

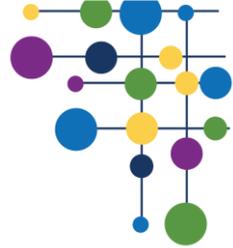
SHARE Multi-Academy Trust

Scheme of Delegation

2025-26



MAT Version	6.0
Name of policy writer	J McNally
Last review date	December 2025
Next review due date	December 2026
Approved by Directors	26 th March 2026



Summary of changes in this version

1. Change to the Government Procurement Agreement (GPA) thresholds

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 trust with one shared vision, one Trust Board and one Scheme of Delegation.
3. SHARE Multi-Academy Trust is an exempt 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, 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 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 academies 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 on 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:

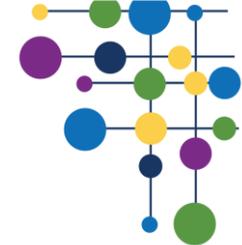
“Valuing People, Supporting Personal Best”

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.

Everyone can achieve	Everybody is capable of achieving success, given the right direction, support and commitment. Our job is to create these conditions
Quality is our driving force	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
Teams drive success	We believe people achieve more when they work well together. We will help everybody feel they are a valued member of our team
People thrive in positive communities	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)
Cleo Potterton
Jeanne Keay

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

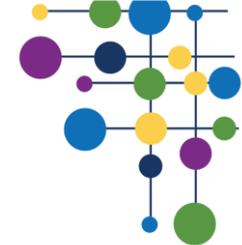
SHARE Multi-Academy Trust Board (Non-Executive Directors)

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 local governing body and committees to draw local governors and trust board directors together. 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.

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. Committee membership is drawn from directors (trustees) and local governors. Executive leaders will attend committee meetings to support directors and governors. Some committees may appoint external members, depending on their terms of reference.

The trust has the following committees:



- Audit & Risk Assurance, to scrutinise risks, compliance and significant operational matters.
- Finance, to scrutinise the budget, management reports and financial controls.
- Remuneration, which advises the Trust Board on pay ranges of the Chief Executive (CEO) and Senior Executive Leadership Team posts.
- People, which advises the board about its people-related strategies, employee engagement, recruitment & retention.
- Pupils, which incorporates pupil safeguarding, behaviour, attendance and wellbeing.
- Standards, which reviews curriculum, academic outcomes and the quality of teaching and learning.

Committees will normally advise the board about decisions. Terms of reference are available for each committee and agreed by the board annually.

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 one director will be a member 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. Feedback from the trust will be a standing item on all governing body agendas.

Trust Board

Mark Day
Daniel Quinn (Chair)
Claire Howard (Vice Chair)

Ben Inman
Phillip Joy
Andrew Kent

Stuart Mansfield
John McNally (Chief Executive Officer)

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

Michelle Wood – Royds Hall
Farzana Zahid - Primary South Cluster (Luck Lane/Woodside Green)
Jane Richardson – Shelley College
Victor White – Thornhill Community Academy and Primary North Cluster (Millbridge/Heaton Avenue)
Jon Hairsine – Todmorden
Matthew McKirgan – Whitcliffe Mount



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 – may attend local governing body meetings as necessary and act as a representative of the CEO
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 Governance Professional 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).



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)	5.25%
Secondary Academies	6.25%

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, the Chief Finance and Operations Officer, the Director of Improvement and People 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. Trust Improvement Leaders, Directors of English, Mathematics and Science.

Budget Setting
All final academy and group budgets must be submitted to the Trust Board for ratification by 10 th July each year. Indicative budgets must be in place by April each year. Budgets require authorisation by the Principal/Headteacher, CEO and Chief Finance and Operations Officer (CFOO) 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 within the policy and with the agreement of the CEO and CFOO.



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 Duty	Responsible	Accountable	Comment
Admissions	Headteacher / Principal (policy) Local Governing Body or Local Advocate Council (implementation)	Trust Central Team	All academies will work within the relevant latest guidance from the DfE and work in a constructive manner with their local authority's admissions team and neighbouring admissions authorities. 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 & Compliance manager (plan)	Senior Executive Leadership Team Trust Board	Proposed capital programmes need to be submitted by June each year for approval by the Senior Executive Leadership Team and/or 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 & Compliance Manager in consultation with the headteacher / principal	Senior Executive Leadership 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 & Compliance Manager	Senior Executive Leadership 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 Premises and Compliance Manager, whilst recognising that each headteacher / principal must take responsibility for the health and safety of people on their site.



Delegated Duties /continued

Delegated Duty	Responsible	Accountable	Comment
Income Generation	Headteacher / Principal	Chief Finance & Operations Officer (CFOO)	Income generated belongs to each individual academy for them to invest in the future learning of the pupils.
Insurance / RPA	Trust Central Team	Chief Finance & Operations Officer	SHARE MAT will use its purchasing power to ensure that all academies receive best value and value for money with their insurance.
Investments	Deputy CFO / Finance Manager	Chief Finance & Operations 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 members	All academies will follow national guidance and Local Authority procedures for permanent exclusions and independent review panels.
Private Finance Initiative (PFI)	Premises & Compliance Manager	CFOO	Where capital projects are approved within PFI buildings, the Chief Finance & Operations 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	Deputy CFO / Finance Manager	CFOO	The trust central team will determine which SLAs / contracts are agreed centrally and which may be delegated back to individual academies to purchase. If SLAs/ contracts are delegated back to the academy, responsibility sits with the headteacher / principal, who must ensure best value for money is achieved.



Delegated Duties / continued

Delegated Duty	Responsible	Accountable	Comment
Safeguarding	Headteacher / Principal	Executive Principal CEO Safeguarding Director	<p>The Trust Board are legally responsible for ensuring that policies, procedures and training in their academies 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. The named director will usually be a member of the Pupil Committee.</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 academies to adjust to their individual circumstances.</p> <p>The CEO ensures that safeguarding practice in academies is reviewed regularly, to ensure compliance.</p>

Financial Levels of Authority

If a contract is valued either individually or over the lifetime of the contract over the World Trade Organisation (WTO) Government Procurement Agreement (GPA) thresholds as detailed in the Cabinet Office Procurement Policy Note, which is currently £207,720 (inclusive of VAT), tender procedures as outlined in the Procurement Act 2023 and its associated regulations and Find a Tender service must be followed.

Reference to DfE opportunities and buying for schools should be considered when making purchasing decisions for goods and services to assist in ensuring value for money.

The DfE must be notified of all contracts and other agreements with related parties in advance of the contract or agreement commencing or being renewed and prior approval must be sought on related party contracts and other agreements for the supply of goods or services to the trust which exceed £40k in total during the same financial year.



Delegated Duty	Value	Delegated Authority	Comment
Ordering goods and services (including advertising of tenders and award of contracts)	Up to £9,999 (£14,999 for central ICT/premises)	Primary – Headteacher & Budget Holder (except ICT and Premises expenditure, which is delegated to ICT/Premises Managers and requiring one signature only) Secondary - Budget Holder, e.g. subject leader Teaching School Hub (TSH) – Director of People & Improvement	Approval is deemed to have been given by the delegated authority if within the approved budget level and the spend has already been identified in the budget Orders (excluding ICT and premises project/maintenance work) <ul style="list-style-type: none"> - up to £4,999 require at least 1 quotation - between £5,000 and £149,999 require 3 written quotations
	£10,000 - £149,999 (from £15,000 for central ICT/premises)	Principal / Headteacher Central budget – Chief Finance & Operations Officer / Executive Principal TSH Budget – Director of People & Improvement	Orders for ICT and premises project/maintenance work <ul style="list-style-type: none"> - up to £14,999 require at least 1 quotation, although 3 are preferred where possible - between £15,000 and £149,999 require 3 written quotations
	£150,000 - £214,899	CEO and Budget Holder Central budget – CEO/ Chief Finance & Operations Officer	If within approved budget level. Orders over £150,000 to be put out to tender.



Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
Ordering goods and services (including advertising of tenders and award of contracts)	£214,900 and above (total to be calculated on duration of the contract)	Trust Board (2 signatures), CEO / Chief Finance & Operations Officer	If within approved budget level Contracts over the WTO GPA threshold (£214,904 January 2024), require tenders to be procured as outlined in the Procurement Act 2023.
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority above	
Authorising monthly salary payments	Unlimited	Chief Finance & Operations Officer, Deputy Chief Finance Officer or Payroll Manager	Report to the Trust Board on any anomalies Payroll should be authorised by either the CFOO or Deputy CFO before payment who are independent of the payroll data inputting process.
Signatures for Cheques, BACS payment authorisations and other bank transfers	Unlimited	Any two signatures in line with the trust bank mandate.	BACs, faster payments, CHAPs and bank transfer payments may be authorised by the CFOO, Deputy CFO, Finance Manager, Senior Finance Officers and other senior central team members who have been approved for online banking access.



Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
Signatories for grant claims and DfE returns	Unlimited	Chief Finance & Operations Officer and one of the following: Chair of the Trust CEO Executive Principal Director of People & Improvement	Two signatories, or as required by DfE
Virement of budget provision between budget heads	Within department	Finance Manager and Budget Holder	Virement within a department at discretion of Deputy CFO / finance manager in consultation with budget holder
	Up to £3,000	Budget Holder and Deputy CFO or Chief Finance & Operations Officer	Virement between departments requires approval from Deputy CFO or Chief Finance & Operations Officer All virements to be reported to Chief Finance & Operations Officer and Principal/Headteacher.
	£3,001 - £30,000	CEO and CFOO	Reported to CFOO, CEO and Principal/Headteacher.
	£30,001 - £50,000	CEO and CFOO	Reported to the Trust Board
	Over £50,000	As above plus a Trust Board director	Reported to the Trust Board



Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
Variation to approved budget	Individual variation up to £3,000 providing the cumulative annual variations per budget department is below £30,000	Chief Finance & Operations Officer	Variations require approval from Chief Finance & Operations Officer All variations to be reported to Chief Finance & Operations Officer and Principal/Headteacher.
	£3,001 - £30,000	CEO and Chief Finance Officer	Reported to Chief Finance & Operations Officer, CEO and Principal/Headteacher.
	£30,001 - £50,000	CEO and CFOO	Reported to the Trust Board
	Over £50,000	As above plus a Trust Board director	Reported to the Trust Board
Write-off bad debts	Up to £1,000	Principal / Headteacher	Report to Chief Finance Officer and Local Governing Body
	Over £1,000	Trust Board & Chief Finance & Operations Officer	Report to Trust Board DfE consent required if exceeds 1% of annual income, or £45k individually
Staff severance / compensation	Up to £15,000	CEO and Chief Finance & Operations Officer All payments deemed to be contentious will be referred to the DfE before authorisation.	Reported to the Trust Board
	£15,001 to £50,000	Trust Board	Proposed by Chief Executive and Chief Finance & Operations Officer



Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
	Over £50,000	CEO, Chief Finance & Operations Officer and a Trust Board director	Reported to Trust Board DfE agreement required if £50k or over or the employee earns in excess of £150,000.
Ex-gratia payments or special payments deemed to be non-contractual	Any	CEO and Chief Finance & Operations Officer or trust board according to value, in line with staff severance payments	DfE agreement required (no lower limit)
Write-off overpayments to staff	Up to £1,000	Principal / Headteacher	Report to HR Manager and Chief Finance & Operations Officer who reports to Trust Board
	Over £1,000	Deputy CFO or Chief Finance & Operations Officer	Reported to Trust Board
	Lower of 1% of annual income or 45k or cumulatively in excess of 5% of total annual income.	CEO / Chief Finance & Operations Officer	Reported to DfE



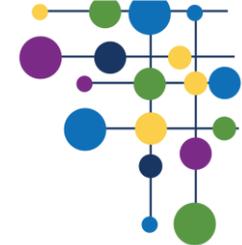
Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
Finance Leases	Any	Trust Board, CEO / Chief Finance & Operations Officer	DfE agreement required where not on the pre-approved list
Land & Building Leasehold	Any	Trust Board, CEO & Chief Finance & Operations Officer	DfE agreement required if lease term is 7 years or more
Granting a lease on Land & Buildings	Any	Trust Board, CEO and Chief Finance & Operations Officer	DfE agreement required
GAG - Pooling of Grant	Any	Trust Board, CEO and Chief Finance & Operations Officer	No limits (reporting to DfE not required except PFI)
GAG – c/fwd’s	Any	Trust Board, CEO and Chief Finance & Operations Officer	No limits (reporting to DfE not required)
Borrowing – Loan / Overdraft	Any	Trust Board, CEO and Chief Finance & Operations Officer	DfE agreement required
Purchase or disposal of freehold property	Any	Trust Board, CEO and Chief Finance & Operations Officer	CFOO to report to Trust Board DfE agreement required
Disposal of fixed assets (not L&B or Heritage)	Up to £20,000 (original value of total assets being disposed)	Principal / Headteacher and Chief Finance & Operations Officer	Reported to CEO
	Over £20,000 (original value of total assets being disposed)	CEO, Trust Board, Chief Finance & Operations Officer	CFOO to report to Trust Board
Disposal of heritage assets		CEO, Trust Board, Chief Finance & Operations Officer	DfE agreement required



Financial Levels of Authority / continued

Delegated Duty	Value	Delegated Authority	Comment
Borrowing – Credit Cards	<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 Finance & Operations 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 Finance & Operations Officer.</p>
Operating Leases	Any	Chief Finance & Operations Officer	Approval limits and quotations / tendering requirements as per 'Ordering of Goods and Services' section
Related Party Transactions	Any	Chief Finance & Operations Officer	<p>Trusts must report all transactions with related parties to the DfE in advance of the transaction taking place</p> <p>DfE prior approval to be obtained for all transactions with related parties that exceed £40,000 cumulatively within the financial year</p>
Expenditure from Reserves	Up to £30,000	CEO and Chief Finance & Operations Officer	Report to the Trust Board
	Over £30,000	As above plus a Trust Board director	Report to the Trust Board

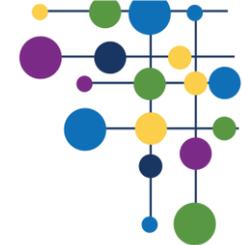


HR Levels of Authority

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 Senior Executive Leadership Team, where referred to, consists of the CEO, Chief Finance & Operations Officer, Executive Principals and Director of People & Improvement.

Appointments	Delegated Authority
Chief Executive (CEO)	Trust Board (minimum of 3 directors, with non-voting co-optees as required)
Chief Finance & Operations Officer, Executive Principal and Director of People & Improvement	One Trust Board director, CEO and at least one other as determined by the CEO
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 Senior Support Staff	Principal / Headteacher, plus at least two others, as determined by the CEO, usually to include Executive Principal
Deputy Chief Finance Officer, HR Manager, Heads of Service (ICT Manager, Premises Manager, Governance Professional, Payroll & HR Admin Manager), Executive PA	CEO, plus at least one other from the Senior Executive Leadership Team
Centrally appointed Curriculum Directors, Trust Improvement Leaders	CEO, Executive Principal and/or Director of People & Improvement and up to 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 the CFOO and a Head of Service
Centrally appointed support staff	Chief Finance & Operations Officer, plus at least one other postholder at Head of Service level
Head of Department / SENDCO / 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 (if applicable)



HR Levels of Authority / continued

Appointments	Delegated Authority
All other Teaching posts	Principal / Headteacher (or nominated representative), Director of subject (if applicable) and Head of Department
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	At least three different board directors
Executive Principal, Chief Finance and Operations Officer, Director of People and Improvement	CEO and one trust board director	At least two different board directors
Principal / Headteacher	CEO, plus member of the Senior Executive Leadership Team, usually appointed by the CEO	At least two board directors
Head of Service, Executive PA	Two members of the Senior Executive Leadership Team	At least two from: CEO, director, one other member of the Senior Executive Leadership Team



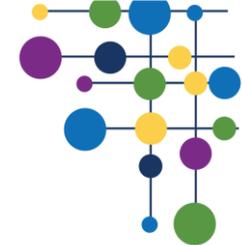
HR Levels of Authority / continued

Disciplinary cases and dismissals	Delegated Authority	Appeal
Curriculum Directors or Trust Improvement Leaders	Executive Principal, plus at least one other to be determined by the trust's Senior Executive Leadership Team	CEO, plus one other member of the Senior Executive Leadership Team
Vice Principal / Deputy Headteacher and senior leadership team 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 Matters requiring a panel will include the Principal/Headteacher and at least one other senior leader	Two members of the Senior Executive Leadership Team
All other central posts	Head of Service, Chief Finance & Operations Officer	Two members of the Senior Executive Leadership Team

Grievance	Delegated Authority	Appeal
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, Chief Finance and Operations Officer, Director of People and Improvement	CEO	At least two Trust Board directors
Principal / Headteacher	CEO	At least two Trust Board directors
Deputy CFO, HR Manager, Head of Service, Executive PA	Member of the Senior Executive Leadership Team	CEO, plus one member of the Senior Executive Leadership Team



Vice Principal/senior leader	Principal / Headteacher	CEO, plus one member of the Senior Executive Leadership Team
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HR Levels of Authority / continued

Grievance	Delegated Authority	Appeal
Curriculum Directors or Trust Improvement Leaders	Executive Principal	At least two members of the Senior Executive Leadership Team, to usually include the CEO
All other Academy posts	Deputy Headteacher / Principal / Headteacher	Headteacher or Principal / Headteacher, plus one other appointed by the CEO
All other central team posts	Head of appropriate service line	At least two members of the Senior Executive Leadership Team

Compromise Agreements	Delegated Authority
Up to and including £15,000	Headteacher and HR Manager to agree terms in principle. Approval must be sought from the CEO and CFOO. Approval may also be required from the board and DfE, depending on non-contractual payments.
In excess of £15,000	CEO, CFOO and HR Manager to agree terms. Approval may also be required from the board and DfE, depending on non-contractual payments. CEO to sign.
In excess of £50,000	Approval to be sought (in advance of any binding offer to staff) from the DfE - who may also need to refer such transactions to HM Treasury prior to giving approval

Signature of Letter of Appointments	Delegated Authority
CEO	Chair of the Trust Board
Member of the Senior Executive Leadership Team	CEO



HR Levels of Authority / continued

Signature of Letter of Appointments	Delegated Authority
Principal / Headteacher	CEO
Deputy CFO, Head of Service, HR Manager	CEO
Central Team – other posts	Chief Finance and Operations Officer
Curriculum Directors or Trust Improvement Leader	CEO
All other posts	Headteacher / Principal or HR Manager
Collective Agreements	Trust Board (Chair of Trust Board to sign)
Teachers' Pay – Threshold/UPS	Principal / Headteacher

Acting up Payments / Additional Payments	Delegated Authority
<ul style="list-style-type: none"> • CEO and members of the Senior Executive Leadership Team • HR Manager, Deputy CFO, Head of Service, Headteacher / Principal • Member of a school's leadership team, Trust Subject Director, Trust Improvement Leader • Other staff, if additional payment is above £5,000 • Other payments 	<ul style="list-style-type: none"> • Trust Board upon the recommendation of the Remuneration Committee • CEO, plus members of the Senior Executive Leadership Team not involved in the proposal • Senior Executive Leadership Team • Senior Executive Leadership Team • Principal / Headteacher, with approval from the CFOO



HR Levels of Authority / continued

Appraisal	Delegated Authority
<ul style="list-style-type: none"> • CEO • Member of the Senior Executive Leadership Team • Principal / Headteacher • HR Manager • Head of Service, Deputy CFO • Curriculum Directors / Trust Improvement Leaders • Central Services staff • Vice Principal / Deputy Headteacher • All other Academy posts 	<ul style="list-style-type: none"> • Minimum of two Trust Board directors • CEO • Executive Principal • Director of People & Improvement • CFOO • Executive Principal • Chief Finance & Operations Officer • Principal / Headteacher • In accordance with the list of agreed reviewers approved by the Academy Principal
Staffing restructures	Delegated Authority
Academies and Central Team	HR Manager, Executive Principal, Headteacher / Principal to propose. CEO and CFOO to approve
Re-grading / re-designation / increase in hours	Delegated Authority
<ul style="list-style-type: none"> • CEO and the Senior Executive Leadership Team • All other employees 	<ul style="list-style-type: none"> • Trust Board upon the recommendation of the Remuneration Committee • The Senior Executive Leadership Team will consider evidence from the relevant Senior Leaders as required
Creation of temporary and permanent new posts	Delegated Authority
<ul style="list-style-type: none"> • CEO and the Senior Executive Leadership Team • All other posts 	<ul style="list-style-type: none"> • Trust Board • The Senior Executive Leadership Team. Significant costs may require board approval.



HR Levels of Authority / continued

Determination of Pay Progression	Delegated Authority
CEO	Trust Board on the basis of appraisal
Senior Executive Leadership Team	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
HR Manager	Director of People and Improvement
Heads of Service and Deputy CFO	Chief Finance and Operations Officer (CFOO)
Curriculum Directors or Trust Improvement Leader within their pay grade	Executive Principal CEO to be informed
MAT Central Team within their pay grade	CFOO
Teaching posts below Vice Principal within their pay grade (including Threshold)	Principal / Headteacher
All other posts	Principal / Headteacher on the recommendation of line manager



HR Levels of Authority / continued

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 Senior Executive Leadership Team
Authorisation of redundancy/early retirement payments	Chief Finance & Operations Officer after approval by CEO
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	Payroll and HR Admin Manager (with reference to the CEO, CFOO or Headteacher / Principal)
Determination of CEO's and the Senior Executive Leadership Team's pay range Determination of pay range for all other posts	Trust Board on recommendation from Remuneration Committee The Senior Executive Leadership 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.