

Scheme of Delegation

Autumn 2019

Jesus grew in wisdom and stature

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OUR TRUST'S PRAYER

We thank you God of Love,
for the gift of children.

Bless the work of our Trust, that in all we do
young people may grow in wisdom and stature,
and so come to know you,
to love you and to serve you,
as Jesus did.

We make this prayer in his name who is God
with you and the Holy Spirit,
now and forever.

Amen.

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Introduction

Liverpool Diocesan Schools Trust is a company (no. 09235635) limited by guarantee and registered in England and Wales.

Liverpool Diocesan Schools Trust (LDST) is a Multi-Academy Trust (MAT) formed by the Liverpool Diocesan Board of Education (the 'DBE').

LDST is run by a Board of Directors that is accountable to its Members. As a MAT, LDST is an exempt charity regulated by, and accountable to, the Secretary of State for Education and (for some purposes) the Charity Commission. Insofar as it receives public funding it is also contractually accountable to the Secretary of State for its use of public monies.

Each school has its own Local Governing Body which includes parent and staff governors, LDST foundation governors, and sometimes co-opted governors. All governors are appointed by the Board of Directors.

The Board of Directors has overall legal responsibility for the operation of the MAT and the schools within it, however, the Board works in partnership with its family of schools and uses the skills and knowledge of Local Governing Bodies to help challenge and support the professionals working within schools to provide the best outcomes for every child and young person in LDST schools.

This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- the Members;
- the Board of Directors;
- the Chief Executive Officer (CEO) and other officers as specified;
- the Local Governing Body of the school; and
- the Headteacher of the school and other officers as specified.

This Scheme of Delegation should be read in conjunction with the Memorandum and Articles of Association, the Master Funding Agreement for LDST and the Supplemental Funding Agreement for each school, the LDST Governor Handbook, the LDST Governor Appointment Process, the Financial Regulations, and other documents and guidance produced by LDST and the Department for Education from time to time.

Roles and Responsibilities

The Members

The members have ultimate control over the direction of the Trust through the appointment of Directors and control of the governance structure of the LDST Board.

Currently the Members are:

- Mr Michael Eastwood, Diocesan Secretary
- Mr Matthew Elliott, Diocesan Finance Manager
- Dr David Dennison, Member of the Liverpool Diocesan Board of Education
- Reverend Dr Crispin Pailing, Rector of Liverpool.

The Board of Directors

The Board of Directors have responsibility for the effective running of LDST and the individual schools within it. The Board of Directors may decide to form committees to carry out certain aspects of its functions. Currently there are two committees: i) the Audit, Finance and Risk Committee and ii) the Standards and Performance Committee. Other committees, working groups or regional boards may be formed as LDST grows. The term 'Board of Directors' will therefore include any such committees/boards that may be formed from time to time and decisions allocated to the Board of Directors may be taken by those committees in accordance with their terms of reference.

In all cases the Board of Directors is accountable directly to the Secretary of State for each school and thus has overall responsibility in all areas regardless of delegated powers.

The Chief Executive Officer (CEO)

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. The CEO may choose to delegate some of these functions to members of the central team. The reference to CEO may therefore include the Deputy CEO, the Trust Education Officer (TEO), the Director of Finance and Operations (DFO), Trust HR, Data Protection Officer (DPO) or other staff employed centrally.

Local Governing Body (LGB)

The Local Governing Body has delegated powers in order to oversee the running of its individual school. The LGB may choose to delegate some of these powers to smaller committees or to the Headteacher as it deems fit to fulfil its responsibilities. Where the

document refers to the LGB, this may include such committees or further delegation but with the understanding that the ultimate responsibility lies with the LGB.

Headteacher

The Headteacher will be assigned delegated powers but may choose to delegate these further to another member of staff, for example, Deputy Headteacher or School Business Manager. Where the document refers to Headteacher this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility lies with the Headteacher.

Local Governing Body Structure

Each school will continue to be led by their local governing body (LGB) with delegated decision making powers set out in this Scheme of Delegation. LGB governors will formally be appointed by the LDST Board of Directors. The LGB will include Parochial Church Council (PCC) representation (in church schools), staff and parent representatives. The LGB in each school will be responsible for the day-to-day operational matters. LDST will preserve the local nature of its schools and their traditional place at the heart of each community. It will also preserve the structure such that the governance at each school will remain as close to the position prior to joining LDST as possible. School specific LGB 'Terms of Reference' will be drawn up which seek to mirror as far as possible the previous Governing Body Instrument of Government.

In a primary school, ; the number of people who will sit on the LGB shall be not less than six, and ideally around twelve; in a secondary school, the number of people who will sit on the LGB will not exceed sixteen.

The LGB of each school should have the following members:

- A minimum of two LDST foundation governors including the incumbent/s of the linked church/es (in Church Schools) appointed by LDST
- A minimum of two parent governors elected by the parent body and appointed by LDST
- Two members of staff (including the Headteacher) recommended by the LGB and appointed by LDST
- A maximum of four members co-opted by the LGB and appointed by LDST; a maximum of eight in a secondary school

At any point the LGB must not have more than one third of the total number of its members who are employed at the school (including the Headteacher).

The Directors shall also be entitled to attend meetings of the LGB.

Directors may also appoint associate governors to strengthen the Local Governing Body. These do not count towards the quorum and do not have voting rights. The quorum for any LGB meeting will be three governors or (where greater) at least one third of the total number of LGB governors in office at the time of the meeting.

As now, the structure may be amended if governance is identified as a weakness in the regular monitoring of the work of the school.

[Appointment, term of office and resignation/removal](#)

The qualifications for being eligible to sit on the LGB are as for the Directors as set out in the Articles of Association. LDST will not appoint as governors of a LGB a previous Headteacher or Deputy Headteacher of the school in question, or anyone with a spouse, or close family member already on the LGB. All LGB governors will be required to formally record their eligibility prior to appointment.

Every LGB governor will be required to complete a LGB Governor Application or Nomination form and to undertake safeguarding checks including an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGB governors based on the outcome of the safeguarding checks or information disclosed on the nomination form.

The term of office for all governors will be four years and governors will serve a maximum of three consecutive terms, except for the Headteacher and Incumbent of the linked church/s who are ex officio members. Following analysis of the annual skills audit, the LGB may, if needed, request an extension to a governor's term in order to ensure that there are no gaps on the LGB. Directors will consider such requests so that LGBs have the skills and expertise needed to enable them to carry out their statutory roles.

Any LGB governor who is elected/appointed as a parent governor of the LGB and whose child leaves the school to move on to their next stage of education may serve out their term of office.

The Headteacher and staff LGB governor will relinquish their position when they cease to work at the school.

LGB Governors may be removed by the body that appointed them, which is in all cases, except for the Headteacher, the LDST Board of Directors.

The Board of Directors may remove any governor who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles of Association or who has acted in a manner that breaches the Code of Conduct for Governance at LDST.

Delegated Powers

In line with LDST's core values of collaboration, valuing the local, valuing difference and inclusion, schools will thrive under the leadership of Headteachers, supported and challenged by LGBs, and accountable to the Board of Directors, who have the ultimate responsibility for each school within LDST.

This Scheme of Delegation sets out the decision making levels and responsibilities for the school. It is a working document that will evolve over time through consultation and collaboration.

LDST reserves the right to overrule this Scheme of Delegation if at any point it judges the LGB is not acting in the best interests of the children and young people in the school. This may be triggered by poor assessment outcomes, a deterioration in the quality of teaching and learning, mismanagement of the budget or acting in a manner that does not reflect the objects, vision and values of LDST. It is expected that this intervention would only occur in exceptional circumstances.

Scheme of Delegation

1. GOVERNANCE					
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
Agree and amend Articles of Association					Amendments to the Articles.
Appoint/remove Members					Members and their appointing body, the DBE.
Appoint/remove Directors				Co-opts Directors in line with Articles. Can remove Directors.	All Directors are appointed by the Members. Members can remove Directors.
Appoint /remove LGB members	Administers the parent election process and makes recommendations if too few parents stand.	Recommends governors to LDST for appointment following LGB self-evaluation and skills audit. Recommends parent, staff and co-opted LGB governors following election.	Oversees the LGB appointments process. Monitors effectiveness and review LGB self-evaluation and skills audits to inform decisions around support / appointments.	Formally appoints/ratifies all LGB governors having given due consideration to safeguarding and the application or nomination form.	

1. GOVERNANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
DBS	Administers DBS checks for all LGB members.	Ensures each LGB governor has an up to date DBS check which is updated, or is renewed, on any reappointment with a record kept on Governor Hub and Single Central Record	Administers DBS checks for Members, Board of Directors and central staff. Receives summary of checks for LGB Governors and monitors process.	Monitors DBS compliance through safeguarding reports from CEO.	
			Ensures the Chair of the Board has enhanced DBS clearance as required by the Secretary of State.		
			Ensures s128 checks are undertaken for Members and Directors.		
	Ensures Single Central Record is kept updated.	Ensures Single Central Record is kept updated.	Ensures Single Central Record for central team is kept updated.		

1. GOVERNANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
Register of Business Interests	Ensures register of business interests and governor information is on the school website. Ensures governor information is reported via Edubase for National Governance Register	LGB governors maintain register of business interests on Governor Hub, and publish on own school website	Ensures Board information and register of business interests is maintained and published on the LDST website. Monitors school websites for relevant publications.	Clerk to the Board of Directors maintains register of business interests for the Members and the Board of Directors.	
Appoint Chair / Vice-Chair		Annually elects Chair and Vice-Chair and updates Governor Hub.		Annually elects Chair and Vice Chair to the Board of Directors and Chairs to the Board of Directors' committees.	
Agree and Amend the Scheme of Delegation		Consulted on any significant amendments to the Scheme of Delegation.	Advises the Board of Directors on the delegated powers for each school following external inspection outcomes, discussions with the LGB, and the review of monitoring reports about the school.	Delegates powers through its Scheme of Delegation and reviews annually. In the event that a school enters Special Measures or Requires Improvement the Board may amend the Scheme of Delegation.	
Agree Membership and		Decides on committee structure and agrees	-Offers 'template' committee terms of	Agrees terms of	

1. GOVERNANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
Terms of Reference for Committees		terms of reference and membership of any committees formed by the LGB, and updates Governor Hub.	reference for LGB to use if they wish.	reference for all LDST committees	
Appoint Clerk		Appoints Clerk to the LGB and monitors the quality of work, reporting any concerns to the CEO.		Appoints Clerk to the Board of Directors and committees other than LGBs.	
Meeting Schedule		Ensures LGB meets at least termly and sets out further meetings of the LGB and committees as required. Clerk posts schedule on Governor Hub Calendar.	Liaises with the Chair of the Board of Directors to arrange meetings of the Board of Directors, its committees, and its Chairs.	Meets a minimum of 3 times per academic year as a Full Board of Directors and a minimum of 6 times as a Full Board including Committees and sets out further meetings of Board and committees as required. Clerk posts schedule on Governor Hub Calendar.	Meets at least annually to receive accounts and review LDST performance.

1. GOVERNANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
Setting agendas and managing minutes	Advises with LGB Chair on setting agendas.	Chair of the LGB sets the agenda following consultation with the Headteacher and the CEO as necessary.	<p>Informs LGB Chair and Clerk of LDST Governance Work Plan, for items to be included on LGB agenda.</p> <p>Liaises with Chair to set Board agendas.</p>	Chair of the Board sets the agenda consulting with the clerk and the CEO as necessary.	
	Ensures Part 1 Minutes are available for public scrutiny.	Clerk posts minutes on Governor Hub.	Ensures Part 1 Minutes are available for public scrutiny.	Clerk collates the Minutes to be available to Directors and on request from others.	
			Attends FGB at least annually.		
Policy Development and Approval	Monitors and maintains school specific policies.	Approves school specific policies.	Develops agreed standardized policies.		
	When required adapts model/Trust wide	When required receives model /		When required considers Trust-wide	

1. GOVERNANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>policies with information appropriate for individual school/school context and uploads to Governor Hub once agreed by the LGB.</p> <p>Ensures up to date policies are published on the website.</p>	<p>Trust-wide policy and agrees and approves contextual amendments proposed by the Headteacher.</p> <p>Monitors and signs off website compliance to statutory guidance¹.</p>	<p>Supports LGBs in producing specific policies to ensure statutory requirements and school / Trust wide values are maintained.</p> <p>Ensures Trust-wide policies are published on website.</p> <p>LDST designated officer to monitor compliance.</p>	<p>policies for approval.</p>	

¹ <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

1. GOVERNANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
Evaluation		<p>Completes an annual skills audit of the LGB in the Summer Term to inform skills gaps for recruitment for the Autumn Term.</p> <p>Completes the Governor Hub Healthcheck (self-appraisal) by the end of the academic year.</p>	<p>Monitors work of LGBs.</p> <p>Solicits feedback from LGB on performance of LDST.</p> <p>Participates in reviews of LGB / Governance as required.</p>	<p>Undertakes an annual self-assessment of the skills and the performance of the Board of Directors</p>	<p>Monitors the work of the Board of Directors through the AGM.</p>

2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
<p>Appointment of Headteacher (including appointment of an Interim Headteacher during a period of maternity leave and sickness absence)</p>	<p>Notifies the LGB Chair and CEO of intention to resign</p>	<p>Identifies LGB governors to sit on appointments panel.</p> <p>Chair ensures at least one LGB governors involved in recruitment has undertaken Safer Recruitment training.</p> <p>Invites CEO to be fully involved from the start of the process, including attendance at all related meetings.</p> <p>Makes an appointment in line with the CEO's recommendation</p> <p>Informs Trust HR of any sickness absence of the Headteacher.</p>	<p>CEO or designated officer to be fully involved from the start of the process attending all meetings and advising the LGB on all aspects of the HT appointment process,</p> <p>DFO and CEO recommend a pay scale for the post.</p> <p>CEO and Education Officer for the school sit on and vote on the appointment panel.</p> <p>Notifies the LDST Board of the HT appointment for approval.</p>	<p>Approve the CEO's recommendation for appointment.</p>

2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Senior Leadership Team Recruitment	<p>Notifies the LGB Chair, Trust HR and CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team (Deputy/Asst. Headteacher).</p> <p>If the school is currently in, or is projected to be in, a deficit position, the DFO should also be notified. Liaises with the LGB Chair and CEO in constituting a recruitment panel.</p>	<p>Identifies LGB governors (of which at least one must have Safer Recruitment Training) to sit on appointments panel constituted by the Headteacher and LGB Chair.</p> <p>Invites CEO to be fully involved from the start of the process, including his/her attendance at all related meetings.</p>	<p>Provide support and advice to the Head and LGB Chair throughout the recruitment process</p> <p>Where possible, attend all related meetings throughout the process.</p> <p>Must ensure the appointment would not be detrimental to school/pupils.</p>	
Teacher Recruitment	<p>Informs LGB Chair and Trust HR of any resignations.</p> <p>If the school is currently in, or is projected to be in, a deficit position, the DFO should also be notified.</p> <p>Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the LGB.</p>	<p>Nominates a representative from the LGB to participate in the teacher appointment process</p> <p>The panel has final approval of the appointment.</p>	<p>Provides advice and support as necessary for teacher recruitment including consideration of recommendation of staff from other schools in the Trust.</p>	

2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Support Staff Recruitment	As above but an LGB member may not be required to be involved in the process	<p>May nominate a representative from the LGB to participate in the recruitment process if appropriate.</p> <p>The panel has final approval of the appointment.</p>	<p>Provides advice and support as necessary for recruitment including, where appropriate, consideration of staff from other schools in the Trust.</p>	
Headteacher Performance Appraisal and Salary Review	Prepare documentation, including evidence towards objectives and send to Education Officer and designated Governors.	<p>Forms a panel of a minimum of 2 LGB Governors (of which one should be the Chair or Vice Chair of LGB) and in conjunction with the Education Officer undertake appraisal and salary review.</p> <p>If the pay increment is within the HT's salary range, the Appraisal Review Committee, following a full review of performance and advice from the Education Officer, recommends a pay increment to the LGB in line with School Teachers'</p>	<p>Responsible for the arrangement of the Headteacher's performance appraisal.</p> <p>Ensures objectives link to the School Improvement Plan.</p>	<p>Receives the report and agrees any pay increment above the individual range but does not exceed 25% of the range</p>

2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
		<p>Pay and Conditions.</p> <p>If the Appraisal Review Committee, following advice from the Education Officer, feels that there have been significant changes to the post that warrant an award outside of the pay range then they should seek approval from the Board of Directors. This should not exceed 25% above the school range.</p> <p>Any pay increase which is above 25% of the school range will need a business plan and rationale from the LGB to be presented to Directors for approval.</p> <p>Raise any concerns about the performance of the HT with the Education Officer and/or link directors</p>	<p>Report all concerns about the performance of a HT to the Directors.</p>	<p>Approve/not a pay increase outside of the range but within 25%</p> <p>Considers the business plan and approves/not</p> <p>Consider what action to take following concerns raised about the performance of a HT.</p>

2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Teacher Appraisal and Salary Review	<p>Undertakes appraisal and recommends pay changes to the LGB within agreed budget.</p> <p>Communicates LGB pay decisions to Trust HR for moderation.</p> <p>Informs employees in writing of any agreed change to salary, with written decision to be kept on personnel files</p> <p>Directs the SBM to inform Payroll of any increase.</p>	<p>Ensures appraisal takes place for staff and approves pay recommendations within agreed budget.</p>	<p>Monitors the salary review process across the Trust, and communicates as appropriate high-level summaries to Trade Unions.</p>	<p>Approves Trust-wide pay awards</p>
Terms of Employment	<p>Consulted regarding any proposed changes to terms and conditions of employment.</p>	<p>Consulted regarding any proposed change to terms and conditions of employment.</p>	<p>Proposes any changes to terms and conditions of employment following consultation with staff (and unions where obliged to consult unions) and LGB.</p>	<p>Approves any changes to the terms of employment of school staff (both teaching and support).</p>
Reductions in Staffing and Revisions to Staffing Structures	<p>Notifies the LGB Chair and CEO as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>Proposes a revised staffing</p>	<p>Consulted regarding any proposals for reducing staffing or revising staffing structures.</p> <p>Work with the Headteacher, CEO and</p>	<p>Supports the Headteacher throughout the restructuring process and attends consultation meetings.</p> <p>Refers recommendations</p>	<p>Approves or amends restructuring proposal based on recommendation from CEO</p>

2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>structure with the support of the CEO, Director of Finance and Operations and Trust HR for consultation with the LGB.</p> <p>Notifies Trade Unions.</p> <p>Manages the restructuring process with the support of the CEO, DFO and Trust HR.</p>	<p>Trust HR in supporting the restructuring process.</p> <p>Forms panel to consider the proposals and any alternatives to the proposals and to agree recommendations to CEO for restructuring.</p> <p>Forms an Appeals Panel to hear any appeals regarding the restructure.</p>	<p>for revised staffing structures and possible redundancies to the Board for approval.</p>	
Disciplinary and Grievance Procedures	<p>Notifies the LGB Chair, Trust Directors and Trust HR as soon as possible after becoming aware of any circumstances that may need to be dealt with under the disciplinary or grievance procedures.</p> <p>Ensures the appropriate disciplinary and grievance procedures are followed.</p> <p>Conduct disciplinary and grievance investigations or hearings, where</p>	<p>Chair responsible for informing the CEO and Trust HR if an allegation is made against the Headteacher.</p> <p>Chair ensures the appropriate disciplinary and grievance procedures are followed with support from the CEO and Trust HR.</p> <p>Kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible</p>	<p>Trust HR to be present to advise any panel where dismissal is a possible outcome.</p> <p>Where the Headteacher is subject to procedures, support will be provided to the Chair of Governors in managing the process set out in the appropriate disciplinary and grievance policy and procedures.</p> <p>In some cases, it may be appropriate for this process to be managed by the CEO</p>	<p>At the Board's discretion, a Director may sit on panels for disciplinary/grievance hearings and any subsequent appeal hearings.</p>

2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>appropriate.</p> <p>Notifies Trust HR that disciplinary action or suspension is being initiated.</p>	<p>members of any panel.</p> <p>Form panels for disciplinary and grievance hearings as may be required.</p> <p>Form panels for disciplinary and grievance appeals as may be required.</p>	<p>or Designated Officer.</p>	
<p>Capability Proceedings</p>	<p>Manages the process set out in the appropriate appraisal and capability procedures with advice and support from LDST Trust HR.</p> <p>Keeps the LGB and CEO informed regarding the progress of the proceedings for any member of teaching or support staff.</p> <p>Notified Trust HR of any formal capability action taken.</p>	<p>Informs CEO of any capability concerns regarding the Headteacher.</p> <p>Chair works with CEO, or designated officer on proceedings involving the Headteacher.</p> <p>Chair kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel.</p> <p>Where appropriate form a capability/capacity appeal panel, as may be required.</p>	<p>Trust HR to be present to advise any panel where dismissal is a possible outcome.</p> <p>Where the Headteacher is subject to procedures, support will be provided to the Chair of Governors in managing the process set out in the appropriate appraisal and capability procedures. In some cases, it may be appropriate for this process to be managed by the CEO or Designated Officer.</p> <p>Keeps the LDST Board and LGB informed regarding proceedings in a manner</p>	<p>At the Board's discretion a Director may sit on panels for final stage capability hearings and any subsequent appeal hearings.</p>

2. PERSONNEL

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
			that does not 'taint' possible members of any panel.	

3. CURRICULUM AND STANDARDS

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Curriculum	<p>Develops a broad and balanced curriculum consistent with current national and LDST strategies and trust wide values that meets the needs of all pupils.</p> <p>Ensures Spiritual, Moral, Social and Cultural education is embedded across the curriculum.</p> <p>Works with other schools in the Trust to develop common practices to provide consistency.</p> <p>Ensures all stakeholders understand the curriculum intent and share the school's curriculum aims</p>	<p>Approves curriculum, ensuring it matches the culture of the setting and the local context. and monitors curriculum implementation through learning walks, school visits, reports and presentations from senior, middle, subject and aspect leaders to the LGB.</p>	<p>Trust Education Officer monitors the impact of the curriculum and facilitates school to school work to support curriculum development and build consistency across the Trust.</p>	<p>Receives reports from Trust Education Officer on curriculum development and monitors implementation across the Trust.</p>
School Improvement	<p>Draws up a draft School Improvement Plan with support as appropriate from the Trust Education Officer and in line with the agreed categorisation of the school's needs, prior to submitting it to the</p>	<p>Agrees School Improvement Plan and targets following advice from the Headteacher and Trust Education Officer, as appropriate.</p> <p>Monitors the ongoing plan and takes action as</p>	<p>Reports regularly to the Board on development across the Trust about standards and performance of each school.</p> <p>Informs Board if monitoring indicates</p>	<p>Monitors development across the Trust and takes action as necessary.</p>

3. CURRICULUM AND STANDARDS

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>LGB.</p> <p>Monitors the ongoing actions of the plan with support as appropriate from the Trust Education Officer and in line with the with the agreed categorisation of the schools' needs, and provides regular reports to the LGB.</p> <p>Undertakes regular school self-evaluation and reports, to the LGB and to the TEO, as agreed in line with the agreed categorisation of the schools' needs.</p> <p>Sets challenging targets for assessment outcomes and achievement Trust Education Officer.</p>	<p>necessary.</p> <p>Contributes to school self-evaluation</p> <p>Monitors self-evaluation and progress towards targets and takes action as necessary.</p> <p>Ensures that budget aligns with School Improvement Plan, and that it is used appropriately so that it impacts upon standards, including funds allocated for sports, pupil premium and SEN.</p> <p>Recognises that in schools categorised as 3 or 4 delegated powers over curriculum, staffing and budget are transferred to the Monitoring Board by Directors.</p>	<p>concern about the school.</p> <p>In schools categorised as 3 or 4, establishes and chairs a Monitoring Board, that meets regularly, to hold leaders and LGB to account.</p>	<p>In schools categorised as 3 or 4, may revoke delegated powers over curriculum, staffing and budget.</p>

3. CURRICULUM AND STANDARDS

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
			In schools categorised as 3 or 4, the CEO and DFO have greater control over the budget, ensuring that spending is matched to recommended improvement priorities.	
Church School Distinctiveness (for church schools)	Ensures church school distinctiveness is part of self-evaluation and the School Improvement Plan. Ensures a distinctively Christian act of collective worship takes place daily. Provides for good quality religious education that fulfils the Church of England statement of entitlement.	Ensures the vision and ethos of the school is consistent with the distinctive Christian vision of LDST. Monitors worship, RE and the Church school ethos and takes action as necessary	Develops a Trust-wide RE and worship policy Monitors the distinctiveness of each school and reports any areas of concern to the Board.	Approves Trust wide policies on RE and Collective Worship. Ensures that LDST's Christian vision informs policy development and decision making Monitors the church school distinctiveness across the Trust and takes action as necessary.

4. WELFARE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Safeguarding (including Prevent)	<p>Ensures a senior qualified designated safeguarding member of staff has been appointed and that their training is current.</p> <p>Ensures that the school meet their safeguarding statutory responsibility as set out in the KCSIE and other stat guidance, and to ensure compliance with OFSTED, including (but not exclusively):</p> <ul style="list-style-type: none"> -Maintains the Single Central Record and carries out half termly checks. -Undertakes DBS checks for all staff, LGB members and volunteers. <p>Ensures all staff and LGB members receive regular safeguarding and 'prevent' training as set out in the relevant safeguarding policy and in accordance with the 'Keeping children safe in education Act'. Ensures all staff sign an annual declaration to say</p>	<p>Responsible for safeguarding in the school by signing off key safeguarding policies and implementing and monitoring the effectiveness of the relevant safeguarding and child protection policies.</p> <p>Appoints a named governor to liaise with the Headteacher regarding safeguarding matters.</p> <p>Chair or designated governor liaises with Headteacher in arranging regular safeguarding training for all governors.</p> <p>Nominated Governor monitors and signs the Single Central Record termly and confirms compliance to the LGB as the responsible body.</p> <p>Checks that the 175 audit has been completed and signed by Chair of LGB</p>	<p>Monitors that all schools meet their statutory requirements as set out in the KCSIE guidance.</p> <p>Ensures each school has appointed designated Looked After Children, safeguarding leads and governors.</p> <p>Makes arrangement for safeguarding audits and reports the outcomes to LGBs in detail and in summary to the Board.</p> <p>Informs the LDST Board of Directors of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the school and takes action as necessary.</p> <p>Provides safeguarding training and model policies to ensure consistency and</p>	<p>Has overall responsibility for ensuring that safeguarding policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.</p> <p>Appoints a Link Director for Pupil Welfare (including Safeguarding Pupil Premium, Looked After Children and SEND).</p> <p>Ensures relevant central team undergo safeguarding and prevent training as required</p>

4. WELFARE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>that they have read the KCSIE and understand the changes.</p> <p>Reports regularly to the LGB on safeguarding matters.</p> <p>Notifies the LGB Chair, CEO and Trust HR immediately of any allegation made against a member of staff.</p> <p>Appoints a designated member of the teaching staff for Looked After Children.</p> <p>Completes the 175 audit and shares this with the LGB</p>		effectiveness.	
Special Educational Needs and Disability	<p>Designates a SENCO and ensures obtains SENCO Qualification</p> <p>Ensures compliance with the Equality Act.</p> <p>Reports to LGB and Trust Education Officer on achievement of SEND</p>	<p>Appoints governor responsible for SEND and inclusion.</p> <p>Monitors implementation of SEND policy and achievement of pupils with SEND, including compliance with statute.</p>	<p>Through the Trust Education Officer, monitors outcomes for SEND pupils and reports any concerns to the Board.</p> <p>Ensures each school is compliant with current</p>	<p>Receives reports on outcomes for children with Special Educational Needs and Disability and takes action as necessary.</p>

4. WELFARE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	pupils.		legislation.	
Pupil Premium	<p>Implements Pupil Premium Policy.</p> <p>Produces an annual Pupil Premium Strategy, monitoring the impact and effectiveness of this.</p> <p>Develops plan for the use of pupil premium to be submitted to the LGB.</p> <p>Maintains records to pupil premium spending, monitors the impact of pupil premium and amends plan as necessary. Reports to the LGB.</p> <p>Publishes Pupil Premium Strategy on the website.</p>	<p>Appoints a governor responsible for pupil premium.</p> <p>Approves Pupil Premium Policy and Plan.</p> <p>Monitors impact of pupil premium with the advice and support of the Trust Education Officer.</p> <p>Ensures statutory information regarding pupil premium is published on the school website.</p>	<p>Monitors impact of pupil premium across LDST and reports to the Board of Directors</p>	<p>Receives reports on pupil premium and takes action as necessary.</p>
Behaviour, Safety and Welfare	<p>Implements all policies on behaviour safety and welfare.</p> <p>Reports on pupil absences and develops procedures to continually improve</p>	<p>Agrees school attendance policy and targets.</p> <p>Monitors levels of attendance and takes action as necessary.</p> <p>Agrees school behaviour</p>	<p>Monitors attendance and exclusions across LDST and reports to the Board of Directors.</p> <p>Sets up an independent review panel, which cannot include HT or</p>	<p>Monitors attendance and exclusions across the Trust and takes action as necessary.</p> <p>Receives the outcomes of the independent review</p>

4. WELFARE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>attendance.</p> <p>Implements appropriate strategies, including those on behaviour, safety and welfare, and reports regularly to the LGB.</p> <p>Informs CEO and/or designated officer, Chair of LGB and Local Authority immediately of any serious incidents.</p> <p>Ensures LDST exclusions policy and procedures are followed.</p>	<p>policy following LDST model and guidelines.</p> <p>Monitors behaviour in the school.</p> <p>Constitutes panel to review exclusions as required by the LDST exclusions policy and procedures and statutory guidance.</p> <p>Constitutes appeals panel.</p>	<p>Director.</p>	<p>panel</p>

5. SCHOOL ORGANISATION

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Term Dates and School Hours	<p>Proposes term dates, inset days and opening hours based on local context and other provision in the area to LGB.</p> <p>Reports agreed term dates, inset days and opening hours to CEO.</p>	<p>Agrees term times, inset days and opening hours.</p>	<p>Monitors across LDST and reports any issues to the Board of Directors.</p> <p>At the CEO's discretion, designate one mandatory inset day for some or all LDST schools.</p>	
Admissions	<p>Ensures admissions procedures are followed.</p>	<p>Agrees admissions policy based on current regulations and LDST advice and in accordance with the admissions code.</p> <p>Submits draft policy to CEO in the autumn term and prior to any consultation.</p> <p>Undertakes statutory consultation process.</p> <p>Ensures appeals procedures follow statutory requirements.</p>	<p>Ensures all admission policies are compliant and schools use an appeals service that fulfils statutory requirements.</p> <p>Advises Board of Directors of admissions policy of schools joining and any amendments thereafter.</p>	
Information Management <i>Website</i>	<p>Ensures publication of statutory information on the school website.</p>	<p>Monitors the publication of statutory information on the website.</p>	<p>Monitors school websites across the Trust to ensure statutory information is</p>	

5. SCHOOL ORGANISATION

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
<i>Workforce Census</i>	Ensures compliance in relation to School Workforce Census.		included.	
<i>Freedom of Information And what about Subject Access Request too as a separate</i>	Implements Freedom of Information Policy and Publication scheme.	Adopts Freedom of Information Policy and Publication Scheme. Appoints a named governor with data protection responsibility.	Sets standards for freedom of information for the trust. The DPO reports to the Board of Directors	Approves Freedom of Information Policy and Publication Scheme. Appoints the Trust's Data Protection Officer and a named Director with data protection responsibility.
<i>Data Protection/GDPR</i>	Appoints a Designated Data Protection Lead. Ensures compliance with data protection legislation and implements the trust's policies and procedures. Ensures all staff receive data protection training and that school is able to evidence outcomes.	Ensures effective implementation of data protection policies and procedures. Ensures all governors complete data protection training and reviews outcomes of staff training.	Monitors compliance with data protection legislation across the trust, conducts internal audits and sets trust-wide standards for information security, privacy and data protection. Informs and advises the Trust of its obligations under GDPR, monitors training and identifies gaps in learning.	Accountable for implementation of GDPR, ensures trust-wide compliance with data protection principles and approves a suite of data protection policies and procedures.

5. SCHOOL ORGANISATION

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>Ensures safe and confidential systems are in place and maintains accurate and secure records.</p> <p>Ensures school's third party processors are GDPR compliant with data sharing agreements in place and completes data protection impact assessments for any new processes or systems.</p> <p>First point of contact for data breaches and subject access requests in school – keeps a record of breaches and SARs and escalates to the DPO.</p> <p>Maintains a data asset register/record of processing activity for the school.</p>		<p>Advises schools and the central team in relation to data security and maintains accurate and secure records for central functions.</p> <p>Ensures trust-wide third party processors are GDPR compliant with data sharing agreements in place and data protection impact assessments completed for any new processes or systems – assists schools with their documentation.</p> <p>Helps schools with data breaches and subject access requests and maintains a trust-wide log. Advises schools if a breach is reportable and steps to be taken.</p> <p>Maintains a data asset register/record of processing activity for the central team.</p> <p>Ensures registration with the Information</p>	

5. SCHOOL ORGANISATION

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
			<p>Commissioner's Office is up to date.</p> <p>The DPO acts as the direct contact with the Information Commissioner's Office (ICO)</p>	

6. PREMISES

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
Health and Safety	<p>Maintains responsibility for Health and Safety of the school site (with support from competent person through HS SLA)</p> <p>Ensures site specific health and safety procedures in line with current legislation.</p> <p>Ensures suitable risk assessments are prepared and appropriate actions taken.</p>	<p>Appoints a Governor with responsibility for Health and Safety.</p> <p>Approves site specific procedures.</p> <p>Monitors the effectiveness of health and safety policy and procedures.</p> <p>Undertakes annual site inspections with a senior member of staff.</p>	<p>Develops a health and safety reporting framework and central monitoring system to provide the Board with positive assurance of compliance.</p> <p>Ensures adequate insurance cover is in place.</p> <p>Monitors health and safety procedures across the Trust.</p>	<p>Reviews risk management and maintains Trust Risk Register.</p> <p>Approves insurance arrangements.</p> <p>Approves Trust Health and Safety Policy.</p>

6. PREMISES

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>Ensures that proper policy is followed in good time for all external visits.</p> <p>Monitors the accident book and agrees appropriate actions.</p> <p>Reports immediately to the LGB and CEO (and/or designated person) and HS Competent person (provided through SLA) any serious incidents.</p> <p>Reports compliance with health and safety systems termly to the CEO.</p>		<p>Reviews school risk registers and reports health and safety performance to the Board.</p> <p>Ensures that health and safety performance is considered in all building maintenance contracts and ensures compliance is monitored during works.</p>	
Maintenance	<p>Works with building consultants to draw up a Premises Maintenance Programme that is costed and the expenditure built in to the Budget Forecast</p> <p>Reports plan to the LGB and CEO.</p>	Approves plan and monitors the implementation of the Premises Maintenance Programme.	Monitors the Premises Maintenance Programmes and develops a Trust wide programme to ensure good maintenance across the Trust.	Receives reports from the CEO and/or designated officer on the Premises Maintenance Programmes across the Trust and makes amendments as necessary to ensure financial viability as well as appropriate learning environments.
Capital Work Grant	Works with building consultants to identify	Appoints building consultant from LDST	Reports on school building development plans to the	Approves school building development plans.

6. PREMISES				
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors
	<p>capital needs and submits a building development plan to the LGB.</p> <p>Works with consultant to recommend projects to the LGB.</p> <p>Works with consultant and CEO to submit applications to the ESFA.</p>	<p>approved list.</p> <p>Agrees building development plan to be submitted to the Board.</p> <p>Agrees projects to be recommended to the CEO.</p>	<p>Board of Directors.</p> <p>Approves applications to the ESFA based on plan.</p> <p>Works with school and building consultant to ensure efficient running of the project.</p>	<p>Monitors capital work across LDST.</p>
Minor Building Works using DFC grant	Working with building consultant, identifies areas of need that may be covered by DFC grant for submission to the LGB.	Approves expenditure of DFC grant.	Oversees and supports with monitoring expenditure of DFC grant across LDST.	Ensures compliance with all related statutory requirements.

7. FINANCE					
Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
General	Operates financial processes within the school compliance	Ensures there are adequate operational controls in place for	Recommends to the Board of Directors appropriate levels of	Approves the Scheme of Delegation which includes its financial powers and	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>with this Scheme of Delegation and the Financial Regulations.</p> <p>Maintains adequate operational and internal controls in line with the Financial Regulations and locally agreed financial policies and procedures.</p> <p>Maintains full, accurate and up to date records to support financial and statistical information.</p>	<p>all the financial processes within the school with reference to the Financial Regulations, the Academies Financial Handbook, and locally agreed financial policies and procedures.</p>	<p>delegation based on the current circumstances of the school.</p> <p>Ensures the Scheme of Delegation is operated in conjunction with the Financial Regulations.</p> <p>Ensures that financial procedures reflect the Financial Regulations and Scheme of Delegation.</p>	<p>duties to the Members, staff and schools.</p> <p>Approves locally agreed financial policies.</p> <p>Approves the amount to be retained from the school budget to cover services provided centrally, including the 'top-slice' rate for each school.</p>	
Audit	<p>Ensures full, accurate and up to date records are kept and available for audit.</p>	<p>Receives the reports and supplementary information given by the external auditor and takes action as necessary.</p> <p>Informs the CEO if it suspects any irregularity affecting resources.</p>	<p>Ensures full, accurate and up to date records are kept and available for audit.</p> <p>Ensures an appropriate programme of risk assurance work is undertaken.</p> <p>Ensures any actions agreed by the Board of Directors following</p>	<p>Appoints and removes external auditors</p> <p>Agrees process for appropriate internal audit and appoints internal auditors where necessary.</p> <p>Receives reports on internal audit and agrees any necessary action.</p> <p>Informs the ESFA if it suspects any irregularity</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
			<p>reports from internal and external audit are implemented.</p> <p>Provides the Board of Directors with informed assurance of compliance with LDST procedures and the terms of the Funding Agreements and Academies Financial Handbook.</p> <p>Recommends external auditors to the Board</p>	<p>affecting resources.</p>	
<p>Budgets and Budgetary control</p>	<p>Prepares an annual draft budget plan, with support and guidance as appropriate from the LDST DFO in line with the schools' needs, prior to submitting it to the LGB before the start of the relevant financial year. This annual plan will be supported by a 3-5 year financial plan.</p>	<p>Agrees the annual school budget and supporting 3-5 year plan for formal approval by the Board of Directors prior to the start of each financial year.</p> <p>Approves the in-year over or underspend of over £5,000 on all budget headings.</p> <p>Approves the allocation of school</p>	<p>Oversees the preparation of the draft financial statements for each school prior to audit.</p> <p>Ensures that each school has approved the annual school budget prior to the start of each financial year supported by a 3-5 year financial plan.</p> <p>Reports the budget to</p>	<p>Approves the audited financial statements prior to submission to the Secretary of State by 31 December.</p> <p>Approves school budget for submission to the ESFA by 30 July.</p> <p>Considers budgetary control reports for each school's accounts with relevant explanations and documentation where required.</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>Monitors expenditure and income against the approved annual budget and submits monthly reports on the school's financial position to the LGB.</p> <p>Approves the in-year over or underspend up to £5,000 on all budget headings.</p>	<p>reserves up to £30,000 to support the in-year budget and immediately reports this decision to the CEO.</p> <p>Monitors the effectiveness of financial controls in the school and holds the Headteacher to account for financial performance.</p> <p>Considers budgetary control reports on the school's financial position, taking appropriate action to contain expenditure within the overall budget and reporting to the Board of Directors.</p> <p>Reports to the CEO all significant financial matters and any actual or potential overspending on the overall school annual</p>	<p>the Board of Directors.</p> <p>Monitors income and expenditure from individual schools and LDST central team and makes regular reports to the Board of Directors.</p> <p>Manages LDST central spending and reports this to the Board of Directors.</p> <p>Authorises allocations over £30,000 and up to £50,000 from school reserves to support the in-year budget.</p>	<p>Authorises allocations from reserves in excess of £50,000 for each school.</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
		budget.			
Financial Concerns	Report to DFO and LGB significant changes in expected financial position.	<p>Monitors the revised budget ensuring the spending impacts on priorities identified.</p> <p>Recognises that in schools categorised as 3 or 4 delegated powers over curriculum, staffing and budget are transferred to a Monitoring Board by the Directors.</p>	<p>Reports regularly to the Board on development across the Trust about financial performance of each school.</p> <p>Informs Board if monitoring indicates concern about the school.</p> <p>In schools categorised as 3 or 4, establishes and chairs a Monitoring Board, that meets regularly, to hold leaders and LGB to account.</p> <p>In schools categorised as 3 or 4, the CEO and DFO have greater control over the budget, ensuring that spending is matched to recommended improvement priorities.</p>	<p>Monitors development across the Trust and takes action as necessary.</p> <p>In schools categorised as 3 or 4, may revoke delegated powers over curriculum, staffing and budget.</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
Contracts, Purchasing and Payments	Ensures all contracts and agreements conform with locally agreed financial policies and procedures.	Maintains a Register of Business Interests for all governors and those school staff involved in the short listing or awarding of contracts.	Advises schools on contracts and best value for money.	Maintains a Register of Business Interests for staff involved in the short listing or awarding of contracts on behalf of LDST or academies.	
	<p>Accepts quotations up to £5,000 in value.</p> <p>Has receipt and custody of all tenders.</p> <p>Authorises members of staff to open tenders.</p> <p>Signs contracts on behalf of the LGB.</p> <p>Authorises contracts and expenditure of up to £5,000 where such contracts are within the budget.</p> <p>Authorises members of staff to receive goods and certify invoices for payment,</p>	<p>Authorises the award of contracts or purchases of between £5,000 and £20,000 where such contracts are within the budget.</p> <p>Informs CEO of any services required that could be purchased at Trust level to provide best value for money.</p>	<p>Arranges for tendering and contract negotiation for services requested by a group of schools to achieve best value for money.</p> <p>Identifies Trust-wide services and arranges for contract tenders.</p> <p>Has receipt and custody of all tenders.</p> <p>Authorises members of staff to open tenders.</p> <p>Signs contracts on</p>	<p>Approves contracts with a value in excess of £100,000.</p> <p>Authorises the advertising of tenders above the OJEU (Official Journal of the European Union) limit, and authorises the award of such tenders and informs the LGB.</p> <p>Authorises all virements in excess of £50,000 between or within budget headings for each school and notifies the LGB of the school as appropriate.</p>	

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>ensuring the appropriate division of these duties between the staff.</p> <p>Ensures that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.</p> <p>Notifies the payroll provider of any matters affecting payments to employees.</p> <p>Before entering any financial contracts that exceed 24 months, advice must be sought from LDST DFO to ensure all financial/legal obligations are taken</p>		<p>behalf of LDST. Authorises or arranges approval of contracts over £20,000 up to £100,000 in accordance with the authorisation levels.</p> <p>Authorises the award of central contracts for LDST central functions for purchases up to £20,000 in value (contracts up to £100,000 are authorised by the Chair).</p>		

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	into consideration.				
Income and Security of Assets	<p>Ensures the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations and locally agreed financial policies and procedures.</p> <p>Ensures proper security is maintained</p>	<p>Authorises the write-off of debts not collectable between £1,000 and £10,000 (Subject to limits set by EFA that require EFA approval)².</p> <p>Arranges for annual independent checks of assets and the asset register.</p> <p>Authorises the disposal of individual items of equipment</p>	<p>Arranges for adequate insurance cover for each school in relation to income and security of assets.</p>	<p>Authorises the write off of debts not collectable over £10,000 (Subject to limits set by EFA that require EFA approval)².</p> <p>Authorises the disposal of individual items of equipment and materials owned by the school that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £10,000.</p>	

² <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online> disclosed in the prior year audited accounts.

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members
	<p>at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under their control.</p> <p>Ensures that all income is accurately accounted for and is promptly collected and banked intact.</p> <p>Notifies the LGB on any eventuality that could affect the school's insurance arrangements.</p> <p>Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant.</p> <p>Authorises the write off of debts not collectable up to £1,000</p>	<p>and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of between £1,000 and £10,000.</p> <p>Notifies the CEO on any eventuality that could affect the school's insurance arrangements.</p>			

7. FINANCE

Responsibility	Headteacher and/or designated officer	Local Governing Body	CEO and/or designated officer	Board of Directors	Members

AUTHORISATION LEVELS			
Delegated Duty	Value (Primary)	Value (Secondary)	Delegated Authority
Ordering Goods and Services (raising requisitions) for delegated items	Up to £5,000	Up to 10,000	Headteacher
	Up to £20,000	Up to £30,000	LGB
	Up to £50,000 or any non-delegated item	Up to £75,000	CEO or Deputy CEO in conjunction with the school Headteacher and the Chair of the LGB
	Up to £100,000	Up to £150,000	CEO or Deputy CEO in conjunction with another member of the Board of Directors.
	Over £100,000	Over £200,000	Board of Directors
Signatories for cheques	Up to £10,000	Up to £10,000	Two signatories in accordance with bank mandate.
	Up to £50,000	Up to £50,000	Two signatories including either the Headteacher or a member of LDST.
	Over £50,000	Over £50,000	Two LDST signatories.
Authorisation for BACS transfers	Up to £50,000	Up to £75,000	Two BACS authorisers from school authorisers, DFO and DCEO.
	Over £50,000	Over £75,000	DFO and DCEO
Signatories for EFA grant claims and EFA returns	Any value	Any Value	Two signatories (or as required by ESFA) from: <ul style="list-style-type: none"> • Headteacher • School Business Manager (or equivalent) • Nominated Governor • CEO • Deputy CEO

AUTHORISATION LEVELS			
Delegated Duty	Value (Primary)	Value (Secondary)	Delegated Authority
Approval of in-year over or underspend of budget heads (for delegated items) within overall annual budget	Up to £5,000	Up to £10,000	Headteacher
	Up to £50,000	Up to £100,000	LGB
	Over £50,000	Over £100,000	Board of Directors
Approval of use of school's reserves (within reserves threshold policy)	Up to £30,000	Up to £50,000	LGB
	Up to £50,000	Up to £75,000	CEO
	Over £50,000	Over £75,000	Board of Directors
Disposal of assets	Up to £1,000	Up to £2,000	Headteacher
	Up to £10,000	Up to £20,000	LGB
	Over £10,000	Over £20,000	Board of Directors
Write-off of bad debts (Subject to limits set by EFA that require EFA approval.)	Up to £1,000	Up to £1,000	Headteacher
	Up to £10,000	Up to £10,000	LGB
	Over £10,000	Over £10,000	Board of Directors
Granting or take up of any leasehold or tenancy agreement	Any	Any	CEO
Quotations and tendering for delegated items	£1,000 to £2,500	£1,000 to £2,500	Two verbal quotes are required
	Up to £10,000	Up to £10,000	Three written quotations are required. Unsuccessful quotations must be retained as audit evidence.

AUTHORISATION LEVELS			
Delegated Duty	Value (Primary)	Value (Secondary)	Delegated Authority
	Up to £20,000	Up to £30,000	Three formal written quotes to be submitted by a specified date and time based on a written specification and evaluation criteria produced by School Business Manager (or equivalent) or Headteacher for approval by the LGB.
	Up to relevant OJEU limit	Up to relevant OJEU limit	As above but requiring Board of Directors approval.
	Over OJEU limit	Over OJEU limit	OJEU advertising required, Board of Directors approval required.
Authority to accept other than lowest quotation	Greater than or equal to £20,000 Less than £20,000	Greater than or equal to £20,000 Less than £20,000	LDST LGB
Raising invoices to collect income	Up to £5,000	Up to £10,000	School Business Manager (or equivalent)
	Up to £5,000	Over £10,000	School Business Manager (or equivalent) plus Headteacher
	Over £5,000		LGB or DFO

