The City of London Academies Trust

Scheme of Delegation 2019/20

- Key 1 2 3
- Members Oversight meeting about once a vear unless there is a crisis The Board of Trustees Meeting four times a year, really the Directors of the Trust receiving reports from the CEO and looking at strategic MAT issues Chief Executive Officer/Senior Executive Team Operating on behalf of the Trustees. Responsible for MAT strategy, operations and delivery. Including the accountability framework, support, challenge as well as wider educational development of the family of schools
- 4 5
- Local Governing Body (Recommended delegation although agreed local delegation may vary between LGBs and Headteachers) Headteacher/Principal or Executive Principal (Recommended delegation although agreed local delegation may vary between LGBs and Headteachers)

Intention Task 1 2 3 4 5 Notes 9 Pervow changes to the Company constitution 1: the Aricles of Association / <td< th=""><th>with notification to EB</th></td<>	with notification to EB
2 Recommend to the Members may changes to Company Solution 2 2 2 2 4 Establish and approve changes to the Scheme of Delegated Authority 2 2 2 2 5 Appoint the Chair and Vice Changes to the Scheme of Delegated Authority 2 2 2 2 6 Appoint the Chair and Vice Changes Board 2 2 2 2 7 Appoint The Chair and Vice Changes Board 2 2 2 2 8 But pelgister Directoria and Governors Expenses scheme 2 2 2 2 9 Approve Company Sacretary and Clerk to the Board Of Tustees 2 2 2 2 10 Appoint Changes Control Subses Mitteres 2 2 2 2 11 Appoint Change MAT Sub-committees 2 2 2 2 2 12 Appoint Changes Of Sub-commang Vectory and Overnors Expenses scheme 2 2 2 2 13 Appoint Change MAT Sub-committees 2 2 2 2 2	with notification to EB
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4 Establish and approve changes to the Scheme of Delegated Authonity 2 2 4 Image: Constraint of the Constraint Operation	with notification to EB
5 Appoint the Chair and Vice Chair of the Company Board 2 2 2 2 2 6 Appoint the Chair and Vice Chair of the Company Board 2 2 2 2 7 Appoint Committees of the Company Board 2 2 2 2 8 Set up Register of Directors' and Governors' Expresses scheme 2 2 2 10 Appoint Accounting Officer 2 2 2 11 Appoint Accounting Officer 2 2 2 12 Appoint Accounting Uside Thansites 2 2 2 13 Appoint Accounting Uside Thansites 2 2 2 14 Recomment Company Budget Ipin for francial year 2 2 2 15 Propose Interformany Development plan 2 2 2 2 18 Review progress against company development plan 2 2 2 4 Asia to be approved by the Education Board Davie Committee 20 Appoint Chars of LGBs and LABs (excluding staffparent gover) 2 4 Asia to be approved by the Education Board Davie Committee 23 Ap	with notification to EB
9 Appoint the Chair and Vice Chair of the Company Board 2	with notification to EB
6 Appoint the Chairs of Committees of the Company Board Image: Company Board of The Chairs of MCP and Carlos to the Board of Thuses Image: Company Board of Thuses Image: Company Board of Thuses 8 Appoint Company Secretary and Clerk to the Board of Thuses Image: Company Board of Thuses Image: Company Board of Thuses Image: Company Board of Thuses 9 Appoint Company Board of Thuses Image: Company Board of Thuses Image: Company Board of Thuses Image: Company Board of Thuses 11 Appoint Chairs of MAT sub-committees Image: Company Board of Thuses Image: Company Board of Thuses Image: Company Board of Thuses 12 Appoint Chairs of MAT sub-committees Image: Company Board of Thuses Image: Company Board of Thuses Image: Company Board of Thuses 13 Appoint Chairs of MAT sub-committees Image: Company Board of Thuses Image: Company Board of Thuses Image: Company Board of Thuses 14 Recompany Board Company Board of Thuse Chairs of LGBs in consultation with LGB Image: Company Board of Thuse Chairs of LGBs in consultation with LGB Image: Company Board of Thuse Chairs of LGBs Image: Company Board of Thuse Chairs of LGBs Image: Company Board Depand approprime transite on the Chairs of LGBs Image: Company Board Depand Board Of Thuse Chairs of LGBs Image: Company Board Depand Appropri	with notification to EB
99 7 Appoint Company Secretary and Clerk to the Board of Trustees 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1	with notification to EB
9 8 Set up Register of Directors' and Governors' Business Interests 1 <t< td=""><td>with notification to EB</td></t<>	with notification to EB
12 Suppose Company Budget plans for the coming year 1 1 13 Recommend Company Budget plan for financial year 1 1 14 Recommend Company Budget plan for financial year 1 1 1 15 Propose MAT expansion in under due diligence + Sponsorship Agreement 1 1 1 17 Approve Company Budget plan for financial year 1 1 1 18 Review progress against company development plan 1 1 1 18 Review progress against company development plan 1 1 1 19 Appoint the Chairs of LGBs in consultation with LGB 1 1 1 20 Appoint the Chairs of Sub committees 1 1 1 1 21 Appoint staff and parent governors to LGBs 1 1 1 1 23 Appoint staff and parent governors to LGBs 1 1 1 1 1 23 Review performance of LGB 1 1 1 1 1 1 24 Recommend LGB Budget Plan for financial year 1 1 1 1 </td <td>with notification to EB</td>	with notification to EB
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42 Approve other central staff appointments selection panel. The CEO may nominate an alternative representative	
43 Recommend Academy Principal Headteacher appointments - For academy Senior Leadership appointments one member of the	in they are unavailable to be
	election panel should be an
É 44 Approve Academy Principal/Headteacher appointments √ LGB member.	
45 Approve Academy Senior Leadership Team appointments All academy appointments should be on relevant headed paper an	signed by the
46 Approve Academy TLR appointments	
47 Approve Teacher appointments that will push staffing costs over agreed budgets n	quire consultation and approv
48 Approve all other academy appointments from the Trust Chief Financial Officer.	
49 Pay Determination, Performance Review & Pay Progression of CEO 🖌 🖌 Trust Board approves pay determination and progression on recomm	endation from Remuneration
🧕 🖞 🖕 50 Pay Determination, Performance Review & Pay Progression of Central Trust Staff 🛛 🖌 🖌 Remuneration Committee approves pay determination and progressi	on on recommendation from
51 Pay Determination, Performance Review & Pay Progression of Principal/Headteacher	approved by Trust Board.
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3 a point of the standard o	
	·····
54 Pay Determination, Performance Review & Pay Progression Academy Teachers	
55 Pay Determination, Performance Review & Pay Progression Academy Support Staff Salary range as determined by job evaluation. Pay progression within	range and recommendation
2 56 Suspend/end the suspension of the Chief Executive Officer / In the first instance and in all cases, HR advice must be sought from 57 Suspend/end of suspension of a Principal/Headteacher / I the support of the LGB. In cases involving the CEO/Principal/Headteacher	ne Trust HR Director as well a
57 Suspend/and of suspension of a Principal/Headteacher	acher Trust Board support will
58 Suspend/end the suspension of Academy Staff .	s must be considered includin
59 Suspend/end the suspension of Trust Staff	ng, with follow up review letter
	accordance with this scheme
Segurities Control Con	
62 Other control confidence of the control confidence of the control c	
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Program 63 Academy Principal/Headteacher Gram 63 Academy Principal/Headteacher Gram 64 Academy Principal/Headteacher 64 Academy Principal/Hea	
60 Chief Executive Image: Chief Executive	
📕 65 All other Academy staff	
66 Chief Executive	ing. The panel Chair must be
	с
or intro Senior Joan Outcome letters are to be on relevant headed paper and signed by th	
68 Other central staff In the first instance HR advice must be sought either locally, or	n cases that might result in
69 Academy Principal/Headteacher	
🛱 70 Academy Senior Leadership Team	
T1 All other Academy staff	
72 Approval of Trust wide Human Resources Policies - including Trust Disciplinary, Performance 🛛 🖌 🔹 All HR Policies are Trust wide and will be approved by the Board for	COLAT academies to use
73 Management of employment relation cases	actiik Dil.
2 74 Review and approval of TU Recognition Agreement Image: Comparison of the provided state of th	
75 Determining terms and conditions of service and Employment Contracts Contract template terms should only be amended after advice from t	e HR Director.
💆 76 Revisions to Trust standard contracts, pay and conditions	
2 77 Staffing restructures and re-organisation approval (local)	ust be sought from the HR
10 Intragenetic integration integratintegratintegrate integratintegrate integration integrat	
To commit resulting and regime an	
79 Approval to make redundancies Redundancy costs £50,000 or over require Board and ESFA approva	
δ 80 Approve settlement agreement payments equal to or below contractual notice	
81 Approve settlements above contractual notice but below six months' pay (and below £50,000) 🖌 🗸 Above £50,000 requires ESFA and Trust Board approval. All such pa	
82 Approve settlement agreement payments above £50,000 reported in the annual accounts. In such cases, advice must be soug	
82 Approve Settlement agreement payments Image: Compensation payments 83 Approve compensation payments Image: Compensation payments	nt.

Othe	84	Re-grading/increase in hours - Academy salaries in excess of £50,000			1	1	Re-grading of posts must include a job evaluation process with advice from the HR Director.
õ	85	Authorisation of pension payments	+		1	1	In line with the Trust Discretions Policy. In the first instance consult with HR Director
	86	Authorisation of redundancy/early retirement payments		/			Before approval is sought advice must be taken from the HR Director.
Curriculum Performance	87	Approve school development plan			1	1	
	88	Review progress against school development plan			1	1	
	89	Report progress across company against all Academy Development Plans		1	-	T	Progress against KPIs need to be reported to the Trust
	90	Review progress across company against all Academy Development Plans		1		T	
	91	Approval of curriculum policy			1	1	
	92	Establish and implement curriculum policy			1	ſ	
	93	Propose performance and curriculum policies			1	1	
	94	Responsibility for standards of teaching				1	
	95	Provision of sex education				1	
	96	Arrangements for collective worship			1	ſ	
ü	97	Propose targets for pupil achievement			1	1	
	98	Approve LGB targets for pupil achievement and recommend to Board		1	1		Trust should be able to scrutinise and challenge targets/performance
	99	Monitor targets for pupil achievement			1	1	Trust through CEO will monitor in line with the agreed accountability framework
	100	Report, monitor & if necessary intervene to support the delivery of pupil achievement		1	1		
	101	Approve pupil behaviour policies			1	1	
e	102	Monitor implementation of pupil behaviour policies			1	·	
Discipline	103	Monitor issues implementation of pupil behaviour policies & take relevant actions arising			1	1	
sci	104	Exclude a pupil more than 15 days or permanently			1	1	
ā	105	Review exclusion on appeal		11	1	T	Trust will need to convene and manage appeals against LGB decisions to exclude
	106	Direct re-instatement of excluded pupils after appeal	*	11	1		
	107	Propose admissions policy			1	1	
s	108	Consult on an admissions policy			1	ſ	
Admissions	109	Approve admissions policy		1			The Trust will need to be satisfied that the policy is legal and fair
mis	110	Approve PAN annually, consulting with LGBs		1			
Ad	111	Admissions: application decisions			1	1	
	112	Approve admissions prospectus			1	1	
	113	Approval of appropriate buildings and other relevant insurance (including Governors)		1		T	
Premises /Insurance	114	Develop and recommend to the MAT Board the capital strategy		1	-	T	Executive CEO/CFO will assess capital stock, depreciation and future need. Trust will approve.
	115	Develop and recommend to the MAT Board the school maintenance strategy		1	1		
nem	116	Approve Trust wide capital development strategy	*	1			
ē.⊧	117	Approve Trust school maintenance strategy	*	1			
	118	Approve academy premises related policies			1	1	
	119	Approve local health and safety policy and procedures			1	ſ	
	120	Monitor implementation of and compliance with health and safety policy and procedures			1	1	
	121	Review company-wide implementation/compliance with school health + safety policies	*	1			
⋧	122	Approve a school risk management plan			1	1	
Health and Safety	123	Monitor school risk management plan			1	1	
s p	124	Monitor implementation of school risk management plans			1	1	
har	125	Review company-wide implementation of school risk management plans		1	1		
alti	126	Approve company risk management plan	*	1			
ž	127	Monitor company risk management plan		1		Γ	
1	128	Approve business continuity plans	*	1			
	129	Monitor implementation of school business continuity plans	T		V	1	
	130	Review company-wide implementation of school continuity plans		1	1		
Acad Organisatio n	131	Recommend dates of school terms and holidays		T.	Γ	1	
	132	Approve dates of school terms and holidays		T	1	1	
	133	Monitor school holiday dates on behalf of the trust		1	1		Trust will need to ensure dates are considered strategically
	134	Ensure that school meets a minimum number of sessions in a school year		T	1		
School Meals	135	Ensure that school lunch nutritional standards are met	T	Т	1	1	
	136	Responsibility for provision of free school meals, reporting back to the Trust as required				1	
	137	Ensure the provision of universal free school meals offering to infant age pupils			¥	1	
	138	Approval of additional activities		T	1		
Extend Provisio n	139	Monitoring the delivery of services , reporting back to the MAT Board as required				1	
	140	Approval of Extended Services		T	1		
	141	Cease providing extended school provision			1	1	
Safe - guarding	142	Complete and maintain Single Central Record				1	
	143	Appoint safeguarding governor			¥	1	
	144	Annual approval of school safeguarding review			1		
	145	Undertake annual review of school safeguarding and report to MAT Board as required	T	Τ	1	1	