



The Beckmead Trust

Scheme of Delegation

Next Review: Autumn 2022

Contents

Overarching principles	3
Implementing principles fin	3, 4
Purpose of Trust Board/key decision making	4, 5
Members' rights and responsibilities	6
Governance and Growth Committee	6, 7
Finance, Resources and Audit Committee	7, 8, 9, 10
People and Pay Committee	11
Educational Performance Committee	12
Responsibilities delegated to Local Governing Bodies (LGBs)	13
The Beckmead Trust Governance Diagram	14
Possible Local Governance Structure	15
Appendix 1 Proposed Financial Levels of Authority	16
Appendix 2 HR Levels of Authority	17

This Scheme of Delegation lays out the powers and functions of the Members, Trust Board and Local Governing Bodies of the academies associated under the Memorandum of Association and Articles of Association of the Beckmead Trust. It covers:

- Governance
- Strategy and Planning
- Education Policy
- Performance Management
- Finance and Investments
- Internal Risk Management and Control
- Audit
- Fundraising
- Information Systems
- Asset Management
- Human Resources
- Advisers

Overarching principles

1. All schools within the MAT operate in accordance with the shared values underpinning the work of the Beckmead Trust.
2. The key principle of the Beckmead Trust Governance is that local and national governance work together, each providing an aspect of governance that the other cannot.
3. The Board and Local Governing Bodies will work collaboratively and in partnership at all times, establishing effective two-way communications channels.
4. The Board will work with Local Governing Bodies and Principals of academies on the basis of earned autonomy with a focus on accountability at all levels.
5. The Board will make decisions, following consultation with Local Governing Bodies, on matters which affect all academies in the trust: Local Governing Bodies will make decisions on matters which affect individual academies.

Implementing principles

1. The Trust adheres to NGA's guidance on length of service of members of LGBs and Code of Conduct and will ensure there is good succession planning so that no governor serves more than two terms of office and the Chair is replaced every six years. This will require joining schools to undertake a review of their LGBs as part of the due diligence process.
2. The Board will put in place effective arrangements for monitoring and evaluating the performance of LGBs and academies. The Board will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and LGBs, should the individual, group, or LGB fail to carry out their duties and responsibilities effectively.
3. The governance arrangements of good or outstanding schools/academies joining the Trust are likely to remain unchanged, except for where changes are required in order to comply with NGA guidance or legal or statutory requirements, or to ensure operational effectiveness.
4. The governance arrangements of schools requiring improvement or in a category/academies needing improvement joining the Trust will be evaluated, supported and reorganised on an individual basis, taking into account the Ofsted improvement plan.

5. The Board will consult LGBs on proposals for the composition, membership, structure, and terms of reference for LGBs and sub-committees; on arrangements for the recruitment and appointment of governors; and on arrangements for the introduction of the Trust's multi-academy governance arrangements, before any decisions are made.
6. The Board will fully consult LGBs before putting in place any arrangements which directly affect LGBs and individual academies and before taking any decisions on policy or procedural matters.
7. LGBs will report termly, or as required, to the Board and will make available all relevant data and information on performance.
8. The Chair of the Board will meet with Chairs of LGBs bi-annually to ensure effective two-way communication.

The Beckmead Trust Board of Trustees

Purpose - Key decision making for the Trust:

Governance and Growth

- Review and approval of governance arrangements.
- Appointment of Trustees, Chair and Vice Chair of Trustees, Committee Chairs and Committee Members.
- Due diligence of growth process

Strategy and Planning

- Approval of the Trust's vision, mission and values, strategic direction (including plans for growth), strategic and annual operating plans and budget.

Education Policy

- Approval of the Trust's Education Policy, communications and systems for ensuring effective stakeholder engagement and quality assurance framework.
- Monitoring of policy implementation and decision making on action required.
- Scrutinising outcomes for pupils to ensure these are ambitious and deliverable.

Performance Management

- Approval of the Trust's performance management and reporting framework, including key performance indicators.
- Monitoring of performance in implementing the strategy and managing the Trust and decision making on action required.
- Approval of the Trust's Complaints Policy and decision making on appeals in line with the policy.

Human Resources

- Appointment of the Chief Executive Officer (CEO) and Trust's Senior Managers.
- Approval of the structure of the Trust's Executive Leadership team (beyond the school) and each school's SLT and staffing complement.

- Nomination of Trustees to support the CEO in the recruitment of Executive Team members/schools' SLT, and approval of these appointments.

Finance and Investments

- Approval of financial regulations/standing orders.
- Approval of investment strategy and policy.
- Monitoring and review of financial performance of the Trust and decision making on action required.
- Asset Management

Internal Control and Risk Management

- Approval of the Trust's systems of internal control.
- Approval of the Trust's risk management strategy and twice-yearly review of major risks, health and safety reports, safeguarding and decision on action required.
- Appointment of Trust's Responsible Officer and Accounting Officer.
- Decision making on any other matter or prospective transaction which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.

Audit

- Approval of the Annual Report and Accounts.

Members
<p>Rights and responsibilities:</p> <p>To approve major decisions, such as: amendment of the Articles of Association, changing the company name.</p> <p>To appoint the majority of Trustees.</p> <p>To appoint an external auditor.</p> <p>To remove Trustees from office (Trustees who have been appointed by Members).</p> <p>Strategic oversight of the Trust.</p> <p>To receive a copy of the Memorandum and Articles of Association.</p> <p>To hold Annual General Meetings.</p> <p>To receive notices of meetings, proposed written resolutions, audited accounts and annual report.</p> <p>To attend, speak and vote at general meetings.</p> <p>To remove an Auditor.</p> <p>To appoint proxies to vote at general meetings.</p> <p>To requisition Trustees to call a general meeting.</p> <p>Right of inspection of Register of Members on reasonable notice during normal office hours.</p>

GOVERNANCE AND GROWTH COMMITTEE			
Purpose: To ensure that the MAT is governed by Members and Trustees with the required skills and a diverse profile; able to grow in accordance with its strengths and with a full understanding of risks and required mitigation.			
Board of Trustees	Delegated to Chair and/or Vice Chair	Delegated to Governance and Growth Committee	Delegated to Chief Executive Officer
Review and approval of governance arrangements, including: <ul style="list-style-type: none"> • Schedule of Trust Board meetings and format of agendas. • Approval of minutes. • Trust Committee structures and Terms of Reference, including those of the LGBs. • Levels of delegated authority, including limits of financial authority. • Policy on Trustee induction and appraisal and Trust Board review and development. • Trustee Code of Conduct and Conflict of Interest Policy. • Risk management. 	Approval of Trust Board agendas and draft minutes for circulation to the Trust Board. Final decision on interpretation of any aspects of the operation of the Trust Board or its Committees Recommendation to the Trust Board for Committee Chairs and Committee Members, including Chair and Vice Chair of LGBs.	Review of Trust Board skills' requirements and recruitment of new Trustees, with recommendations to the Trust Board. Planning for Trust growth and recommendations to the Trust Board on any expansion, including the outcomes of due diligence on prospective schools. Evaluation of applications from schools wishing to join TBT (pre-due diligence). Internal control and risk management: Detailed scrutiny and advice to the Trust Board with regard to the Trust's systems of internal control and risk management	Contribution to review and development of the LGBs. Planning/organisation of LGB meetings, preparation of agendas, papers and minutes in liaison with the Chairs of LGBs and LGB Clerks. Contribution to review and development of the Trust's governance arrangements including liaison with the Trust's legal advisers. Planning/organisation of Trust Board meetings, preparation of agendas, papers and minutes in liaison with the Chair and Secretary to the Trust Board, thus ensuring effective servicing and support of Committees.

Board of Trustees	Delegated to Chair and/or Vice Chair	Delegated to Governance and Growth Committee	Delegated to Chief Executive Officer
Appointment of: <ul style="list-style-type: none"> • Chair of Trustees. • Board Committee Chairs. • Board Committee members. • Co-opted Trustees. The Trust Board reserves the right to determine the composition of LGBs but will normally only exercise the right to appoint two Trustees as Chairs and Vice Chairs of the LGBs in the context of an Ofsted Requiring Improvement or in a category.		(including termly review of the full risk register). Approval of insurance providers and level of cover, and oversight and advice to the Trust Board on legal/insurance issues. Monitoring and investigation of any matters of concern within its TOR, including seeking relevant professional advice with reporting/advice to the Trust Board. Escalating to the Trust Board any issues or concerns which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.	Developing a management scheme of reservation and delegation and ensuring its effective implementation. Advising: LGB Chairs in making recommendations for LGB Committee Chairs and membership. Reviewing and making recommendations with regard to supporting: Governance and Growth Committee in making recommendations regarding Trust Board membership, its Committee Chairs and Committee Members (including Chair and Vice Chair to the LGBs).

FINANCE, RESOURCES AND AUDIT COMMITTEE (see Appendix 1 for Proposed Financial Levels of Authority)			
Purpose: To provide detailed scrutiny of the Trust's business and financial planning, including the development of its estate, and to make recommendations to the Trust Board to inform and ensure the robustness of key decisions.			
Board of Trustees	Delegated to Chair and/or Vice Chair	Delegated to Finance, Resources and Audit Committee	Delegated to Chief Executive Officer
<p>Strategy and planning</p> <p>Approval of the Trust's:</p> <ul style="list-style-type: none"> • Vision, mission and values. • Strategic direction, including plans for growth. • Strategic and annual operating plans and budgets. <p>Approval of the schools' development plans, post-inspection action plans and/or school improvement plans.</p>		<p>Strategy and planning</p> <p>Detailed scrutiny and challenge of the business aspects of the Trust's strategic and annual plans and budgets, with advice to the Trust Board.</p>	<p>Strategy and planning</p> <p>Supporting the Trust Board in developing/setting the Trust's overall strategy, including:</p> <ul style="list-style-type: none"> • Early consultation with the Trust Board. • Drafting propositions for Committee/Trust Board review.

Board of Trustees	Delegated to Chair and/or Vice Chair	Delegated to Finance, Resources and Audit Committee	Delegated to Chief Executive Officer
			<ul style="list-style-type: none"> • Development of strategic and operating plans and budgets for review by Committees/approval by the Trust Board. • Ensuring the school development plans align with the Trust's strategy. • Supporting the Trust's growth strategy through presenting recommendation and completing appropriate bid processes, etc.
<p>Performance management</p> <p>Approval of the Trust's performance management and reporting framework including key performance indicators.</p> <p>Monitoring of performance in implementing the strategy and managing the Trust and decision making on action required.</p> <p>Approval of the Trust's Complaints Policy and decision making on appeals in line with the policy.</p>		<p>Performance management</p> <p>Detailed scrutiny of the Trust's performance management and reporting framework and business performance against plans and budget and advice to the Trust Board.</p> <p>Monitoring of complaints and advice to the Trust Board in line with the Complaints Policy.</p>	<p>Performance management</p> <p>Development and operation of the schools' performance management and reporting frameworks for approval by the LGBs.</p> <p>Implementing the Trust's Complaints Policy at school level.</p> <p>Supporting and facilitating the FRAC's responsibilities for overseeing:</p> <ul style="list-style-type: none"> • Performance management and reporting framework. • Business performance against plans and budgets.

			<p>Formulating and making recommendations to the FRAC.</p> <p>Development of the Trust's Complaints Policy for approval.</p> <p>Management and reporting of complaints in line with the policy.</p> <p>Delivery of the strategy and operational management of the Trust and reporting on progress.</p>
--	--	--	--

Board of Trustees	Delegated to Chair and/or Vice Chair	Delegated to Finance, Resources and Audit Committee	Delegated to Chief Executive Officer
<p>Finance and investments</p> <p>Approval of Financial Regulations/Standing Orders.</p> <p>Approval of:</p> <ul style="list-style-type: none"> Opening/closing of bank accounts and cheque signatories. All loan agreements (including overdraft facilities, mortgages or other collateral or security). Budget expenditure in line with levels of delegation set out in Appendix 1. Covenants on prospective restricted donations (to be reviewed in revised Financial Standing Orders). Monitoring and review of financial performance of the Trust and decision making on action required. Approval of budget expenditure in accordance with the levels of authority in Appendix 1. 	<p>Finance and investments</p> <p>Authorisation of payment/signature of cheques in line with Financial Regulations/Standing Orders.</p>	<p>Finance and investments</p> <ul style="list-style-type: none"> Detailed scrutiny and advice to the Trust Board with regard to Financial Regulations/ Standing Orders and all financial decisions reserved to the Trust Board. Review of the Trust's Reserves Policy and advice to the Trust Board. Detailed scrutiny and advice to the Trust Board re investment strategy and policy. Approval of investment providers and products. Detailed scrutiny of investment performance and advice to the Trust Board. Approval of format and management accounts. 	<p>Finance and investments</p> <p>Oversight and scrutiny of school budgets.</p> <p>Development of the Trust's Financial Regulations/ Standing Orders for review/approval.</p> <p>Management of the Trust's finances in accordance with Financial Regulations/ Standing Orders.</p>
<p>Audit</p> <p>Formal review and approval of the Annual Report and Accounts before presentation to the Members at the AGM.</p> <p>Review of external auditors' management letter and decisions with regard to action on issues arising.</p>		<p>Audit</p> <p>Recommendation to the Members with regard to appointment of external auditor; setting the scale of fees annually and approval of the scope of work.</p> <p>Consideration of management letter and advice to the Trust Board with regard to actions arising and adoption of the Annual Report and Accounts.</p>	<p>Audit</p> <p>Supporting and cooperating with the work of external auditors as determined by the FRAC/Trust Board.</p> <p>Preparation of Annual Report and Accounts. Responding to, and acting on, issues raised in the management letter.</p> <p>Management of the process for appointment of external auditors.</p> <p>Planning and liaison with external auditors</p>

Board of Trustees	Delegated to Chair and/or Vice Chair	Delegated to Finance, Resources and Audit Committee	Delegated to Chief Executive Officer
<p>Fundraising and partnerships</p> <p>Approval of the Trust's fundraising strategy and policy.</p>		<p>Fundraising and partnerships</p> <p>Detailed scrutiny of fundraising strategy, policy and performance and advice to the Trust Board.</p>	<p>Fundraising and partnerships</p> <p>Advising on, and identifying, requirements for fundraising initiatives in line with strategy and policy.</p> <p>Development of fundraising strategy and policy for Trust Board approval and ensuring its effective implementation.</p>
<p>Information systems</p> <p>Approval of information systems, strategy and policy.</p>		<p>Information systems</p> <p>Detailed scrutiny of the Trust's information systems strategy, policy and performance, and advice to the Trust Board.</p>	<p>Information systems</p> <p>Supporting the implementation and operation of the schools' information systems.</p> <p>Development of an information systems strategy and policy for approval, and ensuring its effective implementation and reporting to the LGB/FRC as appropriate.</p>
<p>Asset management</p> <p>Approval of the sale, purchase or disposal of any capital asset > £20k value in line with provisions of the Funding Agreement.</p>		<p>Asset management</p> <p>Detailed scrutiny of the Trust's asset management strategy and performance and advice to the Trust Board.</p>	<p>Asset management</p> <p>Sale, purchase or disposal of capital assets < £5k.</p> <p>Recommendations with regard to purchase of land/property or sale of fixed assets < £5k, in line with the provisions of the Funding Agreement.</p> <p>Development of a strategy for the management of fixed assets and its implementation.</p>
<p>Health and Safety</p> <p>The MAT Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the Local Governing Body for ensuring that health and safety arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day practices</p>		<p>The LGBs share with the MAT the overall responsibility for health and safety. It is responsible for: <input type="checkbox"/> Appointing a Governor with responsibility for Health and Safety <input type="checkbox"/> monitoring and reviewing the effectiveness of health and safety procedures <input type="checkbox"/> ensuring adequate resources are available for Health and Safety <input type="checkbox"/> Providing training opportunities.</p>	<p>The CEO is responsible for: <input type="checkbox"/> developing a health and safety culture throughout the academy <input type="checkbox"/> ensuring that staff are aware of their responsibilities <input type="checkbox"/> drawing up site specific health and safety procedures (with the support of the MAT Business Director as appropriate) <input type="checkbox"/> ensuring staff are aware of their responsibilities</p> <p>The MAT Business Director will provide model procedures to assist the Headteacher with putting academy specific health and safety procedures in place.</p>

<p>Advisers</p> <p>Appointment of the Trust's main legal advisers, investment advisers, and approving the terms of their appointment.</p>		<p>Advisers</p> <p>Approval of the Trust's bankers.</p> <p>Review recommendations with regard to the Trust's main legal advisers, investment advisers and the terms of their appointment.</p>	<p>Advisers</p> <p>Manages the process of review and makes recommendations with regard to selection/ appointment and on-going liaison.</p>
--	--	--	---

PEOPLE AND PAY COMMITTEE (see Appendix 2 for HR Levels of Authority)			
Purpose: Oversight of the Trust's Human Resources responsibilities, ensuring the Trust Board is provided with the evidence-based recommendations to inform decision making.			
Board of Trustees	Delegated to Chair and/or Vice Chair	Delegated to People and Pay Committee	Delegated to Chief Executive Officer
<p>Appointment of the Chief Executive Officer and other Trust Senior Managers.</p> <p>Appointment of Secretary to the Trust Board.</p> <p>Approval of the structure of the Trust's Executive Leadership Team (beyond the school) and each school's SLT and staffing complement.</p> <p>Nomination of Trustees to support the CEO in the recruitment of Executive Team members/schools' SLTs and approval of these appointments.</p> <p>Approval of HR strategy and policies including Reward and Remuneration Strategy and annual pay award.</p> <p>Approval of a policy for the Executive Team's appraisal.</p> <p>Approving performance pay awards (or otherwise) of the CEO, following recommendations from the People and Pay Committee.</p> <p>Final appeals for all staff under Disciplinary and Grievance Policy.</p>	<p>Leading in the process of recruiting the CEO and making recommendations to the Trust Board with regard to an appointment.</p> <p>Recommending a policy and procedure for the CEO's appraisal.</p> <p>Either directly or through nominating a relevant Trustee, setting and reviewing the CEO's objectives, carrying out a performance appraisal on behalf of the Trust Board and reporting on this to the Trust Board.</p>	<p>Reviewing and recommending to the Trust Board with regard to the HR strategy and policies, including Reward and Remuneration Strategy and terms and conditions of employment, including flexible strategies to incentivise staff and reward good performance.</p> <p>Monitoring staff absence, turnover and welfare concerns and make recommendations.</p> <p>Reviewing recruitment and retention of staff and making recommendations.</p> <p>Allocating training days, activities and programmes which promote safeguarding, safety and welfare.</p> <p>Reviewing/making recommendations to the Trust Board with regard to staff annual pay award.</p> <p>Reviewing levels of remuneration with independent expert advice.</p> <p>Overseeing the appraisals of the CEO and making recommendations regarding any performance pay awards to the Trust Board.</p> <p>Approval of any performance pay awards for the schools' SLTs and Executive Leadership Team (beyond the school) on the basis of recommendations.</p> <p>Oversee and allocate staff training days.</p> <p>Complaints Policy/procedures.</p>	<p>Leading on the recruitment of the schools' SLT in consultation with nominated Trustees.</p> <p>Reporting to Chairs of LGBs on a regular basis.</p> <p>Leading on the recruitment of the Trust's Executive Team (beyond the school) in consultation with nominated Trustees and makes recommendations with regard to appointments for Trust Board approval.</p> <p>Development of the Executive Leadership Team structure.</p> <p>Reporting to a nominated Trustee on a regular basis.</p> <p>Development of HR strategy and policies for Trust Board review and approval.</p> <p>Appointment and management of all staff below SLT level in the school in line with agreed policy.</p> <p>Setting the performance management for individual schools' Head Teachers, managing their performance and making recommendations regarding their levels of remuneration.</p> <p>Setting the objectives of the Executive Team, managing their performance management and making recommendations regarding their level of remuneration.</p>

EDUCATIONAL PERFORMANCE COMMITTEE			
Purpose: Promotion of the Trust's educational philosophy to deliver effective school improvement and to provide detailed scrutiny of educational standards and outcomes for pupils.			
Board of Trustees	Delegated to Chair and/or Vice Chair	Delegated to Educational Performance Committee	Delegated to Chief Executive Officer
<p>Education Policy (relating to education, communication and other initiatives).</p> <p>Approval of the Trust's:</p> <ul style="list-style-type: none"> • Education Policy. • Communications and systems for ensuring effective stakeholder engagement. • Quality Assurance framework. <p>Monitoring of policy implementation and decision making on action required.</p> <p>Scrutinising outcomes for pupils, to ensure these are ambitious and deliverable.</p>		<p>Development and quality of teaching, learning and assessment.</p> <p>Safeguarding.</p> <p>School culture (to include leadership, personal development and welfare).</p> <p>Achievement review (following each national assessment point and internal tests/examinations)</p> <p>Admissions.</p>	<p>Advising on, and supporting, the development and implementation of the Trust's:</p> <ul style="list-style-type: none"> • Education Policy. • Communication processes, including systems for ensuring effective stakeholder engagement. <p>Ensuring the effective management of the schools and other initiatives in line with policy (including ensuring provision of information, advice and support on national education policy to the LGBs).</p> <p>Advising on, and supporting, the development and implementation of a Quality Assurance framework for Trust Board approval.</p>

RESPONSIBILITIES DELEGATED TO LOCAL GOVERNING BODIES		
Business	Teaching and Learning	Pupil Care
<p>Making appropriate arrangement for the election of parents and staff to the LGB.</p> <p>Detailed scrutiny of the formulation and performance against school development plans, post-inspection action plans, and/or school improvement plans, decision making with regard to action required and advice to the Trust Board.</p> <p>Oversight and scrutiny of school budget and expenditure.</p> <p>Review of health and safety reports and decision on action required.</p>	<p>Promoting high standards of educational achievement in line with the overall strategic direction of the Trust.</p> <p>Ensuring that the curriculum for the schools is appropriate, balanced, broadly based and operates within the context of the school's statement of values and ethos as agreed by the Trust.</p> <p>Approval of school policies relating to:</p> <ul style="list-style-type: none"> - Curriculum - Sex education - Religious education and collective worship - Public examinations - Admissions 	<p>Approval of school policies relating to:</p> <ul style="list-style-type: none"> - Safeguarding and promotion of pupils' health and welfare - Behaviour and discipline - Nurture and play - Incidents requiring Prevent referrals. <p>Oversight of multi-agency, family and therapeutic work.</p> <p>Scrutiny of data to enable early identification in relation to:</p> <ul style="list-style-type: none"> - SEN - PPG - Attendance - Exclusions

<p>Oversight and scrutiny of procedures and processes relating to people management, including staff training.</p> <p>Escalating to the Trust Board any issues or concerns which might reasonably be expected to expose the trust to significant reputational, business, financial, legal or other risk.</p> <p>Detailed scrutiny of school sale, purchase or disposal of capital and/or fixed assets and advice to Trust Board.</p> <p>Reporting on school admissions.</p> <p>Approval of school policies relating to:</p> <ul style="list-style-type: none"> - School term dates/holidays. - Health and safety. <p>Other requirements as set out in the Trust's Articles of Association or by regulation/legislation.</p>	<ul style="list-style-type: none"> - Pupil records and reports <p>Detailed scrutiny of educational management information in support of pupil and school performance and providing advice and information to the Trust Board.</p>	<ul style="list-style-type: none"> - Physical intervention <p>and review of interventions to ensure effective targeting and improvements in outcomes.</p> <p>Statutory monitoring of bullying, racist and homophobic incidents.</p> <p>Monitoring of statutory training in safeguarding, restraint and Prevent.</p> <p>Review of annual safeguarding audit.</p> <p>Oversight of complaints about the school in line with the Complaints Policy.</p>
---	--	--

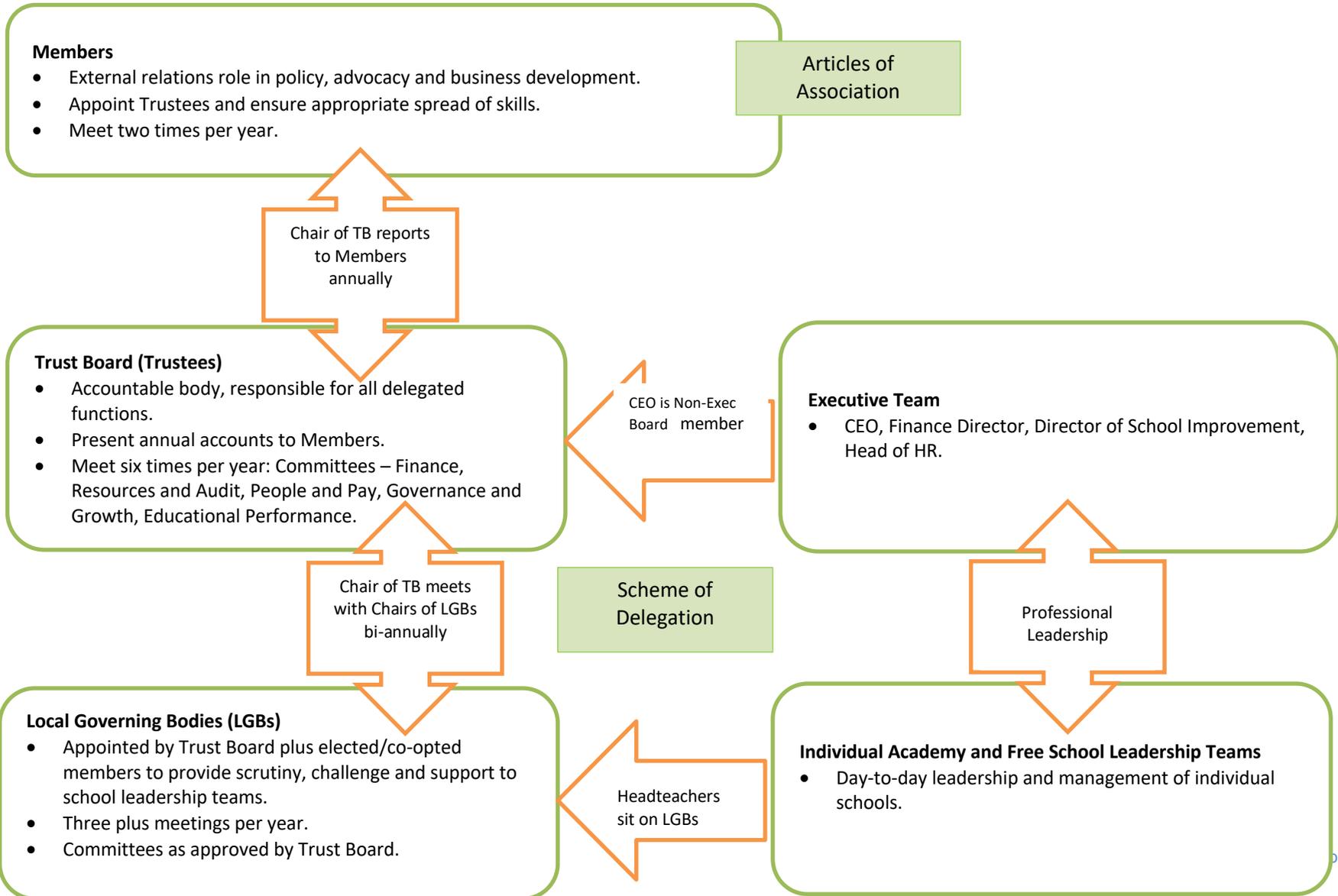
Trust Governance Diagram The Beckmead Trust

GOVERNANCE

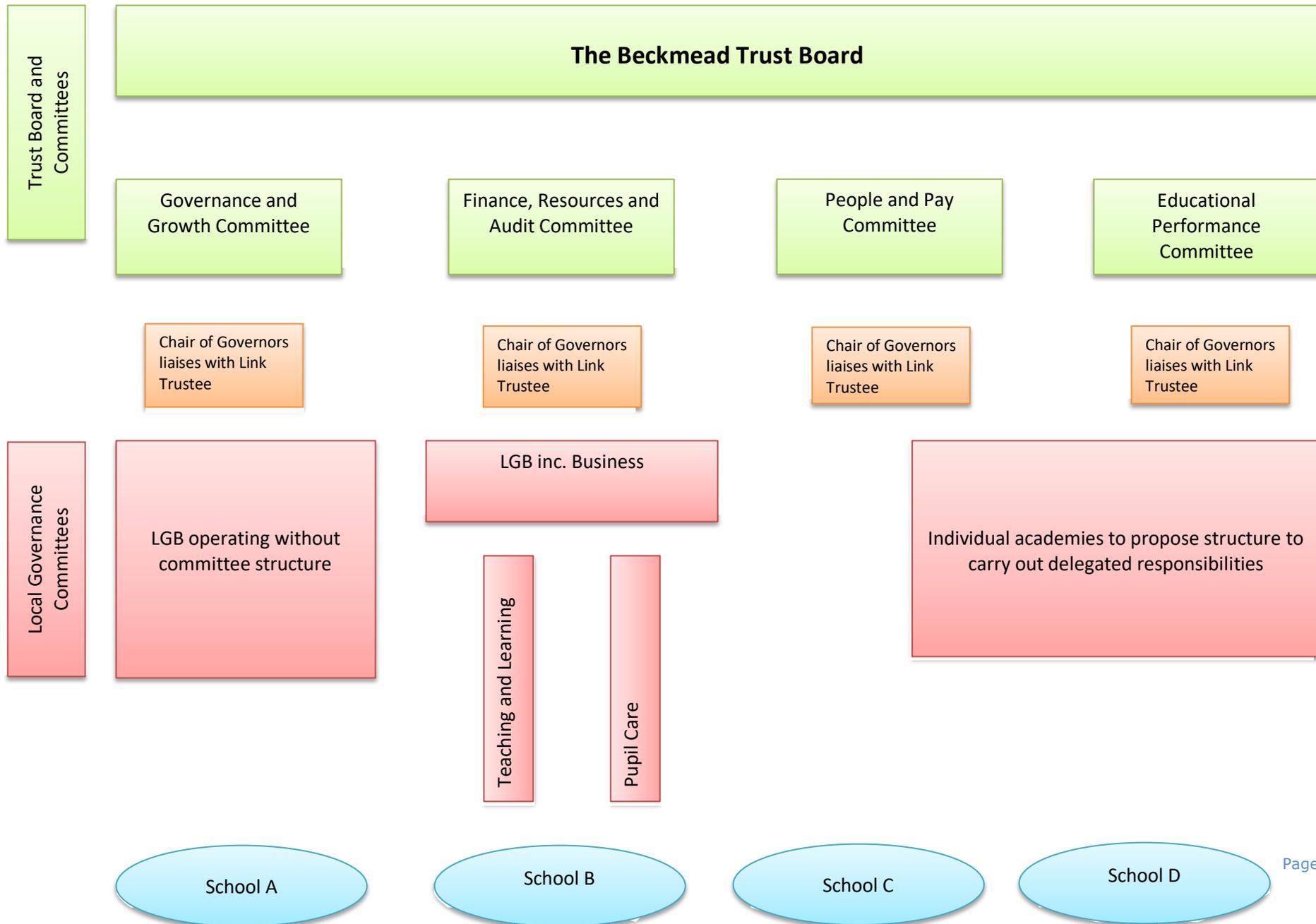
EXECUTIVE

Delegation of powers

Accountability



Local Governance Structure



Appendix 1

Financial Levels of Authority

Scheme of Delegation	Value	Trust Board	CEO	DF	EHT/Principal	DEHT	Head Teacher	HoS	School
Budget approval and amendments	Any	Approval	Approval	Approval	Approval	Approval	Approval	Approval	Recommendation
Virements (no impact on bottom line)	More than £100,000	✓							✓
	Up to £100,000		✓						✓
	Up to £30,000			✓					✓
Purchases, Requisitions for orders, invoice approval	More than £50,000	✓							
	Up to £50,000		✓						
	Up to £30,000			✓					
	Up to £10,000				✓				
	Up to £5,000					✓	✓		
Petty cash payments	Up to £100		✓	✓	✓	✓	✓	✓	
Special Working Advance	Up to £300		✓	✓	✓	✓			
Write off bad debts	< £1000		✓						✓
	≥£1,000	✓							✓
Staff hiring and appointments including severance	Budgeted vacancy		✓						✓
	Unbudgeted vacancy	✓							
	Trust Leadership	✓							
Journals	Recoding/Adjusting			✓					✓
Disposal of assets	< £500		✓	✓					✓
	≥ £500	✓							
Capital programme/projects	Approval	✓							
SLAs and contracts for individual schools	Up to £30,000		✓	✓					✓
	More than £30,000	✓							

Appendix 2

HR Levels of Authority

Disciplinary cases and dismissals

For all disciplinary cases and dismissals, the following delegation model shall apply:

Note: All disciplinary hearings or appeals require at least two members on the panel.

- Disciplinary.
- Capability (professional competence).
- Ill health capability.
- Redundancy (the Trust Board will have determined that there is a redundancy situation).
- Some other substantial situation.

Post	Delegated Authority	Appeal
CEO	Chair of and Board of Trustees.	Board of Members.
Executive Team	Trust Board and CEO	Chair of Trustees, representative of Board of Members.
All other roles within Central Team	Trust Board and CEO	Chair of Trustees, representative of Board of Members.
Chair of LGB	Chair of and Board of Trustees.	Representative of Board of Members.
Heads of schools	CEO and Chair of LGB	Representatives of the Board of Trustees.
All other local academy staff	LGB with support of Executive Team of the trust	Representatives of the Board of Trustees

RECRUITMENT

Post	Delegated Authority	Appeal
CEO	Chair of and Board of Trustees.	Board of Members.
Executive Team	Trust Board and CEO	Chair of Trustees, representative of Board of Members.
All other roles within Central Team	Trust Board and CEO	Chair of Trustees, representative of Board of Members.
Chair of LGB	Chair of and Board of Trustees.	Representative of Board of Members.
Headteachers	CEO and Chair of LGB	Representatives of the Board of Trustees.
All other local academy staff	LGB with support of Executive Team of the trust	Representatives of the Board of Trustees
Post pfm	Delegated Authority	Appeal
CEO	Committee of the Board of Trustees.	Board of Members.
Executive Team	CEO and Trustees.	Representatives of Board of Members and Trustees.
All other roles within Central Team	CEO and Executive Team.	Representatives of Board of Members and Trustees.

Chair of LGB	Collegiate 360	Representatives of the Board of Trustees.
Headteachers	CEO with advice from SIP and LGB	Representatives of the Board of Trustees.
All other local academy staff	Local academy staffing structure with the support of the LGB	Trust Executive Team
Post Pay and conditions (Advised by FD throughout).	Delegated Authority	Appeal
CEO	Committee of Board of Trustees.	Board of Members.
Executive Team	Trust Board and CEO	Representative of Board of Members.
All other roles within Central Team	Trust Board and CEO	Representative of Board of Members.
Headteachers	CEO and Chair of LGB	Representatives of the Board of Trustees.
All other local academy staff	LGB with support of Executive Team of the trust	Representatives of the Board of Trustees
Post Grievances	Delegated Authority	Appeal
CEO	Chair of and Board of Trustees.	Board of Members.
Executive Team	Trust Board and CEO	Chair of Trustees, representative of Board of Members.

All other roles within Central Team	Trust Board and CEO	Chair of Trustees, representative of Board of Members.
Chair of LGB	Chair of and Board of Trustees.	Representative of Board of Members.
Headteachers	CEO and Chair of LGB	Representatives of the Board of Trustees.
All other local academy staff	LGB with support of Executive Team of the trust	Representatives of the Board of Trustees