

# Scheme of Delegation



**LIFE ACADEMIES TRUST**  
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**L.I.F.E. Academies Trust**

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## **L.I.F.E. Academies Trust SCHEME OF DELEGATION**

### **Introduction**

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Multi Academy Trust and member academies/settings.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Standards Performance and Pay Committee
4. Finance and Audit Committee
5. Academy Governance Committees
6. Trust Leadership Group
7. Principals and Heads of individual academies/settings
8. Trust Chief Executive Officer

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies/settings 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 and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)

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.

### **Trust & Academy policies**

The Trust Policy Tracker should be referenced and (matrix following the outline SOD) identifies the range of statutory, regulatory and other necessary policies and whether they are the responsibility of the Trust or Academy to develop and maintain. The Tracker also sets out the author, responsibility for approval and monitoring period for these policies.

	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	Standards, Performance and Pay	Finance and Audit	Appropriate AGC	Leadership Group	Principal/Head of Setting (as appropriate)	CEO
<b>1.</b>	<b>Governance</b>								
1.1.	Approve Trust Articles of Association	Members only	R						
1.2.	Approve Trust Board Terms of Reference		A						
1.3.	Approve Trust Scheme of Delegation		A						
1.4.	Approve new convertor or sponsored academies joining MAT		A				P		R
1.5.	Establish Trust Committees		A				P		R
1.6.	Approve Trust Committee Terms of Reference		A				P		R
1.7.	Approve Academy Governance Committee (AGC) Terms of Reference		A			R			
1.8.	Establish AGC sub-committees					A			
1.9.	Appoint Chair and Vice Chair of Trust Board		A						
1.10.	Appoint Chair and Vice Chair of AGC		C			A			
1.11.	Remove Chair or Vice Chair of AGC outside of usual process	In exceptional circumstances without prior LGB recommendation	A						
1.12.	Appoint AGC members					A			
1.13.	Remove AGC members					A			
1.14.	Appoint (and remove) Chair(s) of Trust Committees		A						
1.15.	Appoint (and remove) Trust Board members	Members only							
1.16.	Appoint (and remove) Clerk to Trust Board		A						
1.17.	Appoint (and remove) Clerk to AGC					A			
1.18.	Appoint Accounting Officer		A						
1.19.	Trust Governance Calendar		A				P		R
1.20.	Approve Trust policy tracker		A				P		R
<b>2.</b>	<b>Trust &amp; Academy/Setting Performance, Curriculum and Teaching</b>								
2.1.	Trust Improvement Plan		A				P		R
2.2.	Academic Performance Targets		A			M	P	D	R
2.3.	Academy/Setting Performance Review <i>e.g. SEF</i>		A			M	P	D	R
2.4.	Academy/Setting Improvement Plan		M			M	R	P	A
2.5.	Implementing specific curriculum and Assessment measures	To be reviewed if change of CEO						R	A
2.6.	Trust Inset Days						R		A
2.7.	Academy/Setting Inset Days							A	
<b>3.</b>	<b>Staff Pay</b>								
3.1.	Teachers Appraisal and Annual Pay Award					A		P	
3.2.	Support Staff Appraisal and Annual Pay Award					A		P	

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3.3.	CEO Appraisal and Pay Review	Trust Policy	A						
3.4.	Principal/Head of Setting Appraisal & Pay Review	Trust policy	A			C			R
<b>4.</b>	<b>Staff Management</b>								
4.1.	CEO appointment and dismissal	Members consulted Articles observed	A						
4.2.	Trust staff structure		A						R
4.3.	Trust staff appointments within current structure	Recruitment policy	A						R
4.4.	Principal/Head of Setting/Deputy appointments	Recruitment policy (*deputy only)	A			C	C	R*	R
4.5.	Teaching and support staff appointments	Recruitment policy				C		A	
4.6.	Use of Academy/Setting staff for Wider Trust Business					C		A	R
4.7.	Suspension of Principal/Head of Setting	As per relevant policy	A			C			R
4.8.	Return of Principal/Head of setting after suspension		A			C			R
4.9.	Dismissal of Principal/Head of Setting		A			C			R
4.10.	Suspension of teaching and support staff	As per relevant policy						A	
4.11.	Return of teaching and support staff after suspension							A	
4.12.	Redundancy of Academy/Setting staff		A		C	R	C	P	
4.13.	Redundancy of Trust staff		A		C		C		R
4.14.	Restructuring of Academy/Setting staff		A		C	R	C	P	
4.15.	Restructuring of Trust staff		A		C		C		R
4.16.	Delegated authority to dismiss Trust staff								A
4.17.	Delegated authority to dismiss Academy/Setting staff							A	
<b>5.</b>	<b>Financial Governance &amp; Management</b>								
5.1.	Trust & Academy Financial Regulations		A		R				
5.2.	Trust & Academy Financial Procedures		A		R				
5.3.	Appoint Trust auditors		A		R				
5.4.	Trust 3 year Budget Plan		A		RM		C	C	P M
5.5.	Trust 1 year Budget		A		RM		C	C	P M
5.6.	Trust Interim Year End Accounts		A		R				
5.7.	Trust Annual Accounts		A		R				
5.8.	Trustees Report (2 parts)		A	R	R				
5.9.	Trust Academies Accounts Return to EFA				A				

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5.10.	Response to Auditor's Management Letter		A		R				
5.11.	Academy/Setting 3 year Budget Plan				A	CM		P	R
5.12.	Academy/Setting 1 year Budget				A	CM	C	P	R
5.13.	Academy/Setting Monthly Management reports				A	M		D	M
5.14.	Academy/Setting Interim Year End Accounts				A	M		D	M
<b>6.</b>	<b>Financial Processes and Authorisation</b>								
6.1.	Expenditure or contracts up to Lower Limit							A	
6.2.	Expenditure or contracts from Lower Limit to Upper Limit							R	A
6.3.	Expenditure or contracts from Upper Limit to OJEU limit				A			P	R
6.4.	Expenditure over OJEU limit		A		R				
6.5.	Compensation payments up to £50,000		A	C	C		C	P	R
<b>7.</b>	<b>Academy/Setting Procedures</b>								
7.1.	Academy/Setting times, terms and holidays		A			R	P		
7.2.	Change of Academy Age Range		A			C	C	P	R
7.3.	Expansion of Academy PAN		A			C	C	P	R
7.4.	Extension of Academy/Setting provision		A			C	C	P	R
7.5.	Extended services on-site		A			P	C	P	R
7.6.	Short-term Exclusion	As per policy						A	
7.7.	Return after short-term exclusion							A	
7.8.	Permanent Exclusions					A		R	
7.9.	Appeals against Permanent Exclusion		I						
7.10.	Admissions allocation of places					I			
7.11.	Admissions Appeals	Ind. Panel							
7.12.	Academy/Setting prospectus					A		R	
7.13.	Academy/Setting website					A		R	
7.14.	Academy/Setting logo & branding					A		R	
7.15.	Academy/Setting uniform					A		R	
<b>8.</b>	<b>Policies (as per Trust Policy Tracker)</b>								
<b>9.</b>	<b>Documents</b>								

Documents				
Statutory	Regulatory compliance		Other document / compliance	
Document	Trust/Ac	Author	Review Freq	Authorisation
<b>General Trust Documents</b>				
Scheme of Delegation	Trust	CEO	As required	Full TB
Relevant Trust Info published online	Trust	CEO	Live Documents	TB / delegate
Letter of engagement for external audit	Trust	CEO	Annually	TB
Trustees Annual Report	Trust	Chair	Annually	TB
Minutes of governing body	Trust	Clerk	As appropriate	TB
Minutes of meetings approving the annual budget	Trust	Clerk	As appropriate	TB
Register of business interests	Trust	Clerk	As appropriate	TB / delegate
<b>Trust Governance Documents</b>				
Risk Register (Trust)	Trust	CEO	Live Document	TB / delegate
<b>Trust Finance Documents</b>				
Accounting Records and publicly accessible accounts/Annual audited accounts	Trust	F	Annually	/
Monthly budget monitoring reports	Trust	F	Monthly	/
<b>Academy Documents</b>				
Home School Agreement	Academy	HT	LGB to determine	LGB / delegate
Risk Register (Academy/Setting) - To include contingency and business continuity planning	Academy	HT	Live Doc	TB / delegate
Relevant School Info published online	Academy	HT	Live Doc	LGB / delegate
Register of pupils' admission to school	Academy	HT	Live Doc	LGB / delegate
Register of pupils' attendance	Academy	HT	Live Doc	LGB / delegate
Central Record of recruitment and vetting checks (Single Central Record)	Academy	HT	Live Doc	LGB / delegate