

Scheme of Delegation – CSIA Trust

The Trust Board respects and acknowledges the importance of local self-government and contexts and operates the principle of earned autonomy. Whilst the Scheme of Delegation shows the same level of delegation for all schools, in practice the Trust board, with the CEO and FD operating on its behalf, calibrates its monitoring and influence in proportion to the educational and financial success of the academy.

The Chief Executive Officer and Trust Finance Director are responsible for monitoring the delivery of all Trust policies and actions as identified in this Framework.

The Local Governing Body is responsible, through the Principal, for the implementation of Trust strategy and policies within each individual Academy.

The Scheme of Delegation is reviewed annually or on the appointment of a new Chief Executive Officer.

KEY

✓	delegated to	M	Members
C	consults with/monitors	TB	Trust Board
		CEO	Chief Executive Officer
		FD	Trust Finance Director
		LGB	Local Governing Body
		AcP	Academy Principal
		CI	Clerk to Governors

Key Functions	Tasks	M	TB	CEO	FD	LGB	AcP	CI
Budgets	To approve the overall Trust annual budget, including approval of any 'top slice' deductions from the school's within The CSIA Trust, in line with the Memorandum and Articles		✓					
	To develop and propose the individual Academy budget			C	C	✓	C	
	To approve the budget plan each financial year (individual academy)			C	C	✓		

Key Functions	Tasks	M	TB	CEO	FD	LGB	AcP	CI
	To agree financial decision levels and limits (part of Finance Policy)		✓		C			
	Appointment of Internal Auditors		✓		C			
	CSIA Trust monthly budget report – for all Trust schools			C	C	✓		
	LGB monthly budget report (individual schools)			C	C	✓		
	Receive and approve annual accounts		✓	C	C	C		
	Appointment of External Auditors		✓	C	C			
Staffing	Appointment of CEO		✓			C		
	Headteacher/Principal appointments		✓	C		C		
	Vice Principal appointments			C		C	✓	
	Assistant Principal appointments			C		C	✓	
	To appoint teaching staff			C	C	C	✓	
	Appointment of the Finance Director		✓	C				
	To appoint support staff			C	C		✓	
	Determination of pay ranges		C	C	C	✓		
	Annual approval of pay point values, TLR values		C	C	C	✓		

Key Functions	Tasks	M	TB	CEO	FD	LGB	AcP	CI
	Determining dismissal payments / early retirement		✓	C	C			
	Authorisation of settlement agreements (except for Principal/CEO)		✓	C	C			
	CEO Performance Management and Appraisal		✓					
	Review staff appraisals and salary and makes recommendations to LGB		✓	C			C	
	Teaching staff performance management			C		✓	C	
	Approval of Principal international trips/visit			C		✓		
	Approval of CEO international trips/visit		✓					
	Monitor staff attendance			C		✓	C	
Discipline/Exclusions	To review all exclusions		C	C		✓	C	
	To be updated on all safeguarding issues		✓	C		C	C	
	Security and privacy of data		✓	C		C	C	
Procedures	To appoint the clerk to the MAT Board		✓					
	To appoint the clerk to the LGB		C			✓		
	To set up a register of business interests for Trust Board				C			✓
	To set up a register of business interests for LGB			C		✓	C	

Key Functions	Tasks	M	TB	CEO	FD	LGB	AcP	CI
	To discharge duties in respect of pupils with SEN by appointing a 'responsible person'					✓		
	SEN priorities for academic year					✓	C	
	To determine the development needs of Trustees and put in place an appropriate training programme		C	C		C	C	✓
	To determine the development needs of the LGB members and put in place an appropriate training programme		C	C		C	C	✓
	To consider requests from other schools to join the Academy Trust		✓	C				
	Serious case review updates			C		✓	C	
	Approval of Terms of Reference for LGB		✓			C		
	Approval of Terms of Reference for LGB committees					✓		
	Academy Financial Handbook changes		✓	C	C	C		
	Ensure the academy fulfils its legal requirement to publish information about their performance and curriculum.			C	C	✓	C	
Operational	Single Central record sign off					✓	C	
	Review and monitor examination/national test results		C	C		✓	C	
	Agree curriculum plans		C	C		✓	C	
	Evaluating the effective use of the Pupil Premium funding		C	C		✓	C	

Key Functions	Tasks	M	TB	CEO	FD	LGB	AcP	CI
	Set pupil performance targets, in line with the Trust's overall performance plan.		✓	C		C	C	
	Review and monitor School Improvement Plan		C			✓	C	
	Review and monitor SEF and advise and areas for improvement		C			✓	C	
	Confirmation of term dates for next academic year					✓	C	
	Receive Principal report looking back on previous year					✓	C	
	Receive CEO report looking back on previous year		✓	C				
	VI Form vision and priorities for academic year					✓	C	
	Key dates (parental calendar)					✓	C	
	Key dates (Trust Board meetings)	C	✓	C	C	C		
	Key dates (Local Governing Board)		C		C	✓	C	
	Teaching and Learning – focus for academic year		C			✓	C	
Premises/Health and Safety/Finance	Approve Health and Safety Audit report				C	✓		
	Health and Safety updates				C	✓		
	Premises update				C	✓		
	Capital works update	C			C	✓		

Key Functions	Tasks	M	TB	CEO	FD	LGB	AcP	CI
	CIF bids update	C			C	✓		
	Approve Annual Accounts	✓						
	Letting rates for academic year				C	✓		
	Approval of property maintenance financial plan				C	✓		
	Budget virements up to £50k				C		✓	
	Budget virements over £50k			C	C	✓		
	Approval of purchase orders or contracts up to £50k				C	C	✓	
	Approval of purchase orders or contracts over £50k			C	C	✓		
	Disposal or write off of assets: Land and buildings		✓	C	C			
	Disposal or write off of assets: Vehicles and equipment up to £5k (based on latest asset value)				C	✓		
	Disposal or write off of assets: Vehicles and equipment up to £1k (based on latest asset value)				C		✓	
	Write off of debts up to £5k				C	✓		
	Gifts, loans, donations or sponsorship up to £5k						✓	
	Staff redundancy payments			C	C	✓	C	

Key Functions	Tasks	M	TB	CEO	FD	LGB	AcP	CI
	Opening of bank accounts		C		C	✓		
Policies	Ratification of Policies (see Annex A and B)							
Stakeholder engagement	Promote partnership working between parents/carers to promote high standards of attendance, behaviour and learning					✓	C	
	Undertake consultation with students, parents/carers and other stakeholders as part of self-evaluation and assessing its performance					✓	C	
	Hold Annual Meeting	✓						
	Appointment of Trustees (Trustees can be recommended by Trustees and Members)	✓		C				
	Appointment of Governors			C		✓	C	
	Removal of Trustees	✓						
	Removal of Governors		C	C		✓	C	
	Review welcome/introduction pack for Trustees annually			C				✓
	Review welcome/introduction pack for LGB members annually			C			C	✓