



## Scheme of Delegation QEGSMAT

### Introduction

The Members and the Board of Trustees of the QEGSMAT have legal responsibility and accountability for the Trust, its academies and their performance. This responsibility and accountability may not be delegated, but the Board may delegate powers and duties to other bodies.

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

The bodies comprise:

- Members
- Board of Trustees
- Executive Head/Chief Executive (Accounting Officer)
- Director of Finance and Operations (Chief Finance Officer)
- Directors of Education
- Finance and Audit Committee
- Performance Committee
- Local Governing Bodies
- Headteachers of individual academies

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 & Skills Funding Agency, Charity Commission, HMRC, Companies' House as well as to our pupils, students and their parents and carers and the wider communities of academies.

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) – *authorisation to decide with or without modification to any recommendations*
- Recommend (R) – *make recommendation for approval to appropriate body*
- Propose (P) – *put forward suggestions*
- Consult (C) – *should be asked for views that will be taken into account in decision making*

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

The Trust Board approves policy on behalf of the academies in the Trust. There is no requirement for Local Governing Bodies to approve these. They need to be aware of them and implement them. All Trust policies will be published on the QEGSMAT website. The Trust's policies will include those listed below.

	<b>Employment and Staff Policies</b>	<b>Financial Policies</b>
Academy Trips/Educational Visits		
IT Acceptable Use	Allegations of abuse against staff	Critical Incident and Business Continuity
Accessibility	Appraisal	QEGSMAT Finance Policy Manual including
Admissions	Capability	Asset Management and Register
Attendance/Absence	Flexible working	Charging and Remissions Policy
Behaviour and Exclusions	Grievance Disciplinary	Procurement Policy
Complaints	Health & Safety	Expenses Policy
Curriculum	Parental Leave	LGPS Discretions Policy
Data Protection	Pay and Remuneration	
Equality	Recruitment and Retention	
Freedom of Information	Re-structuring and Redundancy	
Health and Safety	Sickness Absence	
Online Safety	Staff Conduct	
Pupil Premium	Whistleblowing	
Pupils with Medical Conditions		
Religious Education		
Safeguarding		
Sex and Relationships Education		
Social Media		
Special Educational Needs		
Teaching and Learning		

The Trust reserves the right to make variations to the Scheme of Delegation in relation to individual academies, subject to their performance.

The table below, therefore, sets out the full Scheme of Delegation for all academies unless subject to variation.

Please note that the responsibilities allocated to the Executive Head/Chief Executive reflect those that go beyond their position as a Trustee on the Trust Board, including their role as the Trust's Accounting Officer.

		Notes	Members	Board of Trustees	CEO	Director of Finance and Operations	Directors of Education	Finance and Audit Committee	Performance Committee	Local Governing Bodies (LGB)	Heads of Academies
<b>1.0</b>	<b>Governance</b>										
1.1	Changes to Trust Articles of Association		A	R							
1.2	Trust Board Terms of Reference		A	R	P						
1.3	Trust Scheme of Delegation			A	C	R	C				
1.4	Approve new academies joining the Trust			A	R	C	C				
1.5	Establish Trust Committees			A	C	R	C				
1.6	Trust Committee Terms of Reference			A	C	R	C				
1.7	Local Governing Body (LGB) Terms of Reference			A	C	R	C				
1.8	Establish LGB working groups									A	R
1.9	Appoint (and remove) Trustees <i>Members – up to 7</i> <i>Derby &amp; Lichfield diocese – up to 2</i> <i>Old Trust – up to 2</i>	As per Articles	A	R							
1.10	Appoint Chair & Vice-Chair of Trust Board			A							
1.11	Appoint Chair/Vice Chair of LGB									A	
1.12	Remove Chair of LGB			A	R	C	C			C	
1.13	Remove local governors			A						R	
1.14	Appoint (and remove) Trust Committee Members			A				R	R		
1.15	Appoint (and remove) Clerk to Trust Board			A							
1.16	Appoint (and remove) Clerk to LGB									A	
1.17	Calendar of Trust Board and LGB meetings	LGB meeting dates set by LGB in accordance with Trust's programme of work			A	R	R				C
1.18	Decision on level of delegation for under-performing academy			A	R	C	C	C	C		

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<b>2.0</b>	<b>Academy Performance, Curriculum &amp; Teaching</b>										
2.1	Academy performance projected end points			A	R		C		C	P	P
2.2	Academy performance review <i>e.g. SEF</i>			A	R		C		C	P	P
2.3	Academy 3 year plan				A	C	R			C	P
2.4	Academy 1 year development plan				A	C	R			C	P
2.5	Teaching and Learning Policy	In development		A	R		P				C
2.6	Curriculum Policy			A	R		P			C	C
2.7	Sex Education and Relationships Policy			A	R		P			C	C
2.8	Religious Education Policy			A	R		P			C	C
2.9	Special Educational Needs Policy			A	R		P			C	C
2.10	Early Years Foundation Stage Policy			A	R		P			C	C
<b>3.0</b>	<b>Academy Policies and Procedures</b>										
3.1	Academy times, terms and holidays			A	R					C	P
3.2	Expansion and reduction of academy (PAN)			A	R	C	C			C	P
3.3	Change of age range	Needs DfE approval		A	R	C	C			C	P
3.4	Extension of academy provision (Nursery)			A	R	C	C			C	P
3.5	Safeguarding Policy			A	R		P			C	C
3.6	Attendance /Absence Policy			A	R		P			C	C
3.7	Behaviour Policy			A	R		P			C	C
3.8	Exclusions Policy			A	R		P				
3.9	Fixed term exclusions										A
3.10	Permanent exclusions				A					C	R
3.11	Appeals against permanent exclusion	Panel of Trust Board									
3.12	Pupil Premium Policy			A	R	C	C				
3.13	Pupil Premium Plan				A	C	R			C	P

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3.14	Complaints Policy			A	R	P					
3.15	Admissions Policy			A	R					C	P
3.16	Allocation of places in line with Admissions Policy									A	R
3.17	Admissions appeals	<b>Independent panel</b>									
3.18	Academy prospectus				A					C	P
3.19	Academy logo and branding & website				A					C	P
3.20	Academy uniform				A					C	P
3.21	Trips Policy				A					C	R
3.22	Extended services on-site & lettings									A	P
3.23	Health and Safety Policy	<b>In development</b>		A	R	P	C				
3.24	Pupils with Medical Conditions Policy			A	R	P	C				C
3.25	Accessibility Policy	<b>In development</b>		A	R	P	C				C
3.26	Data Protection Policy	<b>In development</b>		A	R	P	C				C
3.27	Freedom of Information Scheme	<b>In development</b>		A	R	P	C				C
3.28	Equality Policy	<b>In development</b>		A	R	P	C				C
3.29	Acceptable Use Policy	<b>In development</b>		A	R	P	C				C
3.30	Online Safety Policy	<b>In development</b>		A	R	P	C				C
3.31	Social Media Policy	<b>In development</b>		A	R	P	C				C
<b>4.0</b>	<b>Staff Policies and Pay</b>										
4.1	Pay and Remuneration Policy			A	R	P					
4.2	Changes to Employee Terms and Conditions of Service or Collective Agreements			A	R	P					
4.3	Performance Management and Appraisal Policy			A	R	P					C
4.4	Adoption of Transferring Policies and Collective Agreements			A	R	P					
4.5	Disciplinary and Grievance Policy			A	R	P					
4.6	Capability Policy			A	R	P					
4.7	Staff Conduct Policy			A	R	P					
4.8	Whistleblowing Policy			A	R	P					
4.9	Re-structuring and Redundancy Policy			A	R	P					

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4.10	Sickness Absence Policy			A	R	P					
4.11	Parental Leave Policy			A	R						
4.13	Cost of living pay increases			A	C	P		R			
4.14	Performance related pay increases – Academy based employees										
	Headteacher			A	R	C				C	
	All other Academy employees			A	R	C				C	P
4.15	Performance related pay increases – Central team employees										
	CEO			A							
	All other Leadership team			A	R						
	All other Central team employees			A	R	P	P				
<b>5.0</b>	<b>Staff Management</b>										
5.1	Staff complement, structure and grades				A	R				C	P
5.2	Staff appointments – Academy based employees										
	Headteacher	As per Articles		A	R					C	
	Leadership team	CEO may delegate to another Executive leader			A					P	P
	All other staff	In accordance with 5.1								A	P
	All other staff	Outside of 5.1		A	R	C	C				P
5.3	Staff appointments – Central team										
	CEO			A							
	All other Leadership team			A	R						
	All other				A	C	C				
5.4	Performance reviews – Academy based employees										
	Headteacher				A					C	
	All other staff				C					C	A

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5.5	Performance reviews – Central team employees										
	CEO	<b>Chair of Trust Board</b>		A							
	Leadership team				A						
	All other staff				A	C	C				
5.6	Disciplinary Matters – Academy based employees										
	Disciplinary and Capability Procedures in relation to Headteachers				A	C				C	
	Appeals against Disciplinary or Capability Procedures in relation to Headteachers	<b>Panel of the Board</b>		A		C				C	
	Suspension of Headteacher			C	A	C				C	
	Return of Headteacher after suspension				A	C				C	
	Dismissal of Headteacher	<b>Panel of the Board</b>		A	R	C				C	
	Appeal of Headteacher against dismissal	<b>Independent Panel of the Board</b>		A							
	Disciplinary and Capability Procedures in relation to all other staff				C	C			C	C	A
	Suspension in relation to all other staff				A	R				C	P
	Return after suspension in relation to all other staff				A	R				C	P
	Dismissal in relation to all other staff				A	R				C	P
	Appeal against dismissal in relation all other staff	<b>Panel of the Board</b>		A							
5.7	Disciplinary Matters – Central team employees										
	Suspension of CEO			A							
	Return of CEO after suspension			A							
	Dismissal of CEO	<b>Panel of the Board</b>		A							
	Appeal of CEO against dismissal	<b>Independent Panel of the Board</b>		A							
	Suspension of Leadership team employee			C	A						
	Return Leadership team employee			C	A						

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	Dismissal of Leadership team employee	Panel of the Board		A	R						
	Appeal of Leadership employee against dismissal	Independent Panel of the Board		A							
	Dismissal of other central team employees				A	R	R				
	Appeal of staff against dismissal – central team	Panel of the Board		A	R						
5.8	Response to requests for flexible working				A	R					P
5.9	Response to requests for early retirement				A	R					P
<b>6.0</b>	<b>Financial Governance and Management</b>										
6.1	Trust and Academy Financial Policies			A		P		R			
6.2	Trust 3 year budget plan	3 year plan considered and recommended by Finance Cttee as context for its recommendation to Board on 1 year plan		A		P		R			
6.3	Trust 1 year budget plan			A		P		R			
6.4	Trustees Report and Annual Financial Statements			A	P	C		R			
6.5	Trust Academies Accounts Return to ESFA – subject to 6.4				A	R					
6.6	Appoint auditors			A		P		R			
6.7	Respond to Auditor’s Management Letter			A		P		R			
6.8	Academy 3 year budget plan	3 year plan considered and recommended by Finance Cttee as context for its recommendation to Board on 1 year plan		A	C	C		R			P
6.9	Academy 1 year budget plan			A	C	C		R			P
6.10	Academy budget monitoring and forecasting				C	R		A			P



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<b>7.0</b>	<b>Financial Authorisation</b>										
7.1	<b>Academy Purchase orders:</b>										
	Up to £4,999 in a single transaction	HTs may set a limit below which approval is delegated to their Finance Officer (or equivalent)									A
	£5,000 to £9,999 in a single transaction	Must obtain 3 written quotations				A					R
	£10,000 to £29,999 in a single transaction					R		A		C	P
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations & procedures		A		R				C	P
7.2	<b>MAT Central Purchase Orders:</b>										
	Up to £9,999 in a single transaction	DFO may set a limit below which approval is delegated to Trust Finance Manager				A					
	£10,000 to £29,999 in a single transaction	Must obtain 3 written quotations				R		A			
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations & procedures		A		R					
7.3	<b>Virements</b>										
	Academy budget virements up to £10,000					A					R
	Academy budget virements over £10,000					R		A			P

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	MAT Central budget virements up to £10,000					A					
	MAT Central budget virements over £10,000					R		A			
7.4	<b>Expense claims</b>										
	Academy employees	DFO may set a limit below which approval is delegated to Trust Finance Manager									A
	Headteachers					A					
	CEO up to £500					A					
	CEO over £500	Chair of Trust Board		A							
	Director of Finance & Operations				A						
	Other Central team employees					A					
7.5	<b>Petty cash claims</b>										
	Academy employees	Petty cash is limited to £50									A
	Headteachers					A					
	Director of Finance & Operations				A						
	Central team employees					A					
7.6	<b>Disposal or write off of stock, assets or debts</b>										
	Up to £4,999					A					
	£5,000 to £9,999					R		A			
	£10,000 to £44,999			A		P		R			
	Over £45,000	Prior permission must be sought from the Secretary of State to write off debts of 1% of the Trust's annual income or £45,000 (whichever is smaller) per single transaction		A							

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<b>7.7</b>	<b>Entering in to commercial contracts</b>										
	Up to £9,999 in a single transaction	Subject to obtaining 3 written quotations				A					
	£10,000 to £29,999 in a single transaction	Subject to obtaining 3 written quotations				R		A			
	Over £30,000 in a single transaction	Subject to a tender process as set out in the Trust's financial regulations & procedures		A		R					
7.8	Entering in to operating leases			A		P		R			
7.9	Borrowing (including financial leases and overdraft facilities)	Needs Secretary of State approval		A	C	P		R			
<b>7.10</b>	<b>Severance/Compensation Payments</b>										
	Up to £25,000				R	P		A			
	£25,001 to £50,000			A	R	P					
	Over £50,000	If non-contractual element is greater than £50,000 prior approval from Sec. of State is required		A							
7.11	Ex-gratia payments	Needs approval from the Sec. of State.		R							
<b>8.0</b>	<b>Central Services</b>										
8.1	Scope of central services to be provided to academies within the academy trust				A	R	R			C	C
8.2	Services to be contracted by the Trust	Procurement subject to Finance Regulations			P	C	C	R			
<b>9.0</b>	<b>Premises and Assets</b>										
9.1	Asset Management Strategic Policy and Plan			A	R	P					C

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9.2	Academy Asset Management Policy and Plan			A	R	P					C
9.3	Acquiring a freehold on land or buildings	<b>Needs approval from the Sec. of State.</b>		A	R	P					C
9.4	Disposing of a freehold on land or buildings	<b>Needs approval from the Sec. of State.</b>		A	R	P					C
9.5	Entering/granting any leasehold or tenancy agreement for more than 7 years	<b>Needs approval from the Sec. of State.</b>		A	R	P					C