



SCHEME OF DELEGATION

Approved by trustees
October 6th 2022

Hope Learning Community

Scheme of Delegation

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of Hope Learning Community and its member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Trustees
3. Trust Finance Audit Premises and Risk Committee
4. HR & Standards Committee
5. Local Governing Body – note there will be no sub committees of the local governing body
6. Chief Executive Officer
7. Headteachers of individual academies

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A) – Final Authorisation
- Recommend (R) – draft document reviewed, and course of action recommended
- Advise (AD) – present options for consideration or provide expert knowledge
- Inform (I) – Need to make body aware.

The Scheme of Delegation should be read in conjunction with the Terms of Reference and relevant policies. While the Scheme is designed to be comprehensive it will not cover every task.

Approval and management of non-statutory, operational policies lies with the Head Teacher/Head of School.

TABLE

The Scheme of Delegation is set out as follows

Section 1: Governance

Section 2: Trust and academy performance, curriculum and teaching

Section 3: Staff Policies and Pay

Section 4: Staff Management

Section 5: Financial Governance

Section 6: School Policies and Procedures

Section 7: Premises and Asset Management.

UPDATES SEPTEMBER 2022

6.7 Designated teacher for looked after and previously looked after children -No longer a statutory requirement.

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
1. Governance	1.1.	Approve Trust Articles of Association	A						
	1.2.	Approve Trust Board Terms of Reference	A	I					
	1.3.	Approve Trust Scheme of Delegation		A	I		I	I	I
	1.4.	Approve new convertor or sponsored academies joining MAT		A	AD			AD	
	1.5.	Establish Trust Committees		A	I				
	1.6.	Approve Trust Committee Terms of Reference		A					
	1.7.	Approve Local Governing Body (LGB) Terms of Reference		A			I	AD	
	1.8.	Appoint Chair of Trust Board		A			I		
	1.9.	Appoint Chair and Vice Chair of LGB		I			A		
	1.10.	Remove LGB Chair or Vice Chair		A			R		

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
	1.11.	Appoint LGB members		A			R		
	1.12.	Remove LGB members		A			AD		
	1.13.	Appoint (and remove) Chair(s) of Trust Committees		A					
	1.14.	Appoint (and remove) Trust Committee members		A					
	1.15.	Appoint (and remove) Clerk to Trust Board		A					
	1.16.	Appoint (and remove) Clerk to LGB					A		
	1.17.	Appoint (and remove) Accounting Officer/CEO		A			I		
	1.18.	Appoint (and remove) Chief Financial Officer		A			I		
	1.19.	Trustees Expenses Policy		A	R				
	1.20	Register of business interest, heads and trustees (live document)		A					
	1.21	Register of business interests of Local governors		I			A		

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
2 Performance, Curriculum and Teaching									
	2.1.	Trust Strategic Development Plans		A			I	AD	
	2.2.	Academy Performance Targets		A					
	2.3.	Academy Performance Review <i>e.g. SEF</i>		A			R		
	2.4.	Academy Strategic Development Plans		I			A	R	R
	2.5.	Teaching & Learning Policy		A				AD	
	2.6.	Curriculum Policy		A				AD	
	2.7.	Relationship and sex education policy		I				A	R
	2.8.	Religious Education policy		A				AD	
	2.9.	SEN & Inclusion policy		A				AD	
	2.10.	Trust Inset Days		A	R			R	R

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
3. Staff Policies and Pay									
	3.1.	Pay & Remuneration Policy		A	R		I		
	3.2.	Performance Management Policy		A			I	R	R
	3.3.	Code of Conduct		A			I	AD	
	3.4.	Disciplinary Policy		A			I		
	3.5.	Grievance Policy		A			I		
	3.6.	Capability Policy		A			I		
	3.7.	Whistleblowing Policy		A	R		I		
	3.8.	Re-structuring & Redundancy Policy		A			I		
	3.9.	Recruitment Policy		A			I		
	3.10	Single central record of recruitment and vetting checks (live document)		I			I		A
	3.11	Statement of procedures dealing with allegations of abuse against staff		A			I	R	AD

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
	3.12	Equality information and objectives (public sector equality duty) statement for publication		A			I		
	3.13	Early Careers teachers (ECTs)		A			I		
	3.14	Employee Health & Safety Policy		A			I		
	3.15	Flexible working		A			I		
	3.16	Employee Terms & Condition changes		A	AD		I		
	3.17	Teachers Annual Pay Award		A	AD		I		
	3.18	Support Staff Annual Pay Award		A	AD		I		
	3.19	CEO Performance Review and Pay		I		A		I	
	3.20	Headteacher/Head of School Performance Review & Pay		I	AD	A	I	AD	I
	3.21	Individual Performance Pay Awards						A	A
	3.22	Special staff payments including redundancy		A	AD		AD	AD	AD
	3.23	Agency Workers Regulations		A			I		

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4. Staff Management		Central Trust staff structure & complement		A	AD			AD	
	4.1.								
	4.2.	Central Trust staff appointments		A	AD			AD	
	4.3.	School staff structure & complement		A			R	I	AD
	4.4.	Headteacher/Head of school appointment		A			R	R	
	4.5.	Deputy head appointment		I			†	A	AD
	4.6.	Teaching and support staff appointments							A
	4.7.	Suspension of Head		A			R	AD	
	4.8.	Return of Head after suspension		A			R	AD	
	4.9.	Dismissal of Head		A			R	AD	
	4.10.	Suspension of teaching and support staff (excluding Headteacher/CEO)						A	A
	4.11.	Return of teaching and support staff after suspension (excluding Headteacher/CEO)						A	A
	4.12.	Absence Management		A			I	AD	

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
5. Financial Governance									
	5.1.	Trust & Academy Financial Regulations		A	AD		I	I	I
	5.2.	Appoint Trust auditors	A	R	AD		I		
	5.3.	3-year Budget Plans			A		R	AD	AD
	5.4.	1-year Budget Plan		A	R		AD	AD	AD
	5.5.	Trust Annual Accounts		A	R				
	5.6.	Trust Academies Accounts Return to ESFA			A				
	5.7.	Response to Auditor's Management Letter			A				
	5.8.	Accounting Policy			A		I		
	5.9.	Anti-Fraud and Corruption			A		I		
	5.10.	Investment Management			A				
	5.11.	Reserves Policy		A	R		I		

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
6. School Policies & Procedures									
	6.1.	School times, terms and holidays		I			A	I	A
	6.2.	Change of School Age Range		A				R	R
	6.3.	Expansion of school PAN		A			R	AD	AD
	6.4.	Extension of school provision					A		R
	6.5.	Child Protection, Welfare & Safeguarding Policy and procedures		A			I		AD
	6.6	Children with health needs that cannot attend school		A				R	AD
	6.7	Designated teacher for looked after and previously looked after children		A					AD
	6.8	Early years foundation stage EYFS - Schools are not required to have separate policies to cover EYFS requirements where they are already met through an existing policy.					A		
	6.9	Special educational needs and disability		A			I	R	AD
	6.10	Supporting pupils with medical conditions		A			I	R	AD
	6.11	Attendance Policy		A			I		R
	6.12	Pupil Premium Policy		A			I		R

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
	6.13	Education Visits Policy		A			I		R
	6.14	Exclusions Policy					I	AD	A
	6.15	Behaviour in schools					I	AD	A
	6.16	Complaints Policy					I	A	AD
	6.17	Admissions Arrangements		A					R
	6.18	School prospectus					A		R
	6.19	School website					A		R
	6.20	School logo & branding					A		R
	6.21	School uniform					A		R
	6.22	Accessibility plan					I		A
	6.23	Anti Bullying policy					I	AD	A
	6.24	Charging and Remissions					A		R
	6.25	Data Protection Policy		A			I	AD	R
	6.26	Protection of biometric information of children		A			I		
6.27	Freedom of Information		A			I	R		

			MEMBERS	BOARD	FINANCE AUDIT RISK & PREMISES	EXECUTIVE PAY & PERFORMANCE	LGB	CEO	HEAD OF SCHOOL
	6.28	Register of pupil's admission to school and attendance (live document)							A
	6.29	School information published on a website (live document)							A
7. Premises & Assets.									
	7.1.	Asset Management Policy					A		AD
	7.2.	Health & Safety Policy					I		A
	7.3	First Aid					I		A
	7.4	Lettings policy					A		R
	7.5	Significant Premises Modifications – Academy			A		R		AD

Approved by trustees date: 7th October 2021

Reviewed by trustees date: 6th October 2022