

# SCHEME OF DELEGATION

## ABOUT THIS SCHEME OF DELEGATION

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within Lydiate Learning Trust (LLT/The Trust). The Trust Board, the Executive Team, Academy Headteachers and Academy Governance Committees (AGC's).

This summary uses 4 key delivery areas as follows:

- 1) **Approves** – This group agrees the task. This person or body ultimately has responsibility for this task. This person or body must make sure that responsibilities are assigned in the Matrix for all related activities
- 2) **Monitors** – This person or body ensure the task is done to the very best of ability, is completed thoroughly, has the desired impact and is delivered on time.
- 3) **Implements** – This person or body completes the task to the very best of ability. These are the “doers” of the task. Several people can be either jointly responsible or responsible for delivering a specific aspect of a task.
- 4) **Recommends** – This person recommends to the relevant Board.

We believe that governance at school level truly adds value and is essential for driving school improvement. In support of this the MAT Board delegates decision making powers to the MAT central team, the AGC's and Headteacher's as per the Matrix contained within.

This document details the following roles in Trust Governance:

## MEMBERS

The Members' role is discrete and distinct; they are responsible for securing assurance that the Board of Directors (Trustees) has sound governance arrangements in place and is leading the Trust effectively, particularly in relation to financial management. This is crucial to ensuring that the purpose of the Trust is being met, and its charitable object is being fulfilled.

## THE BOARD OF DIRECTORS/TRUSTEES

The Board 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 relevant legislation including that detailed with the Trust Academies Handbook, along with those stated within its constitutional documents including the Articles of Association and the Master Funding Agreement.

## **TRUST BOARD COMMITTEES**

The Trust Board is supported by several committees that deliver detailed scrutiny and make delegated decisions on behalf of or make recommendations to the Board. These are the Standards & Outcomes Committee, Finance & Resources Committee, Audit & Risk Assurance Committee, Pay & Performance Committee. The Trust Board on occasions, and from time to time, also establishes other committees to manage particular issues e.g. pandemic or standards in a particular Trust setting.

## **ACADEMY GOVERNANCE COMMITTEES (AGC'S)**

Directors are required under the terms of the Trust's Articles to appoint an Academy Governance Committee for each School within the Trust.

AGC's are local school committees of the Trust Board. The AGC will monitor and understand how the Academy is led and managed, be the key link between the Academy and its community and have a role in influencing decision-making. They will have a direct link to the Trust Board should concerns needs to be raised via the Chair of the AGC who would contact the Senior Governance Professional, in writing.

## **CHIEF EXECUTIVE OFFICER (CEO)**

In accordance with the Articles of Association, the Trust's powers are exercised by its Directors with the CEO having executive authority for day-to-day operations.

## **EXECUTIVE TEAM**

This is the central team of the Trust led by the CEO and consisting of the Senior Directors responsible for the running of the organisation, supporting individual centres, to advance education for public benefit and to achieve targets as set by the Trust Board. The membership includes the CEO, Director of School Improvement (x3), Director of Finance, Director of Operations and Director of Human Resources.

## **ACADEMY HEADTEACHERS**

Within the Trust are responsible for all aspects of the day to day running of their setting and operational delivery of Academy improvement plans.

## **APPROVAL & RENEWAL**

The Trusts Scheme of Delegation will be renewed at least annually or so that the roles & responsibilities outlines continually reflect the relatives of the Trusts organisation or when another school joins the Trust.

TASK																
<b>KEY:</b> <b>A = Approves</b> <b>M = Monitors</b> <b>I = Implements</b> <b>R = Recommends</b>		MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
<b>1.</b>	<b>DEVELOPMENT</b>															
1.1	Growth Plan/Expansion Plan		A						R							
1.2	Strategic Plan		A						R	I	I		I	I	I	I
1.3	Admission of new Schools to Trust		A						R	I	I		I	I		
<b>2.</b>	<b>GOVERNANCE</b>															
2.1	Appointment and removal of Directors (Trustees)	A	R						R					I		
2.2	Appointment and removal of Directors (Trustees)	A	R/I						R					I		
2.3	Changes to the Scheme of Delegation		A						R	I	I		I	R/I	I	I
2.4	Terms of Reference for Board Committees		A	I	I	I								R/I		
2.5	Approval of Terms of Reference for AGCs		A											R/I	I/M	I
2.6	Appointment of AGC Chairs		A						R					R/I	R	
2.7	Production of Annual Meeting Schedule for all Governance related meetings		A	I	I	I			I	I	I		I	R/I	I	I
2.8	Appointment and dismissal of Senior Governance Professional & Academy Governance Professional (if applicable)		A						R/I					R/I		
2.9	Appoint Board Advisors or allocated Executive team		A						R					R		
2.10	Maintenance of Register of Business Interests - Board		A								M			R/M/I		

TASK																
<b>KEY:</b> <b>A = Approves</b> <b>M = Monitors</b> <b>I = Implements</b> <b>R = Recommends</b>		MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
2.11	Maintenance of Register of Interests - AGCs													R/M/I	A/M	
2.12	Approval of statutory Trust policies not referenced under other sections		A						R	I	I		I		I	I
2.13	Provision of the termly Headteacher Report to the AGC		M	M	M	M			M						M	I/R
2.14	Appointment and removal of Board Appointed Governors to AGCs		A						R					M/I	R/I	R/I
3.	<b>STATUTORY REPORTING</b>															
3.1	Trust Annual Accounts		A			R			I		I					
3.2	Response to Auditors' Management Letter		A			R					I					
3.3	Appointment/Removal of External Auditors	A				R			I		I					
3.4	Budget Forecast Return		A	R					I		I					
3.5	Other Accounting Returns DFE/ESFA		A	R					I		I					
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/HMRC/VAT										I/A					
3.10	Monthly Payroll										A		A			
4.	<b>SYSTEMS OF INTERNAL FINANCIAL CONTROL</b>															

TASK			MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
KEY: A = Approves M = Monitors I = Implements R = Recommends																	
4.1	Internal financial control procedures			A			R					I					
4.2	Financial regulations and associated policies			A			R					I					
4.3	Appointment of Internal Auditors			A			R			R		I					
4.4	Ensuring compliance with equalities legislation			A						M	M			I		M	I
5.	<b>BUDGET AND MANAGEMENT REPORTING</b>																
5.1	Trust Budget – 3 Year Plan			A	R					R	I	M		I		M	M
5.2	Trust Budget revised – 3 Year Plan			A	R					R	I	M		I		M	M
5.3	Academy Budget – 3 Year plan			A	R					R	I	M		I		M	M
5.4	Academy Budget revised – 3 Year plan			A	R					R	I	M		I		M	M
5.5	Academy Monthly Management Accounts											M					M
5.6	Trust Monthly Management Accounts			A	R					R		M					M
6.	<b>PURCHASING AND PROCUREMENT (Ordering goods and services (Raising requisitions) Signatories for cheques, BACS payment authorisations and other bank transfers)</b>																
6.1	Academy -Enter into contracts above 60000 (within Budget)			A	R					R		M				R	I
6.2	Academy -Enter into contracts between 25000 and 60000 (within Budget)			M	M					A		R					
6.3	Enter into contracts between 5000 – 25000 (within Budget)			M	M					M		A				M	I

TASK		MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
KEY:																
A = Approves																
M = Monitors																
I = Implements																
R = Recommends																
6.4	Enter into contracts below 5000 (within Budget)										M				M	A
6.5	Trust Contracts (within Budgets) DN what about above £60k			M						A	A/R		A			
6.6	Expenditure outside of approved Budget (Non-Staff) Under £4.999		M	M					A		R					A
6.7	Expenditure outside of approved Budget (Non-Staff) Under £5,000 to £24.999		M	M					R		R					R
6.8	Expenditure outside of approved Budget (Non-Staff) Under £25,000 to £50,000		A	R/M					R		R					R
6.9	Expenditure outside of approved Budget (Non-Staff) over £50,000		A	R					R		R					R
7.	BANKING AUTHORITY AND CASH MANAGEMENT															
7.1	Investment		A	M							I/R					
7.2	Open new bank accounts			A							I/R					
8.	TRANSACTION PROCESSING															
8.1	Control Account Reconciliation										A					
8.2	Write-off bad debts under £5,000										A					
8.3	Write-off bad debts between £5,000 and £10,000			A												
8.4	Write-off bad debts over £10,000		A	M							R					
9.	FIXED ASSETS															
9.1	Asset Register										A					

TASK																
<b>KEY:</b> <b>A = Approves</b> <b>M = Monitors</b> <b>I = Implements</b> <b>R = Recommends</b>		MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
9.2	Addition and disposal of assets over £5000		A	M							R/I					
10.	<b>HUMAN RESOURCES</b>															
10.1	Approval of replacement Headteacher post		A						R				M		R	I
10.2	Approval of replacement role/ school staffing structure (Leadership roles other than Headteacher) – within Budget								A				M		M	I/R
10.3	Approval of replacement role/ school staffing structure (non-Leadership) – Within Budget								A	M	M		M		M	I/R
10.4	Undertake the recruitment process for Head teacher		A						R/I	M	M		M/I	I	I	
10.5	Undertake the recruitment process and appoint a school leadership role (other than Headteacher)								A/I	M	M		M/I		M	I/R
10.6	Undertake the recruitment process and appoint School teaching and support roles – within Budget									M/I	M/I		M/I		M	A/I
10.7	New job descriptions and job evaluations – but not funding of								A				R			R/I
10.8	Restructures, redundancies proposals		A						R	R	R		R/M		M	R/I
10.9	Settlement Agreements (Less than £35,000)		M						A				R/I			R
10.10	Settlement Agreements (£35,000 to £50,000)		A						R				R/I			R
10.11	Establishing and setting HR policies (Non-Statutory)								A				R/I			I
10.12	Establishing and setting HR policies (Statutory)		A	M					R				R/I			I
10.13	Suspension/return of Head teachers								A	R	R		R/M		M	

TASK		MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
KEY:																
	A = Approves															
	M = Monitors															
	I = Implements															
	R = Recommends															
10.14	Suspensions/return of teaching and support staff								A	M	M/I		R/M			R/I
10.15	Undertake an investigation relating to the Headteacher under a HR policy								A				M	I	I	
10.16	Undertake an investigation relating to teaching and support staff under a HR Policy								M		M/I		M			A/I
10.17	Take formal action relating to a Headteacher under a HR policy								A				M	I	A/I	
10.18	Take formal action relating to teaching and support staff under a HR policy								M		M/I		M		M	I/A
10.19	Dismissal of Headteacher by panel (Trustee)		A/I						R				M	I	R	
10.20	Dismissal of teaching and support staff by panel * (Governor and Central Leadership Team/Trustee)								M				M	I	A/I	R
10.21	Agree inflationary pay increases		A						R		R/I		R/I			
10.22	Undertake Headteacher performance review process		A						R				M	I	R/I	
10.23	Headteacher pay progression within ISR		A						R		I		M/I		R	
10.24	Change to Headteachers ISR		A						R		I		M/I		R	
10.25	Undertake School leadership members performance review process (other than Headteacher)								M				M		M/R	I/R
10.26	School Leadership members pay progression/change of ISR (other than Headteacher) - within national statutory guidance						A		M		I		M/I		M	R



TASK		MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
<b>KEY:</b> <b>A = Approves</b> <b>M = Monitors</b> <b>I = Implements</b> <b>R = Recommends</b>																
10.27	Undertake UPS teachers' performance review process and pay progression – within national statutory guidance						A		M				M		M	R
10.28	School teaching (main scale) and support staff roles pay progression within national statutory guidance						A		M		I		M/I		M	R
10.29	CEO performance review.		A					M/I					I	I		
<b>11.</b>	<b>SCHOOL IMPROVEMENT</b>															
11.1	School Development Plan				M				M	A					M	I
11.2	Review progress against School Development Plan				M				M	A					M	I/R
11.3	School SEF Evaluation				M				A/M	M					M	I
11.4	Curriculum Statement and Overview		A		R				M	M/R					M	I
11.5	Sex Education and Relationships Policy				M										A	I/R
11.6	Collective Worship and RE														A/M	I/R
11.7	Teaching and Learning Policy				M				A	R/M					M	I
11.8	Pupil Premium Strategy				M				A	R/M					M	I/R
11.9	Special Educational Needs and Disability Policy (ensuring compliance with the SEND Code of Practice)		A		M/R				R	R/M					M	I
11.10	Delivering careers guidance		A		A				R	M					M	I
<b>12.</b>	<b>ADMISSIONS</b>															
12.1	Agree Admissions arrangements (policies)		A		R				R						M	I

TASK			MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
KEY:																	
A = Approves																	
M = Monitors																	
I = Implements																	
R = Recommends																	
12.2	Allocation of in year places under PAN									M	M						R
12.3	Refusal of place									M	M						R
12.4	Admittance over PAN			A						R	M					M	R/I
12.5	School Admission Appeals in relation to applications (Managed by approved body eg, LA)			A						M	M					M	M
13.	BEHAVIOUR																
13.1	Trust Behaviour Policy			A		R				R	R					M	I
13.2	Exclusions Policy			A		R				R	R					M	I
13.3	Trust Anti-bullying Policy			A												A/R	I/M
13.4	Suspensions									M	M					M	A/I/M
13.5	Consideration of Permanent Exclusion Cases									A	M/R					R/I/M	R/I/M
14.	SCHOOL ORGANISATION																
14.1	School times of day and term dates					A				R	R					R	I
14.2	Change of School Age Range			A						R						M	I
14.3	Attendance Policy			A		R				R	R/M					M	I
14.4	Inset Days, Shared Inset Day			A		R				R	M					M	I
15.	OPERATIONS																

TASK																
KEY: A = Approves M = Monitors I = Implements R = Recommends		MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
15.1	Health & Safety Policy		A						R		R/M /I				I	I
15.2	Risk Management Policy		A						R		R/M /I				I	I
15.3	Report on Risks to Board		A	M		M			M	M	R		M		M	I
15.4	School Business Continuity Policy										R/M /I				A	I
15.5	Trust/School Business Continuity Policy		A						R		R/M /I				I	I
16.	<b>PREMISES &amp; INSURANCE</b>															
16.1	Statutory compliance testing								A		M/I					I
16.2	Fire risk assessment and Asbestos risk assessment								A		M/I					I
16.3	Monitoring and action plans in relation to safety of sites including buildings conditions		A	M						M	M/I		M		I	I
16.4	Trust Premises & Capital Strategies		A	M					R		R/M /I				A	I
16.5	Trustees Indemnity Insurance										I					
17.	<b>SAFEGUARDING</b>															
17.1	Safeguarding Policy and Procedures are in line with statutory and non-statutory guidance.		A		M				R/M	M			M		R	I
17.2	Reporting on Child Protection and Safeguarding		M		M				M	I/M						I

TASK			MEMBERS	DIRECTORS/TRUSTEES	TRUST FINANCE & RESOURCES COMMITTEE	TRUST STANDARDS & OUTCOMES COMMITTEE	TRUST AUDIT & RISK ASSURANCE COMMITTEE	PAY & PERFORMANCE COMMITTEE	CEO PERFORMANCE REVIEW COMMITTEE	CHIEF EXECUTIVE OFFICER	DIRECTOR OF EDUCATION	DIRECTOR OF FINANCE AND OPERATIONS		DIRECTOR OF HUMAN RESOURCES	SENIOR GOVERNANCE PROFESSIONAL	ACADEMY GOVERNANCE COMMITTEE	HEADTEACHER
<b>KEY:</b> <b>A = Approves</b> <b>M = Monitors</b> <b>I = Implements</b> <b>R = Recommends</b>																	
17.3	Annual safeguarding audits conducted, and any actions identified are addressed					M				A	M					A	I/M
17.4	Single Central Record is maintained in line with statutory requirements					M				M	M			M		A	I
17.5	Identify Risks to effective safeguarding, taking action to reduce potential risks			M		M				M	I/M					M	I
17.6	Designated Safeguarding Leads at Trust and School level are appointed			M						I						M	I
17.7	Support for Looked After Children			M							M					M	I
17.8	Safer Recruitment policy and procedures (Disclosure and Barring Checks)			A						R	M			I		M	I
18.	ICT																
18.1	Trust ICT Strategy			A						R	M	M/I		M/I			I
18.2	GDPR Compliance			A	M					R	M/I	M/I		R/M/I		M	R/M/I
19.	OTHER																
19.1	Attending Trust Ofsted Inspections			I						I	I	I		I		I	I
19.2	Engaging with stakeholders			M						I/M	I/M	I/M		I/M		A/M	I/M
19.3	Complaints – L2															M	I
19.4	Complaints – L3					M				M					M/I	M/I	M/I
19.5	Complaints – L4					I/M/R				M/R					M/I	M/I	I