

Scheme of Delegation

1.1.1 Introduction

Ad Astra Academy Trust is a family of schools that exist to provide an innovative, first class education to inspire children to achieve their full potential. In carrying out any functions on behalf of the Trust all governors, trustees and members will ensure this mission statement is at the core of all they do and decisions they make. It is vital to ensure that high quality and effective governance structures are in place to deliver outstanding learning opportunities for children within Ad Astra schools as well as securing best value for all resources within our control. Accordingly, the functions of the Trust will be conducted in accordance with the following principles of subsidiarity, solidarity and support for the common good.

Subsidiarity

Wherever possible, decisions will be taken at the level nearest to those affected by those decisions. Accordingly, a Local Governing Body is established to oversee each Academy and to ensure its good governance. The Scheme of Delegation therefore aims to entrust to the Local Governing Body of each Academy those functions as listed.

Solidarity

The members, Trustees and the Local Governing Bodies share a particular commitment to the mutual support of all Academies for whom the Trust is responsible, especially those that are in need of assistance at any particular time. Accordingly, the Scheme of Delegation recognises the obligation to contribute to the common good of all Academies from the resources entrusted to them. The Trustees recognise and agree to work in partnership with the representatives of each of the Academies, sharing experiences and working collaboratively for the benefit of all. The Trustees shall be responsible for ensuring that common action and collaboration is conducted at the correct level and that the balance between subsidiarity and solidarity serves the common good in the most appropriate way.

The Common Good

The Trustees and the Local Governing Bodies recognise their responsibility towards the common good, not just of the Academies for whom the Trust is responsible, but of all of the families and communities in the areas served by the Trust. In light of the principle of common good, the Local Governing Body also acknowledges the desire and obligation on the Trustees to put in place measures to ensure that any Academy for whom the Academy Trust is responsible is supported when the need arises.

1.1.2 Trust accountabilities

The Trustees are accountable to external agencies including the Charity Commission, the Department for Education (including any successor bodies) and OfSTED for the quality of the education they provide and the overall governance of the Trust in line with its Articles of Association and Funding Agreements. The Trustees are required to have systems in place through which they can assure themselves of quality, safety, good practice and good governance.

1.1.3 Levels of Responsibility

The scheme of delegation explains the ways in which the board of Trustees fulfils its responsibilities in relation to the strategic governance of the Academies. It sets out the respective roles and responsibilities of the Trustees and the Local Governing Bodies of the Academies and also the commitments to each other to ensure the success of all the Academies for whom the overarching Academy Trust is responsible. In the event of any inconsistency between the provisions of the Articles of Association and the scheme of delegation the provisions of the Articles of Association shall take precedence.

1.1.4 Decision Levels

Level 1 - Members

Level 2 - Trustees

Level 3 - Trust Sub committee

Level 4 - Local Governing Body (or committee thereof)

Level 5 - Chief Executive Officer (CEO)

Level 6 - Headteacher

Level 7 - Designated posts endorsed by the Trust such as Head of Operations, Academy Trust Finance Manager, HR Manager, School, and Deputy Headteacher etc.

1.2 Effective Governance

Ad Astra Academy Trust is governed by non-executive 'members' and 'Trustees' constituted under a Memorandum of Association and Articles of Association.

1.2.1 Members

Ad Astra have five Members, one of which is the Chair of Trustees. Three persons entitled to vote upon the business to be transacted shall constitute a quorum. A member counts towards the quorum by being present at the meeting either in person or by proxy.

The members are responsible for;

- Approving the Articles of Association (including any amendments)
- Appointment and removal of Trustees (unless co-opted by the Trust board)
- Ensuring the strategic vision of the Trust
- 'Signing off' the company accounts and annual report
- Appointment of company financial auditors
- Securing the highest standards of accountability from Trustees by providing oversight and challenge.

The current Members of Ad Astra are;

- Andy Steel
- Ali Wilson
- Stephen Prandle
- Laura Ashurst
- Vacancy

1.2.2 Trustees

Ad Astra Academy Trust has Trustees with a range of skills and experience and includes the CEO of the Trust. The term of office for all Trustees will be four years save that this time limit shall not apply to any post which is held ex-officio. Subject to remaining eligible to be a Trustee, any Trustee may be re-appointed or re-elected at the Annual General Meeting.

Three persons entitled to vote upon the business to be transacted shall constitute a board meeting quorum. The Headteachers of schools within the Trust are invited to attend Trust meetings as observers and with no voting rights. The Head of Operations and Academy Trust Finance Manager will also normally attend Trustee meetings in a non-voting capacity. Other senior staff may be invited to attend Trust meetings if required. All meetings will be minuted and these will be circulated and agreed at the next board meeting.

The Trustees are responsible for;

- Delivering the charitable objectives of the Trust
- Strategically controlling the organisation and managing the charitable assets.
- Ensuring compliance with the Trust's duties under company and charity law as well as with agreements made with the DfE including the funding agreement.
- Assessing and managing the principal risks to the Trust.
- Appointing the CEO and holding them to account for the Trust's overall performance, and for discharging the role of the accounting officer.
- Ensuring that the Trust does prudent financial planning and remains solvent including ensuring that the year-end accounts are submitted to members for approval.
- Entering into contracts on behalf of the Trust.
- To authorise income and expenditure in line with the Scheme of Delegation.
- The determination of the establishment, constitution, membership, proceedings and delegated powers of Local Governing Bodies and their annual review and revision.
- The approval of all policies that are common to all academies within the Trust.
- The appointment of all senior staff within the Trust including CEO, Headteachers, Deputy Headteachers and senior central staff.

Standard items of discussion included on Trust board meeting agendas are;

- Academy performance and improvement
- Strategic business plan
- Finance and procurement
- HR
- Estates
- Risk register
- Health, Safety and Safeguarding

- Trust governance

The current Trustees of Ad Astra are;

- Andy Steel (Chair)
- Chris Simmons (Vice Chair)
- Andy Brown OBE (CEO)
- Ray Priestman
- Garry Brown
- Adrian Morris
- Alby Pattison MBE
- Steve Hall
- Father Graeme Buttery

1.2.3 Trust Sub Committees

The Trust may delegate some of its powers to Trust sub-committees to enable more detailed oversight of key areas of Trust business. Membership of the Trust subcommittees is reviewed and agreed by the Trust board. Subcommittees include non-Trustee members such as Headteachers, Head of Operations, Academy Trust Finance Manager and HR Manager however they act in an advisory capacity only and do not have a vote.

Ad Astra currently have four subcommittees in place;

- Resources and compliance
- Human Resources
- Standards
- CEO Appraisal

Each subcommittee will meet as often as is necessary to fulfil their responsibilities but at least once per term. Each meeting is minuted by central Trust staff and the minutes of these meetings are presented to the Trust Board meeting of that term to ensure effective communication between the subcommittee and the overall Trust board. The quorum for each committee is three.

1.2.3.1 Subcommittee membership and Terms of Reference

Trust Resources and Compliance Committee

Quorum of at least three Trustees

- | | |
|-------------------|---|
| 1. Andy Brown | Trustee/CEO |
| 2. Ray Priestman | Trustee (Chair) |
| 3. Steve Hall | Trustee |
| 4. Andrew Steel | Trustee |
| 5. Garry Brown | Trustee |
| 6. Sue Lister | Co-Opted – Trust employee (advisory only) |
| 7. Anthony Degnan | Co-Opted – Trust employee (advisory only) |

- To consider the budget allocation from the Education and Skills Funding Agency (ESFA) and approve on behalf of Trustees a Trust budget and school top-slice for the financial year.
- To consider the budget allocation from the Education and Skills Funding Agency (ESFA) and approve on behalf of Trustees a budget for each school including the school top-slice for the financial year.
- To monitor the level of financial reserves at Trust and school level.
- To monitor the agreed Trust and school's budgets by receiving budget monitoring feedback from the Trust Academy Trust Finance Manager during the year and reporting any issues to the Trustees.
- To consider Trust and schools financial forecast reports and recommend appropriate decisions for Trustees to decide upon.
- To ensure Trust financial policies and procedures are implemented within schools.
- To approve changes to the Trust financial policies and procedures.
- To consider and review the termly internal audit reports and annual audits and ensure any appropriate recommendations are implemented.
- To have delegated authority to consider and approve procurement proposals within defined financial limits relating to contracts for goods and services across the Trust in line with the Trust scheme of delegation and financial authorisation thresholds, which will then be presented to the Trust board for information.
- To undertake the procurement exercise and recommend to Members regarding the appointment of internal and external auditors and providers of key financial systems i.e. Bank and financial software.
- Report on value for money of the Trust considering relevant comparators.
- Review and approve the statements to be included in the annual report concerning internal controls and risk management, prior to consideration by the Members.
- Receive reports from external bodies for example the Education and Skills Funding Agency and National Audit Office, and consider any issues raised along with management responses and action plans.
- To review staff employer-related pension arrangements and actuarial valuation reports.
- To annually review the Trust staffing structure ensuring affordability, capacity, growth, impact on schools and value for money.
- To be responsible for considering, amending and adopting non-curriculum and non-HR Trust policies and procedures and to ensure compliance with legislation
- To monitor and review accounting or related policies and general compliance with legal and accounting requirements.
- To consider and review external health and safety reports and monitor the implementation of any recommendations.
- To monitor the compliance of the Ad Astra Health and Safety Trust policy and procedures.
- To consider and approve bids for capital funding projects under CIF.
- Receiving reports about the general view of the condition as well as the suitability for learning of the academies buildings and sites and consideration of the quality of premises and the learning environment. Sub-committee members will determine if this is forwarded to the Trust Board.
- To consider any other matters where requested to do so by the Board

- To review at least once a year (at the summer term meeting) and report to the Board its constitution and Terms of Reference and recommend any changes necessary.

Trust Human Resources Committee

Quorum of at least three Trustees

- | | | |
|----|---------------|---|
| 1. | Andy Brown | Trustee/CEO |
| 2. | Andrew Steel | Trustee (Chair) |
| 3. | Alby Pattison | Trustee |
| 4. | Adrian Morris | Trustee |
| 5. | Sue Lister | Co-Opted – Trust employee (advisory only) |
| 6. | Martyn Ingram | Co-Opted – Trust employee (advisory only) |

- To review the Trust's HR policies and procedures and to recommend to Trustees for approval or refinement.
- To ensure that the annual salary statements for Trust staff are completed by schools.
- To receive reports regarding staffing issues and developments at each meeting.
- Agree the communications and Human Resource strategies for the Trust
- To receive updates on employment law case law and its effect on HR Practice within the Trust
- Review the adequacy and security of the Trust's arrangements for its employees and contractors to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters
- To ensure that a robust Trust appraisal policy is in place and procedures are implemented across the Trust.
- To agree and ensure the implementation of the Trust pay policy.
- To ensure each school maintains rigorous safeguarding practices, a single central record of recruitment and pre-employment checks.
- To consider pay review requests/re-grades of senior staff to ensure a consistent application of Job Evaluation and allowances to minimise equal pay risk across the organisation.
- To monitor appraisal procedures across the Trust and arbitrate in the event of an appeal.
- To consider any other matters where requested to do so by the Board
- To review at least once a year to the Board its constitution and Terms of Reference and recommend any changes necessary to the Board.

Trust Standards Committee

Quorum of at least three Trustees. Committee Trustees may approve a Headteacher's request to attend this meeting if appropriate.

- | | | |
|----|-------------------|-----------------|
| 1. | Andy Brown | Trustee/CEO |
| 2. | Andrew Steel | Trustee |
| 3. | Chris Simmons | Trustee (Chair) |
| 4. | Fr Graeme Buttery | Trustee |
| 5. | Steve Hall | Trustee |

- | | | |
|----|----------------------|---|
| 6. | Heather Jackson | Co-Opted – Trust employee (advisory only) |
| 7. | Philippa Kermotschuk | Co-Opted – Trust employee (advisory only) |

- To determine a vision for education across the Trust.
- To monitor each schools progress regards DfE floor standards including any additional actions being taken to address underperformance and report to Trustees, strengths and areas of concern.
- To monitor each schools School Self Evaluation (SEF) and identify actions being taken to address any areas of weakness and report to Trustees strengths and areas of concern.
- To consider RAISE on line and Inspection Dashboard reports and report to Trustees strengths and areas of concern.
- Consideration of the evidence in meeting the Key Performance Indicators set by the Trust and to hold the Leadership Team, whether Central Team or school, to account.
- Consideration of evidence about the academic progress of pupils over time
- Consideration of the evidence about attendance and behaviour of pupils
- Consideration of evidence about the quality of teaching and learning provided to pupils
- Consideration of the evidence about the range and quality of extra-curricular provision experienced by pupils
- Consideration of the quality of provision for staff development and its impact upon the quality of provision
- To consider the views of parents, local authority and pupils about the quality of provision
- Consideration of the of the School Improvement Plans – short and medium term
- The consideration of the general view of the condition and suitability for learning of the academies buildings and sites and consideration of the quality of premises and the learning environment. (Sub-committee members will determine if this is forwarded to the finance and compliance committee);
- Sub-committee members to be fully up to date with the Ofsted Evaluation Framework, Trust Peer Review Framework and the published policies of the Secretary of State
- To hear any complaints against the curriculum.
- To consider any other matters where requested to do so by the Board
- To review at least once a year to the Board its constitution and Terms of Reference and recommend any changes necessary to the Board.

CEO Appraisal Committee

The CEO appraisal committee shall be made up of three Trustees (not including the CEO) and shall meet at least twice per year; once at the beginning of the academic year to agree objectives and once at the end of the academic year to review performance. The Trustees will employ the services of an external, independent consultant with the necessary skills and experience to provide professional advice and guidance regarding CEO performance.

The quorum for this committee is three.

1.2.4 Headteacher Board

Ad Astra Academy Trust is keen to ensure that Headteachers of schools within the Trust have a strong voice within the governance structure. Although prevented from being officially

represented at Trust board level, the Trustees have set up a separate advisory board to allow Headteachers to meet and discuss issues pertaining to the operational and strategic aspect of the Trust. Whilst there is no legal requirement for the Trustees to act upon the recommendations from this board, they recognise that there is a clear need to ensure strategic leaders working within the core business area have an opportunity to feed into the formal Trust governance mechanism. No Quorum as this is an advisory board. The expectation is that this group will meet monthly.

1. Andy Brown	Trustee/CEO
2. Mandy Hall	Headteacher (West Park Primary School)
3. Charlotte Haylock	Headteacher (West View Primary School)
4. Julie Thomas	Headteacher (Brougham Primary School)
5. Eddie Huntington	Headteacher (Rosebrook Primary School)
6. Chris Twiby	Headteacher (Crooksbarrow Primary School)
7. Lisa Biggin	Headteacher (Ayresome Primary School)
8. Heather Jackson	Co-Opted (advisory only)
9. Sue Lister	Co-Opted (advisory only)

- To propose a vision for education across the Trust.
- To monitor each school's progress regards DfE floor standards including any additional actions being taken to address underperformance and offer mutual support and subsequently report to Trust Standards Committee strengths and areas of concern.
- To monitor each schools School Self Evaluation (SEF) and offer mutual support and subsequently identify actions which could be taken to address any areas of weakness and report to Trust Standards Committee strengths and areas of concern.
- To consider RAISE on line and Inspection Dashboard reports and report to Trust Standards Committee strengths and areas of concern.
- To review attendance and behaviour of pupils on a termly basis and report to Trust Standards Committee strengths and areas of concern.
- Be a mutual sounding board for Trust development in terms of consistency of policies and practice.
- Consider, agree and refine any proposed Trust policies and procedures prior to being presented to Trustees for ratification
- To consider any other matters where requested to do so by the Headteacher Board
- To review at least once a year to the Board its constitution and Terms of Reference and recommend any changes necessary to the Board.

1.2.5 Chairs Forum

As the Trust grows, the Chairs of each Local Governing Body will not always be able to sit on the Trust board. Therefore, to ensure effective two-way communication between Local Governing Bodies and the Trust, a Chairs Forum has been established. This is an informal arrangement and is intended to facilitate dialogue and discussion and to ensure that Chairs of Governors feel part of the Trust. It is also an excellent networking and support mechanism and encourages joint working and the sharing of good practice between Governing Bodies. This meets a week prior to the Trustees meeting.

1.2.6 Local Governing Bodies

Ad Astra Academy Trust is ultimately accountable for performance of all schools across the Trust. In order to achieve this, a range of responsibilities are delegated to the Local Governing Body of each school. Ad Astra Academy Trust fundamentally believes in local governance. As this is where the Trust gains parental, staff and community views and it is also where these stakeholders challenge, support and approve decision making processes, all of which are vital for our success.

Local Governing Body status upon conversion

Ad Astra Academy Trust will review and (where appropriate) continue to adopt each school's Local Governing Body on conversion. The Trust board is accountable for all the academies within the Trust. However, Ad Astra have chosen to delegate some governance functions to local governing bodies as per this scheme of delegation.

All Local Governing Bodies have **four core functions**;

- Ensuring clarity of vision, ethos and supporting the strategic direction of each school, which includes school improvement planning and monitoring of progress towards this;
- Holding the headteacher to account for the educational performance of the school and its pupils, including behaviour of pupils and the appraisal and conduct of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.
- Ensuring a corporate responsibility for safeguarding children following the guidance in the DfE document 2016, 'Keeping Children Safe in Education.'

The Headteacher is responsible for the internal organisation, management and control of their school. It is their job to implement the strategic framework established by the Trust board. It is an expectation that the Local Governing Body should work to support and strengthen the leadership of the headteacher and hold them to account for the day-to-day running of their school, including the appraisal of staff.

Governors should play a strategic role and avoid routine involvement in operational matters. They should focus strongly on holding the headteacher to account for exercising their professional judgement in these matters and all of their other duties. However, since the Trust is ultimately responsible for the school, the Trust may need to intervene in operational matters if a circumstance arises where, because of the actions or inactions of the headteacher or local governing body, the school may be in breach of a duty if the Trust did not intervene. Having advised the Local Governing Body, the headteacher must then comply with any reasonable direction given by it.

Ad Astra Local Governing Bodies will be made up of people that can demonstrate the skills and experience that reflect the needs of the school. They may also include Trustees if they fulfil this criterion and are approved by a member of the Trust board. Local governors are not Trustees unless they also sit on the Trust board itself.

It is the decision of the Trustees about which, if any, governance functions they delegate to the Local Governing Body. Ad Astra will delegate responsibilities in proportion to the strength of individual academies and the skills and expertise of their local governors.

The Articles of Association state that Trust board membership will include no higher than 33% employees and 20% with Local Authority influence status. This structure will also be maintained in our Local Governing Bodies. There is an expectation that Local Governing Bodies of Ad Astra schools will be tightly focussed and no larger than they need to be to carry out their delegated functions effectively. This will also encourage Governing Bodies to be more strategic in nature. Therefore, the **minimum** size of a Local Governing Body within Ad Astra will be 9 and will include the following members;

Governor Category	Number	Term of Office	Appointing Body
Headteacher	1	Ex-officio	N/A
Staff	1	4 years	Staff by process of election
Parent	2 (or 3 if only 4 community members)	4 years	Parent by process of election
Community	4 (or 5 if only two parent members)	4 years	Appointed by Trust

As we value the work that our Local Governing Bodies do, if (upon conversion) there are more than 9 governors on the Governing Body who wish to continue then this is acceptable with the suggestion that no new commitments would need to be made unless the numbers fall below the above requirement or additional skills and expertise are required.

Ad Astra would hope that all schools eventually have a Trustee on their Governing Body which will encourage communication and collaboration. Each Local Governing Body may appoint further members or associate members with no or limited voting rights, determined by the respective Governing Body if they feel this adds more skills and expertise.

Meeting Quorum

There will be a minimum quorum of 50% for all Local Governing Body meetings and committees **where there is not a majority of staff present.** It is expected that the good practice that exists currently of linking members to key areas or core subjects will continue.

All full governing body meetings and core committees (where they still exist including resources, school improvement and pastoral) will be minuted by Ad Astra Academy Trust staff and as such academies will not have to buy in to an SLA with their Local Authority. Trust and Governing Body meetings will be clerked by trained central Trust staff that are not involved with decision making at any level.

Chairs of Governors

Current Chairs of Governors at Ad Astra Academy Trust are;

- West View Primary School – Chris Simmons
- West Park Primary School – Ray Priestman
- Brougham Primary School – Father Graeme Buttery
- Rosebrook Primary School – Cllr Jim Beall
- Crooksbar Primary School – Peter Windram
- Ayresome Primary School – Father Glyn Holland

1.3 Academy Classification

Ad Astra Academy Trust recognises that all schools have local governance structures in place that can facilitate effective decision making and accountability at the point closest to where the impact of this is felt.

The strength and capacity of the school will be based on the most recent OfSTED grade or an internal review undertaken by the Trust or the DfE.

If a school joins the Trust with a grade four from OfSTED or where due diligence indicates that this is most relevant assessment, the existing governing body will be replaced by an interim executive board (IEB) if this is appropriate. The Trustees and CEO will be responsible for appointing the IEB members. The IEB could include members of the original governing body, but only where they can demonstrate the skills and experience necessary to move the school forward.

Where a school joins the Trust as a grade three from OfSTED, is sponsored or where there have been areas of significant weakness identified in due diligence, the Local Governing Body will have delegated responsibilities as per this scheme however the Trust will determine what, if any, amendments need to be made to ensure rapid improvement. The CEO will advise the trustees in these circumstances.

Schools that join with an OfSTED grade of one or two, and where there are no weaknesses identified at due diligence, the Local Governing Body will be subject to full delegation as per this scheme subject to the provisions of the paragraph below.

The Trust acknowledges that there may be times when, as a result of a performance issue, that this may warrant specific and targeted intervention by the Trust or the CEO in existing Ad Astra schools. In these cases, the CEO will determine what level of Trust intervention is appropriate in consultation with the Headteacher and Local Governing Body. If a school is at risk of failing their pupils or is in serious breach of a statutory duty then the Trustees will consider exercising their right to reconstitute the Local Governing Body and will then appoint replacement members or may consider implementing an IEB if this is the most appropriate course of action.

1.4 Levels of Delegation

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
1. Strategic Responsibilities								
	Preparation of the terms of reference under which the Academy Trust is governed and subsequent amendments including this scheme of delegation.					✓		
	Approval of the terms of reference under which the academy Trust is governed and subsequent amendments including this scheme of delegation.		✓					Board of Trustees to review this annually. CEO to provide professional advice and guidance to aid this process.
	Determination of the educational vision and ethos of each school.				✓			In a sponsored school this must be done with approval from the CEO.
	Compliance with all statutory obligations and Acts of Parliament governing the operation of the Trust and the schools within it.		✓					Resources and compliance subcommittee to monitor this and advise the Trust board.
	To formulate and implement an approved Trust-level strategic business plan to reflect the agreed aims and values of the Trust.					✓		
	To approve and monitor the Trust strategic business plan within the agreed aims and values of the Trust.		✓					To be a standard agenda item at each board meeting.
	To assure Trustees that school admission arrangements for each academy within the					✓		To reflect the school's relevant Local Authority admissions policy.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	Trust confirm to statutory obligations and codes of practice.							
	To approve school admission arrangements		✓					
	To establish, implement and monitor central Trust policies and procedures that meet statutory obligations.					✓		Trust to receive reports from CEO regarding all serious policy breaches and any formal complaints made.
	To approve and amend central Trust policies and procedures			✓				Refer to Academy Trust policy schedule. Relevant Trust subcommittee to approve.
	To agree a marketing and publicity strategy for the Trust and the development of a corporate image.		✓					CEO to formulate this and present to Trustees for approval.
	To determine the uniform policy for individual academies including consideration of the Ad Astra brand as part of this.				✓			CEO to work with individual academies to ensure policy is in keeping with corporate image.
2. Financial responsibilities								
	Compliance with the provisions of the funding agreements including the Academies Financial Handbook.		✓					Resources and Compliance subcommittee to monitor this and advise the Trust board.
	To establish finance and procurement policies for the Trust.						✓	The Trust Head of Operations (in consultation with the Academy Trust Finance Manager) is responsible for preparing policies to present to the subcommittee.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To approve, implement and monitor finance and procurement policies and any amendments to these.			✓				Resources and Compliance committee has approved delegated authority from the Trust board to do this. Headteachers are responsible for ensuring finance and procurement policies are implemented within their respective schools. Subcommittee will take assurance from the Trust Academy Trust Finance Manager and Headteachers in order to meet their obligations under this scheme.
	To appoint internal and external auditors or the Trust to ensure each academy complies with financial regulations, the Academies financial handbook and ESFA requirements.	✓						Resources and Compliance committee to support the Trust Members in this process. To be reported to the full Trust board.
	To appoint bankers on behalf of the Trust, monitor and agree banking arrangements and approve authorised signatories for the Trust.			✓				Any changes in banking arrangements to be reported to the full Trust board.
	To ensure appropriate insurance arrangements for all academies within the Trust						✓	Academy Head of Operations responsible for ensuring appropriate arrangements are in place.
	To monitor and review the effectiveness of insurance arrangements on behalf of the Trust.			✓				Any changes in insurance arrangements to be reported to the full Trust board.
	To appoint the accounting officer for the Trust.		✓					
	To monitor the level of financial reserves at Trust and school level			✓				In consideration of the Trust reserves policy.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To consider the budget allocation from the Trust. To agree and recommend a budget that meets the needs of the school and its pupils (in consultation with the Headteacher) to the Trustees for final approval.				✓			Trustees responsible for schools with a grade three or four OfSTED classification and/or have sponsored status. With support from the Trust Academy Trust Finance Manager.
	To consider the budget allocation from the ESFA and prepare a budget that meets the needs of the central Trust for recommendation to the Trustees for final approval.					✓		With support from the Head of Operations and Academy Trust Finance Manager
	To formally approve the overall annual budget of the Trust and of each school in line with ESFA deadlines.			✓				Resources and Compliance subcommittee have delegated authority from the Trust board to do this.
	To agree and annually review the percentage of funding each school receives after the funding for the core centrals services is identified.			✓				Resources and Compliance subcommittee
	To consider respective individual summary school budget monitoring and forecast reports and make any appropriate business decisions as a result of these.				✓			Trustees (Resources & Compliance subcommittee) to take assurance from LGB's financial monitoring arrangements. Trustees to receive high-level reports regarding the overall financial performance of each school from the Trust Academy Trust Finance Manager at each meeting.
	To prepare the monthly management accounts.						✓	Academy Trust Finance Manager, aided by the central team for key management information relating to governance and HR.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To review, challenge and approve the monthly management accounts.						✓	Chair of Trustees and Chair of the Resources and Compliance committee.
	To consider central Trust budget monitoring reports and forecasts and make any appropriate business decisions as a result of these.			✓				Resources and Compliance subcommittee
	To monitor and analyse finance-related KPI's and associated reports, both across the Trust and externally, to assess Trust performance and formulate strategic objectives to effectively manage this area of the business.			✓				Resources and Compliance subcommittee
	To agree financial decision levels and limits including any amendments			✓				Refer to Appendix 1 – financial authorisation levels. Resources and Compliance subcommittee
	To ensure the appropriate and effective use of Pupil Premium and any other specific grant funding.						✓	Headteachers are responsible for this. Advice and support can be sought from the Trust Academy Trust Finance Manager if required.
	To monitor the effective use of Pupil Premium and any other grant funding.				✓	✓		Proposed spend and impact statements for sponsored schools to be approved by the CEO unless otherwise delegated to a member of his team.
	To monitor the financial reserves at Trust and individual school level			✓				Resources and Compliance subcommittee
	To establish a charging and remissions policy.						✓	Head of Operations
	To approve a charging and remissions policy.			✓				Resources and Compliance subcommittee

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	Maintain a register of business interests for members, Trustees, governors and senior staff with financial responsibility.						✓	Head of Operations
	To consider and review internal and external audit reports and ensure any appropriate recommendations are implemented.			✓				Resources and Compliance subcommittee
	To consider and approve procurement proposals within defined financial limits relating to contracts for goods and services in each individual school.			✓				Refer to Appendix 1 – financial authorisation levels. Please note Headteacher or budget holder may have authority to approve procurement proposals depending on the value of the goods/services in question.
	To consider and approve procurement proposals within defined financial limits relating to contracts across the Trust for goods and services (which may or may not include schools).			✓				Refer to Appendix 1 – financial authorisation levels. Please note CEO or other senior officer may have authority to approve procurement proposals depending on the value of the goods/services in question. Full Trust board to be informed of any procurement approvals as per appendix 1.
	To undertake the procurement exercise and recommend to members regarding the appointment of internal and external auditors.			✓				Resources and Compliance subcommittee
	To approve the key financial software for use across the Trust.			✓				Resources and Compliance subcommittee
	To prepare and appropriately review (as risks change) a school-level risk register that reflects individual school circumstances and the risk environment.						✓	Headteacher with advice from the Head of Operations where necessary.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To approve a school-level risk register that reflects individual school circumstances and the risk environment.				✓			
	To approve and monitor the Trust risk register including any amendments to this as risks change. To make recommendations regarding remedial actions to ensure risks are appropriately managed.			✓				Resources and Compliance subcommittee
	To review and approve the governance report for inclusion in the annual accounts		✓					
	To receive reports from external bodies such as the ESFA or National Audit Office and consider any issues raised.			✓				Resources and Compliance subcommittee. Escalate issues to the main Trust board if appropriate.
	To review staff employer-related pension arrangements and actuarial valuation reports.			✓				Resources and Compliance subcommittee.
	To annually review the central Trust staffing structure ensuring affordability, capacity, growth, impact on schools and value for money.			✓				Resources and Compliance subcommittee.
3. HR Responsibilities								
	Appointment of a Headteacher and other leadership spine posts with Local Governing Body involvement.		✓					CEO to have full involvement. Must be consistent with the safer recruitment policy. Trust HR Manager to be involved.
	To carry out the appraisal and pay review of the Headteacher of each school including setting and reviewing objectives.				✓			LGB pay review committee to procure professional advice to inform this process from the CEO.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	Deputy and Assistant Headteacher appraisal and pay review				✓			LGB pay review committee
	Teaching staff appointments				✓		✓	Must be consistent with the safer recruitment policy and HR advice. Good practice to have a member of the LGB involved in this process. Trust HR Manager to be involved for advice. In a sponsored school the School Improvement team must be involved.
	Teaching staff appraisal and pay review and pay progression				✓			LGB pay review committee
	School non-teaching staff appointments						✓	Headteacher responsible. Must be consistent with the safer recruitment policy and HR advice.
	School support staff appraisal and pay review						✓	Headteacher responsible.
	To plan and review the staffing structure of each school and ensure affordability and value for money.						✓	HT's in all schools and reported to the CEO. HR Manager/Academy Trust Finance Manager to advise as appropriate. To be completed by 31 st March each year.
	To approve an annual staffing structure of each school.					✓		
	To approve in-year changes to a school staffing structure, ensuring affordability and value for money.					✓	✓	Proposals made by the HT, with approval and sign off by CEO, HR Manager and Academy Trust Finance Manager. All three approvals required before HT's are authorised to proceed.
	To complete and maintain an overarching staff timetable illustrating staff deployment across the school.						✓	HT responsible for completing a standard Trust template and reporting this back to the Trust

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
								facilitate effective integrated curriculum financial planning.
	To review the staffing structure of the central Trust team, ensuring affordability and value for money.					✓		HR Manager/Academy Trust Finance Manager to advise as appropriate.
	Approval of annual staffing structure and any in-year changes to the central Trust team.			✓				Resources and Compliance committee.
	Appointment of Chief Executive Officer		✓					With support from HR Manager. Must be consistent with the safer recruitment policy and HR advice
	Appointment of Head and Deputy Head of School Improvement					✓		With support from HR Manager. Trustee representation on the recruitment panel. Must be consistent with the safer recruitment policy and HR advice
	Appointment of Head of Operations					✓		With support from HR Manager. Trustee representation on the recruitment panel. Must be consistent with the safer recruitment policy and HR advice
	Appointment of Senior Trust staff (Band 10 and above)					✓		Alongside Head of Operations. HR Manager to be involved for advice. Trustee representation on the recruitment for specialist advice where appropriate. Must be consistent with the safer recruitment policy and HR advice
	Appointment of other Trust Staff						✓	Head of Operations with specialist assistance from Trust staff/Trustees if necessary e.g. finance, IT. Must be consistent with the safer recruitment policy and HR advice

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To undertake appraisal of CEO.		✓					Trustees advised to procure external specialist advice to ensure robust independence.
	To undertake appraisal of Trust staff.					✓	✓	CEO responsible for appraisal of Head of School Improvement, Head of Operations, HR Manager, Estates Manager and IT Manager. Academy Head of Operations to undertake appraisal reviews for Academy Trust Finance Manager. Head of School improvement responsible for Deputy Head of School Improvement.
	Consider pay review requests/regrades of senior staff (Leadership posts under STP&C and support staff posts at band 10 and above)			✓				HR subcommittee. Pay reviews must be consistent with STP&C and the Trust's Single Status Agreement. HR manager to advise.
	Decisions regarding pay appeals			✓				Trustee appeal subcommittee. Pay reviews must be consistent with STP&C and the Trust's Single Status Agreement. HR Manager to advise. If HR subcommittee was involved with original pay review decision, then any appeal must be heard by different trustees to ensure appropriate segregation.
	Arrangements for the formal management of issues pertaining to disciplinary, grievance, capability and ill health – CEO		✓					HR Manager to provide specialist advice. Must be in line with the agreed relevant policy.
	Responsibility for dismissal of the CEO		✓					HR Manager to provide specialist advice.
	Arrangements for the formal management of issues pertaining to disciplinary, grievance, capability and ill health – Headteacher,					✓		HR Manager to provide specialist advice. Must be in line with the agreed relevant policy.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	Deputy Headteacher, Assistant Headteacher							
	Responsibility for dismissal of a Headteacher, Deputy Headteacher, Assistant Headteacher		✓			✓		HR Manager to provide specialist advice. CEO responsible for dismissal other than redundancy. Trustee-led subcommittee responsible for redundancy dismissal via the Managing Staffing Levels policy.
	Arrangements for the formal management of issues pertaining to disciplinary, grievance, capability and ill health – Teaching staff						✓	Headteacher responsible. HR Manager to provide specialist advice. Must be in line with the agreed relevant policy.
	Responsibility for dismissal of teaching staff		✓			✓		HR Manager to provide specialist advice. CEO responsible for dismissal other than redundancy. Trustee-led subcommittee responsible for redundancy dismissal via the Managing Staffing Levels policy.
	Arrangements for the formal management of issues pertaining to disciplinary, grievance, capability and ill health – school support staff					✓		CEO responsible. HR Manager to provide specialist advice. Must be in line with the agreed relevant policy.
	Responsibility for dismissal of school support staff		✓			✓		HR Manager to provide specialist advice. CEO responsible for dismissal other than redundancy. Trustee-led subcommittee responsible for redundancy dismissal via the Managing Staffing Levels policy.
	Arrangements for the formal management of issues pertaining to grievance, capability					✓		HR Manager to provide specialist advice. Must be in line with the agreed relevant policy.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	and ill health – Head and Deputy Head of School Improvement/Head of Operations							
	Responsibility for dismissal of Head and Deputy Head of School Improvement/Head of Operations		✓			✓		HR Manager to provide specialist advice. CEO responsible for dismissal other than redundancy. Trustees responsible for redundancy dismissal via the Managing Staffing Levels policy.
	Arrangements for the formal management of issues pertaining to disciplinary, grievance, capability and ill health – central Trust staff						✓	Head of Operations responsible. HR Manager to provide specialist advice. Must be in line with the agreed relevant policy.
	Responsibility for dismissal of central Trust staff		✓			✓		HR Manager to provide specialist advice. CEO responsible for dismissal other than redundancy. Trustees responsible for redundancy dismissal via the Managing Staffing Levels policy.
	Responsibility for hearing employment related appeals		✓					CEO, Head of Operations and/or HR Manager to provide specialist advice.
	Determining dismissal/early retirement/settlement payments to employees.		✓					In line with advice from HR. Any non-statutory or non-contractual payment at £50,000 or above requires ESFA/HM Treasury approval.
	To establish centralised HR policies and procedures in consultation with the recognised trade unions where appropriate.						✓	HR Manager responsible.
	To approve and implement centralised HR policies and procedures.			✓				HR subcommittee. In line with advice from HR Manager
	To consider reports relating to matters of compliance in respect of employment.			✓				

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To monitor appraisal procedures across the Trust and arbitrate in the event of an appeal.			✓				HR subcommittee
	To ensure that salary statements for all staff are completed within statutory deadlines (where applicable)						✓	Headteachers are responsible for informing Trust staff of the outcome of appraisal reviews. HR Manager is responsible for ensuring a salary statement is completed and given to staff. Staff employed under STP&C to receive an annual salary statement by 31 st October each year.
	To maintain a single central record of recruitment and pre-employment checks.						✓	Headteacher responsible for this in each school. In line with advice from the Trust HR Manager, DfE and OfSTED. Trustees and CEO to monitor compliance.
	To approve a standard employment contract template for use across the Trust.			✓				HR Manager responsible for preparing this. All new starter contracts to state that posts could be to work across the Trust.
	To monitor and analyse employment-related KPI's, both across the Trust and externally, to assess Trust performance and formulate strategic objectives to effectively manage this area of the business.			✓				HR subcommittee
4. Teaching & Learning Responsibilities								
	To determine a vision for education across the Trust.			✓				Standards subcommittee in conjunction with the CEO.
	To approve appropriate KPI's (to include attainment and progress of children, attendance and behaviour) for each school across the Trust.			✓				CEO proposes targets to present to the Standards subcommittee for approval. To be reported to the full Trust board.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To monitor progress against KPI's including additional actions being taken to address underperformance.			✓				Standards subcommittee. Headteachers are also responsible for reporting the progress of their respective school to their Local Governing Body. To be reported to the full Trust board. CEO has delegated authority to intervene immediately if schools are underperforming as defined by the DfE/OfSTED or if they are in breach of a statutory duty.
	To monitor the progress of specific groups of learners particularly those identified as Pupil Premium children and to ensure strategies are in place to narrow the gap where appropriate.						✓	Headteachers responsible. Local Governing Bodies and Trustees to receive regular reports regarding progress against targets including reports from CEO. Sponsored schools must do this with the Head/Deputy Head of School Improvement.
	Responsibility for standards of teaching and learning at school level.						✓	Headteacher has responsibility for ensuring high standards of teaching and learning within their school and must ensure appropriate and accurate information is reported regularly to LGB's to enable them to carry out this function effectively.
	Accountability for standards of teaching and learning across the Trust.					✓		
	Responsibility for an individual child's education.						✓	Headteacher has responsibility for the standards of education of all children within their school and must ensure appropriate and accurate information is reported regularly to LGB's to enable them to carry out this function effectively.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To develop, monitor and maintain an accurate Self Evaluation Form (SEF).						✓	Headteachers responsible in conjunction with their LGB. Sponsored schools must do this with the Head/Deputy Head of School Improvement.
	Final approval of SEF summary and judgements					✓		
	To monitor the SEF summary for all schools in the Trust and identify actions being taken to address areas of weakness as well as celebrate areas of strength.			✓				Standards committee
	To develop, and maintain an accurate and reflective School Development/Improvement Plan						✓	Headteacher responsible for maintaining an up to date SDP that reflects school priorities, budget and actions.
	To approve and monitor a School Development Plan and ensure it addresses any areas of weakness					✓		CEO to quality assure individual plans.
	To develop and implement broad and balanced curriculum policies						✓	Headteacher responsible. Sponsored schools must do this with the Head/Deputy Head of School Improvement.
	To approve monitor the effectiveness of curriculum policies at each individual school level				✓			CEO/Head of School Improvement to quality assure.
	To monitor the quality of educational and extracurricular provision at school level taking into consideration the views of stakeholders.						✓	Headteacher responsible
	Agree a written statement of behaviour principles.					✓		Headteacher to produce a school policy using Trust principles.

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	To achieve an inclusive school ensuring the implementation of relevant local and statutory obligations.						✓	Headteacher responsible
	To monitor the effectiveness of SEND and inclusion strategies and levels of attendance for each school.				✓			
	To be responsible for the management of the exclusions process.						✓	Headteacher responsible. Levels of exclusions across the Trust will be monitored by Trustees.
	To coordinate Trust-wide CPD for the benefit of all schools.						✓	School Improvement team.
	To monitor staff professional development and subsequent impact at school level						✓	Headteacher responsible. Report to LGB.
	To monitor staff professional development and subsequent impact at trust level					✓		Supported by the Head of School Improvement.
	To approve non-negotiables regarding teaching and learning and school improvement across the Trust to include peer review training					✓		Review bi-annually.
	To ensure the school website is fully compliant with DfE/OfSTED requirements						✓	Headteacher responsible. School Improvement team to annually audit each school website.
5. Estates Responsibilities								
	To develop an academy Trust site and facilities strategic plan.						✓	Responsibility of the Estates Manager. Report to the Resources and Compliance committee.
	To approve a school site and facilities development plan.			✓				Resources and Compliance subcommittee. HT's and LGB's in all schools to be consulted.
	To have overall responsibility for the health, safety and welfare of all staff, pupils and		✓					

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	visitors to Trust premises and Trust activities.							
	To establish and monitor a Health and Safety policy.						✓	Responsibility of the Estates Manager.
	To approve a Health and Safety policy for the Trust.			✓				Resources and Compliance subcommittee.
	To ensure that the Health and Safety policy and associate procedures are implemented.				✓			Headteachers responsible for day to day implementation but LGBs required to monitor and check compliance
	To ensure a robust emergency plan is in place for all schools and that it is tested appropriately.						✓	Headteachers responsible
	To identify and prepare CIF priorities and prepare bids for external funding to address these						✓	Responsibility of the Estates Manager.
	To consider and approve CIF bid proposals			✓				Resources and compliance subcommittee
	To be responsible for putting in place policies and procedures to ensure the Trust is compliant in all aspects of estates management						✓	Responsibility of the Estates Manager.
	Responsible for holding Trust staff to account in terms of issues relating to estates management compliance.			✓				Resources and compliance subcommittee
6. Governance Responsibilities								
	To appoint (and remove) LGB members including the Chair and Vice Chair		✓					

		Decision Level						
	Tasks	Members	Trustees	Trust sub-committee	LGB	CEO	Other	Comments
	Responsibility for establishing and approving Trust subcommittees and their delegated powers of authority		✓					
	Responsibility for establishing and approving LGB delegated powers of authority		✓					
	To determine the training and development needs of Trustees and governors and put in place an appropriate program of support.					✓		With the support of Head of School Improvement and Head of Operations. LGB's to also take responsibility for determining their own specific training needs and reporting these to the Head of Operations.
	Responsibility for undertaking skills audits to identify gaps in experience or expertise that would strengthen governance across the Trust		✓		✓			Trustees and LGB's responsible for undertaking audits at their respective level.
	To undertake a periodic review of governance across the Trust					✓		In consultation with HT's and LGB's
	To approve a review of governance		✓					
	To ensure all Trust schools are compliant regarding safeguarding					✓		CEO must receive an annual audit of procedures from each academy

1.5 Financial Delegation Limits

Delegated Duty	Value	Delegated Authority				Comments
		Staff Member	Local Governing Body	Resources & Compliance Committee	Trust Board	
Virements between and within budget headings (all reported to LGB's/Trustees as appropriate)	Up to £10,000	Headteacher or Head of Operations				
	£10,001 - £30,000		✓			
	Over £30,000				✓	
Internal bank account transfers	Any	Head of Operations, Academy Trust Finance Manager, Trust Finance & Admin Assistant				Journal to be authorised by Head of Operations (if Academy Trust Finance Manager processed) or Academy Trust Finance Manager (if Finance & Admin processed)
Bank account transfers and cheque signing/BACS payment authorisation	Any	Any two – Head of Operations, Academy Trust Finance Manager, Headteacher or any of these plus designated finance & admin staff				
Requisition approval for orders (official)	Up to £5,000	Budget holder				Must secure best value and have sufficient funds remaining

Delegated Duty	Value	Delegated Authority				Comments
		Staff Member	Local Governing Body	Resources & Compliance Committee	Trust Board	
purchase order will be signed by Ad Astra finance staff upon receipt of authorised requisition)						to cover the financial commitment.
	£5,001 - £15,000	Two from the following; budget holder, HT, CEO, Head of Operations or Academy Trust Finance Manager				Must secure and retain a minimum of three written quotes and have sufficient funds remaining to cover the financial commitment.
	£15,001 and above	CEO or Head of Operations				Note quotations and tendering requirements below.
Invoice authorisation	All	Quality and Quantity to be signed by an alternative member staff than the authoriser. Invoice payment to be authorised by the budget holder, HT, CEO, Head of Operations, Academy Trust Finance Manager.				Unless this relates to a staff expense that they have incurred themselves from the budget that they manage. In these circumstances, this needs to be authorised by an alternative senior member of staff.

Delegated Duty	Value	Delegated Authority				Comments
		Staff Member	Local Governing Body	Resources & Compliance Committee	Trust Board	
Quotations and tendering (individual school/central team procurement) Sponsored schools must have CEO approval for any single purchase over £2,000.	Up to £5,000					Must secure best value.
	£5,001- £15,000	Two from; HT, Budget holder, CEO, Head of Operations, Academy Trust Finance Manager				Must secure and retain a minimum of three quotes and secure best value.
	£15,001 to £40,000 limit	One from HT, Head of Operations, Finance Manager. Must be counter-signed by CEO.				Three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria.
	£40,001 – OJEU threshold			✓		Formal tender with Trustee approval. Can be authorised by Resources and Compliance committee.
	Over OJEU threshold ¹				✓	OJEU procedures. Five tenders with Trustee approval
If a public sector framework agreement is used, it will be deemed that a tendering or quotation exercise has taken place and therefore a further exercise will not be required. A further 'mini-competition' can be carried out if required or appropriate.						
Quotations and tendering (trust-wide procurement)	Up to £10,000					Must secure best value

¹ For current thresholds visit www.ojec.com/thresholds.aspx

Delegated Duty	Value	Delegated Authority				Comments
		Staff Member	Local Governing Body	Resources & Compliance Committee	Trust Board	
	£10,001- £40,000	Two from; HT, Budget holder, CEO, Head of Operations, Academy Trust Finance Manager				Must secure and retain a minimum of three quotes and secure best value.
	£40,001 to £60,000 limit	One from HT, Head of Operations, Finance Manager. Must be counter-signed by CEO.				Three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria.
	£60,001 – OJEU threshold			✓		Formal tender with Trustee approval. Can be authorised by Resources and Compliance committee.
	Over OJEU threshold ²				✓	OJEU procedures. Five tenders with Trustee approval
If a public sector framework agreement is used, it will be deemed that a tendering or quotation exercise has taken place and therefore a further exercise will not be required. A further 'mini-competition' can be carried out if required or appropriate						
Authority to accept anything other than the lowest quote	Up to £10,000	HT, CEO and Head of Operations				
	Over £10,000			✓		
	Up to £5,000		✓			

² For current thresholds visit www.ojec.com/thresholds.aspx

Delegated Duty	Value	Delegated Authority				Comments	
		Staff Member	Local Governing Body	Resources & Compliance Committee	Trust Board		
Asset disposal (other than land and buildings)	Above £5,000			✓			
Writing off bad debts	Up to £1,000		✓				
	Over £1,000			✓			
	Above 1% of total annual income or £45,000 (whichever is smaller).					ESFA approval required	
	cumulatively, 2.5% of total annual income in any one financial year per category of transaction for any academy Trusts that have not submitted timely, unqualified audited accounts for the previous two financial years. This category includes new academies that have not had the opportunity to produce two years of audited accounts;						ESFA approval required
	Cumulatively, 5% of total annual income in any one financial year per category of transaction for any academy Trusts that have submitted timely, unqualified audited accounts for the previous two financial years.						ESFA approval required
Signatories for grant claims/DfE returns	Any	Two signatories from HT, CoG, CoT, CEO, Head					

Delegated Duty	Value	Delegated Authority				Comments
		Staff Member	Local Governing Body	Resources & Compliance Committee	Trust Board	
		of Operations or appointed auditor				
Signatories for contracts/SLA's	Up to £15,000	HT, CEO or Head of Operations				
	£15,000 - £30,000	CEO				
	£30,000 and above				✓	
Purchase or sale of any freehold property	Any					ESFA approval required.
Taking up a finance lease on any class of asset for any duration from another party (borrowing)	Any					ESFA approval required.
Taking up a leasehold or tenancy agreement on land or buildings from another party for a lease term of more than five years.	Any					ESFA approval required.
Granting a leasehold interest, including a tenancy agreement, of any duration, on land or buildings to another party.	Any					ESFA approval required.