



Alumnis

Scheme of Delegation

The Alumnis scheme of delegation (SODA) sets out how authority to make key decisions is delegated throughout the Trust. Individuals and groups are presented horizontally at the top of table and on each page and include Trust employees (CEO, Members of the Exec team, Headteachers) and Trust volunteers (Board of Directors, Members and LSC's) and any other stakeholders (Exeter Diocesan Board of Education).

Key decisions are presented vertically in the table and organised into the following categories: Governance, Education, People, Operational and Financial. Each key decision and individual/s and or group is presented as a matrix format to understand the relationship and the type of authority. The type of authority relates to the level or responsibility/consultation involved in the decision-making process, the SODA identifies 3 levels: accountable ownership, delivery and consultation.

Key to Scheme of Delegation	
	Accountable Owner/ Power of approval/ delegation of authority to
	Responsible owner to deliver on task
	Must be consulted

Date	Document History
4.1.2023	Reviewed September 2023

Decisions	Members	Board of Directors*	CEO	Executive Team	Headteachers	Local Schools Committees	Exeter Diocesan Board of Education (EDEN) consult required
Approve amendments to Memorandum and Articles	✓	✓	✓				Written consent required
Approve a Scheme of Delegation		✓	✓	✓	✓	✓	✓
Approve Trust Vision and strategic objectives		✓	✓	✓	✓	✓	
Approve Strategic Business Plan	✓	✓	✓	✓	✓	✓	
Monitor progress of Strategic Business Plan		✓	✓	✓			
Approve the acquisition or removal of a School		✓	✓	✓			✓
Approve statutory policies		✓	✓	✓		✓	
Approve investment and reserves policy		✓	✓	Chief Finance & Operations Officer			
Approve Trust-wide Admissions Guidance & Policy		✓	✓	✓	✓	✓	✓
Approve other non-statutory Trust-wide policies and policy templates		✓	✓	✓	✓		
Approve local policies and completed Trust templates					✓	✓	
Appointment of Members	✓						✓
Appointment of Directors	✓	✓					✓
Appoint CEO as a Director, in accordance with the Articles	✓	✓					✓
Appointment of Foundation Local Schools Committee Members		✓				✓	
Appointment of Communtiy Local Schools Committee Members		✓				✓	
Appointment of external auditor	✓	✓	✓	Chief Finance & Operations Officer			
Appointment of insurers		✓	✓	Chief Finance & Operations Officer			
Appointment of bankers and investment managers		✓	✓	Chief Finance & Operations Officer			

Decisions	Members	Board of Directors*	CEO	Executive Team	Headteachers	Local Schools Committees	Exeter Diocesan Board of Education (EDEN) consult required
Approve the statutory annual accounts	✓	✓	✓	Chief Finance & Operations Officer			
Remove Local Schools Committee Chairs		✓	✓			✓	
Approve panel compositions for disciplinaries, exclusions and complaints		✓			✓	✓	
Risk Management							
Approve Trust-wide risk register	✓	✓		✓			
Governance Functions							
Conduct Board self review		✓					
Conduct review of Chairs performance		✓					
Conduct LSC self review		✓					

Decisions	Board of Directors*	CEO	Executive Team	Headteachers	Local Schools Committees	Exeter Diocesan Board of Education (EDEN) consult required
Approve School Improvement Plan	✓		Director of Education	✓	✓	
Monitor progress against School Improvement Plan & identify and address any required corrective actions	✓		Director of Education	✓	✓	
Approve Trust self-evaluation	✓	✓	Director of Education			
Approve School self-evaluation	✓		✓	✓	✓	
Approve Trust educational targets	✓	✓	Director of Education			
Approve School educational targets	✓		✓	✓		
Approve Trust-wide Pupil Premium plan and framework	✓	✓	Director of Education	✓		
Approve School Pupil Premium plans	✓		Director of Education	✓	✓	
Approve appointment of Trust wide designated safeguarding lead	✓	✓	Director of Education			
Approve appointment School safeguarding lead	✓			✓	✓	
Approve appointment School SENCO	✓		✓	✓	✓	
The decision to issue a fixed term pupil exclusion	✓		Director of Education	✓		

The decision to permanently exclude	✓	✓		✓		
Educational Data						
Set KPI's to monitor progress against vision and objectives including pupil outcomes	✓	✓	Director of Education	✓		
Monitor local KPIs and identify need for corrective action			✓	✓	✓	
Approval of QA'd termly assessment data			Director of Education	✓		
Annual Reports						
Approval of School annual pupil premium impact report	✓		Director of Education	✓	✓	
Approval of annual SEND information report	✓		Director of Education	✓	✓	
Approval of annual PE Premium report	✓		Director of Education	✓	✓	
Approval of NTP/Catch up Impact report			Director of Education	✓	✓	

People

Decisions	Board of Directors*	CEO	Executive Team	Headteachers	Local School Committee	Exeter Diocesan Board of Education (EDEN) consult required
People Strategy & Policy						
Approve annual pay policy for all staff	✓	✓	Chief Finance & Operations Officer			
Changes to Staffing Structures						
Approve staffing structure central team	✓	✓	✓			
Approve staffing structure at School Level	✓	✓	✓	✓	✓	
Appointment of...						
CEO and Accounting Officer	✓					✓
Executive Team	✓	✓				
Chair of Local Schools Committee	✓		✓	✓		
Chairs of Directors	✓	✓				
Headteachers	✓	✓	Director of Education		✓	✓
School senior leadership team	✓		Director of Education	✓	✓	
School teaching and support staff			Director of Education	✓	✓	
Board / Company Secretary	✓	✓				
Performance Management of						
CEO	With external advisor					
Executive Team		✓				
Headteachers		✓	✓		✓	
School Senior Leadership Team		✓		✓		
School teaching and support staff			Director of Education	✓		
Central Support Staff			Chief Finance and Operations Officer			
Board / Company Secretary	✓					
Pay Approval						
CEO	✓					
Executive Team	✓	✓				
Headteachers	✓	✓	Director of Education			
School senior leadership team	✓	✓	Director of Education	✓		
Settlement Agreements						
All staff	✓		Chief Finance & Operations Officer			
Disciplinary and authority to suspend						
CEO	✓					
Executive Team	✓	✓				
Headteachers	✓	✓	✓			
School Educational Senior Leadership Team	✓	✓	✓	✓		
School teaching and support staff	✓	✓	✓	✓		
Formal Hearings for Grievance claims made						
CEO	✓					
Executive Team	✓	✓	✓			

Decisions	Board of Directors*	CEO	Executive Team	Headteachers	Local School Committee	Exeter Diocesan Board of Education (EDEN) consult required
Central Support staff	✓	✓	✓			
Headteachers	✓	✓	✓			
School Team	✓		✓	✓		

Decisions	Board of Directors	CEO	Executive Team	Headteachers	Local Schools Committee	Exeter Diocesan Board of Education (EDEN) consult required
Premises/Asset Management						
Approve proposals for the acquisition/ disposal of land/buildings	✓	✓	Chief Finance & Operations Officer			
Approve major (SCA) capital works and long-term building projects, based on condition surveys		✓	Chief Finance & Operations Officer			
Approve annual School capital works and maintenance programme		✓	Chief Finance & Operations Officer			
Health & Safety						
Approve Trust-wide health and safety strategy	✓		Chief Finance & Operations Officer			
Approve local health and safety plan	✓		Chief Finance and Operations Officer	✓		
Approve educational aspects of School health and safety plan				✓	✓	
Approve operational aspects of School health and safety plan			Chief Finance and Operations Officer	✓	✓	
Freedom of Information						
Authority to submit FOI, DP and SAR responses on behalf of Alumnis	✓		✓			
Communications						
Approve all press responses identified as a risk to Alumnis's reputation (School, cluster or national level)	✓	✓				
Approve other press responses for national media	✓	✓				
Approve other press responses at local media School level	✓	✓		✓		
Approve any commissioned writing/opinion pieces for external parties from Alumnis staff.	✓	✓				
Approve written responses to MPs, Regional Schools Commissioners, Local Authorities, Ofsted, DfE, ESFA..etc.	✓	✓		✓		
Approve School website as being compliant with regulatory requirements	✓		✓	✓	✓	
IT						
Approve an IT strategy	✓	✓	Chief Finance & Operations Officer			

Decisions	Board of Directors*	CEO	Executive Team	Headteachers	Local School Committee	Exeter Diocesan Board of Education (EDEN) consult required
Budget						
Approve annual Trust budget	✓	✓	Chief Finance & Operations Officer			
Banking						
Changes to banking arrangements, including opening a new bank account	✓	✓	Chief Finance & Operations Officer			
Legal						
Enter into litigation at risk of exceeding £100k	✓					
Authority to seek legal advice >£5,000 from the Trusts procured solicitors		✓				
Authority to seek legal advice up to £5,000 from The Trust procured solicitors			Chief Finance & Operations Officer			
Staffing Appointments						
Any staff hire with annual cost over £100k per annum, permanent or temporary	✓	✓	Chief Finance & Operations Officer			
Any staff hire outside of agreed budget	✓	✓	Chief Finance & Operations Officer			
All School staff hire if part of agreed budget (and not subject to other recruitment process)			CFOO / DoE	✓		
Staff reorganisations						
Any reorganisation exceeding £100k	✓	✓	Chief Finance & Operations Officer			
Any re-organisation up to £100k and involving staff consultation or potential redundancy costs	✓	✓	Chief Finance & Operations Officer			
Any re-organisation not involving staff consultation or potential redundancy costs			✓			
Decision to purchase Works, Supplies** (goods) and Services excluding leases (in budget)						
Expenditure over £50,000	Full Board of Directors	✓	Chief Finance & Operations Officer			
Expenditure between £15,000 and £50,000	Resources, Pay & Performance Committee		Chief Finance & Operations Officer			
Expenditure between £5,000 and £15,000		✓	Chief Finance & Operations Officer			
Expenditure between £2,000 and £5,000			Chief Finance & Operations Officer			
Expenditure up to and including £2,000			School Business Partners / Finance Officer			
Decision to agree to a Lease or contract (in budget)						

Decisions	Board of Directors*	CEO	Executive Team	Headteachers	Local School Committee	Exeter Diocesan Board of Education (EDEN) consult required
<i>With a total commitment in excess of £500k</i>	✓	✓				
<i>Lifetime of more than 12 months</i>		✓	Chief Finance & Operations Officer			
<i>Lifetime of less than 12 months</i>			Chief Finance & Operations Officer			
Virements and Budget variances and out of Budget spend						
<i>Expenditure over £50,000</i>	Full Board of Directors	✓	Chief Finance & Operations Officer			
<i>Expenditure between £15,000 and £50,000</i>	Resources, Pay & Performance Committee		Chief Finance & Operations Officer			
<i>Expenditure between £5,000 and £15,000</i>		✓	Chief Finance & Operations Officer			
<i>Expenditure between £2,000 and £5,000</i>			Chief Finance & Operations Officer			
<i>Expenditure up to and including £2,000</i>			School Business Partners / Finance Officer			
Sign Contracts (in budget)						
<i>Any contract with a maximum value exceeding £100,000 or exceeding a 5 year term</i>	✓	✓	Chief Finance & Operations Officer			
<i>Any contract with a maximum value between £5,000 (£10,000 for works) and up to £100,000 and up to a 5 year term</i>			Chief Finance & Operations Officer			
<i>When the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an Alumnis MAT indemnity, a guarantee or warranty to a third party</i>		✓	Chief Finance & Operations Officer			
<i>Any contract where the maximum value of the contract will be £5,000 (£10,000 for works) except where the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an Alumnis indemnity, a guarantee or warranty to a third party, and is a 1 year term or less</i>			Chief Finance & Operations Officer			
Income (other than DfE LA Grant)						
<i>Any income exceeding £50,000 per year</i>			Chief Finance & Operations Officer			
<i>Any supply to third parties (other than renting halls, or gym space and equipment)</i>			Chief Finance & Operations Officer			