

Beyond Schools Trust Scheme of Delegation SEP 2023							
Area	Decision			Delegation			
	Members	Trust Board	CEO	CFO	LGB	Academy Head	
<p>Function cannot be legally carried out at this level.</p> <p>CLICK HERE TO SEE DETAILS OF AMENDMENTS</p>							
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✓	Action to be undertaken at this level						
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A	Provide advice and support to those accountable for decision making						
↔	Direction of advice and support						
N/A	on NGA plan but not yet mentioned on FPTA SoD						
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PEOPLE							
PEOPLE	1	Members: Appoint/Remove	✓				
	2	Trustees: Appoint/Remove	✓	✓			
	3	Role descriptions for members	✓				
	4	Role descriptions for trustees/chair/vice chairs/specific roles/committee/LGB members: agree		✓	<A		
	5	Parent trustee/committee/LGB member: elected		✓		✓	
	6	Board committee chairs: appoint and remove		✓	<A		
	7	Academy committee/LGB chairs and vice chairs: appoint and remove		✓	<A	✓	
	8	Academy sub-committee chairs; appoint and remove				✓	
	9	Clerk to board: appoint and remove		✓			
	10	Clerk to academy committee/LGB: appoint and remove		✓		✓	
GOVERNANCE							
GOVERNANCE	11	Articles of association: review and agree	✓	<A	<A		
	12	Governance structure (committees) for the trust: establish and review annually		✓	<A		
	13	Terms of reference for board committees and scheme of delegation for academy committees: agree annually		✓	<A		
	14	Skills audit: complete and recruit to fill gaps		✓	<A>	✓	A
	15	Annual self review of trust board and committees: complete annually		✓			
	16	Annual self review of academy committees/LGBs: complete annually				✓	
	17	Chair's performance: carry out 360 review periodically		✓		✓	
	18	Trustee / academy committee/LGB member contribution: review annually		✓		✓	
	19	Succession: plan		✓	<A>	✓	A
	20	Annual schedule of business for trust board: agree		✓	<A		
21	Annual schedule of business for academy committee/LGB: agree			A>	✓	A	
REPORTING							
REPORTING	22	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓	<A	✓	A
	23	Annual report on performance of the trust: submit to members and publish		✓	<A		
	24	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	25	Annual report work of academy committee/LGB: submit to trust and publish				✓	A
BEING STRATEGIC							
	26	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	<A	<A	<A
	27	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour.		✓	A>	✓	A

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	OPERATIONAL STRATEGIC	28	Central spend / top slice: agree		✓	<A		
		29	Management of risk: establish register, review and monitor		✓	<A>	✓	A
		30	Engagement with stakeholders	✓	✓	✓	✓	✓
31		Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A	<A	<A	
32		Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A>	A	✓	
33		Appointment and dismissal of CEO		✓		<A		
34		Academy headteacher: appoint and dismiss		✓	<A	<A		
35		Budget plan to support delivery of trust key priorities: agree		✓	<A	<A		
36		Budget plan to support delivery of school key priorities: agree			✓	<A	A	
37		Trust's staffing structure: agree		✓	<A	<A		
38	School senior staffing structure: agree		✓	<A	<A	A		
HOLDING TO ACCOUNT								
HOLDING TO ACCOUNT	40	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A>	✓	A	
	41	Appoint a safeguarding trustee to ensure that all safeguarding requirements are in place.		✓	<A>			
	42	Appoint a safeguarding governor to ensure that all school safeguarding requirements are in place.				✓	<A>	
	43	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	A	
	44	Performance management of the Chief Executive Officer: undertake		✓				
	45	Performance management of academy headteacher : undertake			✓	A		
	46	Trustee monitoring: agree arrangements		✓	<A			
	47	Academy committee member monitoring: agree arrangements				✓	A	
48	Academy committee overall performance monitoring: agree arrangements		✓	<A				
FINANCIAL PROBITY								
FINANCIAL PROBITY	49	Appoint Chief Financial Officer for delivery of Trusts detailed accounting processes		✓	<A			
	50	Trust's scheme of financial delegation: establish and review		✓	<A			
	51	School's scheme of financial delegation: establish and review		✓	<A			
	52	External auditors' report: receive and respond		✓	<A	✓	A	
	53	CEO pay award: agree via Remuneration Committee		✓				
	54	Academy headteacher pay award: agree via Remuneration Committee			✓	<A		
	55	Staff appraisal procedure and pay progression: review and agree		✓	✓			
	56	Benchmarking and trust wide value for money: ensure robustness		✓	<A			
	57	Benchmarking and academy value for money: ensure robustness				✓	A	
	58	Develop trust wide procurement strategies and efficiency savings programme			✓			
59	Review and approve trust wide procurement strategies and efficiency savings programme		✓					
FINANCIAL LIMIT *								

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FINANCIAL LIMITS	60	Appoint Trust auditors (External)	✓					
	61	Agree internal audit provision /Appoint responsible Officer		✓				
	62	Approve capital budget variations (subject to available in-year surplus)		£125,001 >	£50,001 - £125,000	£15,001 - £50,000 Secondary £10,001 - £50,000		£15,000 ≤ Secondary £10,000 ≤ Primary
	63	Agree local procurement plan within agreed budget and authorise contracts;		£125,001 >	£70,001 - £125,000	£15,001 - £70,000 Secondary £10,001 - £70,000 Primary		£15,000 ≤ Secondary £10,000 ≤ Primary
	64	Agree Staffing expenditure variations from budget		£125,001 >	£75,001 - £125,000	£50,001 - £75,000 Secondary £25,001 - £75,000 Primary		£50,000 ≤ Secondary £25,000 ≤ Primary
	65	Agree final sets of accounts		✓	<A	<A		<A
	66	Agree central premises and capital related strategy plans; agree major works		£75,001 >	£30,001 - £75,000	£30,000 ≤		<A
	67	Authorise/disposal of assets [Net book value at time of disposal]		£75,001 >	£30,001 - £75,000	£10,001 - £30,000 Secondary £5,001 - £30,000 Primary		£10,000 ≤ Secondary £5,000 ≤ Primary
	68	Authorise bad debt write off		£10,001 >	£7,501 - £10,000	£2,501 - £7,500 Secondary £1,001 - £7,500 Primary		£2,500 ≤ Secondary £1,000 ≤ Primary
	69	General procurement - PSF sign off			£15,001 >	£10,001 - £15,000 Secondary £5,001 - £15,000 Primary		£10,000 ≤ Secondary £5,000 ≤ Primary
70	Recruitment - Linked to approved budget plan and ICFP						Review, appoint	

[CLICK HERE TO SEE DETAILS OF AMENDMENTS](#)

Blue box

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N/A