



Acorn Education Trust

Scheme of Delegation

Academy Councils and employees of the Trust may request changes to, or make suggestions about, any item in this document. Requests for change should be sent to the Governance Advisor to the board.

Document Control

Reviewed and approved by:	AET Board
Reviewed and approved on:	12 th October 2023
Updated by:	Governance Adviser
Version:	19
Next formal review:	July 2024

Acorn Education Trust Scheme of Delegation

As a multi academy trust, the Acorn Education Trust Board (AET) is accountable for all major decisions about our schools. This does not mean that the Board will make every decision within the Trust, they will delegate some governance and decision-making responsibilities to:

- The CEO and executive team
- Headteachers
- Trust level sub-committees
- Academy Council of Governors

This scheme of delegation defines the lines of responsibility and accountability within Acorn that the Board feels is currently appropriate to best meet the needs of all our schools.

Purpose, to ensure:

- clarity about the roles of members, trustees, CEO, Headteachers and committees
- AET's operations are fit for purpose for a multi academy trust
- communication and trust is strong at all levels and with all stakeholders

The scheme of delegation is intended to be a working document that will be reviewed (at least annually) and adapted in response to the context and circumstances of AET. The detail of the roles and regulations to be followed are in The Academy Trust Handbook, the Trust Financial Handbook and job descriptions.

Roles and Responsibilities

The role of the Members

The members of the trust are guardians of the governance of the trust and as such have a different status to trustees. Originally, they will have been the signatories to the memorandum of association and will have agreed the trust's first articles of association and will also approve any amendments made to the articles of association. The members appoint Trustees to ensure that the Trust's charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility. Members appoint the Trust's auditors and receive the Trust's audited annual accounts. There must be at least four members.

The role of the Trustees

AET is a charitable company and so Trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Trustees are bound by both charity and company law, the terms 'Trustees' and 'Directors' are often used interchangeably.

The Trustees must ensure regularity and propriety in use of the trust's funds, and achieve economy, efficiency and effectiveness – the three elements of value for money. The trustees must also take ownership of the trust's financial sustainability and its ability to operate as a going concern.

The Trustees are responsible for the setting the overall strategy and the leadership and management of the Trust. And, in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, the Trustees are legally responsible and accountable for all

statutory functions, for the performance of all schools within the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. They are also the employer of every member of AET staff. Trustees have the right to review and adapt its governance structure at any time which includes removing delegation.

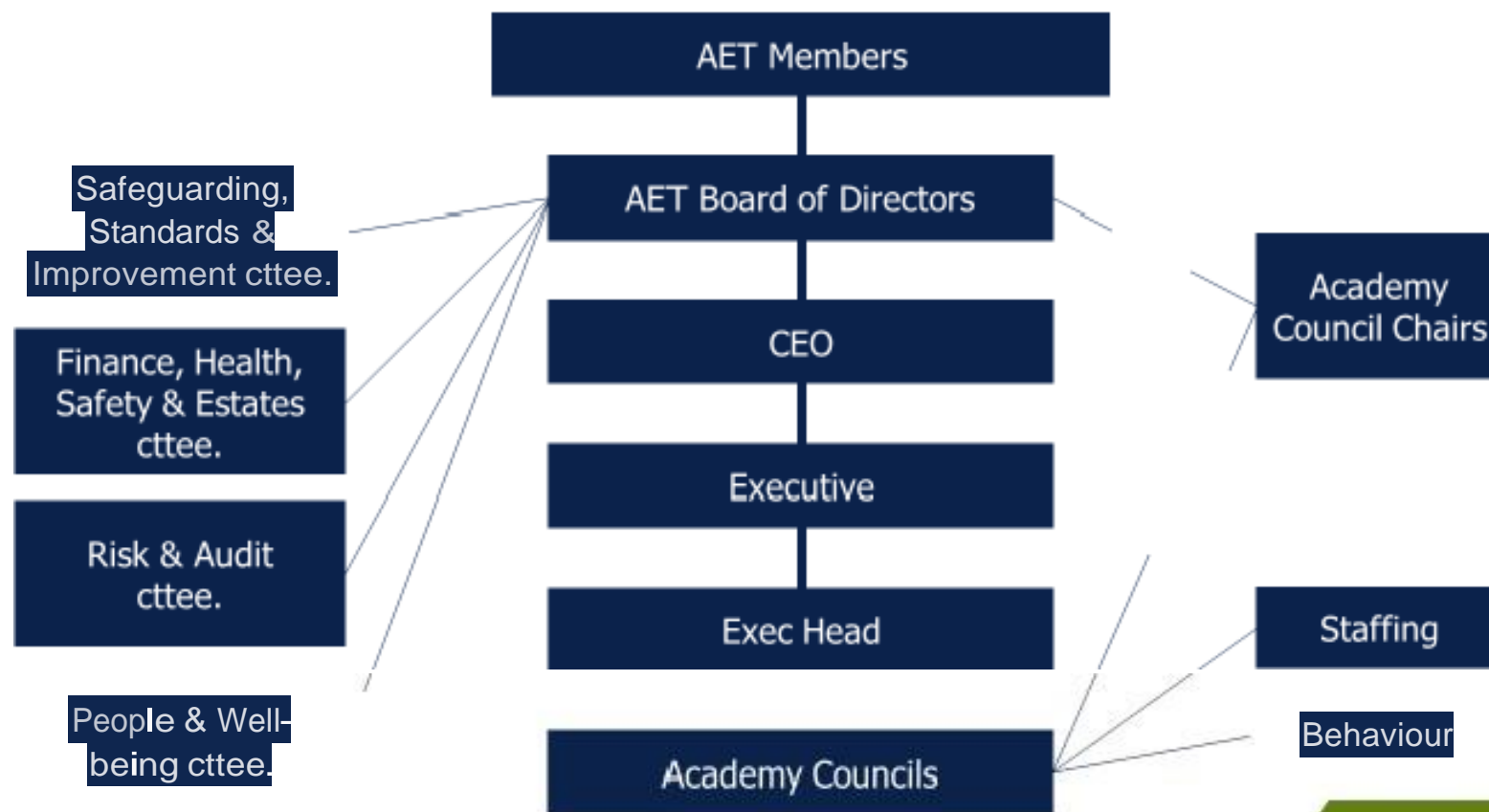
The role of Trust Board Committees

In line with the latest Academy Trust Handbook, the board of Trustees have a finance committee to which the board delegates financial scrutiny and oversight and a separate audit and risk committee. AET have also constituted a people & well-being committee, and a safeguarding, standards and improvement committee charged with reviewing and evaluating academy improvement across the trust.

Decisions made will be deemed decisions of the Trust Board. The membership (there must be at least three Trustees) and responsibilities of board committees are set out in the committee's terms of reference. The Trust board will appoint board committee chairs and committee members according to their skills.

The role of the Chief Executive Officer (CEO)

The CEO has the delegated responsibility for the operational leadership and management of the Trust. The CEO is the accounting officer so has overall responsibility for the operation of the Academy Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.



Key:

- Level 1: Members
- Level 2: Board
- Level 3: Board Committee
- Level 4: Academy Council
- Level 5: Chief Executive Officer (CEO)
- Level 6: Head of Finance
- Level 7: Executive Headteacher
- Level 8: Senior Executive Team Member
- Level 9: Headteacher
- Level 10: Budget Holder/Ops Manager

COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
Governance	1	Approve changes to the Governance structure, Terms of Reference, Schemes of Delegation		✓									
	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	Recommend the Chairs of				✓							

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
		Academy Councils											
	7	Approval of Academy Council Chairs and Associate Trustees		✓									
	8	Appoint the Internal Auditor			✓ Finance & Estates Committee								
	9	Approve the appointment of Company Secretary & Clerk		✓									
	10	Review performance of the Board		✓									
	11	Review performance of Board committees and Academy Councils		✓									
	12	Review committee membership to ensure each have a diverse and appropriate skill set			✓ Risk & Audit Committee								
	13	Ensure (where appropriate) AC is compliant with correct Church representation. and is following Church School compliance.		✓									
	14	Ensure (where appropriate) school SIAMS criteria are an integral part of the school culture.				✓							

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
Finance	15	Scrutinise all schools' budgets for the financial year			✓ Finance & Estates Committee								
	16	Approve the overall Trust budget for financial year		✓									
	17	Review the Trust budget throughout the financial year			✓ Finance & Estates Committee								
	18	Review all schools' budgets throughout the financial year			✓ Finance & Estates Committee								
	19	Approve changes between budget headings (virements) under £10,000						✓					
	20	Approve virements between £10,000 and £50,000					✓						
	21	Approve virements between £50,000 and £100,000			✓ Finance & Estates Committee								
	22	Approve virements over £100,000		✓									
	23	Approve use of school reserves			✓ Finance & Estates Committee								
	24	Review and approve banking arrangements		✓									
	25	Propose financial and procurement policies						✓					

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
	26	Approve financial and procurement policies			✓ Finance & Estates Committee								
	27	A written contract, signed by both parties, is required for any works or services which require committee or AET board approval.		✓	✓ Finance & Estates Committee								
	28	Enter into contracts over £150,000		✓									
	29	Enter into contracts between £80,000 and £150,000			✓ Finance & Estates Committee								
	30	Enter into contracts between £40,000 and up to £80,000					✓						
	31	Enter into contracts up to £40,000						✓					
	32	Authorising orders within budget <£1,000										✓	
	33	Authorising orders within budget between £5,000 and up to £10,000						✓					
	34	Authorising orders within budget between £10,000 and up to £40,000 – must have 3 quotes						✓					
	35	Authorising orders within budget between £40,000 and up to £80,000 – must have 3 quotes					✓						

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
	36	Authorising orders within budget between £80,000 and £150,000 – must have 3 quotes			✓ Finance & Estates Committee								
	37	Authorising orders within budget over £150,000 – must have 3 quotes		✓									
	38	Waiving tender/quote process for procurement between £2,000 and £25,000 – CFO to submit statement explaining why only one supplier is suitable					✓						
	39	Waiving tender/quote process for procurement between £25,000 and £100,000 – CFO to submit statement explaining why only one supplier is suitable			✓ Finance & Estates Committee								
	40	Waiving tender/quote process for procurement over £100,000 – CFO to submit statement explaining why only one supplier is suitable	✓										
	41	Write off debts between £5,000 and £25,000			✓ Finance & Estates Committee								
	42	Write off debts between £1,000 and £5,000					✓						

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
	43	Write off debts under £1,000						✓					
	44	Approve disposal of assets over £25,000		✓									
	45	Approve disposal of assets between £5,000 and £25,000			✓ Finance & Estates Committee								
	46	Approve disposal of assets under £5,000						✓					
	47	Approve the appointment of external auditors	✓		✓ Finance & Estates Committee								
Payroll	48	Approve overtime within delegated budget										✓	
	49	Approve all other overtime						✓					
	50	Approve business staff expenses and overtime						✓					
	51	Approve teaching staff expenses								✓ Head of HR			
	52	Approve overtime with delegated budget (Primary schools)									✓		
	53	Approve overtime within delegated budget (Secondary schools)										✓	
	54	Approve monthly school payroll						✓					

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
Staff and Performance Management	55	Appoint the CEO		✓									
	56	Appoint Headteachers or senior staff		✓									
	57	Participate in appointment of Headteachers		✓		✓	✓	✓					
	58	Participate in appointment of Academy leadership				✓	✓						
	59	Performance review of CEO		✓									
	60	Performance review of Executive Head/Senior Executive					✓						
	61	Make recommendation as to remuneration, benefit and incentives to be paid to CEO and other senior execs			✓ People & Well-being committee								
	62	Participate in performance review of Headteachers					✓		✓				
	63	Propose policies for staff, HR, pay, performance and disciplinary								✓ Head of HR			
	64	Approve staff, HR, pay, performance and disciplinary policies			✓ Finance & Estates Committee								
	65	Approve changes to school staffing structures including recruitment (within agreed budget)								✓ Head of HR			
	66	Review reports on recruitment, rewards			✓ People & Well-being		✓			✓ Head of HR			

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
		packages, career progression and CPD for educational and non-educational staff			committee								
	67	Approve changes to school staffing structures including recruitment (outside of agreed budget)					✓						
	68	Approve re-grading of job roles								✓ Head of HR	✓		
	69	Approve redundancies and staff restructures			✓ Finance & Estates Committee								
	70	Approve appointments of central Trust posts					✓						
	71	Agree CEO and senior exec succession structure		✓	✓ People & Well-being committee								
	72	Review and progress of KPIs			✓ People & Well-being committee								
	73	Ensure Executive contracts are consistent with responsibilities			✓ People & Well-being committee		✓						
	74	Review the pay policy			✓ People & Well-being committee								
	75	Review talent management policy and process			✓ People & Well-being		✓			✓			

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
					committee								
	76	Review reports on well-being, absence and sickness			✓ People & Well-being committee		✓			✓			
	77	Evaluate responses to the annual staff survey; identify areas of action and concern			✓ People & Well-being committee		✓			✓			
	78	Review annual report of Trust complaints			✓ People & Well-being committee		✓						
	79	STPCD recommendations		✓	✓ People & Well-being committee								
Performance & Curriculum	80	Propose School Development Plan					✓				✓		
	81	Approve School Development Plan					✓		✓				
	82	Monitor progress of SDP							✓		✓		
	83	Monitor relevant sections of SDP				✓							
	84	Annual review of all SDP's Review progress across/against all School Development Plans					✓						
	85	Propose Trust Strategic Plan					✓						
	86	Approve Trust Strategic Plan		✓									

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
	87	Propose the school curriculum plan									✓		
	88	Review each school curriculum plan					✓						
	89	Approve the school curriculum plan							✓				
	90	SEND Trust and school policies. Finance (Finance committee)			✓ Safeguarding, Standards & Improvement								
	91	Review progress against SIAMS SEF criteria in CoFE Schools				✓				✓ Executive Headteacher			
	92	Review impact of Pupil Premium funding and Sport and PE grant funding and covid catch up			✓ Safeguarding, Standards and Improvement Committee					✓ Executive Headteacher			
	93	Place Pupil Premium funding and Sport and PE grant funding reviews and policies on website									✓		
Behaviour/Exclusions	94	Propose pupil behaviour policies									✓		
	95	Approve pupil behavior policies					✓						
	96	Monitor implementation of				✓							

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
		pupil behavior policies											
	97	Take the decision to exclude.									✓		
	98	Inform AC of any permanent exclusion/15-day exclusion.									✓		
	99	Notify the AC (and LA if not done so already) of exclusions on a termly basis.									✓		
	100	Direct pupils off-site for education to improve their behaviour.									✓		
	101	Organise a “managed move” with consent of all parties involved.									✓		
	102	Arranging full-time education or alternative provision from 6 th day of a fixed term exclusion.				✓							
	103	Review an exclusion which results in a pupil being excluded for more than 5				✓							

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
		days upon parental request.											
	104	Review any permanent exclusion/15 days in one term.				✓							
	105	Direct reinstatement of excluded pupils (except where an exclusion results in less than 5 days exclusion for a term or where exclusion results in over 5 days, but less than 15 days and parents do not request a review meeting).				✓							
	106	Delegate functions relative to exclusion to a sub-committee of at least 3 AC members.				✓							
	107	Removal of pupil from school roll following an upheld permanent exclusion.				✓							
	108	Advise heads on exclusions								✓ Head of SEND			

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
	109	Monitor systems to ensure consideration is given to statutory guidance on exclusion.								✓ Head of SEND			
	110	Review exclusion on appeal				✓							
	111	Direct reinstatement of excluded students				✓							
Admissions	112	Consult annually before setting Admissions Policy				✓							
	113	Propose admissions policy				✓							
	114	Approve admissions policy		✓									
	115	Admissions: application decisions									✓		
	116	Approve admissions prospectus		✓									
Premises & Insurance	117	Propose premises-related policies								✓ Head of School Services			
	118	Approve premises-related policies			✓ Finance & Estates Committee								
	119	Propose school premises & capital strategy								✓ Head of School Services			
	120	Approve school premises & capital strategy			✓ Finance & Estates Committee								

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
	121	Approve appropriate insurance cover for all schools in the Trust			✓ Finance & Estates Committee								
Health & Safety	122	Propose a Health & Safety Policy								✓ Head of School Services			
	123	Approve a Health & Safety Policy			✓ Finance & Estates Committee								
	124	Monitor implementation of H&S Policy			✓ Finance & Estates Committee								
	125	Develop a Risk Management Plan			✓ Risk and audit committee			✓					
	126	Approve a Risk Management Plan			✓ Risk and audit committee								
	127	Report Risks to Board			✓ Risk and audit committee								
School Organisation	128	Approve times of school day and dates of school terms and holidays		✓									
	129	Approve Trust strategy for IT			✓ Finance & Estates Committee								
	130	Approve Capital investments in IT			✓ Finance & Estates Committee								

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
	131	Ensure that the academy complies with GDPR								✓ Head of Communications & School Support			
	132	School Uniform					✓						
	133	Propose rewards policy									✓		
	134	Approve and monitor rewards policy				✓							
	135	Monitor extra-curricular provision				✓							
	136	Monitor and evaluate parent, student and staff questionnaires				✓							
	137	Formulation of questionnaires								✓ Executive Headteacher			Involvement of Academy Council.
	138	House System					✓						
	139	Curriculum Leaders					✓						
	140	Safeguarding Policy – Trust and all schools/nurseries								✓ Head of Communications and School Support			
	141	Safeguarding Audit in all schools/nurseries								✓			
	142	Complete actions from Safeguarding Audit									✓		
	143	Review and Monitoring of actions from Safeguarding								✓ Head of Communications			

Key Function	No	Task	1	2	3	4	5	6	7	8	9	10	Notes
		Audit								and School Support			
	144	Managing Single Central Record in school									✓		
	145	Manage Single Central Record for Central Team								✓ Head of HR			
	146	Review of SCR								✓ Head of Communications and School Support			
	147	Oversee Safeguarding procedures for all lettings								✓ Head of School Services			
	148	Monitor and review safeguarding procedures for all lettings								✓ Head of Communication and School Support			