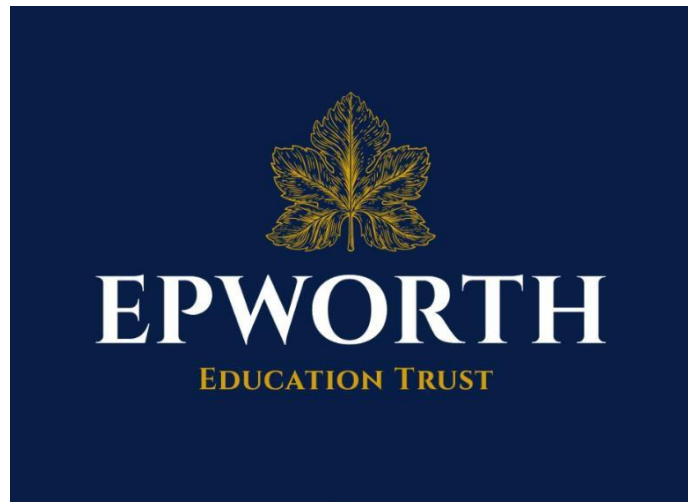


Epworth Education Trust



Scheme of Delegation 2021/22

Complying with Financial Regulations

The Trust can alter the Scheme of Delegation depending on how strong each school is. All schools performance will be kept under review in order to ensure that the expertise offered by the Trust can be focussed appropriately. If the performance of a school does fall below the standard expected by the Trust then an appropriate support plan will be put in place. To be clear, this will be a requirement of the Trust and will lead to action up to and including the removal of freedoms offered in the scheme of delegation.

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Finance and Audit

All financial procedures must comply with The Academy Trust 2021 Handbook and Epworth Education Trust Financial Policy, Procedures and Regulations.

*** Delegated authority only applies where Academies have delegated responsibility. Where responsibilities have been withdrawn all delegated responsibility sits with the CEO and CFO**

Finance and Audit									
Finance and Audit	1	Completion and approval of annual accounts, budget forecast returns and reports to funding and regulatory bodies			No	Review	Completed by Exec Team. Recommendation to CEO and Finance Committee		
	2	Completion and submission of other accounting returns			Yes		Authorised		
	3	Completing annual & periodic financial reports to Board and/or DFE. Statutory D of E reports			No Finance Committee recommend to the Board		Authorised		
	4	Authorised to complete PAYE returns			Yes		Authorised		
	5	Authorised to complete VAT returns.			Yes		Authorised		

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Finance and Audit	6	Assurance over adequacy of systems of internal financial control			No	Provides assurance to ESFA as AO	Provides assurance to CEO and Finance Committee		
	7	Approval of financial regulations			No		Recommend to Audit Committee and Board		
	8	Appointment of external auditors		No	Reports to Members	Reports to Board	Management of appointment & tender process		
	9	Appointment of internal auditors			No	Reports to Board and Audit Committee	Management of appointment & tender process		
	10	Approval of annual budgets			No	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to Finance Committee then Board	Involved in preparation of budget	Involved in preparation of budget

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
Finance and Audit	11	Receipt and review of management accounts to monitor monthly expenditure			No		Review of school management accounts and preparation of summary report to Board		Accountable for school financial position
	12	Authority to approve forecast variance to budget and use / accumulate reserves			Authorised to approve if 3% or greater of GAG		Authorised to approve if between 1 and <3% of GAG		Authorised if <1% of General Annual Grant (GAG)
	13	Purchasing - Authorised to create suppliers on accounting system			Yes		Authorised		Authorised

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
Finance and Audit	14	Placing orders for goods and services, entering into Service Level Agreements (with commitment over a defined contractual time period)			Yes where value is not greater than £100k (OJEU limits to be observed) Finance Committee to approve £40k to £100K		Central team to have oversight of all SLAs/contract to review joint procurement possibilities. Authorised between 1% of GAG and £40k (formal tender process)		Authorised up to the value equivalent to 1% of the GAG. (formal tender process). To complete SLA/contracts registers
	15	Ordering goods and services (raising requisitions with no contractual commitment over time) within the approved budget and ensuring that sufficient cash resources are available for the purchase			Yes. Authorisations over £40k – Finance Committee		Authorised from school max limit to £40k (formal tender process)		Authorised up to the value equivalent to 1% of the GAG. (formal tender process).

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
Finance and Audit	16	Authority to accept other than the lowest quote			Yes where value is less than £100k (OJEU limits to be observed) Finance Committee to approve £50k to £100K		Authorised between school max limit and £50k (formal tender process)		Emergency Orders up to 1% of gag. Reasonable steps will be taken to ensure value for money bearing in mind, price, discounts, quality, delivery guarantee, after sales service etc.
	17	Ensuring compliance with tendering processes – Trust Financial Handbook			Yes		Report to Board		
	18	Develop Trust wide procurement strategies and efficiency savings programme			Yes but finance committee to monitor	Report to board	Central Team reviews procurement on a regular Basis. Maintain contract process		
	19	Write off of bad debts			Yes - up to EFSA limits	Authorised up to £5k			Powers delegated to Headteacher up to £500

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
	20	To determine the proportion of the overall General Annual Grant income to be retained to pay for central services			No		To recommend as part of Budget setting		

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Finance and Audit	21	Benchmarking and Trust wide value for money: ensure robustness			Yes		Report to Board		School's report carried out for Exec Team
	22	Approval to borrow money (bank or sponsor loan, overdraft)	Yes		Approves submission to ESFA	Recommend approval to Board for submission to ESFA	Recommended approval to CEO for submission to Board		
	23	Cashflow Management, Treasury & Investment			No		Monitor and recommend to the Board		
	24	Open a bank account and approve signatories (mandates)			No		Responsibility to oversee and recommend to the Board		
	25	Approve bank approvers/payment levels			No – may delegate to Finance Committee		Propose to board		
	26	Applications for business charge card accounts			Yes	Authorises all business cards and can be approved signatory	Can be approved signatory		

Area	Number	Decision	Delegation							
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher	
Finance and Audit	27	Payroll Contracts - Starters, leavers and amendments			Yes	Authorises changes for leadership and for Trust	Actions any changes to contracts	Monitors staffing and performance	Authorises changes within school	
	28	Payroll - Administration			Yes	Review	Authorised (2 people to check)		Schools to submit data	
	29	Authorisation of expense claims including mileage (cannot authorise one's own expenses)			Trustees to authorise LABs. Chair to authorise Trustees/C EO. Chair of Finance to authorise Chair of Trustees & Members	Authorised for Central Team and Headteacher			Authorised for school	
	<i>Note: Where there is any related parties, the next level of authority must sign any expense claim.</i>									
	30	Control account reconciliation			Yes		Authorised		Monthly oversight	
	31	Management of capital projects			Yes		Authorised for large projects		Authorised for small projects – after discussion with central Team	
	32	Revenue contributions to Capital projects (maybe £35K0)			Yes. Authorisations over £50k		£50k		£10k	

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Finance and Audit	33	Acquiring a freehold on land and buildings	ESFA approval required		Submit to ESFA	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
	34	Disposal of a freehold on land and buildings	ESFA approval required		Submit to ESFA	Recommend approval to Board for submission to ESFA	Recommend approval to CEO for submission to Board		
	35	Acquisition of goods that will be capitalised - assets			Yes. Authorisations over £50k – Finance Committee		Authorised from school max limit to £50k (formal tender process)		Authorised up to the value equivalent to 1% of the gag. (formal tender process. All capital acquisitions to be discussed with central team and entered to fixed asset register)

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Finance and Audit	36	Disposal of assets - not land, buildings or heritage (all land, buildings and heritage disposals require ESFA approval)	ESFA approval for assets funded with more than £20,000 of ESFA / DFE Grant		Report to finance. Finance committee to authorise any disposal over £10k		Central team - £2k up to £10k		Up to £2000 (to inform Central team)
	37	Asset/Inventory Register (capital items and other eg. furniture/IT etc)			Yes		Oversight		Authorised to record assets
	38	Security Of Assets			Yes		Oversight and must report to Board by exception		Annual asset check
	39	Loan of Assets			Yes		Authorised to review and approve		
	40	Taking up a finance lease	ESFA approval required		Board to approve submission	Recommended approval to Board for submission to ESFA	Recommended approval to CEO for submission to Board		

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Finance and Audit	41	Taking up a leasehold on land and buildings	ESFA approval for lease more than 7 years		Yes for leases less than 7 years	Recommend approval to Board for leases <7years	Recommend approval to Board for leases <7years		
	42	Taking up any other lease (Operating lease only)			Yes		Authorised to review and approve		
	43	Granting a lease on land and buildings	ESFA approval required		Board to approve submission	Recommend approval to Board for submission to ESFA			
	44	Insurance Premium Renewal			Report to Finance committee		Authorised		
	45	Risk Review			No. Audit Committee to confirm keys risks for internal audit. Each Committee to review risks and audit to monitor	Reports to Board	To review central risks and schools & control measures termly. Update central register with all risks and control measures.	Monitor risks	To review risks & control measures with central team termly.

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
	46	Monitoring and ensuring effective use of specific targeted resources eg Sports Premium and Pupil Premium			Yes	To receive report		To monitor	To plan and budget

Delegated Authorities

Transaction Type	Authorised level	Who
Purchase Card	£3000	CEO
Purchase Card	£3000	School
Purchase Card	£3000	Central Team (as a whole)
Purchase Card	£500	Club Managers
Purchase Card	£1000	StartWell Centre

Temporary increases to credit card limit to allow one off purchases can be authorised by Exec Team

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Strategy										
Strategy	1	Setting the vision, ethos, values and strategic aims of the Trust			No	Responsible for setting with the Board				
	2	Setting the vision, ethos, values and strategic aims of the school ensuring they align to those of the Trust			Yes			Responsible for setting with the headteacher	Responsible for setting with the LAB	
	3	Agree key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured			No	Responsible for setting strategy, with the Board	Provides financial and educational advice and assistance in developing strategy	Monitor school's participation with Trust wide vision	Play role in delivering vision and achieving KPIs	
	4	Determine the key priorities for the Academy and the key performance indicators (KPIs) by which the progress towards them can be measured in achieving these ensuring they align with the vision, ethos, values and strategic aim of the school			Yes	QA and approve.		Monitor the strategy and impact.	Implement the strategy and report to the LAB and CEO	
	5	Admission of new academies to Epworth Education Trust			No	Responsible for making recommendations to Board	Provides due diligence advice in relation to potential			

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Strategy							new academies		
	6	Admission of new sponsors to Epworth Education Trust (sponsoring a school)			No	Responsible for making recommendations to the Board			
	7	Establish and monitor the Trust strategic plan			No	Responsible for setting with the Board			
	8	Approval of school development and improvement plans			Yes	Quality assures development planning across the MAT and report to board		Delegated authority for approval and monitoring of school improvement plans reporting exceptions to the Board	Responsible for development and delivery of academy improvement plans
	9	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies			No	Recommend to the Board			
	10	Establish a cycle for policy renewal and approval level.			No	Recommend to the Board	Support the CEO in		

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Strategy		Trustees to be allocated responsibility for polices					preparing cycle		
	11	Acquisition of legal entities including merger with other Trusts	ESFA		No	Recommendations to Board	Provision of professional advice		

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Governance										
Governance	1	Appointment and removal of Members		Approves appointments	No					
	2	Appointment of Trustees		Can Appoint	No	Recommendations to Board				
	3	Removal of Trustees		Can remove	No	Recommendations to Board				
	4	Creating a role description for Trustees		Approves	No	Support the Board in creating				
	5	Approval of terms of reference for subcommittees and Local Advisory Boards (LABs)			No	Support Board in creating	Support the Board in creating			
	6	Recruitment procedures for LABs			No	Recommendations to Board				
	7	Appointment of LAB governors			Yes				Approves appointment	
	8	Appoint Chair of LAB			No Decision ratified by the board	Advise Board on decision of LAB			Nominates someone for Chair	
	9	Removal of LAB governors			No	Support the Board			Recommendations to Board	
	10	Appoint & Remove Clerk to the Trust Board			No	Recommendations to Board				

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Governance	11	Appoint & Remove Clerk to the LAB			Yes			Approves appointment	Recommendations to LAB
	12	Ensuring at least 2 parent governors appointed to LAB and composition is compliant with Trust expectations			Yes		Checks compliance and reports to the Board	Approves the appointment	Supports the LAB
	13	Review and agree Articles of Association and any deeds of variance		Approve (with consent of Methodist Council)	No	Responsible for recommending to the Board	Support the CEO		
	14	Authorised to approve/amend organisational scheme of delegation			No	Recommendations to Board	Contribute to recommendation to the Board		
	15	To establish and review annually the governance structure for the Trust including any sub-committees			No	To make recommendations to the Board			
	16	To agree annually the terms of Reference for Board and LABs and their sub-committees			No	To make recommendations to the Board			
	17	Take out Director Indemnity Insurance Cover			Yes		CFO - Responsible For making adequate arrangements		
	18	Maintenance of register of interests			Yes		Clerk - Responsible for		

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
							ensuring		
							Trustee and LAB register is maintained		
	19	Agree the cycle of meetings for the Trust			No	Present to the Board	To prepare cycle	consult	consult
	20	Agree the cycle of meeting for the LAB			Yes			Agree	
	21	Skills Audit to be completed annually for Trustees and Governors			No	Present to the Board	To prepare	To complete	

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
HR									
HR	1	Authorised to evaluate jobs and grades			Yes	Authorises job evaluation and recommends to the Board	Responsible for oversight and cross-organisational grading		Recommendation to determine level with CEO
	2	Ex-gratia payments	Prior approval from ESFA as per note		Approval sought from ESFA	Recommended to the board	Recommend to the Board		
	3	Approval of annual staffing structure and plan			Yes			Agree & Approve annual staffing plans in line with budget	Prepares annual staffing plans
	4	Authorised to Increase Academy/Organisational Headcount (Establishment) within existing staffing budget (replacement only)			Yes		Reports to Finance Committee		Can authorise replacement posts within existing staffing budget
	5	Job Description for teachers sign off			Yes	Quality Assures JD in terms of equal opportunities and approves	Sets Job Descriptions and pay range		Involvement from Headteacher
	6	Job Description for support staff sign off			Yes	Quality Assures JD in terms of equal	Sets Job Descriptions in line with academy's		Involvement from Headteacher

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

HR						opportunities and approves	local authority and pay range		
	7	Job evaluation policy & procedures			No		Implements JE procedures		
	8	Authorised to evaluate teaching jobs and grades			Yes	Authorises job evaluation and recommends to the Board	Responsible for oversight and cross-organisational grading		
	9	Authorised to evaluate support staff jobs and grades			Yes	Authorises job evaluation and recommends to the Board	Responsible for oversight and cross-organisational grading		
	10	Authorised to agree/vary basic employment Terms & Conditions			No	Ensures consistent application of T&Cs			
	11	Recruitment and appointment of CEO*			No				
	12	Recruitment and appointment of CFO*			No	Appoints key roles such as CFO, COO jointly with Board			

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
	13	Recruitment and appointment of Executive Team Members and Headteachers*			Yes- but may be involved	Appoints Executive Team and Headteachers	Involved in process	Involved in process for Headteacher	

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
	14	Recruitment and appointment of other Senior Leaders*			Yes - but may be involved	Authorised to appoint other Senior leaders	Leads process for own teams	Involved in process at school	Leads process for own teams with ExecTeam representation on the panel
	15	Recruitment and appointment of other staff*			Yes	Authorised to appoint staff in line with identified strategy	Authorised to appoint staff within own teams as agreed with CEO	Involved in process as appropriate	Authorised to appoint staff within own teams within agreed staffing structure
	16	Recruitment processes			Yes	Carries out recruitment processes in line with Trust procedures	Ensures legislative and best practice compliance in recruitment processes	Involved in recruitment process	Carries out recruitment processes in line with Trust procedures
	17	Signing of employment contracts			Yes (but Chair must sign CEO contract)	Signs contracts of key staff such as CFO, COO, Exec Team and Headteachers	HR team to check all employment contracts		Headteacher to sign
	18	Annual approval of pay policy			No	Makes recommendation to Board	Contributes to recommendation by CEO		

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
HR	19	Determination of pay ranges			Yes (except CEO & CFO)	Determines pay ranges for Headteachers and central staff	Responsible for oversight and cross-organisational grading/pay ranges		
	20	Appointment outside range in salary structure			Yes	Approves	Approves and reports to Finance & Audit committee		Proposal for new range to CEO
	21	Allocation of TLR / SEN values			Yes	Approves	Approves and reports to Finance & Audit committee		Proposal for new range to CEO
	22	Value of other discretionary allowances			Yes	Approves	Approves and reports to Finance & Audit committee		Proposal for new range to CEO
	23	Annual Pay Progression and Appeals Process			Yes to pay committee. Appeals to go to Trustees	Makes recommendation to trustee pay committee – HT/CEO/CFO/ COO	Involved as per pay policy	Approval for all staff except Headteacher	Recommend to LAB pay committee

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
HR	24	Handling of all pension matters (teachers and support staff)			No		Makes appropriate pension arrangements and ensures proper administration and recommendation goes to finance committee for approval		
	25	Approval of employment policies			No	Makes recommendations to Board			
	26	Objective setting and performance appraisal			Yes (except CEO)	Headteachers and Executive team		Monitors appraisal process and supports CEO in Headteacher appointment	Conducts appraisal arrangements for own team as per trust policy and procedure
	27	Approval of formal restructure plans that could lead to redundancies			Yes – finance committee to approve		CFO to feed into Finance & Audit Committee	Supports the process with the Headteacher; makes recommendations	Creates formal restructure plan. Leads the

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher

HR							resources	ons to CFO	process.
	28	Authority to issue warnings or other disciplinary measures except dismissal*			Yes (except CEO and CFO)	May issue warnings to Headteachers across the ET and attend panels		Issue warning for Headteacher with CEO & attend panels	May issue warnings and disciplinary measures
	29	Suspension*			Yes (except CEO)	CEO and Chair of the Trust may suspend Headteachers and all other central staff after consultation with HR	Suspension sign off	Informed	May suspend school staff following consultation with HR and CEO
	30	Dismissal*			Yes (except CEO)	CEO and member of Trust board or LAB must be included in dismissal panel		Part of formal panel	Part of formal panel
	31	Appeals* (not pay progression)			Yes if not involved in the first panel			May be part of formal panel if not involved in the first panel.	

HR Addendum

HR Levels of Authority

APPOINTMENTS	
<p>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training</p> <p>The CEO may nominate an alternative representative if they are unavailable to make up a panel</p>	
CEO	Trust Board (minimum of 3 members, with non-voting co-optees as required)
Chief Finance officer/Executive Team Member	2 x Board Member, and CEO
Headteacher	Board Member if available, , CEO and member of LAB
Member of school leadership team	Headteacher, CEO or CEO's representative and member of LAB
Teachers	Headteacher and member of LAB
All other posts	Headteacher and member of LAB or SLT unless not school related .e.g StartWell Centre, Mighty Oaks
SIGNATURE OF LETTER OF APPOINTMENTS	
CEO	Chair of Board
Trustee	Chair of Board
Headteacher and Exec Team	CEO
All other posts	Headteacher or Chief Finance Officer if unavailable
Collective Agreements	The Trust Board (Chair of Board to sign)
Teachers Pay – Threshold/UPS	Headteacher

DISCIPLINARY CASES AND DISMISSALS

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

- Disciplinary
- Capability (professional competence)
- Ill Health Capability
- Redundancy. (The Board will have determined that there is a Redundancy situation)
- Some other substantial situation

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

Posts	Delegated Authority	Appeal
Chief Executive	3 Board member	3 Board members
Exec Team	2 Board member and CEO	3 Board members
Headteacher	2 Board Member and CEO	Board Member
All other posts	Headteacher, CEO (or member of Exec Team) and 1 LAB governor	Board Member

GRIEVANCE

Posts	Delegated Authority	Appeal
Chief Executive Officer	Chair of the Board	3 Board Members
Trustee	CEO and Board Member	3 Board Members
Headteacher and Exec Team	CEO and Board Member	3 Board Members
All other posts	Headteacher or member of Executive team	CEO or Board Member, Headteacher and LAB Governor

ACTING UP PAYMENTS/ADDITIONAL PAYMENTS

Posts	Delegated Authority Appeal
Chief Executive Officer	Trust Board on recommendation of Finance Committee/CEO Pay Review Committee
Headteacher and Exec Team	Trust Board on recommendation of CEO
Deputy or other central team staff	Trust Board on recommendation of CEO
All other posts	Headteacher on the advice of the CEO

PERFORMANCE MANAGEMENT

Posts	Delegated Authority
Chief Executive Officer	CEO Performance Mngt Committee + External Representative
Exec Team	CEO & Trust board member
Other central team staff	CEO or Exec Team
Headteacher	CEO & Chair of LAB
All other posts	Headteacher & Pay and Performance Committee Trust: Executive team Member

OTHER HR FUNCTIONS

Function	Delegated Authority
Compromise agreements up to and including £10,000	HR / Exec Team to agree terms CEO to sign
Compromise agreements in excess of £10,000	CEO and HR / CFO to agree terms Chair of Board to sign
Compromise agreements in excess of £50,000	Trust approval and then Approval to be sought from the ESFA/HM Treasury
Staffing restructures	In School: CEO
	In Trust: Trust board
Re-grading/Re-designation/increase in hours	CEO and CFO + Pay and Performance Committee
Creation of permanent new posts with salary above £50,000	Trust Board with salary recommendation from Finance Committee
Creation of permanent new posts with salary below £50,000	CEO
Creation of temporary new posts of up to 1 year	CEO
Revisions to Pay and Conditions	Trust Board

Decision to make Redundancies	In School: CEO and CFO
	In Trust: The Trust Board
Authorisation of redundancy/early retirement payments	In school: CEO and CFO
	In Trust: The Trust Board
Determination of CEO's pay range	Trust Board on recommendation from CEO Pay Review Committee
Determination of pay range for an individual with a salary in excess of £50,000	Trust Board on recommendation from Finance Committee
Determination of pay range for an individual with a salary less than £50,000	CEO
Determination of pay progression of the Chief Executive Officer	Trust Board on recommendation of CEO Performance Management Committee/CEO Pay Review Committee
Determination of pay progression of Trust central team and Headteachers within their pay grade	CEO recommendation to the Finance Committee to be agreed by the Board on the basis of Performance Management
Determination of pay progression of Deputy Headteachers within their pay grade	CEO reported to the Finance Committee and The Epworth Education Trust Board on the basis of Performance Management
Determination of pay progression of teaching posts below Deputy Headteacher within their pay grade (including Threshold)	Headteacher on agreement with CEO, reported to the Finance Committee on the basis of Performance Management
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	Exec Team

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Education and Curriculum									
Education & Curriculum	1	Approval and monitoring of Trust and school targets for pupil achievement, attendance and well being			No	Responsible for proposing trust and school targets to the Board and providing appropriate reporting		Review of school target setting and responsible for holding Headteacher to account	Reports to LAB and Board
	2	Approval and monitoring of Trust and school targets for quality of teaching and learning			No	Responsible for proposing Trust and school targets to the Board and providing appropriate reporting		Review of local target setting and responsible for holding Headteacher to account	Reports to LAB and Board
	3	Approval of academy Post-Ofsted Action Plan sign off for any academy that isn't RI or SW/SM category improvement plans			Yes	Responsible for linking Academy plans to Trust Strategic plan and checking quality		Delegated authority for approval and monitoring of school improvement Plans	Provides plans to LAB for approval
	4	Post-Ofsted Action Plan sign off for any academy that has RI or SW/SM category			No	Makes recommendation to Board			
	5	Curriculum: Planning, implementation and review			Yes	Monitors effectiveness of curriculum		Monitors effectiveness of curriculum	Develops and delivers curriculum

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Education & Curriculum						plans		plans	plans
	6	Sign off of Trust educational policies (e.g. off site visits,			No	Makes recommendations to Board			
	7	Sign off of school educational policies and procedures (e.g. teaching and learning policy, marking policies)			Yes	Approves policies and procedures		Approves policy or recommends to CEO for approval as per policy schedule. Then is responsible for the implementation and monitoring of the school's policies and procedures	Makes recommendations and reports to LAB
	8	Term dates			Yes	Consulted and recommended		Approves	Makes recommendations
	9	Length/ organisation of School day			Yes	Consulted and recommended		Approves	Make recommendations

Area	Number	Decision	Delegation						
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
Education & Curriculum	10	Fixed term exclusions			Yes	Reports to Trust Board or the Standards Committee		Receives report monitors and tracks patterns	Follows LA procedures and reports to LAB and CEO
	11	Permanent exclusions			Yes	Reports to Trust Board or the Standards Committee		Delivers the management process	Follows LA procedures
	12	Exclusion appeals			Yes	Reports to Trust Board or the Standards Committee		Delivers the management process	Follows LA procedures
	13	To approve an admissions policy			No	Can exercise authority to recommend change to the Board		Consulted	Consulted
	14	Admission appeals			Yes	Can exercise authority to recommend change to the Board		Consulted	Authorised to attend admission appeals
	15	To contribute to and monitor the relevant areas of the SDP to ensure it addresses priorities for raising standards			Yes	To receive report and feed into the Board of Trustees		To monitor impact	To implement and monitor

Area	Number	Decision	Delegation					
			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board

Education & Curriculum	16	To establish, adopt and review the policies and provision for Collective Worship and Religious Education			Yes	To receive report and monitor		To monitor impact and ensure compliant	To implement and monitor
	17	Approving the approach to RE to be adopted throughout the Trust and assist in the provision of resources and training			No	Support the approach throughout the Trust		To monitor impact and ensure compliant	To implement and monitor
	18	Provision of Relationships, Sex and Health Education – to establish and keep up to date a written policy			No			To monitor impact and ensure compliant	To implement and monitor
	19	To ensure provision of free school meals to only those pupils meeting the criteria			Yes			To monitor and ensure compliant	To implement and monitor
	20	To discharge duties in respect of pupils with special needs by appointing a “responsible person”			Yes			To monitor impact and ensure compliant	To implement and monitor

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Health and Safety									
Health & Safety	1	Health and Safety Policy			No		Produces template	Responsible for implementation of local policy	Responsible for implementation of local policy
	2	Health and Safety monitoring			No		To implement as per plan, produce report for Trust Board	Monitors and ensures compliant	To implement as per the plan and produce report for LAB with SBM
	3	Health and Safety Reporting			Yes		Monitor and report to the Trust Board	Responsible for implementation of local policy	
	4	Ensuring the adequacy of health and safety practice throughout the Trust			No		Oversees Trust arrangements and reports to Board	Ensures Academy arrangements are adequate	Responsible for implementation of policy. Reports to LAB
	5	Critical incident planning			Yes but monitors	Ensures critical incident plans are adequate and in place	Holds Trust and School Critical incident plans and reviews as appropriate	Monitors	Responsible for amending template appropriate to school. Reports to LAB
	6	Health and Safety RIDDOR reporting			Yes, but monitors	Ensures school	Ensures		Responsible for implementation

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			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
						arrangements are adequate. Reports to Trust Board	school arrangements are adequate. Reports to Trust Board		of policy. Reports to LAB
	7	Health and Safety Accident reporting			Yes, but monitors		Monitoring and reporting of exceptions to the Trust Board	Ensures that accident reporting arrangements are in place and actions followed up	Responsible for the implementation of accident reporting arrangements
	8	Buildings insurance and personal liability. Ensure fully accuracy of insurance cover			Yes, but monitors		Finds best value. Approved by the finance committee		
	9	Statutory training			Yes, but monitors		Monitors Trust statutory training for H&S and reports to the Trust Board. Ensure quality assurance of school statutory training	Monitors school statutory training for H&S	Responsible for ensuring that there are arrangements for statutory training for H&S

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			ESFA	Members	Is Authority delegated from Board	CEO	Exec Team	Local Advisory Board	Headteacher
	10	Statutory compliance testing			Yes, but monitors		Monitors Trust statutory compliance testing	Monitors school statutory compliance testing	Responsible for ensuring that there are arrangements for statutory compliance testing
	11	Risk assessments including Fire RA and asbestos RA			Yes, but monitors		Monitors Trust risk assessments in particular Fire, Residential and Asbestos	Monitors school risk assessment compliance	Responsible for ensuring that there are arrangements for completion of Risk assessments
	12	General monitoring and action plans in relation to safety of sites including buildings conditions			Yes, but monitors	Responsible for monitoring the impact of operational arrangements	Reporting of exceptions to the Trust Board	Monitors	Responsible for ensuring operational arrangements are in place and effective. Reports to LAB

Area	Number	Decision	Delegation					
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Safeguarding									
Safeguarding	1	Complete and maintain a single central register			Yes	Quality assure SCR report back to board	Ensures single central register is in place for central team	Quality assures SCR	Ensures a compliant SCR is in place for the school
	2	Appoint a Board member as lead safeguarding trustee			No – Board ensure a Trustee holds this responsibility				
	3	Appoint a safeguarding governor			Yes			Chair of LAB ensures safeguarding governor is in post	
	4	Ensure an annual safeguarding review is completed at each school			Yes	Implement a review and report key findings to the board	Quality assures the review	Comply with actions from review	Ensure review is conducted and complete actions
	5	Ensure appropriate members of staff and governors are trained in safer recruitment			Yes		Oversees compliance		Responsible for ensuring training is complete and regularly updates their knowledge in this area
	6	Ensure each academy has an appropriately trained designated			Yes			Ensures DSL is in	Ensures that a DSL is available

Safeguarding		safeguarding lead (DSL)						post and has appropriate training and time to carry out duties	to staff and pupils
	7	Ensure a trust wide safeguarding policy is in place and compliant with statutory guidance			No	CEO quality assures the policy	Reviews procedures and Policies annually		
	8	Ensure individual school safeguarding policies are in place and compliant with statutory guidance			Yes			Ensures policy is compliant and reviewed annually	Ensures policy is enacted
	9	Ensure all staff receive regular and appropriate safeguarding training			Yes		Quality assures training		Ensures training takes place
	10	Ensure central team receive regular and appropriate safeguarding training			Yes	CEO quality assures training	Lead safeguarding member ensures central team have completed training		
	11	Ensure that files related to the protection of children are continually updated, well-organised and held securely			Yes		Quality assures arrangements for the storage of records	Quality assures arrangements for the storage of records	Ensures effective systems in place