

Beyond Schools Trust Scheme of Delegation September 2021 (Approved)								
Area	Decision			Delegation				
		Members	Trust Board	CEO	CFO	LGB	Academy Head	
Blue box ✓ ✓ A < N/A Function <b>cannot</b> be legally carried out at this level. Action to be undertaken at this level Action to be undertaken at this level Provide advice and support to those accountable for decision making Direction of advice and support on NGA plan but not yet mentioned on FPTA SoD								
<b>PEOPLE</b>								
PEOPLE	1	Members: Appoint/Remove	✓					
	2	Trustees: Appoint/Remove	✓	✓				
	3	Role descriptions for members	✓					
	4	Role descriptions for trustees/chair/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: 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		✓			✓	
<b>GOVERNANCE</b>								
GOV	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

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E R N A N C E	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
		<b>REPORTING</b>						
R E P O R T I N G	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
		<b>BEING STRATEGIC</b>						
B E I N G S	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			
	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
	28	Central spend / top slice: agree		✓	<A			
	29	Management of risk: establish register, review and monitor		✓	<A>		✓	A
	30	Engagement with stakeholders	✓	✓	✓		✓	✓

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T R A T E G I C	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		
	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		
	36	Budget plan to support delivery of school key priorities: agree			✓		A
	37	Trust's staffing structure: agree		✓	<A		
	38	School senior staffing structure: agree		✓	<A		A
	<b>HOLDING TO ACCOUNT</b>						
H O L D I N G T O	40	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A>	✓	A
	41	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	A
	42	Performance management of the Chief Executive Officer: undertake		✓			
	43	Performance management of academy headteacher : undertake			✓	A	
	44	Trustee monitoring: agree arrangements		✓	<A		
	45	Academy committee member monitoring: agree arrangements				✓	A
	46	Academy committee overall performance monitoring: agree arrangements		✓	<A		
	<b>FINANCIAL PROBITY</b>						
F I N A N C I A L P	47	Appoint Chief Financial Officer for delivery of Trusts detailed accounting processes		✓	<A		
	48	Trust's scheme of financial delegation: establish and review		✓	<A		
	49	School's scheme of financial delegation: establish and review		✓	<A		
	50	External auditors' report: receive and respond		✓	<A	✓	A
	51	CEO pay award: agree via Remuneration Committee		✓			
	52	Academy headteacher pay award: agree via Remuneration Committee			✓		A
	53	Staff appraisal procedure and pay progression: review and agree		✓	✓		

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R O B I T Y	54	Benchmarking and trust wide value for money: ensure robustness		✓	<A			
	55	Benchmarking and academy value for money: ensure robustness					✓	A
	56	Develop trust wide procurement strategies and efficiency savings programme			✓			
	57	Review and approve trust wide procurement strategies and efficiency savings programme		✓				
		<b>FINANCIAL LIMIT</b>						

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FINANCIAL LIMITS	58	Appoint Trust auditors (External)	✓				
	59	Agree internal audit provision /Appoint responsible Officer		✓			
	60	Approve capital budget variations ( subject to available in-year surplus)		£75,001 >	£50,001 - £75,000	£15,001 - £50,000 Secondary	£10,000 ≤ Primary
	61	Agree local procurement plan within agreed budget and authorise contracts;		£100,001 >	£70,001 - £100,000	£15,001 - £70,000 Secondary	£10,000 ≤ Primary
	62	Agree Staffing expenditure variations from budget		£100,001 >	£75,001 - £100,000	£50,001 - £75,000 Secondary	£25,000 ≤ Primary
	63	Agree final sets of accounts		✓	<A	<A	<A
	64	Agree central premises and capital related strategy plans; agree major works		£50,001 >	£30,001 - £50,000	£30,000 ≤	<A
	65	Authorise/disposal of assets		£50,001 >	£30,001 - £50,000	£5,001 - £30,000 Secondary Primary	£5,000 ≤ Primary
	66	Authorise bad debt write off		£10,001 >	£7,501 - £10,000	£1,001 - £7,500 Secondary Primary	£1,000 ≤ Primary
	67	General procurement - PSF sign off			£15,001 >	£5,001 - £15,000 Secondary Primary	£10,000 ≤ Secondary £5,000 ≤ Primary
	68	Recruitment - Linked to approved budget plan and ICFP					Review, appoint