

## Scheme of Delegation

<b>Version:</b>	2.2
<b>Date:</b>	July 2023
<b>Author:</b>	Head of Governance
<b>Approved by:</b>	Board of Trustees
<b>Date approved:</b>	20/07/2023
<b>Review date:</b>	01/07/2024

### Revision History

Version	Date	Author	Summary of changes
2.1	July 2022	Head of Governance	2.20 Expanded wording re related party transactions 2.28 added 'and gifts of appreciation' to wording
2.2	July 2023	Head of Governance	2.8 LGB responsibility for monitoring the academy budget removed 2.18 LGB responsibility for reviewing progress against internal audit actions removed 8.1 LGB responsibility for monitoring implementation of H&S policy removed alongside the need to appoint a H&S governor 8.4 LGB responsibility for monitoring RIDDOR reporting removed 8.6 LGB responsibility for monitoring the impact of operational risk assessments removed

### Table of Contents

	Page
<b>Trust context, vision and values</b>	<b>5</b>
<b>Governance structure</b>	<b>5</b>
<b>Chair's action between meetings of the Board of Trustees</b>	<b>6</b>
<b>Scheme of Delegation framework</b>	<b>7</b>
<b>Roles and responsibilities</b>	<b>7</b>
<b>Appendix A – governance structure diagram</b>	<b>7</b>
<b>Appendix B – DELEGATED RESPONSIBILITIES:</b>	<b>8</b>
<b>1. GOVERNANCE</b>	<b>8-11</b>
1.1 1.2 Terms of reference and scheme of delegation	
1.3 Board's reserved matters	
1.4 Appointment of Board committees	
1.5 Appointment and removal of co-opted Trustees	
1.6 Election and removal of Chair and Vice Chair of the Board	
1.7 Appointment and removal of Chairs of local governing bodies (LGB)	
1.8 Change to delegated power/membership of LGB	
1.9 Appointment and removal of Company Secretary	
1.10 Appointment and removal of Clerk to the Board	

1.11 Appointment and removal of Clerks to LGB		
1.12 Publishing governance information on Trust website		
1.13 Director indemnity insurance cover		
1.14 Acquisition of legal entities		
<b>STRATEGY:</b>		
1.15 Vision and values of the Trust		
1.16 Vision and values of academies		
1.17 Trust strategic objectives		
1.18 Academy strategic objectives		
1.19 school applications to join the Trust		
1.20 Formal partnerships		
<b>POLICIES:</b>		
1.21 Approve statutory and non-statutory Trust-wide policies		
1.22 Approve statutory and non-statutory Academy policies		
<b>TRUST ORGANISATION:</b>		
1.23 Academy term dates, academy day, age ranges, extended school provision		
1.24 Academy admissions		
1.25 Free school meals		
<b>2. BUDGETS, FINANCE AND RISK</b>		<b>11-18</b>
<b>STATUTORY REPORTING:</b>		
2.1 Annual accounts/reports/returns to funding and regulatory bodies		
2.2 Other accounting returns		
2.3 Register of business interests		
2.4 2.5 PAYE and VAT returns		
2.6 Accounting Officer		
<b>BUDGET AND MANAGEMENT REPORTING:</b>		
2.7 Long term financial objectives for the Trust		
2.8 Annual budget for the Trust/Academies		
2.9 Academy contribution for central services		
2.10 Revenue balances/carry forward		
2.11 Changes to approved budgets		
2.12 Expenditure not provided for in budgets		
<b>INTERNAL FINANCIAL CONTROL:</b>		
2.13 Financial controls		
2.14 Risk management and risk registers		
2.15 Trust financial regulations		
2.16 External auditors		
2.17 Internal auditors		
2.18 External/internal audit recommendations		
<b>PURCHASE AND PROCUREMENT:</b>		
2.19 Procurement policy		
2.20 Related party contracts		
2.21 Placing orders for goods and services		
2.22 Entering into contracts		
2.23 Authority to accept other than lowest quote		
2.24 Tendering process		
2.25 Mandatory core services		
2.26 Central trust services		
2.27 Essential services to be procured by each academy		

2.28 Making of gifts	
<b>BANKING AUTHORITY AND CASH MANAGEMENT:</b>	
2.29 Approval to borrow money	
2.30 Cashflow management, treasury and investment	
2.31 Open a bank account and approve signatories	
2.32 Applications for business charge card accounts	
<b>TRANSACTION PROCESSING:</b>	
2.33 Payroll management	
2.34 Payroll administration	
2.35 Purchasing	
2.36 Income	
2.37 Authorisation of expense claims	
2.38 Control account reconciliation	
2.39 Write off of bad debts	
<b>FIXED ASSETS:</b>	
2.40 Management of capital projects	
2.42 Acquiring a freehold on land and buildings	
2.43 Disposal of a freehold on land and buildings	
2.44 Review and maintain a capital plan	
2.45 Disposal of heritage assets	
2.46 Disposal of assets (not land, buildings or heritage)	
2.47 Acquisition of assets	
2.48 Asset register	
<b>INSURANCES:</b>	
2.49 Approve insurance arrangements	
<b>LEASING:</b>	
2.50 Finance lease	
2.51 Leasehold on land and buildings	
2.52 Other leases	
2.53 Granting a lease on land and buildings	
<b>SPECIAL PAYMENTS:</b>	
2.54 Staff severance and compensation	
2.55 Ex gratia payments	
2.56 Trust and Governor Expenses policy	
<b>3. STAFFING AND HR</b>	<b>18-22</b>
3.1 Trust senior management structure	
3.2 Academy senior management structure	
3.3 Annual staffing plan for academies	
3.4 Job description sign off	
<b>GRADE OF POSTS:</b>	
3.5 Job evaluation policy and procedures	
3.6 Employment terms and conditions	
<b>RECRUITMENT:</b>	
3.7 Appointment of staff	
3.8 Recruitment processes	
3.9 Signing of offer of employment letters	
3.10 Requests for early retirement or secondment	
3.11 Requests for flexible working or leave of absence	
<b>PAY POLICY:</b>	
3.12 Pay policy	

3.13 Determination of pay ranges		
3.14 Appointment outside of range in salary structure		
3.15 Allocation of TLR values		
3.16 Value of other discretionary allowances		
<b>PENSION POLICY AND DISCRETIONS:</b>		
3.17 Pension matters		
3.18 Pension discretions		
<b>OPERATION OF POLICIES:</b>		
3.19 Trust-wide HR policies and procedures		
3.20 Performance management		
3.21 Formal staff restructure plans		
3.22 Severance/settlement or redundancy agreements		
3.23 Warnings/disciplinary measures (except dismissal)		
3.24 Suspension and dismissal		
3.25 Appeals		
3.26 Legal disputes, employee complaints and grievances		
<b>4. STANDARDS, CURRICULUM AND TARGET SETTING</b>		<b>22-23</b>
4.1 Quality of teaching and pupil wellbeing		
4.2 Pupil achievement, progress and attendance		
4.3 Academy improvement plans		
4.4 Premia funding		
4.5 Curriculum planning, implementation and review		
4.6 Post Ofsted action plan		
<b>BEHAVIOUR:</b>		
4.7 Behaviour policy		
4.8 Exclusions		
4.9 Directing a pupil to alternative provision		
<b>5. SAFEGUARDING</b>	<b>24-25</b>	
5.1 Safeguarding/Child Protection policy		
5.2 Safeguarding procedures		
5.3 Academy safeguarding audits		
5.4 LA governor's safeguarding report		
5.5 Safeguarding Trustee		
5.6 Safeguarding Governors		
5.7 Single Central Record		
5.8 Designated safeguarding leads		
5.9 Training		
5.10 Safer recruitment training		
5.11 Looked After Children		
5.12 Off-site visits		
5.13 DBS returns		
5.14 Attendance and roll movement		
<b>6. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)</b>	<b>26</b>	
6.1 Performance of SEND pupils		
6.2 SEND policy		
6.3 Disability Discrimination Act (DDA) requirements		
6.4 SENCO		
6.5 Local authority liaison		
6.6 Provision for SEND pupils		
6.7 SEND governor		

<b>7. COMPLAINTS</b>	<b>27</b>
7.1 Complaints procedure	
7.2 Dealing with complaints	
<b>8. HEALTH, SAFETY AND ESTATES</b>	<b>27-28</b>
8.1 Health & Safety policy	
8.2 Health & Safety training	
8.3 Emergency planning and business continuity	
8.4 Accident reporting (including RIDDOR)	
8.5 Statutory compliance testing	
8.6 Risk assessments	
8.7 Designated health and safety member of Staff	
8.8 Maintenance of trust estate	
8.9 Safety of sites	
<b>9. INFORMATION MANAGEMENT, COMMUNICATION AND MARKETING</b>	<b>29-30</b>
<b>INFORMATION MANAGEMENT:</b>	
9.1 Data Protection policy	
<b>COMMUNICATION:</b>	
9.2 Websites	
9.3 Communication with pupils/parents/carers/ staff/wider community	
<b>BRANDING AND MARKETING:</b>	
9.4 Trust branding	
9.5 Marketing materials	

## TRUST CONTEXT, VISION AND VALUES

The Djanogly Learning Trust (the Trust) is a well-established multi-academy trust. As of July 2021, the Trust has eight schools (one secondary and seven primary), based in Nottingham City and Derbyshire. The Trust has several layers of governance: Members, Trust Board (the Board), Board Committees, Senior Executive Team and Local Governing Bodies that provide school-focused challenge and support.

This Scheme of Delegation is underpinned by **the Trust's vision:**

**We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail.**

**This is a considerable responsibility and we take it very seriously.**

**Everyone within our Trust is fully committed to learning.**

**Our ethos** is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

## GOVERNANCE STRUCTURE

The Trust's governance structure is shown in **Appendix A**.

- **Members** are the guardians of the governance of the Trust and must ensure it carries out its charitable objective. To do this they need an overview of governance arrangements, but responsibility for conducting the business of the Trust remains firmly with the Trustees. Members should therefore be 'eyes on, hands off'.
- The **Trust Board** has ultimate legal accountability for the Trust and is responsible for Trust policy and strategic decision-making. The Trustees oversee the management and administration of the Trust and its schools and delegate authority and responsibility to

others, including executive officers and school leadership teams, to undertake the day to day management of the Trust and its schools. Key matters reserved to the Board include setting the strategic direction, vision and values of the Trust and approval of the Trust strategic plan, policies and educational targets. The Trustees act as both charity trustees and the directors of the company (the academy trust).

The Board is supported in its work by its committees for:

Achievement, Standards & Wellbeing;  
Audit, Risk & Finance; and  
HR & Remuneration.

The Trust **Articles of Association** set out the charitable objects of the Trust along with its governance composition and overarching procedures. They can be viewed on the [Trust website](#).

- The **Senior Executive Team** comprises the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) and a number of other senior Trust leaders. The Trustees delegate the day to day management of the Trust to the CEO, who is also the Accounting Officer (AO). The CEO is responsible for the leadership and management of the Senior Executive Team (SET) which, in turn, is responsible for the operational running of the Trust and for supporting the Trust schools.
- The **Academy Leaders (Principals and Headteachers)** of the Trust academies are responsible for the day to day management of the Trust's schools.
- The **Local Governing Body (LGB)** of each school is accountable to the Trust Board for ensuring that the academy leadership team fulfils its responsibility for educational outcomes for their pupils, safeguarding, and community engagement. They provide the governance role of challenge and support at academy level. The LGB Terms of Reference sets out the constitution, the process for appointment/removal of governors and how the LGB will operate.

## CHAIR'S ACTION BETWEEN MEETINGS OF THE BOARD OF TRUSTEES

Appendix C sets out the circumstances in which the Board delegates to its Chair and to the Chairs of LGBs power to act on its behalf.

## SCHEME OF DELEGATION FRAMEWORK

The Board has overall responsibility for governance of the Trust and all its academies. The Board delegates many of its governance functions to other layers of governance, including to the Board committees, Senior Executive Team, LGBs and Academy Leaders. This **Scheme of Delegation** defines these responsibilities and accountabilities.

This Scheme of Delegation is in line with the following documents:

- The Trust's Articles of Association, which set out, set out the charitable objects of the Trust along with its governance composition and overarching procedures.
- The Trust's Funding Agreements that set out the conditions upon which the Trust receives its funding.
- The Academy Trust Handbook which is issued by the Education and Skills Funding Agency (ESFA) and sets out the financial framework and governance requirements for academy trusts reflecting their status as companies, charities and public bodies.

## ROLES AND RESPONSIBILITIES

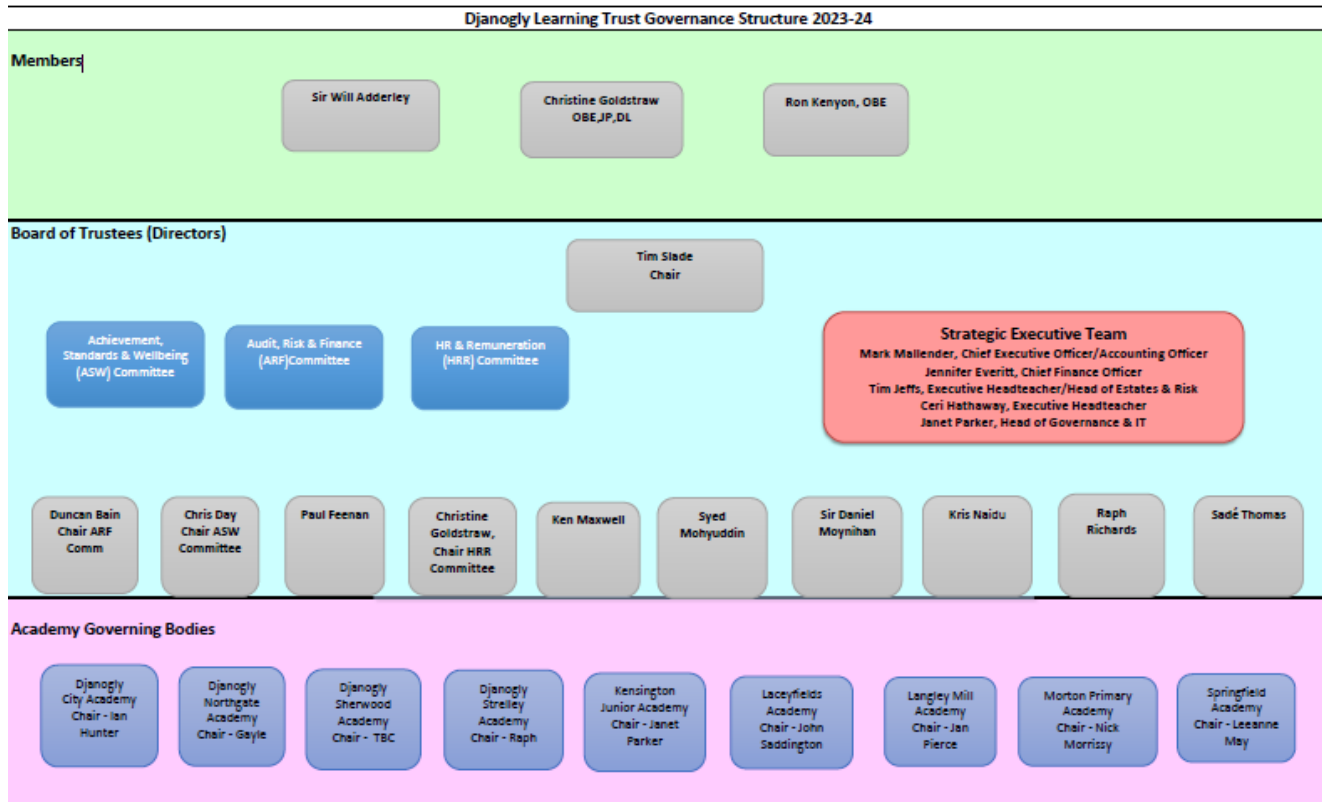
The following pages detail the specific responsibilities of the Board, Senior Executive Team, Local Governing Bodies and Academy Leaders in the areas of governance; budgets, finance and risk; staffing and HR; standards, curriculum and target setting; safeguarding; SEND; complaints; health, safety and estates, and information management, communication and marketing.

A sponsored academy, or an academy where there are concerns about leadership, governance or other areas, may have fewer delegated functions which will be determined on a case by case basis.

The specific responsibilities of the **Members** are as follows:

- Review, amend and agree the Articles of Association
- Change the name of the Trust
- Receive an Annual Report from the Board and the CEO on the Trust's performance (including standards)
- Appoint/remove Members
- Appoint up to eleven Trustees and remove any of these
- Receive the Trust's audited annual accounts
- Appoint external auditors for the Trust and academies
- Approve any service contracts for Trustees

## Appendix A – Governance Structure





## Appendix B – Delegated responsibilities

### 1. GOVERNANCE

GOVERNANCE	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
1.1 Approval of: <ul style="list-style-type: none"> <li>Terms of reference for Trust Board committees</li> <li>LGB constitution and terms of reference</li> </ul>	N		Develop & recommend		
1.2 Approval of Trust Scheme of Delegation	N		Develop & recommend		
1.3 Determine the Board's reserved matters	N				
1.4 Appoint the Board committees	N				
1.5 Appoint and remove co-opted Trustees	N				
1.6 Elect a Chair and Vice-Chair of the Board each academic year and remove in accordance with the Articles of Association	N				
1.7 Appoint and remove Chairs to LGBs in accordance with LGB constitution and terms of reference	N		Recommend LGB Chair appointments		
1.8 Change delegated power or membership of LGBs	N		Make recommendations		
1.9 Appoint/remove the Trust's Company secretary	N		Manage the appointment process		
1.10 Appoint/remove the Clerk to the Board	N		Manage the appointment process		
1.11 Appoint/remove the Clerks to the LGBs	Y		<b>Delegated authority (HoG)</b>		
1.12 Publish on the Trust website required information on governance arrangements	Y		<b>Delegated authority (HoG)</b>		

1.13 Take out director indemnity insurance cover (as at 7/21 covered under RPA)	<b>Y</b>		<b>Delegated authority (HoF)</b>		
1.14 Acquisition of legal entities	<b>N</b>	Recommendations to the Board	Obtain professional advice		
<b>STRATEGY</b>					
1.15 Determine the vision and values of the Trust	<b>N</b>		Recommendations to Board	Champion DLT vision & values in the Academy	Champion DLT vision & values in the Academy
1.16 Determine the vision and values of individual academies, ensuring that it remains consistent with the overall vision and values and strategy of the Trust	<b>Y</b>	Ensure that this is in line with Trust vision and values		<b>Delegated authority</b> in collaboration with the Academy leader	Implement as determined by the LGB
1.17 Determine the Trust's strategic objectives and related success criteria/approve the Trust's 3 year business plan and monitor progress against this	<b>N</b>		Develop objectives and business plan and recommend to Board Report to Board on progress against objectives and business plan		
1.18 Ensure that academies have a medium to long term vision for their future and that there is a robust strategy in place for achieving this	<b>Y</b>			<b>Delegated authority</b> in collaboration with Academy leader	Collaborate with LGB
1.19 Approve school applications to join the Trust	<b>N</b>		Consider requests, conduct due diligence and make recommendations to Board		

1.20 Enter into, or withdraw from, a formal partnership	<b>N</b>	Make recommendations to Board			
<b>DEVELOPMENT OF POLICY AND PROCEDURES</b>					
1.21 Approve statutory and non-statutory Trust-wide policies	<b>No – delegated to committees where appropriate</b>		Develop policies	Monitor implementation	Tailor policies as directed and implement
1.22 Approve statutory and non-statutory Academy policies	<b>Y</b>			<b>Delegated authority – approve, review &amp; monitor implementation</b>	Develop policies
<b>ORGANISATION OF TRUST</b>					
1.23 Determine academy term dates, length, organisation of academy day, age ranges, extended provision.	<b>Y – significant changes as defined by DfE must be submitted for RSC approval following Board approval</b>		<b>Delegated authority – in consultation with Academy Leaders/LGB</b>	Involved in consultation process with Academy Leader. Recommendations to SET via minuted meeting actions	Make recommendations to SET/LGB
1.24 Academy admissions policies and criteria	<b>N – Trust is Admissions Authority</b>		Undertake consultation, determine and publish admissions arrangements in accordance with Schools Admissions		Ensure compliance with the Trust Admissions Policy. Make arrangements for pupil recruitment

			Code. Ensure effective arrangements are in place for pupil recruitment		and academy prospectus. Ensure participation in the Fair Access Protocol
1.25 Free school meals	<b>Y</b>				<b>Delegated authority</b> – Ensure the provision of free school meals to eligible pupils

## 2. BUDGETS, FINANCE AND RISK

BUDGETS, FINANCE AND RISK	ESFA	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
<b>STATUTORY REPORTING</b>						
2.1 Complete and approve annual accounts/reports/returns to funding and regulatory bodies		<b>N – via A,R&amp;F</b>	Review	Prepare and review for recommendation to CEO & Board. Work with auditors to prepare annual accounts and report (CFO)		
2.2 Complete and submit other accounting returns		<b>Y</b>		<b>Delegated authority (CFO)</b>		
2.3 Maintain a register of business interests for the Trust		<b>Y</b>		<b>Delegated authority (HoG)</b>		
2.4 Authorised to complete PAYE returns		<b>Y</b>		<b>Delegated authority (CFO)</b>		
2.5 Authorised to complete VAT returns		<b>Y</b>		<b>Delegated authority (CFO)</b>		
2.6 Appoint the Accounting Officer		<b>N</b>	Act as Accounting Officer			

<b>BUDGET AND MANAGEMENT REPORTING</b>						
2.7 Agree long term financial objectives of the Trust		<b>N</b>	Recommendations to Board	Recommendations to CEO		
2.8 Approve and monitor the annual budget for the Trust including Academies		<b>N – via Chair &amp; A,R&amp;F</b>	Endorsement as Accounting Officer	Prepare annual budget for recommendation to Board (CFO). Monitor budget (CFO)		
2.9 Determine the proportion of the overall Academy budget to be retained for central services		<b>N</b>		Recommendations to Board		
2.10 Revenue balances/carry forward		<b>Y</b>	<b>Delegated authority</b> – balances held over carry forward threshold			
2.11 Approve any significant changes to the approved budgets		<b>N</b>		Consider any variances to delegated budget for Board approval		
2.12 Approval of expenditure not provided for in the annual budget		<b>Y</b> – however board approval required for unbudgeted expenditure >£30k		<b>Delegated authority</b> – within agreed limits/requirements contained in the Trust's financial regulations <i>Spending over budget</i> <£30k AL/CFO/CEO >£30K AL/CFO/CEO/BoT		<b>Delegated authority</b> – within agreed limits/requirements contained in the Trust's financial regulations <i>Spending over budget</i> <£30k L/CFO/CEO >£30K AL/CFO/CEO/BoT
<b>SYSTEMS OF INTERNAL FINANCIAL CONTROL</b>						
2.13 Ensure proper financial controls are in place across the Trust		<b>N – via A,R&amp;F</b>	Provide assurance to ESFA as Accounting Officer	Ensure adequate risk, financial and asset management systems		Ensure proper financial controls are in place at the Academy

				are in place across the Trust		
2.14 Review risk management and maintain a Trust risk register		<b>N – via A,R&amp;F</b>	Review Trust risk register and recommend changes to Board	Identify risks to inform Academy specific risk reg. Review any risks reported by academies and report to Board via Risk Management Group as appropriate	Review the Academy's risk register and report significant risks to SET via minuted meeting actions	
2.15 Adopt Trust financial regulations		<b>N – via A,R&amp;F</b>		Develop regulations (CFO)		Comply with regulations
2.16 Appoint external auditors		<b>N – via A,R&amp;F</b> for recommendation to Members		Manage appointment process for recommendation to A,R&F (CFO)		
2.17 Appoint internal auditors		<b>N – via A,R&amp;F</b>		Manage appointment process for recommendation to A,R&F (CFO)		
2.18 External/internal audit recommendations		<b>N – via A,R&amp;F</b>	Report to board	Review reports and ensure recommendations are addressed		Ensure Academy internal audit report recommendations are addressed
<b>PURCHASING AND PROCUREMENT</b>						
2.19 Adopt a Trust-wide procurement policy (inc. into Trust financial regulations)		<b>N</b>		Develop policy (CFO)		Comply with financial regulations
2.20 Approve that the Trust can continue to trade with an organisation in the event that it becomes a related	<b>ESFA prior approval required for contracts or other agreements</b>	<b>N – via A,R&amp;F</b>		Make recommendations to Board (CFO)		

party subject to compliance with the ESFA's related party declaration and approval limits	<b>exceeding £20k in any financial year</b>					
2.21 Orders for goods and services		<b>Y</b>	<b>Delegated authority-</b> Within an agreed budget	<b>Delegated authority-</b> Within an agreed budget		<b>Delegated authority-</b> Within an agreed budget,
2.22 Enter into contracts (central procurement and academy contracts)		<b>Y</b>	<b>Delegated authority</b> – enter into contracts within an agreed budget	<b>Delegated authority –</b> enter into contracts within an agreed budget		<b>Delegated authority</b> – enter into contracts within an agreed budget
2.23 Authority to accept other than the lowest quote (based on best value evidence)		<b>Y</b>		<b>Delegated authority –</b> up to agreed limits		<b>Delegated authority</b> – up to agreed limits
2.24 Ensure compliance with the tendering process		<b>Y</b>		<b>Delegated authority (CFO)</b>		
2.25 Determine scope of mandatory core services to be procured and delivered by the Trust on behalf of academies		<b>Y</b>		<b>Delegated authority (CFO)</b>		
2.26 Arrange provision of central Trust services including: Education Support, Estates & Services, Finance, Governance, HR, IT		<b>Y</b>		<b>Delegated authority</b>		
2.27 Determine which essential services should be procured by each academy e.g. utilities, waste collection		<b>Y</b>		<b>Delegated authority</b>		

2.28 Making of gifts		<b>N</b> Except in respect of compassionate gifts and gifts of appreciation only		<b>Delegated authority –</b> approve compassionate gifts and gifts of appreciation' up to the value of £25 only		
<b>BANKING AUTHORITY AND CASH MANAGEMENT</b>						
2.29 Approval to borrow money (bank or sponsor loan, overdraft)	<b>ESFA approval required</b>	<b>N/A –</b> submit to ESFA for approval	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
2.30 Cashflow management, treasury and investment		<b>Y</b>		<b>Delegated authority (CFO)</b> Investment details to be advised to A,R&F Comm		
2.31 Open a bank account and approve signatories		<b>N</b>	Can be approved signatory	Can be approved signatory		
2.32 Applications for business charge card accounts		<b>N</b>	Can be approved signatory	Can be approved signatory		
<b>TRANSACTION PROCESSING</b>						
2.33 Payroll – starters, leavers, amendments		<b>Y</b>	<b>Delegated authority –</b> authorise changes	<b>Delegated authority (HoHR) –</b> oversee systems of internal control ; authorise changes		<b>Delegated authority –</b> authorise changes
2.34 Payroll administration		<b>Y</b>	<b>Delegated authority –</b> authorisation of Trust payroll			



2.35 Purchasing – authorised to create vendors on accounting system		<b>Y</b>		<b>Delegated authority (CFO)</b>		
2.36 Income		<b>Y</b>		<b>Delegated authority (CFO)</b>		
2.37 Authorisation of expenses claims (cannot authorise own expenses)		<b>Y</b>	<b>Delegated authority – for SET</b>	<b>Delegated authority – for CSS Team/Academy Leaders</b>		<b>Delegated authority – for Academy staff</b>
2.38 Control account reconciliation		<b>Y</b>		<b>Delegated authority (CFO)</b>		
2.39 Write off bad debts	<b>ESFA prior approval required over certain limits</b>	<b>Y –</b> up to ESFA limits		<b>Delegated authority (CFO) – up to ESFA limits</b> Submit annual report to the Board		
<b>FIXED ASSETS</b>						
2.40 Management of capital projects		<b>Y</b>		<b>Delegated authority – ensure management arrangements are appropriate and report to Board</b>		
2.41 Acquiring a freehold on land and buildings	<b>ESFA approval required</b>	<b>N/A</b>	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
2.42 Disposal of a freehold on land and buildings	<b>ESFA approval required</b>	<b>N/A</b>	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
Review and maintain a capital plan		<b>N</b>		Recommend to Board		
2.44 Disposal of heritage assets	<b>ESFA approval required</b>	<b>N/A</b>	Recommend approval to Board	Recommend approval to CEO for submission to Board		

			for submission to ESFA			
2.45 Disposal of assets (not land, buildings or heritage)		<b>Y</b>		<b>Delegated authority – up to agreed limits</b>		<b>Delegated authority – up to agreed limits</b>
2.46 Acquisition of assets		<b>Y</b>	<b>Delegated authority – up to agreed limits</b>	<b>Delegated authority – up to agreed limits</b>		<b>Delegated authority – up to agreed limits</b>
2.47 Asset register/security/loan of assets		<b>Y</b>		<b>Delegated authority (CFO)</b>		Maintain asset register
<b>INSURANCES</b>						
2.48 Approve insurance arrangements		<b>N – via A,R&amp;F</b>		Recommend to Board (CFO)		
<b>LEASING</b>						
2.49 Take up a finance lease	<b>ESFA approval required</b>	<b>N/A</b>	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
2.50 Take up a leasehold on land and buildings	<b>ESFA approval for lease &gt; 7 yrs</b>	<b>No</b>		Recommend approval to Board for leases >7 yrs		
2.51 Take up any other lease		<b>Y</b>	<b>Delegated authority – up to agreed limits</b>	<b>Delegated authority – up to agreed limits</b>		
2.52 Grant a lease on land and buildings	<b>ESFA approval required</b>	<b>N/A</b>		Recommend approval to Board for submission to ESFA		
<b>SPECIAL PAYMENTS</b>						
2.53 Non statutory/non contractual severance and compensation payments to staff	<b>ESFA approval required if non-statutory or non-contractual element is over 50k</b>	<b>Y</b>	<b>Delegated authority – up to £50k (all payments reported to HR &amp; Rem committee for oversight)</b>			

2.54 Ex gratia payments	ESFA approval required	N/A				
2.55 Adopt a Trustee and Governor expenses policy		N – via A,R&F		Develop policy	Comply with policy	

### 3. STAFFING & HR

STAFFING & HR	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
<b>STAFF STRUCTURE</b>					
3.1 Approve Trust senior management structure (and budget)	N		Recommend to Board		
3.2 Approve Academy senior management structure	Y		Delegated authority		Agree with SET
3.3 Approve Academy annual staffing plan in line with ICFP principles as appropriate	Y		Delegated authority		Agree with SET
3.4 Job description sign-off	Y		Delegated authority		
<b>GRADE OF POSTS</b>					
3.5 Authorised to evaluate job families and paycales	Y	Delegated authority	Responsible for oversight		
3.6 Authorised to agree/vary basic employment terms and conditions	N		Ensure consistent application of T&Cs		
<b>RECRUITMENT</b>					
3.7 Appointment of staff	Y (except CEO,CFO, Clerk to the Board)	Delegated authority – appoint SET and Academy Leaders in consultation with SET	Delegated authority – appoint members of the central support team	Participate in the process to appoint Academy Leader	Delegated authority – appoint academy staff

3.8 Recruitment processes	<b>Y</b>		<b>Delegated authority</b> – carries out recruitment in line with DLT policies. Ensures legislative/ best practice compliance Involved in SLT appointments	Participate in recruitment processes as required	<b>Delegated authority</b> – carries out academy recruitment in line with DLT policies.
3.9 Signing of offer of employment letters	<b>Y</b> (Chair must sign CEO contract)	<b>Delegated authority</b> – in respect of SET, central staff and Academy Leaders			<b>Delegated authority</b> – in respect of academy staff
3.10 Approve requests for early retirement or secondment	<b>Y</b> (Chair approves CEO requests)	<b>Delegated authority</b>			
3.11 Approve requests for flexible working or leave of absence	<b>Y</b> (Chair approves CEO requests)	<b>Delegated authority</b> - in respect of SET, central staff and Academy Leaders			<b>Delegated authority</b> – in respect of academy staff
<b>PAY POLICY</b>					
3.12 Adopt a Trust- wide Pay policy in accordance with affordability envelope	<b>N</b>				
3.13 Determination of pay ranges in accordance with affordability envelope	<b>Y</b> (except for CEO)		<b>Delegated authority</b>		
3.14 Appointment outside range in salary structure in accordance with affordability envelope	<b>Y</b>		<b>Delegated authority</b> – report to Board		

3.15 Allocation of TLR values in accordance with the affordability envelope	<b>Y</b>		<b>Delegated authority</b>		
3.16 Value of other discretionary allowances	<b>Y</b> (except for CEO)	<b>Delegated authority</b>	Review and recommend to CEO		Recommend to SET
<b>PENSION POLICY &amp; DISCRETIONS</b>					
3.17 Handling of all pension matters	<b>Y</b>		<b>Delegated authority (HoHR/CFO)</b>		
3.18 Approval of the use of pension discretions (discretions that can be made at the employer's discretion)	<b>N</b>	Make recommendations to Board	Make recommendations to CEO		
<b>OPERATION OF POLICIES</b>					
3.19 Adopt Trust-wide HR policies and procedures	<b>N – via HR&amp;Rem</b>		Develop policies and procedures Ensure effective implementation/compliance across the Trust		Implement policies and procedures in the academy
3.20 Performance management (Journey 2 Excellence)	<b>Y</b> (except for CEO)		<b>Delegated authority</b>	Participate in the performance management of the Academy Leader (Chair) Review performance management process in line with Trust policy and confirm compliance to the Board	<b>Delegated authority</b> – conduct or delegate to staff the performance management of academy staff
3.21 Approval of formal staff restructure plans	<b>Y</b>		<b>Delegated authority</b>		Create formal restructure plan to recommend to SET

3.22 Approval of severance/settlement or redundancy agreements	<b>Y</b>		<b>Delegated authority</b> – up to approved limits		
3.23 Authority to issue warnings or other disciplinary measures except dismissal	<b>Y</b>	<b>Delegated authority</b> – may issue warnings across the Trust and attend panels	<b>Delegated authority</b> – may issue warnings in own teams/across the Trust and attend panels. HoHR to advise	Monitor academy staff disciplinary matters and levels of action	<b>Delegated authority</b> – may issue warnings to academy staff in consultation with SET. HoHR to advise
3.24 Suspension and dismissal	<b>Y</b> (except for CEO)	<b>Delegated authority</b> – part of formal panels	<b>Delegated authority</b> – part of formal panels	Be informed of suspension/dismissal of staff. Part of formal panels	<b>Delegated authority</b> – academy staff in consultation with SET. HoHR to advise
3.25 Appeals	<b>Y</b> (except where CEO has heard original case)	<b>Delegated authority</b>	<b>Delegated authority</b>		
3.26 Act on behalf of the Trust in legal disputes, employee complaints and grievances	<b>Y</b> (except those escalated to Trustees)	<b>Delegated authority</b>	<b>Delegated authority</b>		

#### 4. STANDARDS, CURRICULUM AND TARGET SETTING

STANDARDS, CURRICULUM & TARGET SETTING	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
4.1 Approve and monitor Trust and Academy priorities alongside impact of actions for quality of teaching and learning and around pupil wellbeing	<b>N – via A,S&amp;W</b>	Propose & recommend priorities to Trustees  Review progress and report to Board on standards		Monitor priorities reported by the Academy Leader and hold to account	Set & recommend priorities to SET/LGB. Report progress to SET/LGB
4.2 Approve and monitor Trust and Academy targets for pupil achievement, progress and attainment	<b>N – via A,S&amp;W</b>	Propose targets to Board, hold SET & academy leaders to account and provide appropriate reporting	Provide oversight of target setting provided by Academy Leaders and hold to account	Monitor academy targets and hold Academy Leader to account	Set & recommend academy targets and monitor progress. Report to SET/LGB
4.3 Review impact of academy improvement actions against priorities	<b>No – via A,S&amp;W</b>	Hold EHTs & academy leaders to account	Approve academy improvement plans & report to ASW (EHT)	Monitor progress of the academy improvement plan	Develop the academy improvement plan for approval by SET. Implement plan. Report progress to SET/LGB
4.4 Monitor the impact of premia funding (Pupil Premium/Year 7 Literacy and Numeracy Catch –up (secondary) and Sports (primary) etc) across the Trust	<b>N – via A,S&amp;W</b>		Conduct annual reviews and report to the Board	Review deployment and impact. Review and approve information to be published on academy website	Ensure effective deployment and monitor impact. Report to SET/LGB. Ensure information is published on academy website
4.5 Curriculum: planning, implementation and review,	<b>Y</b>		<b>Delegated authority</b>	Develop knowledge of curriculum and monitor effectiveness of	Develop academy curriculum for approval by SET

including compliance with any funding agreement requirements				plans through 31's of the Ofsted framework May 2019	
4.6 Post Ofsted action plan – sign off for any Academy judged Requires Improvement or Special Measures	<b>N</b>	Make recommendations to the Board	Create and recommend		
<b>BEHAVIOUR</b>					
4.7 Ensure each Academy has an effective Behaviour policy in place and monitor behaviour in academies	<b>Y</b>		<b>Delegated authority (EHT)</b> – report areas of concern to the Board	Approve behaviour policy. Monitor implementation of policy and levels of behaviour	Develop and implement policy
4.8 Exclusions	<b>Y</b>		Review the overall patterns of exclusions and report to Board	<b>Delegated authority</b> – for reviewing exclusions. Monitor exclusions at the Academy. Convene a panel to review an exclusion in line with statutory requirements	<b>Delegated authority</b> – for making exclusions. Take the decision to exclude a pupil for a fixed term or permanently and report to LGB
4.9 Direct a pupil to alternative provision	<b>Y</b>				<b>Delegated authority</b>

## 5. SAFEGUARDING

<b>SAFEGUARDING</b>	<b>Delegated by the Board (Y/N)</b>	<b>CEO</b>	<b>Senior Executive Team (SET) inc. CEO</b>	<b>Local Governing Body (LGB)</b>	<b>Academy Leader</b>
5.1 Adopt a Trust-wide template Safeguarding and Child Protection policy that is compliant with statutory guidance	<b>N</b>	Develop policy and review annually		Monitor implementation of policy	Add academy specific details Ensure implementation



5.2 Adopt and monitor procedures related to safeguarding	<b>N</b>	Review and report to the Board. Refer any areas of concern to the Board as they arise			
5.3 Review overall outcomes of annual Academy safeguarding audits conducted by Trust personnel	<b>N</b>	Ensure annual safeguarding audits are conducted on each academy by Trust personnel and report to the Board on overall outcomes		Receive the Academy safeguarding audit and monitor to ensure that areas identified for improvement are addressed swiftly	Receive the Academy safeguarding audit and ensure that areas identified for improvement are addressed swiftly
5.4 Complete and submit the annual LA Governor's Safeguarding Report for academies and ensure that any areas identified for improvement are addressed	<b>Y</b>		Monitor		<b>Delegated authority</b>
5.5 Appoint a Board member as Safeguarding Trustee	<b>N</b>				
5.6 Appoint a Safeguarding LGB Governor	<b>Y</b>			<b>Delegated authority</b>	
5.7 Ensure the Single Central Record (SCR) for the Trust and academies is complete and regularly updated	<b>Y</b>	Report any concerns to the Board	<b>Delegated authority</b> – annual audit of academy SCRs by Trust HR Team		Ensure SCR is maintained and address any actions <b>identified by audit</b>
5.8 Ensure academies have an appropriate number of trained Designated Safeguarding Leads (DSLs) and that their details are published on the Academy website	<b>Y</b>		<b>Delegated authority</b>		
5.9 Ensure Academy staff and the Trust central team receive regular	<b>Y</b>		<b>Delegated authority</b> – for central team		<b>Delegated authority</b> – for academy staff

and appropriate safeguarding training					
5.10 Ensure appropriate members of staff, trustees and governors are trained in safe recruitment	<b>Y</b>		<b>Delegated authority (HoHR)</b> – ensure at least one member of every recruitment panel has completed training		Complete training and regularly update knowledge in this area
5.11 Ensure that each academy has appointed a designated member of staff to support Looked After Children	<b>Y</b>		Monitor	<b>Delegated authority</b>	Appoint a designated member of staff for the academy
5.12 Approve off-site visits for pupils of more than 24 hours duration	<b>Y</b>				<b>Delegated authority</b>
5.13 Consider any staff, trustee, governor, volunteer DBS returns with disclosed information with the CEO/Exec Head	<b>Y</b>		<b>Delegated authority</b> – for central staff, trustees and governors		<b>Delegated authority</b> – for staff and volunteers
5.14 Monitor attendance and roll movement within academies				<b>Delegated authority</b>	

## 6. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

<b>SPECIAL EDUCATIONAL NEEDS &amp; DISABILITIES (SEND)</b>	<b>Delegated by the Board (Y/N)</b>	<b>CEO</b>	<b>Senior Executive Team (SET) inc. CEO</b>	<b>Local Governing Body (LGB)</b>	<b>Academy Leader</b>
6.1 Monitor overall educational performance of SEND pupils	<b>N – via A,S&amp;W</b>		Review SEND provision across the Trust and report to the Board particularly on any areas of concern	Monitor effectiveness of the academy's SEND provision	Implement and monitor effective SEND provision
6.2 Adopt a Trust wide template SEND policy	<b>N-via A,S&amp;W</b>		Develop policy and review annually	Monitor implementation of policy	Add academy specific details to policy and ensure implementation

6.3 Ensure compliance with the Disability Discrimination Act (DDA) requirements within the academies	<b>Y</b>		<b>Delegated authority</b>		
6.4 Designate a teacher to be responsible for co-ordinating SEND provision (SENCO)	<b>Y</b>				<b>Delegated authority</b>
6.5 Liaise with local authority in respect of pupils who have (or might have) SEND	<b>Y</b>				<b>Delegated authority</b>
6.6 Make provision for SEND pupils with or without an Education, Health & Care Plan (EHCP)	<b>Y</b>				<b>Delegated authority</b>

## 7. COMPLAINTS

<b>COMPLAINTS</b>	<b>Delegated by the Board (Y/N)</b>	<b>CEO</b>	<b>Senior Executive Team (SET) inc. CEO</b>	<b>Local Governing Body (LGB)</b>	<b>Academy Leader</b>
7.1 Adopt a Trust-wide complaints procedure and monitor complaints	<b>N</b>	Report concerns to the Board	Develop policy. Monitor the level of formal complaints across the Trust and report to the Board	Monitor the level of formal complaints at the Academy	Report on formal complaints to SET/LGB
7.2 Respond to and hear complaints	<b>Y</b>		<b>Delegated authority</b> – hear complaints at the relevant stage in accordance with the Complaints Procedure	<b>Delegated authority</b> – hear complaints at the relevant stage in accordance with the Complaints Procedure	<b>Delegated authority</b> – respond to complaints in accordance with Complaints Procedure

## 8. HEALTH & SAFETY AND ESTATES

HEALTH & SAFETY AND ESTATES	Delegated by the Board (Y/N)	CEO	Senior Executive Team (SET) inc. CEO	Local Governing Body (LGB)	Academy Leader
8.1 Adopt a Trust-wide health and safety policy to ensure that the Trust operates within all relevant health and safety legislation and that all pupils and staff are kept safe at all times within the procedures and practices of the Trust	<b>N</b>	Report concerns to the Board	Develop policy and monitor implementation across the Trust		Implement policy and review health & safety arrangements annually. Report to SET/LGB
8.2 Ensure all staff receive statutory health and safety training	<b>Y</b>		<b>Delegated authority</b> – for central team		<b>Delegated authority</b> – for academy staff
8.3 Emergency planning and business continuity planning	<b>Y</b>		<b>Delegated authority</b> – develop central and academy plans and review as appropriate		Implement academy response tactics, practice, test and report to SET as required
8.4 Health and safety accident reporting (inc. RIDDOR)	<b>Y</b>		<b>Delegated authority</b> – monitor and report to the Board. Ensure RIDDOR reporting is in place		Implement reporting, monitor and act on reviews
8.5 Statutory compliance testing	<b>Y</b>		<b>Delegated authority</b> – implement, monitor and report to the Board		Implement and monitor academy statutory compliance testing
8.6 Risk assessments	<b>Y</b>	Report concerns to the Board via Risk Management Group	<b>Delegated authority</b> – ensure, via oversight, valid risk assessments are in place across the Trust		<b>Delegated authority</b> – ensure operational risk assessments are in place and effective. Review annually

8.7 Ensure academies have a designated member of staff who has overall responsibility for every aspect of health and safety	<b>Y</b>				<b>Delegated authority</b>
8.8 Ensure the Trust's estate is maintained so it is fit for purpose and provides a safe, attractive and appropriate environment	<b>Y</b>		<b>Delegated authority</b>		Ensure for own site
8.9 General monitoring and actions plans in relation to safety of sites and buildings conditions			<b>Delegated authority</b>		Ensure operational arrangements are in place and effective

## 9. INFORMATION MANAGEMENT, COMMUNICATION AND MARKETING

<b>INFORMATION MANAGEMENT, COMMUNICATION &amp; MARKETING</b>	<b>Delegated by the Board (Y/N)</b>	<b>CEO</b>	<b>Senior Executive Team (SET) inc. CEO</b>	<b>Local Governing Body (LGB)</b>	<b>Academy Leader</b>
<b>INFORMATION MANAGEMENT</b>					
9.1 Adopt a Trust-wide data protection policy and monitor Trust compliance with GDPR	<b>N – via A,R&amp;F</b>		Develop policy and ensure compliance with GDPR legislation. Investigate data breaches (DPO) Support academies on the effective safe storage of data. Ensure registration with the Information Commissioner's Office is up to date		Comply with policy. Report data breaches to DPO. Maintain accurate and secure pupil and staff records for the academy.

<b>COMMUNICATION</b>					
9.2 Ensure Trust and Academy websites are compliant with statutory guidance	<b>Y</b>		<b>Delegated authority</b>		Ensure website information is up to date and accurate. Address any actions identified by website audits
9.3 Ensure the Trust and academies communicate effectively with pupils, parents, carers, staff and the wider community	<b>N</b>		Develop communication strategy	Actively seek to receive pupil, parent and staff feedback and respond accordingly. Establish and maintain a relationship with the local community	Ensure academy systems/communication channels are in place that are in line with the Trust's strategy
<b>BRANDING &amp; MARKETING</b>					
9.4 Ensure that all branded items follow Trust branding guidelines (e.g. stationary, staff ID badges, email signatures)	<b>Y</b>		<b>Delegated authority</b>		Comply with Trust guidelines
9.5 Review and approve any long-life academy marketing materials (e.g. logo, website, prospectus, items published in newspapers and magazines, videos, radio adverts)	<b>Y</b>		<b>Delegated authority</b>		Gain SET approval and permission for any interviews, photography or filming by media and for any marketing materials

## Appendix C

### Delegation of Chair's Emergency Power to Act

#### **Purpose:**

This document sets out the circumstances in which the Djanogly Learning Trust (the Trust) Board of Trustees delegates to its Chair and to the Chairs of Local Governing Bodies power to act on its behalf.

#### **Introduction:**

Chairs have no additional functions or responsibilities above any other Trustee or Governor and cannot act in isolation. However, Chairs are permitted to act in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the Trust or one of its' academies, a pupil, parent or member of staff – this is known as a Chair's Power to Act.

The Trust Board, its committees and Local Governing Bodies must conduct all their business and activity through their schedule of meetings and the various procedures which govern them, namely the Trust's Scheme of Delegation.

#### **Context:**

The Trust's Articles of Association allows delegation as follows:

105. The Trustees may delegate any of their powers or functions (including the power to sub-delegate) to any Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office. Any such delegation shall be made in writing and subject to any conditions the Trustees may impose, and may be revoked or altered.

105A. A Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office to whom a power or function of the Trustees is delegated under Article 105 may further sub-delegate those powers or functions (or any of them) to a further person. Where any power or function of the Trustees is sub-delegated by any person to whom it has been delegated, that person must inform the Trustees as soon as reasonably practicable which powers and functions have been further delegated and to whom, and any such sub-delegation shall be made subject to any conditions the Trustees may impose, and may be revoked or altered by the Trustees.

106. Where any power or function of the Trustees has been exercised by any committee (including any Local Governing Body), any Trustee, the Chief Executive Officer any other holder of an executive office, or a person to whom a power or function has been sub-delegated under Article 105A, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

Trustees and governors should refer to the Trust's Scheme of Delegation to ascertain which functions have been delegated and to whom.

#### **Circumstances where Chair's Power to Act may be used:**

There is no automatic right for anyone individually to perform any of the functions for which Trustees and Governors are responsible.

Exceptional circumstances may arise when a delay in exercising a function of the Board or Local Governing Body is likely to be seriously detrimental to the interest of:

1. The Trust or one of its academies; or
2. A pupil (or their parents) at one of the Trust's academies; or

3. A person who works for the Trust or one of its' academies

In the circumstances outlined above, the Chair of the Board of Trustees or the Chair of the respective Local Governing Body (or, in the absence of the Chair, the Vice Chair) has the power to carry out the required functions. If a Chair takes action under any of these circumstances, he/she will first consult with the Executive Headteacher and also, if necessary/appropriate, seek the advice of the Chief Executive Officer.

**Chair's emergency powers to act should on be used in rare and genuinely urgent situations.**

Chairs should resist the temptation to make decisions outside of Board or Local Governing Body meetings except in cases of real urgency.

Any actions taken under Chair's Emergency Power to Act must be reported to the Board/respective Local Governing Body at the first available opportunity. The form at Appendix should be used to record the use of any actions.

**Removal of Power to Act:**

The delegation of Power to Act will be removed from any Chair who abuses the delegation or fails to report any actions to the Board/Local Governing Body as soon as possible.

**Review:** The Board of Trustees will review the delegation of Chair's Emergency Power to Act annually.