

Scheme of delegated authority

NSCTDoc / ALL / 0053 / 2604b

Function	No	Task	Chair of Board	Board / Trustees	Appropriate Committee	Academy advisory committee	CEO	Head teacher	Head of School	Head of service	Further clarification where appropriate
Governance	1	Approve changes to the Trust Governance structure, Terms of Reference, Articles or Funding Agreement	-	✓	-	-	-	-	-	-	
	2	Approve Trust Strategy	-	✓	-	-	-	-	-	-	
	3	Appoint the Chair and Vice Chair of the Board	-	✓	-	-	-	-	-	-	
	4	Appoint the Chairs of Committees	-	-	✓	-	-	-	-	-	
	5	Appoint the Academy Advisory Committee's Co-opted Education Governor	-	-	-	-	✓	-	-	-	
	6	Appoint the Academy Advisory Committee's Co-opted Community Governors	-	-	-	✓	✓	-	-	-	Supported by The Clerk, the CEO may delegate to the committee or ask to assist
	7	Removal of governor	-	✓	-	-	✓	-	-	-	Delegated to the CEO as ex officio Trustee
	8	Appoint the CEO	-	✓	-	-	-	-	-	-	
	9	Appoint Company Secretary & Clerk	-	✓	-	-	-	-	-	-	The recruitment process will be delegated to the CEO
	10	Appoint Data Protection Officer	-	-	-	-	✓	-	-	-	
	11	Ensure DPA / FOI / EIR and associated legislation compliance	✓	✓	✓	✓	✓	✓	✓	✓	The Data Protection Officer will advise but everyone has a duty to comply
	12	Approve interim policies prior to board notification (where applicable)	-	-	-	-	✓	✓	-	✓	Not all policies require of Trustee approval
	13	Ensure compliance with statutory obligations and mandatory policies	-	-	-	-	✓	✓	✓	✓	
	14	Monitor and challenge local implementation of statutory obligations and mandatory policies	-	-	-	✓	-	-	-	-	
Finance	15	Propose academy / department budgets for financial year	-	-	-	✓	-	✓	✓	✓	Governors may have a view / suggestions but department heads will make proposals
	16	Approve academy / department budgets for financial year	-	✓	-	-	✓	-	-	-	
	17	Review Academy budget through financial year and report issues to CEO	-	-	-	-	-	✓	✓	✓	
	18	Review Academy budget through financial year and report issues to committee	-	-	-	-	✓	-	-	-	
	19	Propose Trust budget for financial year	-	-	✓	-	✓	-	-	✓	The CEO and Finance Director will present the budget to the Finance Risk and Audit Committee
	20	Approve Trust budget for financial year	-	✓	-	-	-	-	-	-	
	21	Review Trust budget through financial year	-	-	✓	-	✓	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	22	Propose Academy vires above delegated limits	-	-	-	-	✓	-	-	-	The CEO and Finance Director will present proposed vires to the Finance Risk and Audit Committee
	23	Approve Academy and Trust vires above delegated limits	-	-	✓	-	-	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	24	Propose revisions to Trust and Academy budgets above delegated limits	-	-	✓	-	-	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	25	Approve revisions to Trust and Academy budgets above delegated limits	-	✓	-	-	-	-	-	-	
	26	Propose financial and procurement policies	-		✓	-	-	-	-	-	
	27	Approve financial and procurement policies	-	✓	-	-	-	-	-	-	
	28	Authorise expenditure within delegated limits as per the Trust Financial procedures manual	-	-	-	-	✓	-	-	-	
	29	Enter into contracts between £50,000 and 'Find A Tender' (formerly OJEU) threshold	-	-	✓	-	-	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	30	Enter into contracts over 'Find A Tender' (formerly OJEU) threshold	-	✓	-	-	-	-	-	-	
	31	Propose the appointment of auditors	-	-	✓	-	-	-	-	-	The Finance Risk and Audit Committee will primarily review finance issues / budget
	32	Approve the appointment of auditors	-	✓	-	-	-	-	-	-	
Safeguarding	33	Approve child protection procedures appendix and safeguarding appendix	-	✓	-	-	-	-	-	-	
	34	Ensure compliance with statutory safeguarding obligations and mandatory policies	✓	✓	✓	✓	✓	✓	✓	✓	The Head of Safeguarding will advise, but safeguarding is everyone's responsibility as per KCSIE
	35	Monitor and challenge local implementation of statutory safeguarding obligations and mandatory policies	-	-	-	✓	-	-	-	-	
Communications	36	Approve changes to Trust brand	-	✓	-	-	-	-	-	-	
	37	Lead on marketing for Academies	-	-	-	-	✓	-	-	✓	The CEO and Head of Marketing, Media and Planning will collaboratively lead
	38	Support parent communication and community engagement	-	-	-	✓	✓	✓	✓	✓	A collaboration. The Head of Business and Administration leads the Community Outreach programme
	39	Monitor and review pupil enrichment	-	-	-	✓	-	✓	✓	-	
	40	Lead on Local Authority communications	-	-	-	-	✓	✓	✓	✓	The Head of Marketing, Planning & Transition Events will support
SEND	41	Approve SEND policy and information report	-	✓	-	-	-	-	-	-	
	42	Monitor and challenge implementation of SEND policies / performance of SEND pupils	-	-	✓	✓	-	-	-	-	Both the Education Performance Committee and Academy Advisory Committee governors will review
	43	Address and monitor academy-specific SEND issues	-	-	-	✓	✓	✓	✓	-	Governors will monitor. The academy SENDCOs report to the head teacher / head of school
	44	Appoint SENDCo	-	-	-	-	✓	✓	-	-	The CEO may fully delegate this task to the head teacher
	45	Accountable for all legal responsibilities	-	✓	-	-	-	-	-	-	
Staff and performance management	46	Monitor and review the quality of teaching, leadership and management	-	✓	✓	✓	✓	✓	✓	-	
	47	Participate in appointment of Academy Head teachers	-	✓	-	-	✓	-	-	-	The Chair of the Trust

