

Salendine Nook High School (Academy) Scheme of Delegation

Introduction

An academy trust's board of trustees is accountable in law for all decisions about its academy. However, this does not mean that the full board is required to make all the decisions itself. Many decisions can be delegated to the Principal (the senior executive leader in a single academy trust), trust board committees and individual trustees. It is vital that the decision to delegate a function is made by the full board of trustees and is recorded. Without such formal delegation, the individual or committee has no power to act.

The purpose of scheme of delegation

This scheme of delegation (SoD) is the key document defining which functions have been delegated and to whom. This is a simple yet systematic way of ensuring members, trustees, committees and individuals are clear about who has responsibility for making which decisions in the trust. This overarching SoD covering all decision making in the trust should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook.

Governance structure and lines of accountability

The Academy Trust Board of Trustees delegate responsibility for the day to day running of the academy to the Principal. The Trustee Board will hold the Principal to account for the performance of the Academy. The Principal in turn holds other members of the senior leadership team to account by line managing them. While the board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The Principal will report to the Board on the performance of the Academy, although this will be supplemented by the monitoring of Trust Board Committees and individual trustees with any delegated responsibilities.

The Principal is performance managed by the Trust Board.

Roles and responsibilities

The role of the members

The members of the trust have a different status to trustees. Originally, they have been the signatories to the memorandum of association and have agreed the Trust's first articles of association (a document which outlines the governance structure and how the trust will operate). The articles of association also describes how members are recruited and replaced, and how many of the trustees the members can appoint to the trust board. 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. Accordingly, the trust board submits an annual report on the

performance of the Trust to the members. Members are also responsible for approving any amendments made to the Trust's articles of association.

While members are permitted to be appointed as trustees, in order to retain a degree of separation of powers between the members and the Trust Board, and in line with DfE expectations, not all members should be trustees. The DfE has amended the model articles to state that members are not permitted to be employees of the academy trust. The academy has 4 non-trustees as Members and 2 trustees also as Members.

The role of the trustees

The Academy Trust 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 are responsible for the general control and management of the administration of the trust, and in accordance with the provisions set out in the memorandum and articles of association and the funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the Trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. This can be found in the SNHS Academy Trust Handbook. In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction.
2. Hold the executive to account for the educational performance of the Trust and their pupils, and the performance management of staff.
3. Oversee the financial performance of the Trust and make sure its money is well spent.

The Board of Trustees has the right to review and adapt its governance structure at any time, which includes removing delegation.

The role of trust board committees

The trustees may establish committees to carry out some of its governance functions which may include making decisions, although any 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 has appointed board committee chairs and committee members according to their skills.

The Academies Trust Handbook makes it clear that the board of trustees 'should have a finance committee to which the board delegates financial scrutiny and oversight'. In trusts with income above a certain level, there must also be a separate audit committee, but that does not apply here.

The role of the Principal

The Principal has the delegated responsibility for the operation of the trust.

The Principal is the Accounting Officer, so has overall responsibility for the operation of the Academy Trust's financial responsibilities and ensures that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Principal leads the senior leadership team (SLT) of the Academy Trust. The Principal delegates management functions to the SLT and is accountable to the Trust Board for the performance of the SLT.

Key

Level 1: Members
 Level 2: Academy Trust Board of Trustees
 Level 3: Board Committee
 Level 4: Individual trustee
 Level 5: Principal (Accounting Officer)

Blue box Function cannot be carried out at this level.

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

< Direction of advice and support

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Principal
Governance framework						
People	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove	✓	✓			
	Role descriptions for members	✓				

	Role descriptions for trustees/chair/ specific roles/committee members: agree		✓	<A		
	Parent trustee: elected		✓			
	Committee chairs: appoint and remove		✓	<A		
	Clerk to board: appoint and remove		✓			
Systems and structures	Articles of association: agree and review	✓	<A	<A		
	Governance structure (committees) for the trust: establish and review annually		✓	<A		
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓	<A		
	Skills audit: complete and recruit to fill gaps		✓			
	Annual self-review of trust board and committee performance: complete annually		✓			
	Chair's performance: carry out 360 review periodically		✓			
	Trustee contribution: review annually		✓			

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
	Succession: plan		✓	<A		
	Annual schedule of business for trust board: agree		✓	<A		<A
Reporting						
Reporting	Trust governance details on trust website: ensure		✓	<A	<A	<A
	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish		✓	<A		
	Annual report on performance of the trust: submit to members and publish		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	To determine whether to publish a home school agreement (not statutory)					✓

	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓	<A	<A	<A
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓	✓		✓
Being Strategic						

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
Being Strategic	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum, : approve		✓	<A		<A
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	<A		<A
	Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve		✓	✓		<A
	Establish trust policy for sex education, careers guidance					✓

	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave		✓	<A		<A
	To draft content of school behaviour policy and publicise it to staff, students and parents.					✓
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		✓	<A		
	Ensure a broad and balanced curriculum is in place		✓	<A		<A
	To set the times of school sessions and the dates of school terms and holidays		✓			
	Agree enrichment/extra-curricular offer including any additional services required		✓	✓		<A
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
	To establish and agree a Pay policy					

			✓	✓		
	Management of risk: establish register, review and monitor		✓	<A	✓	<A
	Engagement with stakeholders	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		<A
	Principal: Appoint and dismiss		✓			
	To decide whether to join or form a multi-academy trust		✓			
	Budget plan to support delivery of trust key priorities: agree		✓	<A		
	Academy staffing structure: agree		✓	<A		<A
	Appoint teaching staff		A>			✓
	Appoint non-teaching staff					✓
	Dismiss non-teaching staff during probationary period, as per the Induction Policy.					✓
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A	<A	<A
	To produce and maintain a central record of recruitment and vetting checks					✓

	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary		✓	<A	<A	<A

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
	procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy					
	Reporting arrangements for progress on key priorities: agree		✓	✓		<A
	Performance management of the Principal: undertake		✓			
	Performance management of staff: undertake					✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		
	Trustee monitoring: agree arrangements		✓	<A		
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.			✓		

	To ensure that health and safety regulations are followed					✓
	Ensure that school lunch nutritional standards are met					✓
	Maintain a register of pupil attendance					✓
	To ensure provision of free meals to those pupils meeting the criteria					✓
Ensuring financial probity						
Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	<A		
	Trust's scheme of financial delegation: establish and review		✓	<A	<A	<A
	External auditors' report: receive and respond		✓	<A		<A
	Principal pay award: agree		✓			
	Staff appraisal procedure and pay progression: monitor and agree		✓	<A		<A

Ensuring financial probity	Benchmarking and academy trust value for money: ensure robustness		✓	<A		
	Develop trust procurement strategies and efficiency savings programme			✓		
	To approve the first formal budget plan each financial year		✓	<A		
	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)		✓	✓		
	To establish and agree charging and remissions policy		✓	✓		
	Buildings insurance and personal liability		✓			

Values for delegation as determined by the Finance, Staffing & General Purposes Committee

Purchases of single items / contracts - Authorisation to purchase

	Commitment to purchase	Virements
Governing Body	No limit within a balanced budget	
Finance, Staffing & General Purposes Committee	Up to £350,000 per item/contract within balanced budget	
Principal	Up to £150,000 per item / contract, to follow purchasing procedures	Virement within the agreed budget - required to report to Finance, Staffing & General Purposes Committee
Budget holder	Within agreed budget, to follow purchasing procedures	No authority to vire

Procedure to follow with regard to purchasing high value single items:

<u>Value of item / contract</u>	<u>Action to take</u>
Up to £2,500	Proceed with contract/purchase on basis of official order
£2,501 - £5,000	Obtain three verbal quotes, which should be documented, then one written quotation to ascertain value for money.
£5,000 - £20,000	For any procurement below £20,000 (goods and services), the Director of Finance & Resources may use any reasonable means to select potential Suppliers. Reasons must be kept to justify the decision taken. At least 3 written quotations to ascertain value for money. Proceed with contract on basis of official order.

£20,000 to £79,999	At least 3 written quotations to ascertain value for money. Best value principles applied to ensure most appropriate offer chosen. Proceed with contract on basis of official order
£80,000 +	Put business out to tender, following JCT (Joint Contracts Tribunal) code of practice in respect of building contracts. In circumstances where the work is a continuation of previous work already won in tender, new work may be negotiated with the current contractor using the first contract as a basis for agreeing the cost.

Note: If the meeting cycle is such that the reports cannot be presented in time then the Chair of Governors and Chair of Finance are to be informed and Chair's powers sought.

Delegated authorities

The financial freedoms and limits applying to academy trusts.

Requirement to obtain ESFA approval

The academy trust has autonomy over financial transactions arising in the normal course of business. However, some transactions have delegated authority limits beyond which trusts must obtain prior ESFA approval. A schedule of delegated authorities is included in the table below. Trusts must ensure they are familiar with these requirements and ESFA may intervene where trusts do not seek the required ESFA approval in advance.

Summary of freedoms and delegations

Novel, contentious and repercussive	Novel, contentious and repercussive transactions	ESFA agreement required [5.5]
Special payments	Staff severance and compensation	ESFA agreement required if £50,000 or more before tax [5.10] and [5.14] .
	Ex gratia payments	ESFA agreement required [5.17]
Write-offs and liabilities (subject to £250,000 ceiling)	Writing-off debts and losses	ESFA consent required if exceeds: <ul style="list-style-type: none"> • 1% of annual income or £45,000 individually; or • 2.5% or 5% of annual income cumulatively [5.18 and 5.19]
	Entering into guarantees, indemnities or letters of comfort	
	Acquiring freehold land/buildings	ESFA agreement required [5.22]

Acquisition and disposal of fixed assets	Disposing of a freehold on land/buildings	ESFA agreement required [5.22]
	Disposing of heritage assets	ESFA agreement required [5.22]
	Other disposals	Trust has full discretion [5.23]
Leasing	Taking up a finance lease	ESFA agreement required [5.25]
	Taking up a leasehold on land and buildings	ESFA agreement if lease term seven years or more [5.25] .
	Taking up any other lease	Trust has full discretion [5.26]
	Granting a lease on land and buildings	ESFA agreement required [5.25] .
GAG	GAG carry forward	No limits if trust eligible [5.28] .
	Pooling by MATs	No limits (except PFI) if trust eligible [5.29] .
Borrowing	Loan, overdraft	ESFA agreement required [5.32]
	Credit cards (for business use)	Trust has full discretion provided charges not incurred [5.32]
Related transactions	Supplies to the trust from related parties	ESFA agreement required over £20,000 and over associated limits in 5.41 .