

Founded 1642



New Hall Multi Academy Trust

## SCHEME OF DELEGATION

Effective date: 3 July 2017



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## **1. INTRODUCTION**

- 1.1 New Hall Multi Academy Trust (referred to herein as “NHMAT” or the “Trust” was established in September 2013 following a request from the Department for Education (DfE) to New Hall governing body to sponsor Messing Primary School.
- 1.2 The Trust is a company limited by guarantee, registered at Companies House (Company Number 08643881). The Trust is not a registered charity but an “exempt” charity, regulated by the Secretary of State for Education, who acts as the principal regulator.
- 1.3 The relationship between the Trust and the Secretary of State for Education is set out in a legal document known as the ‘Funding Agreement’.
- 1.4 The Trust’s constitution is set out in its Articles of Association and this Scheme of Delegation has been put in place in accordance with the provisions in the Articles and should be read in light of them.
- 1.5 The purpose of this Scheme of Delegation is to provide clarity as to the roles and responsibilities of those who contribute to the governance of the Academies and the Trust itself. All those with governance and management responsibilities must be familiar with this Scheme of Delegation so that appropriate steps can be taken to ensure there is sufficient and proper challenge of those with leadership responsibilities, to ensure that senior leaders are held to account for the performance of the Academies and there is financial stability within the Trust.
- 1.6 This Scheme of Delegation will apply to each of the Academies.
- 1.7 The Effective Date of this Scheme of Delegation is 3 July 2017 and it will be reviewed biennially.

## **2. VISION AND VALUES**

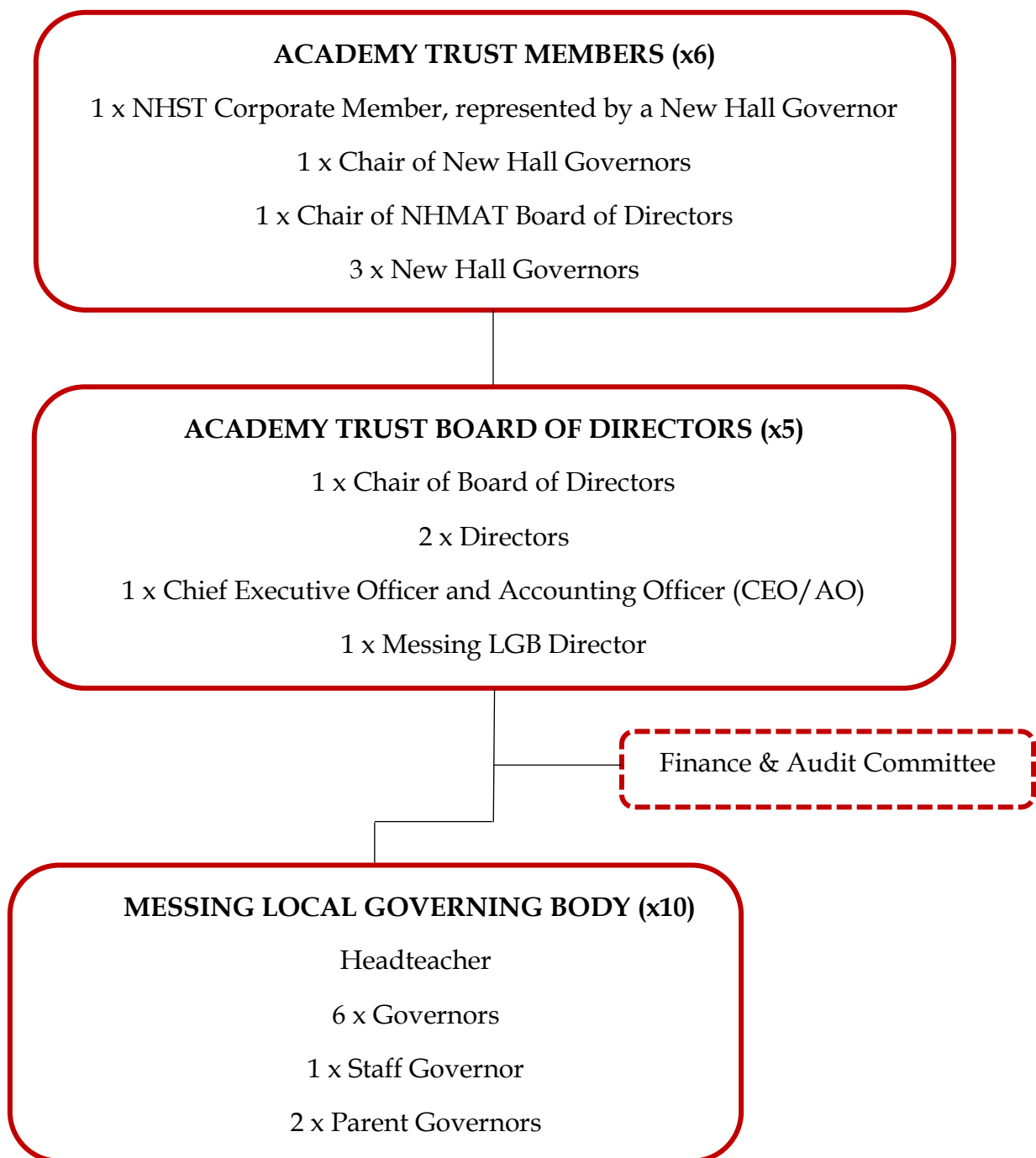
- 2.1 A strong sense of moral purpose and an aspiration to improve the quality of teaching and learning to prepare students for the next stage in their education are the key drivers of the NHMAT.

### 3. ACCOUNTABILITY: STRUCUTRE, ROLES AND RESPONSIBILITES

#### 3.1 Structure

In a multi-academy trust, a single trust is responsible for a number of academies, including one. NHMAT has one school, Messing Primary School. The basic structure is shown below and a more detailed version is shown in Appendix A.

Although New Hall itself does not belong to the MAT it is normal for the principal of the sponsoring school to be Accounting Officer and CEO. It is with this role that 'the buck stops'. The other directors do not have specific responsibilities but their areas of expertise and interest are shown on the detailed slide.



## 3.2 Members

- 3.2.1 The members are akin to the shareholders of a company. They have ultimate control over the academy trust and importantly have the ability to appoint directors and the right to amend the trust's Articles of Association.
- 3.2.2 The role of member is a legal requirement of the Companies Acts but members do not have any specific duties imposed on them. They are required to provide a 'guarantee' such that if NHMAT were to be wound up and the assets did not meet all the outstanding liabilities they would be asked to contribute £10. Members will often meet just once a year at the Annual General Meeting.
- 3.2.3 Members are appointed in accordance with Articles 12 to 18 of the Articles of Association and need to complete a 'Consent to be a Member' form.
- 3.2.4 There must be at least three signatory members.
- 3.2.5 It is normal for an Academy Trust to have three or four members. NHMAT has six members which allows the trust to have one member who works for the local authority without breaking the rule that local authority employees must not exceed 20% of the number of Academy Trust members.

## 3.3 Directors

- 3.3.1 The directors are responsible for the same three core governance functions performed by the governing body in a maintained school:
- setting the direction
  - holding the headteacher to account
  - ensuring financial probity
- 3.3.2 As charity trustees, they must also ensure that they are complying with charity law requirements. Academy trusts are charitable companies and the trustees are company directors and must comply with company law requirements. This may sound daunting, but, in reality, the duties are largely the same as those of a governor of a maintained school, such as regularly attending meetings, managing conflicts of interest, seeking advice from the academy's leadership team and ensuring the academy has appropriate procedures in place for reporting financial information.
- 3.3.3 The model Articles state that the chair of the board of directors will also be a member, thereby ensuring a link between the two layers. However, while directors can also serve as members, the most effective governance models recognise that the members are responsible for holding the directors to account. Some separation between those serving as directors and those serving as members is, therefore, desirable for achieving robust accountability.
- 3.3.4 In simple terms the Board of Directors manage the affairs of the Academy Trust and are responsible for the day to day running of it. They have responsibility for the protection of the assets of the Academy Trust.

- 3.3.5 Directors are appointed in accordance with Articles 45 to 80 of the Articles of Association and need to complete a Director Declaration form and form AP01 which must be submitted to Companies House.
- 3.3.6 The Articles require there to be a minimum of three directors although the number of Directors is not subject to any maximum. One of the directors should be appointed as the Chief Executive Officer (CEO) and Accounting Officer and another director should be appointed chairperson.
- 3.3.7 To provide a link between Members and Directors, the Chair of Directors is also a Member.
- 3.3.8 The number of directors that are local authority influenced cannot exceed 20% of the number of Academy Trust members.

### **3.4 Finance and Audit Committee**

The purpose of the Finance and Audit Committee is to oversee all financial matters relating to the MAT and make recommendations to the Board of Directors for approval. The remit of this committee includes, but is not limited to:

- Receive, consider and make recommendation on:
  - the internal auditor's reports (twice a year);
  - the external auditor's report (once a year); and
  - the statutory accounts
- Approval of external auditor's fees
- Updating of financial regulations
- Prepare, consider and seek approval for all policies relating to financial matters

### **3.5 Local Governors**

- 3.5.1 Individuals who sit on local governing bodies (LGBs) are referred to as 'local governors'. This is because directors can delegate governance functions to the local level.
- 3.5.2 Directors have complete discretion over what is delegated to each LGB. They may, for example, decide to delegate all functions to academies in the chain that are performing well and only a few to those academies that need greater support. Alternatively, where a MAT wishes to retain all governance functions centrally, it may establish an advisory body at the school level, which has no formal governance function but which advises the board of trustees on its decisions.
- 3.5.3 Each academy in the Trust will have an LGB where governors will have responsibilities for particular areas like finance, safeguarding etc. The academy headteacher will also sit on the LGB.
- 3.5.4 It is normal for academies to nominate one person from their LGB to sit as a director on the Trust Board.
- 3.5.5 There will be two elected parent directors or parent local governors in the overall structure. Typically both will be local governors sitting on the LGB.

#### 4. DELEGATED POWERS

- 4.1 NHMAT uses a list of delegated powers (see Appendix B) to clarify the range of functions performed by the Trust and those responsible for them. The delegated powers are broken down into sub categories:
- Governance
  - Planning and Performance
  - Staff Policies and Pay
  - Staff Management
  - Financial Governance and Management
  - Financial Authorisation
  - Academy Policies and Procedures
- 4.2 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.
- 4.3 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)
  - Recommend (R)
  - Propose (P)
  - Develop (D)
  - Monitor & Report (M)
  - Consulted (C)
  - Implement (I)
- 4.4 Approve, Recommend, Propose and Develop should be considered as hierarchical. In other words if a line in the matrix has no D then it should be assumed that it will be Developed, if relevant, by the Proposer. If there is no P or D on the line then it should be assumed that it will be Developed and Proposed by the Recommender.
- 4.5 In the somewhat unusual case of NHMAT the accountability of the CEO will be recognised mostly by it being a Proposing/Recommending role with the 'doing' being done predominantly by the Director for Development and the Academy Manager/CFO.



## **5. TRUST BOARD OF DIRECTORS: TERMS OF REFERENCE**

### **5.1 Powers of the Trust Board of Directors**

The Directors shall exercise duties and powers as set out in the Academy Trust's Memorandum and Articles of Association and Funding Agreements, in compliance with relevant legislation current at that time, and, in particular;

- 5.1.1 to set out the Academy Trust's vision, ethos, values and principles
- 5.1.2 to expend the funds of the Academy Trust as they consider most beneficial and enter into contracts on behalf of the Academy Trust
- 5.1.3 to abide by the requirements of and have regard to the guidance in the Academies Finance Handbook, including approval of the annual budget each Academy financial year
- 5.1.4 to prepare and submit the Annual Report & Accounts, audited by independent auditors, to the Secretary of State, as Principal Regulator, and Companies House and publish them on the website
- 5.1.5 to establish any Committee they deem appropriate and to regulate their proceedings
- 5.1.6 to establish Local Governing Bodies and to regulate their proceedings
- 5.1.7 to appoint the Chief Executive and Principals of Academies
- 5.1.8 to delegate powers and functions to any Director, Governor, Committee, CEO or Principal as they consider desirable.
- 5.1.9 The Directors shall have the right to intervene in the governance of an academy where it has serious cause for concern, including;
  - a. Standards of performance of pupils at the Academy are unacceptably low,
  - b. Serious breakdown in the way the Academy is governed or managed,
  - c. Safety of pupils or staff is threatened,
  - d. Financial mismanagement or failure to operate within budget.

### **5.2 Composition and Appointment of the Board of Directors**

- 5.2.1 The composition of the Trust Board is set out in the Articles of Association and, in particular, shall be as follows;
  - a. A minimum of three (3) and a maximum of five (5) Directors appointed by the Members with a view to the candidates providing particular skills and experience relevant to running the Company
  - b. One (1) Trust Director appointed by the Members, being nominated by and a member of the Local Governing Body
  - c. The Chief Executive Officer (currently the Principal of New Hall School),
  - d. Co-opted Directors appointed by the Directors.
- 5.2.2 The Trust Board of Directors shall support each Academy Local Governing Body in making arrangements for the election by parents of registered pupils at each Academy of two Parent members of the Local Governing Body.

### **5.3 Term of Office for Directors**

5.3.1 The Term of Office for Trust Directors is four (4) years.

5.3.2 The Chief Executive Officer shall be ex-officio and therefore without limit on Term of Office.

### **5.4 Meetings of the Trust Board**

The Trust Board shall meet as set out in the Articles of Association and, in particular;

5.4.1 The Trust Board shall meet at least three times in each school year,

5.4.2 The Trust Board shall meet during the date periods as per the Trust Governance Planning Calendar,

5.4.3 The Directors shall meet specifically to approve the Trust Audited Accounts and Annual Report,

5.4.4 The Directors will receive notice of each meeting seven (7) clear days before the date of the meeting.

5.4.5 Quorum for a meeting of the Trust Board will be;

- The greater of either three (3) persons or the number of persons at least equal to one thirds ( $1/3$ ), rounded up to the nearest whole number, of the Directors at the time who are entitled to vote,
- For decisions set out in the Articles, the number of persons equal to at least two thirds ( $2/3$ ), rounded up to the nearest whole number, of the Directors at the time who are entitled to vote.

5.4.6 Each question to be decided at a meeting of the Trust Board shall be determined by a majority of votes of Directors present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.

### **5.5 Appointment of the Trust Board Chair and Vice Chair**

The term of office for Chair and Vice-Chair will be 1 year and they shall be elected at the first meeting of each school year and, in particular;

5.5.1 The Chair and Vice Chair will be elected by a secret ballot, conducted by the Clerk to the Directors

5.5.2 Directors shall submit written nominations fourteen (14) days prior to the meeting. A Director can nominate him/herself for office and does not need to be present

5.5.3 Nominee(s) will be asked to leave the room whilst the election takes place. If there is more than one nominee, the remaining Directors will take a vote by secret ballot and the Clerk will tally the votes

5.5.4 If there are more than three nominees per office, the nominee polling the least votes shall be eliminated and a further vote taken. If there is a tie the Governors shall discuss the strengths of nominees and a further vote taken. This process will continue until a nominee polls a majority of votes.

## **5.6 Appointment of the Accounting Officer**

5.6.1 The Directors shall appoint CEO, currently the Principal of New Hall School, as Accounting Officer, as set out in the Academies Financial Handbook, with personal responsibility to the Trust Board for financial and administrative matters including;

- Ensuring regularity and propriety, i.e. dealing with money in accordance with applicable legislation, authority and rules and with fairness and integrity (including avoidance of personal gain);
- Prudent and economical administration, which is concerned with securing value for money;
- Avoidance of waste and extravagance,
- Efficient and effective use of available resources,
- Day to day organisation, staffing and management of the Academy Trust.

5.6.2 The Accounting Officer shall be required to provide a statement on governance, regularity, propriety and compliance in the Academy Trust's annual report. The format of the statement is included within the Accounts Direction, which is issued annually.

5.6.3 The Accounting Officer may delegate or appoint others, such as the Chief Financial Officer, to assist in carrying out these responsibilities.

## **5.7 Appointment of the Company Secretary**

The Trust Board may appoint a Company Secretary who shall not be a Director nor a Member. If a Company Secretary is not appointed, then the Directors shall appoint a member of staff to carry out the functions below.

The functions of the Company Secretary or appointed member of staff shall;

5.7.1 Keep records such as registers of directors and members,

5.7.2 File documents and accounts at Companies House,

5.7.3 Ensure that the Trust Board acts within its powers and that decisions are communicated and notified to relevant bodies, principally the DfE,

5.7.4 Be a point of contact for Members and Directors to provide information to, for example, email addresses, instruments of proxy and notices of resignation or disqualification,

5.7.5 Act as Chair when the Chair is being elected,

5.7.6 Keep a book of the minutes of the Directors' meetings,

5.7.7 Convene meetings of Directors by sending out signed written notice 7 clear days before the meeting,

5.7.8 Keep a register of interests, bring the issue of conflicts of interest to the attention of the Directors and maintain a risk register.

## **5.8 Appointment of a Clerk**

The Trust Board may appoint a Clerk to the Directors who shall carry out those functions of the Company Secretary as delegated with the agreement of the Trust Board.

## **5.9 Committees**

5.9.1 The Trust Board shall establish Committees, as set out in the Articles of Association, with Terms of Reference and Membership to be agreed and reviewed at the first meeting of the Trust Board each school year, recognising that the Finance and Audit Committees shall be permanently constituted as required by the Master Funding Agreement.

5.9.2 The Directors shall agree whether to appoint non-Directors as Committee members and whether they shall have voting rights, notwithstanding the requirement for the majority of the members present to be Directors before a vote can be taken.

5.9.3 The practice for Committee Management shall be;

- Agendas will be circulated to all committee members at least seven (7) days in advance of the meeting,
- Committee papers will be available to all Directors (not just those on the committee),
- Minutes will be circulated to all Directors (not just those on the committee),
- Minutes will be signed by the Committee Chairman at the next committee meeting to verify that the minutes are a true record,
- Any Director may attend a committee meeting but only named committee members may vote.

## **5.10 Directors' Expenses**

The Academy Trust shall reimburse exceptional expenses incurred by Directors in line with the relevant policy.

## **6. ACADEMY LOCAL GOVERNING BODY: TERMS OF REFERENCE**

### **6.1 Powers of the Trust Board of Directors**

- 6.1.1 The Directors of the Trust Board shall establish the Local Governing Body as a committee of the Trust as set out in the Trust's Articles of Association.
- 6.1.2 The Directors shall determine and approve the Local Governing Body Terms of Reference and shall review the Terms at the start of each academic year.
- 6.1.3 The Directors shall determine and approve the delegation of powers, responsibilities and duties to the Local Governing Body and shall review this Scheme of Delegation at the start of each academic year.
- 6.1.4 The Directors shall have the right to intervene in the governance of an Academy where it has serious cause for concern, including:
- Standards of performance of pupils at the Academy are unacceptably low
  - Serious breakdown in the way the Academy is governed or managed
  - Safety of pupils or staff is threatened
  - Financial mismanagement or failure to operate within budget
- 6.1.5 The Directors shall set out the Trust's vision, ethos, values and principles,
- 6.1.6 The Directors shall set out a list of statutory, mandatory or required policies including the determination of those that are Trust policies and those that are Academy policies.

### **6.2 Powers of the Local Governing Body**

The Governors shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the 'Delegated Powers' document (see Appendix B).

### **6.3 Composition and Appointment of the Local Governing Body**

The composition of the Local Governing Body shall be as follows;

- 6.3.1 The Academy Headteacher,
- 6.3.2 up to seven (7) Local Governors appointed by the Board, on the recommendation of the Local Governing Body. This may include an employee of New Hall School Trust,
- 6.3.3 two (2) Parent Local Governors elected by the parents or carers of registered pupils at the Academy. A Parent Local Governor should be a parent of a registered pupil at the Academy or where this is not reasonably practical, a person who is the parent of a child of registered school age,
- 6.3.4 one (1) Staff Local Governor elected by the staff of the Academy.

### **6.4 Term of Office and Responsibilities of Governors**

- 6.4.1 The Term of Office for all Governors except the Headteacher is 3 years, which may be renewed for a further period of 3 years.

- 6.4.2 On appointment Governors are each required to familiarise themselves and to agree to comply with;
- a. Trust Articles of Association,
  - b. Supplemental Funding Agreement,
  - c. Trust Financial Regulations,
  - d. these Terms,
  - e. current relevant legislation and guidance for Governors.

## **6.5 Meetings of the Local Governing Body**

- 6.5.1 The Local Governing Body shall meet at least four times per year and at least once per term and in particular:
- a. The Local Governing Body shall meet during the date periods as per the Trust Governance Planning Calendar,
  - b. The Governors will receive notice of each meeting seven (7) clear days before the date of the meeting,
  - c. The agenda, papers and minutes of Local Governing Body meetings will sent to the Clerk to the Directors when they are issued to Governors,
  - d. Minutes will be signed by the Local Governing Body Chair at the next meeting to verify that the minutes are a true record.
- 6.5.2 Quorum for a meeting of the Local Governing Body will be one half of a number of Governors entitled to vote.
- 6.5.3 Each question to be decided at a meeting of the Local Governing Body shall be determined by a majority of votes of Governors present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.

## **6.6 Appointment of the Local Governing Body Chair and Vice Chair**

- 6.6.1 The Trust Board shall appoint the Chair and Vice Chair of the Local Governing Body.
- 6.6.2 The Trust Board shall have the right to remove the Chair.
- 6.6.3 The term of office for the Chair and Vice-Chair will be 3 years and they shall be elected at the first meeting of the appropriate school year, and, in particular;
- 6.6.4 The Chair and Vice Chair will be elected by a secret ballot, conducted by the Clerk to the Local Governing Body.
- 6.6.5 Governors will be able to submit written nominations prior to the meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting.
- 6.6.6 Nominee(s) will be asked to leave the room whilst the election takes place. If there is more than one nominee, the remaining Governors will take a vote by secret ballot and the Clerk will tally the vote.

- 6.6.7 If there are more than three nominees per office, the nominee polling the least votes shall be eliminated and a further vote taken. If there is a tie the Governors shall discuss the strengths of nominees and a further vote taken. This process will continue until a nominee polls a majority of votes.

## **6.7 Appointment of a Clerk**

The Trust Board shall appoint (and remove) a Clerk to the Governors.

## **6.8 Local Governing Body Sub Committees**

6.8.1 The Local Governing Body shall establish such sub-committees as it sees fit to fulfil its powers, responsibilities and duties.

6.8.2 The Local Governing Body will set out sub-committee Terms of Reference and membership to be agreed and reviewed at the first meeting of the Local Governing Body each school year.

6.8.3 The practice for LGB sub-committee management shall be;

- a. Agendas will be circulated to all sub-committee members at least seven days in advance of the meeting.
- b. Sub-committee papers and minutes will be available to all Governors (not just those on the sub-committee).

## **6.9 Governors' Expenses**

The Trust Board shall set out a policy for payment of exceptional expenses incurred by Governors, subject to prior application to and approval by the Chair of the Local Governing Body.

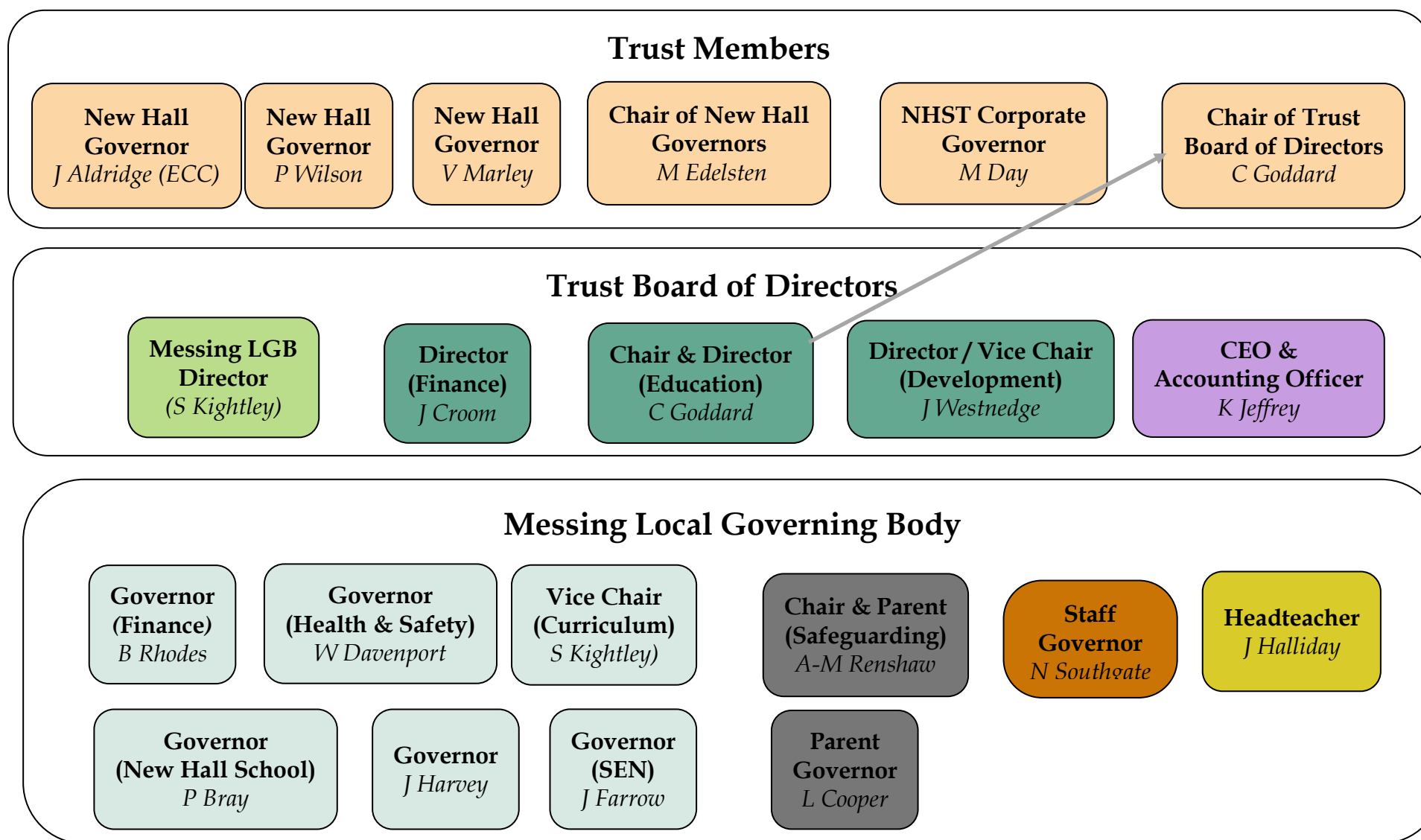
## 7. GLOSSARY

DfE	Department for Education
NHMAT	New Hall Multi Academy Trust
LGB	Local Governing Body
CEO	Chief Executive Officer
NHST	New Hall School Trust
AO	Accounting Officer
HMRC	Her Majesty's Revenue and Customs
CFO	Chief Financial Officer



# APPENDIX A

# NHMAT Structure 2017/18



# APPENDIX B

## Delegated Powers: Governance

Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)		Notes	Board	CEO / AO	Director / New Hall Expert	F&A Cttee	CFO	LGB	Headteacher
<b>1. Governance</b>									
1.1	Approve Trust Articles of Association	Members only	R						
1.2	Appoint / Remove Accounting Officer		A						
1.3	Appoint / Remove Chair of Trust Board		A						
1.4	Appoint / Remove Clerk to Trust Board		A						
1.5	Approve Trust Scheme of Delegation		A	R	P JW				
1.6	Approve Trust Board Terms of Reference		A	R	P JW				
1.7	Approve new convertor or sponsored academies joining MAT		A	R	P JW				
1.8	Trust Policy Matrix		A	R	P JW				
1.9	Trust Governance Calendar		A	R	P JW				
1.10	Approve Directors Expenses Policy		A	R	P JW				
1.11	Establish Trust Committees		A	R	P JW				
1.12	Appoint / Remove Chair(s) of Trust Committees		A						
1.13	Appoint / Remove Trust Committee members		A						
1.14	Approve Trust Committee Terms of Reference		A	R	P JW				
1.15	Appoint Chair and Vice Chair of LGB and Chairs of LGB Committees		A					R	
1.16	Remove Chair or Vice Chair of LGB and Chairs of LGB Committees	In exceptional circumstances	A					R	
1.17	Appoint LGB members	Except parent & staff governors						A	
1.18	Remove LGB members	In exceptional circumstances						A	
1.19	Appoint / Remove Clerk to LGB							A	
1.20	Approve Local Governing Body (LGB) Terms of Reference		A	R	D JW			P	
1.21	Establish LGB sub-committees				C JW			A	

## Delegated Powers: Planning and Performance

Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)		Notes	Board	CEO / AO	Director / New Hall Expert	F&A Cttee	CFO	LGB	Headteacher
<b>2. Planning and Performance</b>									
2.1	Trust Strategic Plan		A	R	P JW				
2.2	Academy Strategic Plan		A	P	C JW			R	D
2.3	Academy 1 Year Plan			R	C JW			A	P
2.4	Academy Performance Targets		A	P	C CG			R	D
2.5	Academy Staff Development Plan				C CG				A

## Delegated Powers: Staff Policies and Pay

Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)		Notes	Board	CEO / AO	Director / New Hall Expert	F&A Cttee	CFO	LGB	Headteacher
<b>3. Staff Policies and Pay</b>									
3.1	HR, Employment & Staff Related policies	Trust Policy	A	R	P KO			M	C I
3.2	Employee Terms & Condition changes		A	R	P KO				C I
3.3	Terms & Conditions for new academies		A	R	P KO				C I
3.4	Teachers 'across the board' Annual Pay Award		A	P		R	D		C I
3.5	Support Staff 'across the board' Annual Pay Award		A	P		R	D		C I
3.6	Headteacher Performance Review & Pay	Board Sub-group	A	C				R	
3.7	Individual Performance Pay Awards	As per policy						A	R

## Delegated Powers: Staff Management

	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	CEO / AO	Director / New Hall Expert	F&A Cttee	CFO	LGB	Headteacher
<b>4. Staff Management</b>									
4.1	CEO appointment	As per policy	A						
4.2	Academy staff structure & complement	As per policy	A	C	C KO			R	P
4.3	Headteacher appointment	As per policy	A	I	C KO			C	
4.4	Teaching and support staff appointments	As per policy			C KO			C	A
4.5	Suspension of Headteacher	As per policy	A	R	C KO			C	
4.6	Return of Headteacher after suspension	As per policy	A	R	C KO			C	
4.7	Dismissal of Headteacher	As per policy	A	R	C KO			C	
4.8	Suspension of teaching and support staff	As per policy			C KO			C	A
4.9	Return of teaching and support staff after suspension	As per policy			C KO			C	A
4.10	Redundancy of staff	As per policy			C KO		C	C	A

## Delegated Powers: Financial Governance and Management

Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)		Notes	Board	CEO / AO	Director / New Hall Expert	F&A Cttee	CFO	LGB	Headteacher
<b>5. Financial Governance &amp; Management</b>									
5.1	Trust Financial Regulations & Procedures		A			R	P		
5.2	Academy Financial Regulations & Procedures		A			R	P	M	CI
5.3	Appoint Trust auditors		A			R			
5.4	Trust Annual Accounts		A			R	P		
5.5	Trustees Report		A			R	P		
5.6	Trust Academies Accounts Return to EFA	Accounting Officer		A			R		
5.7	Response to Auditor's Management Ltr		A			R	P		C
5.8	Academy 1 year Budget		A			R	C	P	D
5.9	Academy Financial Management reports		M			M	C	M	D
5.10	Academy 3 Year Financial Forecast		M			M	D	M	C

## Delegated Powers: Financial Authorisation

Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)		Notes	Board	CEO / AO	Director / New Hall Expert	F&A Cttee	CFO	LGB	Headteacher
<b>6. Financial Authorisation</b>									
6.1	Expenditure or contracts up to Lower Limit	Limits as per policy							A
6.2	Expenditure or contracts from Lower Limit to Upper Limit	Limits as per policy						A	R
6.3	Expenditure or contracts above Upper Limit	Limits as per policy				A		R	P
6.4	Compensation payments up to £50,000		A	R	C KO	C		C	P

## Delegated Powers: Academy Policies & Procedures

Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)		Notes	Board	CEO / AO	Director / New Hall Expert	F&A Cttee	CFO	LGB	Headteacher
<b>7. Academy Policies &amp; Procedures</b>									
7.1	Significant Changes to Academy times, terms and holidays		A		R CG				P
7.2	Change of Academy Age Range		A		C CG			R	P
7.3	Expansion of Academy PAN		A	C	C JW			R	P
7.4	Extension of Academy provision		A	C	C JW			R	P
7.5	Extended services on-site		A	C	C JW			R	P
7.6	Academy Statutory Policies	Academy Policy	A	R	P JW			C	C
7.7	Academy Non-Statutory Policies	Academy Policy	A	R	P JW			C	C
7.8	Short-term Exclusion	As per policy							A
7.9	Return after short-term exclusion	As per policy							A
7.10	Permanent Exclusions	As per policy		R				A	P
7.11	Appeals against Permanent Exclusion	Independent Panel	I(2)					I(1)	
7.12	Complaints Appeals	Independent Panel	I(2)					I(1)	
7.13	Admissions allocation of places policy							A	R
7.14	Admissions Appeals	Independent Panel	I(2)					I(1)	
7.15	Academy prospectus			C				A	R
7.16	Academy website			C				A	R
7.17	Academy logo & branding			C				A	R
7.18	Academy uniform			C				A	R

(1) and (2) refers to the appeals stage