



# **Scheme of Delegation**

Approved 11/11/21

## Introduction

The Quantock Education Trust (QET) has a clear and straightforward structure of governance comprising of a layered model of accountability, designed for effective delivery of the trust vision, mission and strategic aims, prioritising the optimum use of resources in order to secure high educational outcomes and life opportunities for every child. The Scheme of Delegation is owned across the Trust, ensuring consistency and buy-in.

This Scheme of Delegation is the formal mechanism by which the Members and Trustees are able to exercise their legal responsibility and accountability for the trust and its schools. Although their responsibility and accountability may not be delegated, the Board of Trustees may delegate powers and duties to other bodies. Without a formal delegation the individual has no power to act. The Scheme is reviewed on an annual basis by the Trustees and will be evolved as necessary as the Trust membership grows, in line with the Trust's Principles of Governance and in consultation with the Diocese, if the changes relate to governance, ethos or educational provision.

The Scheme of Delegation shows where powers and responsibilities are delegated to the different bodies involved in the governance and operation of the QET and its academies. The bodies comprise:

- Members;
- Trustees;
- CEO (Accounting Officer);
- Finance Director (Chief Finance Officer);
- Finance, Operations, & Audit (FO&A);
- People and Performance Committee (P&P);
- Audit Committee (subcommittee of FO&A);
- Pay and Recruitment Committee (P & R);
- Local Governance Committees;
- Executive support
- Head of School (HOS)/Headteacher
- Headteachers of individual academies / Heads of School.

The delegated powers are broken down into different levels in line with the Trust's Principles of Governance. 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 Funding Agency, Charities Commission, HMRC, the Diocese of Bath and Wells and Companies House as well as to our pupils and the wider academy communities.

The different levels of delegated power are listed below:

Approve	The individual/body with the ultimate sign off.
Recommend	The recognised expert/s who provide the Approver with an informed opinion on which way a decision should be made.
Consult	Opinions will be sought from this individual/group, whilst the facts are being collated on a given matter.
Propose	An individual/group raises an idea/issue that requires further investigation/consultation.

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. The Scheme of Delegation will be published on the Trust and its schools' websites.

## Allocation of Policies

The Trust Board approves policy on behalf of Academies in the Trust. All policies will be published on the trust website. The Trust's policies will include, but not be limited to, those listed below. Dependent upon the nature of the policy/procedure different levels of the Trust will be consulted during the review cycle. The responsible committee will define who this is and record such within the policy/procedure.

## Trust Policies

(S) = statutory

POLICY
Acceptance of gifts, hospitality, awards, prizes and benefits
Admissions policy (S) (schools to determine admission arrangements)
Anti-bullying
Behaviour & Ethos (S)
Business & Emergency Continuity Plan
Capability of staff(S)
Character Education
Charging and remissions (S)
Child Protection & Safeguarding (S) (Part 1)
Complaints (S)
Data protection/GDPR/ Protections of children's biometric information/Freedom of Information (S)
Early Careers Teachers (ECT)
E-safety
Equality Information and objectives (S)
Exclusions (S)
Expenses
Financial procedures and administrative control policy
Health and Safety (S)
Investment
Leave of absence
Maternity/ Paternity/ Adoption Leave
Performance management and appraisal
Premises Management policy
Probation
Procedures for dealing with allegations against staff (S)
Recruitment (including Safer Recruitment)
Risk Assessment
Risk Management
SEN statement
Sex and Relationships Education (S)
Sickness
Staff discipline, conduct and grievance policy (S)
Staff wellbeing and mental health
Trustee register of business interests
Vaccination policy
Whistleblowing

## Local Policies

POLICY	LOCAL	LOCAL/TRUST
Acceptable Use	*	
Accessibility Plan (S)	*	*
Admissions arrangements (S)		*
Admissions register (S)	*	
Attendance register (S)	*	
Behaviour policy (S)		*
Careers Programme/Guidance (S)	*	
Central record of recruitment and vetting checks (S)	*	*
Child protection & Safeguarding (S) (Part 2)		*
Children with health needs who cannot attend school (S)	*	
Designated teacher for Looked After and previously Looked After children (S)	*	
Early Years Foundation Stage (S)	*	
First Aid (S)	*	
Local Governor of business interests register (S)	*	
Premises Management documents	*	
Pupil Premium	*	
RE		*
Sex and Relationships Education (S)	*	*
Supporting pupils with medical conditions (S)	*	*

## Committee Policies

TRUST POLICY	Finance, Operations, & Audit	People & Performance	Pay & Recruitment
Acceptance of gifts, hospitality, awards, prizes and benefits	*		
Admissions arrangements	*		
Behaviour		*	
Bullying and harassment		*	
Capability of staff		*	
Charging and Remissions	*		
Child Protection		*	
Complaints	*		
Data Protection, /GDPR	*		
Equality information and objectives		*	
Exclusions		*	
Financial procedures and administrative control policy	*		
Freedom of Information	*		
Governors' Allowances	*		
Health and Safety	*		

Leave of Absence		*	
Maternity, paternity and adoption leave		*	
Performance management and appraisal		*	
Recruitment			*
Safer recruitment		*	
SEN		*	
Sex and Relationships Education		*	
Sickness		*	
Staff discipline, conduct and grievance procedures		*	
Staff wellbeing and mental health		*	
Statement for dealing with allegations against staff		*	
Teachers' Pay			*
Whistleblowing			*

## Alterations to the Scheme of Delegation

There is scope for variation of the Scheme of Delegation in relation to individual academies, subject to their performance, as indicated below.

Academy Performance	Scheme Arrangement
Good or Outstanding Ofsted category	Full Scheme of Delegation
Requires Improvement Ofsted category	May be reduced Scheme of Delegation
Inadequate Ofsted category	reduced Scheme of Delegation
Sponsored (irrespective of Ofsted grade) school initial arrangement	reduced Scheme of Delegation
Low and/or declining pupil outcomes	May be reduced Scheme of Delegation
Weaknesses in finances	May be reduced Scheme of Delegation
Weaknesses in governance and/or leadership	May be reduced Scheme of Delegation
There is evidence that safeguarding is not effective	May be reduced Scheme of Delegation

Where a Scheme of Delegation is reduced a time plan with support and targets will be put in place to regain full delegation.

The table below, sets out the full Scheme of Delegation that would apply to a strongly performing academy with no concerns in governance performances or finances.

Please note that the responsibilities allocated to the CEO reflect those that go beyond the position as Trustee, including the role as the Trust Accounting Officer.

In the event of exceptional circumstance, the Board of Trustees reserves the right to withdraw its delegation of powers and duties to other bodies.

## The Scheme of Delegation

	Task  Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOs/Headteacher
1.	<b>Governance</b>										
1.1	Trust Articles of Association		A	R							
1.2	Trust Board Terms of Reference		A	R	R						
1.3	Trust Scheme of Delegation	Diocesan approval		A	R		R	R			
1.4	Approve new academies joining the Trust	Diocesan approval		A	R	C					
1.5	Establish Trust Committees			A	P						
1.6	Trust Committee Terms of Reference			A			R	R			
1.7	Local Governance Committee (LGC) Terms of Reference			A	R				I		
1.8	Establish LGC working groups								A		R
1.9	Appoint (and remove) Trustees	Diocesan approval may be necessary	A	R	R						
1.10	Ensure that all schools are compliant with statutory obligations			A	R				I		
1.11	Appoint Chair of Trust Board	As per Articles		A	R						
1.12	Appoint (and remove) Chair of LGC			A					R		
1.13	Appoint (and remove) Vice Chair of LGC								A		
1.14	Appoint (and remove) LGC members			A					P		
1.15	Appoint (and remove) Chair(s) of Trust Committees			A			R	R	P		
1.16	Appoint (and remove) Trust Committee members			A			R	R	P		
1.17	Appoint (and remove) Clerk to Trust Board			A	R						
1.18	Appoint (and remove) Clerk to LGC								A		
1.19	Maintain a register of pecuniary and business interests of all levels of QET governance			A							
1.20	Calendar of Trust Board and LGC meetings	LGC meeting dates set by LGC within a specified period		A		R					
1.21	Decision on level of delegation for each academy			A	R	C	C	C	C		
1.22	Review role descriptions in the light of evolving Trust developments, strategic development and ethos			A	P				C		



	Task	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
	Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)										
<b>2.</b>	<b>Ethos</b>										
2.1	Set and review the vision and strategic direction for the QET			A	R				C		
2.2	Translate the vision and strategic direction of the MAT into practice in individual academies			A	R				C	C	
2.3	Develop the distinctive attributes and aims of the individual academies				R				A	C	P
2.4	Uphold the distinctive Christian character of Church of England academies	Accountable to the Diocese at the Annual Review and SIAMS		A	R				P	C	I

	Task	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
	Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)										
<b>3.</b>	<b>Academy Performance, Curriculum and Teaching</b>										
3.1	Draw up and implement an annual Trust improvement plan to deliver the QET priorities			A	P					C	P
3.2	Monitor the performance of the QET and produce an annual report		A	R	P					C	C
3.3	Hold the CEO to account for the performance of academies within the QET			A							
3.4	Academy Performance Targets			A	R			C	P	C	P
3.5	Academy Performance Review <i>e.g. SEF</i>			A	R			C	P	C	P
3.6	Academy 3-year improvement plan	Foundation members of LGC ensure that RE, Collective Worship and Ethos are included			A				R	C	P
3.7	Academy 1 Year improvement plan	Foundation members of LGC ensure that RE, Collective Worship and Ethos are included			A				R	C	P

	Task  Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
3.8	Monitor the quality of teaching, learning and assessment at academy level	Including collective worship and RE in church schools – 5 yearly SIAMs and mid-term health checks Ofsted inspections			C				A	C	P
3.9	Monitor assess and improve the quality of teaching, learning and assessment at Trust level			A	P			C			
3.10	Determine the academy curriculum following the principles set out in the Trust Curriculum Policy	LGC Foundation Governors of Church Schools responsible for ensuring that the C of E nature of the school is reflected		A	C				C	P	R
3.11	Determine the academy curriculum of C of E Schools	LGC Foundation Governors of Church Schools responsible for ensuring that the -C of E nature of the school is reflected		A					C	P	R

	Task  Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	P&R Cttee	LGC	Executive Heads	HOS/Headteacher
<b>4</b>	<b>Staff Policies and Pay</b>											
4.1	Changes to Employee Terms and Conditions or Collective Agreements			A	R	C		P				
4.2	CEO Annual Pay Award			A		C	C		R			
4.3	Teachers' Annual Pay Award (including Exec head / Headteacher's/Head of School)–				R	C	C		A	P		P
4.4	Support Staff Annual Pay Award				R	C	C		A	P		P
4.5	Individual Headteachers' Performance Progression (including Exec head / Headteacher's/Head of School)				R	C	C		A	C		

	Task	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	Pay Cttee	LGC	Executive Heads	HOS/Headteacher
	Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)											
4.6	CEO Performance Pay Progression											
4.7	Teachers' Pay Performance Progression	Academy Recommendations moderated by CEO then approved by Pay Committee			R				A	C	C	R
4.8	Trust Central Team Performance Pay Progression (finance, IT, HR, estates)				R				A			

	Task	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
	Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)										
5	<b>Risk Management</b>										
5.1	Ensure that appropriate Trust risk management policies and Academy procedures are in place			A	C	C	R				I
5.2	Maintain a Trust Risk Register			A	C	C	R				
5.3	Maintain a Trust Business Continuity Plan			A	C	C	R				I
5.4	Consider strategic threats and opportunities in relation to the Academies and MAT			A	C	C	R				
5.5	Each Academy maintains a Risk Register				A				R	C	I

	Task	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
	Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)										
6	<b>Personnel Management</b>										
6.1	Appoint the CEO	In consultation with the Diocesan Director of Education	I	A							
6.2	Appoint executive posts	In consultation with the Diocesan Director of Education		A	R				C		

6.3	Appoint Head of School/Headteacher	In consultation with the Diocesan Director of Education			A	C				C	R	
	<b>Task</b>  Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	<b>Notes</b>	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher	
6.4	Appoint other central staff				A	R						
6.5	Staff complement, structure and grades			A	R	C		P		C	C	R
6.6	Senior Leadership appointments (including Deputy and Assistant Headteachers) within each school	As in Articles for Church Schools appointments require consultation with Diocesan Director of Education			A	C				P		C
6.7	Academy Teaching and support staff appointments									C	C	A
6.8	Performance Review of Academy Headteacher				A					C	C	
6.9	Performance Review of Academy Deputy Head and other staff				C						C	A
6.10	Disciplinary and Capability Procedures in relation to Academy Headteacher	Panel of the board convened			A					C	C	
6.11	Appeals against Disciplinary or Capability Procedures in relation to Academy Headteacher	Panel of the board convened		A						C		
6.12	Suspension of Academy Headteacher			C	A					C	C	
6.13	Return of Academy Headteacher after suspension			C	A					C	C	
6.14	Dismissal of Academy Headteacher	Panel of the Board		A	R					C		
6.15	Appeal of Academy Headteacher against dismissal	Independent of the Board		I						C		
6.16	Disciplinary and Capability Procedures in relation to Academy Deputy Headteacher /Senior Teacher	Panel of the board convened			A					C	C	R
6.17	Suspension of Academy Deputy Headteacher				A					C	C	R
6.18	Return of Academy Deputy Headteacher after suspension				A					C	C	R
6.19	Dismissal of Academy Deputy Headteacher	Panel of the board convened			A					C	C	R
6.20	Appeal of Academy Deputy Headteacher against dismissal	Panel of the board convened		A								

	Task  Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
6.21	Suspension of Academy teaching and support staff				C				C	C	A
6.22	Return of Academy teaching and support staff after suspension				C				C	C	A
6.23	Dismissal of Academy teaching and support staff				C				C	C	A
6.24	Appeal of Academy teaching and support staff against dismissal								C	A	
6.25	Dismissal of central MAT staff			C	A						
6.26	Appeal of central MAT Staff against dismissal	Panel of the Board		A	R						
6.27	Response to requests for flexible working					C			A	A	R
6.28	Response to requests for early retirement				A	C	C	C	C		P

	Task  Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
<b>7</b>	<b>Financial Governance and Management</b>										
7.1	Trust 3-year Budget Plan	3-year plan considered and approved by Finance Cttee as context for its recommendation to Board on 1 Year plan		A	R	P	R				
7.2	Trust 1-year Budget			A	R	P	R		C		
7.3	Trustees Report and Annual Financial Statements	Members' responsibility	A	R	R	R	R				
7.4	Trust Academies Accounts Return to EFSA				A	R					
7.5	Appoint auditors		A	C		R					
7.6	Response to Auditor's Management Letter					R	A				
7.7	Academy 3-year Budget Plan	3-year plan considered and approved by Finance Cttee as context for its recommendation to Board on 1 Year plan		A	C	P	R		C		P

7.8	Academy 1-year Budget			A	C	P	R		C		P
7.9	Academy Budgets Monitoring and Forecast Report and Actions				R	R	A		C		P

	Task  Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
8	Financial Authorisation/Management										
8.1	Authority to spend on approved, costed items provided in current year’s school budget										A
8.2	Authority to spend on items not provided, approved and costed in current year’s school budget (up to 1% or £10,000 whichever is lower) - All requests to be referred directly to DFO				A	R			C		A
8.3	Authority to spend on items not provided, approved and costed in current year’s school budget, in excess of 1% or £10,000			A	R	R			C		
8.4	Authority to spend on a project, approved and costed or not approved and costed in excess of £25,000			A	R	R			C		A
8.5	Expenditure over OJEU limit	SoS (EFSA) only. Internal approval by Finance Cttee		A	C	R	R		C		R
8.6	Dismissal Compensation, staff severance, redundancy payments from £25k to £50k				R	R	A		C		P
8.7	Dismissal Compensation Staff severance/redundancy payments over £50k	SoS (EFSA) only. Internal approval by Board		A	R	R	C				P
8.8	Approve the establishment/dissolution of a subsidiary company			A			C				
89	Disposals or write off stock, assets or debts from £1K up to £10k				A	R			C		P
8.10	Disposals or write off stock, assets or debts from £10K to £45k				R	R	A		C		P
8.11	Disposals or write off stock, assets or debts above £45k			A	R	R	R		C		P

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9	<b>Central Services</b>										
9.1	Scope of central services to be provided to academies within the academy trust			A	R	R			C		
9.2	Agree the academy contribution for the provision of central services			A		C			C		
9.3	Services to be contracted by the trust (procurement subject to Finance Regulations as set out below)			A	R	R					

	Task  Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FO&A Cttee	P&P Cttee	LGC	Executive Heads	HOS/Headteacher
10	<b>Premises and Assets</b>										
10.1	Acquiring a freehold on land or buildings	SoS (EFSA) only. Internal approval by Finance Cttee		A	R	R	R		C		P
10.2	Disposing of a freehold on land or building	SoS (EFSA) only. Internal approval by Finance Cttee Diocese approval if required		A	R	R	R		C		P
10.3	Entering/granting any leasehold or tenancy agreement for more than 5 years	SoS (EFSA) only. Internal approval by Finance Cttee		A	R	R	R		C		P
10.4	Entering in to any finance lease above £50k	SoS (EFSA) only. Internal approval by Finance Cttee			R	R	A		C		P
10.5	Entering in to any finance lease at or below £50k				A	R			C		P
10.6	Entering into any operating lease above £50k				R	R	A		C		P
10.7	Entering into any operating lease below £50k				A	R	C		C		P