



Scheme of Delegation

Contents

Introduction.....	2
1. Overarching strategy.....	4
2. Governance.....	7
3. Education and standards.....	14
4. Finance and resources.....	18
Financial strategy and budgets.....	18
Purchasing and procurement.....	22
Banking and cash management.....	24
Staffing related.....	26
Transaction related.....	27
Income generation and external funding.....	28
Fixed assets.....	29
5. Risk and audit.....	34
6. Remuneration and HR.....	43

Introduction

- (i) The University of Brighton Academies Trust is a multi academy Trust; it is a single legal entity, a charitable company, with a Board of Trustees that is responsible and accountable for the performance of all the academies within the Trust. As the accountable body, the Board of Trustees is the key decision maker. It may delegate its operational responsibilities to executive leaders, and governance responsibilities to its committees or individuals; however, the Board of Trustees as a corporate entity remains accountable and responsible for all decisions made and executive leaders operate within the autonomy, powers and functions delegated to them by the Board¹. The Board is ultimately responsible for ensuring effective financial management arrangements.
- (ii) The purpose of this document is to set out the responsibilities delegated by the Board to its executive leaders and committees. It has been designed to comply with the requirements of the Trust's Articles of Association and Funding Agreements, the Education and Skills Funding Agency's Academy Trust Handbook, Charity Law and the Companies Act 2006.
- (iii) It is assumed that all committees, teams and individuals will:
- implement agreed Trust strategies, policies and procedures in accordance with the relevant policy document. Relevant parties have the opportunity to contribute to the development of policies and strategies, drawing on wider feedback as relevant. The body responsible for the approval of a strategy / policy / procedure will oversee its implementation, drawing on monitoring information as appropriate.
 - implement the Trust's approved monitoring schedule, approved annually by the Board of Trustees (key monitoring responsibilities are included in this Scheme of Delegation, but more detailed information is in the monitoring schedule)
 - report / escalate any issues or risks associated with strategies, policies, procedures or local monitoring to the Executive Team (in the case of teams and individuals) or Board of Trustees (in the case of committees and Executive Team)
- (iv) Activities undertaken in nurseries and extended schools must be undertaken in accordance with the principles of this Scheme of Delegation.
- (v) In the absence of a Committee, the responsibilities delegated to it will be undertaken by Board of Trustees. In the absence of a Local Governing Body, the responsibilities delegated to it will be undertaken by either the Trust's Governance & Admissions team, an Executive or Strategic Team member or the Board of Trustees. In the absence of a named Strategic or Executive Team member role (apart from the Chief Executive) the responsibilities will be undertaken by another member of the Strategic or Executive Team. In the absence of the Chief Executive, any named responsibilities will be undertaken by the Chair of Trustees.
- (vi) Urgent matters may be considered / approved by the Chair of the Board of Trustees or Chair of the relevant committee and reported to the next meeting the Board or committee.
- (vii) This scheme of delegation will be reviewed annually.

¹ Taken from the Department for Education's Governance Handbook and Competency Framework

(viii) **Status and review**

Written by:	Deputy Chief Executive: Chief Operating Officer
Owner:	Deputy Chief Executive: Chief Operating Officer
Status:	Version 8 - Approved
Approval date:	Approval history available on request Version 8 – 19/10/2023 (Board of Trustees)
Review Date:	September 2024

Key:

BoT	Board of Trustees	OLG	Operations Leadership Group
E&SC	Education and Standards Committee	SILG	School Improvement Leadership Group
F&RC	Finance and Resources Committee	SMT	Senior Management Team
R&AC	Risk and Audit Committee	Professional services departments:	
R&HRC	Remuneration and HR Committee	EFM:	Estates and Facilities Management
Strategic Team		Fin:	Finance
CEO	Chief Executive	Gov:	Governance and admissions
DCEO:COO	Deputy Chief Executive: Chief Operating Officer	ICT:	ICT and Management Information
DCEO:SI	Deputy Chief Executive: School Improvement	M&C:	Marketing and Communications
DoF	Director of Finance and Chief Financial Officer	Peo:	People
Executive Team:		SI:	School Improvement
CEO	Chief Executive	Other names roles:	
DCEO:COO	Deputy Chief Executive: Chief Operating Officer	FBPL	Finance Business Partner Lead
DCEO:SI	Deputy Chief Executive: School Improvement	FC	Financial Controller
DoF	Director of Finance and Chief Financial Officer	IA	Internal Auditors
DoP	Director of People		
DoSI	Director of School Improvement		
Directors of Professional Services:			
DoEFM	Director of Estates and Facilities Management		
DoF	Director of Finance and Chief Financial Officer		
DoG	Director of Governance		
DoICT	Director of ICT		
DoMC	Director of Marketing and Communications		
DoP	Director of People		
DoSI	Director of School Improvement		

1. Overarching strategy

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Trust values, vision, mission		Consider and approve		Advise Board regarding the implementation in academies	ST: Develop and propose		Implements within academy	Implements within department
Trust Strategy		Consider and approve Monitor			ST: Develop and propose ST: Monitor			
Cross Trust Strategic Development Plans ²					ET: Oversee	OLG / SILG: Consider and approve OLG / SILG: Monitor		Develop and propose
Annual Academy / Department Plans (which align with Trust Strategy and Cross-trust Strategic Development Plans) and targets and Trust data				Monitor specific priorities within Academy Plans and pupil outcomes	DCEO: COO --- Consider, approve and monitor annual Dept plans and targets DCEO: SI Consider, approve and monitor annual Academy plans and targets		Develop, propose and monitor annual Academy Plan and targets	Develop, propose and monitor annual Dept Plans and targets DICT: Develop data dashboard and co-ordinate provision of regular Trust data

² This includes, for example, school improvement, people-related, sustainability, estates etc

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Data dashboards		Receive and monitor	Receive and monitor	Receive and monitor	ET: Receive and monitor	OLG / SILG: Develop and co-ordinate		DICT: Lead technology development and populate
Trust expansion	Consider and approve	Consider and recommend			ET: Develop and propose			
Name of Trust	Consider and approve	Consider and recommend			ET: Develop and propose			
Academy names		Consider and approve			ET: Consider and recommend		Develop and propose	
Term dates					ET: Consider and approve variations from local authority norm, ensuring consistency across the Trust	OLG: Develop and propose variations from the local authority norm		
Academy community engagement strategy, including parental engagement		Oversee		Consider and approve Monitor			Develop and propose	

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Equality		Consider and approve Equality Objectives every four years Monitor	RHR: Monitor Gender Pay Gap and staff diversity data		ET: Consider and recommend Equality Objectives			DoP: Lead development of Equality Objectives DoP: Complete statutory equality duty reporting, including annual information on how the Trust's Equality Objectives are met DoP: Consider and approve Gender Pay Gap data and commentary prior to publication

2. Governance

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Review and amend Articles of Association	Consider and approve	Consider and recommend			ST: Develop and propose			
Members and Trustees	Note appointments and resignations of Members	Note appointments and resignations of Members and Trustees (appointed by sponsor) Appoint co-opted Trustees Appoint Chairs and members of Committees						DoG: Update Companies House, Edubase/DfE and Trust website DoG: Arrange DBS and Section 128 checks DoG: Complete Companies House Annual Return by notified deadline
Local Governing Body members		Appoint Chairs Appoint and remove members Note parent / staff election results		Propose Chair Nominate members Arrange election of parent and staff members				DoG: Update DfE Get Information about Schools DoG: Confirm that academy has arranged DBS and Section 128 checks

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
		Note resignations						
Key governance appointments		<p>Appoint Accounting Officer (ex-officio CEO)</p> <p>Appoint Company Secretary</p> <p>Appoint Chief Financial Officer</p> <p>Appoint Trustee link roles, including Safeguarding, Online Filtering Monitoring and SEN</p>			<p>ST: Recommend Company Secretary</p> <p>ST: Recommend Chief Financial Officer</p>			<p>DoG: Update DfE Get Information about Schools</p> <p>DoG: Appoint Local Governing Body Clerks and Clerk to Trustees</p>
Governance structure	Oversee	Consider and approve	Establish working groups as required to undertake responsibilities or special projects		ST: Develop and propose			<p>DoG: Publish on Trust website, including:</p> <ul style="list-style-type: none"> • Structure and remit • Names of chairs • Appointment details • Meeting attendance

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
								<ul style="list-style-type: none"> • Previous membership
Terms of reference, constitution and membership of Board's Committees		Consider and approve						DoG: Develop and propose
Scheme of Delegation	Oversee	Consider and approve overarching scheme and review annually Oversee	R&A: Consider and approve finance responsibilities R&A: Oversee		DCEO: COO: Lead the development and annual review of SoD			
Code of Conduct for Trustees and Local Governing Body members		Consider and approve Act in accordance	Act in accordance	Act in accordance				DoG: Develop and propose
Compliance with: <ul style="list-style-type: none"> • Funding Agreements • Company and Charity Law (including serious incident reporting) • Academy Trust Handbook 	Act in accordance	Responsible for	Act in accordance	Act in accordance	Act in accordance	OLG: Advise on and determine changes to practice to reflect latest editions Act in accordance	Act in accordance	All: Act in accordance

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Governance Self Evaluation		Undertake annual assessment of the Board's skills, effectiveness, leadership and impact, including review of Governance Competency Framework and Governance Self Evaluation		Undertake Local Governing Body Self Evaluation				
Governance training and development for Members, Trustees and Local Governing Body members		Participate in regular training and development Monitor	Participate in regular training and development	Participate in regular training and development	ET: Monitor			DoG: Arrange induction DoG: Develop and implement an annual training & development programme DoG: Record and report Trustee and Local Governing Body training
Policies		Consider and approve	Consider and approve	Receive academy specific policies ensuring	ET: Consider and approve Trust		Develop, propose and approve	All: Develop and propose

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
		<p>statutory and Trust policies</p> <p>Oversee implementation of policies</p>	<p>statutory and Trust policies</p> <p>Oversee implementation of policies</p>	<p>that stakeholder views are incorporated as necessary</p>	<p>operational policies</p>		<p>academy specific policies</p> <p>Maintain an academy policy schedule, ensuring regular review, development and updates in line with current guidance</p>	<p>statutory and Trust policies</p> <p>All: Develop and propose Trust operational policies</p> <p>DoG: Maintain Trust policy schedule, ensuring regular review, development and updates in line with current guidance</p> <p>DoG: Inform each academy annually of the Trust policies in approval; and as and when each Trust policy is approved / revised</p>
Complaints		<p>Consider and approve Complaints Policy</p>		<p>Participate in informal resolution of complaints or at Stage 2 of the</p>	<p>ET: Monitor</p>		<p>Participate in informal resolution of complaints or at Stage 2 of the</p>	<p>DoG: Develop and propose Complaints Policy / procedures</p>

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
		Monitor		Formal Procedure Stage Convene Complaints Panels as required			Formal Procedure Stage Record Stage 1 and 2 complaints	DoG: Record Stage 3 and external complaints DoG: Record and report on all complaints
Whistleblowing		Consider and approve Trust Whistleblowing Policy Monitor						DoG: Develop and propose Trust Whistleblowing Policy and publish on website DoG: Record and report on all whistleblows
Admissions		Oversee Consider and approve Admissions Policy, including oversubscription criteria for each academy and annual		Approve in-year admissions Approve annual admissions Consider and approve parental requests for out of normal year			Contribute to admissions appeals Consider parental requests for out of normal year group admissions and present case to	DoG: Develop and propose Admissions Policy and annual admissions arrangements DoG: Organise statutory consultations on

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
		admissions arrangements Monitor pupil number projections		group admissions Propose any changes to the academy's oversubscription criteria			Admission Sub-Committee	admissions arrangements DoG: Publish annual admissions arrangements & advise LA DoG: Engage Independent Appeals Service provider DoG: Support admissions appeals

3. Education and standards

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Academy Self-evaluation documents ³				ET: Monitor school improvement	SI: Agree Trust framework for academy self-evaluation	Prepare academy self evaluation	DoSI: Oversee academy self evaluations
Quality of teaching and learning / education				ET: Monitor school improvement	SI: Agree Trust framework for the quality assurance of standards of teaching and learning	Monitor the quality of teaching and learning	DoSI: Oversee quality of teaching and learning
Curriculum ⁴			Provide feedback from parents and community stakeholders to inform curriculum	ET: Monitor school improvement	SI: Determine underpinning principles to inform curriculum development	Determine and implement curriculum, in accordance with Trust curriculum principles	DoSI: Oversee academy curriculums
Special Educational Needs		Consider and approve Trust policy and SEN Information report template Monitor	Provide feedback from parents and community stakeholders to inform SEN provision Receive annual report from DSL on			Implement requirements of DfE SEND Code of Practice, Disability Discrimination Act and Trust policy ⁵ Populate and publish the annual	DoSI: Oversee compliance with SEND Code of Practice and Disability Discrimination Act in academies DoG: Develop and propose Trust SEN

³ See Strategy section for Academy Improvement Plans and Targets

⁴ The curriculum of each academy should ensure that statutory / funding agreement requirements are met and take into account national priorities, including English, maths & science; Prevent; Sex & Relationships Education; religious education & collective worship

⁵ Including: appointing a teacher with QTS as SENCO; liaising with the local authority regarding pupils with SEN; making provision for pupils with SEN

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
			academy SEND provision. Provide feedback on content of SEN Information report			SEN Information report template Develop, approve and publish the Accessibility Plan	Policy and templates for SEN Information Report & Accessibility Plan DEFM: Contribute to the development of academy Accessibility Plans
Safeguarding and child protection (including Prevent and Online Filtering Monitoring)	Consider annual safeguarding report	Consider and approve Trust policy template Trustee Safeguarding and Online Filtering Monitoring Link: take leadership responsibility for Trust safeguarding arrangements including online safety Monitor key safeguarding metrics and external		ET: Monitor		Implement requirements of DfE Keeping Children Safe in Education Guidance and Trust policy/ procedure ⁶ Develop and publish Academy Safeguarding and Child Protection Policy, using Trust template Maintain academy Single Central Register	DoSI and DoG: Develop and propose Trust policy and annual safeguarding report to Trustees DoSI: Oversee compliance with Safeguarding policy and practice DoP: Maintain Trust Single Central Register for central staff and Trustees/Members DEFM: Highlight potential site

⁶ including: appointing a member of staff as Designated Safeguarding Lead; appointing a Designated Teacher for Looked After Children; completing regular safeguarding audits

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
		safeguarding review reports				Participate in Safeguarding Reviews	security / safeguarding risks
Behaviour and attendance, including exclusions		Consider and approve Trust Attendance and Exclusions policies Monitor	Provide feedback from parents and community stakeholder to inform the academy's behaviour policy and strategies to maximise pupil attendance Monitor Convene Exclusions Panels in accordance with Trust Exclusions Policy	ET: Monitor		Approve and monitor impact of the academy's Behaviour Policy	DoSI and DoG: Develop and propose Trust Attendance and Exclusions policies DoSI: Oversee compliance with attendance and behaviour policy and practice DoG: Engage Independent Appeals Service provider
Other pupil matters, including: • Pupil Premium strategy • PE and Sport Premium strategy • Home School Agreements, where used • Provider access		EAS and FRC: Monitor use of Pupil Premium and Recovery Funding	Provide feedback from parents and community stakeholders to inform annual strategies and Home School Agreement	ET: Monitor use of Pupil Premium and Recovery Funding	SI: Agree templates SI: Determine co-ordinated use of pupil-related funding	Monitor impact of funding and prepare and publish strategies Prepare and publish Home School Agreement, if used	DoSI and DoG: Develop and templates for reporting on Pupil Premium and PE and Sport Premium DoSI: Review annual strategies and funding impact

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
• Covid Recovery Funding							reports for academies

4. Finance and resources

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
Financial strategy and budgets							
Medium Term Financial Plan (3-5 year budget forecast)	Consider and approve	Consider and recommend Monitor		ET: Consider and propose ET: Monitor			DoF: Lead development
Annual budgets	Consider and approve the annual budgets	Consider and recommend the annual budgets		ET: Agree key financial performance measures to inform budget setting ET: Consider and propose annual budgets		Prepare annual budget in liaison with central finance team Ensure budgets are uploaded into Sage (following approval) Implement and monitor approved budget	DoF: Propose key financial performance measures to inform budget setting DoF: Lead the development of annual budgets DoF: Submit budget forecast return (based on annual budget and MTFP) to ESFA by deadline (by end August) DoF: Upload budgets into Sage (following approval)
Financial monitoring of	Receive and consider financial	Receive and consider financial		ET: Monitor budgets		Prepare monthly budget monitoring	DoF: Lead the development of

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
income, expenditure, cash flow and balance sheets	<p>monitoring information six times a year (including budget forecasts four times a year)</p> <p>Chair: Receive financial monitoring information monthly</p>	<p>monitoring information six times a year (including budget forecasts four times a year)</p>				<p>reports including the reconciliation of staff costs and income against budgets</p> <p>Academy staff: Ensure that all required reports are sent to the central finance team within the required timescales</p>	<p>monthly budget monitoring reports including the reconciliation of staff costs and income against budgets</p> <p>DoF: Lead the development of budget reforecasting four times a year</p> <p>DoF: Ensure that monthly reconciliation of financial monitoring information with bank accounts is completed</p> <p>DoF: Monitor</p>
Projects and initiatives (non-staff-related) requiring additional budget				ET: Consider and approve business cases		Develop and propose new projects and initiatives	<p>Develop and propose new projects and initiatives</p> <p>DoF: Review business cases for</p>

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
							new projects / initiatives
School Resource Management Self Assessment Toolkit	Receive and consider			ET: Approve toolkit prior to submission			DoF: Prepare toolkit DoF: Submit toolkit to ESFA by specified deadline (normally 14/11)
Finance systems and operational processes (Standard Financial Procedures) ⁷				ET: Consider and approve the implementation of a finance system for the Trust ET: Consider and approve the Trust's Standard Financial Procedures ET: Monitor		Implement finance system and Standard Financial Procedures	DoF: Propose finance system DoF: Develop Standard Financial Procedures DoF: Provide training and advice to support the implementation of the finance system and Standard Financial Procedures DoF: Maintain a list of central staff and their approved

⁷ All are responsible for ensuring the Trust's financial operational processes are fully and correctly implemented, ensuring adequate operational controls are in place and the principles of internal control are maintained. Full, accurate and up to date records should be maintained in order to provide financial and statistical information and so that figures can be reconciled with the Trust's bank account and records. Standard Financial Procedures are developed to ensure adequate operational controls are in place

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
							levels of access to finance system and payroll records DoF: Monitor
Budget virements		Approve £100,001 and above ⁸ Note all other budget virements		DoF & CEO: Approve between £30,000-£100,000 DoF & CEO: Recommend £100,000 and above DoF: Approve adjustments to budgets to reflect new funding and changes in responsibility		Propose budget virements	DoF: Approve up to £30,000 DoF: Ensure amended budgets are uploaded into Sage (following approval) DoF: Report all virements to F&RC
Historic reserves		Consider and approve use of historic reserves		ET: Scrutinise proposals for use of historic reserves and recommend approval		Propose use of historic reserves for non-recurrent projects	
General and restricted reserves		Consider and approve use of general and restricted reserves		ET: Propose use of general and restricted reserves for (i) school improvement, (ii)			All: Propose use of general and restricted reserves for (i) school improvement, (ii)

⁸ Approval must be given prior to making changes or placing orders

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
				ICT, (iii) Estate, (iv) unexpected costs ET: Scrutinise proposals for use of general and restricted reserves (made by Professional Services) and recommend approval			ICT, (iii) Estate, (iv) unexpected costs
Purchasing and procurement							
Procurement				ET: Consider and approve Procurement Procedures ET: Monitor and ensure spending decisions represent Value for Money ET: Consider and approve cross Trust procurement		Implement Procurement Procedures	DoF: Develop and propose Procurement Procedures DoF: Identify, recommend and maximise opportunities for cross Trust procurement FC: Advise on implementation of Procurement Procedures FC: Receipt and custody of tenders

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
Placing and receiving orders for goods and services ^{9 10 11 12}		Approve orders over £100,000		CEO: Approve orders up to £100,000		Approve orders up to £15,000 Propose further delegation of budgets within their academy team ¹³	DoF: Approve proposals for further delegation of budgets by budget holders DoF: Approve orders up to £50,000
Authorising invoices for payment (where there is a variation between the purchase order, goods received note and invoice) ^{9 10 11 12 14 15 16}	Approve where EU procurement applies	Approve over £100,000		DoF: Recommend to CEO approval between £50,001 to £100,000 CEO: Approve up to £100,000 CEO or DoF: Recommend to F&RC approval over £100,000		Approve up to £15,000 Recommend approval between £15,000 to £50,000	DoF: Approve up to £50,000

⁹ All are responsible for ensuring that the arrangements for the approval, placing and receiving of orders are in accordance with the Trust's Financial Regulations and Standard Procurement Procedures. There should be appropriate division of duties between staff who place & receive orders and approve invoices for payment. No one person shall be the signatory for all of the following stages: (i) approving the order, (ii) receiving the goods, (iii) approving payment

¹⁰ All procurement amounts in this scheme are net of VAT

¹¹ Orders between £0 and £2,000 should offer best V4M; one quote or procurement through an approved third party framework is required for orders between £2,001 and £10,000; three quotes or procurement through an approved third party framework are required for orders between £10,001 and £50,000. Dispensation from standard procurement procedures will be agreed by the Financial Controller in exceptional circumstances only and in accordance with the Trust's Standard Procurement Procedures

¹² A formal tender process or procurement through an approved third party framework is required for purchases over £50,001.

¹³ All budget holders must appoint a nominee who can approve budget matters in their absence; all spend must be agreed by the budget holder or their nominee

¹⁴ Where the invoice aligns with the purchase order and the goods received note, invoices will be authorised by the Finance team (unless they are novel & contentious or over £100,000)

¹⁵ EU procurement regulations apply to values over £189,330

¹⁶ For emergency purchases or emergency circumstances, approval from the F&RC Chair plus CEO by email or, in CEO absence, approval from the Chair plus two FR&C members by email will constitute approval

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
Contracts, operational leases and agreements ¹¹ <small>12 15 16 17 18 19</small>	Approve where EU procurement applies	Approve contracts, operational leases and agreements over £100,000		DoF: Recommend to CEO approval of contracts, operational leases and agreements between £50,001 to £100,000 CEO: Approve contracts, operational leases and agreements up to £100,000 CEO or Do: Recommend to F&RC contracts, operational leases and agreements over £100,000		Propose entering into a contract, operational lease or agreement Sign certificates where contracts require that interim and final payments are made on such certificates	All: Propose entering into a contract, operational lease or agreement FC: Maintain a register of all contracts, operational leases and agreements amounts paid and certificates of completion DoF: Approve contracts, operational leases and agreements up to £50,000
Approving payments ²⁰				CEO/ DCEO:COO / DoF: Authorised to approve payments in accordance with bank mandate			DoF, FM, FBPL: Authorised to approve payments in accordance with bank mandate
Banking and cash management							
Banking		Appoint Trust's bankers and other					DoF:-Recommend Trust's bankers and

¹⁷ All contracts are between the Trust (as the legal entity) and the contractor, even where the goods/services provided through the contract relate to an individual academy

¹⁸ All are responsible for ensuring that all contracts and agreements conform with the Trust's financial regulations

¹⁹ All contract amounts in this scheme are net of VAT and refer to the value over the lifetime of the contract

²⁰ The value of payments to be approved is in accordance with the Trust's bank mandate

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
		professional advisers					<p>other professional advisers to F&RC</p> <p>DoF: Liaise with Trust's bankers</p> <p>DoF: Implement banking arrangements (eg opening / closing accounts)</p> <p>DoF: Ensure regular reconciliation of bank accounts</p>
Treasury management and investments	Approve novel, contentious or repercussive investments, prior to ESFA authorisation ²¹	<p>Consider and approve Treasury Management and Investment policies</p> <p>Approve investments in accordance with Investment Policy</p> <p>Monitor Trust investments</p>		CEO/ DCEO:COO / DoF: Approve investments in accordance with Investment Policy			<p>DoF: Develop and propose Treasury Management and Investment Policies</p> <p>DoF: Identify and propose investment opportunities</p>

²¹ The Education and Skills Funding Agency must authorise all novel and contentious investments

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
Petty cash administration ²²						Oversee: <ul style="list-style-type: none"> Administration petty cash transactions Withdrawal cash from bank subject to approval from two bank signatories Completion end of year certificate 	DoF: Agree petty cash float limit and approve floats
Staffing related							
Staff restructures (requiring consultation), severance and special payments ²³		Approve payments over £30,000 Note and monitor all special payments		ET: Approve staff restructure proposals and business cases ET: Approve payments (contractual and non-contractual) up to £30,000		Develop and propose academy/department staff restructure proposals, including business case, in conjunction with Peo team	DoF / DoP: Review and advise re staff restructure / severance / settlement proposals, including costings DoP: Provide advice on restructure and

²² Transactions must be accompanied by a full receipt/invoice from the claimant, signed by the budget holder or nominee

²³ The following payments must be referred to the Education and Skills Funding Agency for approval:

- Non-statutory / non-contractual payments totalling £50,000 or more
- All ex-gratia payments
- Special staff severance payments where an exit package which includes a special severance payment at, or above, £100,000; and/or the employee earns over £150,000

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
				ET: Propose payments (contractual and non-contractual) over £30,000 ET: Monitor all staff special payments		Manage academy / department staff restructure and consultation process	consultation process DoP: Report all special payments to F&RC and Exec Team
Staff benefits, parties, gifts ²⁴				CEO (with DoF): Approve £501 and over		Approve up to £500 (with DoF)	DoF: Review, advise and report to HMRC where applicable DoF: Approve up to £500
Transaction related							
Write off bad debts ²⁵		Approve over £2,000, up to limits requiring ESFA approval					DoF: Approve up to £2,000
Borrowing (in exceptional circumstances only) ²⁶	Consider and approve prior to ESFA authorisation	Consider and recommend borrowing		ET: Develop and propose borrowing requirements			DoF: Lead of the development of borrowing requirements

²⁴ All to be reviewed by DoF in order to ensure equality across the Trust and correct tax treatment

²⁵ The Education and Skills Funding Agency must approve the write off of bad debts which are over 1% of total income or £45,000 (whichever is the smaller); or 2.5% of total income for all transactions (Trust level limits); or, if haven't submitted timely accounts for the last two years, 5% of total income for all transactions (Trust level limits)

²⁶ The Education and Skills Funding Agency must authorise all borrowing (including finance leases and overdraft facilities)

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
Novel, contentious and repercussive transactions ²¹		Note all transactions					DoF: Report all transactions to the F&RC DoF: Approve once authorised by ESFA
Income generation and external funding							
Income generation activities, including fundraising		Consider and approve Trust income-related policies (eg Lettings Policy and Fees)	Provide feedback from parents and community stakeholders on income generation opportunities Identify, promote and assist fundraising activities in academies	ET: Consider and approve Trust income generation activities		Consider and approve academy income generation activities, ensuring that they align, where relevant, with the Trust income-related policies (eg Lettings Policy and Fees)	DoF: Develop and propose Trust income-related policies (eg Lettings Policy and Fees)
Charging and remissions		Consider and approve Trust Charging and Remissions Policy					DoF: Develop and propose Trust Charging and Remissions Policy
Bidding for external funds		Approve over £100,000		ET: Approve up to £100,000 ET: Review and recommend to F&RC over £100,000		Review and recommend up to £100,000 ²⁷	

²⁷ Bids involving a significant teaching and learning element should be made in conjunction with the DCEO: SI

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
Fixed assets							
Capital and building condition (including School Condition Allocation and Devolved Capital Funding)		Consider and approve allocation of capital funding (SCA) according to need/condition Oversee and monitor major capital expenditure/ projects (SCA)		ET: Recommend proposed allocation of capital funding (SCA) according to need/condition ET: Monitor capital expenditure/ projects (SCA) ET: Oversee and monitor, through quarterly reports, building condition across the Trust			DEFM: Develop proposals for allocation of capital funding (SCA) DEFM: Deliver capital projects DEFM: Undertake annual condition survey in each academy and monitor building condition DEFM & DICT: Develop Estates and ICT plans for each academy and associated expenditure in conjunction with Principals
Purchase of fixed assets (single item capitalisation limit £5,000) ^{10 11 12 16 28}		Approve over £100,000		DoF: Recommend to CEO approval between £50,001 to £100,000			DEFM / DICT: Recommend purchase of fixed assets

²⁸ The Education and Skills Funding Agency must authorise the purchase of freehold land and buildings

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
				CEO: Approve up to £100,000 DoF or CEO: Recommend to F&RC over £100,000			DoF: Approve up to £50,000
Maintaining records of assets, including buildings, furniture, equipment, stocks, stores and cash ^{29 30 31 32}						Provide EFM & ICT team with any information required to maintain Trust asset register Establish and maintain an academy / department inventory checked at least once per year Ensure regular stock checks are undertaken	DEFM & DICT: Establish and maintain asset register for the Trust for items over the capitalisation limit DEFM & DICT: Establish and maintain a central Trust inventory checked at least once per year DEFM & DICT: Ensure regular stock checks are undertaken

²⁹ All are responsible for ensuring that the arrangements for the security of assets are in accordance with the Trust's financial regulations

³⁰ Central Trust staff shall ensure that any Trust assets or equipment allocated or loaned to a member of staff, who is to leave the Trust's employment, is collected; records shall be maintained of all property removed from Trust premises

³¹ The asset register should include all items costing in excess of the capitalisation limit of £5,000

³² The inventory should include all items of equipment, furniture and stores with values over £1000 and attractive items (eg mobile phones, tablets, laptops)

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
						Ensure that proper security is maintained at all times for all buildings, furniture, equipment, stock, stores and cash	DEFM: Submit annual land and buildings collection tool to ESFA by deadline (normally late October)
Disposal of assets ³³		Approve over £100,000 net book value		DoF & CEO: Approve up to £100,000 net book value DoF & CEO: Recommend to F&RC over £100,000 net book value			
Leasing assets ^{11 12 15 34}	Approve where EU procurement regulations apply	Approve over £100,000		DoF: Recommend to CEO approval between £50,001 to £100,000 CEO: Approve up to £100,000 CEO or DoF: Recommend to			DoF: Approve-up to £50,000

³³ Unusable or obsolete equipment must be disposed of in accordance with the Trust's financial regulations

³⁴ The Education and Skills Funding Agency must approve all leases of more than seven years

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
				F&RC over £100,000			
Granting leasehold or tenancy agreements ³⁴	Consider and approve prior to ESFA approval			Develop and propose			DoG & DEFM: Provide advice regarding proposals
Data protection, security and information		Consider and approve Trust Data Protection Policy		ET: Consider and approve the Trust FoI Publication Scheme		<p>Ensure the safe storage of data in the academy / department</p> <p>Ensure academy/department staff:</p> <ul style="list-style-type: none"> • Report all data breaches • Assist with the preparation of subject access requests and FoI requests in conjunction with DoG • Contribute as required to the Trust's Record of Processing Activities 	<p>DoG: Fulfil all Data Protection Officer responsibilities, including:</p> <ul style="list-style-type: none"> • Develop Data Protection Policy³⁵ and FoI Publication Scheme • Complete ICO registrations • Publish Privacy Notices • Audit data protection procedures • Audit Trust and academy websites <p>DICT: Develop and implement ICT systems, ensuring data security</p>

³⁵ Data Protection Policy should ensure compliance with the requirements of the Data Protection Act including the requirement to inform individuals as to how data will be used; and safe storage of data

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
						Principals: Ensure publication of academy information in accordance with statutory guidance	DoG: Ensure publication of Trust information in accordance with statutory guidance

5. Risk and audit

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Statutory accounts and annual report from Trustees on Trust performance	Receive	Consider and approve (signed by Chair or Trustee and Accounting Officer) Confirm whether Trust is a going concern (Financial Sustainability)	Review and recommend		DCEO: COO - Prepare annual report DoF: Prepare statutory accounts		Ensure that all records and documents are available for audit by internal and external auditors	DoF: Submit audited financial statements to ESFA by 31/12 DoF: Submit annual accounts to ESFA by deadline (normally mid January) DoF: Submit statutory accounts and annual report to Companies House by 31/5 DoF: Publish statutory accounts and annual report, including information about higher paid staff, on Trust website by 31/1

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Financial regulations			Consider and approve Financial Regulations					DoF: Develop and propose financial regulations DoF: Provide information and training on financial regulations
Appointment and dismissal of External Auditors	Appoint and dismiss auditors	Inform the ESFA of the removal of auditors	Assess effectiveness and resources of external auditor and consider and recommend reappointment, dismissal or retendering to Members Review external auditor's plan each year; agree programme of work and commission reports Monitor and review					DoF: Undertake procurement DoF: Advise RAC on the effectiveness and resources of external auditor DoF: Prepare letter of engagement DoF: Request external auditor's plan and propose programme of work

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
Internal control arrangements (internal audit, covering both financial and non-financial controls)			<p>Consider and approve the Trust's internal audit plan</p> <p>Receive, consider, monitor and, approve actions in response to internal audit reports</p> <p>Approve the annual internal audit summary report prior to submission to ESFA</p> <p>Monitor and review</p>		ET: Consider prior to approval the Trust's internal audit plan	Ops and SI: Consider and recommend management action in response to internal audit reports	Undertake management actions in response to reports	<p>DoG: Liaise with internal auditors to propose the Trust's internal audit plan</p> <p>IA: Undertake internal audits in accordance with agreed plan</p> <p>IA: Prepare an annual summary report for submission to ESFA (by 31/12)</p> <p>All: Undertake management actions in response to reports</p>
Reports from External Auditors and other bodies, including the ESFA Accounting Officer		<p>Receive and consider the annual letter from the ESFA Accounting Officer</p> <p>Receive external auditor's management</p>	Receive, consider, monitor and, where relevant, approve actions in response to reports and external auditor's			Ops: Consider and recommend management action in response to reports	Undertake management actions in response to reports	<p>DoF: Propose management action in response to reports</p> <p>All: Undertake management actions in</p>

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
		letter and the Trust's recommended actions in response	management letter					response to reports
Related Party Transactions ³⁶ and Declaration of Pecuniary and Business Interests	Complete annual declaration of Interests	Complete annual declaration of Interests	Approve Trust Related Party and Interests Protocol Note and monitor all Related Party Transactions Complete annual declaration of Interests	Complete annual declaration of Interests	Complete annual declaration of Interests DCEO: COO Report required Related Party Transactions to the ESFA, ensuring that they are provided at cost		Complete annual declaration of Interests Ensure that budget holders / staff responsible for recruitment decisions Complete annual declaration of Interests	DoF / DoG: Develop and propose Trust Declaration of Pecuniary and Business Interests Protocol DoF: Maintain Register of Declaration of Pecuniary and Business Interests DoG: Maintain and publish trustee and local governing body registers of interests FC: Check new suppliers against

³⁶ Related party transactions must be reported to the ESFA in accordance with the requirements in the Academy Trust Handbook

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
								Declaration of Pecuniary and Business Interests All: Complete annual Declaration of Pecuniary and Business Interests
Risk Policy			Consider and approve					DoG: Develop and propose policy
Risk registers		Contribute to Trust Risk Register	Monitor Trust risk register Oversee key risks in academy and professional service team risk registers		DCEO:COO: Oversee Trust Risk Register		Establish Risk Management Group in academy Develop and update academy risk register regularly throughout a year Submit academy risk register to RAC annually Bring major risks to the attention	DoG: Develop and update Trust risk register regularly throughout the year DoG: Provide advice to academies and professional service teams on development of risk registers Develop and update professional

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
							of the Executive Team	<p>service team risk register regularly throughout a year</p> <p>Submit professional service team risk register to RAC annually</p> <p>Bring major risks to the attention of the Executive Team</p>
Insurance			Approve overarching portfolio of insurance		ET: Approve staff absence insurance provider		Approve insurance cover for academy minibuses, and works of art in conjunction with DoF	<p>DoF: Arrange Risk Protection Arrangement cover for Trust</p> <p>DoF: Review and recommend staff absence insurance provider</p> <p>DoF: Review and recommend other insurance cover providers</p>

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
								DoF: Maintain register of all insurances
Fraud			Consider and approve Fraud Policy and procedure Commission fraud investigations		DoF / DoP: Implement fraud response plan Contribute to fraud investigation as required		Contribute to fraud investigation as required	DoF: Develop and propose fraud policy and procedures All: Contribute to fraud investigation as required
Business Continuity Plans					ET: Monitor		Develop academy business continuity plans and review annually. Risk Management Group: Approve academy business continuity plans Ensure academy business continuity plans are disseminated	DEFM: Develop templates and provides advice All: Develop department business continuity plans and review annually All: Implement responsibilities indicated in Business Continuity Plans DEFM: Ensure department business

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
							Implement responsibilities indicated in Business Continuity Plans	continuity plans are disseminated
Lockdown Procedures							Develop academy lockdown procedures Risk Management Group: Approve academy lockdown procedures	DEFM & DoG: Develop templates and provide advice
Health and Safety		Ultimate responsibility for the H&S in the Trust Oversee and receive a summary H&S report at least 3 times a year via R&AC reports	Consider and approve Trust H&S Policy Monitor H&S across the Trust, receiving a H&S report at each meeting, and report key risks to the Board		ET: Consider and approve all H&S operational annexes ET: Monitor H&S across the Trust		Establish academy H&S Management Group Appoint an academy H&S Representative Undertake an annual H&S review (including statutory testing) for the academy and	DEFM: As H&S lead: <ul style="list-style-type: none"> • Develop and propose the Trust H&S Policy & procedures • Monitor implementation in central Trust offices • Oversee annual academy H&S reviews (inc

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
							implement actions	statutory testing), and monitor actions <ul style="list-style-type: none"> • Undertake annual site security review in each academy and implement actions • Commission Fire Risk Assessments and Asbestos testing in all premises in accordance with statutory requirements and implement actions

6. Remuneration and HR

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
HR Policies and Operational Procedures	Participate in Grievance, Disciplinary and Capability procedures as required by the associated HR policies	Consider and approve Trust HR policies	<p>ET: Consider and approve Trust HR Operational Procedures</p> <p>ET: Participate in Grievance, Disciplinary and Capability procedures as required by the associated HR policies</p>		<p>Implement HR policies and procedures</p> <p>Participate in Grievance, Disciplinary and Capability procedures as required by the associated HR policies</p>	<p>DoP: Develop and propose Trust HR Policies and operational procedures, ensuring compliance with statutory requirements and the Equalities Act</p> <p>DoP: Monitor implementation of HR Policies and Operational Procedures</p> <p>DoP: Prepare and submit Office for National Statistics Monthly Wages and Salaries Survey</p> <p>DoP: Prepare and submit Office for National Statistics Business Register and Employment Survey (normally October)</p>
Performance management	Chair: Agree annual personal goals of CEO	Consider and approve Trust Professional Review Scheme	CEO: Agree annual personal goals of DCEOs		Conduct staff professional reviews in accordance with	DoP: Develop and propose the

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
		Monitor impact of Professional Review Scheme	DCEOs: Agree annual personal goals of Principals and Directors of Professional Service		the Professional Review Scheme Agree annual personal goals of academy leadership staff, teachers and academy support staff ³⁷	Professional Review Scheme DoP: Monitor impact of Professional Review Scheme Conduct staff professional reviews in accordance with the Professional Review Scheme Agree annual personal goals of Professional service team staff ³⁸
Staff structures: Leadership staff (Executive Team, Principals, Vice Principals and Assistant Principals)	Appoint Chief Executive Determine the overarching Strategic Team and Executive Team structure Approve appointment of Strategic Team members		ST: Approve appointment of Executive Team members ST: Approve appointments of Principals ST: Approve appointments of Directors of Professional Service		Recommend leadership staff structure in academy Appoint Vice Principals and Assistant Principals Request DBS and Section 128 checks for leadership staff	DoP: Arrange DBS and Section 128 checks for leadership staff Recommend leadership staff structure in department

³⁷ The development of annual personal goals of teachers and support staff may be delegated to other managers within the academy

³⁸ The development of annual personal goals of staff may be delegated to other managers within the team

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
			ET Approve leadership staff structure in each academy and professional department			
Staff structures: Teaching and support staff			ET: Consider and approve significant changes to teaching and support staff structures in academies and professional teams		Determine teaching and support staff requirements in the academy Propose significant changes to teaching and support staff structures in the academy	Determine staffing requirements in professional team Propose significant changes to staff structure in professional team DoF and DoP: Scrutinise and recommend proposed staff structures in academies and professional team
Staff pay: Leadership staff	Determine pay ranges for Chief Executive and Deputy Chief Executives using a robust evidence based approach Chair: Consider and approve additional payments	Consider and approve the Trust Leadership Pay Policy ⁴⁰ Monitor impact of Leadership Pay Policy	ST: Determine pay ranges for Executive Team, using a robust evidence based approach ST: Consider and approve additional payments		Propose additional payments (temporary) to Vice Principals and Assistant Principals	DoP: Develop and propose the Trust Leadership Pay Policy DoP: Monitor impact of Leadership Pay Policy DoP (with DoF): Publish annually the

⁴⁰ The Leadership Pay Policy also sets out how the pay of senior staff (Principals, Vice Principals and Assistant Principals) is determined

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
	(temporary) ³⁹ to Chief Executive and Deputy Chief Executives		(temporary) ⁴¹ to Executive Team ET: Consider and approve additional payments (temporary) ⁴² to Principals, Vice Principals, Assistant Principals and Directors of Professional Service			number of employees whose benefits exceed £100K on the trust website
Staff pay: Teaching and support staff ⁴³		Consider and approve Teacher Pay and Support Staff Pay policies Monitor impact of Pay Policies	ET: Consider and approve additional payments (temporary) ⁴⁴ , TLRs, Acting Up allowances and recruitment & retention allowances for teachers and support staff ET: Consider and approve support staff regrading		Propose additional payments (temporary), TLRs, Acting Up allowances and recruitment & retention allowances for teachers and support staff Scrutinise and recommend applications for the UPR Propose support staff regrading in academy	DoP: Develop and propose Teacher Pay and Support Staff Pay Policies DoP: Monitor impact of Teacher Pay and Support Staff Pay Policy and report key risks to Exec Team and RHR DirSI: Consider and approve applications for the UPR

³⁹ These include honoraria, one off payments, discretionary payments, accelerated increments etc

⁴¹ These include honoraria, one off payments, discretionary payments, accelerated increments etc

⁴² These include honoraria, one off payments, discretionary payments, accelerated increments etc

⁴³ Support staff regrading should follow the procedures set out in the job evaluation protocol document

⁴⁴ These include temporary payments, honoraria, one off payments, discretionary payments, accelerated increments etc

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
						<p>DoF & DoP: Scrutinise and recommend additional payments (temporary), TLRs, Acting Up allowances and recruitment & retention allowances for teachers and support staff</p> <p>DoF & DoP: Scrutinise and recommend proposed support staff regrading</p> <p>All: Propose additional payments (temporary) and recruitment & retention allowances for professional team members</p> <p>All: Propose support staff regrading of professional team members</p>
Replacement, amended or additional posts ⁴⁵			ET: Approve like for like support staff posts		Approve like for like replacement teaching posts	All: Approve like for like replacement teaching posts

⁴⁵ Changes to establishment staffing should be in accordance with the staff establishment protocol

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
			<p>ET: Approve amended teaching and support staff posts</p> <p>ET: Approve additional fixed term and permanent posts</p> <p>ET: Approve extensions to fixed term posts</p>		<p>Propose like for like replacement support staff posts</p> <p>Propose amended teaching and support staff posts</p> <p>Propose additional fixed term and permanent posts</p> <p>Propose extensions to fixed term posts</p>	<p>All: Propose like for like replacement support staff posts</p> <p>All: Propose amended teaching and support staff posts</p> <p>All: Propose additional fixed term and permanent posts</p> <p>All: Propose extensions to fixed term contracts</p> <p>DoF & DoP: scrutinise and recommend replacement, amended or additional posts</p>
Professional development			ET: Approve training agreements ⁴⁶ for central staff	OLG and SILG: Develop and implement the cross Trust professional development programme for teachers and support staff	Develop and implement a professional development programme for academy staff	<p>All: Assist with implementation of professional development programmes</p> <p>All: Support the development of and reviews training</p>

⁴⁶ Training agreements are agreements to contribute to the costs of relevant professional development and accredited courses, where there is an expectation that the recipient reimburses these costs should they leave the Trust's employment with a specified period

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
				SILG: Consider and approve proposals for additional INSET days	Approve training agreements for academy staff	agreements for academy and central staff
Apprenticeships			<p>ET: Consider and approve requests to undertake an apprenticeship funded by the Trust's apprenticeship levy</p> <p>ET: Approve the Trust's apprenticeship plan</p> <p>ET: Monitor apprenticeship levy expenditure and apprenticeship registrations</p> <p>ET: Approve the annual apprenticeship report prior to submission to the DfE</p>		Propose requests for staff to undertake an apprenticeship funded by the Trust's apprenticeship levy	<p>All: Propose requests for staff to undertake an apprenticeship funded by the Trust's apprenticeship levy</p> <p>DoP: Develop and propose the Trust's apprenticeship plan, including prioritisation of apprenticeship funding</p> <p>DoP: report on the use of apprenticeship levy funding and apprenticeship registrations</p> <p>DoP: Prepare the annual apprenticeship report prior to submission to the DfE (by 30/9)</p>
Staff and union consultation		Monitor arrangements for consultation with unions	<p>DCEO:COO Lead Trust JCC meeting</p> <p>ET: Consider and approve Trade Union</p>			DoP: Develop and propose Trade Union Recognition Agreement

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
			Recognition Agreement			DoP: Report and publish Trade Union Facilities Time
Payroll – administration and authorisations			DCEO:SI Approve travel and expenses claims for Principals DCEO:COO Approve travel and expenses claims for Directors of Professional Service		Approve overtime / additional hours, travel and expenses claims for academy staff (apart from Principal) Adhere to payroll schedule	DoP: Review and approve payroll payment file ⁴⁷ DoP: Input approved contractual changes into payroll system All: Approve travel and expenses claims for professional department staff All: Approve overtime / additional hours for professional department staff

⁴⁷ Any contractual changes and additional payments must have followed the relevant approval process before being processed in the payroll