

Scheme of Delegation – Raleigh Education Trust

Key

Column 1: Members

Column 2: Board of trustees of the multi academy trust

Column 3: Trust board finance committee

Column 4: Chief executive officer

Column 5: Central Executive Team

Column 6: Local Governing Body

Column 7: Academy Principals

✓ Action to be undertaken at this level

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A Provide advice and support to those accountable for decision making

U Updated

<> Direction of advice and support

Raleigh Education Trust Delegated Authority

Area	Decision	Delegation						
		Members	Trust Board	Finance Committee	CEO	Central Executive Team	Local Governing Body	Academy Principals
Governance framework								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	✓					
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/ specific roles/committee/council members: agree		✓		<A			
	Parent trustee/committee/council member: elected		✓		<A		✓	
	Board committee chairs: appoint and remove		✓	✓	<A			
	Academy committee/council chairs: appoint and remove		✓		<A			
	Clerk to board: appoint and remove		✓					
	Clerk to local governing body: appoint and remove		✓				✓	
Systems and structures	Articles of association: review and agree	✓	<A		<A			
	Governance structure (committees) for the trust: establish and review annually		✓		<A			
	Terms of reference for board committees and scheme of delegation for committees: agree annually		✓		<A			
	Skills audit: complete and recruit to fill gaps		✓		<A>		✓	A

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Systems and structures	Annual self review of trust board and committees: complete annually		✓		<A			
	Annual self-review of local governing body: complete annually		A		<A>		✓	
	Chair's performance: carry out 360 review periodically		✓				✓	
	Trustee / local governor contribution: review annually		✓				✓	
	Succession: plan		✓		<A>		✓	A
	Annual schedule of business for trust board: agree		✓	✓	<A			
	Annual schedule of business for local governing body: agree				A>		✓	A
Reporting								
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓		<A	<A>	✓	<A
	Annual report on performance of the trust: submit to members and publish		✓		<A			
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A	<A	<A		

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	Annual report work of local governing body: submit to trust and publish					A	✓	A
Being Strategic								
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	✓	<A	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve		✓		A>	A>	✓	A
	Management of risk: establish register, review and monitor		✓	<A	<A>	<A>	✓	<A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓		<A			
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which		U		✓	A>	<A	<A

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Being Strategic	progress towards achieving the vision can be measured: determine							
	Chief executive officer: appoint and dismiss		✓					
	Academy principal: appoint and dismiss				✓	<A	<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A	<A	<A		
	Budget plan to support delivery of school key priorities: agree				✓	<A>	<A	<A
	Trust's staffing structure: agree		✓	<A	<A>	<A		
	School staffing structure: agree				✓	<A>	<A>	<A>
	Academy hours and term times: Change		✓		<A			A
	Partnering Arrangements: e.g. membership of TSAs				✓	<A	<A	<A
	Expansion of existing facilities/taking on new premises		✓		✓	<A>	<A>	<A
	Other major strategic decisions: e.g. curriculum design and/or content		✓		✓	<A	<A	<A

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	MAT wide developments				✓	<A		<A
Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	<A>	<A>	✓	A
	Reporting arrangements for progress on key school improvement priorities: agree				✓	A	U	A
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of academy principal: undertake				✓		<A	
	Performance management of SLT: undertake					A		✓
	Performance management of teachers and support staff: undertake							✓
	Performance management of central trust staff: undertake				A	✓		
	Performance management of senior trust leads: undertake				✓			

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	Trustee monitoring: agree arrangements		✓		<A			
	Local Governing Body Cluster member monitoring: agree arrangements		✓		✓		A	A
	Approval and signature of all settlement agreements				✓			
	Approval of suspension of all staff				✓			
	Data Protection		✓		<A		<A	<A
Ensuring financial probity								
Ensuring financial probity	Appoint Chief financial officer for delivery of trusts detailed accounting processes		✓	<A	<A			
	Trust's scheme of financial delegation: establish and review		✓	✓	<A	<A		
	External/internal auditors' report: receive and respond	U	✓	<A	<A>	<A>	U	A
	Budget Forecast: Submission of consolidated Budget Forecast by 31 August for the following financial year including capital projects		✓	✓	<A	<A>	U	<A

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	<p>Ordering goods and services (include certification of invoices). For exceptions refer to the Finance policy.</p> <p>Approval of contracts up to one year (Subject to the values above) academy principals can approval contracts up to one year</p> <p>All contracts over one year to be approved by the CEO.</p> <p>Subject to satisfying tendering and procurement regulations as detailed in the Finance Policy. All purchases £5,000 and above require three written quotes or single supplier justification. £5,000 - £49,999 three written quotes. £50,000 and above are subject to full written tender.</p> <p>N.B. Separate protocol for Alternative Provision at Denewood & Unity Academies</p> <p>All operating leases above £75,000 must be approved by the full board.</p> <p>EFSA prior approval is required for (1) taking any finance lease (borrowing).</p> <p>(2) taking a leasehold or tenancy agreement on land and building from another party for a term of 7 years or more.</p>		<p>Approval Limit £75,000 and above</p>	<p>Approval Limit £50,000 - £74,999</p>	<p>Approval Limit £49,999</p>	<p>COO Approval limit £49,999</p> <p>ACFO Approval limit £4,999</p>	<p>A</p>	<p>Approval Limit £1,999</p>

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	(3) granting a lease hold interest, including a tenancy agreement of any duration on land or building to another party.							
	Disposal of assets		Over £5,000		Under £5,000	A		
	Authority to issue sales credit notes and write off bad debts N.B Over £45,000 of 1% of income. Board requires Secretary of State approval.		Over £45,000 of 1% of income.		Up to £44,999			
	Authorisation of payments (BACS)				✓	✓		
	Related Party Transactions: These must be reported through the ESFA portal before any spending can be considered. N.B. All related party transactions must be reported through the ESFA third party transaction portal before any spending can be considered. All related party transactions over £40,000 must be preapproved by the board before submitting to the		Pre-approve d over £40,000		Authority to approve up to £9,999	<A		<A

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	ESFA for prior approval [excludes salaries and payment under a contract of employment].							
	Special staff severance/compensation or ex gratia payments: Consideration a staff severance payment, including a non-statutory/non-contractual element of £50,000 or more, (gross, before income tax or other deductions), must obtain ESFAs approval before making any offer to staff.							
	ESFAs approval must be obtained before making a special staff severance payment where: <ul style="list-style-type: none"> • an exit package which includes a special severance payment is at, or above, £100,000; and/or • the employee earns over £150,000. 		U	✓	✓	<A		
	Pupil Provision (Non brought places)		U	U	<A	✓	<A>	✓
	CEO pay award: agree		✓					
	Academy principal pay award: agree				✓	<A	A	

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	SLT pay award: agree			✓	<A	<A		A
	Teacher pay award: agree			✓	<A	<A		A
	Support staff pay progression award: agree			✓	<A	<A		A
	Support staff Cost of Living pay award: Increase			✓	<A	<A		
	Staff appraisal procedure and pay progression: review and agree		U	✓	✓	<A		A
	Benchmarking and trust wide value for money: ensure robustness		U	✓	<A	<A		
	Benchmarking and academy value for money: ensure robustness		U	✓	<A	<A	✓	A
	Develop trust wide procurement strategies and efficiency savings programme			U	✓	✓		
	Review and approve trust wide procurement strategies and efficiency savings programme			✓	<A	<A		
	Premises Maintenance Programme		U	✓	<A>	✓		
	Academy Health and Safety		U	U	<A>	<A>	<A>	✓

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	Legal Claims – where the legal claim exceeds the RPA financial limit (case dependent) the Finance Committee are to be made aware of the potential financial liability		U	U	✓	<A>	U	<A
Human Resource								
Human Resource	Recruitment of CEO		✓					
	Recruitment of Principal		A		✓	<A>	A	
	Recruitment of SLT				A	✓	A	✓
	Recruitment of Teachers				U	A	A	✓
	Recruitment of Support Staff				U	A	A	✓
	Recruitment of Senior Trust Staff				✓			
	Recruitment of Central Support Staff				A>	✓		
	Staff Pay award appeals		✓					
	Disciplinary Hearing: CEO		✓					
	Disciplinary Hearing: Principal		✓		✓	✓	✓	
	Disciplinary Hearing: SLT				A	✓	✓	✓

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	Disciplinary Hearing: teacher and support staff				U	✓	✓	✓
	Disciplinary Hearing: Senior Trust Staff		✓		✓			
	Disciplinary Hearing: Central Trust Staff					✓		
	Formal hearings for grievances: CEO		✓					
	Formal hearings for grievances: Principal				✓	✓	✓	
	Formal hearings for grievances: SLT					✓	✓	✓
	Formal hearings for grievances: Teacher and support staff					✓	✓	✓
	Formal hearings for grievances: Trust Senior Staff				✓			
	Formal hearings for grievance: Central trust staff					✓		
	Staff Appeals: CEO		✓					
	Staff Appeals: Principal		✓					
	Staff Appeals: SLT				✓	✓	✓	✓
	Staff Appeals: Teacher and support staff				✓	✓	✓	✓
	Staff Appeals: Trust Senior Staff		✓					

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	Staff Appeals: Central Trust Staff				✓	✓		
	Formal Absence and Capability: final stage N.B. Stage 1 & 2 Meetings: Undertaken by the appropriate Line Manager/SLT member							✓