



Scheme of Delegation

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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 The Board holds the executive team to account for the effective implementation of the trust strategy and operating plan (known as the Board's Annual Plan), including in relation to the use of resources and the drivers of impact. The Board can delegate most operational matters. It can also delegate aspects of decision-making to a committee, but it cannot delegate responsibility and must retain overall control¹.
- (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
- (iii) , Charity Law and the Companies Act 2006, and has been informed by the [Department for Education's Academy Trust Governance Guidance](#).
- (iv) 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 (Annual Plan), 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)
- (v) Activities undertaken in nurseries and extended schools must be undertaken in accordance with the principles of this Scheme of Delegation.
- (vi) 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 a Deputy Chief Executive or the Chair of Trustees.
- (vii) 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.
- (viii) This scheme of delegation will be reviewed annually. The latest review (October 2024) has been informed by the [Confederation of School Trusts Scheme of Delegation Checklist](#).

¹ Taken from the [Department for Education's Academy Trust Governance Guidance](#)

(ix) **Status and review**

Written by:	Deputy Chief Executive: Chief Operating Officer
Owner:	Deputy Chief Executive: Chief Operating Officer
Status:	Version 9 - Approved
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Key:

BoT	Board of Trustees	OLG	Operations Leadership Group
EAS	Education and Standards Committee	SILG	School Improvement Leadership Group
FRC	Finance and Resources Committee	SMT	Senior Management Team
RAC	Risk and Audit Committee	Professional services departments:	
RHR	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
CFO	Chief Financial Officer (Interim)	Peo:	People
Executive Team:		SI:	School Improvement
CEO	Chief Executive	Other names roles:	
DCEO:COO	Deputy Chief Executive: Chief Operating Officer	FC	Financial Controller
DCEO:SI	Deputy Chief Executive: School Improvement	IA	Internal Auditors
CFO	Chief Financial Officer (Interim)	SCM	Safety and Compliance Manager
DoP	Director of People		
DoSI	Director of School Improvement		
Directors of Professional Services:			
DoEFM	Director of Estates and Facilities Management		
HoF	Head of Finance (interim)		
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
1.1 Trust values, vision, mission		Consider and approve		Advise Board regarding the implementation in academies	ST: Develop and propose		Implements within academy	Implements within department
1.2 Trust Strategy		Consider and approve Champion strategy Monitor	Champion strategy	Champion strategy	ST: Develop and propose ST: Monitor Champion strategy	Champion strategy	Champion strategy	Champion strategy
1.3 Cross Trust Strategic Development Plans ²					ET: Oversee	OLG / SILG: Consider and approve OLG / SILG: Monitor		Develop and propose
1.4 Annual Academy / Department Plans (which align with Trust Strategy and Cross-trust Strategic Development)				Monitor specific priorities within Academy Plans and pupil outcomes	DCEO: COO -- Consider, approve and monitor annual Dept plans and targets DCEO: SI Consider,		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

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
Plans) and targets and Trust data					approve and monitor annual Academy plans and targets			provision of regular Trust data
1.5 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
1.6 Trust expansion	Consider and approve	Consider and recommend			ET: Develop and propose			
1.7 Name of Trust	Consider and approve	Consider and recommend			ET: Develop and propose			
1.8 Academy names		Consider and approve			ET: Consider and recommend		Develop and propose	
1.9 Term dates and school day					ET: Consider and approve variations from local authority norm, ensuring consistency across the Trust	OLG: Develop and propose variations from the local authority norm	Set school day in line with statutory guidance	
1.10 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
1.11 Equality		Consider and approve Equality Objectives every four years Monitor Equality Objectives	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
1.12 Uniform							Setting academy uniform policy	

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
2.1 Articles of Association	Consider and approve amendments Act in accordance	Consider and recommend amendments Act in accordance	Act in accordance	Act in accordance	ST: Develop and propose amendments Act in accordance			
2.2 Members and Trustees	Note appointments and resignations of Members Sponsor: Appoint Chair of Trustees	Note appointments and resignations of Members and Trustees (appointed by sponsor) Appoint Vice Chair of Trustees 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
2.3 Local Governing Body members		Appoint Chairs Appoint and remove members		Propose Chair Nominate members				DoG: Update DfE Get Information about Schools DoG: Confirm that academy has arranged

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 parent / staff election results Note resignations		Arrange election of parent and staff members				DBS and Section 128 checks
2.4 Key governance appointments		Appoint Accounting Officer (ex-officio CEO) Appoint Company Secretary Appoint Chief Financial Officer Appoint Trustee link role: Safeguarding and Online Filtering Monitoring		Secondary LGBs: Appoint a link role for careers	ST: Recommend Company Secretary ST: Recommend Chief Financial Officer			DoG: Update DfE Get Information about Schools DoG: Appoint Local Governing Body Clerks and Clerk to Trustees
2.5 Governance structure	Oversee	Consider and approve	Establish working groups as required to undertake responsibilities or special projects		ST: Develop and propose			DoG: Publish on Trust website, including: <ul style="list-style-type: none"> • Structure and remit • Names of chairs

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"> • Appointment details • Meeting attendance • Previous membership
2.6 Terms of reference, constitution and membership of Board's Committees		Consider and approve						DoG: Develop and propose
2.7 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			
2.8 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
2.9 Compliance with: <ul style="list-style-type: none"> • Funding Agreements • Company and Charity Law (including serious 	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	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
incident reporting) • Academy Trust Handbook						Act in accordance		
2.10 Governance Evaluation		Undertake annual evaluation of the Board's skills, effectiveness, leadership and impact Engage in regular external reviews of governance		Undertake Local Governing Body Self Evaluation Engage in regular external reviews of governance				
2.11 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

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
2.12 Policies		<p>Consider and approve statutory and Trust policies</p> <p>Oversee implementation of policies</p>	<p>Consider and approve statutory and Trust policies</p> <p>Oversee implementation of policies</p>	<p>Receive academy specific policies ensuring that stakeholder views are incorporated as necessary</p>	<p>ET: Consider and approve Trust operational policies</p>		<p>Develop, propose and approve academy specific policies, including curriculum policies</p> <p>Maintain an academy policy schedule, ensuring regular review, development and updates in line with current guidance</p>	<p>All: Develop and propose 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>
2.13 Complaints		<p>Consider and approve</p>		<p>Participate in informal resolution of</p>	<p>ET: Monitor</p>		<p>Participate in informal resolution of</p>	<p>DoG: Develop and propose Complaints</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
		Complaints Policy Monitor		complaints or at Stage 2 of the Formal Procedure Stage Convene Complaints Panels as required			complaints or at Stage 2 of the Formal Procedure Stage Record Stage 1 and 2 complaints	Policy / procedures DoG: Record Stage 3 and external complaints DoG: Record and report on all complaints
2.14 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
2.15 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	Consider and recommend changes to the Admissions Policy, including oversubscription criteria for each academy and annual admissions		Contribute to admissions appeals Consider parental requests for out of normal year group admissions and	DoG: Develop and propose (in conjunction with the academy Principal) Admissions Policy and annual admissions arrangements

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>admissions arrangements (including changes to admissions numbers)</p> <p>Monitor pupil number projections</p>		<p>of normal year group admissions</p> <p>Propose any changes to the academy's oversubscription criteria</p>	<p>arrangements (including changes to admissions numbers)</p>		<p>present case to Admission Sub-Committee</p> <p>Maintain admission and attendance registers</p>	<p>(including changes to admissions numbers)</p> <p>DoG: Organise statutory consultations on admissions arrangements</p> <p>DoG: Publish annual admissions arrangements & advise LA</p> <p>DoG: Engage Independent Appeals Service provider</p> <p>DoG: Support admissions appeals</p>

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
3.1 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
3.2 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
3.3 Curriculum and assessment ⁴			Provide feedback from parents and community stakeholders to inform curriculum	ET: Monitor school improvement	SI: Determine Trust approach to curriculum and assessment, with regard to statutory requirements	Determine and implement curriculum and assessment, in accordance with Trust approach	DoSI: Oversee academy curriculums and assessment practice
3.4 Early Years Foundation Stage (EYFS) ⁵				ET: Monitor school improvement		Deliver EYFS in line with statutory requirements	DoSI: Oversee EYFS policies and procedures
3.5 Careers guidance ⁶			Secondary LGBs careers link: strategic interest in careers education and guidance and	ET: Monitor school improvement		Deliver careers guidance in line with statutory requirements,	DoSI: Oversee careers guidance in line with statutory requirements

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 See [EYFS Statutory Framework](#)

⁶ See [statutory careers guidance](#)

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
			encourage employer engagement			including provider access	
3.6 Special Educational Needs and Disabilities ⁷		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 academy SEND provision. Provide feedback on content of SEN Information report	ET: Monitor school improvement		Implement requirements of DfE SEND Code of Practice, Disability Discrimination Act and Trust policy ⁸ Populate and publish the annual SEN Information report template Develop, approve and publish the Accessibility Plan	DoSI: Oversee compliance with SEND Code of Practice and Disability Discrimination Act in academies DoG: Develop and propose Trust SEN Policy and templates for SEN Information Report & Accessibility Plan DEFM: Contribute to the development of academy Accessibility Plans
3.7 Safeguarding and child protection (including Prevent and Online)	Consider annual safeguarding report	Consider and approve Trust policy template		ET: Monitor		Implement requirements of DfE Keeping Children Safe in Education	DoSI and DoG: Develop and propose Trust policy and annual

⁷ See [SEND Code of Practice](#)

⁸ 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
Filtering Monitoring)		Trustee Safeguarding and Online Filtering Monitoring Link: take leadership responsibility for Trust safeguarding arrangements including online safety Monitor key safeguarding metrics and external safeguarding review reports				Guidance and Trust policy/ procedure ⁹ Develop and publish Academy Safeguarding and Child Protection Policy, using Trust template For academies with an ABM - Maintain academy Single Central Register For academies without an ABM - Maintain the contractors / volunteers aspect of the academy Single Central Register Participate in Safeguarding Reviews	safeguarding report to Trustees DoSI: Oversee compliance with Safeguarding policy and practice DoP: <ul style="list-style-type: none"> For all academies - Maintain Trust Single Central Register for central staff and Trustees/ Members For academies without an ABM - Maintain academy Single Central Register (apart from contractors / volunteers aspect) DEFM: Highlight potential site

⁹ 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
							security / safeguarding risks
3.8 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
3.9 Other pupil matters, including: • Pupil Premium strategy • PE and Sport Premium strategy • Home School Agreements, where used		EAS and FRC: Monitor use of Pupil Premium Funding	Provide feedback from parents and community stakeholders to inform annual strategies and Home School Agreement	ET: Monitor use of Pupil Premium 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 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							
4.1 Medium Term Financial Plan (3-5 year budget forecast) and approach to reserves	Consider and approve	Consider and recommend Monitor		ET: Consider and propose ET: Monitor			CFO / HoF: Lead development
4.2 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	CFO / HoF: Propose key financial performance measures to inform budget setting CFO / HoF: Lead the development of annual budgets HoF: Submit budget forecast return (based on annual budget and MTFP) to ESFA by deadline (by end August)
4.3 Financial monitoring of income, expenditure, cash	Receive and consider financial monitoring information six	Receive and consider financial monitoring information six		ET: Monitor budgets		Prepare monthly budget monitoring reports including the reconciliation	CFO / HoF: Lead the development of monthly budget monitoring reports

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

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
4.5 School Resource Management Self Assessment Checklist	Receive and consider			ET: Approve checklist prior to submission			HoF: Prepare checklist HoF: Submit toolkit to ESFA by specified deadline
4.6 Budget virements		Approve £100,001 and above ¹⁰ Note all other budget virements		CFO & CEO: Approve between £30,000-£100,000 CFO & CEO: Recommend £100,000 and above CFO/HoF: Approve adjustments to budgets to reflect new funding and changes in responsibility		Propose budget virements	CFO/HoF: Approve up to £30,000 CFO/HoF: Report all virements to F&RC
Purchasing and procurement							
4.7 Procurement				ET: Consider and approve Standard Procurement Procedures		Implement Procurement Procedures	HoF: Develop and propose Standard Procurement Procedures CFO/HoF/FC: Identify, recommend and

¹⁰ 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
							<p>maximise opportunities for cross Trust procurement</p> <p>FC: Advise on implementation of Standard Procurement Procedures</p> <p>FC: Receipt and custody of tenders</p>
4.8 Placing and receiving orders for goods and services ^{11 12 13 14}		Approve orders over £100,000		CEO: Approve orders up to £100,000		<p>Approve orders up to £15,000</p> <p>Propose further delegation of budgets within their academy¹⁵</p>	<p>CFO/HoF: Approve proposals for further delegation of budgets by budget holders</p> <p>CFO/HoF: Approve orders up to £50,000</p>

¹¹ 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

¹² All procurement amounts in this scheme are net of VAT

¹³ 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

¹⁴ A formal tender process or procurement through an approved third party framework is required for purchases over £50,001.

¹⁵ 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

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
4.9 Authorising invoices for payment (where there is a variation between the purchase order, goods received note and invoice) ¹¹ <small>12 13 14 16 17 18</small>	Approve where EU procurement applies	Approve over £100,000		CFO/HoF: Recommend to CEO approval between £50,001 to £100,000 CEO: Approve up to £100,000 CEO or DoF: Recommend to FRC approval over £100,000		Approve up to £15,000 Recommend approval between £15,000 to £50,000	CFO/HoF: Approve up to £50,000
4.10 Contracts, operational leases and agreements ¹³ <small>14 17 18 19 20 21</small>	Approve where EU procurement applies	Approve contracts, operational leases and agreements over £100,000		CFO/HoF: Recommend to CEO approval of contracts, operational leases and agreements between £50,001 to £100,000 CEO: Approve contracts, operational leases		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

¹⁶ 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)

¹⁷ EU procurement regulations apply to values over £214,904

¹⁸ For emergency purchases or emergency circumstances, approval from the FRC Chair plus CEO by email or, in CEO absence, approval from the Chair plus two FRC members by email will constitute approval

¹⁹ 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

²⁰ All are responsible for ensuring that all contracts and agreements conform with the Trust's financial regulations

²¹ All contract amounts in this scheme are net of VAT and refer to the value over the lifetime of the contract

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
				<p>and agreements up to £100,000</p> <p>CEO or CFO/HoF: Recommend-to FRC contracts, operational leases and agreements over £100,000</p>			<p>certificates of completion</p> <p>CFO/HoF: Approve contracts, operational leases and agreements up to £50,000 with the exception of:</p> <ul style="list-style-type: none"> • Annual software agreements up to £8K (approved by DICT) • NEC and JCT contracts, and with standard terms up to £50K (approved by DEFM) • Service (maintenance) contracts with standard terms up to £50K (approved by DEFM)

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
4.11 Approving payments ²²				CEO/ DCEO:COO / DCEO: SI / CFO/HoF: Authorised to approve payments in accordance with bank mandate			Fin: Authorised to approve payments in accordance with bank mandate
Banking and cash management							
4.12 Banking		Appoint Trust's bankers and other professional advisers					CFO/HoF: Recommend Trust's bankers and other professional advisers to FRC HoF: Liaise with Trust's bankers HoF: Implement banking arrangements (eg opening / closing accounts) HoF: Ensure regular reconciliation of bank accounts
4.1 Investments	Approve novel, contentious or repercussive	Consider and approve Investment Policy		CEO/ DCEO:COO / DCEO: SI / CFO/HoF: Approve			HoF: Develop and propose Investment Policy

²² 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
	investments, prior to ESFA authorisation ²³	Approve investments in accordance with Investment Policy Monitor Trust investments		investments in accordance with Investment Policy			CFO/HoF: Identify and propose investment opportunities
4.14 Petty cash administration ²⁴						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 	HoF: Agree petty cash float limit and approve floats
Staffing related							
4.15 Staff benefits, parties, gifts ²⁵				CEO (with HoF): Approve £501 and over		Approve up to £500 (with HoF)	HoF: Review, advise and report to HMRC where applicable

²³ The Education and Skills Funding Agency must authorise all novel and contentious investments

²⁴ Transactions must be accompanied by a full receipt/invoice from the claimant, signed by the budget holder or nominee

²⁵ All to be reviewed by HoF in order to ensure equality across the Trust and correct tax treatment

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
							HoF: Approve up to £500 HoF: Maintain Gifts and Hospitality Register
Transaction related							
4.16 Write off bad debts ²⁶		Approve over £2,000, up to limits requiring ESFA approval					CFO/HoF: Approve up to £2,000
4.17 Borrowing (in exceptional circumstances only) ²⁷	Consider and approve prior to ESFA authorisation	Consider and recommend borrowing		ET: Develop and propose borrowing requirements			CFO: Lead of the development of borrowing requirements
4.18 Novel, contentious and repercussive transactions ^{23 28}		Consider all transactions prior to ESFA referral		ET: Consider and recommend approval of transactions prior to FRC and ESFA			CFO/HoF: Report all transactions to Exec team initially, and assuming they are recommended to proceed, the FRC and ESFA HoF: Approve once authorised by ESFA

²⁶ 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)

²⁷ The Education and Skills Funding Agency must authorise all borrowing (including overdraft facilities but excluding finance leases on the DfE approved list)

²⁸ See Academy Trust Handbook for definition of novel, contentious and repercussive transactions

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
Income generation and external funding							
4.19 Income generation activities, including fundraising		Consider and approve Trust Lettings Policy and Fees	Provide feedback from parents and community stakeholders on income generation opportunities Identify, promote and assist fundraising activities in academies			Consider and approve academy income generation activities, ensuring that they align, where relevant, with the Trust Lettings Policy and Fees	DEFM: Develop and propose Trust Lettings Policy and Fees
4.20 Charging and remissions		Consider and approve Trust Charging and Remissions Policy					HoF: Develop and propose Trust Charging and Remissions Policy
Fixed assets							
4.21 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 termly reports,			DEFM: Develop proposals for allocation of capital funding (SCA) DEFM: Deliver capital projects DEFM: Undertake annual condition survey in each academy and

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
				building condition across the Trust			monitor building condition DEFM & DICT: Develop Estates and ICT plans for each academy and associated expenditure in conjunction with Principals
4.22 Purchase of fixed assets (single item capitalisation limit £5,000) ^{12 13 14 18 29}		Approve over £100,000		CFO/HoF: Recommend to CEO approval between £50,001 to £100,000 CEO: Approve up to £100,000 CFO/HoF or CEO: Recommend to FRC over £100,000			DEFM / DICT: Recommend purchase of fixed assets HoF: Approve up to £50,000
4.23 Maintaining records of assets, including buildings, furniture, equipment, stocks,						Provide EFM & ICT team with any information required to maintain Trust asset register	DEFM & DICT: Establish and maintain asset register for the Trust for items over the capitalisation limit

²⁹ 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
stores and cash ^{30 31} 32 33						<p>Establish and maintain an academy / department inventory checked at least once per year Ensure regular stock checks are undertaken</p> <p>Ensure that proper security is maintained at all times for all buildings, furniture, equipment, stock, stores and cash</p>	<p>DEFM & DICT: Establish and maintain a central Trust inventory checked at least once per year DEFM & DICT: Ensure regular stock checks are undertaken</p> <p>DEFM: Submit annual land and buildings collection tool to ESFA by deadline (normally late October)</p>
4.24 Disposal of assets ³⁴		Approve over £100,000 net book value		CFO/HoF & CEO: Approve up to £100,000 net book value			

³⁰ All are responsible for ensuring that the arrangements for the security of assets are in accordance with the Trust's financial regulations

³¹ 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

³² The asset register should include all items costing in excess of the capitalisation limit of £5,000

³³ The inventory should include all items of equipment, furniture and stores with values over £1000 and attractive items (eg mobile phones, tablets, laptops)

³⁴ Unusable or obsolete equipment must be disposed of in accordance with the Trust's financial regulations

Function	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG and SILG	Principals	Directors of Professional Services
				CFO/HoF & CEO: Recommend to F&RC over £100,000 net book value			
4.25 Taking up or granting leasehold or tenancy agreements ³⁵	Consider and approve prior to ESFA approval			Develop and propose			DoG & DEFM: Provide advice regarding proposals
4.26 Data protection, security and information		Consider and approve Trust Data Protection Policy and ICT Acceptable Use Policy		ET: Consider and approve the Trust FoI Publication Scheme		Ensure the safe storage of data in the academy / department Ensure academy/departm ent staff: <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 	DoG: Fulfil all Data Protection Officer responsibilities, including: <ul style="list-style-type: none"> • Develop Data Protection Policy³⁶ and FoI Publication Scheme • Complete ICO registrations • Publish Privacy Notices • Audit data protection procedures • Audit Trust and academy websites

³⁵ The Education and Skills Funding Agency must approve all leases and tenancy agreements of more than seven years

³⁶ 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
						Processing Activities Principals: Ensure publication of academy information in accordance with statutory guidance	DICT: Develop and implement ICT systems, ensuring data security DICT: Develop Acceptable Use Policy 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
5.1 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 CFO / HoF: Prepare statutory accounts		Ensure that all records and documents are available for audit by internal and external auditors	HoF: Submit audited report and accounts financial statements to: <ul style="list-style-type: none"> • ESFA by 31/12 • Companies House by 31/5 HoF: Publish audited report and accounts, including information about higher paid staff, on Trust website by 31/1
5.2 Financial regulations			Consider and approve Financial Regulations					CFO/HoF: Develop and propose financial regulations CFO/HoF: Provide information and training on financial regulations

Function	Members	Trustees	Committees and Panels	Local Governing Bodies	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
5.3 Appointment and dismissal of External Auditors	Appoint and dismiss auditors	Inform the ESFA of the removal of auditors	<p>Assess effectiveness and resources of external auditor and consider and recommend reappointment, dismissal or retendering to Members</p> <p>Review external auditor's plan each year; agree programme of work and commission reports</p> <p>Monitor and review</p>					<p>CFO/HoF: Undertake procurement</p> <p>CFO/HoF: Advise RAC on the effectiveness and resources of external auditor</p> <p>CFO/HoF: Prepare letter of engagement</p> <p>CFO/HoF: Request external auditor's plan and propose programme of work</p>
5.4 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</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>

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>internal audit reports</p> <p>Approve the annual internal audit summary report prior to submission to ESFA</p> <p>Monitor and review</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>
5.5 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 letter and the Trust's recommended actions in response</p>	<p>Receive, consider, monitor and, where relevant, approve actions in response to reports and external auditor's management letter</p>			<p>Ops: Consider and recommend management action in response to reports</p>	<p>Undertake management actions in response to reports</p>	<p>CFO/HoF: Propose management action in response to reports</p> <p>All: Undertake management actions in response to reports</p>
5.6 Related Party Transactions ³⁷ and Declaration	Complete annual declaration of Interests	Complete annual declaration of Interests	Approve Trust Related Party	Complete annual declaration of Interests	Complete annual declaration of Interests		Complete annual declaration of Interests	DoF / DoG: Develop and propose Trust

³⁷ 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
of Pecuniary and Business Interests			<p>and Interests Protocol</p> <p>Note and monitor all Related Party Transactions</p> <p>Complete annual declaration of Interests</p>		<p>DCEO: COO Report required Related Party Transactions to the ESFA, ensuring that they are provided at cost</p>		<p>Ensure that budget holders / staff responsible for recruitment decisions complete annual declaration of Interests</p>	<p>Declaration of Pecuniary and Business Interests Protocol</p> <p>DoF: Maintain Register of Declaration of Pecuniary and Business Interests</p> <p>DoG: Maintain and publish trustee and local governing body registers of interests</p> <p>FC: Check new suppliers against Declaration of Pecuniary and Business Interests</p> <p>All: Complete annual Declaration of Pecuniary and</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
								Business Interests
5.7 Risk Policy			Consider and approve					DoG: Develop and propose policy
5.8 Risk registers		Contribute to Trust Risk Register Monitor Trust risk register	Monitor Trust risk register		ET: Oversee Trust Risk Register		Bring major risks to the attention of the Executive Team and DoG Contribute to review of Trust Risk Register	DoG: Develop and update Trust risk register regularly throughout the year All: Bring major risks to the attention of the Executive Team and DoG All: Contribute to review of Trust Risk Register
5.9 Insurance			Approve overarching portfolio of insurance				Approve insurance cover for staff absence (if used) academy minibuses, and works of art in conjunction with HoF	HoF: Arrange Risk Protection Arrangement cover for Trust HoF: Review and recommend staff absence insurance provider (if

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

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>continuity plans are disseminated</p> <p>Implement responsibilities indicated in Business Continuity Plans</p>	<p>DEFM: Ensure department business continuity plans are disseminated</p>
5.12 Lockdown Procedures							<p>Develop academy lockdown procedures</p> <p>Risk Management Group: Approve academy lockdown procedures</p>	<p>DEFM & DoG: Develop templates and provide advice</p>
5.13 Health and Safety		<p>Ultimate responsibility for the H&S in the Trust</p> <p>Oversee and receive a summary H&S report at least 3 times a year via R&AC reports</p>	<p>Consider and approve Trust H&S Policy</p> <p>Monitor H&S across the Trust, receiving a H&S report at each meeting, and report key risks to the Board</p>		<p>ET: Consider and approve all H&S operational annexes</p> <p>ET: Monitor H&S across the Trust</p>		<p>Establish academy H&S Management Group</p> <p>Appoint an academy H&S Representative</p> <p>Undertake an annual H&S review (including</p>	<p>SCM, as H&S lead:</p> <ul style="list-style-type: none"> • Develop and propose the Trust H&S Policy & procedures • Monitor implementation in central Trust offices

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 testing) for the academy and implement actions	<ul style="list-style-type: none"> • Oversee annual academy H&S reviews (inc statutory testing), and monitor actions • 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
6.1 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>
6.2 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 ³⁸	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 ³⁹
6.3 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

³⁸ The development of annual personal goals of teachers and support staff may be delegated to other managers within the academy

³⁹ 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			
6.4 Staff restructures (requiring consultation), severance and special payments ⁴⁰		FRC: Approve payments over £30,000 FRC: 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 ET: Propose payments (contractual and non-contractual) over £30,000 ET: Monitor all staff special payments		Develop and propose academy/department staff restructure proposals, including business case, in conjunction with Peo team Manage academy / department staff restructure and consultation process	HoF / DoP: Review and advise re staff restructure / severance / settlement proposals, including costings DoP: Provide advice on restructure and consultation process DoP: Report all special payments to FRC and Exec Team
6.5 Staff pay: Leadership staff	Consider and approve Trust Executive Pay Policy Constitute an Executive	Consider and approve the Trust Leadership Pay Policy ⁴² Monitor impact of Leadership Pay Policy	ST: Determine pay ranges for Executive Team, using a robust evidence based approach		Propose additional payments (temporary) to Vice Principals and Assistant Principals	DoP: Develop and propose the Trust Leadership Pay Policy

⁴⁰ 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

⁴² 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
	<p>Remuneration Group in accordance with Trust Executive Pay Policy</p> <p>Determine pay ranges for Chief Executive and Deputy Chief Executives using a robust evidence based approach</p> <p>Consider and approve additional payments (temporary)⁴¹ to Chief Executive and Deputy Chief Executives</p>		<p>ST: Consider and approve additional payments (temporary)⁴³ to Executive Team</p> <p>ET: Consider and approve additional payments (temporary)⁴⁴ to Principals, Vice Principals, Assistant Principals and Directors of Professional Service</p>			<p>DoP: Monitor impact of Leadership Pay Policy</p> <p>DoP (with DoF): Publish annually the number of employees whose benefits exceed £100K on the trust website</p>
6.6 Staff pay: Teaching and support staff ⁴⁵		<p>Consider and approve Teacher Pay and Support Staff Pay policies</p> <p>Monitor impact of Pay Policies</p>	<p>ET: Consider and approve honoraria and unusual allowance requests (temporary)⁴⁶, for teachers and support staff</p>		<p>Propose honoraria and unusual allowance requests (temporary) for teachers and support staff</p>	<p>DoP: Develop and propose Teacher Pay and Support Staff Pay Policies</p> <p>DoP: Monitor impact of Teacher Pay and Support Staff Pay</p>

⁴¹ These include honoraria, one off payments, discretionary payments, accelerated increments, acting up allowances, recruitment & retention allowances etc

⁴³ These include honoraria, one off payments, discretionary payments, accelerated increments etc

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

⁴⁵ Support staff regrading should follow the procedures set out in the job evaluation protocol document

⁴⁶ 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
			ET: Consider and approve support staff regrading		<p>Recommend TLRs for teachers</p> <p>Scrutinise and recommend applications for the UPR</p> <p>Propose support staff regrading in academy</p>	<p>Policy and report key risks to Exec Team and RHR</p> <p>DoF & DoP: Scrutinise and recommend honoraria and unusual allowance requests additional payments (temporary),-for teachers and support staff</p> <p>DoF & DoP: Consider and approve TLRs for teachers</p> <p>DirSI: Consider and approve applications for the UPR</p> <p>DoF & DoP: Scrutinise and recommend proposed support staff regrading</p> <p>All: Propose honoraria and unusual allowance requests (temporary) for professional team members</p>

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
						All: Propose support staff regrading of professional team members
6.7 Replacement, amended or additional posts ⁴⁷			<p>ET: Approve like for like posts that are affected by organisational factors</p> <p>ET: Approve amended teaching and support staff posts where there is a change to the job family</p> <p>ET: Approve additional fixed term and permanent posts which result in a cost outside budget</p>		<p>Propose like for like replacement posts (apart from posts that are affected by organisational factors)</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 posts (apart from posts that are affected by organisational factors)</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: Consider and approve:</p> <ul style="list-style-type: none"> like for like replacement posts amended posts within the same job family

⁴⁷ 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
						<ul style="list-style-type: none"> • extensions to fixed term contracts <p>DoF & DoP: Scrutinise and recommend:</p> <ul style="list-style-type: none"> • like for like replacement posts affected by organisational factors • amended posts where there is a change to the job family • additional fixed term and permanent posts which result in a cost outside budget
6.8 Professional development			ET: Approve training agreements ⁴⁸ for central staff	OLG and SILG: Develop and implement the cross Trust professional development programme for	Develop and implement a professional development programme for academy staff	All: Assist with implementation of professional development programmes

⁴⁸ 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
				<p>teachers and support staff</p> <p>SILG: Consider and approve proposals for additional INSET days</p>	Approve training agreements for academy staff	All: Support the development of and reviews training agreements for academy and central staff
6.9 Apprenticeships			<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: Consider and approve requests 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>

Function	Trustees	Committees and Panels	Strategic Team (ST) or Executive Team (ET)	OLG or SILG	Principals	Directors of Professional Services
						DoP: Prepare the annual apprenticeship report prior to submission to the DfE
6.10 Staff and union consultation		Monitor arrangements for consultation with unions	DCEO:COO Lead Trust JCC meeting ET: Consider and approve Trade Union Recognition Agreement			DoP: Develop and propose Trade Union Recognition Agreement DoP: Report and publish Trade Union Facilities Time
6.12 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 ⁴⁹ 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

⁴⁹ Any contractual changes and additional payments must have followed the relevant approval process before being processed in the payroll