Scheme of Delegation

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 & Infrastructure (FOI);
- Welfare Committee;
- Standards and Performance Committee (S&P);
- Audit Committee (subcommittee of FOI);
- Pay Committee;
- 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.

Trust 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.

General Policies	Type	Committee Responsible
Accessibility	Statutory	Finance & Infrastructure
Admissions	Statutory	Finance & Infrastructure
GDPR/Data Protection	Statutory	Finance & Infrastructure
Freedom of Information Schemes	Statutory	Finance & Infrastructure
Re-structuring and Redundancy	Non-Statutory	Finance & Infrastructure
Data Handling	Non-Statutory	Finance & Infrastructure
Finance Policy Manual including: • Asset Management and Register • Charging and Remissions Policy • Procurement Policy • Directors' Expenses Policy • LGPS Discretions Policy	Non-Statutory	Finance & Infrastructure
Pay and Remuneration	Non-Statutory	Finance & Infrastructure (Pay)
Job Role, Grade and Salary	Non-Statutory	Finance & Infrastructure
Pupil Behaviour and Exclusions	Statutory	Standards & Performance
Sex and Relationships Education	Statutory	Standards & Performance
Special Educational Needs	Statutory	Standards & Performance
Complaints	Statutory	Standards & Performance
Academy Trips/Educational Visits	Non-Statutory	
Acceptable Use	Non-Statutory	Standards & Performance
Attendance	Non-Statutory	Standards & Performance
Curriculum	Non-Statutory	Standards & Performance
E-Safety	Non-Statutory	Standards & Performance
Pupil Premium	Non-Statutory	Standards & Performance
Religious Education	Non-Statutory	Standards & Performance
Teaching and Learning	Non-Statutory	Standards & Performance
Early Years Foundation Stage		Standards & Performance
Performance Management and Appraisal	Non-Statutory	Standards & Performance
Capability for teachers	Non-Statutory	Standards & Performance
Child Welfare and Safeguarding	Statutory	Welfare (staff & students)
Pupils' Health and Safety	Statutory	Welfare (staff & students)
Sector Equality Duty	Statutory	Welfare (staff & students)
Grievance	Statutory	Welfare (staff & students)
Disciplinary	Statutory	Welfare (staff & students)
Recruitment and Retention	Statutory	Welfare (staff & students)
Staff conduct	Statutory	Welfare (staff & students)
Whistleblowing	Statutory	Welfare (staff & students)
Pupils with Medical Conditions	Non-Statutory	Welfare (staff & students)
Social Media	Non-Statutory	Welfare (staff & students)
Allegations of abuse against staff	Non-Statutory	Welfare (staff & students)
Capability for support staff	Non-Statutory	Welfare (staff & students)

Employee Health and Safety	Non-Statutory	Welfare (staff & students)
Flexible working	Non-Statutory	Welfare (staff & students)
Maternity and Adoption Policy, including. Paternity Leave	Non-Statutory	Welfare (staff & students)
Sickness absence	Non-Statutory	Welfare (staff & students)
Emotional Health & Wellbeing	Non-Statutory	Welfare (staff & students)

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.

The Scheme of Delegation

Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
1. **Governance**											
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	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	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	R	P		
1.16 Appoint (and remove) Trust Committee members			A			R	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	C		
1.22 Review role descriptions in the light of evolving Trust developments, strategic development and ethos			A	P					C		

	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
2.	**Ethos**											
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 Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
3	**Academy Performance, Curriculum and Teaching**											
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 *e.g. SEF*			A	R				C	P	C	P
3.6	Academy 3 year improvement plan	Foundation members of LGC ensure thatthat RE, Collective Worship and Ethos are included			A					R	C	P
3.7	Academy 1 Year improvement plan	Foundation members of LGC ensure thatthat 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	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
3.9 Monitor the quality of teaching, learning and assessment at academy level	Including collective worship and RE in church schools – 5 yearly SIAMs and md-term health checks Ofsted inspections			C					A	C	P
3.10 Monitor assess and improve the quality of teaching, learning and assessment at Trust level			A	P				C			
3.12 Determine the academy curriculum following the principles set out in the Trust Curriculum Policy	LGC Foundation Governors of Church Schools responsible for ensuring thatthat the VC/VA nature of the school is reflected		A	C					C	P	R
3.13 Determine the academy curriculum of VA/VC Schools	LGC Foundation Governors of Church Schools responsible for ensuring thatthat the VC/VA 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	FOI Cttee	Welfare Cttee	S&P Cttee	Pay Cttee	LGC	Executive Heads	HOS/Headteacher
4	**Staff Policies and Pay**											
4.1 Changes to Employee Terms and Conditions or Collective Agreements			A	R	C		P					
4.2 CEO Pay Award			A		C	C			R			
4.3 Teachers' (including Exec head / Headteacher's/Head of School) Annual Pay Award – overall increase				R	C	C	C			A	P	P
4.4 Support Staff Annual Pay Award – overall increase				R	C	C	C			A	P	P
4.5 Individual Headteachers' Performance Pay Awards				R	C	C	C			A	C	

4.6	Individual Performance Pay – academies	Acacdemy Recommendations moderated by CEO then approved by Pay Committee			R					A	C	C	R

Header for first table:

Task — Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	Pay Cttee	LGC	Executive Heads	HOS/Headteacher
4.6 Individual Performance Pay – academies	Acacdemy Recommendations moderated by CEO then approved by Pay Committee			R					A	C	C	R
4.7 Individual Performance Pay Awards – Trust central team – finance, IT, HR, estates				R					A			

Task — Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
5	**Risk Management**										
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					C	C	I

Task — Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
6	**Personnel Management**										
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	

	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&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	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\n\nKey: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&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\n\nKey: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
7	**Financial Governance and Management**											
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					R	A					
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	FOI Cttee	Welfare Cttee	S&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 (1% or £5000 whichever is lower)				A	R				C		A
8.3	Authority to spend on items not provided, approved and costed in current year's school budget (0.4% or £2000 whichever is lower)											
8.4	Authority to spend on items not provided, approved and costed in current year's school budget (between £2000 and £5000 whichever is lower)				C	R	A			C		R
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 Disposals or write off of stock, assets or debts (1% or £1000 whichever is lower)	SoS (EFSA) only. Internal approval by Board		A	R	R	C					P
8.8	Approve the establishment/dissolution of a subsidiary company			A			C					
8.9	Disposals or write off stock, assets or debts from £1K up to £10k				A	R				C R		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 R		P

	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
9	**Central Services**											
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				C		

	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)	Notes	Members	Trustees Board	CEO	Op/Fin Director	FOI Cttee	Welfare Cttee	S&P Cttee	LGC	Executive Heads	HOS/Headteacher
10	**Premises and Assets**											
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	A				C		P
10.7	Entering into any operating lease below £50k				A	R	C			C		P