ZENITH MULTI ACADEMY TRUST

Scheme of Delegation 26/27

A = approve I = informed P = propose R = recommend		Members	Trust Board	TB pay committee	TB FAR committee	TB Standards Committee	LGB	Headteachers	CEO	CFO
1.	STRATEGY AND GOVERNANCE									
1.1	Articles of Association	A	P							
1.2	Appoint Members	A	I						P	
1.3	Remove Members	A	I						P/R	
1.4	Appoint Trustees	A	R						P	
1.5	Remove Trustees	A	P						R	
1.6	Appoint Chair/Vice Chair of Trust Board	I	A				I	I	I	
1.7	Remove Chair/Vice Chair of Trust Board	I	A				I	I	I	
1.8	Appoint/remove LGB chairs		A				P	I	I	
1.9	Appoint/remove Vice chair of LGB						A/P	I	I	
1.10	Appoint/remove LGB members		A				R	I	P	
1.11	Appoint/remove Clerk to Trust Board		A						P/R	
1.12	Appoint/remove Clerk to LGB		A				I	I	P/R	
1.13	Appoint CFO		I		A				P/R	
1.14	CEO appointment	I	A							
1.15	Trust Board Terms of Reference	I	A						P/R	
1.16	Trust Board committees terms of reference		A						P/R	
1.17	LGB terms of reference		A				I	I	P/R	
1.18	Scheme of Delegation	I	A				I	I	P/R	
1.19	Establish Board Committees		A						P/R	
1.20	Establish Local Governing Body working groups						A	P/R	I	
1.21	Admission of new academies/schools	I	A				I	I	P/R	
1.22	Entering/withdrawing from formal partnerships		A						P/R	
1.23	Acquisition of legal entities		A						R	P
1.24	New funding arrangements		A		R				I	P
1.25	New leases and legal agreements		A		R				I	P
1.26	Disaster recovery plan		A		R				I	P
1.27	Establish brand guidelines		A					I	P/R	
1.28	Chair (of the Trust) Action		I							
1.29	School ethos/values		A				R	P	I	
1.30	Trust ethos/values	I	A				I	I	P/R	
1.31	Dissolve the Trust (in consultation with DfE)	A	I							

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2.	STATUTORY DFE POLICIES									
2.1	Accessibility plan policy						A	P/R	I	
2.2	Admission arrangements/policy		A				R	P	I	
2.3	Allergies		A				I	I	P/R	
2.4	Attendance policy		A						P/R	
2.5	Behaviour in Schools Policy						A	P/R	I	
2.6	Capability of Staff (teachers and associate staff) Policy			A				I	P/R	
2.7	Careers guidance policy						A	P/R	I	
2.8	Charging and remission policy (schools)						A	P/R	I	
2.9	Charging and remission policy (Trust)				A				R	P
2.10	Child protection & safeguarding policy		A				I	I	P/R	
2.11	Children with health needs that cannot attend school policy		A				I	I	P/R	
2.12	Complaints policy				A		I	I	P/R	
2.13	Data protection policy				A		I	I	P/R	
2.14	Designated teacher for looked after and previously looked after children policy						A	P/R	I	
2.15	Early Careers Teachers policy			A				I	P/R	
2.16	Early years foundation policy						A	P/R	I	
2.17	Equality information objectives (schools)						A	P/R	I	
2.18	Equality information objectives (Trust)		A					I	P/R	
2.19	Exclusions						A	P/R	I	
2.20	First Aid in Schools policy						A	P/R	I	I
2.21	Gifts and Hospitality policy				A		I	I	R	P
2.22	Harassment, sexual harassment, bullying		A				I	I	P/R	
2.23	Health and safety policy		A		R		I	I	P	P
2.24	Investment Policy				A				R	P
2.25	Premises management documents						A	P/R	I	I
2.26	Procedures for dealing with allegations of abuse against staff policy		A				I	I	P/R	
2.27	Protection of biometric information policy				A		I	I	P/R	
2.28	Register of business interests of headteacher and governors (live document maintained by clerk to governing body)									
2.29	Register of business interests of CEO, Trustees, and Members (live document, maintained by Trust's governance professional)									
2.30	Register of pupils admission to school & attendance						I	A		
2.31	Relationships Education (primary) & Relationships and Sex Education (secondary) policy					I	A	P/R	I	
2.32	School information published on website (live)						I	P/R	I	
2.33	Single Central Record & Recruitment & vetting (live document)		I				I	P/R	I	
2.34	Special educational needs and disability policy					I	A	P/R	I	
2.35	Staff conduct policy (procedures for addressing)			A			I		P/R	
2.36	Staff discipline policy (procedures for addressing)			A			I	I	P/R	
2.37	Staff grievance policy (procedures for addressing)			A			I	I	P/R	
2.38	Supporting children with medical conditions policy		A				I	I	P/R	
2.39	Tendering policy				A		I	I	R	P
2.40	Trustee & Governors Visits & Allowances Policy		A				I	I	R	P

Highlight indicates standardised Trust wide policy

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3.	NON-STATUTORY POLICIES (ANY POLICIES NOT LISTED WILL BE FOR LGB TO APPROVE)									
3.1	Acceptable Use Policy				A				P/R	
3.2	Alternative Provision Policy				A			I	P/R	I
3.3	Anti-Bullying Policy					I	A	P/R	I	
3.4	Asbestos		I		A		I	I	P/R	
3.5	Business Continuity Plan (Trust)		A					I	R	P
3.6	Collective Worship Policy						A	P/R	I	
3.7	Curriculum Policy (schools)						A	P/R	I	
3.8	Cyber Incident Response Plan (internal use only)		A					I	P/R	I
3.9	Cyber Security Policy		A					I	P/R	I
3.10	Data Breach Policy (previously called Security Incidents Policy)				A			I	P/R	I
3.11	Data Breach (procedures for handling)				A			I	P/R	I
3.12	Data Handling Policy				A			I	P/R	I
3.13	Display Screen Equipment Policy				A			I	P/R	
3.14	Drugs		A					I	P/R	
3.15	Environmental Sustainability Policy				A			I	R	P
3.16	Equality and Diversity in Employment Policy			A				I	P/R	
3.17	Estates Strategy		I		A		I	I	P/R	
3.18	Financial Regulations				A			I	R	P
3.19	Financial Reserves Policy				A			I	R	P
3.20	Fixed Assets Policy				A			I	R	P
3.21	Flexible Working Policy			A				I	P/R	
3.22	Freedom of Information Policy & Publication Scheme				A				P/R	I
3.23	Generative AI (Data Protection)				A				P/R	
3.24	Handling Subject Access Requests Policy		A					I	P/R	I
3.25	Home School Agreement						A	P/R	I	
3.26	Home Visits Policy		A				I	P/R	I	
3.27	IT Credentials Management Policy				A			I	P/R	I
3.28	Leave of Absence Policy		A	A				I	P/R	
3.29	Lettings Policy						A	P/R	I	I
3.30	Menopause Policy			A					P/R	
3.31	Mental Health & Well-Being Policy (staff)		A					I	P/R	
3.32	Online Safety Policy		A				I	I	P/R	
3.33	Parental Code of Conduct		A				I	I	P/R	
3.34	Performance Management Policy (support staff)			A			I	I	P/R	
3.34	Performance Management Policy (teachers)			A			I	I	P/R	
3.35	Personal Data Minimisation Policy				A			I	P/R	I
3.36	Portable Storage Device Policy				A			I	P/R	I
3.37	Probation Procedure/Policy			A				I	P/R	
3.38	Pupil Premium Plan					I	A	P/R	I	
3.39	Records Management Policy				A			I	P/R	
3.40	Recruitment Policy			A				I	P/R	
3.41	Reduced Provision Policy		A					I	P/R	
3.42	Re-structuring and Redundancy Policy			A				I	P/R	
3.43	Risk Management Policy				A		I	I	R	P
3.44	Sabbatical Policy		A					I	P/R	
3.45	Safe Remote Teaching/Learning /Working Policy					A		I	P/R	
3.46	Security Measures				A			I	P/R	I
3.47	Sickness Absence Management Policy			A				I	P/R	
3.48	Social Media Policy		A					I	P/R	
3.49	Statutory Requests Policy				A			I	P/R	
3.50	Surveillance Management Policy				A			I	P/R	
3.51	Teachers' Pay policy			A				I	P/R	
3.52	Teaching and Learning Policy						A	P/R	I	
3.53	Trips Policy (school)						A	P/R	I	
3.54	Trips Policy (Zenith Minds)				A				P/R	
3.55	Whistleblowing Policy	I	A				I	I	P/R	

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4.	ACADEMY PROCEDURES									
4.1	Academy times of the day		A				R	P	I	
4.2	Academy terms and holidays (including INSET days)		A				I	P	P	
4.3	Change/extension of academy age range/provision		A				R	P	I	
4.4	Expansion of academy PAN		A				R	P	I	I
4.5	Extended services on site						A	P/R	I	
4.6	Permanent exclusion						A	P/R	I	
4.7	Appeals against permanent exclusion						X			
4.8	Complaints appeals (schools) – see complaints policy									
4.9	Complaints appeals (Trust) – see complaints policy									
4.10	Admissions allocation of places							X		
4.11	Admissions appeals							X		
4.12	Academy prospectus						I	A	I	
4.13	Emergency closure of school		I				I	P/R	A	

X = independent panel

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5.	TEACHING, LEARNING AND ACHIEVEMENT									
5.1	Trust strategic plan and performance targets		A			R	I	I	P	
5.2	School strategic plan and performance targets					I	R	P	A	
5.3	Post Ofsted action plan sign off		I			A	I	P	R	
5.4	Trust CPD plan		I			A		I	P/R	
5.5	School CPD plan						I	P/R	A	
6.	STAFFING									
6.1	Employee terms and conditions changes		A	R					P	
6.2	Staff budget		A	R				P	R	
6.3	Trust staff annual pay award (national)		A	R					P	
6.4	Teachers annual pay award (national)		A	R				I	P	
6.5	Support staff annual pay award (not PMR)		A	R				I	P	
6.6	CEO performance review (review panel will recommend to pay committee)			A						
6.7	HT performance review			A					P/R	
6.8	School SLT annual pay progression (PMR)						A	P/R		
6.9	Teachers annual pay progression (PMR) (LGB to receive as info only)						I	A		
6.10	Support staff individual performance pay awards (school based staff) (PMR)						I	A		
6.11	Support staff individual performance pay awards (Zenith staff/central team) (PMR) (TB to receive as info only)		I						A	
6.12	Appointment of school staff outside range in salary structure (TB to receive for info only)		I				R	P	A	
6.13	Allocation of TLR/SEN values		A						P	
6.14	Value of other discretionary allowances (TLR3s and R&Rs)						I	P	A	

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7.	STAFF MANAGEMENT									
7.1	Trust staff appointment outside of structure		I	A					P/R	
7.2	Academy's structure changes		A				I	P	R	
7.3	HT appointments	I	A						P/R	
7.4	SLT appointments						I	P/R	A	
7.5	Teacher appointments						I	A	I	
7.6	School support staff appointments						I	A	I	
7.7	Contracts of employment							P/R	A	
7.8	Suspension of CEO/allegation against CEO	I	A							
7.9	Return of CEO after suspension	I	A							
7.10	Dismissal of CEO	I	A							
7.11	Suspension of HT/allegation against HT		I				A/I**		A/I*	
7.12	Return of HT after suspension		I				A/I**		A/I*	
7.13	Dismissal of HT		A				I		P/R	
7.14	Suspension of teaching/support staff		I				A/I**	A/I	A/I*	
7.15	Return of teaching/support after suspension		I				A/I**	A/I	A/I*	
7.16	Dismissal of teaching/support after suspension		I				A/I**	A/I	A/I*	
7.17	Central team staff appointments		I						A	
7.18	Return of central team staff after suspension		I						A	
7.19	Dismissal of central team staff after suspension		I						A	
7.20	Redundancy of academy staff		A				I	P	R	
7.21	Restructuring of academy staff		A				I	P	R	
7.22	Authorising settlement agreements up to £50,000***		A				I	I	R	P
7.23	Job description sign-off							P/R	A	

* In the event of a disagreement CEO to contact the Chair of the Trust

** Not full LGB, just the CoG

*** DfE to approve over £50k special payments

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8.	FINANCIAL GOVERNANCE, MANAGEMENT & REPORTING									
8.1	Trust/academy financial regulations/procedures	I	I		A		I	I	I	P
8.2	Appoint internal & external auditors	A	I		R				I	P
8.3	Trust 3-year and 1-year budget plans		A		R				I	P
8.4	Academy 3-year and 1-year budget plans		I		A		R	P	I	I
8.5	Central budget and academy contributions		A		R		I	I	I	P
8.6	Authority to make budget virements up to £30k				I		I	A	I	I
8.7	Authority to make budget virements up to £60K				I		I	P/R	A	I
8.8	Authority to make budget virements over £100k				A			P	R	I
8.9	Trust interim year-end accounts		I		A				R	P
8.10	Trust monthly management accounts		I		A				R	P
8.11	Academy monthly management accounts		A**		R		R	P	I	I
8.12	Trust annual accounts and statutory reports	I	A		R				I	P
8.13	Response to auditor's management letter		I		A				I	P/R
8.14	Financial risk reports				A			I	P	R

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9.	FINANCIAL AUTHORISATION & TRANSACTION PROCESSING									
9.1	Expenditure/contracts up to Level 1 (up to £1500)				I		I	A		I
9.2	Expenditure/contracts up to Level 2 (up to £60k)				I		I	P	A	P
9.3	Expenditure/contracts up to Level 3 (over £60k)		A**		R			P	I	P
9.4	Expenditure/contracts above Level 3 (over £100k)		A		R				R	P
9.5	Ensuring compliance with tendering process				I				A	P/R
9.6	Approval to borrow money		A		R				P	P
9.7	Cashflow management and investment		I		A				R	P
9.8	Open bank account and approve signatories				A				R	P
9.10	Expense claims (cannot authorise own) *		A				A	A	A	P/R
9.11	Control account reconciliation				I				A	P/R
9.12	Write-off bad debts (up to £1k)				I		I	A	I	I
9.13	Write-off bad debts (up to £45k)				A		I	I	I	P/R
9.14	Write-off bad debts (over £45k)		A		R		I	I	I	P

* Chair approves CEO, CEO approves CFO, CoG approves HT

** Chair of Trust approves

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10.	PREMISES, ASSETS AND INSURANCE									
10.1	Asset management plan		I		A				P	R
10.2	Management of capital projects		I		A				P	R
10.3	Asset Register		I		A				P	R
10.4	Security, disposal & loan of assets		I		A				P	R
10.5	Disposal of assets		I		A				P	R
10.6	Loan of assets		I		A				P	R
10.7	Insurance renewal		I		A				P	R
10.8	Schools' Risk Registers		I		A	I	R	P	I	I
10.9	Trust's Risk Register *	I	I/A		A/R	I			R	P

* Trust Board should review the full risk register annually

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11.	HEALTH AND SAFETY IN SCHOOLS									
11.1	Ensuring adequacy of H&S practice						I	A	I	I
11.2	Health and safety RIDDOR reporting		I				I	A	I	I
11.3	Health and safety accident reporting						I	A	I	I
11.4	Statutory training							A	I	I
11.5	Statutory compliance testing							A	I	I
11.6	Academy health and safety arrangements						I	A	I	I
11.7	Fire risk assessment							A	I	I
11.8	Asbestos risk assessment							A	I	I
11.9	General monitoring/action (sites and buildings)							A	I	I