



# SCHEME OF DELEGATION

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FOR ATTENTION OF: All Colleagues  
PREPARED BY: CEO  
DATE: March 2026

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## Introduction

The OAK Multi Academy Trust Board of Trustees (Trustees) are accountable in law for all major decisions about their schools. It is vital that the decision to delegate a function is made by the full board of trustees and is recorded. Without such delegation, the individual or committee has no power to act.

This Scheme of Delegation is the key document defining the lines of responsibility and accountability in our trust. It is a simple yet systematic way of ensuring that the Members, Trustees (Trustees), Executive Leaders, Governors and Head Teachers are all clear about their roles and responsibilities. This overarching scheme of delegation for all decision making in the trust should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook.

Some governing bodies joining a new trust may assume that they will continue to function as they did when they were a governing body of a maintained school. However, when joining a trust these school-based committees are appointed by the OAK Board, and the Board has the power to appoint and remove committees at any time.

A detailed yet clear scheme of delegation supports effective governance and school operations by ensuring that responsibilities and accountabilities are clearly identified and is a supportive tool that can be relied upon to enable effective and robust internal controls.

Strong governance is essential to the way that OAK operates, and we value all members of our governance system immensely. Everyone has a role to play, and we thank them for being part of OAK.

This scheme of delegation is designed to:

- Promote a culture of honesty and accountability
- Ensure the Executive Leaders are clear about which decisions the OAK Multi Academy Trust Board remains in control of
- Identify responsibility for the appointment and performance management of the CEO/Executive and Heads of School/Head Teachers
- Ensure that the role of the Executive Leadership is fully understood throughout the trust

- Identify responsibility for policy and practice in each school
- Identify responsibility for oversight of educational performance in each school
- Identify responsibility for oversight of each school's budget
- Identify responsibility for assessment of risk in each school

The OAK Multi Academy Trust Board appoint the Chief Executive Officer (CEO), to whom it delegates responsibility for delivery of its vision and strategy and will hold the CEO to account for the conduct and performance of the trust, including the performance of the schools within the trust, and for its financial management.

In turn, the CEO line manages other senior executives and the schools' Head Teachers, setting their targets and performance managing them. The Board delegates some of its school level monitoring and scrutinising functions to LGBs and uses these committees to promote stakeholder engagement and as a point of consultation and representation.

Trustees do not normally sit on school LGBs, and so lines of communication to the Board must be clearly established.

Local Governing Bodies, whilst not line managing the school's Headteacher, are positively involved in ensuring the performance development appraisal of the Headteacher is reflective of the experience in the school through involvement in the annual performance development process. LGBs are constituted sub-committees of the Board of Trustees and therefore have the authority to require evidence, supporting information and other details as required from staff in the school to enable them to discharge their duties.

## Principles

1. The OAK Multi Academy Trust (OAK) is an exempt educational charity.
2. Our aim for OAK is to improve the life chances of children and young people by raising aspiration and fulfilling potential.
3. The OAK Board of Trustees (BoT) is clear that it has responsibility to ensure that all statutory obligations to our pupils, students, parents, the Department for Education (DfE) are met.
4. OAK's BoT's intention is to provide a framework via the Scheme of Delegation within which Central Team Staff, Local Governing Bodies (LGB) and School Headteachers and can make decisions to meet the needs of pupils, students and where appropriate, the wider community.
5. Everything we do is about the future of our pupils and students.
6. We are fully inclusive and welcome children from vulnerable groups.
7. We participate in Local Authority admissions arrangements.
8. We are not selective.
9. We provide on-going high quality professional development for all our staff.
10. We follow the School Teachers Pay and Conditions and National Joint Council conditions of service.
11. We seek to work positively with trade unions.
12. We play our full role in Fair Access and hard to place protocols.
13. We always put collaboration before competition.
14. We believe in sharing information with other providers, employers and all agencies supporting children and young people.
15. The Trust is committed to the lawful, fair and transparent processing of personal data."

## Our beliefs

### **Values**

We believe in creating **opportunity** for all.

We strive for the highest **achievement** both academically and in a broader sense.

We value **kindness** and “doing the right thing”.

### **Vision**

OAK is a valued and integral part of the communities we serve, where children benefit from an outstanding education. Everyone has the same opportunities and is supported to flourish. We work together, between our schools and with others, to provide a spirit of partnership and to enable continuous development. Our students grow up in a nurturing environment, where they are intellectually challenged, and develop self confidence in their ability to solve problems through applying their knowledge and skills, fully ready for the next stage of their lives. We bring this together with our vision: **Together we grow great schools.**

## Members

The Members are a group of individuals who have ultimate responsibility for the governance arrangements of the Trust, and the ‘keepers of the vision’.

They have different responsibilities to Trustees, and their principles responsibilities and authorities are to:

- Appointment, and removal, of Members, as appropriate.
- Always ensure that there a minimum of three Members
- Appoint (up to 5) Trustees to the Trust Board to ensure that the Objects of the Trust are carried out appropriately

- Removal of Trustees

The Articles of Association indicate that the Object of the Trust is:

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*to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing, by establishing, maintaining, carrying on, managing and developing schools offering a broad and balanced curriculum (“the mainstream Academies”) or educational institutions which are concerned with providing full-time or part-time education for children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless alternative provision is made for them (“the alternative provision Academies”) or 16 to 19 Academies offering a curriculum appropriate to the needs of its students (“the 16 to 19 Academies”) or schools specially organised to make special educational provision for pupils with Special Educational Needs (“the Special Academies”)*

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The current list of Members is available on the Trust website at [www.oaktrust.org](http://www.oaktrust.org), and at [www.get-information-about-schools.gov.uk](http://www.get-information-about-schools.gov.uk).

#### Board of Trustees (BoT)

The Board of Trustees are the Directors of the legal entity, and have responsibilities as such under the Companies Act, the Charities Act, and other relevant legislation.

We use the term Trustees to similarly indicate Directors.

The BoT agrees the strategy for the Trusts and is responsible for the oversight of the Executive Officers and staff in accordance with the Articles of Association, the Memorandum of Association, the Funding Agreements, and the Academies Financial Handbook.

It sets the Scheme of Delegation which lays out which powers and responsibilities are delegated to other groups or individuals, and which powers are reserved for the Board. The Board can review the Scheme of Delegation at any time, and has the right to review, add, adapt, or remove delegations in the way it deems appropriate.

It is an expectation of the BoT that any Trustee cannot similarly serve on the Local Governing OAK of any the Trust's constituent schools, to avoid potential or perceived conflict of interests.

The current OAK Board of Trustees are listed on the Trust website at [www.oaktrust.org](http://www.oaktrust.org).

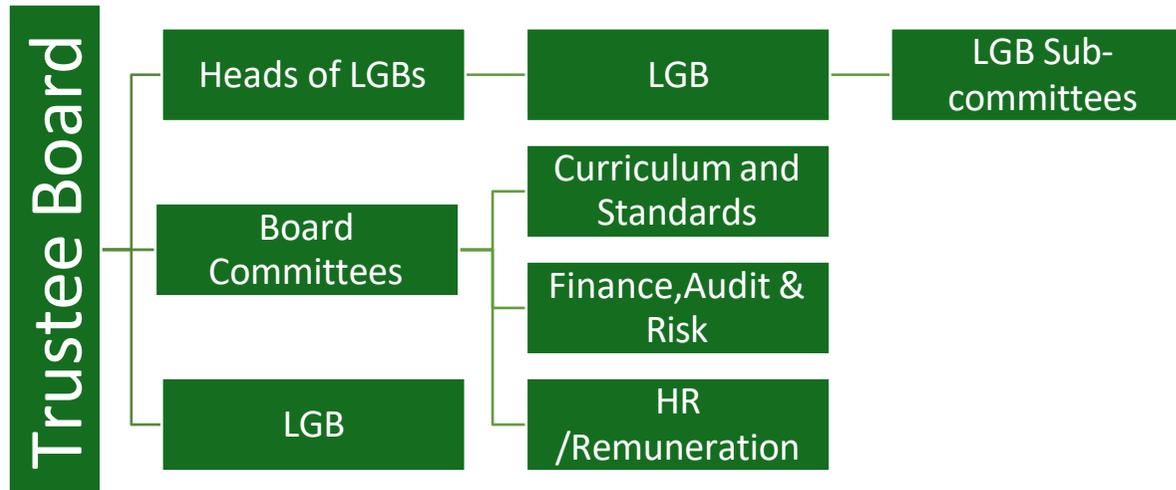
Board members act collectively: with the exception of the CEO they do not have individual executive authority. Each School is ultimately governed by the Trust.

The powers and responsibilities of Trustees are laid out in the Articles of Association, but broadly are described as:

- To manage the business of the Trust.
- To expend the funds of the Trust in such manner as they shall consider most beneficial for the achievement of the Objects.
- To invest in the name of the Trust such part of the funds as they may see fit.
- To enter into contracts on behalf of the Trust.
- In exercising these powers and functions, the Trustees may consider any advice given by the CEO and any other Executive Officer.
- Any bank account shall be operated by the Trustees in the name of the company and cheques shall be signed by at least two signatories authorised by the Trustees.
- The Trustees may appoint separate committees for each School and should determine constitution, membership, proceedings and Terms of Reference. Terms of Reference are to be reviewed annually.
- Trustees may delegate to any Director, committee, the CEO, or any other Executive Officer, such of their powers or functions as they consider desirable. Delegation may be subject to conditions and may be revoked or altered. Any exercise of this power is to be reported to the next Trustees' meeting.
- To appoint the CEO and Headteachers of the schools. Trustees may delegate such powers and functions as required by the CEO and Headteachers for the internal organisation, management, and control of the schools (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at the schools).

- To comply with obligations under the Companies Act and Charities Act with regards to the preparation and filing of the annual report, accounts and confirmation statement/annual return.
- To ensure sufficient familiarity with the operations and performance of each school to inform discussions and decisions on organisational strategy and to hold the CEO to account

Members of the Executive Team are invited to attend Board meetings at the request of the Trustees. Governance arrangements are summarised below:



## Sub-committees

The Trust Board has established various sub committees to enable its work, and to facilitate robust support and challenge to the Executive. These committees have their own Terms of Reference, meet regularly and report to the Board in turn. The terms of reference are available on the Trust website, and attendance details are published in the Annual Accounts. A governance handbook will be published in Autumn Term 2020.

Each School also has its own Local Governing Body (LGB). This LGB is a sub-committee of the full Board and are established under the powers given to Trustees in the Articles of Association.

## **Committees**

The Trust has established the following Committees, which are constituted of Trustees, and others whom the Board choose to appoint for relevant experience, expertise or skills.

- Curriculum & Standards
- Finance and Audit (and Human Resources)
- Remuneration (meets annually)

## **LGBs**

Each School LGB shall have a minimum of 5 members, with a recommendation of a maximum of 9, although this will be at the discretion of the LGB.

The Trust follows the DfE guidance in relation to membership of LGBs and will ensure that there at all times at least 2 parents on each LGB.

The guidance indicates that:

- The Trust must appoint a majority of members;
- There should be a minimum of two parent members;
- The School Headteacher is a member of the LGB; and

- Schools can choose to have staff as members of the local Body but the total number of staff members must not exceed one third of the total membership.

The Terms of Reference for LGBs identify how appointments can be made to LGBs

LGBs meet Termly and will work to an agenda of standardised items provided, outlined in the Terms of Reference, but are free, under the remit of the LGB's elected Chair, to add additional items.

### **Chairs of LGB Committee**

The Chairperson of each LGB will also sit upon this Committee, which will meet termly with the Chair of Trustees and the Chief Executive, to receive feedback, discuss any areas of concern, and to share information about future plans of the Trust. This Committee meets termly, and in advance of the full Trustee Board meeting

### **Chief Executive Officer**

The Trust Board delegates responsibility to the CEO for the effective operation of the day-to-day elements and performance of the Trust, including the educational and operational performance. The CEO therefore line manages the Headteachers, and the executive leadership structure is established on this basis.

As there is the delegation of some governance functions to LGBs, it is usual for the CEO to seek input from the Chair of the LGB when undertaking the Headteacher's performance development.

The CEO fulfils the statutory position of Accounting Officer

The CEO leads the executive team of the academy trust. The CEO will delegate executive management functions to the executive management team and is accountable to the Trust Board for the performance of the executive management team.

### **Executive Team**

The CEO heads the Executive Team which comprises the CFO, Director of People and Culture and the Director of Education. Alongside the Headteacher group, this group plays a pivotal role in shaping the way that the strategy is enacted in daily operations. The CEO will discuss with the Executive Team and Headteachers, school performance, key issues, strategic development, cross Trust collaboration, and new initiatives, to ensure wide input into decision making and to maximise the effectiveness of the Trust. These groups are responsible for ensuring that all schools are working towards the Trust ethos, and for offering support to others as needed.

The Executive Team and Headteachers group collectively provides the expert voice of education and learning in the schools. They contribute to the strategic vision and direction of the Trust and provide a key discussion forum in which decisions are debated, scrutinised, and challenged.

The Executive Team and the Headteacher group provides leadership of learning within the schools and keeps learning and outcomes at the heart of the vision and strategy of the Trust.

The Executive Team and Headteacher group are at the heart of all planning and implementation of vision and strategy. The two groups will question and provide challenge to support sound decision-making and a high level of ownership and “buy-in” within the school communities.

**Where an Executive Headteacher is in post, they take the responsibilities of Headteacher in this SoD.** They may choose to delegate some of these responsibilities following discussions with the Director of Education.

### Governance Levels of Authority

<b>Delegated Duty</b>	<b>Delegated Authority</b>	<b>Comment</b>
Review and amend Articles of Association	Members	On recommendation

## Curriculum and other Levels of Authority

Delegated Duty	Delegated Authority	Comment
Establish Curriculum Statements for each school	Headteachers	In consultation with the LGB. To be agreed with the CEO before changes approved.
Exam Boards followed	Executive Team	Consistency across Trust required to allow for synergies of Trust working
Content of curriculum and internal assessment	Headteachers	In consultation with the Director of Education and similar phase schools
Admissions	<p>LGB for annual review of policy and administration of admissions. Where no policy changes are proposed, consultation on the policy must take place at least once every seven years.</p> <p>BoT for any changes to a School admissions policy.</p>	<p>All OAK schools will participate where possible in the Local Authorities' admission procedures for primary schools and for 11-16 in secondary schools.</p> <p>For post 16 students, a School may determine arrangements, considering Local Authority admission policies.</p> <p>Any proposals to change admissions arrangements agreed on conversion must be submitted to the OAK BoT for approval and then must be submitted to the Local Authority for consultation.</p>
Permanent Exclusions	Headteacher (in consultation with CEO)	All schools will follow DfE guidance for permanent exclusions and independent permanent exclusion appeals.

Delegated Duty	Delegated Authority	Comment
Health and Safety	Trust Board  Headteacher	<p>It is the responsibility of the Trust to ensure that a general policy on the management of health and safety is in place, that this policy is communicated to all employees and that appropriate systems and procedures are in place to secure effective implementation of that policy.</p> <p>The operational compliance of this function is delegated on a day-to-day basis to the <b>Headteachers</b> of the schools. Overall compliance with this requirement is monitored by the Finance and Audit Committee on behalf of the BoT.</p>

Delegated Duty	Delegated Authority	Comment
Safeguarding	<p>CEO</p> <p>Headteacher, LGB and School Designated Safeguarding Lead (DSL).</p>	<p>It is the responsibility of the Trust to ensure that policies on the safer recruitment of staff, on dealing with allegations against staff, supporting pupils with medical conditions and a staff code of conduct for working with children are in place, that these policies are communicated to all employees and that appropriate systems and procedures are in place to secure effective implementation of these policies.</p> <p>In the event of safeguarding or child protection concerns relating to the conduct of any employee, the CEO is empowered to take immediate action.</p> <p>All action taken under this power is subject to review by the next meeting of the BoT.</p> <p>All schools <b>must</b> ensure that their safeguarding and child protection policies comply with the relevant Local Children's Safeguarding Board requirements and review these policies on at least an <b>annual basis</b> or when relevant statutory guidance is updated.</p> <p><b>Safeguarding and child protection records constitute special category personal data and must be processed in accordance with UK GDPR and the Trust's data protection policies.</b></p>

<p>Data Protection and Information Governance</p>	<p>Board of Trustees</p> <p>DPO, CEO, Headteachers, Local Governing Bodies</p>	<p>The OAK Multi Academy Trust Board of Trustees is the Data Controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.</p> <p>The Board of Trustees retains ultimate accountability for compliance with data protection legislation across the Trust. While aspects of data protection compliance may be delegated, this accountability cannot be delegated.</p> <p>The Board approves Trust-wide data protection and information governance policies and receives assurance on compliance through the Finance and Audit Committee.</p> <p>The Board appoints a Data Protection Officer (DPO) to provide independent advice, monitor compliance with data protection legislation and Trust policies, and report directly to the Board where necessary.</p> <p>The Chief Executive Officer, as Accounting Officer, is responsible for ensuring that appropriate organisational and technical measures are in place to embed data protection compliance within Trust operations and schools.</p> <p>Headteachers are responsible for ensuring that personal data within their schools is processed in accordance with Trust policies and legal requirements.</p> <p>Local Governing Bodies provide local oversight and assurance in relation to data protection compliance but do not act as Data Controllers nor make independent data protection decisions.</p> <p>Detailed operational arrangements for data protection, including incident management, subject access rights and staff training, are set out in the Trust's data protection and information governance policies.</p>
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Delegated Duty	Delegated Authority	Comment
<p>Management of risk: establish register, review and monitor</p>	<p>Headteacher / SLT  CEO / Director of School and People Development/CFO  Board of Trustees</p>	<p>Using an agreed risk register template, the SLT of each school has overall responsibility for managing risk and ensuring risk management processes and the school-wide Risk Register are in place.</p> <p>These should be reviewed at least termly with the LGB and then submitted to the CFO.</p> <p>School risk registers should inform the Trust risk register.</p> <p>Ultimate <b>overall responsibility</b> for risk management lies with the BoT who must review the risk register at least annually.</p> <p>Refer to the Risk Management Policy</p> <p><b>Data protection and information governance risks, including cyber security and personal data breaches, must be included within school and Trust risk registers.</b></p>

## Budget Setting

Budget setting is based upon a needs-based cost budget approach for each school, co-ordinated by the CFO. The Board will review and approve a 3-year budget by 30 June every year.

<b>Delegated Duty</b>	<b>Delegated Authority</b>	<b>Comment</b>
School budget approval	BoT	Per CEO recommendation.
Budget development	Headteacher /Director of Education/CFO	With summary of approved budget shared with LGB for information only (autumn term)
Consolidated budget approval	BoT	Consolidated budget and per school budget to be presented to BoT before end of June annually

OAK has a trust-wide needs based financial operating model to ensure financial stability and sustainability, and allow funds to be strategically allocated. All income received by each school will be subject to pooling, unless accountability for the income stream is directly linked to the school. Refer to the Trust Fund Pooling and Reserves policy for full details.

All schools within the Trust are expected to comply with the following budgeting guidelines:

- Schools must set a balanced in year budget. (Schools will receive a net contribution to/from the central fund to balance the agreed expenditure)
- The Trust should be working towards retaining reserves of 10 % of GAG. Reserves can be used for specific projects as approved by the Board, but cannot be used to underwrite annual revenue expenditure activities unless approved by the Board
- ICFP and other metrics should be used when building the budget and reviewed with the Director of Education (nuances of cohorts, stage of school improvement, and structures will be taken into account)

## Financial Levels of Authority

Delegated Duty	Delegated Authority	Comment
Capital works/expenditure (Including Revenue funded)	Trust Estates Manager with reference to CFO and delegated authority limits	Any capital or capitalised revenue projects will be procured in accordance with the Procurement policy.
Capital Programme Contract Variations	CFO with recommendations from Trust Estates Manager	It is suggested that a 10% contingency is built into all programmes to allow for some local contract variation during the programme and any additional insurance costs.
Capital Programme Devolved Formula Capital	Trust Estates Manager with reference to CFO and delegated authority limits	Devolved Formula Capital allocation (estimated using forecast pupil numbers) will be prioritised at Trust level to fund general repairs, maintenance, and replacements.
Capital Programme (Condition Improvement Fund or, in time, School Condition Allocation)	CEO Board	<p>Strategic priorities at Trust level will form part of recommendations from the CEO to the BoT.</p> <p>The FAR Committee of the BoT will monitor delivery against these strategic priorities.</p> <p>Projects within CIF will be approved by the CFO, in consultation with the Board.</p> <p>Projects within the SCA will be approved by CFO, in consultation with the Board.</p>

Delegated Duty	Delegated Authority	Comment
		<p>Under exceptional circumstances, operational requirements may require executive action – all such action will be reported to the BoT at the earliest opportunity.</p> <p>All invoices relating to CIF projects to be authorised by CFO/CEO in line with delegated limits.</p>
Income Generation	Headteacher	Any income generated in-year will be included in individual school budgets. Refer to the Trust Fund Pooling and Reserves policy.
Raising invoices to collect income	Up to £5000	Finance Officer within School
	£5,001 to £10,000	As above plus Headteacher
	£10,001 to £50,000	As above plus/or CFO
	Over £50,000	As above plus/or CEO
Insurance/ Risk Pooling arrangements	CFO	OAK will ensure that all OAK schools receive value for money for their insurance.
Investments	BoT	OAK invests any surplus monies in accordance with the Investment and Reserves policies approved annually by the BoT.

Delegated Duty	Delegated Authority	Comment
Private Finance Initiative (PFI)	BoT	<p>Any changes or new PFI contracts require approval by the BoT.</p> <p>Where capital projects are approved within PFI buildings, Trust procurement requirements must be followed.</p>
Service Level Agreements/ Contracts	OAK –Trust wide contracts	<p>Schools should use OAK Trust wide contracts where these are in place. Procurement for all contracts (term agreement) must follow the OAK procurement requirements and the approval levels laid out below:</p> <p><b>All contracts over one year to be authorised by the CFO.</b></p> <p>Contracts less than one year, in line with delegated limits:</p> <ul style="list-style-type: none"> <li>▪ Up to £1,000- School Budget Holder. Selection from preferred supplier list where available</li> <li>▪ £1,001 to £5,000– As above plus/or Headteacher/or CFO/Central Team Functional Lead</li> <li>▪ £5,001 to £10,000 - As above plus/or CFO <ul style="list-style-type: none"> <li>▪ School purchase: Minimum of three quotes, framework, or tender.</li> <li>▪ Trust purchase: one written quotation.</li> </ul> </li> <li>▪ £10,001 to £50,000 - As above plus/or CFO. Minimum of three quotes, framework, or tender</li> <li>▪ £50,001 to £100,000 – As above plus/or CEO framework or tender</li> <li>▪ Over £100,000 but under the Procurement Act 2023 threshold – As above plus BoT. Framework or tender.</li> </ul>

Delegated Duty	Delegated Authority	Comment
		<ul style="list-style-type: none"> <li>Above the PA2023 procurement thresholds –As above plus BoT. Framework or compliant PA2023 tender.</li> </ul>

Delegated Duty	Value	Delegated Authority	Notes
Revenue expenditure	Up to £1,000	School Budget Holder	One written quotation
<p>N.B. All unbudgeted expenditure to be agreed with CFO in advance (including using funds from estimated year end surpluses)</p> <p>For Revenue Capital spend refer to capital works section</p>	Up to and including £5,000	As above plus/or Headteacher/Central Team Functional Lead/CFO	One written quotation
	Up to and including £10,000	As above plus/or CFO	Individual school purchase: minimum of three quotes, framework, or tender Trust purchase: one written quotation
	Up to and including £50,000	As above plus/or CFO	Minimum of three quotes, framework, or tender
	Up to and including £100,000	As above plus/or CEO	Framework or tender

Delegated Duty	Value	Delegated Authority	Notes
	Over £100,000 but under PA2023 limits	As above plus/or BoT	Framework or tender
	Above PA2023 limits		Framework or PA2023compliant tender
Central fund expenditure	Up to £5,000 Up to £50,000 Up to £100,000 Above £100,000	Central team Functional Lead CFO CEO  BoT	In line with delegated limits
Operating leases or contracts over 1 year	Any	All must be referred to the CFO Approval in line with limits above	OAK does not require DfE approval for operating leases except for some transactions relating to land and buildings.  Any lease arrangement must maintain the principles of value for money, regularity and propriety whether or not DfE's prior approval is required.
Finance leases	Any	All finance leases must be referred to the CFO as DfE approval may be required.	DfE prior approval must be sought for the following leasing transactions: <ul style="list-style-type: none"> <li>taking up a finance lease on any class of asset for any duration from another party (borrowing).</li> <li>taking up a leasehold or tenancy agreement on land and buildings for another party for a term of seven or more years.</li> </ul>

Delegated Duty	Value	Delegated Authority	Notes
			<ul style="list-style-type: none"> <li>▪ granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party.</li> </ul>

Payroll Payments	Any	HR Manager, via outsourced payroll company	
Signatories for cheques, BACS payment authorisations and other external bank transfers	Any	<p><b>Cheques</b></p> <p>As per bank mandate</p> <p><b>BACS payments</b></p> <p>Three signatures: processed by plus two signatories as per bank mandate:</p> <ul style="list-style-type: none"> <li>▪ CEO</li> <li>▪ CFO</li> </ul> <p>Director of Education</p>	

Purchase or sale of any freehold property	Any	DfE approval required	All discussions with DfE will be carried out by the CFO / CEO. Please notify the CFO in the first instance.
Disposal of other assets	Up to £5,000 carrying value	Headteacher and SBM/Finance Manager (Officer)	(Cost less accumulated depreciation). CFO to be notified if item is on Trust Asset Register i.e., original value above £10k.
	Above £5,000	As above plus CFO	Approval required by Trustees, and a Disposal of Equipment Form completed (Annex A).
Write off of bad debts	Any	CFO	In some circumstances DfE approval may be required.
Granting or take- up of any leasehold or tenancy agreement exceeding three years	Any	DfE approval required	All discussions held with DfE will be carried out by the CFO/CEO. Please notify the CFO in the first instance.

## HR Levels of Authority

### Appointments

**All appointment panels must contain at least one member who has undertaken Safer Recruitment Training.** Please see the Trust's Safer Recruitment policy for further details.

**All staff personal data must be processed in accordance with UK GDPR, the Data Protection Act 2018 and the Trust's HR and data protection policies.**

CEO, CFO	Trust Board (minimum of 3 members).
Executive Team appointments	A panel including CEO, Director of School and People Development and an invitation to Board Members
Headteacher	A panel of three from Board Members, CEO, Members of LGB, Director of School and People Development, Members of Executive Team.
Heads of Central Functions e.g., HR, Finance, Facilities, ICT etc.	CEO, CFO, Director of School and People Development, HR, and others as directed by the CEO
Deputy Headteacher	A panel of minimum three from CEO, Headteacher, Deputy Headteachers, Director of School and People Development and HR. A Member of the LGB will also be part of the panel.
Assistant Headteacher and SLT Support Staff	Headteacher, Deputy Headteacher, Director of School and People Development and 1 other as determined by the Headteacher. This may be a member of the LGB.

Associate Assistant Headteacher	Headteacher, Deputy Headteacher, Director of School and People Development and 1 other as determined by the Headteacher. This may be a member of the LGB.
Head of Department/Faculty	Headteacher, appropriate Director of Subject (if applicable) and 1 other as determined by the Headteacher. This may be a member of the LGB.

<b>Appointments</b>	
TLR Posts	Headteacher (or nominated representative), Director of Subject (if applicable) and Head of Department.
All other School Teaching posts	Headteacher (or nominated representative), Director of Subject (if applicable) and Head of Department.
Trust Central teaching posts	CEO, Headteachers, Director of School and People Development, Executive Team
All Support Staff posts (other than SLT posts)	School - Business / Finance Officer or equivalent and 1 other determined by Headteacher. Central - CFO and 1 other as determined by the CEO.

## Disciplinary Cases and Dismissals

**For all disciplinary cases and dismissals, the following delegation model shall apply:**

Posts	Delegated Authority	Appeal
CEO	Board Member	2 Board Members including one of Chair or Vice Chair
Executive Team	CEO	2 Board Members
Headteacher	CEO	2 Board Members
Deputy Headteacher and SLT Members	Headteacher	CEO and Executive Team
All other School posts	Headteacher	2 of Executive Team
All other Group posts	CFO	CEO

## Grievance

Posts	Delegated Authority	Appeal
CEO	Board Member	2 Board Members including one of Chair or Vice Chair
Executive Team	CEO	2 Board Members or at least one Board Member and one independent individual as nominated by the Chair or Vice Chair of the Trust Board. Examples may include but are not limited to: Governor, Trustee, CEO or Executive Team member at another Trust.
Headteacher	CEO	2 Board Members or at least one Board Member and one independent individual as nominated by the Chair or Vice Chair of the Trust Board. Examples may include but are not limited to: Governor, Trustee, CEO or Executive Team member at another Trust
Deputy Headteacher and SLT Members	Headteacher	CEO and Executive Team
All other School posts	Headteacher	2 of Executive Team

All other Group posts	Director of School and People development	CEO
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<b>Other HR Functions</b>	
<b>Function</b>	<b>Delegated Authority</b>
Settlement agreements up to and including £10,000	HR Manager to complete business case documentation. CFO to agree terms. CEO to sign
Settlement agreements in excess of £10,000	HR Manager to complete business case documentation. CEO & CFO to agree terms, CEO to sign
Settlement agreements in excess of £50,000	As above plus approval to be sought from the DfE
<b>Signature of Letter of Appointment</b>	
<b>Function</b>	<b>Delegated Authority</b>
Members	Chair of Members
Trustees	Chair of Board
CEO	Chair of Board
Headteacher	CEO
Executive Team	CEO
Central Posts	CFO/Director of School and People Development
All school-based posts	Headteacher

Teachers Pay – Threshold/UPS	Headteacher
Function	
Delegated Authority	
<b>Acting up Payments/Additional Payments and other temporary payments</b> <ul style="list-style-type: none"> <li>▪ CEO</li> <li>▪ Headteacher</li> <li>▪ Deputy Headteacher</li> <li>▪ All other School staff</li> <li>▪ Central based staff</li> <li>▪ Any additional payment for external work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chair</li> <li>▪ CEO</li> <li>▪ Headteacher, after agreeing terms with CFO</li> <li>▪ Headteacher, after agreeing terms with CFO</li> <li>▪ CEO</li> <li>▪ CEO</li> </ul>

Function	
Delegated Authority	
<b>Performance Management</b> <ul style="list-style-type: none"> <li>▪ CEO</li> <li>▪ Executive Team members</li> <li>▪ Headteachers</li> <li>▪ Deputy Headteacher</li> <li>▪ All other Trust level posts</li> <li>▪ All other School posts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chair of Board plus 1 other Board member</li> <li>▪ CEO</li> <li>▪ CEO, with advice from LGB</li> <li>▪ Headteacher</li> <li>▪ Line Manager within the Trust</li> <li>▪ Line Manager as agreed in accordance with the list of agreed reviewers approved by the Headteacher</li> </ul>

<b>Staffing restructures</b>	CEO
<b>Contract changes</b> Creation of permanent new posts	CEO, on recommendation from Headteacher / CFO /Director of School and People Development
Creation of temporary new posts of up to 1 year	CEO, on recommendation from Headteacher / CFO /Director of School and People Development
Change of contracts e.g. increase/decrease of hours, regrading, secondments, redesignation	CEO, on recommendation from Headteacher / CFO /Director of School and People Development

<b>Function</b>	<b>Delegated Authority</b>
<b>Pay</b>	
Revisions to Pay Policy and other related policies	BoT, following recommendation from HR and Remuneration Committee
Determination of CEO's pay range	BoT on recommendation from Remuneration Committee
Determination of pay range for an individual with a salary in excess of £90,000	BoT on recommendation from Remuneration Committee
Determination of pay range for an individual with a salary less than £90,000	CEO on the recommendation of HR, and Headteachers
Determination of pay progression of the CEO	BoT

Function	Delegated Authority
Determination of pay progression of Executive Team Members, Headteachers within their pay grade	CEO recommendation to the Remuneration Committee to be agreed by the BoT on the basis of Performance Management.
Determination of pay progression of Deputy Headteachers within their pay grade	CEO for salaries above £70k on the basis of Performance Management process. For salaries below £70k, Headteachers
Determination of pay progression of teaching posts below Deputy Headteacher within their pay grade (including Threshold)	Headteacher on agreement, reported to the LGB on the basis of Performance Management.
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	Director of School and People Development (with reference to the CEO, or Headteacher, as appropriate).
Pay progression appeals	CEO plus one other member of Executive Team
<b>Redundancies</b> Decision to make redundancies, remove roles, which are restricted to specific posts/grades, subject to max 5 posts	CEO in consultation with BoT
Decision to make Redundancies, as part of a wider restructure likely to impact on several posts and grades	BoT on recommendation from CEO.
Authorisation of redundancy/early retirement payments	CEO following recommendation from HR, CFO and Headteachers, where appropriate.

NB – Any other delegated authority not described above must be referred to the BoT for a decision.

The term 'Headteacher' includes Acting, Interim or Associate Headteacher posts.