

## Scheme of Delegation (including all statutory policies)

Revised september 2022

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#	Task Key: Approve (A), Recommend (R), Propose (P), Develop (D) Monitor & Report (M), Consulted (C), Informed (I), Execute (E)	Notes ,	AGM	MAT Board	MAT Board Resources Committee	MAT Board Standards Cttee	Trust Appointmen t, Pay and Discipline	Audit & Risk Cttee (Resources)	REB	LGB Sub- Committees	Chair of Trust	CEO	Ħ	Joint Consultative Committee
1.	Governance													
1.1.	Approve Trust Articles of Association		Α	R					I			R		
1.2.	Approve Trust Board terms of Reference			Α					I			R		
1.3.	Approve Trust Scheme of Delegation			А					I			R		
	Approve new convertor or sponsored academies													
1.4.	joining MAT			Α					I			R		
1.5.	Establish Trust Committees			Α					l l			R		
1.6.	Approve Trust Committee Terms of Reference			A					l I			R		
1.7.	Approve Local Governing Body (LGB) and Progress Board (PB) Terms of Reference			A					P			R		
1.8.	Establish LBG working groups								Α					
1.9.	Appoint Chair of Trust Board			Α					ı					
1.10.	Appoint Chair/Vice Chair of LGB/PB			А					Р			R		
1.11.	Remove Chair/Vice Chair of LGB/PB			А					ı					
1.12.	Appoint (and remove) Chair of LGB/PB			A								R		
1.13.	Appoint (and remove) LGB/PB members			Α					R			Р		
1.14.	Appoint (and remove) Chair (s) of Trust Committees			А					ı			R		
1.15.	Appoint (and remove) Trust Committee members			Α					ı			R		
1.16.	Appoint (and remove) Clerk to Trust Board			Α							R	Р		
1.17.	Appoint (and remove) Clerk to LGB/PB								R			А	Р	
1.18.	Trust Governance Calendar			Α					ı		Р	С	С	
1.19.	Directors' & Governors Allowances Policy			А							Р	R		
1.20.	Register of business interests of Trustees			E										
1.21	Register of business interests of Governors & Headteachers								E					
1.22	Code of Conduct for Trustees & Governors			А							Р	R		
2.	Trust & School Performance, Curriculum and Teaching											•		
2.1.	Trust Strategic Plan			А	С	М			ı			R	С	
2.2.	Academic Performance Targets			М		М			AM			С	Р	
2.3.	School Performance Review e.g. SEF					М			AM			С	R	
2.4.	School 3 year plan								AM			С	Р	
2.5.	School 1 year plan					М			AM			С	R	
2.6.	Teaching and learning policy (LGB policy)					С			AM			С	R	

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2.7.	Curriculum Policy (LGB policy)					C			AM		С	R	<del>                                     </del>
2.8.	Sex Education policy (LGB policy)					С			AM		С	R	<del>                                     </del>
2.9.	Religious Education policy (LGB policy)					С			AM		С	R	
2.10.	SEND & Inclusion policy (LGB policy)					С			AM		С	R	
2.11.	Trust Staff Development Plan					А					R		
2.12.	School Staff Development Plan								Α		С	R	
2.13.	Trust Inset Days			А							R	С	
3.	Staff Policies and Pay (these policies are based on advic	e and guidanc	e from the T	rust's HR pro	1	might chang		1	1	1			
3.1.	Pay Policy			Α	RM		М		I		R	С	С
3.2.	Job Role Salary & Grading Policy			Α	AM		М		I		R	С	С
3.3.	Employee Terms & Conditions changes	National Conditions		A	l <sub>R</sub>				ļ.		<u></u>	C	c
3.3.	Employee Terms & Conditions Changes	National		A	In .				'		P	C	
3.4.	Trust Staff Annual Pay Award	Agreement		Α	R		м		ı				С
		National			_						_		
3.5.	Teachers Annual Pay Award	Agreement National		Α	R		М		l		Р	C	C
3.6.	Support Staff Annual Pay Award	Agreement		Α	R		м		ı		P	С	С
3.7.	Individual Performance Pay Awards						Α		ı		R C	R	
3.8.	Performance Management Policy			Α	R				М		R	С	c
3.9.	Disciplinary Policy			Α	R				М		R	С	С
3.10.	Grievance Policy				R				М		R	C	C
3.11.	Capability Policy				R				М		R	C	С
3.12.	Whistleblowing Policy				R				М		R	С	C
3.13.	Recruitment Policy				R				М		R	C	
3.14.	Re-structuring & Redundancy Policy				R				M		R	c	C
3.15.									<b>-</b>		R	С	C
3.15.	Employee Health & Safety Policy Statement of procedures for dealing with allegations of			A	R				М		K	C	
3.16.	abuse against staff			A	R				c		R	c	
4.	Staff Management (within agreed staffing structure)											-	
4.1.	Single Central Record (Trust)	I I		l		1		l	1	М	A	I	
4.2.	Single Central Record (School)										М	Α	
4.3.	Trust staffing structure			Α	С				ı	С	R		
4.4.	Trust CEO appointment			Α						R			
4.5.	Trust staff appointment									С	Α		
4.6.	School staffing structure			Α	R				R		С	Р	
4.7.	EHT appointment			Α					C	С	R		
4.8.	Headteacher appointments						Α		С		R		$\vdash$
4.9.	Senior leadership appointments						,		C		A	R	1
4.10.	Teacher appointments								C		<del>                                     </del>	A	+
4.11.	Support staff appointments								C			A	$\vdash$
4.12.	Central Trust appointments									A	R	,,	+
4.13.	Suspension of CEO			<u> </u>					<u> </u>	F.	·		+
4.13.	Return of CEO after suspension	<del>                                     </del>		<u>'</u> 					<u> </u>	F	-		
4.14.	neturn of CEO after suspension			<u> '                                    </u>		1	<u> </u>		l'	-		1	

4.15.	Dismissal of CEO	ı	1	lı .	1	la	1	lı .	IR	I	I	
4.15.	Suspension of EHT			-				-	ı	E		+
4.16.				-				-	-	E		
4.17.	Return of EHT after suspension  Dismissal of EHT			-		Α		-	1	R		
				-		A		l				
4.19.	Suspension of Headteacher			-  -				C		E		
4.20.	Return of Headteacher after suspension							C		Α .		
4.21.	Dismissal of Headteacher			I		Α		C		R		
4.22.	Suspension of teaching and support staff									I	Α	
4.23.	Return of teaching and support staff after suspension							I		С	А	
4.24.	Redundancy of school staff			Α	С			С		R	Р	
4.25.	Restructuring of school staff			А	С			С		R	Р	
5.	Financial Governance & Management											
5.1.	Trust & School Financial Regulations			А	RM			М		Р		
5.2.	Trust & School Financial Procedures			А	AM			М		Р		
5.3.	Appoint Trust auditors		Α		R			ı		Р		
5.4.	Trust 3 year Budget Plan			AM	RM			ı		Р		
5.5.	Trust 1 year Budget			AM	RM			ı		Р		
5.6	Trust YTD reports			AM	RM					Р		
5.7	Trust Annual Accounts		А		R			ı	Р	С		
5.8.	Trustees Report		Α	R				ı	Р	D		
5.9.	Trust Academies Accounts Return to EFA			ı	Α					R		
5.10.	Response to Auditor's Management Ltr				Α		С			E	С	
	Response to Internal Audit Report and											
5.11.	Recommendations			Α			R			E	E	
5.12.	School Risk Register				I			М			CDP	
5.13.	School 3 year Budget Plan			AM	RM			PM		СМ	D	
5.14.	School 1 year Budget			AM	RM			PM		CM	D	
5.15.	School YTD reports				AM			RM		СМ	Р	
5.16.	Reserves Policy		Α	R				С		Р	С	
5.17.	Investment Policy		Α	R				С		Р	С	
6.	Financial Authorisation (School level)											
6.1.	Expenditure or contracts up to £10,000										А	
	Expenditure or contracts from £10,001 to £29,999 (two							_	Α	Α	D	
6.2.	authorisors required)							<u></u>	^	^	r	
6.2	Expenditure or contracts from £30,000 to £50.000 (two				Α			c	Α	Α	P	
6.3.	from three authorisors required)  Expenditure or contracts from Upper Limit to OJEU							-				
6.4.	Limit			А	R			С	А	R	Р	
6.5.	Expenditure over OJEU limit			Α	R			С	Α	Р	Р	
6.6	Compensation payments up to £30,000	EFA threshold			l .				А	Р		
	Financial Authorisation (Trust level)		•	•	•							
6.7	Expenditure or contracts up to £10,000									Α		
	·	•				 			 •	•	•	

6.8	Expenditure or contracts from £10,001 to £29,999								А	А		
6.9	Expenditure or contracts from £30,000 to £50.000								А	А		
6.12	Expenditure or contracts from £50,001 to OJEU Limit		А	R	R				А	Р		
6.13	Compensation payments up to £30,000	EFA threshold		ı					А	Р		
6.14	Compensation payments up to £30,000 involving CEO		А						Р			
	Financial Authorisation (Brentwood County High School	Only)										
6.15	Expenditure or contracts up to £500										Α	
6.16	Expenditure or contracts from £501 to £1000	Approved by Exec Head									Р	
	Expenditure or contracts from £1000 to £29,999								Α	Α	Р	
6.17	Expenditure or contracts from £30,000 to £50,000 (two from three authorisors required)			А		М	С		А	А	Р	
6.18	Expenditure or contracts from Upper Limit to OJEU		А	R		М	С		А	R	Р	
6.19	Expenditure over OJEU limit		Α	R		М	С		Α	p	D	
6.2	Compensation payments up to £30,000	ESFA threshold	A	I		M	C		A	P	r	
7.	School & Trust Policies & Procedures	tillesilolu										
7.1.	School times, terms and holidays		la		ı		lc			l <sub>D</sub>	lc	
	,		A				R			r	D	
7.2.	Change of School Age Range						ļ'`			C	D D	-
7.3.	Expansion of School PAN		A				R			C	P	<del>                                     </del>
7.4.	Extension of School provision			С	С		R			C	Р	
7.5.	Extended services on-site			С			Α			С	р	
7.6.	Safeguarding (Child Protection Policy and Procedures)				М		А			С	R	
7.7.	Attendance Register				М		М				E	
7.8.	Attendance Policy (Trust)		Α		С		С			Р	С	
7.9.	Attendance Plan (LGB)						Α			С	R	
7.10.	Pupil Premium Policy (Trust)		Α	С			С			Р	С	
7.11.	Pupil Premium Plan (LGB)				М		AM			С	R	
7.12.	School Trips Policy & Proceedure (Trust)		Α	С			С			Р	С	
7.13.	Trust Behaviour Vision & Strategy		Α		М					Р	С	
7.14.	Pupil Behaviour				СМ		А			С	Р	
7.14a	*Pupil Suspensions & Exclusion Policy		Α							Р	С	
7.15.	*Short-term Suspension						ı			С	RE	
7.16.	*Return after short-term suspension						ı			С	RE	
7.17.	Permanent Exclusions						ı	A		С	RE	
7.18.	Appeals against Permanent Exclusion						ı	E				
7.19.	Complaints Policy (Trust, includes schools)		Α				С			R	С	
7.20.	Complaints Appeals									E		
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7.21.	Admissions Policy		A				С		Р	С	
7.22.	Admissions allocation of places						!		С	E	
7.23.	Admissions Appeals						!	E		R	
7.24.	Admission Register			М			А			RE	
7.25.	School prospectus						А		С	Р	
7.26.	School website						А		С	Р	
7.27.	School uniform						А		С	Р	
7.28.	School Charging & Remissions Policy						А			Р	
7.29.	Data Protection Policy		Α						R		
7.30.	Freedom of Information Publication Scheme		Α				С		R	С	
7.31.	EYFS Policies & Procedures				М		А			Р	
7.32.	Equality Information & Objectives				А		R			Р	
7.33.	Examination Contingency Plan (Exam Centres)						А			Р	
7.34.	First Aid				М		А			Р	
7.35	Non-examination Assessment Policy						А			Р	
7.36.	Supporting Pupils with Medical Conditions						А			Р	
8.	Premises & Assets										
8.1.	Asset Management Policy			AM					R		
8.2.	Asset Management Plan			AM			С		R	CI	
8.3.	Health & Safety Policy		А	М					R	С	
8.4.	Accessibility Plan			М			Α			Р	
8.5.	Premises Management documents						А			Р	
8.6.	Risk Assessments						А			Р	

\* amended to reflect changes in DfE guidance published July 2022

Autumn term agenda

Spring term agenda

Summer term agenda

Agenda as required throughout year, usually monitoring or reporting action taken