

Function	Delegated Authority
Governance	
Determine terms of reference, Articles of Association and any amendments	Trust Board
To consider whether or not to exercise delegation of functions to individuals or committees	Trust Board
Approve all statutory and trust wide policies	Trust Board
Approve all local policies	LGB

Finance (See Appendix A for greater detail)	
Approval of Annual revenue and capital Budgets	Trust Board
Approval of property and fixed asset maintenance financial plan	Trust Board
Approval of budgeted staff establishment	Trust Board
Monitoring of Income & Expenditure results	Trust Board
Approval of Accounting Policies Approval of Financial Accounts Approval of Statement of Internal Control	Trust board based on recommendation by A&R
Approval of Finance Manual Opening of Bank Accounts	Trust Board in conjunction with A&R and CFO

HR (See Appendix B for greater detail)	
Appointments/Dismissals	See Appendix B
Creation of new roles	CEO
Approve annual recommendations on salary	Trust Board
Determination of CEO's salary and pay progression	Trust Board
Approve staffing adjustment decision to consult - school staff	LGB
Approve staffing adjustment decision to consult - central staff	Trust Board

Operations	
Establish the overarching Inspiration Trust Strategic Plan	CEO
Approve the Inspiration Trust Strategic plan	Trust Board
Establish a curriculum policy	CEO
To set and publish targets for student achievement	CEO
To understand and be satisfied with evidence supporting educational outcomes	LGB
Approve arrangements for collective worship	LGB
Approve Business Continuity Plan	A&R

Compliance	
To ensure statutory policies are maintained	Trust Board
To implement statutory and trust wide policies	CEO
To understand the evidence supporting the level of exclusions in each school	LGB
To consult annually before setting an admissions policy	LGB
Ensure H&S regulations are followed	CEO
To challenge evidence provided to ensure pupil statutory needs are being met	LGB

Appendix A: Finance

Function	Delegated Authority
Finance (see finance manual for greater detail)	
Approval of Annual revenue and capital Budgets	Trust Board
Approval of property and fixed asset maintenance financial plan	Trust Board
Approval of budgeted staff establishment	Trust Board
Monitoring of Income & Expenditure results	Trust Board
Approval of POs or contracts: <£500 £500 - £5,000 >£5,000 >£50,000	Budget Holders Principals CFO CEO
Approval of invoices: <£500 £500 - £5,000 >£5,000 >£50,000	Budget Holders Principals CFO CEO
Disposal or write-off of assets: i. Land & Buildings ii. Equipment (incl. vehicles) up to £5k i. Equipment (incl. vehicles) > £5k	No delegation – AFH – 3.8.1 Principal in consultation with Finance Principal in consultation with CFO
Write-off of debts: i. Up to £2k ii. >£2k	Principal in consultation with Finance. CFO Approval
Budget Virements: i. Up to £5k i. Over £5k	Principal in consultation with Finance Principal in consultation with CFO
Gifts, loans, donations or sponsorships: i. Up to £2k	Principal in consultation with Finance
Approval of the following finance-related policies: i. Lettings & charges ii. Performance & Pay policies iii. Staffing adjustments iv. Governors expenses v. Charging & remissions vi. Treasury issues	Trust Board
Staff redundancy payments	COO in consultation with CFO
Changes to Financial Delegations of Authority	CEO in consultation with CFO
Approval of Accounting Policies Approval of Financial Accounts Approval of Statement of Internal Control	Trust Board on recommendation of Audit & Risk Committee
Approval of Finance Manual Opening of Bank Accounts	Trust Board in conjunction with Audit & Risk Committee and CFO
Bank Signatories	
Current A/c	Theodore Agnew Gareth Stevens Rachel de Souza Georgina Hardingham Adrian Ball Claire Heald Richard Cole
Hoare Account	Theodore Agnew

Scheme of Specific Delegation

February 2018

	Gareth Stevens Rachel de Souza Georgina Hardingham Richard Cole Lisa Greenshields
Procurement	
Procurement of purchases/contracts: i. Up to a value of £5k ii. Up to a value of £50k iii. Over £50k	Single quote Three quotes Full competitive tender process
Goods/Services/Capital/ICT i. Up to a value of £5k ii. Up to a value of £50k iii. Over £50k	Single quote Three quotes Full competitive tender process

Appendix B: HR

Appointments	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. Changes to staffing establishments must be approved by COO.	
CEO	Trust Board
COO, CFO, DoE	CEO
Principal	CEO
Heads of functions e.g. HR, IT, Estates	COO
Vice Principals	CEO / Principal
Assistant Principals	CEO / Principal
Head of Department/Faculty	Principal
TLR Posts	Principal
All other teaching posts	Principal
All School Support Staff posts	Principal
Central services posts	Head of function

Disciplinary Cases and Dismissals		
For all disciplinary cases and dismissals the following delegation model shall apply:		
NB: All disciplinary hearings or appeals always require at least two members of the panel to be determined by the role with delegated authority. If in doubt please contact your HR advisor for advice.		
<ul style="list-style-type: none"> • Disciplinary • Capability (professional competence) • Ill health capability • Redundancy (The Board will have determined that there is a Redundancy situation) • Some other substantial situation 		
Post	Delegated Authority	Appeal
CEO	Trust Board	Trust Board
COO, CFO, DoE	CEO	Trust Board
Principal	CEO	Trust Board
Vice Principal and SLT Members	Principal	LGB
All other Academy posts	Principal	LGB
Heads of function	COO	Members of LGB
Central team members	COO	Members of LGB

Grievance		
All panels require a minimum of two people. Membership of the panel to be determined by the role with delegated authority.		
Posts	Delegated Authority	Appeal
CEO	Trust Board	Trust Board
COO, CFO, DoE	CEO	Trust Board
Principal	CEO	Trust Board
Vice Principal/SLT Member	Principal	CEO
All other Academy posts	Principal	CEO
All Central Team Members	COO	CEO

Pay progression			
All panels require a minimum of two people. Membership of the panel to be determined by the role with delegated authority.			
Posts	Pay recommendation	Appeal	Pay approval
CEO	Chair of Trust	Trust Board	Trust Board
COO, CFO, DoE	CEO	Trust Board	Trust Board
Principal	CEO	Trust Board	Trust Board
Vice Principal/SLT Member	Principal	Trust Board	Trust Board
All other Academy posts	Principal	Trust Board	Trust Board
All Central Team Members	COO	Trust Board	Trust Board

Signature of Letter of Appointments	Delegated Authority
NB: Contract templates cannot be edited without the approval from the Head of HR	
CEO	Chairman
COO, CFO, DoE	CEO
Principal	CEO
All other Academy posts	Principal
All Central team posts	COO
Collective Agreements	CEO
Teachers Pay - Threshold/Upper Pay Scale	Principal

Scheme of Specific Delegation

February 2018

Severance payments/Settlement agreements	Equal to or below contractual notice	COO
	Above contractual notice but below six month's pay (and below £50k)	CEO
	>£50k	Approval from EFA