



Scheme of Delegated Authority

Level 1: Members
 Level 2: Trust Board
 Level 3: CEO
 Level 4: Local Governing Body

Level 5a: Director of Finance
 Level 5b: Director of Services
 Level 6: Headteacher/Associate Headteacher

Key
 R – recommends
 D – Diocese/Foundation Member/Director
 COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5a	5b	6	D	
Governance	1	Review, update and where necessary alter Academy Articles (with DFE approval), Governance structure, Terms of Reference and Schemes of Delegation documentation	✓	✓						✓	
	2	Approve changes to the Articles or Funding Agreement (with EFA approval sought)	✓							✓	
	3	Appoint Directors	✓	✓							
	4	Appoint the Chair and Vice Chair of the Board		✓							
	5	Appoint the Chairs of Committees		✓							
	6	Appoint the Chairs of Local Governing Bodies (LGB)		✓							
	7	Appoint the Internal Auditor		✓							
	8	Approve or remove the Company Secretary & Clerk		✓							
	9	Remove Directors	✓	✓							
	10	Review performance of the Board	✓								✓
	11	Review performance of Board committees and LGBs		✓							
	12	Take out Director indemnity insurance						✓			
	13	Maintain risk registers			✓				✓		
	14	Approval of Trust policies		✓							✓
	15	Acquisitions and disposal of legal entities		✓							
Strategy	16	Approves overall strategy of Trust		✓	R					✓	
	17	Admission of new academies to the Trust		✓	R					✓	
	18	Admission of new sponsors to the Trust		✓	R					✓	
	19	Entering into new funding agreements		✓	R						
	20	Approval of Trust Improvement Plan and SEF		✓	R					✓	
	21	<i>Not used</i>									
	22	Scrutinise all schools' budgets for the financial year		✓							



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Finance	23	Approve the overall Trust budget for financial year		✓						
	24	Review the Trust budget throughout the financial year		✓						
	25	Review all schools' budgets throughout the financial year		✓						
	26	Approve use of school reserves		✓						
	27	Review and approve banking arrangements		✓						
	28	Propose financial and procurement policies			✓					
	29	Approve financial and procurement policies		✓						
	30	Enter into contracts over £20,000		✓						
	31	Enter into contracts above school limit, up to £20,000			✓					
	32	Enter into contracts £10,000 or less (schools >1000 pupils)					✓		✓	
	33	Enter into contracts £5,000 or less (schools 400-1000 pupils)					✓		✓	
	34	Enter into contracts £3,000 or less (schools <400 pupils)					✓		✓	
	35	Write off of debts over £1,000		✓						
	36	Write off of debts under £1,000					✓			
	37	Approve disposal of assets over £25,000		✓						
	38	Approve disposal of assets between £5,000 and £25,000			✓					
	39	Approve the appointment of external auditors	✓	✓				R		
	40	Approve any over-spend beyond the set budget		✓						
	41	Produce regular financial reports to the board and LGBs						✓	✓	
	42	Authorise PAYE returns						✓		
43	Authorise to complete VAT returns						✓			
44	Loan of assets			✓						



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Payroll	45	Approve overtime within delegated budget							✓	
	46	Approve all other overtime							✓	
	47	Approve staff expenses							✓	
	48	Approve monthly school payroll							✓	
	49	Authorise payroll provider to make payroll payment			✓		✓			
Staff & Performance Management	50	Appoint the Executive Headteacher / CEO		✓						✓
	51	Appoint Headteachers or senior staff			✓					✓
	52	Participate in appointment of Headteachers			✓					✓
	53	Participate in appointment of Academy leadership			✓					✓
	54	Performance review of Executive Headteacher / CEO		✓						✓
	55	Performance review of Headteachers/Associate Headteachers			✓	✓				✓
	56	Performance review of all staff beneath the Headteacher in line with Trust policy				✓				
	57	Determine severance packages at all levels and across all schools in consultation with Trust Remuneration Committee and adhering to Academies Financial Handbook			✓					
	58	Consider requests for early retirement and make necessary recommendations				✓				
	59	Suspend CEO		✓						
	60	Suspend Headteacher			✓					
	61	End the suspension of the CEO		✓						
	62	Dismiss the CEO		✓						
	63	Dismiss a Headteacher			✓					
	64	Participate in performance review of Headteachers			✓	✓				
	65	Determination of pay ranges, allocation of TLRs			✓					
	66	Propose staff, HR, pay, performance and disciplinary policies			✓					



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	67	Approve staff, HR, pay, performance and disciplinary policies		✓						
	68	Approve changes to school staffing structures including recruitment (within agreed budget)							✓	
	69	Approve changes to school staffing structures including recruitment (outside of agreed budget)			✓					
	70	Approve re-grading of job roles			✓		✓	✓		
	71	Initial approval and recommendation to Trust of redundancies					✓	✓		
	72	Approve redundancies and staff restructures		✓		✓				
	73	Approve appointments of central Trust posts			✓					
	74	Signing employment contracts			✓		✓	✓		
	75	Handling of all Pension matters						✓		
Performance & Curriculum	76	Propose School Improvement Plan				✓			✓	
	77	Approve School Improvement Plan			✓					
	78	Review progress against School Improvement Plan				✓			✓	
	79	Review progress across against all School Improvement Plans			✓					
	80	Propose Trust Strategic Plan			✓					
	81	Approve Trust Strategic Plan		✓						
	82	Propose the school curriculum plan							✓	
	83	Review each school curriculum plan				✓				
	84	Approve the school curriculum plan			✓	✓				
	85	Review results of the Trust		✓	✓					
	86	Review results of individual Academies (required at different levels in the organisation)		✓	✓	✓			✓	
	87	Propose school performance targets							✓	
	88	Agree school performance targets (set at a minimum of top 20% of schools nationally)				✓				
89	Prepare results for the LGB using the Trust standardised template							✓		



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	90	Discuss regularly performance and standards of Trust schools with CEO				✓			✓	
	91	Attend where requested to do so, Trust meetings to discuss school performance				✓			✓	
Discipline / Exclusions	92	Propose pupil behaviour policies							✓	
	93	Approve pupil behaviour policies				✓				
	94	Monitor implementation of pupil behaviour policies							✓	
	95	Exclude a pupil more than 15 days or permanently				✓				
	96	Review exclusion on appeal				✓				
	97	Direct reinstatement of excluded students				✓				
Admissions	98	Consult before setting an Admissions Policy				✓				✓
	99	Propose admissions policy				✓				✓
	100	Approve admissions policy		✓						✓
	101	Admissions: application decisions.							✓	✓
	102	Admissions appeals				✓				✓
	103	Approve admissions prospectus			✓	✓				✓
Premises & Insurance	104	Propose premises-related policies				✓		✓		✓
	105	Approve premises-related policies		✓						✓
	106	Propose school premises & capital strategy			✓	✓		✓		✓
	107	Approve a school premises & capital strategy		✓						✓
	108	Approve appropriate insurance cover for all schools in the Trust		✓						✓
Health & Safety	109	Propose a Health & Safety Policy			✓			✓		
	110	Approve a Health & Safety Policy		✓						
	111	Monitor implementation of H&S Policy			✓			✓		
	112	Develop a Risk Management Plan (Fire, Asbestos)						✓		



Midsomer Norton
Schools Partnership

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	113	Approve a Risk Management Plan (Fire, Asbestos)			✓					
	114	Report on Risks to Board			✓					
	115	Health and Safety accident reporting							✓	
	116	Critical incident planning			✓			✓		
	117	General monitoring and action plans in relation to safety of sites including buildings conditions			✓			✓		
Safeguarding	118	Monitor the Trust safeguarding policy & procedures				✓				
	119	Ensure the school meets the Trust requirements for safeguarding			✓					
	120	Annual Safeguarding audits and report taken to the board			✓					
	121	Ensure all employees receive required training			✓		✓	✓	✓	
	122	Ensure Safer recruitment procedures are implemented and adhered to					✓	✓	✓	
School Organisation	123	Propose changes to the school day or dates of term times				✓			✓	
	124	Approve times of school day and dates of school terms and holidays			✓					