

Draft Scheme of Delegation White Woods Primary Academy Trust 2019-20

Delegated Duty	Value	Delegated Authority	Comment
Approving adverse variances compared to the most recent budget or forecast	Unlimited	CFO and Directors	
Ordering goods and services (including advertising of tenders and award of contracts)	Up to £4,999	Headteacher	All expenditure to be in line with the principles of best value. If possible 3 quotes should be obtained in order to benchmark costs.
	£5,000 to £29,999	Headteacher	Expenditure between to £5,000 to £29,999 require 3 written quotations
	£30,000 – £181,302	CFO	Expenditure over £29,999 to be put out to tender. Competitive tendering can be considered below this figure.
	£181,302 and above	CEO/CFO	Contracts over EU thresholds for the time being (for guidance refer to www.ojec.com/Thresholds.aspx) to follow a compliant process under the Public Contract Regulations 2016 and subsequent legislation
Capital Projects	All projects	CFO/TBS	Annual capital programme to be approved by Directors

Delegated Duty	Value	Delegated Authority	Comment
Authorising monthly salary payments	Unlimited	CFO	

Signatures for Cheques, BACS payment Authorisations and other bank transfers	Up to £10,000	Any two signatures in line with the Bank Mandate	Cheque payments to be used only in exceptional circumstances
	Any amounts over £10,000	Two signatures in accordance with the bank mandate	
Signatories for grant claims and DfE Returns	Unlimited	Signatories from the following (as required): Accounting Officer CFO	Signatories as required by DfE / EFA

Delegated Duty	Value	Delegated Authority	Comment
Disposal of assets	Up to £500	Headteacher	CFO to report to Directors
	Over £500	CFO	Prior approval from Directors via CFO
	Over £20,000 (if purchased via grant) and disposal of land and buildings	CFO and Secretary of State	Prior written consent from Secretary of State of Education via CFO
Write-off bad debts	Up to £1,000	CFO	

	Over £1,000	Directors, CFO plus DfE/ESFA approval (where the debts are more than 1% of total annual income or £45k (whichever is smaller), per single transaction, cumulatively 5% of total annual income as long as have 2 years of timely unqualified submitted accounts).	Report to Directors
Write-off overpayments to staff	Up to £1,000	CFO	Limit as per ESFA apply as included in write off of bad debts.
Purchase or sale of freehold property	Any	Directors, CFO plus DfE approval required	Secretary of State approval required
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	Any	Directors, CFO plus DfE approval required	Secretary of State approval required
Any guarantees, indemnities and letters of comfort entered into	Any	Directors, CFO plus DfE approval required	
Ex-gratia payments	Any	Directors, CFO plus DfE approval required	
Severance Payment	Up to £50,000	Directors	Any severance payment in excess of £50,000 must be referred to Secretary of State of Education.
Appoint Trust Auditors		Directors	

Estates and Facilities Management		
Delegated Duty	Delegated Authority	Comment
Strategic capital development planning (Trust & Academy level).	TBS in conjunction with CEO & CFO	Academy level development planning to be undertaken in consultation with Headteachers.
Procurement and management of Trust & Academy level capital works.	CFO & TBS	Academy level capital procurement and management to be undertaken in consultation with CFO, Headteachers, Hub Facilities Officers (HFO) and caretakers.
Condition data collection.	TBS	TBS to report back to Directors.
Re-active & pro-active maintenance management including the Estates related SLA's.	TBS	Trust wide SLA's to be agreed in conjunction with CFO. Local reactive maintenance to be undertaken in conjunction with Headteachers, HFO's and caretakers.
Trust premises leases (Landlord & Tenant duties).	CFO TBS	
Premises disaster / incident recovery & reporting.	CEO, CFO & TBS	In consultation with relevant authorities (DfE, ESFA, LA, RPA etc). Report to Directors.
Statutory reporting.	TBS	In consultation with CFO.
Statutory compliance, H&S (Duty Holder & Competent Person roles) and associated e-learning.	TBS	At Academy level in conjunction with Headteachers, HFO's and caretakers.
EFM policy.	TBS	
Lettings of Trust premises.	CFO TBS	In consultation with CFO, Headteachers, HFO's and caretakers.
Catering – Inhouse.	TBS	Including full production, breakfast clubs, afterschool clubs and magic breakfast etc. CEO to act as nominated person for the Trust with the LA and Food Standards Agency.
Catering – Third party provider.	CFO TBS	

HR Levels of authority	
Appoint/Remove	
All appointment panels must contain at least one member who has undertaken <i>Safer Recruitment Training</i>. The Chief Executive Officer may nominate an alternative representative if they are unavailable to make up a panel	
Members	Members
Directors	Members
Chief Executive Officer	Board of Directors (Minimum of 3)
Chief Financial Officer	Director/ CEO and 1 other as determined by the CEO
Core team – leadership	Director, CEO and 1 other as determined by the CEO
Headteacher	Director/CEO, and 1 other as determined by the CEO

Deputy Headteacher	Director/CEO, Director, Headteacher and 1 other as determined by the CEO
Assistant Heads and SLT Support Staff	Headteacher, Deputy Headteacher and 1 other as determined by the Headteacher
TLR Posts (existing post)	Headteacher and Deputy Headteacher
All other Teaching posts	Headteacher (or nominated representative)
All Support Staff posts (other than SLT and Estate & Facilities posts).	Headteacher, Line Manager of Post and other determined by HR/Headteacher
All Estate & Facilities posts (Hub, Caretaking, Cleaning & Catering).	TBS.

DISCIPLINARY CASES AND DISMISSALS

For all disciplinary cases and dismissals the following delegation model shall apply :

Disciplinary
 Capability (professional competence)
 Ill Health Capability
 Redundancy. (The Board will have determined that there is a Redundancy situation)
 Some other substantial situation

For all disciplinary cases and dismissals the following delegation model shall apply:

Posts	Delegated Authority	Appeal
Chief Executive Officer	Board of Directors	3 Directors
CFO/Core team Leadership	Director or CEO	3 Directors
Headteacher	Director or CEO	3 Directors

Deputy Headteacher and SLT Members	Director or CEO	CEO or Director
All other Academy posts (other than Estate & Facilities posts).	Headteacher	CFO/nominated person
All other Central team posts	CEO	Director, CFO
All Estate & Facilities posts (Hub, Caretaking, Cleaning & Catering).	CFO TBS	CFO/nominated person.

GRIEVANCE		
Posts	Delegated Authority	Appeal
Chief Executive Officer	Board of Directors	Chair of Directors
CFO/Core team Leadership	Director or CEO	Director
Headteacher	CEO	Director, CFO
Deputy Headteacher/SLT	Headteacher	CFO/CEO

All other Academy posts (other than Estate & Facilities posts).	Headteacher	CFO/CEO
All other Central team posts	CFO or CEO	CFO/CEO/Director
All Estate & Facilities posts (Hub, Caretaking, Cleaning & Catering).	CFO TBS	CFO/nominated person

OTHER HR FUNCTIONS	
Function	Delegated Authority
All compromise agreements	CFO, Headteacher and HR provider to agree terms – Directors to approve.
Teachers Pay – Threshold/UPS	Headteacher CEO
Staffing restructures	CFO, TBS and Headteacher (where appropriate) with HR support
Re-grading/Re-designation/increase/decrease in hours	CFO/ Headteacher with HR support
Decision to make Redundancies	Headteacher and CEO/CFO with HR support
Recruitment to ALL posts (including existing)	Headteacher and CFO
Authorisation of redundancy/early retirement payments	CFO
Performance Management of Chief Executive Officer	Directors
Performance Management of Headteachers	CEO or delegated appropriate person approved by Directors, supported by Chair of Governors

Performance Management of Central Team	CEO/CFO
Performance Management of academy staff (other than Estate & Facilities posts).	Headteacher
Performance Management of Estate & Facilities staff. (Hub, Caretaking, Cleaning & Catering).	TBS.
Variation to contracts of employment	Headteacher with HR support
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	HR provider (with reference to the CEO/CFO)
To ensure that the apprenticeship levy is used effectively and impact is reported to Directors	CEO/CFO
To ensure all staff have access to the Trust professional development offer	CEO, Headteacher

Operational		
Delegated Duty	Delegated Authority	Comment
Academy times, terms,	Headteacher	

holidays	in consultation with CEO	
School Closures/Emergency Closures	Headteacher	
Change of academy age range	Directors	
Published Admission Number (PAN)	Directors	The PAN must be set each academic year. There are consultation requirements where the PAN is being amended.
Admissions	Headteacher	All Academies will follow the Trust's admission policy
Health and Safety	Board of Directors	It is the responsibility of the Directors to ensure that health and safety laws are adhered to and the appropriate health and safety certificates are in place. The operational compliance of this function will be delegated on a day to day basis to the Trust Building Surveyor and their team.
Income Generation	Headteacher	
Insurance	CFO	Insurance for our academies will be procured through the government's RPA scheme unless agreed otherwise by the CFO.
Staff absence insurance	CFO	To ensure all academies have appropriate cover in place with the correct provider
Investments	Directors	CFO continuously reviews investment options and reports to the Directors
Permanent Exclusions	Headteacher and Local Governing Body	All Academies will follow the Trust's Exclusions Policy for permanent exclusions and, where possible, work with the Local Authority to ensure independent permanent exclusion appeals.
Service Level Agreements / Contracts	CFO	Depending on the context of each Academy, each Academy may have different SLAs / Contracts in place. It is the responsibility of the Headteacher, working with the CFO, to manage local SLAs and contracts. From time to time the Trust may procure SLAs on behalf of all academies as part of a best

		value review.
Safeguarding	Directors	Directors will, in respect of each Academy, act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding. All Academies will follow Trust's policy on safeguarding.
Development of Trust wide policies	CEO/CFO	
Development of Academy policies	Headteacher	
Appeals	Local Governing Body	All appeals to be carried out by Local Governing Body Academy Improvement Committee with support from Trust
Academy Prospectus	Headteacher	
Academy Website	Headteacher	

Trust and Academy Improvement and Development		
Delegated Duty	Delegated Authority	Comment
Trust strategic plan	Directors	
Development of Curriculum Policy	Headteacher	Headteachers are responsible for developing a curriculum policy
Approval of Curriculum Policy	CEO	Each Curriculum policy should be submitted with the Academy Improvement Plan and SEF by the end of September
To ensure and assure	Headteacher	

high standards of teaching for all pupils		
Approval of Academy Improvement Plan	Directors	All plans to be submitted with a fully costed staffing structure by the end of September
Approval of Self Evaluation	Directors	All plans to be submitted by the end of September
To ensure that pupils with additional needs are identified and appropriate provisions are in place	Headteacher	
To be accountable for pupils' outcomes	Headteacher	Monitored through the CEO and Subject Lead(s)
Agreement of CPD/INSET days	Headteacher	
Academy trips	Headteacher	Must be submitted on Evolve

Governance		
Delegated duty	Delegated authority	Comment
Approve Trust articles of association	Members	
Approve trust board terms of reference	Members	

Approve trust scheme of delegation	Directors	Reviewed annually
Approve new convertor or sponsor academies joining the trust	Directors	Following Trust due diligence process
Approve Local Governing Body Terms of Reference	Directors	
To appoint (and remove) Members of the Local Governing Body	Board of Directors	
To appoint and agree clerking agreements	CFO	
To maintain Single Central Record in line with statutory regulation	Headteacher	Must be on the Trust template
To amend the academy day or holidays	Chief Executive Officer	Headteachers to prepare a business case and submit to Director of Improvement (Development Leads)
To Ensure that the academy website is up to date with all statutory requirements	Headteachers	
To Ensure that all Trust policies and procedures are	Headteacher	

followed and any breaches are reported to the Trust		
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