

Leading Learners Academy Trust

Scheme of Delegation



Rationale

The underlying principles for this Scheme of Delegation are:

That all academies in the Trust are in a partnership but require different levels of support and will be given different levels of autonomy depending on their school performance.

Leading Learners Academy Trust is a registered charity and it remains true to its aims and objectives.

The Board of the Trust is mindful that their function is to ensure that all statutory obligations are met.

The Governors of the Academy are best able to service the needs of their Academy and their local community. The Trust Board's intention is to be as light-touch as possible within the Scheme of Delegation in order for the Local Governing Body to make decisions at a local level to fully meet the needs of the students and the local community.

The Trustees have the right to add to and amend this Scheme of Delegation as appropriate and when required.

All staff within the Trust and Academies must follow any and all reasonable instructions and directions in line with this Scheme of Delegation. Failure to do so may be considered a breach of terms of employment and subject to disciplinary action.

Central Functions

A contribution of c. 5% of the Academy's budget is levied which enables all academies access to a range of functions and services as and when required. This excludes pupil premium, any surplus carried forward or income generated by the Academy. In addition, when necessary, specific charges are made for bespoke intervention when curriculum and performance require long-term support or significant deployment of subject specialists.

Deployment of Support

The ultimate responsibility for the deployment of support belongs to the Chief Executive. This will be based on identified need. Academy Head teachers should discuss their requirements with the Chief Executive, who will then obtain support on their behalf from within the Trust or from an appropriate external source. There will be a two day review every academic year, early in the autumn term, to ensure school improvement priorities are based on outcomes for pupils.

Budget Setting
All final Academy and Group budgets must be submitted to the Board for ratification by the 30 th June each year. The budgets will be drafted by the Finance Director in conjunction with the Head Teacher and Business Manager (or equivalent) of each Academy, and presented to the Trustee Board for approval. Local Governing Boards will receive an advisory paper on the budget following Board approval. Any variation from this process must be individually approved by the CEO of the Trust and the Chair of Trustees, (for example in the case of earned autonomy or because of the Academy in question being judged Outstanding by OFSTED).
Development Plan
The Headteacher in conjunction with the Local Governing Board (LGB) will submit the School Development Plan and Summary SEF to the Chief Executive by the end of September each year.

Delegated Duty	Delegated Authority	Comment
Admissions –consultation on policy	Local Governing Board	All Academies in the Trust will follow the Local Authorities admission policy, unless there is a specific reason to justify departure.
Admissions – increase in numbers	Leading Learners Academy Trust Board	In keeping with earned autonomy principles, successful schools within the Trust are entitled to grow as they see fit. This will be in consultation with the LGB. No consent is required from DfE to increase numbers. Reported to the Trust Board.
Admissions – decrease in numbers	Leading Learners Academy Trust Board	DfE consent is required to decrease numbers and this request must be submitted by the Trust Board.
Admissions – change in oversubscription criteria	Local Governing Board	Report to Trust Board
Admissions - Appeals policy	Local Governing Board	Levels of Appeals to be reported to the Trust Board.
Staffing Level Increase		See full detail in HR Delegation
Staffing Level Decrease – natural wastage		See full detail in HR Delegation
Staffing Level Decrease - redundancy		See full detail in HR Delegation
Capital Programme	Leading Learners Academy Trust Board	Confirmation of proposed capital programmes need to be submitted within one week of approval by the Local Governing Body to the Trust Board following the approval of the LGB.
Capital Programme Contract Variations	Leading Learners Academy Trust Board	The Local Governing Body must build in a 15% contingency for all programmes to allow for some local contract variation during the programme.
Health and Safety	Local Governing Board	It is the responsibility of the LGB to ensure that health and safety laws are adhered to and the appropriate health and safety certificates are in place. The operational compliance of this function will be monitored and audited by the Trust Board. Any notifiable incidents under Health and Safety regulations must also be reported to the Trust Board. Where there are

		immediate public health concerns these must be notified to the Chief Executive immediately the academy becomes aware.
Income Generation (excluding any pupil or community organised fundraising events)	Leading Learners Academy Trust Board	Any income generated by an individual Academy within the Trust belongs to that Academy for them to invest in the future learning of the students. The Trust will monitor the activities carried out to ensure they meet the high professional standards the Trust requires, are properly marketed, insurance and risk assessments are in place. Such income generation must appear as a separate entry in the management accounts, annual accounts, budgets and other financial information generated by the Academy. Any expenditure must be in line with the limits, conditions and levels specified in the Financial Regulations of the Trust, which applies to all Academies in the Trust.
Insurance	Leading Learners Academy Trust Board	The Trust will use its purchasing power to ensure that all Academies receive best value and value for money with their insurance. Each Academy will have an individual policy paid for from its budget.
Appoint Auditors	Leading Learners Academy Trust Board	The same Auditors will work across the Trust.
Agree the Annual Report and Accounts	Leading Learners Academy Trust Board	Each Academy must prepare its own Annual Report and Accounts in the format required by the Trust as the Trust will have to prepare consolidated Annual Accounts for both EFA and Companies house. Annual Accounts are published on the school and DfE websites.
Appoint Responsible Officer	Leading Learners Academy Trust Board	
Appoint adviser to the Responsible Officer	Leading Learners Academy Trust Board	
Prepare Annual School Budget Plan	Finance & Operations Director & Academy Head	

	Teacher & Business Manager	
Delegate Annual Budget	Leading Learners Academy Trust Board	
Vary Central Functions Levy	Leading Learners Academy Trust Board	
Prepare Monthly Management Reports	Academy Business/ Finance Manager	
Appoint Accounting Officer	Leading Learners Academy Trust Board	This is the Chief Executive for all schools in the Trust.
Investments	Leading Learners Academy Trust Board	Surplus monies will be invested centrally on behalf of each Academy in high interest accounts. All interest generated from such investments reverts back to the individual Academy.
IT Software	Finance & Operations Director	Purchase of or use of free source software must be authorised by the Trust Finance & Operations Director and any purchase comply with the financial delegations. Software can only be installed in accordance with Trust data security policies.
IT Hardware	Finance & Operations Director	Purchase of hardware must be authorised by the Trust Finance & Operations Director and any purchase comply with the financial delegations.
Behaviour and Pupil Discipline Policy	Local Governing Board	The Policy must be in accordance with the Trust guidelines on Behaviour and Student Discipline and must be published on the school website in accordance with DfE guidelines.
Fixed Term Exclusions	Head teacher	The Chief Executive, and the Chair of the LGB must be notified of any student who receives fixed term exclusions during the course of a half-term.
Permanent Exclusions	Head teacher, reviewed by Local Governing Board	Permanent exclusions must be notified to the Chief Executive immediately the decision is taken. If the LGB upholds the exclusion the Trust must be contacted to arrange an Independent Review Panel.
Service Level Agreements / Contracts	Finance & Operations Director	Depending on the context of each Academy, each Academy may have different SLAs / Contracts in place. It is the

		responsibility of the Finance & Operations Director to negotiate new SLAs/ Contracts and to ensure that they are receiving value for money and quality of service. From time to time LLAT may procure SLAs on behalf of all academies as part of a best value review.
Finance Agreements	Leading Learners Academy Trust Board	Finance Agreements or Operational Lease Agreements must be specifically approved by the Trust Board as they require DfE approval given the significant long term risk that they can bring.
Safeguarding	Local Governing Board	The Policy must be in accordance with the Trust guidelines on Safeguarding and must be published on the school website in accordance with DfE guidelines.
Curriculum Design	Head Teacher and Local Governing Board	The CEO or designated representative will set the curriculum, which will be reviewed and monitored by both the CEO and the LGB. It is a requirement of the Academy Funding Agreement that a broad and balanced curriculum is provided.
Review and Monitor Curriculum Design and implementation	Chief Executive Officer or their delegated representative	Report to the Trustees.
Provision of Religious Education	Head Teacher and Local Governing Board	It is a requirement of the Academy Funding Agreement that Religious Education is provided.
Provision of Sex Education	Head Teacher and Local Governing Board	These policies will be defined at Trust level and will be applied to all Academies in the Trust. Any variations to this arrangement will require Trust approval.
Provision of Collective Worship	Head Teacher and Local Governing Board	
Provision of Free School Meals	Head Teacher and Local Governing Board	
Adoption and Review of home-school agreements	Head Teacher and Local Governing Board	
Charging and remissions policy for activities	Leading Learners Academy Trust Board	
Format of School Day	Local Governing Board	

Length of School Day	Leading Learners Academy Trust Board	
Pattern of school term and school holidays	Local Governing Board	With two inset days per academic year being common to all Academies in the Trust
Target Setting for Students	Chief Executive Officer of Leading Learners Academy Trust	
Forming Federations or Alliances	Leading Learners Academy Trust Board	
Sponsorship of schools	Leading Learners Academy Trust Board	
Providing school to school support outside the Trust	Leading Learners Academy Trust Board	With prior approval of the Chief Executive
Commercial sponsorship arrangements	Leading Learners Academy Trust Board	
Whistleblowing Policy	Leading Learners Academy Trust Board	
Social Media Policy	Leading Learners Academy Trust Board	
Appoint or Remove Trust Governors	Leading Learners Academy Trust Board	
Increase size of LGB	Leading Learners Academy Trust Board	
Decrease Size of LGB	Leading Learners Academy Trust Board	
Suspend Chair of LGB	Leading Learners Academy Trust Board	
Suspend LGB member who is not a Trust appointee	Local Governing Board	Chief Executive to be informed in advance
Suspend LGB member who is a Trust appointee	Leading Learners Academy Trust Board	

Fill vacancy of parent governors	Local Governing Board	
Appoint associate governors	Local Governing Board	
Appoint chair of LGB	Leading Learners Academy Trust Board	
Elect vice-chair of LGB	Local Governing Board	
Maintain school SEF	Headteacher	
Issuing Press Releases	Local Governing Board	
Issuing Press Statements (i.e. in response to media questions)	Chief Executive Officer	No press statements to be issued via any means without explicit approval of the CEO

Delegated Duty	Value	Delegated Authority	Comment
Authorising monthly salary payments	In line with the salary budget	Finance & Operations Director	Report to Trust Board on any anomalies
Delegated Duty	Value	Delegated Authority	Comment
Signatures for Cheques, BACS payment authorisations and other bank transfers	Up to £1,000	Any two signatures in line with the Bank Mandate (A or B)	Internally held list of A & B signatories, reviewed by Trustees on an annual basis
	Any amounts over £1,000	Two signatures in accordance with the bank mandate and one must be from the A list	Internally held list of A & B signatories, reviewed by Trustees on an annual basis
Delegated Duty	Value	Delegated Authority	Comment
Signatories for grant claims and DfE Returns	Unlimited	The Finance & Operations Director, and one of the following: <ul style="list-style-type: none"> • Chair of the Trust • Chief Executive Officer 	Two signatories, or as required by DfE/EFA

Financial Levels of Authority

Delegated Duty	Value	Delegated Authority	Comment
Virement of budget provision between budget headings	Up to £30,000	Finance & Operations Director	No reporting required
	£30,001 - £50,000	Finance & Operations Director and Chief Executive Officer	Reported to the Trust Board
	£50,001 - £100,000	Finance & Operations Director, Chief Executive Officer and Chair of the Trust	Reported to the Trust Board
	Over £100,000	Finance & Operations Director, Chief Executive Officer and Chair of the Trust	Reported in advance to the Trust Board
Delegated Duty	Value	Delegated Authority	Comment
Disposal of assets	Up to £2000	Business Manager	Reported to the Finance & Operations Director
	£2,001 - £20,000	Finance & Operations Director and Chief Executive Officer	Report to the Trust Board
	Over £20,000	Chief Executive, Trust Board, Finance & Operations Director and DfE	DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration
Delegated Duty	Value	Delegated Authority	Comment
Write-off bad debts	Up to £500	Finance & Operations Director	Reported to the CEO & Trust Board
	Up to £1000	Headteacher and Finance & Operations Director	Reported to the CEO & Trust Board
	Over £1,000	Chief Executive Officer and Finance & Operations Director, plus DfE approval	Reported to the Trust Board
Purchase or sale of freehold property	Any	Trust Board plus DfE approval required	

Delegated Duty	Value	Delegated Authority	Comment
Granting or taking up of any leasehold	Any	Trust Board (DfE approval required for lease 3 years+)	
Granting or taking up of any leasehold or tenancy agreement exceeding 1 year	Any	Trust Board, plus DfE approval required	
Any guarantees, indemnities and letters of comfort entered into	Any	Trust Board, plus DfE approval required	
Defending Legal Claims	Any	Trust Board	
Compromising Legal claims	Any	Trust Board	May be delegated to the Chief Executive, chair of the Board depending on monetary sum
Issuing legal Claims	Any	Trust Board	May be delegated to the Chief Executive or chair of the Board
Investigate Financial Irregularities	Any	Finance & Operations Director	Unless the Finance & Operations Director is implicated – then External Auditors, reporting to the CEO and Chair of the Trust

HR Levels of Authority

APPOINTMENTS	
<p>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training The CEO may nominate an alternative representative if they are unavailable to make up a panel.</p> <p>Trustees and / or the CEO may attend any interview panel for any position in the Trust at their discretion.</p>	
Chief Executive	Trust Board (minimum of 5 members)
Cross-Trust Posts	Chief Executive, Board member and one other as determined by the Chief Executive
Headteacher	Chief Executive, Chair of the Board, Board member, Chair of the Local Governing Board
Deputy Headteacher	Chief Executive, Headteacher, Chair of the Local Governing Board, Board Member
Senior support staff posts, e.g. finance	Chief Executive, Chair of the Trust Board and another member of the Trust Board
Assistant Headteacher	Headteacher, Deputy Headteacher, a Local Governing Board and one other determined by the Headteacher, CEO, Board member
Associate/Aspirant Leader	Headteacher, Deputy or Assistant Headteacher, a Local Governing Board and one other determined by the Headteacher
TLR 1 Posts	Headteacher, Deputy or Assistant Headteacher
TLR 2 Posts	Headteacher, Deputy or Assistant Headteacher
All other Teaching posts	Headteacher, Deputy or Assistant Headteacher
All Support Staff posts (other than senior)	SLT member & Business Manager and / or Finance & Operations Director

DISCIPLINARY CASES AND DISMISSALS

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

- Disciplinary (including suspension)
- 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, dismissals and grievances the following delegation model shall apply:

Posts	Delegated Authority	Appeal
Chief Executive	Chair of Board and another Board member	2 Board members
Headteacher	Chief Executive and Board member	2 Board member
Cross-Trust Posts	Chief Executive	Board Member and a Headteacher or another Board Member
Deputy Headteachers and SLT Members including senior support staff, e.g. finance	Chief Executive or Headteacher	LGB Panel
All other Academy posts	Chief Executive or Headteacher	LGB Panel

OTHER HR FUNCTIONS

Compromise Agreements	Delegated Authority
Compromise agreements up to and including £10,000	Chief Executive to sign Finance & Operations Director to counter-sign
Compromise agreements in excess of £10,000	Chief Executive and Finance & Operations Director to agree terms Chair of Trust to sign
Compromise agreements in excess of £50,000	Two of Chair of Trust Board of Directors, Chief Executive and Head of School to agree terms Approval to be sought from the EFA/DfE
Signature of Letter of Appointments	Delegated Authority
Chief Executive	Chair of Board
Headteacher	Chief Executive

Cross-Trust Posts	Chief Executive
All other posts	Headteacher
Collective Agreements	Leading Learners Academy Trust Board (Chair of Board to sign)
Teachers Pay – Threshold/UPS	Headteacher
Acting up Payments/Additional Payments	Delegated Authority
Chief Executive	Board
Headteacher	Chief Executive, Board Member, Chair or Vice Chair of Local Governing Board/Advisory Board
Deputy Headteacher	LGB (additional payments on recommendation of Pay Committee)
All other Academy Staff	Headteacher
All Cross-Trust posts	Chief Executive
Performance Management	Delegated Authority
Chief Executive	Chair of Trust Board plus two other Trust Board members
Headteacher	Chief Executive plus Board Member and chair of LGB
Cross-Trust Posts	Chief Executive
Deputy Headteacher	Headteacher
All other school posts	In accordance with the list of appointed reviewers approved by the Head of School

Changes to Pay and Structures	Delegated Authority
Creation, re-grading/re-designation/increase in hours of cross-Trust Posts <ul style="list-style-type: none"> • In excess of £50,000 • Below £50,000 	<ul style="list-style-type: none"> • Board • Chief Executive
Academy staffing restructures including re-grading/re-designation/increase in hours	Chief Executive, Headteacher and Chair of LGB
Creation of permanent or temporary new posts within an Academy with salary between £30,001 and £50,000	Chief Executive
Creation of new posts within an Academy with salary below £30,000	Chief Executive and Headteacher
Revisions to Pay and Conditions	Trust Board
Decision to make Redundancies	Trust Board on recommendation from Chief Executive and Finance & Operations Director
Authorisation of redundancy/early retirement payments	Trust Board
Determination of Chief Executive's pay range	Trust Board
Determination of Head teacher's pay range	Chief Executive, Board member and chair of LGB
Determination of pay progression of the Chief Executive	Trust Board
Determination of pay progression of Cross-Trust Posts within their pay grade	Chief Executive recommendation to the Board on the basis of Performance Management
Determination of pay progression of Head teachers within their pay grade	Chief Executive plus Board Member and chair of LGB
Determination of pay progression of Academy SLT within their pay grade	Trust Board on recommendation of Headteacher & CEO on the basis of Performance Management
Determination of pay progression of teaching posts below Deputy Headteacher within their pay grade (including Threshold)	LGB Pay Committee on recommendation of Headteacher on the basis of Performance Management
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	Finance & Operations Director

Any other delegated Authority not described above would need to be referred to the Trust Board for a decision