

## 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 sub-group 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				✓		

Key Function	No	Tasks	Decision Level					
			0	1	2	3	4	5
<b>Curriculum (continued)</b>	17	Approve and monitor individual student targets						✓
	18	Accountability for individual student education and achievement				✓		
	19	Responsibility for individual student education and achievement						✓
<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 (Principal or can delegate to Vice Principal/Acting Principal if out of building)						✓
	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). ESFA 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			✓				

Key Function	No	Tasks	Decision Level					
			0	1	2	3	4	5
<b>Finance (continued)</b>	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)						✓
<b>Governance</b>	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			✓			
	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)				✓			

Key Function	No	Tasks	Decision Level					
			0	1	2	3	4	5
<b>Governance (continued)</b>	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 all policies*		✓				
	81	Propose policies to the BoD*			✓			
	82	Monitor operation of policies				✓		
	83	Propose policies to the CEO/Accounting Officer				✓		
	84	Propose policies to the LGB						✓
	85	Provision of appropriate buildings and other insurance (including all liability cover)			✓			
	86	Develop and approve trust capital strategy			✓			
	87	Develop and approve academy maintenance strategy					✓	
<b>Safeguarding</b>	88	To approve and monitor a Safeguarding Policy			✓			
	89	To implement a Safeguarding Policy						✓
	90	Complete and maintain a Single Central Record						✓
	91	Appoint a safeguarding governor				✓		
<b>School Meals</b>	92	Monitor and ensure lunch nutritional standards are met				✓		
	93	Implement lunch nutritional standards						✓
	94	Ensure provision of Free School Meals to those students meeting the criteria						✓
<b>School Organisation</b>	95	Approve academy day, term dates and holidays			✓			
	96	Recommend academy day, term dates and holidays						✓
	97	Approve academy prospectus				✓		
	98	To prepare and publish the academy prospectus						✓
	99	Adoption and review of Home-School Agreement						✓
	100	Ensure each academy meets the minimum requirement of school days in a year				✓		

Key Function	No	Tasks	Decision Level					
			0	1	2	3	4	5
<b>Staffing</b>	101	Academy Headteacher/Principal appointments			✓			
	102	Appointment of trust staff who directly support the BoD			✓			
	103	Appoint senior leaders in academies						✓
	104	Attendance on panel for appointment of academy senior leaders				✓		
	105	Appointment of any other staff in academies						✓
	106	Approve changes to trust staffing structure			✓			
	107	Approve changes to academy staffing structure					✓	
	108	Propose changes to academy staffing structure						✓
	109	Performance review of the CEO		✓				
	110	Suspend/dismiss the CEO		✓				
	111	Approve pay scale of the CEO		✓				
	112	Performance review of Executive Principal/Principal			✓			
	113	Suspend/dismiss a trust staff member who directly supports the BoD			✓			
	114	Suspend/dismiss an academy Headteacher/Principal			✓			
	115	Suspension/dismissal of all academy staff (not including the Headteacher/Principal)						✓
	116	Approve any dismissal/severance/compensation payments			✓			
	117	Performance review of all academy staff (not including the Headteacher/Principal)						✓
<b>Strategy</b>	118	Approve and review progress of trust Improvement Plan		✓				
	119	Approve and review progress of each academy improvement plan (AIP)				✓		
	120	Review progress across trust of all AIPs			✓			
	121	Approve and monitor trust Strategic Risk Register		✓				
	122	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 ESFA 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 ESFA 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.

#### ESFA consent

- The academy should seek confirmation from the ESFA 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 ESFA 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