

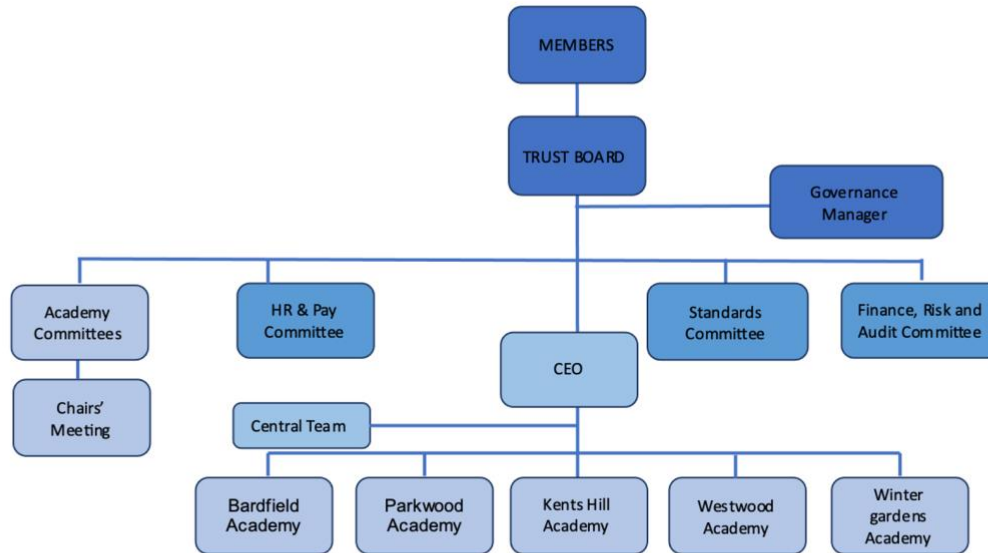


South Essex Academy Trust

Scheme of Delegation

Where uncertainty exists in the interpretation of this scheme of delegation or if any responsibility or decision making appears not to be covered then the CEO should consult with the Chair of the Board of Trustees and the Headteacher or Chair of the Academy Committee should consult with the CEO.

SEAT GOVERNANCE STRUCTURE



Scheme of Delegation Key:

- ✓ Final decision-making group
- X Action and discussed and decision made to go to next level for sign off for approval
- R Recommendations

Decision	Delegation							
	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
1.Trust Board and Governance								
1.1 Appoint / remove Members	✓							
1.2 Appoint / remove Trustees	✓							
1.3 Appoint Trust auditors	✓							
1.4 Submit Annual reports and accounts		✓	X	X				
1.5 Ensure Trust Financial Regulations are in compliance with ESFA recommendations		✓	X					
1.6 Agree role descriptions for trustees/chair/ specific roles/committees		✓						
1.7 Ensure safeguarding compliance and a lead is appointed 1		✓						
1.8 – Make arrangements for election of parent and staff members of Academy Committee							✓	R
1.9 – Appoint members of Academy Committees (other than elected parent and staff members)		✓					R	R
1.9 Appoint and remove Board committee Chairs and AC Chair		✓						

Decision	Delegation							
	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
1.10 Appoint and remove company secretary		✓						
1.11 Appoint and remove Clerk to the Board		✓						
1.12 Establish and review annually governance structure (committees) for the Trust		✓						
1.13 Approve amendments to Articles of Association	✓	R				R		
1.14 Establish and review annually Trust Governance Induction policy and procedures for Trustees and AC.		✓		R				
1.15 Skills audit: annual completion and gap analysis		✓					X	
1.16 Annual self-evaluation of the performance and effectiveness of the Trustees including Chair's performance		✓						
1.17 Annual self-evaluation of the performance and effectiveness of the Academy Committee members		✓					X	R

Decision	Delegation							
	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
1.18 Succession planning, recruitment and appointment of the Trust Chair, Trustees, Committee Chairs to ensure appropriate balance of skills		✓						
1.19 Ensure Trustees have access and undertake regular training and development		✓				X		
1.20 Ensure AC members have access and undertake regular training and development		✓				R	X	R
1.21 Agree annual schedule of business for Trust Board		✓				R		
1.22 Agree annual schedule of business for Committees		✓	X	X	X	R		
1.23 Ensure publication on Trust and Academies websites all statutory information from DFE guidance.		✓				R	X	R
1.24 Annual report on performance of the trust: submit to members and publish		✓	R	R	R	R		
1.25 Establish and publish register of all interests, business and pecuniary		✓					X	

Decision	Delegation							
	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
1.26 Review and implement Scheme of Delegation annually		✓				R		
1.27 Compliance with Safeguarding		✓	R	R	R	X	X	X
1.28 Compliance with ESFA Handbook		✓	X			R		
1.29 Pupil Discipline and Behaviour Policy					✓		X	R
2.Strategy								
2.1 Determine trust wide policies (See Appendix 1 for specific detail regarding approval)		✓	X	X	X	R		
2.2 Determine Academy Policies (see Appendix 1)							✓	X
2.3 Agree central spend / top slice		✓	X			R		
2.4 Setting Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured		✓				R		R

Decision	Delegation							
	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
2.5 To monitor progress against Trust Strategic Plan		✓				R		
2.6 To monitor and hold to account for the progress of the Academy Single Plan							✓	R
2.7 To monitor the progress of pupil performance including published tests		✓			X	R	R	R
2.8 School uniform and structure of the day		✓				R	X	R
3.HR & Staffing								
3.1 Appointment of the CEO		✓						
3.2 Leadership scale appointments: Academy Headteachers		✓		X		X	R	
3.3 Central team senior staff – CFO/HR		✓				X		
3.4 Central Staff – other appointments						✓		
3.5 Academy SLT appointments						✓	R	X

Decision	Delegation							
	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
3.6 Teaching and support staff appointments								✓
3.7 Approval of monetary compensation for proposed termination of employment		✓	R			R		R
3.8 Restructuring of Academy staff		✓		X		R		R
3.9 Restructuring of Central Staff		✓		X		R		
3.10 HR Grievance, Capability, Disciplinary and Restructuring Hearings (school staff not Headteachers)				✓				
3.11 HR Grievance, Capability, Disciplinary and Restructuring Hearings (Trust central staff, Headteacher and CEO)		✓						
3.12 HR Appeals Hearing		✓						
3.13 Agree CEO pay award		✓		R				
3.14 Agree all Trust staff pay awards				✓		R		
3.15 Review and agree staff appraisal procedure				✓		R		

Decision	Delegation							
	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
3.16 Gender Pay Reporting				✓				
3.17 Changes to Employment Terms & Conditions		✓		X		R		
3.18 CEO Performance Management		✓		X				
3.19 Headteacher Performance Management						✓	R	
3.20 Academy Staff Performance Management								✓
3.21 Trust Staffing & Pay Structure		✓		X		R		
4.Finance Governance								
4.1 Submit annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money		✓	X			R		
4.2 Agree annual budget plan to support trust priorities.		✓	X			R		

Decision	Delegation							
	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
4.3 Establish and review annually, Trust's scheme of financial delegation and code of practice		✓	X			R		
4.4 Internal auditors' report: receive and respond		✓	X			R		
4.5 External auditors' report: receive and respond		✓	X			R		
4.6 Annual approval of Trust balance budget and three-year forecast in accordance with ESFA deadlines		✓	R			R		
4.7 Consider management accounts six times a year (Chair Trustee to consider on a monthly basis)		✓	X			R		
4.8 Legal responsibility for the Trust's assets and accounts and the statutory compliance		✓	X					
4.9 Benchmarking and value for money: ensure robustness		✓	X			R		

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	Members	Trust Board	Finance, Risk & Audit Committee	HR & Pay Committee	Standards Committee	CEO	Academy Committee	Academy Head
4.10 Development, review and approval of trust wide procurement strategies and efficiency savings programme		✓	X			R		
5.Risk Management								
5.1 Establish register, review and monitor management of risk		✓	X			R	R	R
5.2 Ensuring Risk Management policies and procedures are in place and adhered to		✓	X			R		
5.3 Trust Risk Register		✓	R	R	R	R		
5.4 Academy Risk Register			✓				X	R
5.5 Trust wide data protection policies and procedures		✓		X				

Appendix 1

<u>Trust wide policies</u>	
Board or Committee approved	
Board <ul style="list-style-type: none">● Admissions (school specific)● Complaints● Managing serial and unreasonable complaints● Dealing with safeguarding allegations against staff● Extremism● Freedom of information● Minibus● Trade Union Recognition Agreement● Safeguarding and Child Protection● Physical restraint● Reserves Policy● First Aid● Supporting Children with Medical Needs● Whistleblowing	Standards Committee <ul style="list-style-type: none">● Equality Information and Objectives● Behaviour & Anti-bullying● Attendance● Curriculum● E-Safety● RSE● Curriculum● Behaviour & Anti-bullying

HR & Pay Committee

- Pay
- Appraisal
- Discipline and dismissal
- Capability
- Probation
- Clear desk and screen
- Code of conduct
- Equality and diversity in employment
- Flexible working
- Lone working
- Grievance
- Sickness Absence
- Leave of absence
- ECT
- Menopause guidance
- Wellbeing guidance
- Privacy notices
- Recruitment
- GDPR
- Records Management
- Data Protection
- Freedom of information

Finance, Risk and Audit Committee

- Financial Policy & Procedures
- Health and Safety
- Conflict of interests
- Risk Management
- Procurement
- Tender Processes
- Lettings/ Letting charges
- Gifts and Hospitality
- Staff Expenses
- Income
- Investment
- Trustee / Staff / AC expenses
- Anti-Fraud Corruption and Bribery
- Asset Management Disposal & Write Offs
- Business Continuity

Academy specific policies

Academy Committee

- SEND
- Charging and Remissions
- Arrears policies

All other policies remain the remit of the individual academy until adopted as Trust wide policies