



The Luminara Education Trust Scheme of Delegation

Date: September 2025

Review date: September 2026

Introduction

The Scheme of Delegation (known as the SoD hereafter) sets out the delegated powers between the different bodies involved in the governance and operation of The Luminara Education Trust (LET). The different bodies are:

- Board of Trustees (BoT)
- Principal and Accounting Officer
- Chief Financial Officer (CFO/ Business Manager)
- Resources and Audit committee (R&A)
- Secondary Phase committee (SPC)
- Primary Phase committee (PPC)
- Members

The delegated powers are broken down into different levels in line with LET's principles of governance, leadership and operations. The delegated autonomy for individual bodies is aligned with the need for LET to fulfil its charitable and corporate responsibilities to the Department for Education (DfE), Education Skills Funding Agency (EFSA), Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed as:

- A = Accountable (statutory obligation and answerability)
- C = Consulted (discussion with before action taken and/or seek advice where appropriate)
- I = Informed (notified)
- R = Responsible (duty to complete and/or implement action/document)
- S = Support (provide assistance)

The scheme should be read in conjunction with:

- Academy Trust Handbook
- Governance
- LET articles of association
- The terms of reference for the relevant committees
- The job roles for the positions referenced





	Area of	Delegation						
	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
				Manager	Audit Committee	Committee	Committee	
Vision, strategy & strategic objectives	Setting LET's vision, strategy and strategic objectives	Accountable for setting and regularly reviewing LET's overall vision, culture and values Responsible for approving Trust level vision and strategic objectives.	Responsible for implementing the vision and strategic objectives across the SAT.	Responsible for implementing the vision and strategic objectives across the SAT.				Informed of the LET's vision, culture and values.
	Lead on the school's communications strategy (aligned to LET's vision and values)	Accountable for overall communication strategies, Support the Principal in media relations and crisis communications.	Responsible for meeting statutory requirements in communication. Responsible for providing advice/ guidance on media communications and ensuring consistency. Responsible for managing crisis communications	Responsible for meeting statutory requirements in communication. Responsible for providing advice/ guidance on media communications and ensuring consistency. Responsible for managing crisis communications				





		and	and reputational			
		reputational	risk.			
		risk.				
Determine the	Accountable for	Support to the	Responsible for	Consulted with		
scope of shared	approving and	CFO in	reviewing and	regarding setting		
services to be	setting the overall	developing	recommending	the budget and		
delivered by LET	Trust budget and	economies of	economies of	allocation to		
,	allocation to	scale across the	scale across the	central/ shared		
	central/ shared	Trust .	Trust that offer	services.		
	services.		value for money			
			through shared			
			services.			
Agree principles	Accountable for	Responsible for	Support the	Consulted		
of contracts,	reviewing and	reviewing and	CEO/Principal in	regarding		
Service Level	approving	recommending	reviewing and	contracts, SLAs		
Agreements and	contracts, SLAs	contracts, SLAs	approving	and MoUs		
Memorandums	and MoUs	and MoUs	contracts, SLAs	relating to the		
of	relating to the	relating to the	and MoUs	provision of		
Understandings	provision of	provision of	relating to the	services provided		
relating to	services provided	services	provision of	on behalf of the		
provision of	on behalf of the	provided on	services provided	Trust.		
services	Trust.	behalf of the	on behalf of the			
provided on		Trust to the	Trust.			
behalf of the		board of				
Trust		trustees.				
Consider	Accountable for	Responsible for	Responsible for			
requests from	the setting	developing	developing			
schools to join	process and	process and	process and			
LET leading on	ensuring due	undertaking due	undertaking due			
due diligence	diligence	diligence	diligence review/			
processes as	completed.	review/	evaluating			
required			findings.			





			evaluating					
			findings.					
	Promote	Accountable for	Responsible for	Responsible for	Responsible for	Responsible for	Responsible for	
	equality,	ensuring	promoting	promoting	promoting	promoting	promoting	
	diversity and	compliance with	equality,	equality, diversity	equality, diversity	equality, diversity	equality, diversity	
	tolerance	all relevant	diversity and	and tolerance	and tolerance	and tolerance	and tolerance	
	amongst staff	legislation.	tolerance	amongst all staff	amongst all staff	amongst all staff	amongst all staff	
	and pupils	Responsible for	amongst all staff	and pupils and	and pupils and	and pupils and	and pupils and	
		monitoring	and pupils and	ensuring policies	ensuring policies	ensuring policies	ensuring policies	
		equalities	ensuring	comply with	comply with	comply with	comply with	
		compliance.	policies comply	equalities	equalities	equalities	equalities	
		Responsible for	with equalities	legislation.	legislation.	legislation.	legislation.	
		approving the	legislation.	Responsible for				
		Trust's Equality	Responsible for	proposing the				
		Objectives.	proposing the	Equality				
			Equality	Objectives to the				
			Objectives to	Trust Board.				
			the Trust Board.					
	Set and approve	Accountable for	Responsible for	Support the	Informed of	Consulted over	Consulted over	
	amendments to	ensuring that the	proposing the	Principal and	policy renewal	any changes to	any changes to	
	TDS's admissions	school's	admissions	senior leaders in		the admissions	the admissions	
	policy	admissions policy	policy to the	developing the		policy	policy.	
		is established.	ВоТ.	admissions				
		Responsible for	Support senior	policies.				
		approving the	leaders in					
		school's	developing the					
		admissions policy.	admissions					
			policies.					
	Area of	Delegation						
Governance	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
				Manager	Audit Committee	Committee	Committee	





Go	overnance	Accountable for	Responsible for	Support the	Consulted over	Consulted over	Consulted over	Informed of
stı	ructure for LET	establishing and	developing the	Principal in	any changes to	any changes to	any changes to	changes to the
		approving a	scheme of	developing the	the governance	the governance	the governance	governance
		governance	delegation,	scheme of	framework,	framework,	framework,	structure.
		framework	governance	delegation,	scheme of	scheme of	scheme of	
		including:	handbook,	governance	delegation and	delegation and	delegation and	
		- Establishing	terms of	handbook, terms	terms of	terms of	terms of	
		board	references and	of reference and	references.	references.	references.	
		committees to	policy	policy	Informed of	Informed of	Informed of	
		meet statutory	framework.	framework.	responsibilities	responsibilities	responsibilities	
		requirements.	Responsible for	Responsible for	under scheme of	under scheme of	under scheme of	
		- Establishing and	delivering	delivering	delegation	delegation.	delegation.	
		approving a	delegations.	delegations.	Responsible for	Responsible for	Responsible for	
		scheme of			delivering	delivering	delivering	
		delegation/ terms			delegations.	delegations.	delegations.	
		of references						
		- Creating and						
		approving the						
		governance handbook.						
Δr	rticles of	Responsible for	Consulted on	Consulted on	Consulted on	Consulted on	Consulted on	Accountable
	ssociation	reviewing and	proposed	proposed	proposed	proposed	proposed changes	for approving
	3300.00.1	recommending	changes to the	changes to the	changes to the	changes to the	to the articles.	the changing
		any changes to	articles.	articles.	articles.	articles.	Support the BoT	of the articles.
		the articles to the	Support the BoT	Support the BoT	Support the BoT	Support the BoT	in implementing	
		Members.	in implementing	in implementing	in implementing	in implementing	changes to the	
		Accountable for	changes to the	changes to the	changes to the	changes to the	articles.	
		complying with	articles.	articles.	articles.	articles.		
		the articles.						
Tr	rustees	Responsible for	Consulted on	Consulted on the	Informed of	Informed of	Informed of	Responsible
		the appointment/	the recruitment	recruitment	relevant	relevant	relevant	for the
			process of	process of	appointments.	appointments.	appointments.	appointment





	removal of co-	potential	potential trustees				of Member
	opted trustees.	trustees and	and relevant				appointed
	Responsible for	relevant	appointments.				trustees.
	recommending	appointments.	Informed of role				
	the removal of	Consulted on	description and				
	Member	role description	skills gaps.				
	appointed	and skills gaps.	Support the BoT				
	trustees to the	Support the BoT	by delivering				
	Members.	by delivering	where				
	Accountable for	where	appropriate				
	the overall	appropriate	suitable training				
	membership of	suitable training	and development				
	the BoT including	and	provision.				
	identifying and	development					
	monitoring the	provision.					
	skills and						
	competencies of						
	trustees.						
BoT Committee	Responsible for	Consulted on	Consulted on	Responsible for	Responsible for	Responsible for	
Members	appointing/	relevant	relevant	appointing Chair	appointing Chair	appointing Chair	
	removing	appointments.	appointments.	of committee.	of committee.	of committee.	
	members of any	Consulted on	Informed of	Informed of	Informed of	Informed of	
	board	relevant	appointment/	appointment/	appointment/	appointment/	
	committees.	appointments/	removal of	removal of	removal of	removal of	
		removals.	members of the	members of the	members of the	members of the	
			committee.	committee.	committee.	committee.	
Governance	Accountable and	Support the	Support the				Informed of
Professional for	responsible for	board in	board in				the
the BoT	appointment of	recruitment	recruitment				appointment
	Governance	process.	process.				of the
	Professional in						Governance
	accordance with						Professional.





	the Articles and Academy Trust Handbook.						
Determine and monitor statutory school policies in line with the scheme of delegation and policy schedule	Accountable for determining statutory school policies. Responsible for monitoring school policies in accordance with the scheme of delegation and terms of references.	Responsible for creating and recommending statutory school policies. Responsible for ensuring the implementation of school policies. Responsible for website compliance and monitoring of the policy schedule.	Responsible for creating and recommending statutory school policies. Responsible for ensuring the implementation of school policies. Responsible for website compliance and monitoring of the policy schedule.				
Monitor compliance with policies	Accountable for ensuring the monitoring of policy compliance.			Responsible for monitoring relevant policy compliance.	Responsible for monitoring relevant policy compliance.	Responsible for monitoring relevant policy compliance.	
Auditing and reporting against statutory regulations and matters of compliance	Accountable for overseeing the statutory requirements around data protection, information	Responsible for meeting and implementing statutory requirements around data protection and security.	Support CEO/ Principal in meeting statutory requirements around data protection and security.	Responsible for supporting any investigation/ actions in response in event of a data breach.	Responsible for supporting any investigation/ actions in response in event of a data breach.	Responsible for supporting any investigation/ actions in response in event of a data breach.	





		sharing, freedom	Responsible for	Support CEO/				
		of information.	determining and	Principal in				
		Responsible for	implementing a	determining a				
		supporting any	Data Protection	Data Protection				
		investigation/	Policy.	Policy.				
		actions in	Responsible for	Support CEO/				
		response in event	providing and	Principal in				
		of a data breach	implementing	providing data				
			data protection	protection				
			guidelines and	guidelines and				
			standards;	standards;				
			oversee	oversee network				
			network	approach to data				
			approach to	protection				
			data protection	controls.				
			controls.	Support CEO/				
				Principal in				
				response in event				
				of a data breach.				
	Area of	Delegation						
Quality of	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
Education				Manager	Audit Committee	Committee	Committee	
(including	Evaluate and	Accountable for	Responsible for	Responsible for				
•	report on	the school	setting,	setting,				
outcomes)	progress against	development	implementing,	implementing,				
	the school's	plan and it's	delivering	delivering against				
	strategic	priorities.	against	milestones and				
	priorities	Responsible for	milestones and	reporting on				
		setting	reporting on	progress.				
		workstream	progress.					
		priorities and						





	monitoring priorities.					
Present an up-	Accountable for	Responsible for	Responsible for			
to-date Self	overall approach	overall self-	overall self-			
Evaluation	and approval.	evaluation/	evaluation/			
document in the	Responsible for	assessment	assessment			
agreed format	review and	report and	report and			
	approval of	identification of	identification of			
	relevant sections.	priorities to	priorities to			
		inform	inform			
		improvement	improvement			
		plan.	plan.			
Agree, monitor	Accountable for	Responsible for	Support the CEO/	Responsible for	Responsible for	
and report on	the overall quality	the overall	Principal	the quality of	the quality of	
progress against	of education.	quality of	preparing data to	education at	education at	
LET key	Responsible for	education	inform target	secondary phase	secondary phase	
outcomes for all	monitoring,	including	setting.	level.	level.	
pupils	reviewing and	holistic		Responsible for	Responsible for	
	agreeing	outcomes and		individual pupil's	individual pupil's	
	appropriate	the		education,	education,	
	educational	performance		outcomes and	outcomes and	
	targets.	management of		achieving	achieving primary	
		school leaders.		secondary phase	phase level	
				level targets.	targets.	
				Support the	Support the	
				phase senior	phase senior	
				leaders and CEO/	leaders and CEO/	
				Principal in	Principal in	
				preparing data to	preparing data to	
				inform target	inform target	
				setting.	setting.	





in re	harge duties espect of ils with SEND	Accountable for ensuring compliance with SEND legislation. Responsible and accountable for appointing a SEND link trustee and reviewing the SEND policy.	Responsible for reviewing how the school implements the SEND strategy and for proposing the SEND policy. Responsible for development of the school SEND Information Report	Support the CEO/ Principal in reviewing how the school implements the SEND strategy and policy.	Support with the compliance with SEND legislation and the implementation of the SEND policy in school.	Consulted for compliance with SEND legislation and the implementation of the school SEND policy in the secondary phase.	Consulted for compliance with SEND legislation and the implementation of the school SEND policy in the primary phase.	
pupi prog thro	vision of il well-being grammes oughout the demic year	Accountable for supporting and overseeing good mental health and well-being across the school in accordance with legislation and/or best practice.	Responsible for proposing, implementing and monitoring the school approach to pupil health and well-being.			Informed of secondary phase approach to wellbeing and of any pupil evidence of attitudes to wellbeing.	Informed of primary phase approach to wellbeing and of any pupil evidence of attitudes to wellbeing.	
wide safeg struc place the a of a Safeg	ure a school e guarding cture is in e including appointment Designated guarding d (DSL) and	Accountable for ensuring that safeguarding complies with statutory guidance and Keeping Children Safe in Education.	Responsible for creating and implementing the school safeguarding policies and proposing to the BoT.	Support the BoT in monitoring and ensuring compliance with safeguarding across the Trust including commissioning		Support the implementing of safeguarding policies at secondary phase level and ensuring that safeguarding complies with	Support the implementing of safeguarding policies at secondary phase level and ensuring that safeguarding complies with school policies	





Safeguarding	Responsible for	Responsible for	external audits as	school policies	and statutory	
link trustee;	appointing a	the	appropriate.	and statutory	guidance,	
policy	safeguarding link	appointment of		guidance,	including the	
framework and	trustee to attend	a DSL.		including the	appointment of a	
annual external	the DSL meetings	Responsible for		appointment of a	DSL.	
audits for all	and to report to	reviewing the		DSL.		
schools.	the board.	implementation				
	Responsible for	and				
	scrutinising and	effectiveness of				
	determining the	safeguarding				
	school	practices and				
	safeguarding	policies				
	policies including	Support the BoT				
	child protection,	in monitoring				
	safer recruitment,	and ensuring				
	prevent, peer on	compliance with				
	peer abuse,	safeguarding				
	gender issues and	across the				
	allegations made	school including				
	against staff.	commissioning				
	Responsible for	external audits				
	reviewing	as appropriate.				
	implementation	Informed of				
	and effectiveness	safeguarding				
	of safeguarding	complaints,				
	practices and	referrals and				
	policies.	training within				
	Informed of	the school.				
	safeguarding					
	complaints,					
	referrals and					





		training within						
		the school.						
	Determine the school performance and risks.	Accountable for scrutinising the Risk Register (RR) and identifying	Responsible for preparing the RR for presentation to	Responsible for preparing the RR for presentation to the BoT and	Responsible for sharing key information that may support the			
		key risks for exception	the BoT and for identifying key	for identifying key risks.	BoT in identifying key risks.			
		reporting by the	risks.		Responsible for			
		CEO/Principal and CFO/ Business			approving the school risk			
		Manager.			strategy.			
	Area of	Delegation						
Finance	Responsibility	Board of Trustees	Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
				Manager	Audit Committee	Committee	Committee	
	Establish and	Accountable for	Accountable for	Responsible for	Responsible for	Informed of the	Informed of the	
	review financial	ensuring that the	ensuring that	ensuring that the	informing the BoT	financial controls	financial controls	
	scheme of	financial	the financial	financial	of the	applicable at the	applicable at the	
	delegation (SoD)	procedures	procedures	procedures	requirements of	secondary phase	secondary phase	
		manual is	manual us	manual is	the financial	level.	level.	
		compliant with	updated and	updated and staff	procedures			
		the Academy	staff abide by	abide by the	manual for			
		Trust Handbook.	the directives.	directives.	recommending adoption.			
	External auditors	Accountable and	Responsible for	Responsible for	Support	Informed of	Informed of	
		responsible for	identifying and	conducting	evaluation and	appointment of	appointment of	
		recommending	proposing	tenders to	appointment of	External Auditors.	External Auditors.	
		appointment of	External	appoint External	External Auditors.			
		External Auditors	Auditors to the	Auditors.	Responsible for			
		to the Members	ВоТ.	Responsible for	receiving account			
		of LET.		working with	reports from			





		Responsible for	External Auditors	External Auditors			
		evaluation of	and completing	and ensuring any			
		effectiveness of	annual audits.	audit points are			
		External		actioned.			
		Auditors.					
		Responsible for					
		implementing					
		any action.					
Delivery of	Accountable for	Responsible for	Responsible for	Support through			
budget plan to	approving and	ensuring that all	developing the	detailed budget			
support both	setting the overall	statutory	school budget	review.			
Trust and school	Trust budget.	financial	and				
key priorities		documents are	recommending to				
		completed and	the BoT.				
		approved.	Responsible for				
		Responsible for	submitting the				
		ensuring that	Trust budget to				
		the school is	the ESFA				
		prepared for	following				
		budget	approval.				
		meetings and	Responsible for				
		ensure that the	submitting all				
		CFO is aware of	statutory				
		the school's	financial				
		priorities for the	documents to the				
		year ahead.	ESFA following				
			board approval.				
Ensure best	Accountable for	Responsible for	Responsible for	Responsible for	Informed of	Informed of	
value through	procurement in	reviewing	establishing	oversight of	secondary phase	primary phase	
effective	line with	procurement	procurement	procurement	contracts.	contracts.	
procurement	regulations.	procedures set	framework and	activity to			
processes and		by the CFO.		monitor			





contract		Responsible for	policies in line	compliance with			
assessment (inc.		school level	with regulations.	regulations.			
educational,		procurement in	Responsible for				
commercial and		line with Trust	running				
contractual legal		procedures and	compliant				
advice)		liaison with CFO	procurement				
		in establishing	exercises.				
		any new	Support the				
		contracts.	school in				
			arranging local				
			level contracts.				
Directs the Trust	Accountable for	Responsible for	Responsible for	Responsible for	Support the BoT	Support the BoT	
programme of	approval and	establishing,	establishing,	identifying the	and/or the school	and/or the school	
internal scrutiny	oversight of	monitoring and	monitoring and	area for review	in the required	in the required	
	internal and	reviewing the	reviewing the	from the RR and	area of internal	area of internal	
	external scrutiny	school internal	school internal	to inform the	and external	and external	
	within the school	and external	and external	ВоТ.	scrutiny.	scrutiny.	
	and ensuring	scrutiny	scrutiny				
	compliance with	programme and	programme and				
	ESFA	reporting to the	reporting to the				
	requirements.	BoT and the	BoT and the				
		ESFA.	ESFA.				
		Responsible for					
		supporting the					
		CFO in the					
		required area of					
		scrutiny.					
Submit annual	Accountable for	Responsible for	Responsible for	Responsible for	Informed of the	Informed of the	Responsible
report and	approving and	preparing and	preparing and	detailed review of	outcome of the	outcome of the	for receiving
accounts,	delivering Trust	delivering the	delivering the	annual report and	annual audit and	annual audit and	the annual
including	annual report and	annual report	annual report	auditor's report.	financial outturn	financial outturn	report and
accounting	accounts with	and accounts to	and accounts to		position.	position.	accounts.





policies, signed	regard to	recommend to	recommend to			
statement on	consolidation	the BoT for	the BoT for			
regularity,	exercises	approval.	approval.			
propriety and	required by DfE.	Responsible for				
compliance		ensuring to the				
incorporating		BoT that the				
governance		Trust is				
statement		compliant with				
demonstrating		the Academy				
value for money		Trust Handbook				
		and the funding				
		agreement.				
		Support the				
		CFO at school				
		level to collate				
		the evidence				
		required to				
		support the				
		preparation of				
		the report.				
Plan, manage	Accountable for	Responsible for	Responsible for	Responsible for		
and monitor	ensuring monthly	ensuring that	producing	review of detailed		
monthly	management	the CFO	management	management		
expenditure and	accounts are	prepares	accounts and	accounts		
financial reports	produced and	accurate	reporting to the	monitoring.		
and identify	reviewed by the	management	ВоТ.	Responsible of		
actual or	BoT in line with	accounts and	Responsible for	oversight through		
potential items	the annual	reports	managing and	detailed review of		
of budget	meeting	effectively to	reporting on cash	cash position.		
overspend/	programme.	the BoT.	and going			
underspend.	Accountable for	Responsible for	concern position.			
	ensuring the	working with				





Area of Responsibility Board of Trustees CEO/ Principal Agree the school staffing structure Primary Phase Committee Comsulted on Staffing structures and proposed changes.			Trust maintains a strong cash position and to ensure it is going concern. Responsible for the appointment of a finance Trustee and for scrutinising the accounts to ensure that the school has sufficient resource.	the CFO to monitor actual spend v budget at school level. Responsible through effective financial management at school level.					
Staff & HR (Structure) Staff approving the structure Structure Agree the school staffing structure of the school/Trust and to ensure that reviews of leadership structure maintain financial sustainability. Staff & HR (Structure) Agree the school staffing approving the overall staffing structure of the school staffing and overall to ensure that reviewed or approval. Responsible for ensuring the school staffing and overall leadership structure is reviewed or regularly and presented to the BoT for approval. Responsible for ensuring that proposed staffing and overall the Trust is a going concern. Staff & HR (Structure) Structure Structure is reviewed regularly and presented to the BoT for approval. Responsible for ensuring that proposed staffing and ensure that the Trust is a going concern.		Area of							
Staff & HR (Structure) Agree the school staffing structure Agree the school staffing structure is reviewed to ensure that reviews of leadership structure is regularly and presented to the BoT for approval. Responsible for ensuring that proposed staffing and ensure that reviewed the Trust is a going concern. Addit Committee Consulted on staffing structures and proposed changes.		Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
Staffing structure structure staffing structure overall staffing structure of the school/Trust and to ensure that reviews of leadership structure maintain financial sustainability. staffing structure is school staffing and overall leadership structure is reviewed the BoT for approval. Responsible for ensuring the school staffing structures and proposed changes. staffing structures and proposed changes. staffing structures and proposed changes.				•	Manager	Audit Committee	Committee		
structure overall staffing structure of the school/Trust and to ensure that reviews of leadership structure structure structure is reviewed regularly and structure structure maintain financial sustainability. structure overall staffing and overall structures are financially sound and ensure that the Trust is a going concern. structure presented to maintain financial sustainability. Responsible for	Staff & HR	_	-	•	•	Consulted on			
structure of the school/Trust and to ensure that reviews of leadership structure presented to maintain financial sustainability. Structure of the school/Trust and to ensure that reviews of leadership structure is and ensure that the Trust is a going concern. Structure of the school/Trust and to ensure that reviews of leadership regularly and presented to the BoT for approval. Responsible for Responsible for Responsible Responsible	(Structure)	_		_	•	_			
school/Trust and to ensure that reviews of leadership structure is regularly and structure maintain financial sustainability. school/Trust and to ensure that reviewed and ensure that the Trust is a going concern. going concern. financially sound and ensure that the Trust is a going concern. going concern. Responsible for	(5 11 51 51 51 51	structure	•						
to ensure that reviews of reviewed regularly and going concern. structure presented to maintain financial sustainability. Responsible for						changes.			
reviews of leadership regularly and structure maintain financial sustainability. Responsible for			=	•	•				
leadership structure presented to maintain financial sustainability. Responsible for									
structure presented to the BoT for sustainability. Responsible for									
maintain financial sustainability. The BoT for approval. Responsible for			•		going concern.				
sustainability. approval. Responsible for				l •					
Responsible for									
			Sustainability.	· ·					
ensuring that				· -					





			proposed staffing structures are financially sound and ensure that the					
			Trust is a going concern.					
			Responsible for working with the CFO to prepare annual staffing structures to inform budget planning and changes to staffing structure are					
			reported on.					
	Area of	Delegation		T	T			T
	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business Manager	Resources & Audit Committee	Secondary Phase Committee	Primary Phase Committee	Members
Staff & HR (Recruitment Termination)	Leadership (CEO/CFO); Head of School: appoint/ remove	Accountable for ensuring all processes are in line with statutory requirements. Accountable and Responsible for	Responsible for ensuring that all processes are compliant with up-to-date requirements.	Responsible for ensuring that all processes are compliant with up-to-date requirements.	Support the BoT with policy development and implementation as required. Responsible for the review of			





		appointing CEO/			relevant policies			
		Principal and			and processes.			
		CFO/ Business						
		Manager.						
	School level:	Accountable for	Responsible for	Responsible for	Responsible for			
	appoint/	ensuring all	ensuring that all	ensuring that all	policy			
	remove	processes are in	processes are	processes are	development and			
		line with	compliant with	compliant with	implementation			
		statutory	up-to-date	up-to-date	as required.			
		requirements.	requirements.	requirements.				
		Accountable for	Responsible for	Responsible for				
		the review of	ensuring that	ensuring that				
		relevant policies	policies are	policies are				
		and processes.	recommended	recommended				
		Responsible for	for approval by	for approval by				
		support with the	the BoT.	the BoT.				
		recruitment of						
		staff at school						
		level where						
		appropriate.						
	Area of	Delegation						
Staff & HR	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business	Resources &	Secondary Phase	Primary Phase	Members
(Appraisal/				Manager	Audit Committee	Committee	Committee	
Pay)	Executive (CEO):	Accountable for	Responsible for	Informed of	Responsible for			
· uy,	appraisal	approving CEO/	ensuring that	relevant pay	reviewing pay			
		Principal	the BoT has the	renumeration.	and			
		remuneration	relevant	Responsible for	remuneration of			
		and executive	information to	ensuring all pay	CEO/ Principal			
		remuneration	review	uplifts are	with			
		with agreed	performance.	processed.	recommendation			
		approach.			to BoT approval.			





Senior Leaders (CFO/ Head of	Accountable for agreeing Senior	Responsible for ensuring pay	Responsible for ensuring that the	Responsible for reviewing pay	Consulted over the Senior Vice	Consulted over the Head of	
School)	Leader renumeration	review across the Trust take	CEO/ Principal has the relevant	and renumeration of	Principals appraisal.	School appraisal.	
	within agreed	place in	information to	Senior Leaders			
	approach.	accordance with	review	with			
		procedures and	performance.	recommendation			
		for	Responsible for	to BoT approval.			
		recommending	ensuring all pay				
		par/	uplifts are				
		renumeration	processed.				
		reviews.					
Teachers and	Accountable for	Responsible for	Responsible for	Responsible for	Informed that the	Informed that the	
support staff:	HR policies and	ensuring pay	ensuring that the	reviewing pay	appraisal process	appraisal process	
appraisal and	implementation	reviews across	Principal has the	and	is complete.	is complete.	
related pay	in accordance	the Trust/	relevant	renumeration of			
increase	with statutory	school level take	information to	staff with			
	requirements.	place in	review	recommendation			
		accordance with	performance.	to BoT approval.			
		procedures and	Responsible for				
		for	ensuring pay				
		recommending	reviews across				
		pay/	the Trust take				
		renumeration	place in				
		reviews.	accordance with				
			procedures and				
			for				
			recommending				
			pay/				
			renumeration				
			reviews.				





	Area of	Delegation						
Staff & HR (Policies)	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business Manager	Resources & Audit Committee	Secondary Phase Committee	Primary Phase Committee	Members
(i one.es)	HR policies, including appraisal, pay, disciplinary, grievance, capability, absence management, flexible working, safer recruitment and other HR policies as considered appropriate	Accountable for HR policies and implementation in accordance with statutory requirements.	Responsible for overseeing and approving HR policies or referring these to the BoT as appropriate. Responsible for compliance with HR policies at school level.	Responsible for overseeing and implementing HR policies or referring these to the BoT as appropriate.	Support the BoT in implementation requirements of HR policies.	Support the implementation of HR policies at phase level.	Support the implementation of HR policies at phase level.	
	Area of	Delegation						
Estates	Responsibility	Board of Trustees	CEO/ Principal	CFO/ Business Manager	Resources & Audit Committee	Secondary Phase Committee	Primary Phase Committee	Members
	Maintain a central property asset register, including asset evaluation	Accountable for compliance with the Academy Handbook in relation to assets.	Responsible for oversight of asset register management. Responsible for notifying CFO of updates to the asset register and providing evidence	Responsible for collating and maintaining a Trust asset register and ensuring evaluations are undertaken and depreciation policies applied.	Responsible for reporting into the BoT and ensuring compliance with the Academy Trust Handbook in relation to assets.			





Maintain school	Accountable for	Responsible for	Responsible for		
premises for	approving estate	the	the management		
routine	strategy.	management of	of the estate and		
condition, repair		the estate and	PFI contract.		
and decoration		PFI contract.			
utilising the					
school budget					
and devolved					
formula capital					