

The City of London Academies Trust

Scheme of Delegation 2019/20

Key

- 1 **Members** - Oversight meeting about once a year unless there is a crisis
- 2 **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
- 3 **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 **Local Governing Body** - (Recommended delegation although agreed local delegation may vary between LGBs and Headteachers)
- 5 **Headteacher/Principal or Executive Principal** - (Recommended delegation although agreed local delegation may vary between LGBs and Headteachers)

Function	Task	1	2	3	4	5	Notes
Trust Governance	1 Approve changes to the Company's constitution i.e. the Articles of Association	✓					
	2 Recommend to the Members any changes to Company's Articles of Association		✓				
	3 Approve and/or remove Board Trustees if required	✓					
	4 Establish and approve changes to the Scheme of Delegated Authority		✓				
	5 Appoint the Chair and Vice Chair of the Company Board		✓				
	6 Appoint the Chairs of Committees of the Company Board		✓				
	7 Appoint Company Secretary and Clerk to the Board of Trustees		✓				
	8 Set up Register of Directors' and Governors' Business Interests		✓				
	9 Approve Director's and Governors Expenses scheme		✓				
	10 Appoint a Chief Executive Officer		✓				
	11 Appoint Accounting Officer		✓				
	12 Appoint Chairs of MAT sub-committees		✓				
	13 Approve Company Budget plans for the coming year		✓				
	14 Recommend Company Budget plan for financial year		✓				
	15 Propose MAT expansion opportunities	✓	✓	✓	✓	✓	
	16 Consider/Agree MAT expansion in under due diligence + Sponsorship Agreement		✓				
	17 Approve company development plan		✓				
	18 Review progress against company development plan		✓				
Oversight of Local Governance	19 Approve changes to the Scheme of Delegated Authority	✓					Also to be approved by the Education Board
	20 Appoint the Chairs of sub committees			✓			
	21 Appoint Clerk to LGBs			✓			
	22 Appoint appropriate governors for LGBs and LABs (excluding staff/parent govs)			✓			After notifying vacancies to the Education Board to allow nominations
	23 Appoint staff and parent governors to LGBs			✓			
	24 Approve Review governor appointments to LGB and LABs		✓				Inform Education Policy Adviser to communicate to the CoL Education Board
	25 Review performance of LGB		✓				Annually using the CoLAT LGB audit tool
	26 Suspend and/or dismiss LGB governors		✓				
	27 Approve changes to the Scheme of Delegated Authority		✓				All stakeholder able to propose changes. Approval lies with Trust (4) with notification to EB
Finance	28 Recommend LGB Budget Plan for financial Year			✓			
	29 Approve LGB Forecast for Current Year & Budget Plan for following year		✓				
	30 Monitor Company Budget and forecast for remaining year at least monthly		✓				To meet requirements of 2018 Academies Financial Handbook and latest Finance Policy
	31 Monitor LGB Budget and forecast for remaining year at least monthly			✓			
	32 Monitor academy monthly expenditure				✓		
	33 Agree budget adjustments up to £100,000 within the annual approved budget				✓		Agreed to extend the limit to £100K to allow more flexibility for LGBs
	34 Agree LGB budget adjustments over £100,000		✓				
	35 Approve financial, accounting and procurement policies		✓				
	36 Enter into contracts (up to £100,000) except salaries				✓		
	37 Enter into contracts (above £100,000) except salaries		✓				So MAT can examine potential economies of scale
	38 Tender and Approve the appointment of auditors subject to relevant member approval		✓				
	39 Approve MAT banking arrangements		✓				
	40 Produce and review year end accounts		✓				
Appointments	41 Approve Trust senior staff appointments		✓	✓			- For Principal/Headteacher appointments the CEO and Chair of the LGB must be part of the selection panel. The CEO may nominate an alternative representative if they are unavailable to be part of the panel.
	42 Approve other central staff appointments		✓	✓			- For academy Senior Leadership appointments one member of the selection panel should be an LGB member.
	43 Recommend Academy Principal/Headteacher appointments		✓	✓			- All academy appointments should be on relevant headed paper and signed by the Principal/Headteacher.
	44 Approve Academy Principal/Headteacher appointments		✓	✓			- All Trust appointments should be on Trust Headed paper and signed by the CEO.
	45 Approve Academy Senior Leadership Team appointments			✓	✓		NB: Appointments that will push staffing costs over agreed budgets require consultation and approval from the Trust Chief Financial Officer.
	46 Approve Academy TLR appointments			✓			
	47 Approve Teacher appointments			✓			
	48 Approve all other academy appointments			✓			
Pay Determination, Performance & Pay Progression	49 Pay Determination, Performance Review & Pay Progression of CEO		✓	✓			Trust Board approves pay determination and progression on recommendation from Remuneration
	50 Pay Determination, Performance Review & Pay Progression of Central Trust Staff		✓	✓			Remuneration Committee approves pay determination and progression on recommendation from
	51 Pay Determination, Performance Review & Pay Progression of Principal/Headteacher		✓	✓			Salary range recommended to remuneration committee by CEO and approved by Trust Board.
	52 Approve Per Mgt targets and objectives set for Academy Principal/Headteacher		✓	✓			Performance targets and objectives to be reported to Trust standards committee.
	53 Pay Determination, Performance Review & Pay Progression Academy Senior Leadership			✓	✓		Salary range and performance pay progression recommended by Principal/Headteacher and
	54 Pay Determination, Performance Review & Pay Progression Academy Teachers			✓	✓		Trust Pay Policy determines a Teachers salary. Progression recommendation made by line manager.
	55 Pay Determination, Performance Review & Pay Progression Academy Support Staff			✓	✓		Salary range as determined by job evaluation. Pay progression within range and recommendation
Suspension	56 Suspend/end the suspension of the Chief Executive Officer		✓				In the first instance and in all cases, HR advice must be sought from the Trust HR Director as well as the support of the LGB. In cases involving the CEO/Principal/ Headteacher Trust Board support will need to be sought. Before suspension is decided, all other alternatives must be considered including suspension from certain duties. Any outcomes must be placed in writing, with follow up review letters
	57 Suspend/end of suspension of a Principal/Headteacher		✓				
	58 Suspend/end the suspension of Academy Staff		✓				
	59 Suspend/end the suspension of Trust Staff		✓				
Hearing Panels & Dismissals	60 Chief Executive		✓				All hearings require a three person panel. The panel Chair must be in accordance with this scheme of delegation.
	61 Trust Senior Staff		✓				Outcome letters are to be on relevant headed paper and signed by the Chair of the Panel.
	62 Other central staff		✓				In the first instance HR advice must be sought either locally, or in cases that might result in Gross Misconduct, with the Director of HR
	63 Academy Principal/Headteacher		✓				
	64 Academy Senior Leadership Team		✓				
	65 All other Academy staff		✓				
Appeal Panels	66 Chief Executive		✓				All appeals require a the same number of persons as the original hearing. The panel Chair must be in accordance with this scheme of delegation.
	67 Trust Senior Staff		✓				Outcome letters are to be on relevant headed paper and signed by the Chair of the Panel.
	68 Other central staff		✓				In the first instance HR advice must be sought either locally, or in cases that might result in Gross Misconduct, with the Director of HR
	69 Academy Principal/Headteacher		✓				
	70 Academy Senior Leadership Team		✓				
	71 All other Academy staff		✓				
HR levels of Authority/Delegation	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 all COLAT academies to use.
	73 Management of employment relation cases			✓			In all cases Principals/HTs must seek HR advice from EPM or the Trust HR Dir.
	74 Review and approval of TU Recognition Agreement			✓			Led by Trust HR Director.
	75 Determining terms and conditions of service and Employment Contracts			✓			Contract template terms should only be amended after advice from the HR Director.
	76 Revisions to Trust standard contracts, pay and conditions			✓			Led by Trust HR Director.
	77 Staffing restructures and re-organisation approval (local)			✓	✓		All restructures require a business case and from the outset advice must be sought from the HR
	78 Staffing restructures and re-organisation approval (central)			✓			
	79 Approval to make redundancies					✓	Redundancy costs £50,000 or over require Board and ESFA approval.
	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 payments above £5,000 have to be reported in the annual accounts. In such cases, advice must be sought.
	82 Approve settlement agreement payments above £50,000				✓		
	83 Approve compensation payments				✓		Compensation payments provide redress for loss or injury. When such payments are being

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