



## SCHEME OF DELEGATION

### Introduction

**Acer Learning Trust is governed by a Board of Trustees/Directors that oversee the activity within the Trust. Their aim is to provide strategic leadership, planning and direction through priorities and objectives in line with our organisational vision.**

**The Trust appoints a Local Governing Body to each school that aims to be a local, appropriately skilled group of people to support and challenge the school in line with the Trust priorities and objectives.**

This Scheme of Delegation for Acer Learning Trust sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and member academies.

The bodies include:

1. Trust Members
2. Trust Board of Trustees/Directors
3. Trust Standards and Performance Committee
4. Trust Finance, Audit and Operations Committee
5. Local Governing Body
6. Trust Chief Executive Officer (Accounting Officer) as referred to in Academies Financial Handbook 2017
7. Leadership Group (Including Chief Financial Officer) as referred to in Academies Financial Handbook 2017
8. Head Teacher of individual Academies

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Skills Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

### Trust Policies

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. These policies may include those listed below.

<b>Academy and Pupil Policies</b>	<b>Employment and Staff Policies</b>
Sex Education	Pay, Conditions and Remuneration
Religious Education	Disciplinary
Child Welfare & Safeguarding	Re-structuring and Redundancy
Attendance	Job Role, Grade & Salary
Pupil Premium	Grievance
Health & Safety	Capability
Academy Trips	Whistleblowing
Complaints	Employee Health & Safety
SEN & Inclusion	Data Protection
	Directors/Governors Allowances
	<b><u>Financial Policies</u></b>
	Financial Regulations & Procedures
	Asset Management
	Procurement

	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Trustee	St'ds, Perf	Fin, Aud,Op	LGB	CEO	Ldr Grp	HT
<b>1.</b>	<b>Governance</b>								
1.1.	Approve Trust Articles of Association	Members only							
1.2.	Approve Trust Board Terms of Reference		A						
1.3.	Approve Trust Scheme of Delegation		A						
1.4.	Approve new convertor or sponsored academies joining MAT		A				R	C	P
1.5.	Establish Trust Committees		A				R		
1.6.	Approve Trust Committee Terms of Reference		A	R	R				
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A			R			I
1.8.	Establish LGB working groups					A I			
1.9.	Appoint Chair of Trust Board		A						
1.10.	Appoint Chair of LGB					A			
1.11.	Remove Chair of LGB	In exceptional circumstances	A			A			
1.12.	Appoint (and remove) LGB members	As Articles of Association	A			A			R
1.13.	Appoint (and remove) Chair(s) of Trust Committees		A						
1.14.	Appoint (and remove) Trust Committee members	As Articles of Association	A						
1.15.	Appoint (and remove) Clerk to Trust Board		A				R		
1.16.	Appoint (and remove) Clerk to LGB		A			C	R		
1.17.	Organise calendar of Trust Board and LGB meetings		A				R		
1.18.	Approve Directors Expenses Policy		A						
<b>2.</b>	<b>Trust &amp; Academy Performance, Curriculum and Teaching</b>								
2.1.	Trust Strategic Plan		A			C	R	C	I
2.2.	Academy Performance Targets		A			R	C	C	D
2.3.	Academy Performance Review <i>e.g. SEF</i>		A			R	C	C	D

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2.4.	Academy 3 year plan					A	C	C	P
2.5.	Academy 1 Year Plan					A	C	C	P
2.6.	Teaching & Learning Policy					A	C	C	P
2.7.	Curriculum Policy					A	C	C	P
2.8.	Sex Education policy		A			C	P	R	P
2.9.	Religious Education policy		A			C	P	R	P
2.10.	SEN & Inclusion policy		A			C	P	R	P
2.11.	Trust Staff Development Plan				A		R		
2.12.	Academy Staff Development Plan					A	R	R	P
2.13.	Trust Inset Days		A				R	P	D
<b>3.</b>	<b>Staff Policies and Pay</b>								
3.1.	Pay & Remuneration Policy		A		R	M	P	C	
3.2.	Job Role Salary & Grading Policy		A		R	M	P	C	
3.3.	Changes to Employee Terms & Conditions or Collective Agreements		A		R		P	C	
3.4.	Adoption of Transferring Policies and Collective Agreements		A		R		P		
3.5.	Teachers Annual Pay Award		A	C	R		P	C	
3.6.	Support Staff Annual Pay Award		A	C	R		P	C	
3.7.	Individual Performance Pay Awards				A	R			P
3.8.	Performance Management & Appraisal Review Policy		A		R	M	P	C	I
3.9.	Disciplinary Policy		A		R	M	P	C	
3.10.	Grievance Policy		A		R	M	P	C	
3.11.	Capability Policy		A		R	M	P	C	
3.12.	Whistleblowing Policy		A		R	M	P	C	
3.13.	Re-structuring & Redundancy Policy		A		R	M	P	C	
3.14.	Employee Health & Safety Policy		A		R	M	P	C	
<b>4.</b>	<b>Staff Management</b>								
4.1.	Staff complement, structure and grades					A	C	C	P
4.2.	CEO appointment		A						
4.3.	Trust leadership structure		A				R	C	
4.4.	Head teacher appointment	As per agreed process	A			R	C		
4.5.	Senior leadership appointments					A	C	C	R
4.6.	Teaching and support staff appointments					C	A		C
4.7.	Suspension of CEO		A						
4.8.	Return of CEO after suspension		A						
4.9.	Dismissal of CEO		A						
4.10.	Suspension of Head teacher	As per agreed policy	A			C	I		
4.11.	Return of Head teacher after suspension		A			C	R		

4.12.	Dismissal of Head teacher		A			C	R		
4.13.	Suspension of teaching and support staff	As per agreed policy				C	C		I
4.14.	Return of teaching and support staff after suspension					A	C		R

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4.15.	Redundancy of staff		A	C	R	R	P	C	P
4.16.	Restructuring of staff		A	C	R	R	P	C	P
<b>5.</b>	<b>Financial Governance &amp; Management</b>								
5.1.	Trust & Academy Financial Regulations	Audit C'ttee to monitor	A	R			P		
5.2.	Trust & Academy Financial Procedures	Audit C'ttee to monitor	A	R			P	P	
5.3.	Appoint Trust auditors	Audit C'ttee to recommend	A				P	P	
5.4.	Academy 1 year Budget	To incorporate Trust charges	A	R		P		P	D
5.5.	Trust 1 year Budget		A	R			D	C	
5.6.	Academy 3-year Budget Plan		A		A	M	R	C	P
5.7.	Trust 3-year Budget Plan		A		A		R	C	
5.8.	Academy Interim Year End Accounts	To be consolidated	A		A	R	P		
5.9.	Trust Interim Year End Accounts	Consolidated accounts		A			R		
5.10.	Trust Annual Accounts		A	R					
5.11.	Trustees Report		A	R					
5.12.	Trust Academies Accounts Return to EFA		A		A				
5.13.	Response to Auditor's Management Letter	Audit C'ttee to recommend	A	C					
5.14.	Academy YTD reports			AM		RM	P		
5.15.	Trust YTD reports		AM	RM			P		
<b>6.</b>	<b>Financial Authorisation</b>								
6.1.	Expenditure or contracts up to Lower Limit	Subject to inclusion in approved budget					A	A	A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit				A		P	C	P
6.3.	Expenditure or contracts from Upper Limit to OJEU limit		A	R			P	C	P
6.4.	Expenditure over OJEU limit		A	R			P	C	
6.5.	Disposals or write off of stock, assets or debts up to Lower Limit						A		A

6.6.	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit		A			R	C	R	
6.7.	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)		A	R		P	C	P	
6.8.	Compensation payments up to £50,000		A		R	P			
<b>7.</b>	<b>Academy Policies &amp; Procedures</b>								
7.1.	Academy times, terms and holidays		A			R	P	D	
7.2.	Change of Academy Age Range		A			R	R	P	
7.3.	Expansion of Academy PAN		A	C		R	R	P	
7.4.	Extension of Academy provision (EYFS)		A	C		R	R	P	
7.5.	Child Welfare & Safeguarding Policy		A			CM	R	R	
7.6.	Attendance Policy & Plan		A			CM	R	R	
7.7.	Pupil Premium Policy		A			CM	R	R	
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7.8.	Pupil Premium Plan		A			CM	R	R	
7.9.	Academy Educational Visits Policy		A			CM	I	R	
7.10.	Pupil Behaviour & Exclusions Policy					AM	C	C	
7.11.	Short-term Exclusion							A	
7.12.	Return after short-term exclusion							A	
7.13.	Permanent Exclusions	As per agreed policy				A		R	
7.14.	Appeals against Permanent Exclusion	Independent panel				I			
7.15.	Complaints Policy		A						
7.16.	Complaints Appeals	To be handled in line with policy	I			I			
7.17.	Admissions Policy		A			R	C	C	
7.18.	Allocation of places against Admissions Policy	LA scheme				I			
7.19.	Admissions Appeals	Independent panel				I			
7.20.	Academy prospectus					A	C	C	
7.21.	Academy website					A	C	C	
7.22.	Academy logo & branding					A	C	C	
7.23.	Academy uniform					A	C	C	
7.24.	Extended services on-site					A		P	
<b>8.</b>	<b>Premises &amp; Assets</b>								
8.1.	Asset Management Policy		A	R			P		
8.2.	Health & Safety Policy		A	R	C		P		
8.3.	Asset Management Plan			A		P	R	R	