

## Key to Scheme of Delegation

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

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## Governance

Decisions	Members	Board of Directors*	CEO	Executive Team	Headteachers	Local Schools Committees	Diocese consult required
<i>Approve amendments to Memorandum and Articles</i>		✓	✓				✓
<i>Approve a Scheme of Delegation</i>		✓	✓	✓	✓	✓	✓
<i>Approve Trust Vision and strategic objectives</i>		✓	✓	✓	✓	✓	
<i>Approve Strategic Business Plan</i>	✓	✓	✓	✓	✓	✓	

<i>Monitor progress of Strategic Business Plan</i>		✓	✓	✓			
<i>Adopt additional or variant objectives to fit local context</i>		✓	✓	✓	✓	✓	
<i>Approve the acquisition or removal of a School</i>		✓	✓	✓			✓
<i>Approve statutory policies*</i>		✓	✓	✓			
<i>Approve investment and reserves policy</i>		✓	✓	Chief Financial Officer			
<i>Approve Trust-wide Admissions Guidance &amp; Policy</i>		✓	✓	✓	✓	✓	✓
<i>Approve School Admissions Arrangements</i>		✓			✓	✓	
<i>Approve other non-statutory Trust-wide policies and policy templates</i>		✓	✓	✓	✓		
<i>Approve local policies and completed Trust templates</i>					✓	✓	
<i>Appointment of Members</i>	✓	✓					✓

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 Financial Officer			
Appointment of insurers		✓	✓	Chief Financial Officer			
Appointment of bankers and investment managers		✓	✓	Chief Financial Officer			
Approve the statutory annual accounts		✓	✓	Chief Financial Officer			
Remove Local Schools Committee Chairs		✓	✓			✓	
Approve panel compositions** for disciplinaries, exclusions and complaints					✓	✓	

<b>Risk Management</b>							
<i>Approve Trust-wide risk register</i>		✓		✓			
<b>Governance Functions</b>							
<i>Arrange appropriate training for Board / LSC Members</i>							
<i>Arrange appropriate training for Governance Professional / LSC Clerks</i>							
<i>Conduct Board self review</i>							
<i>Conduct review of Chairs performance</i>							
<i>Conduct LSC self review</i>							
<b>Education</b>							
<b>Decisions</b>	<b>Board of Directors*</b>	<b>CEO</b>	<b>Executive Team</b>	<b>Headteachers</b>	<b>Local Schools Committees</b>	<b>Diocese consult required</b>	

Approve School Improvement Plan			✓	✓	✓		
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		✓		✓		
<b>Educational Data</b>						
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 School school census information prior to DfE submission			Chief Financial Officer	✓		
Approval of QA'd termly assessment data			Director of Education	✓		
<b>Annual Reports</b>						
Approval of School annual pupil premium impact report			✓	✓	✓	

Approval of annual SEND information report	✓		Director of Education	✓	✓	
Approval of annual PE Premium report			✓	✓	✓	
Approval of NTP/Catch up Impact report			✓	✓	✓	

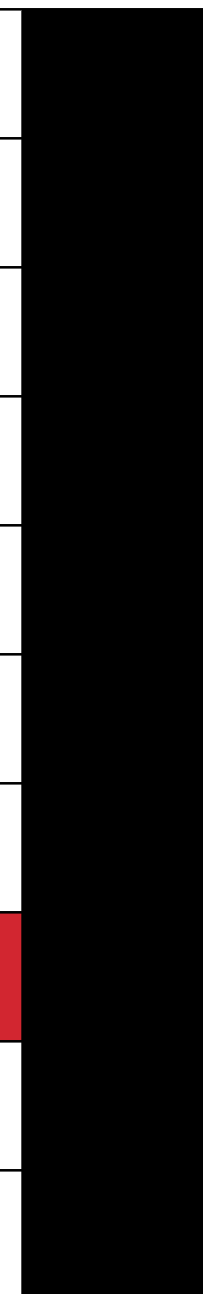
## People

Decisions	Board of Directors*	CEO	Executive Team	Headteachers	Local School Committee	Diocese consult required
<b>People Strategy &amp; Policy</b>						
Approve annual pay polciy for all staff	✓	✓	Chief Finance Officer			
<b>Changes to Staffing Structures</b>						
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	✓	✓	✓		✓	✓
School senior leadership team			Director of Education	✓	✓	
School teaching and support staff			Director of Education	✓	✓	
Board / Company Secretary	✓	✓				
Performance Management of						



CEO	✓					
Executive Team		✓				
Headteachers		✓	✓		✓	
School Senior Leadership Team		✓		✓		
School teaching and support staff			Director of Education	✓		
Central Support Staff			CFO/DOO			
Board / Company Secretary	✓					
<b>Pay Approval</b>						
CEO	✓					
Executive Team	✓	✓				



Headteachers	✓	✓				
School senior leadership team	✓	✓		✓		
<b>Settlement Agreements</b>						
All staff	✓		Chief Finance Officer			
<b>Disciplinary and authority to suspend</b>						
CEO	✓					
Executive Team		✓				
Headteachers		✓	✓			
School Educational Senior Leadership Team		✓	✓	✓		
School teaching and support staff		✓	✓	✓		

Formal Hearings for Grievance claims made						
CEO	✓					
Executive Team		✓	✓			
Central Support staff		✓	✓			
Headteachers		✓	✓			
School Team			✓	✓		

## Operational

Decisions	Board of Directors	CEO	Executive Team	Headteachers	Local Schools Committee	Diocese consult required
Premises/Asset Management						
Approve proposals for the acquisition/ disposal of land/buildings	✓	✓	DOO/CFO			

Approve major (SCA) capital works and long-term building projects, based on condition surveys		✓	DOO/CFO			
Approve annual School capital works and maintenance programme		✓	DOO/CFO			
<b>Health &amp; Safety</b>						
Approve Trust-wide health and safety strategy	✓		DOO/CFO			
Approve local health and safety plan			DOO	✓		
Approve educational aspects of School health and safety plan				✓	✓	
Approve operational aspects of School health and safety plan			DOO	✓	✓	
<b>Freedom of Information</b>						
Authority to submit FOI, DP and SAR responses on behalf of Alumnis			✓			
<b>Communications</b>						

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				✓	✓	
<b>IT</b>						
Approve an IT strategy		✓	DOO/CFO			
<b>Operational Value for Money</b>						
Approve value for money operational projects			Chief Financial Officer			

# Financial

Decisions	Board of Directors*	CEO	Executive Team	Headteachers	Local School Committee	Diocese consult required
<b>Budget</b>						
Approve annual Trust budget	✓	✓	Chief Financial Officer			
<b>Banking</b>						
Changes to banking arrangements, including opening a new bank account	✓	✓	Chief Financial Officer			
<b>Legal</b>						
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 Financial Officer			

Staffing Appointments						
Any staff hire with annual cost over £100k per annum, permanent or temporary	✓	✓	Chief Financial Officer			
Any staff hire outside of agreed budget	✓	✓	Chief Financial Officer			
All School staff hire if part of agreed budget (and not subject to other other recruitment process)			CFO / DOE	✓		
Staff reorganisations						
Any reorganisation exceeding £100k	✓	✓	Chief Financial Officer			
Any re-organisation up to £100k and involving staff consultation or potential redundancy costs	✓	✓	Chief Financial 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 Financial Officer			

<i>Expenditure between £15,000 and £50,000</i>	Resources, Pay & Performance Committee		Chief Financial Officer			
<i>Expenditure between £5,000 and £15,000</i>		✓	Chief Financial Officer			
<i>Expenditure between £2,000 and £5,000</i>			Chief Financial Officer			
<i>Expenditure up to and including £2,000</i>			Finance Officer / DOOP			
<b>Decision to agree to a Lease or contract (in budget)</b>						
<i>With a total commitment in excess of £500k</i>	✓	✓				
<i>Lifetime of more than 12 months</i>		✓	Chief Financial Officer			
<i>Lifetime of less than 12 months</i>			Chief Financial Officer			
<b>Virements and Budget variances and out of Budget spend</b>						
<i>Expenditure over £50,000</i>	Full Board of Directors	✓	Chief Financial Officer			



<i>Expenditure between £15,000 and £50,000</i>	Resources, Pay & Performance Committee		Chief Financial Officer			
<i>Expenditure between £5,000 and £15,000</i>		✓	Chief Financial Officer			
<i>Expenditure between £2,000 and £5,000</i>			Chief Financial Officer			
<i>Expenditure up to and including £2,000</i>			Finance Officer / DOOP			
<b>Sign Contracts (in budget)</b>						
<i>Any contract with a maximum value exceeding £100,000 or exceeding a 5 year term</i>		✓	Chief Financial 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 Financial 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>		✓	✓			
<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>			✓			

Income (other than DfE LA Grant)						
<i>Any income exceeding £50,000 per year</i>			Chief Financial Officer			
<i>Any supply to third parties (other than renting halls, or gym space and equipment)</i>			Director of Operations			