



*Growth Academy
Trust Scheme of
Delegation*

Supporting Academies

RESPONSIBILITY	Headteacher/Heads of School	TRUST Finance Committee	TRUST Board
Budget Forecast Submission of consolidated Budget Forecast by 31 July for the following financial year (including capital projects) Revisions to budget during the year as appropriate	The Headteacher will have primary responsibility for preparing the draft with the support of the Schools Finance executive officer as necessary during May in accordance with a pre-arranged timetable The Headteacher may make revisions to the budget during the year as appropriate with involvement of the Trust Finance Director.	The Finance Committee will carry out a review of the draft Budget Forecast and make a recommendation for approval to the full Trust Board Approval of in year revisions to budget	The full Trust Board will approve the consolidated Budget Forecast for the Trust including the individual academy budget prior to submission to the ESFA by 31 July The initial Budget forecast for a newly converting academy will be based on the Pre-Academy Report and must be approved by the full Trust Board before the school converts to academy status and joins the Trust.
Purchase Order/Invoice Approval	Up to £10,000 in value	£10,001 up to £24,999	£25,000 and over

• Approval to accept a quotation from a	Up to a value of £9,999	£10,000 up to a value of £24,999	£25,000 up to and over £189,330 (OJEU limit)
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minimum of 3 or from a formal tendering process			
• Authority to accept a quote/tender other than the lowest	Up to a value of £5,000	£5,001 up to a value of £25,000	£25,001 up to and over £189,330 (OJEU limit)
• Authority to write off bad debts	Up to a value of £1,000	£1,001 up to £44,999 (over £45,000 requires secretary of state approval)	
• Approval for Capital Expenditure not included in the original budget	Authority in consultation with the Trust Finance Director to incur additional capital expenditure up to £10,000 in a financial year (either on one item or in aggregate) from available DFC funding.	The Finance Committee has authority to approve additional capital expenditure from £10,000.00 to £50,000 in a financial year (either on one item or in aggregate).	Capital expenditure for projects exceeding £50,001 requires the express written consent of the Trust Board.
• Approval for Virements between nominal codes and budget heads.	The Headteacher may undertake virements between nominal codes and budget heads on the approved financial plan and the Trust Finance Director must be kept informed	The Trust Finance Committee must be informed retrospectively.	

Reporting and Internal Audit Requirements	The Headteacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the Trust Board may from time to time require.	The Finance Committee will monitor the management accounts supplied by the Finance Director and its compliance with internal auditing requirements on an ongoing basis and report any concerns to the Trust Board.	The Trust Board will review the performance of the academy against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year.
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	This will include reporting formally to the Finance Committee at regular intervals as specified.	The Finance Committee may appoint a Responsible Officer to conduct reviews of processes and procedures to provide assurance that these are efficient and effective.	
Statutory Audit Procedures	The Headteacher is to provide such information and assistance in relation to statutory audit procedures as the TRUST Board may from time to time require.	The Finance Committee is responsible for recommending the statutory accounts for approval to the AGM	The statutory accounts are signed off by the members at the AGM

<i>RESPONSIBILITY</i>	<i>Headteacher/Heads of school</i>	<i>CEO/EHT</i>	<i>TRUST Board</i>
• <i>Headteacher Recruitment</i>		<i>The CEO/EHT, at the request of the task group, may appoint a consultant to support the task group with the recruitment process following the meeting with the Trust Board and sit on the appointment panel.</i>	<i>The Trust Board will constitute an Appointment Panel which will be made up of 3 Trustees, member and the CEO.</i> <i>Once the Appointment Panel has reached a decision (by a simple majority) it will make a recommendation to the Trust Board for ratification. Unless the Trust Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the Appointment Panel.</i>
• <i>Senior Leadership Team Recruitment</i>	<i>The Headteacher will notify the CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team.</i> <i>The Headteacher will lead the</i>	<i>The CEO, or his/her representative, will advise the Headteacher throughout the process</i>	<i>Unless the Trust Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the Headteacher.</i>

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	<i>recruitment and appointment process, supported by the CEO, following the Trust approved procedures.</i> <i>Once a decision has been made a recommendation will be referred to the Trust Board for ratification.</i>		
<i>Teacher Recruitment</i> •	<i>The Headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team following the Trust approved procedures.</i>	<i>The CEO, or his/her representative, will advise the Headteacher throughout the process</i>	
<i>Support Staff Recruitment</i> •	<i>The Headteacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team following the Trust approved procedures.</i>		
<i>Appointment of</i> • <i>External Consultants</i>	<i>The Headteacher is to notify the CEO promptly of any decision to appoint an external consultant.</i> <i>Any such appointment will be made</i>	<i>Any decision concerning the appointment of an external consultant is to be taken jointly by the Headteacher and the CEO</i>	

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	<i>in the name of the Trust.</i>		
<i>Performance Appraisal of Headteacher, Trust senior leaders, heads and deputy heads of school</i>		<i>The CEO will be responsible for the arrangement of the performance appraisal and refer it to the Trust Board for note (objectives of individuals will remain confidential)</i>	<i>The Trust Board will receive the report.</i>
<i>Teacher Appraisal and Salary Review</i>	<i>The Headteacher is responsible for leading the appraisal and salary review process for teaching staff</i> <i>The Headteacher will consult with the Schools Finance executive officer regarding the salary review and ensure the outcomes are reflected in the draft Budget Forecast.</i>	<i>The Finance executive officer will provide advice and support to the Headteacher</i>	

• <i>Terms of Employment</i>	<i>The Headteacher may make proposals with regard to the terms of employment for an individual member of staff e.g. flexible working request.</i>	<i>The CEO is to review and comment on any proposals that may involve a change to the terms of employment.</i>	<i>The responsibility for the contractual terms and conditions for all Trust employees lies with the Trust Board. Decisions concerning any change to the terms of employment of Academy staff (both teaching and support) will lie with the Trust Board.</i> <i>The Trust Board will consider any</i>
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<i>RESPONSIBILITY</i>	<i>Headteacher/Heds of school</i>	<i>CEO/EHT</i>	<i>TRUST Board</i>
			<i>representations made by the CEO and the Headteacher.</i>
• <i>Reductions in Staffing and Revisions to Staffing Structures</i>	<i>The Headteacher will notify the CEO as soon as possible after becoming aware that reductions in staffing may be necessary.</i> <i>The Headteacher will be responsible for proposing a revised staffing structure for the academy to the CEO / EHT , with the support of the Finance executive officer</i> <i>The Headteacher will be responsible for leading and managing the redundancy process with the support of the CEO and Finance Director</i>	<i>The CEO and Finance Director will support the Headteacher throughout the restructuring process and will attend consultation meetings where the CEO considers this is appropriate</i> <i>The CEO will refer recommendations for revised staffing structures and possible redundancies to the Trust Board for approval.</i>	<i>Decisions concerning the redundancies will lie with the Trust Board.</i> <i>The Trust Board will consider any representations made by the CEO, the Headteacher and/or the Local Governing Body.</i>

Allegations of Gross Misconduct	The Headteacher is to notify the CEO as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure which may be deemed to be Gross Misconduct. The HR Director will commission an investigation and the Headteacher will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Procedure. If the	The CEO will be responsible for conducting all disciplinary hearing (except against the Head of School/Headteacher) involving allegations of gross misconduct in accordance with the Disciplinary Procedure adopted by the Trust.	In cases of gross misconduct where dismissal may be a possible sanction the Director appointed by the Trust Board will act as the commissioning officer. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the CoG will refer the matter to a Disciplinary Hearing in accordance with the procedure. A panel of 3 directors will be
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	outcome of the investigation is that there is sufficient evidence to substantiate the allegation, the Trust Director will refer the matter to a Disciplinary Hearing in accordance with the procedure		asked to sit on panels for any Appeal Hearings. A panel of 3 directors will be asked to sit on a panel for any Hearings involving allegations of gross misconduct against the Head of School/Headteacher.
Disciplinary Allegations that fall short of Gross Misconduct	Same procedure as for gross misconduct.	Same procedure as for gross misconduct.	Same procedure as for gross misconduct.

• <i>Capability Proceedings</i>	<i>Where a capability issue is identified the Headteacher is responsible for leading and managing the process set out in the appraisal and capability procedures.</i> <i>The Headteacher is responsible for keeping the CEO informed regarding the progress of the proceedings for any member of teaching or support staff.</i> <i>If there has been insufficient improvement in performance after having followed the capability procedures the final hearing will be referred to the CEO.</i>	<i>The CEO is responsible for chairing the final capability meeting and will make a recommendation to the Trust Board.</i>	<i>Decisions concerning the dismissal of any employees lie with the Trust Board.</i> <i>Directors will be asked to sit on panels for final stage Capability (for Head of School/Headteacher).</i> <i>A panel of 3 directors will be asked to sit on panels for any Appeal Hearings.</i>
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• <i>Probationary Period Procedure</i>	<i>The Headteacher is responsible for following the probationary period procedure with every member of staff and confirming them in post. If an employee does not satisfactorily complete their probationary period the Headteacher will be responsible following the probationary policy and taking the necessary actions which may include termination of employment.</i>	<i>If an employee does not satisfactorily complete their probationary period and their appeal is not upheld the CEO will write to the employee on behalf of the Trust terminating their employment</i> <i>The CEO is responsible for hearing appeals against decisions made by Head of School/Headteacher to terminate employment.</i> <i>The CEO is responsible for following the probationary period for Head of School/Headteacher.</i>	<i>Unless the Trust Board, acting in good faith, has any legitimate reason to do otherwise, it will delegate the responsibility for the dismissal of a member of staff who has failed to satisfactorily complete their probationary period to the Head of School/Headteacher and for the CEO to hear appeals.</i> <i>Where a Headteacher does not satisfactorily complete their probationary period an appeal against termination will be heard by a panel of Trust Directors.</i>
<i>Special Leave of Absence</i>	<i>The limited discretions available to the Headteacher/Head of School allows him/her to grant special leave of absence, subject to the needs of the school, for specified reasons and within specified limits. In most cases the scheme specifies that special leave, if granted, is paid. Attached to each reason is a commentary which is not part of the scheme but which has been</i>	<i>The CEO/EHT is responsible for decisions about leave which are not within the head teacher's/head of school's discretion, including applications for special leave from the head teacher/head of school.</i> <i>The CEO/EHT has been granted the discretion to make determinations of requests for leave</i>	<i>The Trust Board Chair is responsible for decisions about leave which are not within the CEO/EHT's discretion, including applications of special leave from the CEO/EHT.</i> <i>The Trust Board Chair has been granted the discretion to make determinations of requests for leave for the CEO/EHT up to</i>

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	<i>prepared in consultation with the teachers' associations and support staff unions, to assist the Headteacher/Head of School in the interpretation and management of the scheme.</i> <i>The Headteacher/Head of School has been granted the discretion to make determinations on requests for leave up to and including 20 school working days.</i>	<i>for the Headteacher/Head of school up to and including 10 school working days. For all other employees the CEO/EHT has been granted the discretion to make determinations on all requests for leave that are in excess of 20 school working days.</i> <i>The CEO/EHT will hear all appeals against the Headteacher/Head of School's decision.</i>	<i>and including 10 school working days.</i> <i>All requests outside of the above discretions will be determined by the Trust Board.</i> <i>All appeals against the CEO/EHT's or Trust Board Chair's determination will be heard by the appeals committee of the Trust Board.</i>

• <i>Safeguarding</i>	<i>The Headteacher is to ensure that:</i> <i>• a Senior Designating Safeguarding member of staff, has been appointed</i> <i>• they have sufficient resources to enable them to undertake the role</i> <i>• all staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance as a minimum</i> <i>• the CEO is notified immediately of any allegation made against a member of staff.</i>	<i>The CEO is to inform the Trust Board of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the Academy.</i>	<i>The Trust Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible for ensuring that safeguarding arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day safeguarding practices.</i> <i>A Trust Director will address any allegations made against a Headteacher in conjunction with the chair of governors or, in the absence of a chair, the vice chair</i>
<i>RESPONSIBILITY</i>	<i>Headteacher/Heads of school</i>	<i>CEO/EHT</i>	<i>TRUST Board</i>

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<i>RESPONSIBILITY</i>	<i>Headteacher</i>	<i>CEO/EHT</i>	<i>TRUST Board</i>
<i>School/Academy</i> <i>Improvement Plan (including curriculum and standards)</i>	<i>The Headteacher is to draw up a draft Academy Improvement Plan and share it with the CEO prior to submitting it to the Trust Board.</i> <i>The draft Academy Improvement Plan should be costed with the support of the Trust Finance Director and the expenditure built into the Budget Forecast</i>		<i>The Trust Board will approve the draft Academy Improvement Plan subject to any modifications it wishes to make.</i>
<i>Academy Hours</i>			<i>The Trust Board is responsible for setting the opening and closing times for Academies taking into consideration the views of the Headteachers/Head of school.</i>

Term Times			The Trust Board is responsible for setting the term times for Academies taking into consideration the views of the Headteachers/Head of school.
Polices Requiring Consistency Across the Trust e.g. Safeguarding, HR and Finance	The Headteacher will be responsible for ensuring that Trust policies and procedures are applied across the academy	Policies requiring consistency across all the academies in the Trust will be drafted by the CEO, other Trust Officer or Finance Director	The Trust Board will approve all such policies and any amendments to them.
Other Academy Policies	The Headteacher will have responsibility, for developing Academy specific policies and as statutorily required. Advice and guidance should also be sought from the TRUST central team where appropriate		

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• <i>Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements</i> • <i>Processes and procedures must be in accordance with the Financial Regulations Manual</i>	<i>The Headteacher will inform the Trust Finance Director of any proposal to negotiate or renegotiate any external contracts, leases or other service agreements. The Headteacher may approve quotations up to a value of £9,999.</i>	<i>The CEO / EHT will have the final decision concerning any such negotiation or renegotiation between the value of £10,000 and £24,999.</i> <i>If the contract has a significant impact on the wider Trust family of Academies or is between the value of £25,000 and up to a value of £49,999 the consent of the CEO or Trust Finance Committee will be required.</i>	<i>Orders for contracts over £50,000 must be authorised by the Trust Board.</i>
• <i>Disposal of Assets</i> <i>Processes and procedures must be in accordance with the Financial Regulations Manual</i>	<i>The Headteacher may authorise the disposal of assets up to and including a market value of £5,000 (either as one item or in total) having first consulted the Trust Finance Director for advice. Records must be kept of all disposals.</i>	<i>The TRUST Finance Director will advise the Headteacher regarding disposals, ensure these are accounted for correctly and keep the Trust Board informed as appropriate. The Finance Committee must authorise the disposal of any items over a market value of £5,000 (either as one item or in total)</i>	<i>The Trust Board must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid</i>

• Premises Maintenance Programme	Each year the Headteacher will ensure that a Premises Maintenance Programme has been drawn up,		
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	taking into consideration the most recent Condition Survey. This will be added to the SIP/AIP and the TRUST Finance Director will be kept informed. The Premises Maintenance Programme must be costed and the expenditure built in to the Budget Forecast		
• Health and Safety	The Headteacher is responsible for: • developing a health and safety culture throughout the academy • ensuring that staff are aware of their responsibilities • drawing up site specific health and safety procedures • ensuring staff are aware of their responsibilities	The Deputy Headteacher will provide model procedures to assist the Headteacher with putting academy specific health and safety procedures in place.	The Trust Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible for ensuring that health and safety arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day practices

Legal Claims	The Headteacher is to notify the CEO and Chair of Governors of any actual or potential claims or proceedings affecting the Academy as soon as becoming aware of them.	The CEO will take appropriate advice (legal/insurance etc) and direct the Headteacher as appropriate in line with this guidance, keeping the Trust Board informed	The Trust Board may instruct the CEO and/or the Headteacher to take such action as it may reasonably require in relation to the defence or prosecution of any claim or
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	The Headteacher will act on any instructions received from the CEO and/or the Trust Board.		proceedings.

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Partnering Arrangements (eg membership of TSAs)	The Headteacher is to notify the CEO of any proposals to enter-into, renew, amend or terminate any partnering arrangement. The Headteacher will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement.	The CEO will be responsible for approving any new partnering arrangements.	
Expansion of existing facilities/ taking on new premises Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Financial Handbook and all statutory requirements	The Headteacher is to notify the CEO of any proposal to expand any existing facilities at the Academy. The Headteacher is responsible for drawing up a business case for the expansion proposal in consultation with the Trust Business Director prior to submission to the Trust Finance Committee/Trust Board	The CEO will assess the viability of any proposal put forward by the Headteacher prior to the development of the Business Case.	The Trust Board will review any Business Case and decide whether to approve it or not.

• Other major strategic decisions	The Headteacher is to notify the CEO of any proposal of a major strategic nature.	The CEO will assess the viability of any proposal put forward by the Headteacher and make recommendations to the Trust	The Trust Board will be responsible for approving any major strategic proposal.
RESPONSIBILITY	Headteacher	CEO	TRUST Board
	The Headteacher will provide such further information and assistance as the CEO may need in order to make a recommendation concerning the proposal.	Board.	