

Inspire Education Community Trust



Inspire Education Community Trust
Learning together and inspiring success

Scheme of Delegation

GOOD SCHOOL

Approved by the TRUST Board	05/06/2023
Version No.	4
Review Date	31/08/2024

SCHEME OF DELEGATION

Safeguarding

Keeping Children Safe in Education- Statutory Guidance from the DfE

The guidance that the Trust Board and local governing bodies should refer to - Keeping Children Safe in Education (KCSIE) is statutory guidance from the Department for Education (DfE) that schools and colleges in England must have regard to when carrying out their duties to promote and safeguard the welfare of children and young people.

KCSIE sets out the safeguarding responsibilities for governing boards, which include ensuring that a senior member of the school's leadership team is designated to take lead responsibility for safeguarding and child protection. This role is known as the Designated Safeguarding Lead (DSL).

Governing boards should ensure that they are kept informed of any changes to the guidance and to their safeguarding responsibilities. The current version of KCSIE was published in September 2023. As well as the responsibilities that are set out in KCSIE, governing boards must have due regard to the need of prevent people from being drawn into terrorism. This is known as the prevent duty.

Policy

The Trust Board has the overall duty to set the policy for safeguarding and child protection for schools within the Trust. This enables greater coordination between various stakeholders in the Trust, and clarity across all layers of governance. A Trust wide approach to the child protection policy demonstrates consistency, and reflects shared practice across the Trust.

There are provisions in place to ensure that the policy is reflective of all schools in the Trust, and tailored specifically to all school's needs. This means input from all safeguarding professionals from each school within the Trust is sought when drafting or reviewing the policy.

The Safeguarding Trustee (Chair of the Trust) is responsible for ensuring a Trust wide approach to safeguarding and child protection is consistent, and reflects shared practice across the Trust. The Safeguarding Trustee will provide the assurance the Board requires that statutory responsibilities are being fulfilled as well as the establishment of good safeguarding practice. The Safeguarding Trustee will meet termly with the Executive Headteacher.

School

Each school has a Lead DSL who is supported by a team of deputy DSL's. Each local governing body has a safeguarding governor.

Symbol	Level of Authority
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
<>	Direction of advice and support

Membership

Function	Delegation						
	Members	TRUST Board	Trust Finance, Audit & Risk Committee	Chief Executive Officer (CEO)	Executive Headteacher (CEO)	Local Governing Body (LGB)	Head of School (HOS)
Appoint/remove the Members	✓						
Appoint/remove trustees (Trustees) & LGB members	✓	✓					
Appoint/remove Company Secretary		✓					
Agree role descriptions for Trustees/chair/specific roles/committee members		✓		A			
LGB Parent members are elected/appointed						✓	A
Appoint/ remove Trust-level committee chairs		✓					
Appoint/ remove LGB chairs and vice-chairs						✓	
Appoint/ remove the secretaries to sub-committees of the Trust Board		✓					
Appoint and remove governance professional (clerk) to the TRUST Board & LGBs		✓					

Systems and structures

Function	Delegation					
	Members	TRUST Board	CEO		LGB	Head of School
Review and approve amendments to the Articles of Association	✓	A	A			
Establish and review annually the governance structure (and committees) for the Trust:		✓	A			
Review and annually approve the Terms of Reference for sub-committees of the Trust Board		✓	A			
Annually agree and review the Terms of Reference for LGB		✓	A		<A	<A
Complete skills audit and recruit to fill gaps		✓	<A>		✓	
Complete an annual self-review of Board of Trustees' performance		✓				
Periodically carry out a 360 performance review of all Chairs	✓	✓			✓	✓
Annually review Trustee contribution		✓				
Annually review LGB members contribution			A>		✓	
Plan succession		✓	A			
Agree the TRUST Board annual schedule of business		✓	A			
Agree the annual schedule of business for all committees		✓	A			A

RESPONSIBILITY	Head of School	CEO	Finance Committee	TRUST Board
FINANCE				
<ul style="list-style-type: none"> Budget Forecast <p>Submission of consolidated Budget Forecast by 31 July for the following financial year including capital projects</p> <p>Revisions to budget during the year as appropriate</p>		<p>The CEO will have primary responsibility for preparing the draft Budget in consultation with the Finance Committee and with the support of the School Business Manager in accordance with a pre-arranged timetable</p> <p>The CEO may make revisions to the budget during the year as appropriate with involvement from members of the TRUST Finance Committee</p>	<p>The Finance Committee is responsible for preparing the consolidated Budget Forecast for the TRUST including the individual academy budget prior to submission to the EFSA by 31st July</p> <p>Approval of in year revisions to budget</p>	<p>The TRUST Board will approve the academy's budget</p>
<ul style="list-style-type: none"> Purchase Order/Invoice Approval 	<p>Orders with a value under £200 can be authorised (in emergencies) without the prior approval of the executive headteacher</p>	<p>Up to £20,000 in value</p>	<p>£20,001 up to £59,999</p>	<p>£60,000 and over</p>
<ul style="list-style-type: none"> Approval to accept a quotation from a 		<p>Up to £20,000 in value</p>	<p>£10,000 up to £59,999</p>	<p>£60,000 up to £138,760, including VAT.</p>

RESPONSIBILITY	Head of School	CEO	Finance Committee	TRUST Board
minimum of 3 or from a formal tendering process				
<ul style="list-style-type: none"> Authority to accept a quote/tender other than the lowest 		Up to £20,000 in value	£10,000 up to £138,760, including VAT.	High value contracts are usually above £138,760, including VAT. (GOV.UK: Find a Tender service)
<ul style="list-style-type: none"> Authority to write off bad debts 		Up to a value of £249.99	£250 up to £44,999 (over £45,000 requires secretary of state approval)	
<ul style="list-style-type: none"> Approval for Capital Expenditure not included in the original budget 		Authority to incur additional capital expenditure up to £20,000 in a financial year (either on one item or in aggregate) from available funding	The Finance Committee has authority to approve additional capital expenditure up to £50,000 in a financial year (either on one item or in aggregate)	Capital expenditure for projects exceeding £50,000 requires the express written consent of the TRUST Board
<ul style="list-style-type: none"> Approval for Virements between nominal codes and budget heads. 		May request approval for virements between nominal codes and budget heads on the approved financial plan		

RESPONSIBILITY	Head of School	CEO	Finance Committee	TRUST Board
<ul style="list-style-type: none"> Reporting and Internal Audit Requirements 		<p>Responsible for providing such information and assistance in relation to reporting and internal auditing as the TRUST Board may from time to time require</p> <p>This will include reporting formally to the Finance Committee at regular intervals as specified</p>	<p>The Finance Committee will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation</p> <p>The Finance Committee will monitor compliance with internal auditing requirements on an ongoing basis and report any concerns to the TRUST Board</p>	<p>The TRUST Board will review the performance of the academy against its Budget</p>
<ul style="list-style-type: none"> Statutory Audit Procedures 		<p>CEO is to provide such information and assistance in relation to statutory audit procedures as the TRUST Board may from time to time require</p>	<p>The Finance Committee is responsible for recommending the statutory accounts</p>	<p>The statutory accounts are signed and approved</p>

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
HUMAN RESOURCES			
<ul style="list-style-type: none"> Executive leaders appointment Head of School Recruitment (external) 	<p>The CEO will notify the TRUST Board as soon as he becomes aware of a potential vacancy in the Senior Leadership Team</p> <p>The CEO will lead the recruitment and appointment process, following the TRUST approved procedures</p>	<p>The Local Governing Body may be asked to nominate a member to participate in the recruitment process</p>	<p>The TRUST Board will constitute of 5 members an appointment Panel which will be made up of 2/3 trustees, 1 LGB member and the CEO</p> <p>Once the appointment Panel has reached a decision (by a simple majority) it will make a recommendation to the TRUST Board for ratification. Unless the TRUST Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the appointment panel</p>
<ul style="list-style-type: none"> Senior Leadership Team Recruitment 	<p>The CEO will notify the TRUST Board as soon as he becomes aware of a potential vacancy in the Senior Leadership Team</p> <p>The CEO will lead the recruitment and appointment process, following the TRUST approved procedures</p>	<p>The Local Governing Body may be asked to nominate a member to participate in the recruitment process</p>	<p>The TRUST Board will delegate the responsibility for the recruitment and appointment of senior leaders to the CEO</p> <p>The TRUST Board may nominate a member to participate in the recruitment process</p> <p>Unless the TRUST Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the Panel</p>

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
<ul style="list-style-type: none"> Teacher Recruitment 	<p>The CEO will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team following the TRUST approved procedures or may delegate this to the head of school or other executive leader</p>		
<ul style="list-style-type: none"> Support Staff Recruitment 	<p>The CEO will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team following the TRUST approved procedures or may delegate this to the head of school or other executive leader</p>		
<ul style="list-style-type: none"> Appointment of External Consultants 	<p>The CEO is to notify the TRUST Board promptly of any decision to appoint an external consultant</p> <p>Any such appointment will be made in the name of the TRUST</p>		
CEO Appraisal			Responsibility of the Trust Board who may delegate this to the
<ul style="list-style-type: none"> Performance Appraisal of HOS, 	<p>The CEO will be responsible for the arrangement of the performance</p>		The TRUST Board will receive the report

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
<p>TRUST senior leaders, heads and deputy heads of school</p>	<p>appraisal and refer it to the TRUST Board for note (objectives of individuals will remain confidential)</p>		
<ul style="list-style-type: none"> Teacher Appraisal and Salary Review 	<p>The CEO is responsible for leading the appraisal and salary review process for teaching staff</p> <p>The CEO will consult with the CFO regarding the salary review and ensure the outcomes are reflected in the draft Budget Forecast</p> <p>The CEO will make recommendations to the Finance Committee following the review</p>		<p>The TRUST Finance committee is responsible for approving the CEO's recommendations regarding salary reviews</p>
<ul style="list-style-type: none"> Terms of Employment 	<p>The CEO may make decisions with regard to the terms of employment for an individual member of staff e.g. flexible working request</p>		<p>The TRUST finance Committee will receive updates from the CEO on any changes</p>
<ul style="list-style-type: none"> Reductions in Staffing and Revisions to Staffing Structures 	<p>The CEO will notify the TRUST Board as soon as possible after becoming aware that reductions in staffing may be necessary</p> <p>The CEO will be responsible for proposing a revised staffing structure for the academy, and for</p>		<p>The TRUST finance Committee will be responsible for the approval of any proposed reductions in staffing</p> <p>Decisions concerning the redundancies will lie with the ultimately lie with the TRUST Board</p>

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
	<p>referring this to the TRUST Board</p> <p>The CEO will be responsible for leading and managing any redundancy process</p>		<p>The TRUST Board will consider any representations made by the CEO and/or the Local Governing Body</p> <p>The appeals committee will hear any appeals</p>
<ul style="list-style-type: none"> Allegations of Gross Misconduct 	<p>The HOS is to notify the CEO as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure which may be deemed to be Gross Misconduct</p> <p>The CEO will commission an investigation and will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation, the CEO will refer the matter to a Disciplinary Hearing in accordance with the procedure.</p>	<p>A member of the LGB will be asked to sit on any disciplinary hearings</p> <p>A member of the LGB will be asked to sit on any appeal hearings</p>	<p>In cases of gross misconduct where dismissal may be a possible sanction the Director appointed by the</p> <p>2 trustees will be asked to sit on panels for any disciplinary hearings</p> <p>2 trustees will be asked to sit on panels for any appeal hearings</p> <p>2 trustees will be asked to sit on a panel for any hearings involving allegations of gross misconduct against the Head of School/Executive Headteacher</p>
<ul style="list-style-type: none"> Disciplinary Allegations that fall short of Gross Misconduct 	<p>Same procedure as for gross misconduct</p>	<p>As above</p>	<p>Same procedure as for gross misconduct.</p>

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
<ul style="list-style-type: none"> Capability Proceedings 	<p>Where a capability issue is identified the CEO is responsible for leading and managing the process set out in the appraisal and capability procedures</p> <p>The CEO is responsible for keeping the TRUST Board informed regarding the progress of the proceedings for any member of teaching or support staff</p> <p>If there has been insufficient improvement in performance after having followed the capability procedures the CEO will refer the matter to the TRUST Board for a capability hearing</p>		<p>Decisions concerning the dismissal of any employees lie with the TRUST Board</p> <p>3 trustees will be asked to sit on panels for any capability hearings</p> <p>3 trustees will be asked to sit on panels for any appeal hearings</p>
<ul style="list-style-type: none"> Probationary Period Procedure 	<p>The HoS is responsible for following the probationary period procedure with every member of staff and confirming them in post. If an employee does not satisfactorily complete their probationary period the CEO will be responsible following the probationary policy and taking the necessary actions which may include termination of employment.</p>		<p>Unless the TRUST Board, acting in good faith, has any legitimate reason to do otherwise, it will delegate the responsibility for the dismissal of a member of staff who has failed to satisfactorily complete their probationary period to the Head of School and for the appeals committee to hear appeals</p> <p>Where a Head of School does not satisfactorily complete their probationary period an appeal against termination will be heard by a panel of</p>

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
	<p>If an employee does not satisfactorily complete their probationary period and their appeal is not upheld the CEO will write to the employee on behalf of the TRUST Board terminating their employment</p> <p>The CEO is responsible for hearing appeals against decisions made by HoS to terminate employment</p> <p>The CEO is responsible for following the probationary period for Head of School</p>		<p>appointed Trustees</p>
<p>Special Leave of Absence</p>	<p>The limited discretions available to the Head of School allows them to grant special leave of absence, subject to the needs of the school, for specified reasons and within specified limits. In most cases the scheme specifies that special leave, if granted, is paid. Attached to each reason is a commentary which is not part of the scheme but which has been prepared in consultation with the teachers' associations and support staff unions, to assist the Head of School in the interpretation and</p>		<p>The TRUST Board Chair is responsible for decisions about leave which are not within the CEO's discretion, including applications of special leave from the CEO</p> <p>The TRUST Board Chair has been granted the discretion to make determinations of requests for leave for the CEO up to and including 10 school working days</p> <p>All requests outside of the above discretions will be determined by the TRUST Board</p>

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
	<p>management of the scheme.</p> <p>The Head of School has been granted the discretion to make determinations on requests for leave up to and including 5 school working days</p> <p>The CEO is responsible for decisions about leave which are not within the head of school's discretion, including applications for special leave from the head of school</p> <p>The CEO has been granted the discretion to make determinations of requests for leave for the Head of school up to and including 10 school working days. For all other employees the CEO has been granted the discretion to make determinations on all requests for leave that are in excess of 5 school working days.</p>		<p>All appeals will be heard by the appeals committee of the TRUST Board</p>
<ul style="list-style-type: none"> • Safeguarding 	<p>The CEO is to ensure that:</p> <ul style="list-style-type: none"> • a Senior Designating Safeguarding Lead member of staff, has been appointed • they have sufficient resources to 	<p>The LGB is responsible for:</p> <ul style="list-style-type: none"> • Appointing one of its members as the named Governor to liaise with the HoS regarding 	<p>The TRUST Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible with the Local Governing Body for ensuring that safeguarding arrangements are fully embedded</p>

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
	<p>enable them to undertake the role</p> <ul style="list-style-type: none"> • all staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance as a minimum • the HoS is notified immediately of any allegation made against a member of staff; the CEO is to be kept informed <p>The CEO is to inform the TRUST Board of any safeguarding allegation raised in respect of the HoS, any member of the Senior Leadership Team or any other key employee</p>	<p>safeguarding matters</p> <ul style="list-style-type: none"> • Ensuring members are safeguarding trained • Taking collective responsibility for safeguarding in the academy and monitoring safeguarding procedures within the academy • 	<p>within the academy's ethos and reflected in the academy's day to day safeguarding practices</p> <p>An appointed Trustee will address any allegations made against a HoS in conjunction with the chair of the LGB or, in the absence of the chair, the vice chair</p> <p>An appointed Trustee will address any allegations made against the CEO in conjunction with the chair of the TRUST Board or, in the absence of the chair, the vice chair</p>

RESPONSIBILITY	CEO	Local Governing Body	TRUST Board
EDUCATION			
<ul style="list-style-type: none"> School/Academy Improvement Plan (including curriculum and standards) 	<p>The CEO will delegate drafting of the School Improvement Plan to the head of school and share it with the CEO and LGB prior to submitting it to the TRUST</p>	<p>The Local Governing Body is responsible for monitoring the implementation of the approved School Improvement Plan</p>	<p>The TRUST Board will approve the draft School Improvement Plan subject to any modifications it wishes to make</p>
<ul style="list-style-type: none"> Academy Hours 			<p>The TRUST Board is responsible for setting the opening and closing times for Academies taking into consideration the views of the Heads of School and Local Governing Bodies</p>
<ul style="list-style-type: none"> Term Times 			<p>The TRUST Board is responsible for setting the term times for Academies taking into consideration the views of the Heads of school and Local Governing Bodies</p>

<ul style="list-style-type: none"> • Policies Requiring Consistency Across the TRUST e.g. Safeguarding, HR and Finance 	<p>The CEO and Heads of School will be responsible for ensuring that TRUST policies and procedures are applied across the academy</p> <p>Policies requiring consistency across all the academies in the TRUST will be drafted by the CEO</p>	<p>The Local Governing Body will note the policies requiring consistency across all the academies as approved by the TRUST Board and monitor their implementation</p>	<p>The TRUST Board will approve all such policies and any amendments to them</p>
<ul style="list-style-type: none"> • Other Academy Policies 	<p>The CEO will have responsibility, with the involvement of the Trust, for developing Academy specific policies and as statutorily required</p>	<p>Consulted</p>	<p>The TRUST Board will have responsibility for approving any such Academy specific policy and monitoring its implementation</p>

RESPONSIBILITY	CEO	Local Governing Body	Finance Committee	TRUST Board
ASSET MANAGEMENT				
<ul style="list-style-type: none"> Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The CEO may approve quotations up to a value of £20,000</p>		<p>The CEO will provide the Finance Committee, quotations up to a value of £50,000 which the committee has the authority to authorise</p>	<p>Orders for contracts over £50,000 must be authorised by the TRUST Board</p> <p>See earlier section on FTS limits.</p>
<ul style="list-style-type: none"> Disposal of Assets <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The CEO may authorise the disposal of assets up to and including a market value of £5,000 (either as one item or in total)</p>		<p>The Finance Trustee will advise the CEO regarding disposals, ensure these are accounted for correctly and keep the TRUST Board informed as appropriate</p> <p>The Finance Committee must authorise the disposal of any items over a market value of £5,000 (either as one item or in total)</p>	<p>The TRUST Board must obtain approval from the DfE in writing if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid</p>

RESPONSIBILITY	CEO	Local Governing Body	Finance Committee	TRUST Board
<ul style="list-style-type: none"> Premises Maintenance Programme 	<p>The CEO will ensure the CFO and Premises Manager draw up a Premises Maintenance Programme, taking into consideration the most recent Condition Survey. This will be added to the SIP/AIP and the TRUST Finance Committee will be kept informed</p> <p>The Premises Maintenance Programme must be costed and the expenditure built in to the Budget Forecast</p>	<p>The Local Governing Body should contribute to the development of the Premises Maintenance Programme and is responsible for monitoring its implementation – the Health & Safety governor should contribute to this</p>		
<ul style="list-style-type: none"> Health and Safety 	<p>The Head of School is responsible for:</p> <ul style="list-style-type: none"> developing a health and safety culture throughout the academy ensuring that staff are aware of their responsibilities drawing up site specific health and safety procedures (with the support of Elite Safety) ensuring staff are aware 	<p>The LGB shares with the TRUST the overall responsibility for health and safety. It is responsible for:</p> <ul style="list-style-type: none"> Appointing a member with responsibility for Health and Safety monitoring and reviewing the effectiveness of health and safety procedures ensuring adequate resources are available 		<p>The TRUST Board carries overall responsibility for ensuring that health and safety policies are implemented and is collectively responsible with the Local Governing Body for ensuring that health and safety arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day practices</p>

RESPONSIBILITY	CEO	Local Governing Body	Finance Committee	TRUST Board
	<p>of their responsibilities</p> <ul style="list-style-type: none"> • updating the LGB 	<p>for Health and Safety</p> <ul style="list-style-type: none"> • 		
<ul style="list-style-type: none"> • Legal Claims 	<p>The Head of School is to notify the CEO of any actual or potential claims or proceedings affecting the Academy as soon as becoming aware of them</p> <p>The Head of School will act on any instructions received from the CEO and/or the TRUST Board</p> <p>The CEO will take appropriate advice (legal/insurance etc) and direct the Head of School as appropriate in line with this guidance, keeping the TRUST Board informed</p>			<p>The TRUST Board may instruct the CEO and/or the Head of School and/or the Local Governing Body to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings</p>

RESPONSIBILITY	CEO or Head of School	Local Governing Body	TRUST Board
STRATEGY			
<ul style="list-style-type: none"> Partnering Arrangements (eg membership of TSAs) 	<p>The Head of School is to notify the CEO of any proposals to enter into, renew, amend or terminate any partnering arrangement</p> <p>The HoS will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement</p>		
<ul style="list-style-type: none"> Other major strategic decisions 	<p>The Head of School is to notify the CEO of any proposal of a major strategic nature</p> <p>The Head of School will provide such further information and assistance as the CEO may need in order to make a recommendation concerning the proposal</p>	<p>The Local Governing Body will be responsible for gathering any stakeholder views that may influence any proposed strategic decisions</p>	<p>The TRUST Board will be responsible for approving any major strategic proposal</p>

