

## Trinity Multi-Academy Trust Scheme of Delegated Authority

**KEY**

Level 0: Members  
 Level 1: Board of Directors/Trustees (BoD)  
 Level 2: CEO/Accounting Officer  
 Level 3: Local Governing Body (LGB)  
 Level 4: A committee of the LGB  
 Level 5: Principal/Headteacher.

Note: Although decisions may be delegated, the members as a whole remains responsible for any decision made under delegation. Although the term 'academy' is used it should be noted that it is interchangeable with free school, school or any other educational organisation.

The Scheme of Delegated Authority (SoDA) is bespoke to each institution and is based on the assumption that an institution is currently rated a '1' or '2' in their most recent Ofsted inspection. If an institution is a '3' or '4' the members or BoD have the right to remove this level of autonomy for the benefit of the overall trust.

| Key Function               | No | Tasks   | Decision Level |   |   |   |   |   |
|----------------------------|----|---|----------------|---|---|---|---|---|
|                            |    |   | 0              | 1 | 2 | 3 | 4 | 5 |
| <b>Admissions</b>          | 1  | Agree Admissions Policy   |                |   |   | ✓ |   |   |
|                            | 2  | Propose Admissions Policy   |                |   |   |   |   | ✓ |
|                            | 3  | Agree PAN annually  |                |   |   | ✓ |   |   |
|                            | 4  | Propose PAN annually  |                |   |   |   |   | ✓ |
| <b>Central Services</b>    | 5  | Determine the scope of central services delivered by the MAT  |                |   | ✓ |   |   |   |
|                            | 6  | To ensure centrally provided services provide value for money   |                |   | ✓ |   |   |   |
|                            | 7  | To identify those additional services to be procured on behalf of individual academies                                  |                |   |   |   |   | ✓ |
| <b>Commercial Ventures</b> | 8  | To approve and any proposed commercial venture (of educational or non-educational character) within the trust           |                | ✓ |   |   |   |   |
|                            | 9  | To cease any commercial venture (of educational or non-educational character) within the trust                          |                | ✓ |   |   |   |   |
|                            | 10 | To monitor the impact (educational and financial) of any commercial venture within the trust e.g. teaching school       |                |   | ✓ |   |   |   |
| <b>Curriculum</b>          | 11 | Approval of Curriculum Policy   |                |   | ✓ |   |   |   |
|                            | 12 | Propose and implement Curriculum Policy   |                |   |   |   |   | ✓ |
|                            | 13 | Responsibility for standards in Teaching and Learning   |                |   |   |   |   | ✓ |
|                            | 14 | Provision of Sex Education Policy   |                |   |   |   |   | ✓ |
|                            | 15 | Arrangements for daily collective worship   |                |   |   |   |   | ✓ |
|                            | 16 | Responsibility for ensuring provision of Religious Studies in line with curriculum and academy's religious designation. |                |   |   | ✓ |   |   |
|                            | 17 | Approve and monitor individual student targets  |                |   |   |   |   | ✓ |
|                            | 18 | Accountability for individual student education and achievement   |                |   |   | ✓ |   |   |
|                            | 19 | Responsibility for individual student education and achievement   |                |   |   |   |   | ✓ |

|                                  | No   | Tasks   | 0  | 1 | 2 | 3 | 4 | 5 |
|----------------------------------|--|---|--|---|---|---|---|---|
| <b>Discipline and Exclusions</b> | 20   | Approve Behaviour for Learning (BfL) Policy   |  |   | ✓ |   |   |   |
|                                  | 21   | Implement BfL Policy  |  |   |   |   |   | ✓ |
|                                  | 22   | Exclude a student for more than 15 days or permanently  |  |   |   |   |   | ✓ |
|                                  | 23   | Review exclusion upon appeal (Independent Panel)  |  |   |   |   | ✓ |   |
|                                  | 24   | Direct reinstatement of excluded students   |  |   |   | ✓ |   |   |
|                                  | <b>Extended Schools</b>  | 25  | To decide to offer additional activities (and what form these should take) |   |   |   |   | ✓ |
| 26                               |  | To cease providing extended school provision  |  |   |   |   | ✓ |   |
| 27                               |  | To implement the additional services provided   |  |   |   |   |   | ✓ |
| <b>Finance</b>                   | 28   | Approve trust budget plans for the financial year   |  | ✓ |   |   |   |   |
|                                  | 29   | Approve academy budget for financial year   |  |   |   | ✓ |   |   |
|                                  | 30   | Prepare the academy budget plan for the financial year  |  |   |   |   |   | ✓ |
|                                  | 31   | Monitor trust budget termly   |  | ✓ |   |   |   |   |
|                                  | 32   | Monitor academy budget termly   |  |   |   |   | ✓ |   |
|                                  | 33   | Monitor monthly expenditure of budget spend   |  |   |   |   |   | ✓ |
|                                  | 34   | To establish a Charging and Remissions Policy   |  |   |   | ✓ |   |   |
|                                  | 35   | To agree signatories for budget holders in each institution   |  |   |   |   |   | ✓ |
|                                  | 36   | To approve trust virements and budget adjustments above £50,000   |  | ✓ |   |   |   |   |
|                                  | 37   | To approve trust virements and budget adjustments up to £50,000   |  |   | ✓ |   |   |   |
|                                  | 38   | To approve academy virements and budget adjustments above £50,000   |  | ✓ |   |   |   |   |
|                                  | 39   | To approve academy virements and budget adjustments from £25,001 to £50,000   |  |   | ✓ |   |   |   |
|                                  | 40   | To approve academy virements and budget adjustments from £5,001 to £25,000  |  |   |   | ✓ |   |   |
|                                  | 41   | To approve academy virements and budget adjustments under £5,000  |  |   |   |   |   | ✓ |
|                                  | 42   | Approval to order goods/services above the value of £50,000 (with 3 written quotes). EFA approval may be needed for £100k and above; OJEU rules may also apply. |  | ✓ |   |   |   |   |
|                                  | 43   | Approval to order goods/services between £25,001 and £50,000 (with 3 written quotes); OJEU rules may apply.   |  |   | ✓ |   |   |   |
|                                  | 44   | Approval to order goods/services between £5,001 and £25,000 (with 3 written quotes); OJEU rules may apply.  |  |   |   | ✓ |   |   |
| 45                               | Approval to order goods and services up to the value of £5,000 (including entering contracts, with 3 written quotes required above £1,000) |   |  |   |   |   | ✓ |   |
|                                  | 46   | Approve changes to governance structures, Terms of Reference, Articles of Association or Funding Agreement  | ✓  |   |   |   |   |   |
|                                  | 47   | Recommend changes to the trust's governance structure, Terms of Reference, Articles of Association and/or Funding Agreement                                     |  | ✓ |   |   |   |   |
|                                  | 48   | Approve changes to the SoDA   |  | ✓ |   |   |   |   |
|                                  | 49   | Recommend changes to the SoDA   |  |   | ✓ |   |   |   |

|                               | No  | Task  | 0 | 1 | 2 | 3 | 4 | 5 |
|-------------------------------|---|---|---|---|---|---|---|---|
| <b>Governance</b>             | 50  | Approve requests from other schools to join the trust                               | ✓ |   |   |   |   |   |
|                               | 51  | Recommend requests from other schools to join the trust                             |   | ✓ |   |   |   |   |
|                               | 52  | Appoint the chair of the BoD  | ✓ |   |   |   |   |   |
|                               | 53  | Appoint the vice chair of the BoD   |   | ✓ |   |   |   |   |
|                               | 54  | Appoint the chairs of any trust committees  |   | ✓ |   |   |   |   |
|                               | 55  | Appoint the chairs of the LGBs  |   |   |   | ✓ |   |   |
|                               | 56  | Elect the chairs of academy LGB committees  |   |   |   | ✓ |   |   |
|                               | 57  | Appoint the Clerk to LGB  |   |   |   | ✓ |   |   |
|                               | 58  | Elect staff and parent governors  |   |   |   | ✓ |   |   |
|                               | 59  | Designate link governors as appropriate e.g. Pupil Premium, SEN/D etc.              |   |   |   | ✓ |   |   |
|                               | 60  | Review performance of LGBs  |   |   | ✓ |   |   |   |
|                               | 61  | Suspend and/or dismiss members of LGB   |   |   | ✓ |   |   |   |
|                               | 62  | Set up Register of Business Interests for members                                   | ✓ |   |   |   |   |   |
|                               | 63  | Set up Register of Business Interests for directors                                 |   | ✓ |   |   |   |   |
|                               | 64  | Set up Register of Business Interests for governors                                 |   |   |   | ✓ |   |   |
|                               | 65  | Approve and set up Directors' Expenses Scheme                                       |   | ✓ |   |   |   |   |
|                               | 66  | Approve and set up LGB Expenses Scheme  |   |   |   | ✓ |   |   |
|                               | 67  | Appoint a Chief Executive Officer (CEO)/Accounting Officer                          |   | ✓ |   |   |   |   |
|                               | 68  | Appoint Company Secretary   |   | ✓ |   |   |   |   |
|                               | 69  | Appoint external auditors for trust   |   | ✓ |   |   |   |   |
|                               | 70  | Appoint internal auditors or Responsible Person via Audit Committee                 |   | ✓ |   |   |   |   |
| 71                            | To hold a Full Governing Body meeting at least three times in a school year (or more often if required) |   |   |   | ✓ |   |   |   |
| 72                            | Approve applications for significant changes to an open academy   | ✓   |   |   |   |   |   |   |
| 73                            | Approve changes impacting the ethos and vision of the trust   | ✓   |   |   |   |   |   |   |
| <b>Health and Safety</b>      | 74  | Approve academy Business Continuity Plans   |   |   | ✓ |   |   |   |
|                               | 75  | Monitor implementation of academy Business Continuity Plans                         |   |   |   | ✓ |   |   |
|                               | 76  | Propose and approve Health and Safety Policy (including Fire Evacuation Procedures) |   |   |   |   | ✓ |   |
|                               | 77  | Implement Health and Safety Policy (including Fire Evacuation Procedures)           |   |   |   |   |   | ✓ |
|                               | 78  | Propose and approve a Risk Management Plan  |   |   |   |   | ✓ |   |
|                               | 79  | Implement Risk Management Plan  |   |   |   |   |   | ✓ |
| <b>Policies and practices</b> | 80  | Approve trust policies*   |   | ✓ |   |   |   |   |
|                               | 81  | Propose trust policies*   |   |   | ✓ |   |   |   |

|                            | No  | Task   | 0 | 1 | 2 | 3 | 4 | 5 |
|----------------------------|-----|--|---|---|---|---|---|---|
|                            | 82  | Approve individual academy policies  |   |   |   | ✓ |   |   |
|                            | 83  | Propose individual academy policies  |   |   |   |   |   | ✓ |
|                            | 84  | Provision of appropriate buildings and other insurance (including all liability cover) |   |   | ✓ |   |   |   |
|                            | 85  | Develop and approve trust capital strategy   |   |   | ✓ |   |   |   |
|                            | 86  | Develop and approve academy maintenance strategy                                       |   |   |   |   | ✓ |   |
| <b>Safeguarding</b>        | 87  | To approve and monitor a Safeguarding Policy   |   |   | ✓ |   |   |   |
|                            | 88  | To implement a Safeguarding Policy   |   |   |   |   |   | ✓ |
|                            | 89  | Complete and maintain a Single Central Record  |   |   |   |   |   | ✓ |
|                            | 90  | Appoint a safeguarding governor  |   |   |   | ✓ |   |   |
| <b>School Meals</b>        | 91  | Monitor and ensure lunch nutritional standards are met                                 |   |   |   | ✓ |   |   |
|                            | 92  | Implement lunch nutritional standards  |   |   |   |   |   | ✓ |
|                            | 93  | Ensure provision of Free School Meals to those students meeting the criteria           |   |   |   |   |   | ✓ |
| <b>School Organisation</b> | 94  | Approve academy day, term dates and holidays   |   |   | ✓ |   |   |   |
|                            | 95  | Recommend academy day, term dates and holidays   |   |   |   |   |   | ✓ |
|                            | 96  | Approve academy prospectus   |   |   |   | ✓ |   |   |
|                            | 97  | To prepare and publish the academy prospectus  |   |   |   |   |   | ✓ |
|                            | 98  | Adoption and review of Home-School Agreement   |   |   |   |   |   | ✓ |
|                            | 99  | Ensure each academy meets the minimum requirement of school days in a year             |   |   |   | ✓ |   |   |
| <b>Staffing</b>            | 100 | Academy Headteacher/Principal appointments   |   |   | ✓ |   |   |   |
|                            | 101 | Appointment of trust staff who directly support the BoD                                |   |   | ✓ |   |   |   |
|                            | 102 | Appoint senior leaders in academies  |   |   |   |   |   | ✓ |
|                            | 103 | Attendance on panel for appointment of academy senior leaders                          |   |   |   | ✓ |   |   |
|                            | 104 | Appointment of any other staff in academies  |   |   |   |   |   | ✓ |
|                            | 105 | Approve changes to trust staffing structure  |   |   | ✓ |   |   |   |
|                            | 106 | Approve changes to academy staffing structure  |   |   |   |   | ✓ |   |
|                            | 107 | Propose changes to academy staffing structure  |   |   |   |   |   | ✓ |
|                            | 108 | Performance review of the CEO  |   | ✓ |   |   |   |   |
|                            | 109 | Suspend/dismiss the CEO  |   | ✓ |   |   |   |   |
|                            | 110 | Approve pay scale of the CEO   |   | ✓ |   |   |   |   |
|                            | 111 | Performance review of Executive Principal/Principal                                    |   |   | ✓ |   |   |   |
|                            | 112 | Suspend/dismiss a trust staff member who directly supports the BoD                     |   |   | ✓ |   |   |   |
|                            | 113 | Suspend/dismiss an academy Headteacher/Principal                                       |   |   | ✓ |   |   |   |

|                 | No  | Task  | 0 | 1 | 2 | 3 | 4 | 5 |
|-----------------|-----|---|---|---|---|---|---|---|
|                 | 114 | Suspension/dismissal of all academy staff (not including the Headteacher/Principal) |   |   |   |   |   | ✓ |
|                 | 115 | Approve any dismissal/severance/compensation payments                               |   |   | ✓ |   |   |   |
|                 | 116 | Performance review of all academy staff (not including the Headteacher/Principal)   |   |   |   |   |   | ✓ |
| <b>Strategy</b> | 117 | Approve and review progress of trust Improvement Plan                               |   | ✓ |   |   |   |   |
|                 | 118 | Approve and review progress of each academy improvement plan (AIP)                  |   |   |   | ✓ |   |   |
|                 | 119 | Review progress across trust of all AIPs  |   |   | ✓ |   |   |   |
|                 | 120 | Approve and monitor trust Strategic Risk Register                                   |   | ✓ |   |   |   |   |
|                 | 121 | Approve and monitor each academy Operational Risk Register                          |   |   |   | ✓ |   |   |

*\*A list of all current trust policies is provided in Annex A (and copies of these policies are available from the trust website). If a policy is not listed as a trust policy, then a LGB maintains the responsibility to ensure a policy is in place and regularly reviewed at each individual academy.*

*For clarity and ease of communication, certain key LGB-maintained policies are still included in the SoDA e.g. Admissions, Charging and Remissions, Health and Safety and Sex Education.*

Further notes:

#### Conflicts of Interests Procedures

- All members of staff or Governors that join the trust are asked to sign a declaration of business and pecuniary interests form prior to starting their employment. Senior Leaders, Governors, Directors and Members are asked to complete a form annually and to inform the Chief Financial Officer if their business interests change within the year. The Chief Financial Officer will collate new registers as required upon new guidance from the EFA or any other changes that may affect this process.

#### Connected Party Provisions

- All connected party transactions are completed at arm's length and can only be completed as per EFA guidelines on an 'at cost' quote basis.

#### Outsourced Tendering Process

- If the trust outsources a tendering process to a third party it will only be done if it feels the level of skills and expertise would bring better knowledge about the requirements and more informed skillset regarding pricing negotiations. The Chief Financial Officer is ultimately responsible for deciding to outsource and will be the final decision maker on who to proceed the order with following informed meetings from the third party.

#### EFA consent

- The academy should seek confirmation from the EFA if it is ever unsure whether consent is required. Certain projects like capital investments, legislative consents and any planning permissions will be sought by the EFA if required.

#### Three Quote Policy

- The Chief Financial Officer and the Accounting Officer of the Academy Trust have the authority to overrule the three quote rule if three quotes can't be identified due to the nature of the requirement (for example using the Times Educational Supplement to advertise teacher posts) or already committed services (for example ADT providing access, CCTV and intruder alarms, therefore using another provider to add to these services would require a full building change in these areas).

**Annex A - Policies**

| <b>Statutory policies required by education legislation</b>                                 |                                 |                |                      |                    |                                       |  |
|---|---------------------------------|----------------|----------------------|--------------------|---------------------------------------|--|
| <b>Name</b>   | <b>Statutory or Recommended</b> | <b>Publish</b> | <b>Last Reviewed</b> | <b>Next Review</b> | <b>Owner (Trust or local academy)</b> | <b>Notes</b>   |
| Charging & Remissions   | Statutory                       | Y              |                      |                    | Trust                                 |  |
| Behaviour for Learning Policy (Student Behaviour)   | Statutory                       | Y              |                      |                    | Local academy                         |  |
| Sex Education   | Statutory                       |                |                      |                    | Local academy                         |  |
| Special Educational Needs   | Statutory                       | Y              | Sep-15               | Sep-17             | Trust                                 | Overarching Trust policy with local arrangements and information |
| <b>Statutory policies required by other legislation</b>                                     |                                 |                |                      |                    |                                       |  |
| Health & Safety (inc Fire Evac)   | Statutory                       |                |                      |                    | Local academy                         |  |
| <b>Other statutory arrangements</b>   |                                 |                |                      |                    |                                       |  |
| Accessibility Plan  | Statutory                       | Y              |                      |                    | Trust                                 | Overarching Trust policy with local arrangements and information |
| Accounts  | Statutory                       | Y              |                      |                    | Trust                                 |  |
| Admission Arrangements  | Statutory                       | Y              |                      |                    | Local academy                         |  |
| Anti Bullying Policy  |                                 |                |                      |                    | Recommended                           |  |
| Behaviour principles (written statement)  | Statutory                       | Y              |                      |                    | Local academy                         |  |
| Child Protection and Safeguarding Policy  | Statutory                       | Y              | Nov-14               | Sep-17             | Trust                                 | Overarching Trust policy with local arrangements and information |
| Complaints procedure  | Statutory                       | Y              |                      |                    | Trust                                 |  |
| Curriculum policies/information   | Statutory                       | Y              |                      |                    | Local academy                         |  |
| Data Protection Policy  | Statutory                       | Y              | Oct-16               | Oct-18             | Trust                                 |  |
| Early Years Foundation Stage (EYFS)   | Statutory                       |                |                      |                    | Local academy                         |  |
| Equality information and objectives (public sector equality duty) statement for publication | Statutory                       | Y              |                      |                    | Trust                                 |  |
| Exclusion Arrangements/Policy   | Statutory                       | Y              |                      |                    | Local academy                         |  |
| Exclusion Policy  | Statutory                       | Y              |                      |                    | Local academy                         |  |
| Freedom of Information  | Statutory                       | Y              |                      |                    | Trust                                 |  |
| Governors Allowances  | Recommended                     |                |                      |                    | Trust                                 |  |

|   |           |   |  |  |               |   |
|---|-----------|---|--|--|---------------|---|
| Governors information and papers            | Statutory | Y |  |  | Local academy |   |
| Premises management documents               | Statutory |   |  |  | Local academy |   |
| Pupil Premium policy (strategy)             | Statutory | Y |  |  | Local academy |   |
| Pupil register and attendance               | Statutory |   |  |  | Local academy |   |
| Single Central Record                       | Statutory |   |  |  | Local academy | Based on Trust template   |
| Supporting students with medical conditions | Statutory |   |  |  | Trust         | Statutory for KS1-KS4. Overarching Trust policy with local arrangements and information |
| Values and Ethos                            | Statutory | Y |  |  | Trust         | Overarching Trust policy with local arrangements and information                        |

| <b>Employment Policies</b>                  |                                 |                      |                    |                                       |              |
|---|---------------------------------|----------------------|--------------------|---------------------------------------|--------------|
| <b>Name</b>                                 | <b>Statutory or Recommended</b> | <b>Last Reviewed</b> | <b>Next Review</b> | <b>Owner (Trust or local academy)</b> | <b>Notes</b> |
| Allegations against staff                   | Statutory                       | Nov-14               | Nov-17             | Trust                                 |              |
| Attendance Management policy                | Recommended                     | Mar-16               | Mar-19             | Trust                                 |              |
| Capability policy                           | Statutory                       | Sep-15               | Sep-17             | Trust                                 |              |
| Dignity at Work                             | Recommended                     | Nov-14               | Sep-17             | Trust                                 |              |
| Disciplinary policy                         | Statutory                       | Jun-15               | Jun-18             | Trust                                 |              |
| Equalities policy                           | Statutory                       | Jun-13               | Jun-17             | Trust                                 |              |
| Family Leave                                | Recommended                     | Jan-14               | Jan-17             | Trust                                 |              |
| Flexible Working policy                     | Recommended                     | Jun-15               | Jun-18             | Trust                                 |              |
| Grievance Policy                            | Statutory                       | Jan-14               | Jan-17             | Trust                                 |              |
| Internships policy                          | Recommended                     | Jun-15               | Jun-18             | Trust                                 |              |
| Leave of absence policy                     | Recommended                     | Mar-15               | Mar-18             | Trust                                 |              |
| Managing Staff Reductions (Redundancy)      | Recommended                     | Jun-14               | Jun-18             | Trust                                 |              |
| Pay Policy                                  | Statutory                       | Sep-15               | Sep-16             | Trust                                 |              |
| Performance Management (teachers & support) | Statutory                       | Sep-16               | Sep-17             | Trust                                 |              |
| Prevent Policy                              | Recommended                     | Apr-16               | Apr-18             | Trust                                 |              |
| Probation policy                            | Recommended                     | Jun-14               | Jun-18             | Trust                                 |              |
| Union recognition agreement                 | Recommended                     | Sep-10               | 2012/2013          | Trust                                 |              |

| <b>Employment procedures – forming professional expectations of employment</b> |                                 |                      |                    |                   |  |
|--|---------------------------------|----------------------|--------------------|-------------------|--|
| <b>Name</b>  | <b>Statutory or Recommended</b> | <b>Last Reviewed</b> | <b>Next Review</b> | <b>Owner</b>      | <b>Notes</b>   |
| Burgundy Book  | Adopted                         | N/a                  |                    | National document |  |
| Cover and absence requests   | Recommended                     | Annually             |                    | Local             |  |
| CPD Policy   | Recommended                     | Mar-15               | Mar-18             | Local             | Local arrangements made within main policy   |
| Recruitment and selection policy   | Statutory                       | Mar-15               | Mar-18             | Trust             |  |
| Staff code of conduct  | Statutory                       | Sep-16               | Annually           | Trust             | Amendments and insertions can be made to suit local arrangements   |
| Acceptable use of ICT policy   | Recommended                     | Dec-13               | Dec-15             | Trust             | Local arrangements can be made within main policy  |
| Volunteer Policy   | Recommended                     | Mar-15               | Mar-18             | Trust             | Amendments and insertions can be made to suit local arrangements   |
| Whistleblowing policy  | Statutory                       | Jun-15               | Jun-20             | Trust             |  |
| Working practices (info in staff planner)                                      | Recommended                     | N/a                  |                    | Local             | Reviewed as part of producing the Staff Planner  |
| Guidance on work placements  | Recommended                     |                      |                    | Local             | Advice should be sought from local DSL   |
| Keeping Children Safe in Education   | Statutory                       | Sep-16               | N/A                | National document | The local safeguarding lead should be familiar with this document. Any changes to policy should be led by Trust safeguarding lead. |
| National terms and conditions for support staff ('Green Book')                 | Adopted                         | N/a                  | N/A                | National document | For reference  |
| WYPF Discretions Statement   | Required                        | Mar-15               | Annually           | See notes         | Requirement from WYPF  |