

Scheme of Delegation

Date last approved by the Board: October 2023
Date of last amendment: October 2023
Date of Review: October 2024

Connect is currently comprised of eight large, successful, and happy primary schools. The Trust now educates 3300 children and 400 staff, in both Plymouth and Torbay. Connect was formed in 2016 and aims to provide a firm foundation for developing teachers and leaders to secure the best learning opportunities for all of our pupils. It operates a dynamic, values-based system where each school is a giver and receiver of support. Connect is an inclusive Trust and 3 of our schools have specialist support centres, for deaf children, those with an ASC diagnosis and for those with a developmental language disorder. We are developing the UK's first Ocean Conservation Curriculum, as we believe it is essential that all children understand the vital importance of the ocean, as an integral part of climate change, sustainability, and our future.

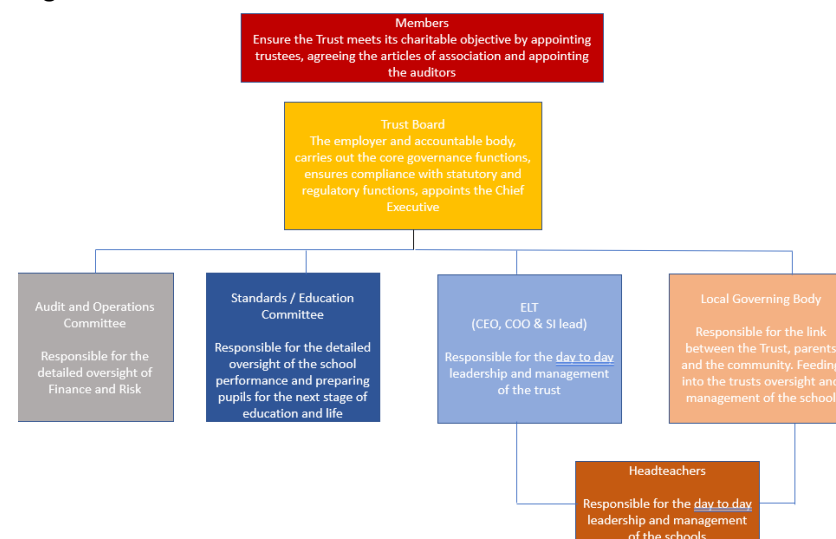
The Scheme of Delegation (SoD) defines the powers delegated by the Trust Board to other sub-committees or Executive officers in order to facilitate the day to day running of the organisation, ensuring compliance with the Academies Financial Handbook and the Connect Financial Regulations. While the SoD seeks to offer clarity on decision making powers, and includes specific authorities, it cannot provide a definitive and exhaustive guide to decision making across every area of MAT business. To that end the Connect and its officers should seek to operate within the spirit of the framework holding to the culture of governance, as defined by high levels of transparency and strong trust. The trustees recognise that, whilst they are able to delegate down decision making and responsibility, the ultimate accountability remains with them.

Key

LGB - Local Governing Body
 F - Fully Delegated
 P - Partially Delegated to a board committee
 N - Not delegated
 Executive Team – CEO, COO and School Improvement Lead

The green shaded boxes indicate where the final decision-making authority sits.

Standard Module of Delegation



Organisational Scheme of Delegation

Members' Governance	Members	Trustees	CEO
Amend and adopt the articles of association	N	Recommendations to members	Consulted and implement
Change the name of the Academy Trust	N	Recommendations to the members	Consulted and implement
Wind up the Academy Trust	N	Recommendations to the members	Consulted and implement
Appoint and remove members in line with the Articles of Association	N	Recommendations to the members	
Appoint and remove trustees to the board in line with the articles of association	N	Recommendations to the members	Consulted and implement
High level monitoring of the effectiveness of the trust board to deliver the charitable objects	N	Provide members with information to allow them to fully understand the high-level effectiveness of the Trust	Provide members with information to allow them to fully understand the high-level effectiveness of the Trust
Appoint external auditors	N	Recommendations to members	Advise the trustees and implement

Organisational Scheme of Delegation

STRATEGY	Trustees Delegated authority?	CEO	Executive team	LGB	Headteacher
Determine overall vision, ethos and strategic priorities	N	Responsible for advising the trustees and delivering the strategy	COO Provides advice and assistance in developing strategy	Consulted during vision, ethos and strategy development	Consulted during vision, ethos and strategy development
Approval and monitoring of Trust strategic development plan	N	Responsible for proposing and delivering Trust strategic development plan	Reporting specific area of responsibility to CEO	Monitoring strategic priorities in individual academies	Delivering strategic priorities in individual academy
Admission of new schools to the Trust	N	Can make recommendations to the Board	COO Provides due diligence advice in relation to potential new schools		
Entering into funding agreements	N	Can make recommendations to the Board	COO actions		
Engagement with stakeholders	Ensure engagement with students, staff, parents and community	Engagement with students, staff, parents and community		Deliver engagement with students, staff, parents and community	Deliver engagement with students, staff, parents and community

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GOVERNANCE	Trustees Delegated authority?	CEO	Executive team	LGB	Headteacher
Approval of terms of reference for sub-committees	N	Recommendations to the Board	Recommendations to the Board		
Approval of terms of reference of LGBs	N			Recommendations to the Board	
Appoint and remove Chair of LGBs	N			Recommendations to the Board	
Appoint and remove LGB governors	Full delegation unless performance requires improvement			Appoint and remove LGB governors	
Appoint and remove Clerk to the Board of Trustees	N	Recommendations to the Board	Recommendations to the Board		
Appoint and Remove Clerk to the LGBs	N			Recommendations to the Board	
Maintenance of register of interests	Responsibility of Governance Professional			Responsibility of Governance Professional	
Ensuring the accuracy and suitability of the Risk Register	N	Developed and presented to the Board	Developed with the CEO	Monitors and agrees own school Risk Register	Developed for each school
Maintenance of risk management processes	F	Full responsibility across the Trust	Support CEO in all aspects	Monitors school risks	Responsible for ensuring academy risk management process
Approval of policies not specifically referenced elsewhere within this document, in accordance with the Connect Academy Trust policy list	N	Makes recommendations to the Board	Makes recommendations to the Board		
Approval of individual academy policies not specifically referenced elsewhere within this document, in accordance with the Connect Academy Trust policy list	F	Provision of professional advice to schools	Provision of professional advice to schools	Delegated authority for approval and monitoring of school policies and procedures in accordance with policies lists	Makes recommendations and reports to Trust SLT

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EDUCATION	Trustees Delegated authority?	CEO	Executive team	LGB	Headteacher
Approval and monitoring of Trust and school targets, including for student achievement, progress and attendance	N	Responsible for proposing Trust and local targets to the Board and providing appropriate reporting	Reporting specific area of responsibility to CEO	Review of local target setting and monitoring of progress	Proposing school targets to CEO
Approval of school improvement plans in line with Trust policies	F	Final approval	To be consulted during development	To be consulted during development and monitor delivery	Development and delivery of school improvement plans
Post-Ofsted Action Plan	F	Approval and sign off		Monitoring of progress being made	Development and delivery of the Plan
Setting Trust approach to curriculum and assessment	N	Development and recommendation to board	To be consulted during development	To monitor delivery	To be consulted during development and deliver
Curriculum and assessment in individual academies:	F	Final approval		Monitors effectiveness of curriculum plans	Development and delivery
Set term dates	F	Authorises term dates and Inset dates, agreed across the Trust wherever possible		Consulted	Recommendations to CEO
Set Length/ organisation of school day	F	Consulted		Consulted	Development and decision
Issues fixed term exclusions	F			Receives report	Authorised, report to LGB
Issues permanent exclusions	F	Consulted before final decision and may review		Convenes hearing to review Principal decision. This panel will consist of 3 LGB governors	Authorised, report to CEO and LGB
Admissions policy approval where no change is proposed	N	Makes recommendations to the Board			
Admissions policy approval where change is proposed	N	Makes recommendations to the Board			
Admission appeals	F			Consulted	Attend admissions appeals

Organisational Scheme of Delegation

FINANCE	Trustees Delegated authority?	CEO	Executive team	LGB	Headteacher
STATUTORY REPORTING					
Completion and approval of annual accounts and reports to funding and regulatory bodies	N	Recommend to the Board	Recommendation to CEO and Board		
Completion and submission of other accounting returns	F		Authorised		
Completing annual and periodic financial reports to the Board and/or DfE and ESFA (including income/ expenditure, cash flow, projections etc.).	F		Authorised		
Authorised to complete PAYE returns	F		Authorised		
Authorised to complete VAT returns	F		Authorised		
SYSTEMS OF INTERNAL FINANCIAL CONTROL					
Assurance over adequacy of systems of internal financial control	N	Provides assurance to EFA as Accounting Officer	COO provides assurance to CEO and Board		
Development of Scheme of Financial Delegation and relevant financial policy	N	Makes recommendations to the board	Recommendations to CEO and board		
Approval of financial regulations	N		COO Recommendation to the Board		
Appointment of internal auditors	N	CEO to make recommendations to board	COO responsible for delivery of appointment process with CEO		
BUDGET & MANAGEMENT REPORTING					
Approval of annual budget(s)	N	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to the Board		Preparation of detailed school budget with SOL/COO

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Receipt and review of management accounts	N	Oversight of COO work	COO to review school management accounts and prepare a summary report to the Board		Accountable for local school financial position
Approval of Central budget and school contributions	N	Recommendation to the Board	Recommendation to the Board		Consulted
Authority to make budget virements	F	Authorised to make budget virements and report to the Board within financial SoD	COO to advise on budget virements and report to the Board within financial SoD		
RESERVES REQUESTS					
Authority to approve reserves requests	N – where value is >£250k F – where value is <£250k	CEO/COO Jointly authorised £100K - £250K;	Make recommendations to CEO		Submits requests for schools
PURCHASING & PROCUREMENT					
Setting procurement policy in accordance with funding agreement and Academies Financial Handbook	N	CEO to advise	COO to advise CEO and Board		Heads to write individual procurement policies for schools in line with trust policy
Placing orders for goods and services, entering into contracts	N – where value is >£250k F – where value is <£250k	CEO/COO Jointly authorised £100K - £250K;	Make recommendations to CEO		Authorised up to £5K within agreed budget
Waiver of financial regulations in respect of purchasing	F		Yes, reported to Finance Committee		Responsibility for local school management
Ensuring compliance with tendering processes	F		Yes, reported to the Board		Responsibility for local academy management
Entering into leases or other legal arrangements (excluding purchasing contracts)	N – where value is >£100k F where value is <£100k and risk is low	Authorised where value is <£100k	Consulted and provides advice		
BANKING AUTHORITY & CASH MANAGEMENT					
Approval to borrow money	N	Recommend approval by the Board	Advise CEO		

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Cashflow Management, Treasury & Investment policy	F	Authorised to review and approve. Investment details to be informed to the Finance & Resources Committee			
Open a bank account and approve signatories	P	CEO/COO Can be approved signatories			
TRANSACTION PROCESSING					
Payroll – Administration starters, leavers and amendments	F	Authorises significant changes	Oversees systems of internal control and approves payroll		Authorises changes (within budget)
Purchasing - Authorised to create vendors on accounting system	F		Authorised		Authorised for school
Authorises income including special grants and contracts under £100k	F		Authorised		
Authorisation of expense claims (cannot authorise own expenses)	F		Authorised		Authorised for school
Control account reconciliation	F		Authorised		Authorised for school
Write-off bad debts	N – where value is >£45k F – where value is <£45k		Authorised up to £45k		Authorised up to £1k
FIXED ASSETS					
Developing estates strategy in line with strategic plan	F but to be kept informed. Planned expenditure approved as part of financial planning	CEO to develop strategy as part of broader strategic plan	COO to support development of plan		Headteachers to support development of plan
Management of capital funding	F		Ensures management and governance arrangements are appropriate		
FIXED ASSETS					
Asset Register	F		Authorised to review and approve		
Security of Assets	F		Oversight and must report to the Board by exception		Responsible for local security arrangements

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Disposal of Assets	N – where value is >£50k F – where value is <£50k		Authorised to review and approve up to £50k		
Loan of Assets	F		Authorised to review and approve		
INSURANCES					
Annual Risk Review & Premium Renewal	F		Authorised to review and approve		

Organisational Scheme of Delegation

HUMAN RESOURCES	Trustees Delegated authority?	CEO	Executive team	LGB	Headteacher
Authorised to increase school/organisational headcount	N – if increase is outside of budget F – if increase is within budget	Propose to board if outside of budget. Propose and approve within budget	Consult with CEO		Can authorise replacement posts within existing staffing budget. Must consult with CEO on increases/changes to staffing plan
Job Description sign off of Executive Team	N	Propose to the Board	Develop and propose to the board and CEO		
Authorised to evaluate jobs and grades	F		Responsible for oversight and cross-organisational grading		Submits information to allow evaluation process
Authorised to agree/vary basic employment Terms and Conditions	F		Ensures consistent application of T&Cs		
Establishing trust-wide HR policy in accordance with law and best practice	N	Propose to the board	Consult with CEO		Consult with CEO
Recruitment and appointment of CEO	N		Involved in process	Involved in process	Involved in process
Recruitment and appointment of permanent Executive Team Members and Headteachers	P	Appoints Executive Team and Headteachers jointly with Board and LGBs		Fully involved in the process of Headteacher appointment	
Recruitment and appointment of other Senior Leaders	F	Consulted in all senior appointments	Leads process for own teams	Involved in the process	Leads process in own school
Recruitment and appointment of other staff	F	Consulted for new roles or change of roles with budgetary implications	Appointment of staff – replacement of existing roles	Involved in the process at discretion of the Head	Appointment of staff – replacement of existing roles
Signing of employment contracts	F (but Chair must sign CEO contract)	Signs contracts of Executive Team and Principals	Authorised to sign contracts of staff within own teams		Signs contracts of members in team
Annual approval of pay policy for teaching and leadership including pay awards, pay point values, etc.	Responsible for Trust wide pay policy and CEO pay award	Makes recommendations to the Board for the Executive Team	Makes recommendations to the CEO for the Executive Team. Make school level decisions		Recommends pay decisions to the Executive team

Organisational Scheme of Delegation

HUMAN RESOURCES	Trustees Delegated authority?	CEO	Executive team	LGB	Headteacher
Annual approval of pay policy for other staff, including cost of living awards and pay progression	F	Final approval of pay decisions			School approval for staff in consultation with Executive Team
Determination of pay ranges	F (except CEO)	Determines pay ranges for leadership staff	Consults and advises with CEO		Determines pay ranges within individual academy
Appointment outside range in salary structure	F		Approves and reports to Finance Committee		Proposal for new range to Executive Team
Allocation of TLR / SEN values	F		Approves if exceeds total budget		Proposal for new posts within framework of pay policy in budget
Value of other discretionary allowances	F (except CEO)	Approval of discretionary allowances	Reviews proposal and makes recommendation to CEO		Proposals for other allowances
Annual Pay Progression	F	Consulted	Final approval and ensures Trust wide consistency	Involved in process for Headteacher	Oversight of appraisal and recommendation to Executive Team
Handling of all pension matters (teachers and support staff)	F	Approve and inform Board			
Approval of use of discretions	F	Approval			
Approval of Federation employment policies	F	Approval			
Objective setting and performance appraisal	F (except CEO)	Appraises Headteachers and Executive Team with Trustees as appropriate	Appraisal arrangements for own team	Assists in Headteachers' appraisal	Appraisal arrangements for own team
Approval of formal restructure plans	P+	Makes recommendations to Board	Makes recommendations to Board	Consulted	Decisions on school restructure in consultation with CEO
Approval of severance or redundancy agreements	F	Final Approval	Consult with CEO		Consult with Executive Team

Organisational Scheme of Delegation

HUMAN RESOURCES	Trustees Delegated authority?	CEO	Executive team	LGB	Headteacher
Authority to issue warnings or other disciplinary measures except dismissal*	P (except CEO/COO)	May issue warnings in own teams	May issue warnings in own teams	Part of formal panel	May issue warnings in own teams
Authorisation of settlement agreements*	P+ - where value > £50k or 1 yr salary (whichever lowest) F- where value is < £50k or 1 yr salary (whichever lowest)	Final decisions	May negotiate and make recommendations to CEO and Board		Decisions made for staff, but must seek approval from CEO for senior leaders and headteacher
Suspension*	F (except CEO)	Final decision for (Executive teams and Principals)			Decisions within own school, must inform COO & CEO
Potential Dismissal*	F (except CEO)	CEO or other Executive Team member must be involved in all dismissal panels	CEO or other Executive Team member must be involved in dismissal panels	Part of formal panel	Part of formal panel
Appeals*	N			May form part of panel	

- *Subject to the correct procedures and in line with Trust policies and current legislation where applicable.*

INFORMATION MANAGEMENT	Trustees Delegated authority?	CEO	Executive team	LGB	Headteacher
Adopting and following policies for information security and compliance	F		Acts as DPO for the trust		Report issues, near misses and breaches to DPO. Responsible for adherence to policy and maintaining accurate records
Management of websites, ensuring accuracy and compliance	F		Management of Trust website. Audits all Trust websites for accuracy and compliance		Management of School website.

Organisational Scheme of Delegation

HEALTH AND SAFETY	Trustees' Delegated authority?	CEO	Executive team	LGB	Headteacher
Health and Safety Policy	N		Makes recommendations to the Board	Checks school arrangements are adequate	Implementation and local policy
Critical incident planning	F		Holds Trust and school critical incident plans and reviews as appropriate	Checks critical incident plans are adequate and in place	Implementation and local policy
Health and Safety RIDDOR reporting	F		Ensures RIDDOR reporting is in place		Implementation and local policy
Health and Safety Accident reporting	F		Monitoring and reporting of exceptions	Checks accident reporting arrangements are in place	Ensures accidents are reported
Statutory training	F		Monitors statutory training for H&S and reports to the Board	Monitors school statutory training for H&S	Ensures there are arrangements for statutory training for H&S
Statutory compliance testing	F		Implements, monitors statutory compliance testing and reports concerns to the Board		Monitors local statutory compliance testing (ABM)
Academy health and safety arrangements, including use of risk assessments	F		Responsible to ensure arrangements are in place	Local monitoring	Delivery and local responsibility
Fire risk assessment	F		Ensures all academies have valid risk assessments in place	Information only	
Asbestos risk assessment	F		Ensures all academies have valid risk assessments in place		
General monitoring and action plans in relation to safety of sites including buildings conditions	P		Drafts action plans from audits, reports to the Board	Checks progress against action plans	Implements action plans

Organisational Scheme of Delegation

SAFEGUARDING	Trustees Delegated authority?	CEO	Executive Team	LGB	Headteacher	School Designated Safeguarding Lead (DSL)
Ensure suitable Safeguarding Policy and associated procedures are in place across the Trust	N	Contributes to the production and implementation of the Safeguarding Policy and procedures	Develop policies	Monitors Safeguarding Policy and procedures at academy level	Local responsibility for safeguarding	Adopts Safeguarding Policy and procedures and ensures they are communicated to and implemented by all staff
Monitor the effectiveness of the Safeguarding Policy	P	Ensures annual review of Safeguarding Policy takes place	Monitors effectiveness and ensures annual reviews take place Reports to the Board	Monitors Safeguarding Policy and procedures at Academy level	Reviews effectiveness of the Safeguarding Policy and makes recommendations for change where appropriate	Reports recommendations for changes to the Safeguarding Policy to Head
Ensure Annual Safeguarding audits take place and are appropriately reported to the board	N	Commissions Safeguarding checklist and receive reports	Ensures annual LA safeguarding audits take place and reports received by the Board	Assists in the development of the S157 audit	Reviews audit and checklist and ensures next steps are implemented	Complete LA safeguarding audit and CLF checklist and provide initial next steps
Attend all relevant training and ensure all staff are trained	N	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE
Ensure each LGB appoints a Safeguarding representative	N			Appoint a Safeguarding representative		
Ensure Safer Recruitment procedures are implemented and adhered to	F		Monitors and ensures the Safer Recruitment processes for team appointments	Monitors Safer Recruitment processes	Adheres to Safer Recruitment processes	Monitors and ensures the Safer Recruitment processes for team appointments

Organisational scheme of delegation

SAFEGUARDING	Trustees Delegated authority?	CEO	Executive Team	LGB	Head of Academy	School Designated Safeguarding Lead (DSL)
Ensure Prevent agenda is implemented	F		Receives report on Prevent Agenda in safeguarding reporting	Monitors Prevent awareness and training	Monitors performance	May act as school lead for the Prevent agenda and ensures full compliance
Confidential Safeguarding issues reported to LADO where appropriate	F (unless CEO)		Reports safeguarding issues to LADO (if concerns are about Executive team or Heads), ensures Heads' compliance	Monitors safeguarding in school	Reports safeguarding issues to LADO as appropriate	Immediately notifies Headteacher of concerns or referrals to LADO
Operation of Safeguarding investigations	F (unless CEO)	Overall responsibility	Ensures policies are followed	Involved according to the Trust policies	Commissions Safeguarding Investigations	Advises Headteacher