

# Scheme of Delegation

*Central England Academy Trust*



**Date approved:**

12<sup>th</sup> February 2025

## Document history:

| Date of review | Author | Note of revisions |
|----------------|--------|-------------------|
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|                |        |                   |

## Background

Central England Academy Trust (CEAT) is a family of schools with a shared ethos, common values and collective goals. We are working together in a model of meaningful, focused collaboration to achieve excellence in all of our schools.

Our Trust is driven by four key values:

- **Collaboration**
- **Equity**
- **Aspiration**
- **Trust**

## Our Schools

The Trust, as at September 2024, consists of 3 schools:

- **one secondary school**
- **one primary special school**
- **one secondary special school**

## The Trust

Central England Academy Trust is a company, limited by guarantee, and an exempt charity. Its principal activities are to advance, for public benefit, education in the UK by establishing, maintaining, carrying on, managing and developing academies. Its main aim is to develop teaching, learning and leadership in its academies resulting in improved outcomes and life chances for learning.

## Members

Members have ultimate responsibility for overseeing the charitable objectives of the Trust. The Members of the Trust have a different status from the Trustees. Members have an overview of the governance arrangements of the Trust and have the power to appoint Trustees (who are also known as Directors) and remove them. However, Members are not involved with the day to day operation of the Trust. Members meet as often as required to conduct their duties, with one of their meetings being the Trust's Annual General Meeting.

## Trustees

The Trust Board is made up of the Trustees who are the individuals appointed to challenge and scrutinise the strategic direction and day to day running of the Trust. They are the accountable body for the Trust and have three functions:

- they are Trustees - because the Trust is a charity, and;
- they are Directors - because the Trust is a company, and;
- they are Governors - because the Trust Board is responsible for running the schools.

The Trust Board meet a minimum of five times per year, with members of the Executive Team as invited, to consider and plan the running of the Trust.

Trustees also meet regularly in committees to scrutinise areas of Trust business:

- Operations Committee (OC)
- Finance, Audit and Risk Committee (FAR)
- Education Performance Committee (EPC)
- CEO Appraisal Committee (AC)

## Local Governing Boards

The Trust Board relies on Local Governing Bodies (LGBs) to gather local intelligence and ensure that the school is connected to its local community, understanding local stakeholders' views and promoting a school that serves the local community. We expect, therefore, that LGBs will undertake activities that ensure they are connected to the views of the community. A key role of each LGB is to ensure that the school receives information to enable leaders to continue to improve.

The LGB Chair and other representatives of the LGB are able to attend meetings and join quality assurance activities. They will be involved in the improvement and development of the school, but their accountability is limited through the Scheme of Delegation.

# The Scheme of Delegation

*The Scheme of Delegation applies to all schools run by CEAT.*

This Scheme of Delegation explains the ways in which the Directors fulfil their responsibilities for the leadership and governance of the Trust, the respective roles and responsibilities of the Members, Trustees, Audit and Risk Committee, Local Governing Boards, Chief Executive, Headteachers and any other commitments to each other that will ensure the success of the schools.

This Scheme of Delegation has been put in place by the Trustee Board from the Effective Date in accordance with the provisions of the Central England Academy Trust Articles of Association (the “Articles”) and it should be read in conjunction with those Articles. References in this Scheme to numbered Articles are to the relevant clause of the Articles.

***In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.***

## Review

The Scheme of Delegation shall operate from the effective date in respect of the Trust and all schools. The Trustees will review the Scheme of Delegation at least on an annual basis and make any necessary alterations.

| Key                                    |  |
|--|--|
| <b>A</b><br>Accountable (and approver) | Answerable for the task being delivered. Delegates the task to those responsible.<br>There should be only one group/person accountable for each task/decision. |
| <b>R</b><br>Responsible                | Responsible for delivery and does the work to achieve the task. Can be shared between groups/individuals.  |
| <b>C</b><br>Consulted                  | Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.           |
| <b>*Highlighted</b>                    | Statutory expectation or necessary to comply with articles of association or funding agreement.  |

# Delegation Matrix

|                   |   | Members | Trust board | Operations Committee | FAR Committee | E&P Committee | CEO | LGBs | HTs |
|-------------------|---|---------|-------------|----------------------|---------------|---------------|-----|------|-----|
| 1. Board business |   |         |             |                      |               |               |     |      |     |
| 1.1               | Appoint/remove members  | *A/R    |             |                      |               |               |     |      |     |
| 1.2               | Appoint/remove trustees   | *A/R    |             |                      |               |               |     |      |     |
| 1.3               | Elect chair of trustees   |         | *A/R        |                      |               |               |     |      |     |
| 1.4               | Appoint and remove board committee chairs                                 |         | *A/R        | C                    | C             | C             |     |      |     |
| 1.5               | Determine powers of chair in urgent situations                            |         | A/R         |                      |               |               |     |      |     |
| 1.6               | Establish and review trust governance structure                           |         | *A/R        |                      |               |               | C   |      |     |
| 1.7               | Agree named safeguarding trustee  |         | *A/R        |                      |               |               |     |      |     |
| 1.8               | Agree named trustee for special educational needs and disabilities (SEND) |         | *A/R        |                      |               |               |     |      |     |
| 1.9               | Agree named careers trustee ( <i>required in secondary schools</i> )      |         | *A/R        |                      |               |               |     |      |     |
| 1.10              | Appoint/remove LGB chairs   |         | *A          |                      |               |               |     | R    |     |
| 1.11              | Appoint/remove LGB members (local governors)                              |         | *A          |                      |               |               |     | R    |     |
| 1.12              | Appoint trust governance professional                                     |         | *A          |                      |               |               | R   |      |     |
| 1.13              | Agree LGB clerking arrangements   |         | *A/R        |                      |               |               |     | C    |     |
| 1.14              | Articles of association: review   |         | *A/R        |                      |               |               |     |      |     |

|      |   |      |      |      |   |   |   |   |
|------|---|------|------|------|---|---|---|---|
| 1.15 | Articles of association: ratify changes                                     | *A/R |      |      |   |   |   |   |
| 1.16 | Agree committee terms of reference  |      | *A/R |      |   | C | C | C |
| 1.17 | Complete annual review of scheme of delegation                              |      | *A   |      |   | R |   |   |
| 1.18 | Commission external review of trust board effectiveness every three years   | C    | A/R  |      |   | C |   |   |
| 1.19 | Complete annual trust board self-review                                     |      | A/R  |      |   | C | C |   |
| 1.20 | Complete review of local governance   |      | A/R  |      |   | R | C | C |
| 1.21 | Approval of new school joining the trust and growth projects                |      | A/R  |      | R | C |   |   |
| 1.22 | Publish governance arrangements on trust and school websites                |      | *A   |      |   | R |   | R |
| 1.23 | Ensure trust website is compliant and effective                             |      |      | *A/R |   | R |   |   |
| 1.24 | Ensure school websites are compliant and effective                          |      |      | *A/R |   | R |   | R |
| 1.25 | Organise calendar of Trust Board meetings                                   |      | A    |      |   | R |   |   |
| 1.26 | Organise calendar of LGB meetings   |      | A    |      |   | R | C |   |
| 1.27 | Submit annual report on the performance of the trust to members and publish |      | A    |      |   | R |   |   |

|                        |   | Members | Trust board | Operations Committee | FAR Committee | E&P Committee | CEO | LGBs | HTs |
|------------------------|---|---------|-------------|----------------------|---------------|---------------|-----|------|-----|
| 2. Vision and strategy |   |         |             |                      |               |               |     |      |     |
| 2.1                    | Determine trust's vision, strategy and key priorities                                 |         | A/R         |                      |               |               | R   | C    | C   |
| 2.2                    | Ensure engagement with stakeholders regarding vision, values and strategic priorities |         | A           |                      |               |               | R   | R    | R   |
| 2.3                    | Apply trust vision and strategy to individual schools                                 |         | A           |                      |               |               | R   | C    | R   |
| 2.4                    | Agree trust growth plans  |         | A/R         |                      |               |               | R   |      |     |
| 2.5                    | Determine trust-wide policies   |         | *A          |                      |               |               | R   |      |     |
| 2.6                    | Determine school level policies   |         |             |                      |               |               | C   | *A   | R   |
| 2.7                    | Establish risk register and conduct regular review                                    |         |             |                      | *A/R          |               | R   |      |     |
| 2.8                    | Determine a programme of internal audit and monitor its delivery                      |         |             |                      | *A/R          |               | R   |      |     |

|                           |  | Members | Trust board | Operations Committee | FAR Committee | E&P Committee | CEO | LGBs | HTs |
|---------------------------|--|---------|-------------|----------------------|---------------|---------------|-----|------|-----|
| 3. Finance and operations |  |         |             |                      |               |               |     |      |     |
| 3.1                       | Appoint and remove external auditors   | *A      |             |                      | R             |               | C   |      |     |
| 3.2                       | Appoint and performance manage chief financial officer                         |         | *A          |                      |               |               | R   |      |     |
| 3.3                       | Produce trust's scheme of financial delegation                                 |         |             |                      | *A/R          |               | C   |      |     |
| 3.4                       | Receive external auditor's report  | *A/R    |             |                      |               |               |     |      |     |
| 3.5                       | Action recommendations made arising from audits                                |         |             |                      | *A            |               | R   |      | R   |
| 3.6                       | Produce annual report and accounts   |         | *A          |                      |               |               | R   |      |     |
| 3.7                       | Submit ESFA required reports and returns<br><i>(TB only where appropriate)</i> |         | *A          |                      | A             |               | R   |      |     |
| 3.8                       | Agree budget plan to support delivery of trust strategic priorities            |         |             |                      | A/R           |               | R   |      |     |
| 3.9                       | Agree budget plan to support delivery of school strategic priorities           |         |             |                      | *A            |               | R   | C    | R   |
| 3.10                      | Monitor trust budget   |         |             |                      | *A/R          |               | R   |      |     |
| 3.11                      | Carry out benchmarking and trust-wide value for money evaluation               |         |             |                      | A             |               | R   | C    | C   |

|      |  |    |    |      |   |   |   |
|------|--|----|----|------|---|---|---|
| 3.12 | Agree reporting and monitoring arrangements for trust and school budgets                                       |    |    | *A/R | R | C | C |
| 3.13 | Monitor school estates to ensure safe and well maintained  | *A | R  |      | R | R | R |
| 3.14 | Agree data protection policy (and privacy notice)  |    | *A |      | R |   |   |
| 3.15 | Agree health and safety policy   |    | *A |      | R | C | C |
| 3.16 | Agree premises management documents, including <i>Estate vision, Estate strategy and Asset management plan</i> |    | *A |      | R | C | C |
|      |  |    |    |      |   |   |   |

|      |   | Members | Trust board | Operations Committee | FAR Committee | E&P Committee | CEO | LGBs | HTs |
|------|---|---------|-------------|----------------------|---------------|---------------|-----|------|-----|
|      | <b>4. Workforce</b>   |         |             |                      |               |               |     |      |     |
| 4.1  | Appoint and dismiss CEO/Accounting Officer                                  |         | *A/R        |                      |               |               |     |      |     |
| 4.2  | Appoint CEO appraisal and renumeration committee                            |         | *A/R        |                      |               |               |     |      |     |
| 4.3  | Conduct executive team appraisal  |         |             |                      |               |               | A/R |      |     |
| 4.4  | Conduct headteacher appraisal   |         |             |                      |               |               | R   | A    |     |
| 4.5  | Agree headteacher remuneration  |         |             |                      |               |               | R   | A    |     |
| 4.6  | Review and agree school staff appraisal procedure and threshold progression |         |             | A                    |               |               | R   |      | C   |
| 4.7  | Determine executive team staffing structure and school contribution levels  |         | A           |                      |               |               | R   |      |     |
| 4.8  | Determine school staffing structure   |         |             |                      | A             |               | R   | C    | R   |
| 4.9  | Headteacher appointments and dismissal                                      |         | A           |                      |               |               | R   | C    |     |
| 4.10 | Trust wide pay policy, terms and conditions of employment                   |         |             |                      | *A            |               | R   |      |     |

|       |   |  |     |      |   |   |   |
|-------|---|--|-----|------|---|---|---|
| 4.11  | Determine disciplinary, grievance and capability policies   |  |     | *A   | R |   |   |
| 4.12  | Undertake panel hearings for disciplinary and capability matters relating to the <b>CEO</b>                     |  | A/R |      |   |   |   |
| 4.13  | Undertake panel hearings for disciplinary, grievance and capability matters relating to the <b>central team</b> |  | A   |      | R |   |   |
| 4.14  | Undertake panel hearings for disciplinary, grievance and capability matters relating to <b>school staff</b>     |  |     |      | C | A | R |
| 4.115 | Approval of exit payments/early retirement/pension discretion (above a certain threshold)                       |  |     | *A   | R |   |   |
| 4.116 | Agree whistleblowing policy   |  |     | *A/R | C |   |   |
|       |   |  |     |      |   |   |   |

|      |  | Members | Trust board | Operations Committee | FAR Committee | E&P Committee | CEO | LGBs | HTs |
|------|--|---------|-------------|----------------------|---------------|---------------|-----|------|-----|
|      | <b>5. Pupils and learning</b>  |         |             |                      |               |               |     |      |     |
| 5.1  | Agree safeguarding and child protection policy   |         |             |                      |               |               | C   | *A   | R   |
| 5.2  | Agree attendance policy  |         |             |                      |               |               | C   | *A   | R   |
| 5.3  | Agree school uniform policy  |         |             |                      |               |               | C   | *A   | R   |
| 5.4  | Agree policy for pupils with SEND  |         |             |                      |               |               | C   | *A   | R   |
| 5.5  | Agree policy for supporting pupils with medical conditions   |         |             | *A/R                 |               |               | R   | C    | C   |
| 5.6  | Agree charging and remissions policy   |         |             |                      | *A            |               | R   | C    | C   |
| 5.7  | Agree behaviour policy and monitor impact  |         |             |                      |               |               | C   | *A   | R   |
| 5.8  | Agree careers provider access policy statement   |         |             |                      |               |               | C   | *A   | R   |
| 5.9  | Agree relationships education (primary) and relationships and sex education (secondary) policy         |         |             |                      |               | *A            | R   | C    | C   |
| 5.10 | Agree equality information and objectives (public sector equality duty) statement and monitor delivery |         |             | *A/R                 |               |               | R   | C    | C   |

|      |   |  |  |  |      |   |      |   |
|------|---|--|--|--|------|---|------|---|
| 5.11 | Approve trust-wide curriculum   |  |  |  | A    | R | C    | C |
| 5.12 | Ensure high standards of teaching and learning                              |  |  |  | A    | R | A    | R |
| 5.13 | Set targets for trust outcomes  |  |  |  | A    | R | C    | C |
| 5.14 | Plan and deliver individual school improvement interventions and strategies |  |  |  | A    | R | A/R  | R |
| 5.15 | Determine & monitor use of pupil premium and sports premium                 |  |  |  |      | R | A/R  | R |
| 5.16 | Ensure provision of religious education                                     |  |  |  |      | C | A    | R |
| 5.17 | Ensure delivery of collective worship                                       |  |  |  |      | R | A    | R |
| 5.18 | Set the dates of school terms and holidays                                  |  |  |  | A    | R | C    | C |
| 5.19 | Set the times of school sessions  |  |  |  |      | C | A    | R |
| 5.20 | Review headteacher decision to suspend/exclude pupils                       |  |  |  |      | C | *A/R |   |
| 5.21 | Monitor rates of suspension and exclusion across the trust                  |  |  |  | *A/R | R | C    | C |
| 5.22 | Monitor rates of suspension and exclusion in each school                    |  |  |  |      | C | A/R  | R |

|      |                                     |  |  |    |  |    |   |   |   |
|------|-------------------------------------|--|--|----|--|----|---|---|---|
| 5.23 | Agree admissions policies           |  |  |    |  | *A | R | R | C |
| 5.24 | Implement admissions appeal process |  |  |    |  | *A | R | C | C |
| 5.25 | Determine complaints procedure      |  |  | *A |  |    | R | C | C |
| 5.26 | Implement complaints procedure      |  |  | *A |  |    | R | R | R |

|              |   | Members | Trust board | Operations Committee | FAR Committee | E&P Committee | CEO | LGBs | HTs |
|--------------|---|---------|-------------|----------------------|---------------|---------------|-----|------|-----|
| 6. Community |   |         |             |                      |               |               |     |      |     |
| 6.1          | Develop stakeholder partnerships across the trust |         |             |                      |               | A             | R   | C    | C   |
| 6.2          | Develop stakeholder partnerships at academy level |         |             |                      |               |               | C   | A    | R   |

## Scheme of Financial Delegation

| Responsibility  | Trust Board   | FAR Committee   | CEO  | CFO/COO/STDD   | HT            | Trust Finance Manager |
|---|---|---|--|--|---------------|-----------------------|
| Approval to accept a quotation from a minimum of 3 or from a formal tendering process | Greater than £25,000 and in line with prevailing national legislation where applicable. | Greater than £25,000 and in line with prevailing national legislation where applicable. | Up to £25,000  | Up to £25,000  | Up to £10,000 | N / A                 |
| Purchase Order / Invoice approval   | £50,000 and above   | £25,000 up to £50,000   | Up to £25,000<br><br>Where projects are funded by CIF, can authorise relevant spend.<br><br>Relevant common national frameworks and local frameworks can also be entered into e.g. CCS and ESPO, including renewal of existing contracts | Up to £25,000<br><br>Where projects are funded by CIF, can authorise relevant spend.<br><br>Relevant common national frameworks and local frameworks can also be entered into e.g. CCS and ESPO, including renewal of existing contracts | Up to £10,000 | Up to £5,000          |
| Virements   | Greater than £50,000 and in line with prevailing national                               | Greater than £50,000 and in line with prevailing national                               | Up to £50,000  | Up to £25,000  | Up to £25,000 |                       |

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
|   | legislation where applicable.   | legislation where applicable.   |   |   |   |   |
| Expenditure or contracts                            | Greater than £100,000   | Up to £100,000  | Up to £50,000   | Up to £25,000   | Up to £1,000  | N / A   |
| Disposals or write off of stock, assets, or debts   | Greater than £45,000  | Up to £45,000   | Up to £10,000   | Up to £10,000   | N / A   | N / A   |
| Settlements / Compensation payments                 | Greater than £50,000  | Greater than £50,000  | Up to £50,000   | N / A   | N / A   | N / A   |
| Authority to write off bad debts and asset disposal | £25,000 up to relevant amount determined for Secretary of State approval as prescribed by prevailing guidance | £25,000 up to relevant amount determined for Secretary of State approval as prescribed by prevailing guidance | Up to £25,000   | Up to £25,000   | Up to £10,000   | Up to a value of £5,000 and in discussion with Headteachers where appropriate.  |
| Authority to use school charge card                 | N / A   | N / A   | Relevant and appropriate staff to hold access to charge cards and in line with thresholds set by Trust Finance Manager and Chief Financial Officer. | Relevant and appropriate staff to hold access to charge cards and in line with thresholds set by Trust Finance Manager and Chief Financial Officer. | Relevant and appropriate staff to hold access to charge cards and in line with thresholds set by Trust Finance Manager and Chief Financial Officer. | Relevant and appropriate staff to hold access to charge cards and in line with thresholds set by Trust Finance Manager and Chief Financial Officer. |
|   |   |   | Card holders to be determined by individuals needs of each school.  | Card holders to be determined by individuals needs of each school.  | Card holders to be determined by individuals needs of each school.  | Card holders to be determined by  |

|  |   |   |   |   |  |                                   |
|--|---|---|---|---|--|-----------------------------------|
|  |   |   |   |   | Card holders to be determined by individuals needs of each school. | individuals needs of each school. |
| Approval for Capital Expenditure not included in the original budget | Capital expenditure for projects exceeding £50,000 requires the express written consent of the MAT Trustee Board. | Greater than £25,000 and up to £50,000. | Up to £25,000. Capital expenditure to be signed off by two from three of either CEO, CFO and COO. | Up to £25,000. Capital expenditure to be signed off by two from three of either CEO, CFO and COO. | N / A  | N / A                             |

# HR Scheme of Delegation

| Responsibility                               | Trust Board  | Trust Committee                                      | CEO   | CFO/COO/TSDD  | LGB  | HT  |
|--|--|--|---|---|--|-----|
| CEO advert / recruitment process             | A/R<br><i>Interview panel to include members and trustees and external support</i> |  |   | C   |  |     |
| CEO appointment                              | A/R  |  |   |   |  |     |
| Executive team adverts / recruitment process | C<br><i>Interview panel to include trustees</i>                                    |  | A/R   | C<br><i>Interview panel to include relevant executive leader(s)</i> |  |     |
| Executive team appointment                   | A  |  | R   | C   |  |     |
| Central team adverts / recruitment process   |  | C (OC)   | A   | R<br><i>Interview panel to include relevant executive leader(s)</i> |  |     |
| Central team appointments                    |  |  | A   | R   |  |     |
| Headteacher advert / recruitment process     | A<br><i>Interview panel to include trustees</i>                                    |  | R<br><i>Interview panel to include the CEO and TSDD</i> | C<br><i>Interview panel to include the CEO and TSDD</i>             | C<br><i>Interview panel to include LGB Chair</i> |     |
| Headteacher appointment                      | A  |  | R   | C<br><i>Consult TSDD and CFO</i>                                    | C  |     |
| SLT advert / recruitment process             |  | C (OC)<br><i>Interview panel may include trustee</i> | A<br><i>Interview panel to include CEO or TSDD</i>      | C<br><i>Interview panel to include CEO or TSDD</i>                  | R<br><i>Interview panel to include LGB govs</i>  | R   |
| SLT appointments                             |  |  | A/R   | C<br><i>Consult TSDD and CFO</i>                                    | C  | R   |
| Teacher advert / recruitment process         |  |  |   | C   | C<br><i>Interview panel may include LGB gov</i>  | A/R |

|  |  |        |   |                                  |   |     |
|--|--|--------|---|----------------------------------|---|-----|
| Teacher appointments                       |  |        |   |                                  |   | A/R |
| Support staff advert / recruitment process |  |        |   | C                                | C<br><i>Interview panel may include LGB gov</i> | A/R |
| Support staff appointments                 |  |        |   |                                  |   | A/R |
| Teacher threshold (UPR) applications       |  | A (OC) | C | C<br><i>Consult TSDD and CFO</i> |   | R   |
|  |  |        |   |                                  |   |     |