

☑ = Delegated Authority ☞ = Consultee

		Members/Non-Executive Directors/Governors								Trust Executive Board								
Activity	DfE / ESFA	Trust Members	Trust Board	Audit and Risk Committee	Finance and Resources Committee	Quality and Standards Committee	Estates and Facilities Committee	Local Governing Body	CEO (Accounting Officer)	Chief Financial Officer	Estates Director	HR Director	Senior Head of Operations	IT Director	Education Directors	Governance Professional	Academy Principal	
GOVERNANCE																		
1	Appointing Non-Executive Directors	☑	☞															
2	Appointing governors to Local Governing Board							☑							☞	☑	☞	
3	Appointing Chair and Vice Chair of Local Governing Board							☑								☞		
GROWTH OF THE TRUST																		
4	Approval of new schools/academies joining the Trust and bids to run Free Schools or Basic Need schools	☑		☑					☞									
ACCOUNTS AND AUDIT																		
5	Approval of the audited financial statements		☑	☑	☑				☞	☞								
6	Appointment of Auditors		☑	☑	☑				☞	☞								
BUDGETS AND BUDGETARY CONTROL																		
7	Approving Trust financial targets			☑		☑			☞	☞								
8	Approving Budgets																	
8a	Central services - Estates, IT, Finance, People								☑	☑	☞	☞		☞				
8b	Central services – School Improvement Professionals								☑	☑				☞				
8c	Central services - Executive and Admin								☑	☑								
8d	Draft Academy budget								☑	☑							☞	
8e	Draft Central Services budget								☑	☑								
8f	Consolidated Trust budget			☑					☑	☑								
9	Approving Grants to academies																	
9a	Approving operational grants to academies ≤ £75,000					☞			☑	☑							☞	
9b	Approving operational grants to academies > £75,000					☞			☑	☑								
9c	Approving strategic grants					☞			☑	☑								
PROCUREMENT AND FINANCIAL CONTROLS																		
10	Authorising orders/contracts for goods and services																	
10a	Ordering goods and services ≤ £5,000										☑	☑	☑	☑	☑			
10b	Ordering goods and services £5,001 to £10,000									☑				☑				
10c	Ordering goods and services £10,001 to £100,000									☑								
10d	Ordering goods and services £100,000 to £500,000								☑	☞								
10e	Ordering goods and services over £500,000								☞	☞								
10f	Spend on ICT Capital, and Equipment up to £100,000									☑				☞				
10g	Spend on ICT Capital over £100,000								☑	☞				☞				
10h	Capital Programme – Devolved Formula Capital								☑	☑	☑						☞	
10i	Capital Programme – School Condition Allocation								☑	☑	☑						☞	
10j	Capital Works ≤ £5,000										☑						☞	

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10k Capital works £5,001 to £10,000											☑						☏
10l Capital works £10,001 to £100,000										☑	☑						☏
10m Capital works £100,000 to £500,000									☑	☏	☏						
10n Capital works over £500,000			☑				☑		☏	☏	☏						
11 Approving supplies to the Trust from related parties																	
11a Approving supplies to the Trust from related parties	☑								☑	☏							
12 Approving novel, contentious and repercussive transactions	☑				☏				☑	☏							
13 Approving the giving of gifts from public funds									☑	☏							
14 Policy and management of use of business credit cards									☏	☑							
15 Approving bank or sponsor loans and overdrafts	☑				☏				☏	☏							
16 Making changes to the bank mandate									☑	☑							
17 Making payments from bank accounts (Bank Mandate)									☏	☑							
PAYROLL AND HUMAN RESOURCES																	
18 Personnel structure																	
18a Approval of overall structure			☑						☏								
18b Approval of changes to structures in Executive Leadership Team			☑						☏								
18c Approval of changes to structures in Academy Leadership based									☑						☏		
18d Approval of changes to Central Trust structure									☑	☏	☏	☏	☏	☏	☏		
18e Approval of changes to Central Services staff structures based in academies									☑						☏		☏
18f Approval of changes to teaching and non-estates/finance/IT staff structures in academies									☑	☏	☏	☏	☏	☏	☏		☏
19 HR Policies																	
19a Approval of pay-related HR policies					☑				☏	☏		☏					
19b Approval of non-pay related HR policies					☑				☑			☏					
20 Making appointments, amending contracts of employment and dismissals.																	
20a CEO			☑														
20b Trust Executive Leadership Team			☑						☏								
20c Principal									☑						☏		
20d School Improvement Professionals									☑						☏		
20e Central Team staff									☑	☏	☏	☏	☏	☏	☏	☏	
20f All other posts									☑	☑	☑	☑					☑
20g Academy teaching and other support staff															☏		☑
21 Annual Salary Review																	
21a CEO			☑														
21b Trust Executive Leadership Team			☑						☏								
21c Principal			☑						☏						☏		

Spencer Academy Trust – Overview of Scheme of Delegation – July 2024

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21d School Improvement Professionals									☞						☑		
21e Central Team staff									☑	☞	☞	☞	☞	☞	☞		
21f All other Trust posts									☑	☞	☞	☞	☞	☞	☞		
21g Academy teaching and other support staff								☞							☞		☑
22 Approving monthly payroll																	
22b Central services staff									☑	☑		☞					
22c Principals and Vice Principals									☑	☑		☞					
22d Other Academy staff										☑		☞					☑
23 Approving timesheets																	
23a Central services staff									☑	☑	☑	☑	☑	☑	☑		
23b Other Academy staff												☞					☑
24 Approving staff expenses																	
24a CEO			☑														
24b Trust Executive Leadership Team									☑	☞							
24c Principals										☞					☑		
24d Central services staff									☑	☑	☑	☑	☑	☑	☑		
24e Other academy staff										☞							☑
25 Approving staff severance, compensation, ex gratia payments																	
25a ≤ £50,000 (Academies)						☞			☑	☞		☞					☞
25b ≤ £50,000 (Central Trust)						☞			☑	☞		☞					☞
25c >£50,000	☑		☑						☞								
25d ex gratia	☑		☑						☞								
PROPERTY AND ASSETS																	
26 Acquiring of a freehold of land or buildings	☑		☑						☞								
27 Disposing of a freehold of land or buildings	☑		☑					☞	☞								
28 Disposing of heritage assets	☑		☑						☞								
29 Disposing of other assets																	
29a Disposing of other assets ≤ £10,000									☞	☑	☞	☞	☞	☞	☞	☞	☞
29b Disposing of other assets £10,000 ≤ £20,000									☞	☑	☞	☞	☞	☞	☞	☞	☞
29c Disposing of other assets > £20,000									☑	☞	☞	☞	☞	☞	☞		
30 Taking up a finance lease	☑			☑					☞	☞							
31 Taking up a leasehold or tenancy agreement on land and buildings from another party for a term of > 7 years	☑						☑		☞		☞						
32 Granting a leasehold interest, including a tenancy, of any duration, on land and buildings to another party	☑						☑		☞		☞						
33 Taking out or granting any other operating lease									☑	☑	☞						
34 Approving the use of buildings for hire or reward									☞		☑						

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35 Approving the siting of external temporary buildings/containers or outbuildings									☞		☑						
36 Approving changes to any perimeter fencing and/or external signage									☞		☑						
37 Approving alterations, or amendments to, fire and/or security protection									☞		☑						
38 Approving the Business Continuity plan				☑					☞				☞				
39 Approving the Health and Safety policy							☑		☞		☞						
40 Approving the write off of debts and losses and entering into guarantees, indemnities or letters of comfort																	
40a ≤ £45,000 per single transaction									☑	☑							
40b > £45,000 < £250,000 per single transaction					☑				☞	☞							
EDUCATION																	
41 Making significant variations to the curriculum								☞	☞						☑		
42 Making variations to the length and/or structure of the academy day								☞	☞						☑		
43 Approve and monitor the Academy Improvement Plan								☞	☞						☑		
44 Make significant changes to education philosophy, policy, practice or delivery								☞	☑						☞		
45 Make changes to Admissions Policy, incl PAN changes			☑					☞	☞							☞	
46 Removal of a student from the academy roll without an onward destination and/or Elective Home Education															☑		☑
47 Withdrawal of student from courses that would mean Progress 8 slots are not filled															☞		☑
48 Removal of student from post-16 course that will impact current and/or future funding															☞		☑
49 Permanently exclude a student								☞							☞		☑
50 Setting targets and reviewing the performance of the Trust			☑						☑								
51 Setting targets and reviewing the performance of each academy						☑		☞	☑						☑		
52 Quality of teaching – ensuring appropriate levels of support, challenge and intervention to support delivery of outcomes						☞		☞	☑						☑		☑
53 Dealing with complaints																	
53a First escalation to Stage 2 of complaints procedure													☑			☞	☑
53b Second escalation to stage 3 of complaints procedure											☞	☞	☑		☑	☞	☞
53c Response to stage 4 of complaints procedure			☞						☞				☑		☑		
53d Banning a parent from entering the academy site													☞		☑		☑
Other education areas																	
54 Make changes to academy branding - e.g. logo, website, vision								☞	☑								☞
55 Make changes to the academy uniform for students								☞	☑								☞
56 Approving statutory policies									☑	☞	☞	☞	☞	☞	☞	☞	
57 Approving non-statutory education policies								☞	☑						☑		☑
INFORMATION TECHNOLOGY																	
58 Approving IT Renewal programme									☑					☞			
59 Approve new user accounts and email in academies														☑			

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60 Approve new user accounts and email in Central Trust														☑			
61 Relocating onsite end-user devices														☑			
62 Making changes to onsite end-user devices														☑			
63 Approve new software or hardware														☑			
64 Approve changes to IT infrastructure, system and/or security														☑			
65 Approval of IT Strategy							☑		☑					☏			
66 Approving changes to Data Protection policy				☑					☑				☏	☏			