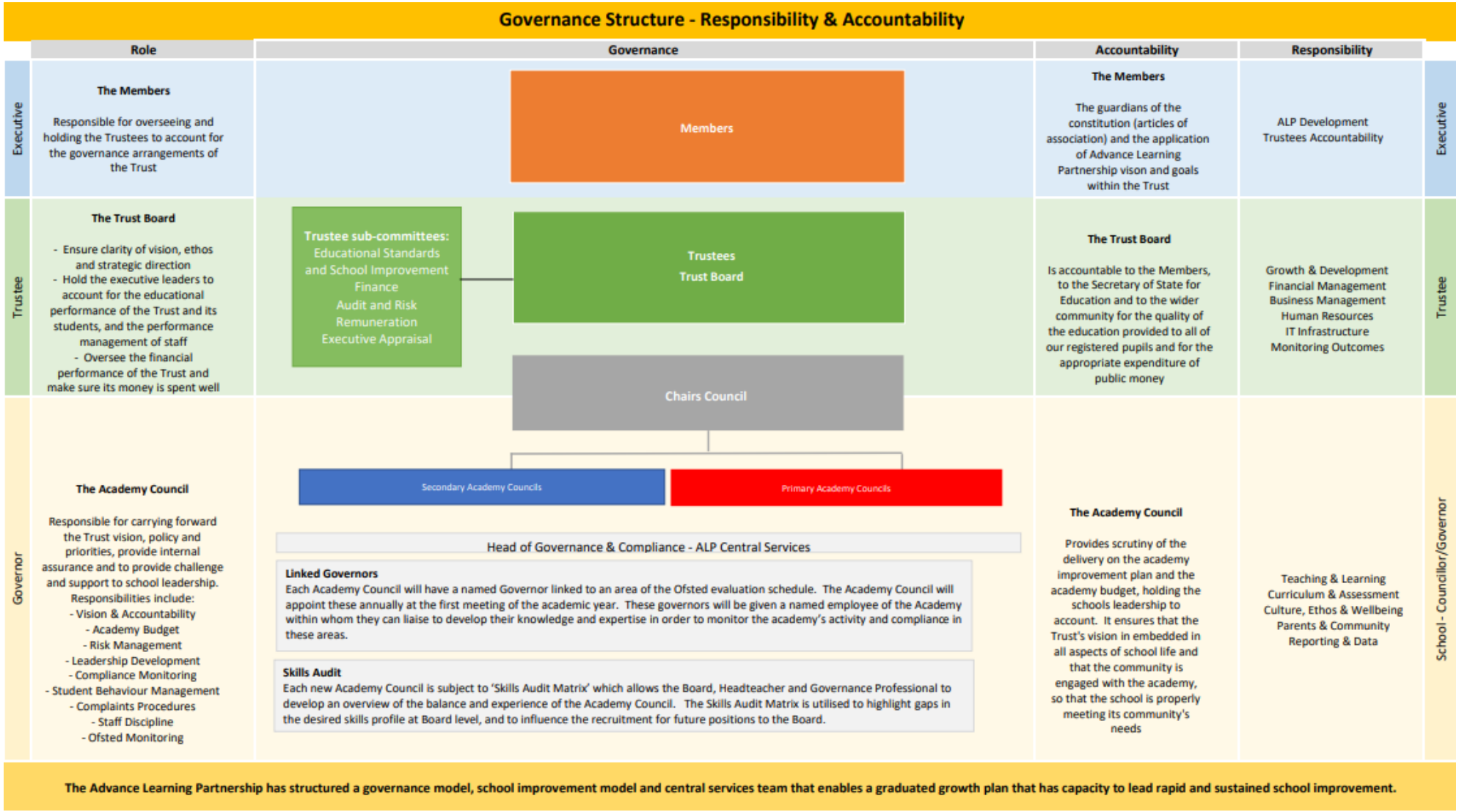
The Academy Councils/Sub-committees detailed Terms of Reference set out their roles and responsibilities and function. The authority of each group is controlled by the Board via this Scheme of Delegation.

7. Associate Member

An Associate Member is a Senior Leader within ALP. An Associate Member will attend Academy Councill meetings where their educational expertise can significantly contribute to discussions and address challenges, particularly in the field of education. They are not classed as a Governor.

The role is particularly advantageous for smaller Academy Councils where there is a gap in skills/experience relating to education. The Associate Member is not associated with their own school and does not have voting rights or participate in confidential discussions. This role enhances the leaders' skills and expertise in collaboration with Governors and in Leadership and Management.

Governance Structure



Financial Levels of Authority

Budget Setting
All final Academy budgets must be submitted to the Board for ratification in time to meet DFE Financial deadlines. Budgets require consideration by the Headteacher, and the Executive Team prior to being presented and approved by the Trust Board. All Headteachers in conjunction with their Academy Council will submit their Academy Improvement Plan, Summary SEF and Integrated Curriculum & Financial Plan to the Chief Executive Officer by the beginning of November each year. (This will be in relation to the next academic financial year). Headteachers will work towards specific parameters as follows: • Contact Ratio at 0.76 • Curriculum Bonus<10% (for secondary academies only) It is acknowledged that for new schools joining the Trust that there will be a legacy curriculum in place. The following parameters apply for a maximum 3-year period in this situation: • Contact Ratio at 0.74 • Curriculum Bonus<12% (for secondary academies only)

Delegated Duty	Value	Delegated Authority	Comment
All procurement must be conducted in accordance with the Procurement Act 2023 and the Procurement Regulations 2024. This includes adherence to the Act's statutory objectives of delivering value for money, maximising public benefit, acting with integrity, and promoting fair and open competition. Contracting authorities must ensure transparency, equal treatment, and non-discrimination throughout the procurement lifecycle. For most goods and services where the estimated contract value exceeds the relevant thresholds set out in the Act, a formal competitive procedure must be followed. Notices must be published via the UK's central digital platform, including the Find a Tender Service (FTS), in line with the transparency obligations under the new regime.			
	Up to £999	**ALP** & **Academies**– Budget Holder (providing sufficient budget in place)	• For orders £1,000 to £20,000 at least a single written quotation is required. • Orders over £20,000 require 3 written quotations. • Academies with significant budget pressure will be required to consult with the Chief Operating and Financial Officer for orders over £5,000. **The exception to these is if a procurement exercise has taken place.**
Ordering goods and services	Up to £4,999	**ALP** & **Academies**– Budget Holder (providing sufficient budget in place) and/or one of the following: Head of School or Head Teacher - Academies Head of Service, Catering Manager, Estates Manager – MAT	
	Over £5,000 -£29,999	**ALP** & **Academies**– Budget Holder plus one of the following o Director of Operations o Director of Finance	

		o Chief Executive Officer o Chief Operating and Financial Officer The Chief Executive Officer or Chief Operating and Financial Officer can be the sole member for sign off within this parameter.	
	Over £30,000–£99,999	**ALP** & **Academies**– Budget Holder plus both of the following: • Chief Operating and Financial Officer • Chief Executive Officer	• Three written quotations are required, unless bespoke or purchased via a framework.
	Over £100,000 and above	**ALP** & **Academies**– Budget Holder plus all of the following: • Chief Operating and Financial Officer • Chief Executive Officer • Finance Committee	• Three written quotations/tenders must be obtained, unless the procurement is completed via an approved framework agreement using a compliant direct award process. • Contracts exceeding the procurement thresholds set out within the Procurement Act 2023, the Procurement Regulations 2024, and any subsequent legislation applicable to Central Government bodies, currently: o Supplies and Services: £207,720 including VAT o Works: £5,193,000 including VAT
	Staff Expenses	**ALP Staff:** Chief Operating and Finance Officer or in absence Chief Executive Officer. **COFO:** Chief Executive Officer or in absence Chair of Trust Board) **CEO:** Chair of Trust Board **Academies:** Relevant Budget Holder Headteacher or in absence Chief Operating and Finance Officer.	

Authority to accept other than the lowest quotation: Under the Procurement Act 2023, procurement decisions must demonstrate value for money and be based on the Most Advantageous Tender (MAT), taking into account factors beyond price alone. This may include quality, service delivery, whole-life cost, reliability, risk, sustainability, and social value.
Where a quotation other than the lowest is accepted, the rationale for the decision and the evaluation criteria applied must be formally documented and reported to the Board/Trustees in line with the Trust's governance and approval processes.

Delegated Duty	**Value**	**Delegated Authority**	**Comment**
Disposal of assets	Up to £500	Director of Finance	

	Over £500	Chief Executive Officer or Chief Operating and Financial Officer and Finance Committee.	Other than land, buildings and heritage assets, trusts can dispose of other fixed assets without DFE's approval subject to achieving the best price that can reasonably be obtained, and maintaining the principles of regularity, propriety and value for money.
	Any Circumstances which require DFE approval (See comment)	DFE	Academy trusts **must** obtain prior approval from DFE for the following transactions: - acquiring a freehold of land or buildings - disposing of a freehold of land or buildings - disposing of heritage assets, as defined in financial reporting standards, beyond any limits in the funding agreement for the disposal of assets generally - disposal of other fixed assets funded by DFE grants
Write-off bad debts	Up to £500	Director of Finance	**MAT** – report to Chief Operating and Financial Officer **Academies** - Reported to Headteacher
	Over £500	**MAT –** Chief Executive Officer and Chief Operating and Financial Officer **Academies –** Chief Executive Officer/ Headteacher and Chief Operating and Financial Officer	**MAT** - Chief Operating and Financial Officer report to Trust Board **Academies** - Reported to Trust Board
	1% of total annual revenue OR £45,000 per single transaction (whichever is lower)	**DFE**	ALP Board and DFE prior approval required in all cases.
Write-off overpayments to staff (following attempted recover)	Any	Chief Executive Officer / Chief Operating and Financial Officer (within delegated limits) and ALP Board.	ALP Board approval required for material write-offs; DfE prior approval required where the value exceeds 1% of total income or £45,000 (whichever is lower).

Purchase or disposal of freehold property (including land and buildings)	Any	Chief Executive Officer / Chief Operating and Financial Officer and ALP Board	ALP Board approval required in all cases; DfE (Secretary of State) prior approval or consent required where mandated by the Academy Trust Handbook, funding agreement or land transaction guidance.
Leasing - Finance leases (as defined by accounting standards)	Any	Chief Executive Officer / Chief Operating and Financial Officer and ALP Board	DfE prior approval required where the finance lease is not covered by the Secretary of State's approved list of assets or where otherwise required under the Academy Trust Handbook or funding agreement. Finance leases included within the approved asset categories do not require individual DfE approval.
Borrowing (including loans, overdrafts, credit arrangements and finance leases)	Any	Chief Executive Officer / Chief Operating and Financial Officer and ALP Board	DfE prior approval is required for all borrowing unless explicitly permitted under the Academy Trust Handbook or through a scheme approved by the Secretary of State. Finance leases are treated as borrowing; DfE approval is not required where the lease falls within the Secretary of State's approved asset categories. Credit cards must only be used for business expenditure and balances cleared in full to avoid interest.
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	Any	Chief Executive Officer / Chief Operating and Financial Officer and ALP Board	ALP Board approval required for leases exceeding 3 years. DfE prior approval must be obtained where the lease constitutes borrowing (e.g. finance lease outside approved asset categories) or where required under the Academy Trust Handbook, funding agreement, or land transaction guidance. All leases must demonstrate value for money, regularity and propriety. Professional advice should be sought where classification or treatment is unclear.
Granting or taking up of any leasehold or tenancy agreement exceeding 7 years or granting a leasehold interest on land and buildings to another party (any duration)	Any	Chief Executive Officer / Chief Operating and Financial Officer and ALP Board	All such leases require ALP Board approval. DfE (Secretary of State) prior approval or consent must be obtained where the arrangement constitutes borrowing (e.g. finance lease outside approved asset categories) or falls within land transaction requirements under the Academy Trust Handbook, funding agreement or DfE guidance. All leases must

			demonstrate value for money, regularity and propriety. Professional advice should be sought where classification or treatment is unclear.
Any guarantees, indemnities and letters of comfort entered into	Any	Chief Executive Officer / Chief Operating and Financial Officer and ALP Board	ALP Board approval required in all cases. DfE prior approval must be obtained where the transaction is novel, contentious or repercussive, or otherwise required under the Academy Trust Handbook or funding agreement.
Approving Payroll BACs & Ad Hoc payments outside of Payroll	Any	Chief Operating and Financial Officer / Director of People / Director of Finance	All payroll and ad hoc payments must be subject to appropriate segregation of duties, with independent authorisation prior to release. Ad hoc or non-routine payments require specific senior approval. Transactions are reported through monthly management accounts, with material or unusual items highlighted to the ALP Board.
Staff severance payments & compensation payments (including special severance payments)	Up to £49,999 (non-contractual/special severance element only)	Chief Executive Officer / Chief Operating and Financial Officer and ALP Board	ALP Board approval required. DfE prior approval is not required provided the total exit package is below £100,000, the employee earns below £174,000, and no other approval trigger applies.
	£50,000 and above (special severance element), OR where total exit package is ≥£100,000, OR where employee earns ≥£174,000	Chief Executive Officer / Chief Operating and Financial Officer and ALP Board	DfE prior approval and ALP Board approval required in all such cases.
Staff Ex gratia payments	Any	Chief Executive Officer / Chief Operating and Financial Officer / DFE	Trust Board and DFE prior approval to be sought for any transactions.

Novel, Contentious, or Repercussive Transactions

Any transaction or proposal that is novel, contentious, or repercussive must be referred to the Trust Board for approval. Such transactions must not be approved at local level. The CEO/Executive Leadership Team/HTS (EHT) are responsible for identifying and escalating such matters. Where required, approval must also be sought from the DFE prior to commitment.

Irregular or Improper Transactions

Any transaction that may be considered irregular or improper must be referred to the Trust Board for consideration and must not be actioned without explicit approval. All such matters must be reported to the board and, where appropriate, to external regulators or authorities.

HR Levels of Authority

APPOINTMENTS	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. The Chief Executive Officer may nominate an alternative representative if they are unavailable to make up a panel. All applications will be processed through the HR function of the Trust	
Appointments	**Appointed by**
ALP Trustees	ALP Members – Member appointed or ALP Trustees if Co-opted.
Chief Executive Officer	Trust Board, Including Trust Chair
ALP Central Roles	
ALP Executive Roles	Chief Executive Officer, Chair of the Trust and 1 other Executive or Trustee as determined by the Chief Executive officer
ALP Leadership / Directors of central functions	Chief Executive Officer, Chair of Trust Board and/or ALP Trustee/Executive and 1 other Executive/Trustee/Academy Council as determined by the Chief Executive Officer
Trust Improvement Partners	Chief Executive Officer, 1 Executive Officer and 1 other Trustee/Leader as determined by Chief Executive Officer
Trust Strategic Leaders	Chief Executive Officer and one other Executive, Trustee or Leadership as determined by the Chief Executive Officer
Heads of Service/Department	Chief Executive Officer, 1 Executive Officer and 1 other Trustee/Leader as determined by Chief Executive Officer
Co-ordinators/ Leaders	Chief Executive Officer and one other as determined by the Chief Executive Officer
All other Central Team Posts	Chief Executive Officer, Chief Operating and Financial Officer, and 1 other as determined by Chief Operating and Financial Officer
Academy Roles	
Executive Headteacher/Headteacher/Head of School	Chief Executive Officer, Chair of Trust Board and/or ALP Trustee/Executive and 1 other Executive/Trustee/Academy Council as determined by the Chief Executive Officer
Deputy Headteacher	Headteacher and/or Chief Executive Officer and representative from Academy Council and/or ALP Leadership/Trustee
Assistant Headteacher, Associate Assistant Headteacher and SLT Support Staff	Headteacher, and 2 others as determined by the Headteacher
Head of Department / Faculty / Lead Teachers	Headteacher, appropriate Director of Subject (if applicable) and 1 other as determined by the Headteacher
TLR Posts and all other Teaching posts	Headteacher (or nominated representative), Director of Subject (if applicable) and Head of Department

All Support Staff posts (other than SLT posts)	2 staff determined by Headteacher, and 1 other as determined by the Chief Operating and Financial Officer

DISCIPLINARY CASES AND DISMISSALS	
For all disciplinary cases and dismissals, the following delegation model shall apply:	
• Suspension • Disciplinary • Capability (professional competence) • Ill Health Capability • Redundancy (The Chief Executive Officer will determine the need for restructure / redundancy within the Trusts agreed curriculum parameters where appropriate) • Some other substantial situation	
For all suspensions and lifting of, the following delegation model shall apply:	
Posts	**Delegated Authority (advice must be taken from HR)**
ALP Trustees	Members or Trustees – refer to AoA or seek advice from Head of Governance
Chief Executive Officer	Chair of Trust Board
ALP Executive Roles	Chief Executive Officer or Chair of the Trust Board in Chief Executive Officer absence
ALP Leadership	Chief Executive Officer or Chief Operating and Financial Officer, or Chair of Trust Board in Chief Executive Officer absence.
Trust Improvement Partners	Chief Executive Officer or Chief Operating and Financial Officer, or Chair of Trust Board in Chief Executive Officer absence.
Trust Strategic Leaders	Chief Executive Officer or an ALP Leader in Chief Executive Officer absence.
Directors of central functions and Heads of Service/Department	Chief Executive Officer or Chief Operating and Financial Officer
Co-ordinators/ Leaders	Chief Executive Officer or an ALP Leader in Chief Executive Officer absence.
All other Central Team Posts	Chief Executive Officer or Chief Operating and Financial Officer
Executive Headteacher/Headteacher/Head of School	Chief Executive Officer or an ALP Leader in Chief Executive Officer absence.
Deputy Headteacher	Headteacher and Chief Executive Officer or an ALP Leader in Chief Executive Officer absence.
Assistant Headteacher, Associate Assistant Headteacher and SLT Support Staff	Headteacher or Chief Executive Officer in Headteacher absence
Head of Department / Faculty / Lead Teachers	Headteacher or Chief Executive Officer in Headteacher absence
TLR Posts and all other Teaching posts	Headteacher or Chief Executive Officer in Headteacher absence
All Support Staff posts	Headteacher or Chief Executive Officer in Headteacher absence

For all disciplinary cases and dismissals, the following delegation model shall apply:			
Posts	**Delegated Authority (Decision)**	**Panel**	**Appeal (3 for a panel)**
ALP Trustees	Members or Trustees as stated in AoA	Refer to Articles of Association	Refer to Articles of Association
Chief Executive Officer	Chair of Trust Board	3 Trustees	3 Trustees (not previously involved)
ALP Executive Roles	Chief Executive Officer or Chair of Trust Board in Chief Executive Officer absence or where it may be both	Chief Executive Officer and 2 Trustees, or 3 Trustees in Chief Executive Officer's absence	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
ALP Leadership	Chief Executive Officer or Chair of Trust Board in Chief Executive Officer absence	Chief Executive Officer or Executive/Leadership and 1 Trustee and 1 other nominated person	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
Trust Improvement Partners	Chief Executive Officer or Chair of Trust Board in Chief Executive Officer's absence	Chief Executive Officer or Executive/Leadership and 1 Trustee and 1 other nominated person	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
Trust Strategic Leaders	Chief Executive Officer or Leader of Education in Chief Executive Officer's absence	Chief Executive Officer or Executive/Leadership and 1 Trustee and 1 other nominated person	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
Directors of Central Functions and Heads of Service /Department	Chief Executive Officer or Chief Operating and Financial Officer in Chief Executive Officer's absence	Chief Executive Officer or Executive/Leadership and 1 Trustee and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
Co-ordinators/ Leaders	Chief Executive Officer or Leader of Education in Chief Executive Officer's absence	Chief Executive Officer or Executive/Leadership and 1 Trustee and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.

All other Central Team Posts	Chief Executive Officer or Chief Operating and Financial Officer in Chief Executive Officer's absence	Chief Executive Officer or Executive/Leadership and 1 Trustee and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
Executive Headteacher/Headteacher/Head of School	Chief Executive Officer or Trustee or Executive Headteacher	Chief Executive Officer or Executive/Leadership and 1 Trustee or Governor and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
Deputy Headteacher	Executive Headteacher or Headteacher	Headteacher/Exec Headteacher, or Executive/Leadership and 1 Trustee or Governor and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
Assistant Headteacher, Associate Assistant Headteacher and SLT Support Staff	Executive Headteacher or Headteacher	Headteacher/Exec Headteacher, or Executive/Leadership and 1 Trustee or Governor and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
Head of Department / Faculty / Lead Teachers	Executive Headteacher or Headteacher	Headteacher/Exec Headteacher, or Executive/Leadership and 1 Trustee or Governor and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
TLR Posts and all other Teaching posts	Executive Headteacher or Headteacher	Headteacher/Exec Headteacher, or Executive/Leadership and 1 Trustee or Governor and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.
All Support Staff posts (other than SLT posts)	Executive Headteacher or Headteacher	Headteacher/Exec Headteacher, or Executive/Leadership and 1 Trustee or Governor and 1 other nominated person.	This is heard by up to 3 three independent people who have not been compromised, inclusive of Trustees/Governors, Executive and Trust Leadership.

OTHER HR FUNCTIONS	
Function	**Delegated Authority**
Settlement Agreements	Please see Finance Section in this Scheme of Delegation
Signature of Appointment Letter	**Delegated Authority**
Chief Executive Officer	Chair or Vice Chair of the Board
Chief Operating and Financial Officer	Chief Executive Officer or Chair of the Trust Board
Executive Headteacher / Headteacher	Member of the Executive Team
School Improvement Partners/ Strategic Leaders	Member of the Executive Team
All other Central Team Posts	Member of the Executive Team
All other Academy posts	Headteacher or Chief Operating and Financial Officer
Teachers Pay – Threshold/UPS	Headteacher or Chief Operating and Financial Officer
Function	**Delegated Authority**

Acting up Payments/Additional Payments	
• Chief Executive Officer	• Trust Board
• Chief Operating and Financial Officer	• Chief Executive Officer
• Executive Headteacher / Headteacher / Deputy Headteacher	• Chief Executive Officer
• School Improvement Partners/Strategic Leaders	• Chief Executive Officer
• All other Central Team posts	• Chief Executive Officer / Chief Operating and Financial Officer
• All other Academy staff	• Executive Headteacher / Headteacher in conjunction with Chief Executive Officer or Chief Operating and Financial Officer.
• Any additional payment for external work	• Chief Executive Officer
Function	**Delegated Authority**
Performance Management	
• Chief Executive Officer	• Chair of Board and 2 additional Trustees (External Advisor where applicable)
• Chief Operating and Financial Officer	• Chief Executive Officer
• Executive Headteacher / Headteacher	• Chief Executive Officer plus 1 other as determined by CEO
• School Improvement Partners	• Chief Executive Officer
• Deputy Headteacher	• Headteacher or Executive Headteacher
• All other Central Team posts	• Chief Executive Officer, Chief Operating and Financial Officer
• All other Academy posts	• As per the list of agreed Reviewers approved by the Chief Executive Officer • As per the list of agreed Reviewers approved by the relevant Headteacher
Performance Management Appeals	All Academies will follow the Performance Management Policy for any appeals.
Staffing restructures	The Chief Executive Officer in conjunction with the Chief Operating and Financial Officer
Re-grading/Re-designation/increase in hours	
Salaries in excess of £60,000, Central Team (Excl. on-costs)	Chief Executive Officer and Chief Operating and Financial Officer
Salaries in excess of £60,000, Academy Posts (Excl. on-costs)	Chief Executive Officer, Headteacher and Chief Operating and Financial Officer
Central Team salaries below £60,000 (Excl. on-costs)	Chief Executive Officer and Chief Operating and Financial Officer
Academy posts below £60,000 (Excl. on-costs)	Executive Headteacher or Headteacher and Chief Operating and Financial Officer
Creation of permanent new posts with a salary above £60,000	Chief Executive Officer and Chief Operating and Financial Officer
Creation of permanent new posts with a salary between £25,000 and £60,000	Chief Executive Officer and Chief Operating and Financial Officer
Creation of permanent new posts with a salary below £25,000	Chief Executive Officer / Chief Operating and Financial Officer (MAT posts) Headteacher
Creation of temporary new posts of up to 1 year (below £25,000)	Chief Executive Officer (MAT posts) Headteacher
Revisions to Pay and Conditions	Trust Board on recommendation from Chief Executive Officer

The decision to make Redundancies	Trust Board on recommendation from Chief Executive Officer
Authorisation of redundancy/early retirement payments	Chief Operating and Financial Officer in line with Redundancy Policy so long as redundancies were approved by Trust Board
Determination of Chief Executive Officer pay range	Trust Board
Determination of Executive Team pay range	Trust Board
Determination of pay progression of the Chief Executive Officer	Trust Board on recommendation of the Pay Committee
Determination of pay progression of the Executive Team	Trust Board on recommendation of the Chief Executive Officer and the pay committee
Determine pay range for an individual with a salary in excess of £60,000	Chief Executive Officer
Determine pay range for an individual with a salary less than £60,000	Chief Executive Officer
Determination of pay progression of Headteachers within their pay grade	Chief Executive Officer recommendation to the pay committee for approval
Determination of pay progression of Deputy Headteachers within their pay grade	Chief Executive Officer and Headteacher to pay committee for approval
Determination of pay progression of all teaching posts below Deputy Headteacher within their pay grade (including Threshold)	Headteacher on agreement with Chief Executive Officer, to pay committee for approval
Determination of pay progression of all Central Team posts within their pay grade, excluding COFO	Chief Executive Officer to pay committee for approval
Accelerated progression of teaching posts below Headteacher within their pay grade (including threshold)	Chief Executive Officer on recommendation from Executive Headteacher / Headteacher, to pay committee for approval
Pay Appeals (Members of the Executive Leadership Team, including the Chief Executive Officer)	3 Trustees (not involved in pay committee)
Pay Appeals (Academies)	3 Trustees (not involved in pay committee)
Pay Appeals (Central Team)	3 Trustees (not involved in pay committee)
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	HR reporting to Chief Operating and Financial Officer (with reference to the Chief Executive Officer / Executive Headteacher / Headteacher as appropriate)

All post holders will include 'Acting' post holders. The above is not an exhaustive list.

Please click here to view a more detailed overview of delegations.