



**St Bede's Inter-Church School**

**SCHEME OF DELEGATION**

February 2024

## **Introduction**

This Scheme of Delegation sets out the delegated powers between the different bodies involved in governance of the school.

1. Trust Members
2. Full Board of Academy Directors
3. Finance, Audit and Risk Committee
4. HT and Senior Leadership Team

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy will fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, 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.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Members	Board of Directors	Finance and Audit and Risk Committee	HT and SLT
<b>1.</b>						
<i>a.</i>	Approve Articles of Association		A	R	M	
<i>b.</i>	Approve Board of Directors' Terms of Reference		A	R	M	
<i>c.</i>	Approve Trust Scheme of Delegation		A	R		
<i>d.</i>	Approve new convertor or sponsored schools joining Trust		A	R		
<i>e.</i>	Establish Trust Committees		A	R		
<i>f.</i>	Approve Trust Committees' Terms of Reference		A	R		
<i>g.</i>	Appoint Chair of Directors		A	R		
<i>h.</i>	Appoint Vice Chair of Directors			A		
<i>i.</i>	Remove Chair of Directors		A	R		
<i>j.</i>	Appoint Directors		A	R		
<i>k.</i>	Remove Directors		A	R		
<i>l.</i>	Appoint (and remove) Chair(s) of Trust Committees			A	R	
<i>m.</i>	Appoint (and remove) Trust Committee members			A	R	
<i>n.</i>	Appoint (and remove) Clerk to Directors			A	R	
<i>o.</i>	Appoint Accounting Officer		A	R		
<i>p.</i>	Trust Policy Matrix		A	R		
<i>q.</i>	Set Trust Calendar			A		
<i>r.</i>	Approve Directors' Expenses Policy		A	R	M	
<i>s.</i>	Academy website			A	M	RI
<b>2.</b>						
<i>a.</i>	School Development Plan			A		R
<i>b.</i>	Trust Inset Days			A		R
<b>3.</b>						
<i>a.</i>	HR, Employment & Staff related policies			A	R	I

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b.	Employee Terms & Condition changes			A	R	I
c.	Teachers' Annual Pay Award			A	R	I
d.	Support Staff Annual Pay Award			A	R	I
e.	Additional payments to staff			A	R	I
f.	HT Performance Review & Pay			A	R	I
<b>4.</b>						
	HT appointment		A	RI		
	Trust staff structure & complement				A	RIM
	Trust staff appointments				A	RIM
	Senior leadership appointments			A	RI	
	Teaching and support staff appointments				A	RI
	Return of Headteacher after suspension		A	R	I	
	Dismissal of Headteacher		A	R		
	Suspension of teaching and support staff			A	R	I
	Return of teaching and support staff after suspension			A	R	I
	Redundancy of school staff			A	R	I
	Restructuring of school staff			A	R	I
<b>5.</b>						
a.	Financial Regulations			A	RM	I
b.	Financial Procedures			A	RM	I
c.	Appoint auditors			A	P	R
d.	3 year Budget Plan		A		R	
e.	1 year Budget			A	R	
f.	Budget Reports				A	PI
g.	Interim Year End Accounts					
h.	Annual Accounts					
i.	Trustees Report		A	R	P	I
j.	Accounts Return to EFA					I

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k.	Response to Auditor's Management Letter			A	P	R
l.	Asset Management Policy				A	RI
m.	Asset Management Plan				A	RI
n.	Finance Policies				A	RI
<b>6.</b>						
a.	Expenditure or contracts up to Lower Limit					A
b.	Expenditure or contracts from Lower Limit to Upper Limit				A	R
c.	Expenditure or contracts from Upper Limit to OJEU limit				A	R
d.	Expenditure over OJEU limit			A	R	
e.	Compensation payments up to £50,000			A	R	
<b>7.</b>						
a.	School times, terms and holidays				A	R
b.	Change of School Age Range		A	P		R
c.	Expansion of School PAN		A	P	R	
d.	Extension of School provision			A	P	R
e.	Extended services on-site				A	R
f.	Safeguarding Policy			A	P	R
g.	School Statutory Policies			A	P	R
h.	School non-Statutory Policies					A
i.	Short-term Exclusion					A
j.	Return after short-term exclusion					A
k.	Permanent Exclusions				A	R
l.	Appeals against Permanent Exclusion			A	P	R
m.	Complaints Policy			A	P	R
n.	Complaints Appeals	Independent Panel	A	R	P	
o.	Admissions Policy	School Policy		A	P	R

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p.	Admissions allocation of places	As per Admissions policy		A		
q.	Admissions Appeals	Independent Panel		A		
r.	School prospectus			A		
s.	School website			A		
t.	School logo		A	P	R	
u.	School uniform		A			