



*Together Each
Achieves More*

**Team Multi-Academy Trust
Scheme of Delegation
Updated 2016**

Strategy	Is authority delegated from the Board?	Exec Head	Business Manager	Portfolios	LGB	Local Leaders
Overall strategy of TEAM	No	Responsible for setting strategy	Provides financial advice and assistance in developing strategy	Consulted during strategy development	Consulted during strategy development	Consulted during strategy development
Admission of new academies to TEAM	No	Makes recommendations to the Board	Provides due diligence advice in relation to potential new academies			
Entering into Funding Agreements	No					
Entering into leases or other legal arrangements	No, but values less than £10K and low-risk agreements can be delegated	Can sign (some cases)	Can sign (some cases)	Responsible for overseeing relevant lease agreements and approval under £10K		
Approval of academy development and improvement plans	Yes	Responsible for the plan production and delivery and reporting to Directors.		Responsible for monitoring performance of academy improvement plans and reporting exceptions to the Board	Delegated authority for approval and monitoring of academy improvement plans, reporting exceptions to the Chair of Academy Council	Responsible for development and delivery of academy improvement plans
Appointment of Directors	No	Recommendations to Board				
Removal of Directors	No	Recommendations to Board				
Approval of terms of reference for subcommittees and for LGBs	No	Recommendations to Board	Recommendations to Board	Recommendations to Board		
Recruitment procedures for Portfolios	No	Recommendations to Board				
Appointment of LGBs (other than the chair)	No	Recommendations to Board				Recommendations to Board
Appoint Chair of LGB and Portfolios	No	Recommendations to Board				
Removal of Academy Local Governors	Yes	Recommendations to Board			Recommendations to Board	Recommendations to Board
Appoint & Remove Clerk to the Board of Directors	No	Recommendations to Board	Recommendations to Board			
Appoint & Remove Clerk to Local Governors	No	Recommendations to Board	Recommendations to Board		Recommendations to Board	Recommendations to Board
Authorised to approve/amend organisational scheme of delegation	No	Recommendations to Board	Recommendations to Board			
Maintenance of register of interests	Yes (Delegated to Clerk)					

Entering into, or withdrawing from, a formal partnership	No	Recommendations to Board	Provision of professional advice			
Maintenance of Risk Management processes	Yes	Responsible for ensuring risk register is maintained	Responsible for managing risk register and risk management processes	Reviews relevant risks and contributes to process	Reviews relevant risks and contributes to process	
Approval of TEAM policies not specifically referenced elsewhere within this document	No, but may be delegated in some cases based on level of risk	Makes recommendations to Board	Makes recommendations to Board	Delegated authority for approval of any policies specifically delegated.		

Education/ Curriculum	Is authority delegated from the Board?	Exec Head	Business Manager	Portfolios	LGB	Local Leaders
Approval and monitoring of TEAM and Trust Schools targets for pupil achievement and attendance	No	Responsible for proposing TEAM and local targets to the Board and providing appropriate reporting.		Review of local target setting processes and reporting to Board	Review of local target setting and responsible for holding Leadership to account	Reports to LGB and Exec Head
Approval and monitoring TEAM and academy targets for quality of teaching and learning	No	Responsible for proposing TEAM and local targets to the Board and providing appropriate reporting		Review of local target setting processes and reporting to Board	Review of local target setting and responsible for holding Leadership to account	Reports to LGB and Exec Head
Approval and monitoring of TEAM and academy targets around pupil wellbeing	No	Responsible for proposing and TEAM local targets to the Board and providing appropriate reporting			Review of local target setting and responsible for holding Leadership to account	Reports to LGB and Exec Head
New and updated educational policy	No	Makes recommendation to Board				
Approval of academy development and improvement plans	Yes	Responsible for linking Academy plans to TEAM Strategic plan and providing monitoring information to portfolio		Responsibility to monitor and report back to Directors	Monitoring of specific academy improvement plans.	Reports to LGB
Post-Ofsted Action Plan sign off	No	Makes recommendation to Board		Review feedback and plans	monitoring of academy post-OFSTED planning	Makes recommendations and reports to LGB

Curriculum: Planning, implementation and review	Yes	Oversees development and delivery of effective curriculum plans			Monitors effectiveness of curriculum plans	Develops and delivers curriculum plans
Sign off of TEAM educational policies	Yes	Makes recommendations to Board	Makes recommendations to Board	Delegated Authority		
Sign off of local academy educational policies and procedures	Yes				Delegated authority for approval and monitoring of local academy policies and procedures	Makes recommendations and reports to LGB
Term dates	Yes	Authorises term dates			Consulted	Makes recommendations to Exec Head
Length/ organisation of Academy day	Yes	Authorises organisation and Academy day			Consulted	Makes recommendations to Exec Head
Fixed term exclusions	Yes	Monitored and part of decision making process		Monitored and report back	Receives report	Authorised, report to Exec Head
Permanent exclusions	No	Monitored and part of decision making process		Convenes hearing to review Principal decision		
Exclusion appeals	No	Monitored and part of decision making process				
Admissions policies and criteria	Yes	Makes recommendations to		Delegated authority and report back to Directors		

Finance	Is authority delegated from the Board?	Exec Head	Business Manager	Portfolios	LGB	Local Leaders
STATUTORY REPORTING						
Completion and approval of annual accounts and reports to funding and regulatory bodies	No	Review	Recommendation to Exec Head and Board	Recommendation to Board		
Completion and submission of other accounting returns	Yes		Authorised			
Completing annual & periodic financial reports to Board (including income/expenditure, cash flow, projections etc).	Yes		Authorised			
Authorised to complete PAYE returns	Yes		Authorised			
Authorised to complete VAT returns.	Yes		Authorised			
SYSTEMS OF INTERNAL FINANCIAL CONTROL						
Assurance over adequacy of systems of internal financial control	No	Provides assurance to EFA as AO	Provides assurance to AO and Board			
Approval of financial regulations	No		Recommendation to Board			
Appointment of internal auditors	No		Management of appointment process			
BUDGET & MANAGEMENT REPORTING						
Approval of annual budget	No	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to Board	Recommend to Directors	Review of detailed academy financial plans	Preparation of detailed academy financial plans
Receipt and review of management accounts	Yes	Oversight of local academy financial position	Review of academy management accounts and preparation of summary report to Board	Delegated responsibility with report to board	Review of academy financial position	Accountable for local academy financial position
Approval of TEAM budget and academy contributions	Yes	Recommendation to portfolio	Recommendation to portfolio	Delegated responsibility with report to board		Consulted
Authority to make budget virements	Yes		Authorised to make budget virements within finance policy and report to portfolio.			
PURCHASING & PROCUREMENT						

Placing orders for goods and services, entering into contracts	Yes where value is less than £5000	Authorised £2000	Authorised £2000 in consultation with Exec Head	Authorised £2000-£5000		Authorised Up to £1000 within agreed budget
Waiver of TEAM financial regulations in respect of purchasing	Yes		Yes, reported to portfolio			
Ensuring compliance with tendering processes	Yes		Yes, reported to Board	Responsibility for procurement		
BANKING AUTHORITY & CASH MANAGEMENT						
Approval to borrow money	No		Recommend approval by Board			
Cashflow Management, Treasury & Investment	Yes		Authorised to Review and approve. Investment details to be informed to Audit committee			
Open a bank account and approve signatories	No	Can be approved signatory	Can be approved signatory	Can be approved		Can be approved signatory
TRANSACTION PROCESSING						
Payroll - Starters, leavers and amendments	Yes	Authorises changes	Oversees systems of internal control; authorises changes			Can recommend amendments
Payroll - Administration	Yes		Authorised - Utilisation of Payroll provider			
Purchasing - Authorised to create vendors on accounting system	Yes		Authorised			
Income	Yes		Authorised			
Authorisation of expense claims (cannot authorise ones own expenses)	Yes	Authorised	Authorised			Authorised
Control account reconciliation	Yes		Authorised			
Write-off bad debts	Yes - up to £1000	Authorised	Authorised			
FIXED ASSETS						
Management of capital projects	Yes		Ensures management and governance arrangements are appropriate and reports to Board	Responsible for overseeing project management activity including capital projects		
Asset Register	Yes		Authorised to Review and approve			Responsible for overseeing the register and reporting to business manager.
Disposal of Assets	Yes - but must approve over £2000		Authorised to Review and approve up to £2000			

Loan of Assets	Yes		Authorised to Review and approve			
INSURANCES						
Annual Risk Review & Premium Renewal	Yes		Authorised to Review and approve	Supports review and associated activities		

Human Resources	Is authority delegated from the Board?	Exec Head	Business Manager	Portfolios	LGB	Local Leaders
Staff Structure						
Approval of annual staffing budgets	Yes	Reviews costed staffing plans and makes overall budget recommendation to Portfolio	Reviews costed staffing plans and makes overall budget recommendation to Exec Head	Delegated responsibility with report to board	Reviews annual staffing plans	Prepares annual staffing plans
Authorised to Increase Academy/Organisational Headcount (Establishment) within existing budget .	Yes	Can recommend changes beyond overall budget		Delegated responsibility with report to board		Can recommend replacement posts within existing staffing budget to Exec Head
Grade of posts (teaching & support staff)						
Authorised to evaluate jobs and grades	Yes	Makes grading proposals To portfolio		Responsible for oversight and cross-organisational grading		
Authorised to agree/vary basic employment Terms & Conditions	No			Ensures consistent application of T&Cs		
Recruitment						
Recruitment and appointment of Exec Head	No		Involved in process	Involved in process	Involved in process	Involved in process
Recruitment and appointment of School Business Manager	No	Involved in process, advised Board				
Recruitment and appointment School leaders	No	Appoints school leaders along with the Board			Involved in process	
Recruitment and appointment of other Senior Leaders	Yes - may be involved	Authorised to appoint other Senior leaders	Leads process for own teams		Involved in process	Leads process for own teams
Recruitment and appointment of other staff	Yes		Authorised to appoint staff within own teams		Involved in process	Authorised to appoint staff within own teams with Exec Head

Recruitment processes	Yes	Carries out recruitment processes in line with CLF procedures	Ensures legislative and best practice compliance in recruitment processes	Ensures legislative and best practice compliance in recruitment processes		Carries out recruitment processes in line with TEAM procedures.
Signing of employment contracts	Yes (but Chair must sign Exec Head contract)	Signs contracts teaching staff	Signs contracts of non-teaching			

Pay Policy

Annual approval of pay policy, including pay awards, pay point values, etc	No		Makes recommendation to Board	Contributes to recommendation made by SBM		
Determination of pay ranges	Yes (except CEO, CFO, Exec Team, Principals)	Determines pay ranges for Leadership staff		Responsible for oversight and cross-organisational grading		

Allocation of TLR / SEN values	Yes	Approves if within total budget	Ensures consistency	Responsible for oversight		Proposal for new posts
Value of other discretionary allowances	Yes (except CEO, CFO, Exec Team, Principals)	Approval of discretionary allowances	Reviews proposal and makes recommendation to Exec Head	Proposals and advice on other allowances		Proposals for other allowances
Annual Pay Progression	No	Ensures consistency	Ensures consistency			Oversight of appraisal and recommendation to Remuneration committee

Pension Policy & Discretions

Handling of all pension matters (teachers and support staff)	Yes		Makes appropriate pension arrangements and ensures proper administration	Ensures consistency		
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Operation of policies

Approval of TEAM employment policies	No			Makes recommendations to Board		
Objective setting and performance appraisal	Yes (except CEO, CFO)	Appraises Leaders and SBM with Board	Appraisal arrangements for own team	Oversight of process	Assists in School Leaders	Appraisal arrangements for own team
Approval of formal restructure plans	No	Part of Process	Makes recommendations to Board	Makes recommendations to Board with SBM		Part of Process
Approval of severance or redundancy agreements	No	Part of Process	Makes recommendation to Board	Makes recommendations to Board with SBM		Part of Process
Authority to issue warnings or other disciplinary measures except dismissal	Yes	May issue warnings in own teams	May issue warnings in own teams with Exec Head			May issue warnings in own teams with Exec Head

Authorisation of settlement agreements	No	May negotiate and make recommendation to Board	May negotiate and make recommendation to Board	Makes recommendations to Board with SBM		
Suspension	Yes (except Exec Head and SBM)	Implements for all staff				
Health and Safety	Is authority delegated from the Board?	Exec Head	Business Man	Portfolios	LGB	Local Leaders
Health and Safety Policy	No		Makes recommendation to Board		Responsible for implementation of local policy	
Ensuring the adequacy of health and safety practice throughout CLF	No		Oversees CLF arrangements and reports to Board		Ensures Academy arrangements are adequate	Reports to Academy Council
Critical incident planning	Yes, but monitors		Holds CLF and Academy Critical incident plans and reviews as appropriate			

				Ensures critical incident plans are adequate and in place	Reports to Academy Council	
Health and Safety RIDDOR reporting	Yes, but monitors		Ensures RIDDOR reporting is in place			
Health and Safety Accident reporting	Yes, but monitors		Monitoring and reporting of exceptions	Ensures that accident reporting arrangements are in place		Ensures that accident reporting arrangements are in place
Statutory training	Yes, but monitors		Monitors CLF statutory training for H&S and reports to Board	Monitors Academy statutory training for H&S		Ensures that there are arrangements for statutory training for H&S
Statutory compliance testing	Yes, but monitors		Implements and monitors CLF statutory compliance testing and reports to Board			Monitors local statutory compliance testing (ABM)
Academy health and safety arrangements including committee and use of risk assessments	Yes			Receives reports of H&S committee	Ensures the H&S committee is in place and reports to Academy Council	

Fire risk assessment	No		Ensures all academies have valid risk assessments in place	Information only		
Asbestos risk assessment	No		Ensures all academies have valid risk assessments in place			
General monitoring and action plans in relation to safety of sites including buildings conditions	No		Reporting to Board			