

# **SHARE Multi-Academy Trust**

## **Scheme of Delegation**

### **2024-25**



MAT Version	4.6
Name of policy writer	J McNally
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Next review due date	February 2025
Approved by Directors	8 <sup>th</sup> October 2024



## Summary of changes in this version

1. Inclusion of Matthew Carr, Joanne Pollard and Claire Howard (Directors) and the removal of Emma Lewis (Member)
2. Update on the virement of budget provision between budget heads to include Principal/Headteachers
3. Further clarity on monthly maximum credit card limits
4. Further clarity on spending from reserves up to and over £30,000
5. Revised guidance on disciplinary hearings, to reflect decisions are made by a panel, rather than an individual
6. The delegation of authority should the CEO raise a grievance against the Trust Board

## Rationale

The underlying principles for this Scheme of Delegation are:

1. That all academies are in a partnership of equals irrespective of their length of membership.
2. SHARE Multi-Academy Trust is a single multi-academy trust with one shared vision, one Trust Board and one Scheme of Delegation.
3. SHARE Multi-Academy Trust is a registered charity and it remains true to its aims and objectives.
4. SHARE Multi-Academy Trust will ensure compliance with all obligations prescribed by the DfE, ESFA, The Charity Commission and other statutory bodies associated with the governance of academy trusts.
5. SHARE Multi-Academy Trust is a single employer and will maintain a single pay structure to ensure equal pay across its structure.
6. Local governing bodies or local advocate boards provide an important role by acting as advocates for pupils and each academy's community. They work with the principal / headteacher to set and achieve locally significant improvement goals; they provide an independent scrutiny role for matters such as pupil appeal committee or admissions; and they represent local views to the board.
7. The Trust Board's Scheme of Delegation will provide a framework in which those responsible for the governance, and leaders can fulfil their roles effectively, within the scope of statutory guidance and recommended practice.



## General Information

### Our vision

We want to transform education for the better, raising aspirations in our diverse communities, increasing knowledge and developing the skills our children and young people need to make their lives rewarding and successful.

Our schools will be the first choice for parents because we provide a safe, nurturing environment, excellent academic standards, a rich curriculum, first class support and a wealth of opportunities to learn and grow.

### Our mission

We believe education is all about people. Our success is measured in how we help our children and young people achieve. We can only achieve this success by employing talented, committed staff and working in partnership with parents. In doing so, we will benefit our communities. We have a distinctive way of interpreting this belief. We summarise it as:

## “Valuing People, Supporting Personal Best”

This means we seek for every one of our students and members of staff, to enjoy coming to our schools and for all of us to try our very best in everything we do. We help everybody gain the knowledge, skills and habits that can lead to a happy and successful life, both now and in the future. We believe that helping people feel valued increases the chances of them achieving their personal best, which is the highest standard we can expect anybody to achieve.

### Our guiding principles

Our guiding principles determine how we prioritise our activities, what we value and how we will conduct ourselves. In short, they describe what type of organisation we are.

<b>Everyone can achieve</b>	Everybody is capable of achieving success, given the right direction, support and commitment. Our job is to create these conditions
<b>Quality is our driving force</b>	We will be ambitious and keep seeking ways of getting better, to give our pupils the best chance of success. We will make all decisions in the best interests of pupils



<b>Teams drive success</b>	We believe people achieve more when they work well together. We will help everybody feel they are a valued member of our team
<b>People thrive in positive communities</b>	We think our pupils and staff will thrive where their many successes are celebrated, including their commitment and effort. We celebrate our diversity but are united by our values

## Our goals

Our overarching goal is:

*To help more pupils, particularly the disadvantaged, achieve highly. Achievement includes academic success and developing the personal qualities to lead happy, healthy and successful lives.*

We will achieve this by focusing on 5 goals:

1. Overcome disadvantage and help all pupils achieve outstanding outcomes
2. Deliver an outstanding curriculum and pedagogy
3. Recruit and retain an outstanding workforce
4. Provide outstanding leadership, management and infrastructure
5. Build positive communities

More details of the trust’s strategy are available on the SHARE MAT website.

### **SHARE Multi-Academy Trust Members**

There are currently three members:

Margaret Campbell (Lead)  
Philip Marshall  
Cleo Potterton

Additional members are appointed by the existing Trust Members by special resolution, supported by the trust’s Governance Professional.



## **SHARE Multi-Academy Trust Board (Non-Executive Directors)**

Each academy is governed by the trust, which shall have regard to (but for the avoidance of doubt shall not be bound by) any guidance as to the governance of the academies that the Secretary of State may publish. The Trust Board will establish, for each academy, a governing body or a local advocate council. The membership of these committees is described below. Generally, a governing body will scrutinise decisions made by leaders and report to the board from time to time. A local advocate council has more flexibility to set appropriate goals and review progress against them.

### **Communication between the Trust Board and Governing Bodies**

The Trust Board meet regularly and as often as necessary (usually 6 times a year), and conducts business only when quorate. The trust has an Audit & Risk Assurance Committee and a separate Finance Committee to which the board delegates financial scrutiny and oversight. The trust also has a Remuneration Committee who advises the Trust Board on pay ranges of the Chief Executive (CEO) and Executive Business Team posts. The Teaching School Hub (TSH) has its own Governing Body and this is a committee of SHARE's board. However, it is made up of strategic partners from across Calderdale and Kirklees. At least two directors will be members of the committee. The TSH governing body monitors the performance of the hub against targets agreed with the Department for Education. The targets are focussed on delivering professional development programmes for teachers. The governing body also monitor the Teaching School Hub's finances and contribute to overall strategy.

The trust employs a Governance Professional, who: advises trustees on policy and compliance; organises meetings and agendas; and, supports effective communication between all levels of governance. The Chair of the Trust Board and CEO will schedule meetings with headteachers and chairs of local advocate councils (governing bodies). This provides an opportunity for information sharing between the Trust Board and advocates and shares good practice across academies. Feedback from the trust will be a standing item on all governing body/advocate board agendas.

### **Trust Board**

Richard Amos	Claire Howard	John McNally (Chief Executive Officer)
Matthew Carr	Jeanne Keay (Vice Chair)	Joanne Pollard
Mark Day	Andrew Kent	Daniel Quinn (Chair)

Members of the Executive Team are invited to attend at the request of the Trust Board.

Additional non-executive directors are appointed to the trust board by trust members by ordinary resolution, up to a maximum of 10, supported by the Governance Professional.

### **Local Governing Body Chairs**

Nick Wilson – Shelley College  
Michelle Wood – Royds Hall and Luck Lane



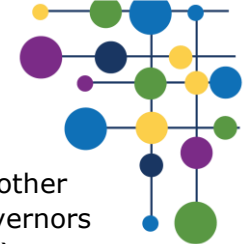
Victor White – Thornhill Community Academy and Primary North Cluster (Millbridge/Heaton Avenue)  
 Matthew McKirgan – Whitcliffe Mount

There are two options for local governance: local governing bodies or local advocate councils

### Option 1: Local Governing Bodies, including composition

The Chief Executive Officer (CEO) may attend any local governing body meeting by virtue of his or her position.

Type of Member	Number	Term of office	How they are elected
Executive Principal	1	Indefinite	N/A – by appointment as Executive Principal
Principal/Headteacher of relevant academy	1	Indefinite	N/A – by appointment as Principal/Headteacher
Chair/Vice Chair of the Governing Body	1	2 years	By SHARE Multi-Academy Trust Board resolution  The Trust Board will consider any representations made by the local governing body when considering the election of the Chair and Vice Chair.
Trust Nominated Governor	Min. 3 Up to 10	4 years	By SHARE Multi-Academy Trust Board resolution  The Trust Board will consider any representations made by the local governing body when considering the re-election of the trust governor. The composition of governing bodies or boards will be such that trust governors form a majority
Teaching staff Governor	Up to 3*	4 years	Teacher election – secret ballot to be organised by the relevant academy
Support staff Governor	Up to 3*	4 years	Support staff election – secret ballot to be organised by the relevant academy
Parent Governor	Min. 2 Up to 4	4 years	Parent election – secret ballot to be organised by the relevant academy
Clerk to the Governing Body	1	Indefinite	To be appointed by the CEO following consultation with the local governing body



\* The total number of staff governors not to exceed 4. The total number of trust nominated governors should normally exceed all other categories combined. The total number of staff governors must not exceed the total combined number of parent and trust governors. Governors should limit their length of service and it is normally recommended that governors serve no more than two terms of office (eight years).

## Option 2: Local Advocate Councils

The Chief Executive Officer (CEO) may attend any local advocate council by virtue of his or her position.

Type of Member	Number	Term of office	How they are elected
Executive Principal	1	Indefinite	N/A – by appointment as Executive Principal
Principal/Headteacher of relevant academy	1	Indefinite	N/A – by appointment as Principal/Headteacher
Pupil Advocate	2	4 years	A minimum of 2 parents, by election. Additional representation by SHARE Multi-Academy Trust Board resolution
Community Advocate	2	4 years	By SHARE Multi-Academy Trust Board resolution  The Trust Board will consider any representations made by the local advocate council when considering the re-selection of the community advocate.

### Local Authority Associated Persons (LAAPs)

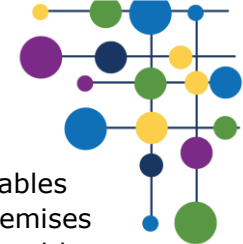
In accordance with our funding agreement and legal requirements, Local Authority Associated Persons may not form more than 19.9% of the total membership of any ownership or leadership group (members, non-executive directors or governing bodies). Where there is the possibility that the chair may have a casting vote, he or she must not be a LAAP.

### SHARE MAT Central Services

#### Top slice contributions

Small Primary Academies (<200 pupils)	3%
Primary Academies (201 – 500 pupils)	5.75%
Secondary Academies	7%





There are no hidden 'service' charges on top of this. Each academy's General Annual Grant (excluding Pupil Premium) is levied which enables all academies access to a whole range of functions and services as and when required. For example, school improvement services, HR, premises management, finance, payroll, legal, data and web development, ICT strategy, trust management and Trust Board governance are covered by the contribution.

### **Appointment and Deployment of Centrally Employed Staff**

The ultimate responsibility for the deployment of central team members belongs to the CEO based on identified need. Centrally employed staff include Executive Principals, Chief Financial Officer, Director of Operations, Director of Teaching School Hub and the HR Manager, who fulfil important business functions across the trust. Other roles include centrally employed teachers, who support improvements across the trust, e.g. School Improvement Leaders, Directors of English, Mathematics, Science and Modern Foreign Languages.

#### **Budget Setting**

All final academy and group budgets must be submitted to the Trust Board for ratification by 10 July each year. Indicative budgets must be in place by April each year. Budgets require authorisation by the Principal/Headteacher, CEO and Chief Financial Officer (CFO) prior to being presented to the Trust Board.

All Headteachers / Principals will submit their Academy Improvement Plan, Summary SEF and Financial Plan to the CEO by the beginning of October each year.

The trust has a Reserves Policy which is reviewed annually. Reserve levels are reflected in both percentage of income terms, and in liquidity/cash flow terms. Overall, the trust must maintain reserves of between 10% and 18% of recurring revenue income. Individual academies may deviate from this range, subject to the restrictions with the policy and with the agreement of the CEO and CFO.

### **In this scheme of delegation:**

**'Responsible'** means the person or body that prepares or proposes an action, decision or policy and is responsible for its effective implementation.

**'Accountable'** means the person or body that approves the action, decision or policy and is accountable to the board for ensuring actions and policies are carried out in accordance with trust and statutory guidance.



## Delegated Duties

Delegated Duty	Responsible	Accountable	Comment
Admissions	Headteacher / Principal (policy)  Local Governing Body or Local Advocate Council (implementation)	Trust Central Team	All academies will follow their Local Authority's admission policy and their own at post 16, taking into account Local Authority admission policies. Local governing bodies are responsible for admitting pupils to an individual academy, including making provision for independent appeals if necessary.
Capital Programme	Headteacher / Principal (proposal)  Premises manager (plan)  Director of Operations for the overall programme	Trust Central Team  Trust Board	Proposed capital programmes need to be submitted by June each year for approval by the Director of Operations, CEO and trust board (if required).  The Trust Board approve the overall capital programme and individual projects over the value of £99,999.
Capital Programme Contract Variations	Premises manager in consultation with the headteacher / principal	Trust Central Team  Trust Board	It is suggested that a 15% contingency is built into all programmes to allow for some local contract variation during the programme.  Trust Board approval is required if variations exceed agreed programme budget/contingency.
Health and Safety	Headteacher / Principal  Premises Manager	Trust Central Team	It is the responsibility of SHARE MAT to ensure that health and safety laws are adhered to and the appropriate health and safety certificates are in place. The operational compliance of this function will be delegated on a day to day basis to the Director of Operations and their team.
Income Generation	Headteacher / Principal	Chief Financial Officer	Income generated belongs to each individual academy for them to invest in the future learning of the pupils.
Insurance / RPA	Trust Central Team	Chief Financial Officer	SHARE MAT will use its purchasing power to ensure that all academies receive best value and value for money with their insurance.



## Delegated Duties /continued

Delegated Duty	Responsible	Accountable	Comment
Investments	Trust Central Team	Chief Financial Officer	SHARE MAT will invest any surplus monies on behalf of each academy in high interest accounts.
Permanent Exclusions	Headteacher / Principal	Exclusion panel, including at least two independent local governing body / local advocate board members	All academies will follow national guidance and Local Authority procedures for permanent exclusions and independent review panels.
Private Finance Initiative (PFI)	Trust Central Team	CEO	Where capital projects are approved within PFI buildings, the Chief Financial Officer must be satisfied that appropriate procurement has taken place. Substantial contracts or variations, with a value exceeding £50,000, require board approval.
Service Level Agreements / Contracts	Trust Central Team	CEO	The trust central team will determine which SLAs / contracts are agreed centrally and which may be delegated back to individual schools to purchase. If SLAs/ contracts are delegated back to the school, responsibility sits with the headteacher / principal, who must ensure best value for money is achieved.



**Delegated Duties / continued**

<b>Delegated Duty</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Comment</b>
Safeguarding	Headteacher / Principal	CEO Safeguarding Director	<p>The Trust Board are legally responsible for ensuring that policies, procedures and training in their schools or colleges are effective and comply with the law at all times.</p> <p>The Trust will employ a lead professional, to oversee safeguarding policy and practice across the trust, ensuring all academies comply with agreed practice and legislation. The lead professional will liaise closely with the named safeguarding director and report to the board as required.</p> <p>The headteacher /principal is responsible for ensuring his/her academy complies with statutory guidance, including 'Keeping Children Safe in Education'.</p> <p>The trust provides a common safeguarding policy template for schools to adjust to their individual circumstances.</p> <p>The CEO will review safeguarding matters in schools to ensure compliance.</p>



## Financial Levels of Authority

If a contract spend is over the World Trade Organisation (WTO) Government Procurement Agreement (GPA) threshold of £213,477 tenders need to be posted on the government’s procurement portal ‘Find a Tender’. Where contracts have a value over their lifetime in excess of the WTO/GPA threshold, compliance with the Public Contracts Regulations 2006 and related regulations must be adhered to. The ESFA must be notified of all contracts and other agreements in advance of the contract or agreement commencing and prior approval must be sought on related party transactions which exceed £40k in total during the same financial year.

Delegated Duty	Value	Delegated Authority	Comment
<b>Ordering goods and services (including advertising of tenders and award of contracts)</b>	Up to £9,999 (£14,999 for central ICT/premises)	Primary – Headteacher & Budget Holder (except ICT and Premises expenditure – delegated to ICT/Premises Managers and requiring one signature only)  Secondary - Budget Holder, e.g. subject leader  Teaching School Hub (TSH) – Director of TSH	If within approved budget level and the spend must have already been identified in the budget  Orders (excluding ICT and premises project/maintenance work) <ul style="list-style-type: none"> <li>- up to £4,999 require at least 1 quotation</li> <li>- between £5,000 and £49,999 require 3 written quotations</li> </ul>
	£10,000 - £49,999  (from £15,000 for central ICT/premises)	Principal / Headteacher  Central budget – Chief Financial Officer /Director of Operations/Executive Principal  TSH Budget – Director of TSH	Orders for ICT and premises project/maintenance work <ul style="list-style-type: none"> <li>- up to £14,999 require at least 1 quotation, although 3 are preferred where possible</li> <li>- between £15,000 and £49,999 require 3 written quotations</li> </ul>
	£50,000 - £99,999	CEO and Budget Holder  Central budget – CEO/Director of Operations/ Chief Financial Officer	If within approved budget level.  Orders over £50,000 to be put out to tender and advertised on the trust website



## Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
<b>Ordering goods and services (including advertising of tenders and award of contracts)</b>	£100,000 and above  (total to be calculated on duration of the contract)	Trust Board (2 signatures), CEO / Director of Operations / Chief Financial Officer	If within approved budget level  Contracts over the WTO GPA threshold (£213,477 January 2024), require tenders to be posted on the government's new procurement portal 'Find a Tender', unless procured through a government framework
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority above	
<b>Authorising monthly salary payments</b>	Unlimited	Chief Financial Officer, Director of Operations or Payroll Manager	Report to the Trust Board on any anomalies
<b>Signatures for Cheques, BACS payment authorisations and other bank transfers</b>	Unlimited	Any two signatures in line with the trust bank mandate	
<b>Signatories for grant claims and DfE returns</b>	Unlimited	The Chief Financial Officer and one of the following:  Chair of the Trust CEO Director of Operations Director of Teaching School Hub (TSH grant claims/returns)	Two signatories, or as required by DfE / ESFA



## Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
<b>Virement of budget provision between budget heads</b>	Within department	Finance Manager and Budget Holder	Virement within a department at discretion of finance manager / senior finance officer in consultation with budget holder  Virement between departments require approval from Chief Financial Officer  All virements to be reported to Chief Financial Officer and Principal/Headteacher.
	Up to £30,000	CEO and Chief Financial Officer	Reported to Chief Financial Officer CEO and Principal/Headteacher.
	£30,001 - £50,000	CEO and Chief Financial Officer	Reported to the Trust Board
	Over £50,000	As above plus a Trust Board director	Reported to the Trust Board
<b>Purchase or disposal of freehold property</b>	Any	Trust Board, CEO and Chief Financial Officer	CEO to report to Trust Board  ESFA agreement required
<b>Disposal of fixed assets (not L&amp;B or Heritage)</b>	Up to £20,000 (original value of total assets being disposed)	Principal / Headteacher and Chief Financial Officer	Reported to CEO
	Over £20,000 (original value of total assets being disposed)	CEO, Trust Board, Chief Financial Officer	Chief Financial Officer to report to Trust Board



## Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
<b>Disposal of heritage assets</b>		CEO, Trust Board, Chief Financial Officer	ESFA agreement required
<b>Write-off bad debts</b>	Up to £1,000	Principal / Headteacher	Report to Chief Financial Officer and Local Governing Body
	Over £1,000	Trust Board & Chief Financial Officer	Report to Trust Board  ESFA consent required if exceeds 1% of annual income, or £45k individually
<b>Staff severance / compensation</b>	Up to £50,000	CEO and Chief Financial Officer	Reported to Trust Board
	Over £50,000	CEO, Chief Financial Officer and a Trust Board director	Reported to Trust Board  ESFA agreement required if £50k or over or the employee earns in excess of £150,000.
<b>Ex-gratia payments</b>	Any	CEO, HR Manager and Chief Financial Officer	ESFA agreement required (no lower limit)
<b>Write-off overpayments to staff</b>	Up to £1,000	Principal / Headteacher	Report to HR Manager and Chief Financial Officer who reports to Trust Board
	Over £1,000	Chief Financial Officer / Director of Operations	Reported to Trust Board
	Lower of 1% of annual income or 45k	CEO / Chief Financial Officer / Director of Operations	Reported to ESFA





## Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
	Cumulatively in excess of 5% of total annual income.		
<b>Finance Leases</b>	Any	Trust Board, CEO / Chief Finance Officer	ESFA agreement required
<b>Land &amp; Building Leasehold</b>	Any	Trust Board, CEO & Chief Financial Officer	ESFA agreement required if lease term is 7 years or more
<b>Granting a lease on Land &amp; Buildings</b>	Any	Trust Board, CEO and Chief Financial Officer	ESFA agreement required
<b>GAG - Pooling of Grant</b>	Any	Trust Board, CEO and Chief Financial Officer	No limits (reporting to ESFA not required except PFI)
<b>GAG – c/fwd’s</b>	Any	Trust Board, CEO and Chief Financial Officer	No limits (reporting to ESFA not required)
<b>Borrowing – Loan / Overdraft</b>	Any	Trust Board, CEO and Chief Financial Officer	ESFA agreement required



## Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
<b>Borrowing – Credit Cards</b>	<p>Monthly maximum limits.</p> <p>Trust (all cards) - £150,000</p> <p>Central - £10,000</p> <p>Secondary - £3,000</p> <p>Primary/Teaching School Hub - £2,000</p>	Chief Financial Officer	<p>Trust has full discretion provided charges are not incurred. All credit cards must be repaid in full before interest is incurred.</p> <p>Monthly limits are for individual cards held on behalf of the trust. These limits can be temporarily increased, providing levels remain within the trust total, subject to approval by the Chief Financial Officer.</p>
<b>Operating Leases</b>	Any	Chief Financial Officer / Director of Operations	Approval limits and quotations / tendering requirements as per 'Ordering of Goods and Services' section
<b>Related Party Transactions</b>	Any	Chief Financial Officer	<p>Trusts must report all transactions with related parties to the ESFA in advance of the transaction taking place</p> <p>ESFA prior approval to be obtained for all transactions with related parties that exceed £40,000 cumulatively within the financial year</p>
<b>Expenditure from Reserves</b>	Up to £30,000	CEO and Chief Financial Officer	Report to Audit & Risk Assurance Committee and the Trust Board
	Over £30,000	As above plus a Trust Board director	Report to Audit & Risk Assurance Committee and the Trust Board



## HR Levels of Authority

All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. The Chief Executive may attend any recruitment process and nominate an alternative representative if they are unavailable to make up a panel.

For clarification, the Executive Business Team, where referred to, consists of the CEO, Chief Finance Officer, Director of Operations, the HR Manager and Executive PA.

Appointments	Delegated Authority
Chief Executive (CEO)	Trust Board (minimum of 3 directors, with non-voting co-optees as required)
Executive Principal and Director of Professional Development and School Improvement	One Trust Board director, CEO and at least one other as determined by the CEO
Chief Financial Officer, Director of Operations	CEO, Chief Financial Officer or Director of Operations and one other as determined by the CEO, usually a Trust Board director
Principal / Headteacher	CEO, plus at least two others as determined by the CEO. A local governor or advocate will usually be invited where possible
Vice Principals / Deputy Headteacher	CEO, Principal / Headteacher plus at least one other as determined by the CEO
Assistant Principals / Headteachers and SLT Support Staff	Principal / Headteacher, plus at least two others, as determined by the CEO
HR Manager and Executive PA	CEO, plus at least one other, usually the Director of Operations
Centrally appointed Curriculum Directors	CEO, Executive Principal and one other as determined by the CEO
Other centrally appointed teaching staff	To be determined by the CEO, according to the post. It will usually include a Principal / Headteacher or a senior trust leader
Centrally appointed support staff	Chief Financial Officer or Director of Operations, HR Manager or other relevant manager
Head of Department / Faculty / key stage	Principal / Headteacher, appropriate Curriculum Director (if applicable) and one other as determined by the Principal / Headteacher
TLR Posts	Principal / Headteacher (or nominated representative), Director of Subject (if applicable) and Head of Department
All other Teaching posts	Principal / Headteacher (or nominated representative), Director of subject (if applicable) and Head of Department



## HR Levels of Authority / continued

Appointments	Delegated Authority
All Support Staff posts (other than senior posts)	Relevant manager from the central team (if appropriate), otherwise determined by Principal / Headteacher

## Disciplinary cases and dismissals

- Disciplinary
- Capability (professional competence)
- Ill Health capability
- Redundancy (the Trust Board will have determined that there is a redundancy situation)
- Some other substantial situation

For all disciplinary cases and dismissals, the following delegation model shall apply:

Disciplinary cases and dismissals	Delegated Authority	Appeal
CEO	At least two trust board directors, appointed by the Board	3 Trustees*
Executive Principal, Director of Teaching School Hub, Director of Operations, Chief Financial Officer, HR Manager and Executive PA	CEO, plus at least one other appointed by the CEO, to be of the same grade or higher than the subject of the hearing	At least two Trustees
Principal / Headteacher	CEO, plus Executive Principal or member of the Executive Business team, appointed by the CEO	At least two Trustees
Curriculum Directors or School Improvement Leaders	Executive Principal, plus at least one other to be determined by the trust’s Executive Business team	CEO, plus one other Executive Principal or equivalent



## HR Levels of Authority / continued

Grievance	Delegated Authority	Appeal
Vice Principal / Deputy Headteacher and SLT Members	Principal / Headteacher, plus one other person of a higher or equal grade	CEO, plus one other Executive Principal or equivalent
All other academy posts	Principal / Headteacher	CEO, Executive Principal and/or at least one other senior leader
All other central posts	Director of Operations or Chief Financial Officer	CEO, Executive Principal and/or at least one other senior leader
CEO	Trust Board director	Chair of the Trust Board
In the case of a grievance against the Trust Board	Trust Member	Lead Member
Executive Principal	CEO	Trust Board director
Principal / Headteacher	CEO	Trust Board director
Chief Financial Officer, Director of Operations, Director of Teaching School Hub	CEO	Trust Board director
HR Manager	Director of Operations	CEO
Vice Principal/senior leader	Principal / Headteacher	CEO
Curriculum Directors or Trust Improvement Leaders	Executive Principal	CEO
All other Academy posts	Deputy Headteacher / Principal / Headteacher	Headteacher or Principal / Headteacher
All Finance posts	Chief Financial Officer	Director of Operations or CEO
All other central team posts	Director of Operations	Chief Financial Officer or CEO



## HR Levels of Authority / continued

<b>Compromise Agreements</b>	<b>Delegated Authority</b>
Up to and including £10,000	Headteacher / Principal and HR Manager to agree terms. CEO to sign
In excess of £10,000	CEO and HR Manager to agree terms. CEO to sign
In excess of £50,000	Approval to be sought (in advance of any binding offer to staff) from the ESFA - who will also need to refer such transactions to HM Treasury prior to giving approval

<b>Signature of Letter of Appointments</b>	<b>Delegated Authority</b>
CEO	Chair of the Trust Board
Executive Principal, Chief Financial Officer, Director of Operations, Director of Teaching School Hub, HR Manager	CEO
Principal / Headteacher	CEO
Central Team – other posts	HR Manager
Curriculum Directors or Trust Improvement Leader	CEO or HR Manager if unavailable
All other posts	Headteacher / Principal or HR Manager
Collective Agreements	Trust Board (Chair of Trust Board to sign)
Teachers' Pay – Threshold/UPS	Principal / Headteacher



## HR Levels of Authority / continued

<p><b>Acting up Payments / Additional Payments</b></p>	<p><b>Delegated Authority</b></p>
<ul style="list-style-type: none"> <li>• CEO and the Executive Business Team</li> <li>• All other employees</li> </ul>	<ul style="list-style-type: none"> <li>• Trust Board upon the recommendation of the Remuneration Committee</li> <li>• The Executive Business Team will consider evidence from the relevant Senior Leaders as required</li> </ul>
<p><b>HR Levels of Authority / continued Performance Management</b></p>	<p><b>Delegated Authority</b></p>
<ul style="list-style-type: none"> <li>• CEO</li> <li>• Executive Principal</li> <li>• Chief Financial Officer, Director of Operations, Director of School Improvement, Director of Teaching School Hub</li> <li>• Principal / Headteacher</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of two Trust Board directors</li> <li>• CEO</li> <li>• CEO</li> <li>• Executive Principal</li> </ul>
<p><b>Performance Management</b></p>	<p><b>Delegated Authority</b></p>
<ul style="list-style-type: none"> <li>• Curriculum Directors / Trust Improvement Leaders</li> <li>• Central Services staff</li> <li>• Vice Principal / Deputy Headteacher</li> <li>• All other Academy posts</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Principal</li> <li>• Chief Financial Officer or Director of Operations</li> <li>• Principal / Headteacher</li> <li>• In accordance with the list of agreed reviewers approved by the Academy Principal</li> </ul>
<p><b>Staffing restructures</b></p>	<p><b>Delegated Authority</b></p>
<p>Academies and Central Team</p>	<p>Chief Financial Officer, HR Manager, Executive Principal, Headteacher / Principal to propose. CEO to approve</p>



## HR Levels of Authority / continued

Re-grading / re-designation / increase in hours	Delegated Authority
<ul style="list-style-type: none"> <li>CEO and the Executive Business Team</li> <li>All other employees</li> </ul>	<ul style="list-style-type: none"> <li>Trust Board upon the recommendation of the Remuneration Committee</li> <li>The Executive Business Team will consider evidence from the relevant Senior Leaders as required</li> </ul>
Creation of temporary and permanent new posts	Delegated Authority
<ul style="list-style-type: none"> <li>CEO and the Executive Business Team's posts</li> <li>All other posts</li> </ul>	<ul style="list-style-type: none"> <li>Trust Board upon the recommendation of the Remuneration Committee</li> <li>The Executive Business Team will consider evidence from the relevant Senior Leaders as required</li> </ul>
Determination of Pay Progression	Delegated Authority
CEO	Trust Board on the basis of appraisal
Executive Principals, Chief Financial Officer, Director of Operations, Director of Teaching School Hub	CEO on the basis of appraisal Summary report to the trust board
Principals / Headteachers within their pay grade	Executive Principal Summary report to the trust board
Vice Principals / Deputy Headteachers within their pay grade	Headteacher / Principal on the basis of performance management
Curriculum Directors or Trust Improvement Leader within their pay grade	Executive Principal. CEO to be informed





## HR Levels of Authority / continued

Determination of Pay Progression cont/....	Delegated Authority
MAT Central Team within their pay grade	Chief Financial Officer or Director of Operations on the basis of performance management
Teaching posts below Vice Principal within their pay grade (including Threshold)	Principal / Headteacher
All other posts	Principal / Headteacher on the recommendation of line manager

Other HR Levels of Authority	Delegated Authority
Revisions to Pay and Conditions	Trust Board
Decision to make redundancies	Trust Board on recommendation from CEO and Executive Business Team
Authorisation of redundancy/early retirement payments	Chief Financial Officer and Director of Operations after approval by CEO
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	HR Manager (with reference to the CEO, Headteacher / Principal or Director of Operations / Chief Financial Officer)
Determination of CEO's and the Executive Business Team's pay range	Trust Board on recommendation from Remuneration Committee
Determination of pay range for all other posts	The Executive Business Team will consider evidence from the relevant Senior Leaders and as per statutory and national guidance

N.B – Any other delegated authority not described above would need to be referred to the Trust Board for a decision

The term 'Principal' or 'Headteacher' will include Acting and Associate Principal.