



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

SCHEME OF DELEGATION

The members' role is discrete and distinct; they are tasked with assessing if the board of trustees is performing well and, as such, are ensuring that the purpose of the trust is being met, and its charitable object is being fulfilled.

The Board of Trustees (referred to in the Trust as Directors) has overall legal responsibility for the operation of the Lydiate Learning Trust (the Trust) and the Schools within it. It is legally responsible and accountable to the DfE and has to operate and comply with the provisions set out in its constitutional documents and all relevant legislation including the Articles of Association of the Trust, the Master Funding Agreement and the Academies Financial Handbook.

In accordance with the terms of its Articles of Association, the Trust's powers are exercised by its Trustees with the CEO having executive authority for day-to-day operations. Trustees are required under the terms of the Trust's Articles to appoint an Academy Governance Committee for each School within the Trust. In accordance with the terms of its constitutional documents and, where applicable, determinations made by the Trustees, this Scheme of Delegation sets out in detail those powers which are reserved to the Trustees (the Board) and the responsibilities delegated to Executive Officers and ACGs.

TASK		MEMBERS	DIRECTORS	TRUST FINANCE & AUDIT COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	CHIEF EXECUTIVE OFFICER	CHIEF EXECUTIVE LEADERSHIP TEAM	DIRECTOR OF SCHOOL IMPROVEMENT	DIRECTOR OF FINANCE	DIRECTOR OF OPERATIONS	DIRECTOR OF HUMAN RESOURCES	SENIOR CLERK TO GOVERNORS	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
1.	STRATEGY													
1.1	Growth Plan		A M			R D M	D	I	I	I	I	I	I	I
1.2	Strategic Plan		A M			R I	D I	I	I	I	I	I	I	I
1.3	Admission of new Schools to Trust		A			R D	D							
2.	GOVERNANCE													
2.1	Appointment and removal of Trustees	A												
2.2	Appointment of AGCs representative to the Trustee Board		A				I					R M		I
2.3	Changes to Scheme of Delegation		A			R	D							
2.4	Terms of reference for committees of the Board of Trustees		A	I	I	I	D					R		
2.5	Approval of Constitution and Terms of Reference for AGCs		A									R		I
2.6	Appoint Chairs of AGCs		A									M		I
2.7	Organise calendar of Board and Core AGCs meetings		A			M						R	I	
2.8	Appoint and remove Clerks to AGCs (if applicable)		A				I					M		
2.9	Appoint Board Advisors		A			R	I							

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2.10	Maintenance of Register of Interests		I									M	I	
2.11	Approval of Trust policies not referenced under other sections		A											
2.12	Head teacher Report for Governors		M					M					A	D
2.13	Appointment and removal of MAT Appointed Governors to AGCs		A				A							
3.	STATUTORY REPORTING													
3.1	Trust Annual Accounts		A	R		I			I					
	Response to Auditors' Management Letter			A						I				
3.3	Appointment/Removal of auditors		A			I			R					
3.4	Budget Forecast Return		A	R		I			I					
3.5	Other Accounting Returns DFE/EFSA		A	R		I			I A					
3.6	Pension Annual Return LGPS								I A					
3.7	Pension Annual Return TP								I A					
3.8	Payroll Annual return								I A					
3.9	Corporation Tax								I A					
4.	SYSTEMS OF INTERNAL FINANCIAL CONTROL													

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4.1	Internal financial control procedures			A					IR					
4.2	Financial regulations and associated policies			A					IR					
4.3	Appointment of Internal Auditors			A					IR					
5.	BUDGET AND MANAGEMENT REPORTING													
5.1	Trust Budget – 3 Year Plan		A	R			I		MD					
5.2	Trust Budget revised – 3 Year Plan		A	R			I		MD					
5.3	Academy Budget – 3 Year plan		A	R					MD					I
5.4	Academy Budget revised – 3 Year plan		A	R					MD					I
5.5	Academy Monthly Management Accounts													I
5.6	Trust Quarterly Management Accounts		A	R					MR					I
6.	PURCHASING AND PROCUREMENT													
6.1	Academy -Enter into contracts above 25000 (within Budget)			M		A			R				R	I
6.2	Academy - Enter into contracts between 5000 – 25000 (within Budget)			M		A							M	
6.3	Academy - Enter into contracts below 5000 (within Budget)													A
6.4	Trust Contracts			M			A		R					
6.5	Expenditure outside of approved Budget (Non Staff)			M		A								R
7.	BANKING AUTHORITY AND CASH MANAGEMENT													

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7.1	Investment		A	R					D					
7.2	Open new bank accounts			M					A					
8.	TRANSACTION PROCESSING													
8.1	Purchasing					A			M					A
8.2	Income								M					A
8.3	Control Account Reconciliation								A					
8.4	Write-off bad debts under £5000								A					
8.5	Write-off bad debts over £5000			A					R					
9.	FIXED ASSETS													
9.1	Asset Register								M					I
9.2	Addition and disposal of assets OVER 5000			M		A			R					I
10.	STAFF AND PAY													
10.1	Approval of new or replacement Headteacher post		A			R			M		M		RM	
10.2	Approval of new or replacement role/ school staffing structure (Leadership roles other than Headteacher)					A			M		M		RM	D
10.3	Approval of new or replacement role/ school staffing structure (Non - Leadership)					A			M		M		RM	DRI
10.4	Undertake the recruitment process and appoint the Head teacher		A			A					I		I	

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10.5	Undertake the recruitment process and appoint a School leadership roles (other than Headteacher)					A					AI		DM	I
10.6	Undertake the recruitment process and appoint School teaching and support roles					A			A				M	RI
10.7	New job descriptions and job evaluations										A			DRI
10.8	Restructures, redundancies processes		A			A	R				RDI		M	DI
10.9	Settlement Agreements					A					RI			R
10.10	Establishing and setting HR policies					A	R				DRI			
10.11	Suspension/return of Head teachers		A								RI			
10.12	Suspensions/return of school teaching and support staff					A					RI			A
10.13	Undertake an investigation relating to the Headteacher under a HR policy		I			I		I	I	I	I		I	I
10.14	Undertake an investigation relating to a schools based employee under a HR Policy		I			I		I	I	I	I		I	I
10.15	Take formal action relating to a Headteacher under a HR policy		A			A								
10.16	Take formal action relating to a school based employee under a HR policy		A			A							A	A
10.17	Dismissal of Headteacher by panel (Trustee)		A			A							A	
10.18	Dismissal of school based staff by panel * (Governor and Central Leadership Team/Trustee)		A				A				RI		I	I
10.19	Inflationary pay increases		A			R	R		RI		RI			I

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10.20	Undertake Headteacher performance review process					I							A	I
10.21	Headteacher pay progression within ISR		A			R			I		RI		R	
10.22	Change to Headteachers ISR		A			R					RI		R	
10.23	Undertake School leadership members performance review process (other than Headteacher)												M	I
10.24	School Leadership members pay progression/change of ISR (other than Headteacher)					A					RI		M	R
10.25	Undertake UPS teachers performance review process and pay progression					A							M	RI
10.26	School teaching (main scale) and support staff roles pay progression					M							AM	RI
10.27	Undertake School teaching and support staff performance review					M							M	IA
11.	PERFORMANCE AND CURRICULUM													
11.1	School Development Plan		A		M	A		M					M	
11.2	Review progress against School Development Plan				M	M		M			M		M	I
11.3	School SEF Evaluation					M		M					A	ID
11.4	Curriculum Statement and Overview		A		M	A		M			A		R	D
11.5	Sex Education and Relationships Policy				A	A							M	I
11.6	Collective Worship and RE				M	M		M					RM	I
11.7	Teaching and Learning Policy				A	A		DM						DI

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11.8	Pupil Premium Strategy				M	A		A					MR	DI
11.9	Special Educational Needs and Disability Policy				M	A		DM					M	DI
11.10	Target Setting				M	A		A					RM	D
12.	ADMISSIONS													
12.1	Agree Admissions arrangements (policies))		A			A				RM I			R	I
12.2	Determine and publish admissions arrangements/policies (DBE)									RM I			R	I
12.3	Allocation of in year places under PAN					M				M			R	A
12.4	Admittance over PAN/refusal of place					M				M			R	A
12.5	School Admission Appeals in relation to applications					M	M			I			R	MI
13.	PUPIL BEHAVIOUR													
13.1.	School Behaviour policies (F)					A							M	I
13.2	Exclusions Policy					A							M	I
13.3	Anti-bullying Policy (F)					A							A	DI
13.4	Fixed term Exclusion													A
13.5	Permanent Exclusions					A							A	R
13.6	Appointment of panel to hear appeals against a permanent exclusion						I						I	

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14.	SCHOOL ORGANISATION													
14.1	School times of day and term dates						A						A	
14.2	Change of School Age Range (DBE)		A			R	D							D
14.3	Attendance Policy					A							M	D
14.4	Inset Days, Shared Inset Day					A							RI	RI
15.	HEALTH AND SAFETY													
15.1	Health & Safety Policy		A			R				DR				
15.2	Risk Management Plan		A			R			DR	DR				
15.3	Report on Risks to Board								R	R				
15.4	School Critical Incident Plan												A	D
15.5	Trust Critical Incident Plan		A	R		R	D			R				
16.	PREMISES & INSURANCE													
16.1	Statutory compliance testing									M				I
16.2	Fire risk assessment and Asbestos risk assessment									M				I
16.3	Monitoring and action plans in relation to safety of sites including buildings conditions						M			I			I	
16.4	Premises related policies		A			A				DM			A	IR
16.5	Trust Premises & Capital Strategies		A			R	R			RD				I

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16.6	Trustees Indemnity Insurance		A						I					
17.	SAFEGUARDING													
17.1	Safeguarding Policy (Umbrella Trust statement)		A			A	DR						M	I
17.2	School Safeguarding Policy						M						A	IM
17.3	Undertake Safeguarding audits						MI						M	IM
17.4	Implementation of actions from Safeguarding audits					M	M	M					M	I
17.5	Safeguarding training						M						M	I
17.5	Reporting of Safeguarding/CP concerns						D						M	DI
18.	ICT & DATA PROTECTION (Including GDPR Compliance)													
18.1	Trust ICT Strategy		A							DR				I
18.2	GDPR Compliance			M						I	D		M	I