



Growth Academy Trust
Scheme of Delegation
October 2022.

Policy date: October 2022

Review date: October 2023

Supporting Academies

RESPONSIBILITY	Headteacher/Heads of School	Local Governance Group (LGG)	TRUST Finance Committee	TRUST Board
FINANCE				
<ul style="list-style-type: none"> Budget Forecast <p>Submission of consolidated Budget Forecast by 31 July for the following financial year (including capital projects)</p> <p>Revisions to budget during the year as appropriate</p>	<p>The Headteacher will have primary responsibility for preparing the draft with the support of the Schools Business Manager as necessary during May in accordance with a pre-arranged timetable</p> <p>The Headteacher may make revisions to the budget during the year as appropriate with involvement of the Trust Finance Director.</p>	<p>The Headteacher will share an overview of the Draft Budget with the LGG which will make recommendation for approval to the Trust Finance Committee through the CEO with any amendments it feels are appropriate.</p> <p>The LGG will be kept up to date on budget revisions through the receipt on termly management accounts.</p>	<p>The Finance Committee will carry out a review of the draft Budget Forecast and make a recommendation for approval to the full Trust Board</p> <p>Approval of in year revisions to budget</p>	<p>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</p> <p>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.</p>
<ul style="list-style-type: none"> Purchase Order/Invoice Approval 	Up to £10,000 in value		£10,001 up to £24,999	£25,000 and over
<ul style="list-style-type: none"> 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)

minimum of 3 or from a formal tendering process				
<ul style="list-style-type: none"> 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)
<ul style="list-style-type: none"> 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)	
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> 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.	
<ul style="list-style-type: none"> 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 LGG will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation.	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.

	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.	
<ul style="list-style-type: none"> 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 LGG 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

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HUMAN RESOURCES				
<p>For the avoidance of doubt, all appointments identified under this Human Resources section, whether internal or external, are subject to the same procedures. There is to be no distinction between the two. The Processes for reducing staffing, reviewing staffing structures, and dealing with disciplinary and capability matters must be followed in all cases and advice taken from the HR Advisor.</p>				
<ul style="list-style-type: none"> Headteacher Recruitment 		<p>The LGG will meet with the CEO/HT to nominate 1 of its members to sit on the appointment panel.</p>	<p>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.</p>	<p>The Trust Board will constitute an Appointment Panel which will be made up of 3 Trustees, 1 LGG member and the CEO.</p> <p>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.</p>
<ul style="list-style-type: none"> Senior Leadership Team Recruitment 	<p>The Headteacher will notify the CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team.</p> <p>The Headteacher will lead the</p>	<p>The Chair of the LGG will nominate a representative from amongst its ranks to participate in the recruitment process</p>	<p>The CEO, or his/her representative, will advise the Headteacher throughout the process</p>	<p>Unless the Trust Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the Headteacher.</p>

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	<p>recruitment and appointment process, supported by the CEO, following the Trust approved procedures.</p> <p>Once a decision has been made a recommendation will be referred to the Trust Board for ratification.</p>			
<ul style="list-style-type: none"> Teacher Recruitment 	<p>The Headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team and the representative of a LGG (if appropriate) following the Trust approved procedures.</p>	<p>If appropriate, the Chair of the LGG will nominate a representative from amongst its ranks to participate in the recruitment process.</p>	<p>The CEO, or his/her representative, will advise the Headteacher throughout the process</p>	
<ul style="list-style-type: none"> Support Staff Recruitment 	<p>The Headteacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team and the representative of the LGG (if appropriate) following the Trust approved procedures.</p>	<p>If appropriate, the Chair of the LGG will nominate a representative from amongst its ranks to participate in the recruitment process.</p>		
<ul style="list-style-type: none"> Appointment of External Consultants 	<p>The Headteacher is to notify the CEO promptly of any decision to appoint an external consultant.</p> <p>Any such appointment will be made</p>		<p>Any decision concerning the appointment of an external consultant is to be taken jointly by the Headteacher and the CEO</p>	

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	in the name of the Trust.			
<ul style="list-style-type: none"> Performance Appraisal of Headteacher, Trust senior leaders, heads and deputy heads of school 		The Chair of the LGG may be asked to participate in the process.	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)	The Trust Board will receive the report.
<ul style="list-style-type: none"> Teacher Appraisal and Salary Review 	<p>The Headteacher is responsible for leading the appraisal and salary review process for teaching staff</p> <p>The Headteacher will consult with the Schools Business Manager regarding the salary review and ensure the outcomes are reflected in the draft Budget Forecast.</p> <p>The Headteacher will make recommendations to the LGG Body for approval following the review.</p>	The LGG is responsible for approving the Headteacher's recommendations regarding salary reviews.	The Business Manager will provide advice and support to the Headteacher	
<ul style="list-style-type: none"> Terms of Employment 	The Headteacher may make proposals with regard to the terms of employment for an individual member of staff e.g. flexible working request.		The CEO is to review and comment on any proposals that may involve a change to the terms of employment.	<p>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.</p> <p>The Trust Board will consider any</p>

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<ul style="list-style-type: none"> Reductions in Staffing and Revisions to Staffing Structures 	<p>The Headteacher will notify the CEO as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>The Headteacher will be responsible for proposing a revised staffing structure for the academy to the CEO / EHT , with the support of the Business Manager.</p> <p>The Headteacher will be responsible for leading and managing the redundancy process with the support of the CEO and Finance Director</p>		<p>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</p> <p>The CEO will refer recommendations for revised staffing structures and possible redundancies to the Trust Board for approval.</p>	<p>representations made by the CEO and the Headteacher.</p> <p>Decisions concerning the redundancies will lie with the Trust Board.</p> <p>The Trust Board will consider any representations made by the CEO, the Headteacher and/or the Local Governing Body.</p>
<ul style="list-style-type: none"> Allegations of Gross Misconduct 	<p>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.</p> <p>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</p>	<p>If an allegation of gross misconduct has been made against the Headteacher then the LGG will be responsible for informing the CEO. The CEO will act as the commissioning officer and will be responsible for organising an investigation into the allegation under the Disciplinary Procedure. The CEO will be responsible for keeping the LGG informed.</p>	<p>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.</p>	<p>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.</p> <p>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.</p> <p>A panel of 3 directors will be</p>

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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.
<ul style="list-style-type: none"> 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.	Same procedure as for gross misconduct.
<ul style="list-style-type: none"> Capability Proceedings 	<p>Where a capability issue is identified the Headteacher is responsible for leading and managing the process set out in the appraisal and capability procedures.</p> <p>The Headteacher is responsible for keeping the CEO and LGG informed regarding the progress of the proceedings for any member of teaching or support staff.</p> <p>If there has been insufficient improvement in performance after having followed the capability procedures the final hearing will be referred to the CEO.</p>	Where the Headteacher is subject to a capability procedure the CEO and LGG together are responsible for leading and managing the process set out in the appraisal and capability procedures.	The CEO is responsible for chairing the final capability meeting and will make a recommendation to the Trust Board.	<p>Decisions concerning the dismissal of any employees lie with the Trust Board.</p> <p>Directors will be asked to sit on panels for final stage Capability (for Head of School/Headteacher).</p> <p>A panel of 3 directors will be asked to sit on panels for any Appeal Hearings.</p>

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<ul style="list-style-type: none"> Probationary Period Procedure 	<p>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.</p>	<p>The Headteacher will keep the Chair of the Local Governing Body informed regarding members of staff that are unlikely to satisfactorily complete their probationary period.</p>	<p>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</p> <p>The CEO is responsible for hearing appeals against decisions made by Head of School/Headteacher to terminate employment.</p> <p>The CEO is responsible for following the probationary period for Head of School/Headteacher.</p>	<p>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.</p> <p>Where a Headteacher does not satisfactorily complete their probationary period an appeal against termination will be heard by a panel of Trust Directors.</p>
<p>Special Leave of Absence</p>	<p>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</p>		<p>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.</p> <p>The CEO/EHT has been granted the discretion to make determinations of requests for leave</p>	<p>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.</p> <p>The Trust Board Chair has been granted the discretion to make determinations of requests for leave for the CEO/EHT up to</p>

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	<p>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.</p> <p>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.</p>		<p>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.</p> <p>The CEO/EHT will hear all appeals against the Headteacher/Head of School's decision.</p>	<p>and including 10 school working days.</p> <p>All requests outside of the above discretions will be determined by the Trust Board.</p> <p>All appeals against the CEO/EHT's or Trust Board Chair's determination will be heard by the appeals committee of the Trust Board.</p>
<ul style="list-style-type: none"> • Safeguarding 	<p>The Headteacher is to ensure that:</p> <ul style="list-style-type: none"> • a Senior Designating Safeguarding member of staff, has been appointed • they have sufficient resources to enable them to undertake the role • all staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance as a minimum • the LGG and CEO are notified immediately of any allegation made against a member of staff. 	<p>The LGG is responsible for:</p> <ul style="list-style-type: none"> • Appointing one of its members as the named member to liaise with the Headteacher regarding safeguarding matters • Ensuring members are safeguarding trained • Taking collective responsibility for safeguarding in the academy and monitoring safeguarding procedures within the academy • Exercising their disciplinary functions in respect of allegations against a member of staff or as a consequence of dealing with a complaint except where the allegation is 	<p>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.</p>	<p>The Trust Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible with the LGG for ensuring that safeguarding arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day safeguarding practices.</p> <p>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</p>

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		against the Headteacher.		

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EDUCATION				
<ul style="list-style-type: none"> School/Academy Improvement Plan (including curriculum and standards) 	<p>The Headteacher is to draw up a draft Academy Improvement Plan and share it with the CEO and LGG prior to submitting it to the Trust Board.</p> <p>The draft Academy Improvement Plan should be costed with the support of the Trust Finance Director and the expenditure built into the Budget Forecast</p>	<p>The LGG is responsible for monitoring the implementation of the approved Academy Improvement Plan</p>		<p>The Trust Board will approve the draft Academy Improvement Plan subject to any modifications it wishes to make.</p>
<ul style="list-style-type: none"> Academy Hours 				<p>The Trust Board is responsible for setting the opening and closing times for Academies taking into consideration the views of the Headteachers/Heads of school and LGGs</p>

<ul style="list-style-type: none"> • Term Times 				<p>The Trust Board is responsible for setting the term times for Academies taking into consideration the views of the Headteachers/Heads of school and LGGs</p>
<ul style="list-style-type: none"> • Polices Requiring Consistency Across the Trust e.g. Safeguarding, HR and Finance 	<p>The Headteacher will be responsible for ensuring that Trust policies and procedures are applied across the academy</p>	<p>The LGG will note the policies requiring consistency across all the academies as approved by the Trust Board and monitor their implementation.</p>	<p>Policies requiring consistency across all the academies in the Trust will be drafted by the CEO, other Trust Officer or Finance Director</p>	<p>The Trust Board will approve all such policies and any amendments to them.</p>
<ul style="list-style-type: none"> • Other Academy Policies 	<p>The Headteacher will have responsibility, with the involvement of the LGG, for developing Academy specific policies and as statutorily required.</p> <p>Advice and guidance should also be sought from the TRUST central team where appropriate</p>	<p>The LGG will have responsibility for approving any such Academy specific policy and monitoring its implementation.</p>		

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ASSET MANAGEMENT				
<ul style="list-style-type: none"> Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>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.</p>		<p>The CEO / EHT will have the final decision concerning any such negotiation or renegotiation between the value of £10,000 and £24,999.</p> <p>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.</p>	<p>Orders for contracts over £50,000 must be authorised by the Trust Board.</p>
<ul style="list-style-type: none"> Disposal of Assets <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>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.</p>		<p>The TRUST Finance Director will advise the Headteacher regarding disposals, ensure these are accounted for correctly and keep the Trust Board informed as appropriate.</p> <p>The Finance Committee must authorise the disposal of any items over a market value of £5,000 (either as one item or in total)</p>	<p>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</p>
<ul style="list-style-type: none"> Premises Maintenance Programme 	<p>Each year the Headteacher will ensure that a Premises Maintenance Programme has been drawn up,</p>	<p>The LGG should contribute to the development of the Premises Maintenance Programme and is</p>		

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	<p>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.</p> <p>The Premises Maintenance Programme must be costed and the expenditure built in to the Budget Forecast</p>	<p>responsible for approving it and for monitoring its implementation.</p> <p>The LGG will supply a copy of the Programme to the Trust Board as part of the Academy Improvement Plan</p>		
<ul style="list-style-type: none"> Health and Safety 	<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> 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 (with the support of the School Business Manager as appropriate) ensuring staff are aware of their responsibilities updating the LGG 	<p>The LGG shares with the Trust the overall responsibility for health and safety. It is responsible for:</p> <ul style="list-style-type: none"> Appointing a Member with responsibility for Health and Safety monitoring and reviewing the effectiveness of health and safety procedures ensuring adequate resources are available for Health and Safety Providing training opportunities. 	<p>The School Business Manager will provide model procedures to assist the Headteacher with putting academy specific health and safety procedures in place.</p>	<p>The Trust Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the LGG 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</p>
<ul style="list-style-type: none"> Legal Claims 	<p>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.</p>	<p>The LGG will act on any instructions received from the CEO/and/or Trust Board.</p>	<p>The CEO will take appropriate advice (legal/insurance etc) and direct the LGG and/or Headteacher as appropriate in line with this guidance, keeping the Trust Board informed</p>	<p>The Trust Board may instruct the CEO and/or the Headteacher and/or the LGG to take such action as it may reasonably require in relation to the defence or prosecution of any claim or</p>

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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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STRATEGY				
<ul style="list-style-type: none"> Partnering Arrangements (eg membership of TSAs) 	<p>The Headteacher is to notify the CEO of any proposals to enter-into, renew, amend or terminate any partnering arrangement.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement.</p>	<p>The LGG is to take the lead in developing the Academy's strategy on local partnerships.</p>	<p>The CEO will be responsible for approving any new partnering arrangements.</p>	
<ul style="list-style-type: none"> Expansion of existing facilities/ taking on new premises <p>Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Financial Handbook and all statutory requirements</p>	<p>The Headteacher is to notify the CEO of any proposal to expand any existing facilities at the Academy.</p> <p>The Headteacher is responsible for drawing up a business case for the expansion proposal in consultation with the LGG and Trust Business Director prior to submission to the Trust Finance Committee/Trust Board</p>	<p>The LGG is to take the lead in developing the Academy's strategy on the use of existing facilities and any plans for expansion.</p>	<p>The CEO will assess the viability of any proposal put forward by the Headteacher prior to the development of the Business Case.</p>	<p>The Trust Board will review any Business Case and decide whether to approve it or not.</p>
<ul style="list-style-type: none"> Other major strategic decisions 	<p>The Headteacher is to notify the CEO of any proposal of a major strategic nature.</p>	<p>The LGG is to take the lead generally in developing the Academy's strategy so it:</p>	<p>The CEO will assess the viability of any proposal put forward by the Headteacher and make recommendations to the Trust</p>	<p>The Trust Board will be responsible for approving any major strategic proposal.</p>

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	<p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a recommendation concerning the proposal.</p>	<ul style="list-style-type: none"> • remains a sustainable, vibrant and high-quality provider of education; • plays an effective part in the wider Trust family; and • contributes to the renewal and sustainability of the community it serves. 	<p>Board.</p>	