

## The Shared Learning Trust Scheme of Delegation / Delegated Authorities

This document seeks to highlight the different levels of decision-making and authority within the Shared Learning Trust

Within the Shared Learning Trust, the Scheme of Delegation document is presented in this easy to access format to aid greater understanding of where delegated authority sits. **Any authority, other than that highlighted, cannot legally take decisions.**

It is important to note that these authorities are delegated from Members and Trustees and are reviewed on an annual basis

Delegated Authorities	
GOVERNANCE	Decision Level
Approve Trust Articles of Association Review and amend as appropriate	Members
Appoint and remove Trustees	Members
Appoint or remove members	Remaining members
Appoint external auditors	Members / Trust Board
Approve scope of external audit work	Trust Board via Audit Committee
Appoint or remove chair of LGB	Trust Board
Appoint or remove clerk to Trust	Trust Board
Approve Trust's scheme of delegation. Review and amend as appropriate	Trust Board
Approve Governor Expenses Policy	Trust Board
Approve Delegated Authorities	Trust Board
Delegate functions to a Committee and approve the terms of reference	Trust Board
Approve annual terms of reference for the LGBs	Trust Board
Approve schools joining the Trust	Trust Board
Approve creation of, or investment in, any subsidiary companies	Trust Board
FINANCIAL	Decision Level
Take out borrowings	<i>Secretary of State</i>
Acquisition of freehold of land and buildings	<i>Secretary of State</i>
Granting leasehold interest in land and buildings	<i>Secretary of State</i>
Taking out a leasehold interest in land and buildings of more than 5 years	<i>Secretary of State</i>
Write off bad debts >£45k or 1% of income	<i>Secretary of State</i>
Approve annual budget and mid-term financial plans	Trust Board
Approve year-end financial statements	Trust Board
Approve appointment of internal audit	Trust Board via Audit Committee
Approve scope of work of internal audit	Trust Board via Audit Committee

Approve opening of bank accounts	Trust Board
Approve account signatory positions	Trust Board
Approve bad debt protocol	Trust Board
Set and approve asset disposal policy	Trust Board
Approve financial regulations	Trust Board
Approve reserves policy	Trust Board
sign/agree in-budget contractual commitments - OPEX	Trust Board over £50k CEO / CFO up to £50k
sign/agree in-budget contractual commitments - CAPEX	Trust Board over £50k CEO / CFO up to £50k
Approve write offs/disposals of assets	Trust Board over £50k LGB up to £50k CEO / CFO up to £25k
Write off bad debts <£45k or 1% of income	Trust over £10k CEO up to £10k CFO / Principal up to £1k
Set charging and remissions policy	Trust Board for Central Services LGBs for Academies
Approve virements between budget headings	LGB up to £25k Trust Board over £25k
Authorise bank payments	CFO
approve issue of credit notes	CFO up to £2.5k CEO up to £25k Trust Board more than £25k
annual unbudgeted expenditure out of reserves	Academy Principal / HoS up to £10k LGB up to £50k Trust Board over £50k
<b>STAFFING</b>	
staff severance / compensation payments greater than £50K (non-contractual)	<i>Secretary of State</i>
ex gratia payments	<i>Secretary of State</i>
Staff severance / compensation payments less than £50K (non-contractual)	Trust Board
Approve pay policy	Trust Board
Appoint staff	Academy Principals for academy staff appointments
	CEO for the appointment of Trust senior leaders, DPO
	LGB

	for the appointment of Principals and Heads of School
	Trust Board for the appointment of CEO and CFO
	Business Leaders Other Business staff
Approve performance related pay awards	LGB for academy staff
	Remuneration Committee for CEO, Principals, Business Executive team
	CEO For other business staff
Suspend, discipline, dismissal of staff	Academy Principals Appeal to LGBs
Suspend, discipline, dismissal of Principals or other Board appointments	CEO (Trust Chair if the member of staff concerned is the CEO) Appeal to Trust Board
Approve staff structure	Academy Principals / Heads of School and CEO
<b>CURRICULUM</b>	
Approve curriculum policy	Academy Principals / Heads of School
Dis-apply curriculum policy for specific pupils	Academy Principals / Heads of School
Decide subject options	Academy Principals / Heads of School
Set targets for pupil achievement	Academy Principals / Heads of School with the CEO LGB <i>(from 2019+ this will be via the Curriculum and Standards Committee)</i>
<b>EXCLUSIONS</b>	
Approve discipline policy	Academy Principals / Heads of School
Recommend fixed-term or permanent exclusions	Academy Principals / Heads of School
Hear an exclusion appeal	LGB
<b>ADMISSIONS</b>	
Set admissions policy	Academy Principals / Heads of School with the CEO Trust Board
Admissions application decisions	Academy Principals / Heads of School
Appeal against Local Authority direction to admit a pupil	Academy Principals / Heads of School with the CEO

	LGB
<b>EXTENDED SCHOOLS / Community Use Agreements</b>	
decide to offer / cease additional activities	Academy Principals / Heads of School
<b>SCHOOL OPERATIONS</b>	
Change category/status of school	Trust Board
To set and ratify data protection policy	Trust Board
To set school times / term dates	Academy Principals / Heads of School with the CEO LGB
To implement data protection policy	LGB Academy Principals / Heads of School
<b>SAFEGUARDING</b>	
To set and ratify the Trust's safeguarding / child protection policy	Trust Board
To implement the Trust's safeguarding / child protection policy	LGB Academy Principals / Heads of School
To ensure all Trust staff receive appropriate safeguarding / child protection training	CEO Academy Principals / Heads of School
<b>HEALTH AND SAFETY</b>	
To set and ratify the Trust's health and safety policy	Trust Board
To implement the Trust's health and safety policy	LGB Academy Principals / Heads of School
To ensure that health and safety regulations are followed and recommendations acted on	LGB Academy Principals / Heads of School

### Delegated Authorities

*If a school is judged to require improvement or is placed into special measures, the Board will apply a greater scrutiny over delegated authorities.*

### Financial

#### Overview:

	Central Services				Academy		
	AT	CEO	CFO		AT	LGB	Principal
	1	2	3		1	3	4
sign/agree in-budget contractual commitments - OPEX	>£50k	<£50k	<£25k		>£50k	<£50k	<£25k
sign/agree in-budget contractual commitments - CAPEX	>£50k	<£50k	<£25k		>£50k	<£50k	<£25k
approve virements between budget headings within schools/central	>£50k	<£50k	<£25k		>£50k	<£50k	<£25k

annual unbudgeted expenditure out of reserves	>£50k	<£50k	<£10k		>£50k	<£50k	<£10k
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### **In summary**

- Principals can approve expenditure up to £25,000 for both operating and capital purposes
- Purchases over £25,000 are to be agreed by the LGB
- Purchases over £50,000 are to be agreed by the Board
- Virements between budget headings up to £25,000 can be approved by Principals
- Other virements follow a similar flow as above up to £50,000 for LGB, over £50,000 to the Trust Board
- Expenditure from Reserves
  - Up to £10,000 approval by Principals
  - Up to £50,000 approval by the LGB
  - Over £50,000 approval by the Board
- Procurement procedures
  - Up to £5,000 no quotes required, Value for Money expected
  - Between £5,001 and £25,000 2 written quotes required
  - Between £25,001 and £50,000 contact procurement officer to use MultiQuote system
  - Full tender procedure followed

### **Chair's Action:**

***The chair is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff. (Governor Handbook)***

The Trust Board / LGB will receive verbal report on any decisions made through a Chair's action, at the next meeting. They must then decide on the ratification of the decision.