



## SCHEME OF DELEGATION

### Introduction

This Scheme of Delegation for Tudhoe Learning Trust sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Directors
3. Trust Audit Committee
4. Local Governing Body
5. Trust Chief Executive Officer
6. Leadership group of Head Teachers
7. Head Teacher of individual academies

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 is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education (DfE), Education and Skills Funding Agency (ESFA), 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)
- Implement (I)

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 Policies

A key task for the Trust is to develop and monitor a range of policies that member academies are expected to adopt. In this Trust responsibility has been delegated to the Trust's Chief Executive Officer.

These policies may include Academy & Pupil Policies, Employment & Staff Policies and Financial Policies. A comprehensive list is retained by the Trust in their Policy Review Schedule (Appendix).

Prepared by: Jim Smith

Date: May 2022

Review Date May 2023

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Board	Audit	LGB	CEO	Leadership Group	HT
<b>1.</b>								
1.1.	Approve Trust Articles of Association	Members only	I					
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	C	R
1.5.	Establish Trust Committees		A			R		
1.6.	Approve Trust Committee Terms of Reference		A					
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A		R			
1.8.	Establish LGB working groups as required		A		I	P		R
1.9.	Appoint Chair of Trust Board		A					
1.10	Appoint Chair of LGB				A			
1.11	Delegate emergency powers to Chair of LGB		A					
1.12	Remove Chair of LGB	In exceptional circumstances	A		A			
1.13	Appoint (and remove) LGB members	As per agreed composition	A		A			R
1.14	Appoint (and remove) Chair(s) of Trust Panels		A			R		
1.15	Appoint (and remove) Clerk to Trust Board		A		C	R		
1.16	Appoint (and remove) Clerk to LGB		A		C	R		
1.17	Organise calendar of Trust Board and LGB meetings		A			R		
1.18	Approve Directors Expenses Policy		A			R		
<b>2.</b>								
2.1.	Trust Strategic Plan		A			R	C	
2.2.	Academy Performance Targets		A		R	C	C	D
2.3.	Academy Performance Review		A		R	C	C	D
2.4.	Academy 3 year plan				A	C	C	R
2.5.	Academy 1 Year Plan				A	C	C	R

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2.6.	Teaching & Learning Policy				A	C	C	R
2.7.	Curriculum Policy				A	C	C	R
2.8.	Relationships and Sex Education Policy		A		C	P	R	R
2.9.	Religious Education policy		A		C	P	R	R
2.10	SEN & Inclusion policy		A		C	P	R	R
2.11	Trust Staff Development Plan		A			R		
2.12	Academy Staff Development Plan				A	R	R	R
2.13	Trust Inset Days		A			P	R	D
<b>3.</b>								
3.1.	Pay & Remuneration Policy	3 Directors will form a Pay Review Panel/Appeals Panel	C	A		P	C	
3.2.	Job Role Salary & Grading Policy		C			P	C	
3.3.	Changes to Employee Terms & Conditions or Collective Agreements		A			P	C	
3.4.	Adoption of Transferring Policies and Collective Agreements					P		
3.5.	Teachers Annual Pay Award	3 Directors will form a Pay Review Panel/Appeals Panel	C			A	C	
3.6.	Support Staff Annual Pay Award	3 Directors will form a Pay Review Panel/Appeals Panel	C			A	C	
3.7.	Individual Performance Pay Awards	3 Directors will form a Pay Review Panel/Appeals Panel	C			A		R
<b>4.</b>								
4.1.	Staff complement, structure and grades		A			A	C	P/I
4.2.	CEO appointment		A					
4.3.	Trust leadership structure		A			P	C	R
4.4.	Head Teacher appointment	As per agreed process	A		C	R		
4.5.	Senior leadership appointments		C		C	A	C	R
4.6.	Teaching and support staff appointments		C		C	C		A
4.7.	Suspension of CEO		A					

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4.8.	Return of CEO after suspension		A					
4.9.	Dismissal of CEO		A					
4.10	Suspension of Head Teacher	As per agreed policy	A		C	I		
4.11	Return of Head Teacher after suspension		A		C	I		
4.12	Dismissal of Head Teacher		A		C	R		
4.13	Suspension of teaching and support staff	As per agreed policy	C		C	A		I
4.14	Return of teaching and support staff after suspension		C			A		I
4.15	Dismissal of staff below Head Teacher	3 Directors will form an Appeals Panel	C			A	C	R
4.16	Management of Staff Grievance	CEO will consider appeals	C			C	C	A
4.17	Management of Flexible working requests	CEO will consider appeals	C			C		A
4.18	Management of Regrading Requests	CEO will consider appeals	C			C		A
4.19	Redundancy of staff	3 Directors will form an Appeals Panel	C			A	C	R
4.20	Restructuring of staff	3 Directors will form an Appeals Panel	C			A	C	R
4.21	Early Retirement		A			P		
4.22	Flexible Retirement		A			P		
5.								
5.1.	Trust & Academy Financial Regulations & Procedures	Audit Committee to monitor	C	A		P		
5.2.	Appoint Trust auditors	Audit Committee to recommend	C	A				
5.3.	Academy 1 year Budget	To incorporate Trust charges	A	R	P		C	D
5.4.	Trust 1 year Budget		A	R		D	C	
5.5.	Academy 3 year Budget Plan		A	R	R		C	P
5.6.	Trust 3 year Budget Plan		A	R		R	C	
5.7.	Academy Interim Year End Accounts	To be consolidated	A	R	R	P		
5.8.	Trust Interim Year End Accounts	Consolidated accounts	A	R		R		
5.9.	Trust Annual Accounts		A	R				
5.10	Trustees Report		A	R				

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5.11	Trust Academies Accounts Return to ESFA		C	A				
5.12	Appoint Internal and External Auditors		C	A				
5.13	Approve Auditors Programme of Work		C	A				
5.14	Response to Auditor's Management Letter	Audit Committee to recommend	A	R				
5.15	Academy YTD reports		C	A	RM	P		
5.16	Trust YTD reports		C	A		P		
5.17	Approve Procurement Procedures and Exercises		C	A				
5.18	Risk Management Strategy		R	A				
5.19	Asset Management Policy		A		P			
5.20	Health & Safety Policy		A		P			
5.21	Asset Management Plan			P	R	R		
<b>6.</b>								
6.1.	Expenditure or contracts up to Lower Limit	Subject to inclusion in approved budget				A		A
6.2.	Expenditure or contracts from Lower Limit to Upper Limit					A	C	P
6.3.	Expenditure or contracts from Upper Limit to OJEU limit		A			P	C	P
6.4.	Expenditure over OJEU limit		A			P	C	
6.5.	Disposals or write off of stock, assets or debts up to Lower Limit					A		A
6.6.	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit					R	C	R
6.7.	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)		A			P	C	P
6.8.	Compensation payments up to £50,000		A			P		D
<b>7.</b>								
7.1.	Academy times, terms and holidays		A			R	P	D
7.2.	Change of Academy Age Range		A			R	R	P

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7.3.	Expansion of Academy PAN		A			R	R	P
7.4.	Extension of Academy provision (EYFS)		A			R	R	P
7.5.	Child Welfare & Safeguarding Policy		A		CM	R	R	P
7.6.	Attendance Policy & Plan		A		CM	R	R	P
7.7.	Pupil Premium Policy		A		CM	R	R	P
7.8.	Pupil Premium Plan		A		CM	R	R	P
7.9.	Academy Educational Visits Policy		A		CM	I	R	P
7.10	Pupil Behaviour & Exclusions Policy				AM	C	C	P
7.11	Short-term Exclusion							A
7.12	Return after short-term exclusion							A
7.13	Permanent Exclusions	As per agreed policy			A			R
7.14	Appeals against Permanent Exclusion	Independent panel			I			
7.15	Complaints Policy		A					
7.16	Complaints Appeals	To be handled in line with policy	I		I			
7.17	Admissions Policy		A		R	C	C	P
7.18	Allocation of places against Admissions Policy	LA scheme			I			
7.19	Admissions Appeals	Independent panel			I			
7.20	Academy website				A	C	C	P
7.21	Academy logo & branding				A	C	C	P
7.22	Academy uniform				A	C	C	P
7.23	Extended services on-site				A			P

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TUDHOE LEARNING TRUST  
POLICY REVIEW SCHEDULE

<b>Education</b>	
<b>Title</b>	<b>Review Date</b>
Acceptable Use of ICT Policy	Sept 2021
Admissions Arrangements	Sept 2021
Admissions Appeals	Sept 2021
Allegations of Abuse Against Staff Policy	Sept 2021
Attendance and Punctuality	Sept 2021
Behaviour Policy	Sept 2021
Complaints Policy	Sept 2021
Charging and Remissions Policy	Sept 2021
Children with Health Needs who Cannot Attend School	Sept 2021
Designated Teacher Policy	Sept 2021
Educational Visits, Off-site Activities and On-site Adventures Policy	Sept 2021
Exclusion Policy	Sept 2021
First Aid Policy	Sept 2021
Lockdown Guidance	Sept 2021
Peer on Peer Abuse Policy	Sept 2021
Pupil Wellbeing Policy	Sept 2021
Prevent Policy	Sept 2021
Relationships and Sex Policy	Sept 2021
Remote Learning Policy	Sept 2021
Safeguarding and Child Protection Policy	Sept 2021
Violence Policy	Sept 2021

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<b>Finance</b>	
<b>Title</b>	<b>Review Date</b>
Central Funding Policy	Sept 2021
Debit / Credit Card Policy	Sept 2021
Directors Allowances Policy	Sept 2021
Finance Policy	Sept 2021
IR35 Off Payroll Workers Procedure	Sept 2021
Recovery of Salary and Overpayments Policy	Sept 2021
Travel and Expenses Guidance	Sept 2021

<b>Governance</b>	
<b>Title</b>	<b>Review Date</b>
Code of Conduct	Sept 2021
Scheme of Delegation	Sept 2021
Summary Register of Pecuniary Interests	Sept 2021
Terms of Reference for LGB's	Sept 2021

<b>Human Resources</b>	
<b>Title</b>	<b>Review Date</b>
Acceptable Use of ICT Policy	Sept 2021
Appraisal Policy	Sept 2021
Bullying and Harassment Policy	Sept 2021
Capability Policy	Sept 2021
Code of Conduct	Sept 2021
Confidential Reporting Code	Sept 2021
Data Protection Policy	Sept 2021
Disciplinary Policy	Sept 2021
Employee Wellbeing Policy	Sept 2021
Flexible Retirement Policy	Sept 2021

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Flexible Working Policy	Sept 2021
Freedom of Information Policy	Sept 2021
Health & Safety Policy	Sept 2021
Homeworking Policy	Sept 2021
Induction Procedure	Sept 2021
Leave of Absence Policy	Sept 2021
Maternity Adoption Paternity Shared Parental Leave Policy	Sept 2021
Use of Mobile Phones Policy	Sept 2021
Newly Qualified Teacher Policy	Sept 2021
Parental Bereavement Leave Policy	Sept 2021
Pay Progression Policy	Sept 2021
Premises Management Policy	Sept 2021
Risk Assessment Policy	Sept 2021
Safer Recruitment Policy	Sept 2021
Sickness Absence Policy	Sept 2021
Smoking Policy	Sept 2021
Use of Mobile Phones Policy	Sept 2021
Work Experience Policy	Sept 2021

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