



Scheme of Delegation 2026/27

Date reviewed: Summer 2026

Date approved by the Board: 24th March 202

Date of next Review: Summer 2027

The Tapscott Learning Trust (the 'Trust') is a Multi Academy Trust with four primary schools located in East London. The Trust was founded in 2017 and all four schools are rated good or outstanding by Ofsted.

The vision of the Trust is to empower children through education, supporting healthy lifestyles and creating joyful learning environments, to set them on the path to happy, successful lives.

The Trust is a charitable company limited by guarantee. The Trust's governance structure is shown on page 4, and the key responsibilities of the governance layers are as follows:

Members

Members play a limited but crucial role in safeguarding academy trust governance and upholding the charitable purpose of the organisation.

The Trust Board (Trustees)

The Trust Board has collective accountability and responsibility for the running of the academy trust and assuring itself that there is compliance with regulatory, contractual, and statutory requirements.

The academy trust board delivers the following core functions:

- Strategic leadership of the academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier
- Accountability and assurance: the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well-maintained
- Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement.

The Trust Board has four sub-committees: Safeguarding, Standards and Curriculum, Finance, Operations and Resources, Audit and Risk and Remuneration. Their delegated duties can be found in the Committee's Terms of Reference.

Local Advisory Boards

Each of the schools in the Trust has a Local Advisory Board (LAB) which includes parent governors. The LABs have an important role in providing local oversight and stakeholder engagement in each school. The trust board can vary items delegated to the LAB, as the trust board deems necessary.

Scheme of Delegation

The Scheme of Delegation (SoD) defines the powers delegated by the Trust Board to other sub-committees or executive officers within the Trust to facilitate the day to day running of the organisation, ensuring compliance with the Academy Trust Handbook. While the SoD seeks to offer clarity on decision making powers and includes specific authorities, it cannot provide a definitive and exhaustive guide to decision making across every area of Trust business. To that end TTLT and its officers should seek to operate within the spirit of the framework holding to the culture of governance, as defined by high levels of transparency and strong trust. The Trustees recognise that, whilst they are able to delegate down decision making and responsibility, the ultimate accountability remains with them. An up to date Scheme of Delegation will be published on the Trust's website and reviewed annually, or immediately when there is a change in Trust management or organisational structure.

Chair's Action between Trustee Meetings

No individual trustee is empowered to make decisions on behalf of the Trust outside any specific authority set out in this scheme of delegation. However, as an exception, the Chair of Trustees can make a decision as a single trustee when a delay in doing so would be

- Seriously detrimental to the interest of the trust of any of its schools, staff or pupils, and
- It would not be possible to postpone the decision to a meeting of trustees (which the Chair can convene with less than seven days notice if necessary, provided trustees will have sufficient time to receive and give due consideration to relevant documents relating to the decision)

Chair's Actions should be reported to the full board at the next meeting.

Key

LAB - Local Advisory Board

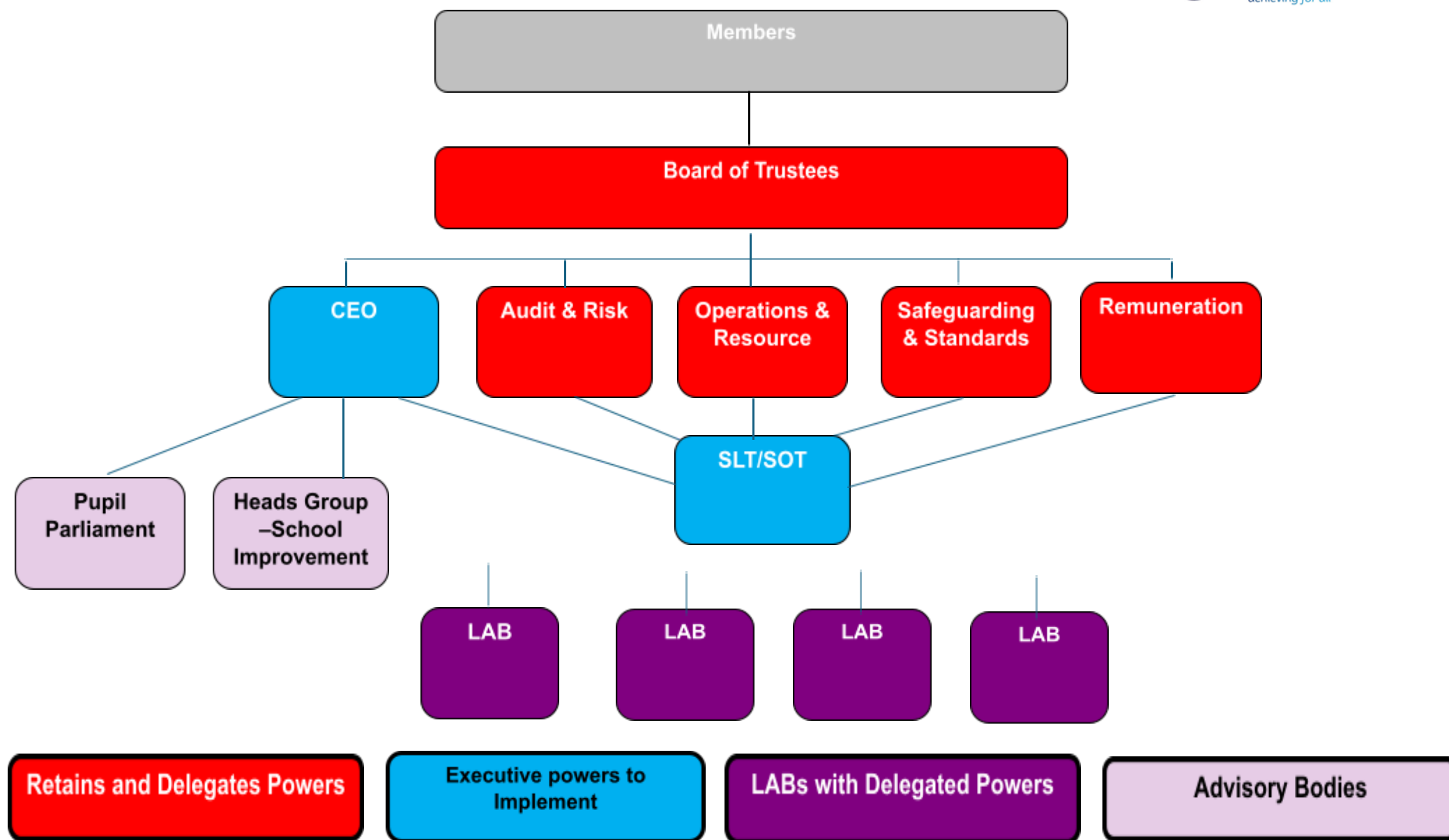
F- Fully Delegated

P - Partially Delegated to a Board Committee

N- Not delegated

SLT/SOT – EHT (Exec Headteachers), EDI Officer (EDIO), Head of Buildings & Estates (HBE), Training Manager (TM), Head of Governance (HG). Role not specified indicates 'all'.

The green shaded boxes indicate where the final decision-making authority sits.



Organisational Scheme of Delegation

Members' Governance	Members	Trustees	CEO
Amend and adopt the articles of association	N	Recommend to members	Consulted and implement
Change the name of the Academy Trust	N	Recommend to members	Consulted and implement
Appoint new CEO as ex-officio trustee	N	Recommend to members	
Wind up the Academy Trust	N	Recommend to members	Consulted and implement
Appoint and remove members in line with the Articles of Association	N	Recommend to members	
Appoint and remove trustees to the Board in line with the articles of association.	N	Recommend to members	Consulted and implement
High level monitoring of the effectiveness of the Trust Board to deliver the charitable objects	N	Provide members with information to allow them to fully understand the high-level effectiveness of the Trust	Provide members with information to allow them to fully understand the high-level effectiveness of the Trust
Appoint external auditors	N	Recommend to members	Advise the trustees and implement
To consider joining another existing Trust	N	Recommend to members	Consulted and implement
Consider requests from other schools or Trusts to join the Trust	F	Trustee decision	Make recommendations to the Trust Board
To consider requests from schools to leave our Trust	F	Trustee decision	Consulted and implement

Organisational Scheme of Delegation – Strategy & Leadership

	Decision/Action	Board of Trustees <i>(may delegate specific tasks)</i>	Audit & Risk Committee <i>(may delegate specific tasks)</i>	Finance, Resources & Operations Committee <i>(may delegate specific tasks)</i>	Safeguarding, Standards & Curriculum Committee <i>(may delegate specific tasks)</i>	CEO <i>(may delegate specific tasks)</i>	CFO <i>(may delegate specific tasks)</i>	SLT/SOTs <i>(may delegate specific tasks)</i>	Local Advisory Board <i>(may delegate specific tasks)</i>	Head of School <i>(may delegate specific tasks)</i>
SL1	Determine and approve the trust's vision, ethos and strategic objectives.	N				Responsible for advising trustees and delivering strategy	Provides advice and assistance in developing strategy		Consulted during development	Consulted during development
SL2	Fostering equality, diversity and inclusion across the trust	P			Approves trust wide policy and monitors adherence across the trust	Responsible for advising trustees and delivering strategy		EDIO responsible for proposing & delivering equalities plan/policy	Monitoring adherence to policy and approve local objectives	Delivering and implementing policy and local objectives.
SL3	Approval and monitoring of Trust strategic development plan	P <i>(delegated locally)</i>	Monitors relevant items	Monitors relevant items	Monitors relevant items	Proposing and delivering Trust strategic development plan	Reporting specific area of responsibility to CEO	Reporting specific area of responsibility to CEO	Monitoring strategic priorities in local setting	Delivering strategic priorities in local setting
SL4	Setting and reviewing KPIs	P <i>(delegated locally)</i>	Monitors relevant items	Monitors relevant items	Monitors relevant items	Proposing and delivering KPIs	Reporting specific area of responsibility to CEO	Reporting specific area of responsibility to CEO	Monitoring strategic priorities in local setting	Delivering strategic priorities in local setting
SL5	Admission of new academies	N				Makes recommendations to the Board	Provides due diligence advice			
SL6	Entering into funding agreements	N				Makes recommendations to the Board	Actions			
SL7	Approval of 'Significant Change' proposals for academies	N				Makes recommendations to the Board			Recommend to the board	Recommend to the board
SL8	Engagement with stakeholders	F				Deliver engagement			Deliver engagement	Deliver engagement
SL9	Whistleblowing Policy	N					Provides policy			

Operational Scheme of Delegation – Governance

	Decision/Action	Board of Trustees <i>(may delegate specific tasks)</i>	Audit & Risk Committee <i>(may delegate specific tasks)</i>	Finance, Resources & Operations Committee <i>(may delegate specific tasks)</i>	Safeguarding, Standards & Curriculum Committee <i>(may delegate specific tasks)</i>	CEO <i>(may delegate specific tasks)</i>	CFO <i>(may delegate specific tasks)</i>	SLT/SOTs <i>(may delegate specific tasks)</i>	Local Advisory Board <i>(may delegate specific tasks)</i>	Head of School <i>(may delegate specific tasks)</i>
G1	Establishing and appointing board committees	N				Recommend to board		Recommend to board		
G2	Approval of terms of reference for committees and LABs	N				Recommend to board		Recommend to board		
G3	Appoint and remove Chair of LABs	N				Recommend to board		Recommend to board	Recommend to board	
G4	Appoint and remove LAB members <i>Note: LABs have one staff elected member and two parent elected members. These appointments are fully delegated to the school</i>	P Two board appointed members and unless performance requires improvement				Recommend to board			Appoint and remove 3 x co-opted LAB members	Arrange elections for parent and staff members
G5	Appoint Trustee link roles in Safeguarding & Attendance, SEND & EDI, Well Schools, Whistleblowing and Estates and H&S and other areas deemed beneficial	P LABs appoint own link roles		Receive reports from Estates & H&S link	Receive reports from links for Well Schools, SEND & EDI and Safeguarding & Attendance				Appoint link roles for Safeguarding & Attendance, SEND & EDI, Well Schools, Curriculum & Quality of Teaching and Pupil Premium	
G6	Appoint and remove governance professionals	N				Recommend to board			Recommend to board	
G7	Maintenance of Register of Interests Declared interests are	P Trustees to complete						HG responsible for maintaining	LAB members to complete forms in the Autumn 1	

	managed on a case by case basis	forms in the Autumn 1 term							term	
G8	Approve and adopt a Governance Code of Conduct	N							Agree to adopt the code of conduct (annually)	
G9	Ensure compliance with all relevant regulations <i>(including charity law, company law, employment law, health and safety, and data protection legislation)</i>	N	Relevant regulations reported to committee	Relevant regulations reported to committee	Relevant regulations reported to committee					
G10	Ensuring the accuracy and suitability of the Risk Register	N	Scrutinises the strategic risk register			Maintains oversight of the Risk Register		HBE responsible for development, ongoing management, and presentation of the Risk Register		Developed for own school with significant risk escalated to Audit and Risk via HBE
G11	Maintenance of risk management processes	N	Maintains oversight of risk management processes			Maintains oversight of risk management processes		HBE responsible for development and application of Risk Management Strategy including Trust-wide and local processes		Responsible for ensuring school risk management process in line with Trust strategy
G12	Approval of policies not specifically referenced elsewhere within this document, in	N Policy tracker specifies if full board or	As per tracker	As per tracker	As per tracker	Recommend to Board	Recommend to Board			

	accordance with the TTLT Policy Tracker	sub-committee								
G13	Approval of individual school policies not specifically referenced elsewhere within this document, in accordance with the TTLT Policy Tracker	F				Provision of professional advice to schools	Provision of professional advice to schools		Delegated authority for approval and monitoring of local school policies and procedures in accordance with policies tracker	Recommend and report to LAB. Delegated authority for approval and monitoring of local school policies and procedures in accordance with policy tracker
G14	Complaints procedure – ensuring policy and procedure are reviewed and approved and are followed	P (may sit on a panel)				Ensures procedures are followed		HG ensured procedures are up to date. EHTs responsible as per policy	May sit on a panel	Responsible for complaints process as per policy

Organisational Scheme of Delegation – Education

	Decision/Action	Board of Trustees (may delegate specific tasks)	Audit & Risk Committee (may delegate specific tasks)	Finance, Resources & Operations Committee (may delegate specific tasks)	Safeguarding, Standards & Curriculum Committee (may delegate specific tasks)	CEO (may delegate specific tasks)	CFO (may delegate specific tasks)	SLT/SOTs (may delegate specific tasks)	Local Advisory Board (may delegate specific tasks)	Head of School (may delegate specific tasks)
E1	Approval and monitoring of Trust and school targets, including for pupil achievement, progress and attendance	P TB receives reports, deeper scrutiny completed by SSC			Approval and monitoring of combined Trust data, including for pupil achievement, progress and attendance	Provides appropriate reporting to the Board		Reporting specific area of responsibility to CEO	Review and monitor local target setting as specified in the quality of teaching risk assessment	Proposing school targets to CEO
E2	Approval of school	F				Final approval		EHTs to be	Consulted	Development

	improvement plans in line with Trust policies							consulted during development	during development and monitor delivery	and delivery of school improvement plans
E3	Post-Ofsted Action Plan	F				Approval and sign off			Monitoring of progress being made where appropriate	Development and delivery of the Plan
E4	Setting Trust approach to curriculum and assessment	P			Receive curriculum updates from each school	Development and reporting to the Board		EHTs consulted during development		Consulted during development
E5	Curriculum and assessment in individual schools	F			Receive curriculum updates from each school	Final approval			Monitors effectiveness of curriculum plans via link governor and LAB meetings	Development and local delivery
E6	Set term dates	F <i>Board informed</i>				Authorise term and holiday dates			Informed	Recommend to CEO
E7	Set Length/organisation of school day	F				Consulted			Informed	Development and decision
E8	Set behaviour and welfare policies	N Scrutinised by SSC			Review and approve Trust behaviour expectations	Recommend to Board			Informed	Implementation at local level
E9	Ensures compliance with SEND Code of Practice	P			Deeper scrutiny with SEND Link trustee			Lead SEND officer to report to SSC	Monitor via link governor	Implementation at local level
E10	Issue a suspension (fixed term exclusion)	F				Notified by the Head of School as soon as possible and may review			Notified by the Head of School – no action required if pupil's suspensions total less than 15 school days	Authorised and should notify CEO, LAB and Local Authority as soon as possible

E11	Issue permanent exclusions	F				Notified by the Head of School immediately			Notified immediately by the Head of School. Within 15 school days must convene panel hearing to review Headteacher's decision. This panel will consist of 2 LAB members and a Trustee (if a Trustee is not available, the Board may nominate a third LAB member) *	Authorised and should notify CEO, LAB, Local Authority and parents immediately
E12	Admissions policy approval where no change is proposed	N			Review and approve policy	Recommend to Board				
E13	Admissions policy approval where change is proposed	N			Review and approve policy	Recommend to Board			EHTs consulted	Consulted
E14	Admission appeals	F							Consulted if appropriate	Attend admission appeals
E15	Maintain a register of pupils' admission to school and attendance.	F								
E16	RSHE (Relationships, Sex, Health Education) Policy approval	N			Review and approve policy	Recommend to Board		SLT to source and review		Consulted and implementation of policy

								policy		
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*** Panel members MUST be impartial and have no prior involvement in the exclusion decision. Parent and staff LAB member may NOT be part of an exclusion panel and at least one panel member must be independent of the running of the school.**

Organisational Scheme of Delegation – Finance

Irrespective of internal limits elsewhere in this Scheme, the Trust will seek DfE prior approval for: novel, contentious or repercussive transactions; special payments (including certain severance and ex-gratia payments); write-offs and entering into liabilities above ATH limits; finance leases; borrowing; acquisition/disposal of fixed assets beyond ATH limits; and related party transactions as set out in ATH Part 5.

	Decision/Action	Board of Trustees (may delegate specific tasks)	Audit & Risk Committee (may delegate specific tasks)	Finance, Resources & Operations Committee (may delegate specific tasks)	Safeguarding, Standards & Curriculum Committee (may delegate specific tasks)	CEO (may delegate specific tasks)	CFO (may delegate specific tasks)	SLT/SOTs (may delegate specific tasks)	Local Advisory Board (may delegate specific tasks)	Head of School (may delegate specific tasks)
Statutory Reporting										
F1	Appointment of Accounting Officer	N The board appoints the CEO as Accounting Officer and holds them to account for compliance with the Academy Trust Handbook								
F2	Appointment of Chief Finance Officer	N				Recommend to board				
F3	Completion and approval of annual accounts and reports to funding and regulatory bodies	N				Recommend to board	Recommend to board			

F4	Completion and submission of other accounting returns	F								
F5	Completing annual and periodic financial reports to the Board and DfE (including income/ expenditure, cash flow, projections etc.).	F								
F6	Authorised to complete PAYE returns	F								
F7	Authorised to complete VAT returns	F								
F8	Signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House	F					CFO to complete, Company Secretary to submit for Companies House			

Systems of Internal Financial Control

F9	Assurance over adequacy of systems of internal financial control	N		Monitor		Provides assurance to DfE as Accounting Officer	Provides assurance to CEO and Board			
F10	Development of Scheme of Delegation and relevant financial policy – including Finance Policy and Charging and Remissions Policy	N		Policy review and recommend		Recommend to Board	Provide Policies and make recommendations to CEO and Board	HG to prepare SoD SENDco/HBE to review own sections		
F11	Approval of financial regulations	N					Recommend to Board			
F12	Appointment of internal auditors	N	Committee to approve appointment			Recommend to Board	CFO responsible for delivery of appointment			

			of internal auditors				process with CEO			
Budget & Management Reporting										
F13	Approval of annual budget(s)	N		Scrutinise and recommend to Board		Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to the Board		Annual review of local school budget	Preparation of detailed school financial budget
F14	Receipt and review of management accounts	N		Scrutinise and recommend to Board		Oversight of management accounts	Review school management accounts and prepare a summary report to the Board			Accountable for local school financial position
F15	Approval of Central budget and school contributions	N				Recommend to Board	Recommend to Board			Consulted
F16	Authority to make budget virements	F				Authorised to make budget virements and report to the Board within financial SoD	Advise on budget virements and report to the Board within financial SoD			
Reserves Requests										
F17	Authority to approve reserves requests	N – where proposed expenditure reduces reserves below 5% of total trust income or >£100K F – where proposed expenditure results in reserves figure remaining at or above 5% of total trust income or				CEO/CFO jointly authorised where proposed expenditure results in reserves figure remaining at or above 5% of Trust total income or <£100k	CEO/CFO jointly authorised where proposed expenditure results in reserves figure remaining at or above 5% of Trust total income or <£100k	Recommend to CEO as appropriate	informed	Submit requests for schools to CEO in first instance who will review sign-off requirements.

		<£100k								
Purchasing and Procurement The Trust will comply with the procurement Act 2023 and the Academy Trust Handbook procurement controls										
F18	Setting procurement policy in accordance with funding agreement and Academy Trust Handbook	N				CEO to advise Board	CFO to advise CEO and Board			Heads to write individual procurement policies for schools in-line with Trust policy
F19	Placing orders for goods and services, entering into contracts	N – where value is >£250k F – where value is <£250k				Authorised up to £250K, jointly with CFO	Authorised up to £250k jointly with CEO	EHs can make recommendations to CEO		Authorised up to £5K within agreed budget
F20	Waiver of financial regulations in respect of purchasing	F		Scrutinise			Report to FOR Committee			Responsibility for local school management
F21	Ensuring compliance with tendering processes	F					Report to Board			Responsibility for local school management
F22	Entering leases or other legal arrangements (excluding purchasing contracts)	N – where value is >£100k F – where value is <£100k and risk is low				Authorised where value is <£100k	Consulted and provides advice			
Banking Authority & Cash Management										
F23	Approval to borrow money	N				Recommend to the Board	Recommend to the CEO			
F24	Cashflow Management, Treasury & Investment policy	F		Receive any investment details		Authorised to review and approve. Investment details to be informed to the Finance & Resources Committee				
F25	Open a bank account and approve signatories	P				Can be approved signatory	Can be approved signatory			
Transaction Processing										

F26	Payroll – Administration starters, leavers and amendments	F				Authorises significant changes and all changes outside of approved budget	Oversees systems of internal control and approves payroll			Authorises changes (within budget)
F27	Purchasing - Authorised to create vendors on accounting system	F					Authorised			Authorised for local school
F28	Authorises income including special grants and contracts under £100k	F					Authorised			Authorised for local school
F29	Authorisation of expense claims (cannot authorise own expenses)	F					Authorised			Authorised for local school
F30	Control account reconciliation	F					Authorised			Authorised for local school
F31	Write-off bad debts	N – where value is >£45k F – where value is <£45k		Receive reports of any debt			Authorised up to £45k – all debt will be reported to FOR			Authorised for local school up to £1k
Fixed Assets										
F32	Developing estates strategy in line with strategic plan	F - but to be kept informed. Planned expenditure approved as part of financial planning					CFO to develop plan			Heads to support development of plan
F33	Management of capital funding	F					Ensures management and governance arrangements are appropriate			Authorised for local school
F34	Asset Register	F					Authorised to review and approve	HBE to develop register		
F35	Security of Assets	F						HBE has		Responsible for

								oversight and must report to the Board by exception		local security arrangements
F36	Disposal of Assets	N – where value is >£50k F – where value is <£50k					Authorised to review and approve up to £50k			
F37	Loan of Assets	F					Authorised to review and approve			
Insurances										
F38	Annual Risk Review & Premium Renewal	F					Authorised to review and approve	HBE can review		

Organisational Scheme of Delegation – Human Resources

	Decision/Action	Board of Trustees <i>(may delegate specific tasks)</i>	Audit & Risk Committee <i>(may delegate specific tasks)</i>	Finance, Resources & Operations Committee <i>(may delegate specific tasks)</i>	Safeguarding, Standards & Curriculum Committee <i>(may delegate specific tasks)</i>	CEO <i>(may delegate specific tasks)</i>	CFO <i>(may delegate specific tasks)</i>	SLT/SOTs <i>(may delegate specific tasks)</i>	Local Advisory Board <i>(may delegate specific tasks)</i>	Head of School <i>(may delegate specific tasks)</i>
HR1	Authorised to increase school/organisational headcount (not including the central team)	F				Authorised to review and approve	Consult with CEO			Can authorise replacement posts within existing staffing budget. Must consult with SLT on increases
HR2	Authorised to increase the Central Team	N				Propose to the Board	Consulted			Consulted
HR3	Job Description sign off for Executive Team	N				Propose to the Board	Develop and propose to Board and CEO			
HR4	Authorised to evaluate jobs and	F					Responsible for oversight and			Submits information to

	grades						cross-organisational grading			allow evaluation process
HR5	Authorised to agree/vary basic employment Terms and Conditions	F					Ensures consistent application of T&Cs			
HR6	Establishing Trust-wide HR policy in accordance with law and best practice	N				Propose to the Board	Produced by external provider and managed by the CFO			
HR7	Recruitment and appointment of CEO	N					Involved in process			Involved in process
HR8	Recruitment and appointment of permanent Executive Team Members and Heads	P				Appoints Executive Team jointly with Board and LABs			Involved in process	
HR9	Recruitment and appointment of other Senior Leaders	F				Consulted in all senior appointments	Leads process for own teams and provides support for Heads	Leads process in own teams in line with agreed HR policy and procedure	Involved in the process at discretion of the Head	Leads process in own local School in line with agreed HR policy and procedure
HR10	Recruitment and appointment of other staff	F				Consulted for new roles or change of roles with budgetary implications	Appointment of staff – replacement of existing roles		Involved in the process at discretion of the Head	Appointment of staff – replacement of existing roles in line with agreed HR policy and procedure
HR11	Signing of employment contracts	F (but Chair must sign CEO contract)				Signs contracts of Exec Team and heads	Authorised to sign contracts of staff within own teams	Authorised to sign contracts of staff within own teams		Authorised to sign contracts of staff within own teams
HR12	Annual approval of pay policy including pay awards, pay point values, etc.	Responsible for Trust wide pay policy, including cost of living values and CEO/Executive		Review and Approve Pay Policy			CFO produce a draft policy for review by the CEO and the FOR Committee			

		pay award recommended by Remuneration Committee								
HR13	Determination of pay ranges	F (except CEO)				Determines pay ranges for leadership staff	Consults and advises with CEO			Determines pay ranges within individual School based on Executive recommendations
HR14	Appointment outside range in salary structure	F		Receives report		Approval	Approves and reports to Finance and Resources Committee			Proposal for new range to CEO
HR15	Allocation of TLR / SEN values	F				Approves if exceeds total budget				Proposal for new posts within framework of pay policy in budget
HR16	Value of other discretionary allowances	F (except CEO)				Approval of discretionary allowances	Reviews proposal and recommends to CEO			Proposals for other allowances
HR17	Annual Pay Progression	F				Approval of annual pay progression	Ensures Trust-wide consistency	Involved in process for Head of School	Involved in process for Head of School	Oversight of appraisal and recommendation to CEO
HR18	Handling of all pension matters (teachers and support staff)	F				Approve and inform Board				
HR19	Approval of use of discretions	F				Approval				
HR20	Objective setting and performance appraisal	F (except CEO)				Appraises Heads and Exec Team with Trustees as appropriate	Appraisal arrangements for own team in line with agreed HR policy and	Appraisal arrangements for own team in line with agreed HR	Assists in Heads' appraisals in line with agreed HR	Appraisal arrangements for own team in line with agreed HR policy and

							procedure	policy and procedure	policy and procedure	procedure
HR21	Approval of formal restructure plans	P				Recommend to Board	Recommend to Board	Consulted	Consulted	Decisions on internal School restructure in consultation with Executive Team
HR22	Approval of severance or redundancy agreements	F				Final Approval	Consult with CEO			Consult with Exec Team
HR23	Authority to issue warnings or other disciplinary measures except dismissal	P (except CEO/CFO)				May issue warnings in own teams	May issue warnings in own teams. HR should keep records of disciplinary issues across Trust	May issue warnings in own teams. HR should keep records of disciplinary issues across Trust		May issue warnings in own teams. HR should keep records of disciplinary issues across Trust
HR24	Authorisation of settlement agreements*	P – where value >£50k or 1yr salary (whichever lowest) F – where value <£50k or 1yr salary (whichever lowest)				Final decisions	May negotiate and make recommendations to CEO and Board			Decisions made for staff but must seek approval from CEO for senior leaders and head. Decision to authorise settlement agreement should always sit with CEO for all staff
HR25	Suspension*	F (except CEO)				Final decision for (Exec teams and Principals)				Decisions within own school, must inform CEO/CFO/HR
HR26	Potential Dismissal*	F (except CEO) (may form part of a panel)				CEO or other Exec Team member must be involved in all dismissal panels	CEO or other Exec Team member must be involved in dismissal panels	CEO or other Exec Team member must be involved in dismissal	May form part of panel	Part of formal panel

								panels		
HR27	Dismissal of CEO	N					Informed	Informed		Informed
HR28	Appeals*	N (may form part of a panel)				CEO or other Exec Team member must be involved in all appeal panels	CEO or other Exec Team member must be involved in all appeal panels	CEO or other Exec Team member must be involved in all appeal panels	May form part of a panel	
HR29	Maintain a Single Central Record of recruitment checks for central team staff, trustees and members	F								
HR30	Maintain a Single Central Record of recruitment checks for school staff, volunteers and governors	F								

** Subject to the correct procedures and in line with trust policies and current legislation where applicable*

Organisational Scheme of Delegation – Information Management/Cyber Security/Sustainability

	Decision/Action	Board of Trustees (may delegate specific tasks)	Audit & Risk Committee (may delegate specific tasks)	Finance, Resources & Operations Committee (may delegate specific tasks)	Safeguarding, Standards & Curriculum Committee (may delegate specific tasks)	CEO (may delegate specific tasks)	CFO (may delegate specific tasks)	SLT/SOTs (may delegate specific tasks)	Local Advisory Board (may delegate specific tasks)	Head of School (may delegate specific tasks)
IM1	Adopting and following policies for information security and compliance	F						HBE acts as DPO for the Trust		Report issues, near misses and breaches to DPO. Responsible for adherence to policy and maintaining

										accurate records
IM2	Management of Trust websites, ensuring accuracy and compliance	F						HG audits websites for accuracy and compliance		Audits websites for accuracy and compliance
IM3	Cyber and Digital Standards	N	Oversees cyber risks				Reports near misses in line with ATH	DPO reports near misses in line with ATH		
IM4	Sustainability and Climate Action	P		Appoints a lead and approves Climate Action Plan				HBE leads and reports annually within estates planning and risk management		

Organisational Scheme of Delegation – Health and Safety

	Decision/Action	Board of Trustees <i>(may delegate specific tasks)</i>	Audit & Risk Committee <i>(may delegate specific tasks)</i>	Finance, Resources & Operations Committee <i>(may delegate specific tasks)</i>	Safeguarding, Standards & Curriculum Committee <i>(may delegate specific tasks)</i>	CEO <i>(may delegate specific tasks)</i>	CFO <i>(may delegate specific tasks)</i>	SLT/SOTs <i>(may delegate specific tasks)</i>	Local Advisory Board <i>(may delegate specific tasks)</i>	Head of School <i>(may delegate specific tasks)</i>
HS1	Health and Safety Policy	N		Review and approve policy				HBE recommends to the board		Implementation and local policy
HS2	Critical incident planning	F		Link trustee monitors				HBE holds Trust and School critical incident plans and reviews as appropriate	Informed of critical incident plans	Implementation and local policy
HS3	Health and Safety RIDDOR reporting	F		Link trustee monitors				HBE ensures RIDDOR reporting is in place		Implementation and local policy

HS4	Health and Safety Accident reporting	F		Link trustee monitors				HBE ensures accident reporting arrangements are in place. Monitoring and reporting of exceptions		Ensures accidents are reported
HS5	Statutory training	F		Link trustee monitors				HBE ensures there are arrangements for statutory training for H&S and monitors statutory training for H&S. Reports to the Board		
HS6	Statutory compliance testing	F		Link trustee monitors				HBE implements, monitors statutory compliance testing and reports concerns to the Board		Monitors local statutory compliance testing (ABM)
HS7	School health and safety arrangements, including use of risk assessments	F		Link trustee monitors				HBE responsible to ensure arrangements are in place		Delivery and local responsibility
HS8	Fire risk assessment	F		Link trustee monitors				HBE ensures all schools have valid risk assessments in place		
HS9	Asbestos risk assessment	F		Link trustee monitors				HBE ensures all schools have valid risk		

								assessments in place		
HS10	General monitoring and action plans in relation to safety of sites including buildings conditions	P	Monitors actions from audits	Monitors actions from audits				Drafts action plans from audits, reports to the Board. Reviews progress against action plans		Implements action plans

Organisational Scheme of Delegation – Safeguarding

	Decision/Action	Board of Trustees <i>(may delegate specific tasks)</i>	Audit & Risk Committee <i>(may delegate specific tasks)</i>	Finance, Resources & Operations Committee <i>(may delegate specific tasks)</i>	Safeguarding , Standards & Curriculum Committee <i>(may delegate specific tasks)</i>	CEO <i>(may delegate specific tasks)</i>	TTLT Executive Safeguarding Lead <i>(may delegate specific tasks)</i>	Executive Head/Head of school <i>(may delegate specific tasks)</i>	Local Advisory Board <i>(may delegate specific tasks)</i>	School Designated Safeguarding Lead (DSL) <i>(may delegate specific tasks)</i>
S1	Ensure suitable Safeguarding Policy and associated procedures are in place across the Trust	N				Contributes to the production and implementation of the Safeguarding Policy and procedures	Develop policies	Local responsibility for safeguarding	Monitors Safeguarding Policy and procedures at School level	Adopts Safeguarding Policy and procedures and ensures they are communicated to and implemented by all staff
S2	Monitor the effectiveness of the Safeguarding Policy	P			Monitors	Ensures annual review of Safeguarding Policy takes place	Monitors effectiveness and ensures annual reviews take place Reports to the Board	Reviews effectiveness of the Safeguarding Policy and makes recommendations for change where	Monitors Safeguarding Policy and procedures at School level	Reports recommendations for changes to the Safeguarding Policy to Head

								appropriate		
S3	Produce an annual report on the Trust's Safeguarding policy and procedures	N			Receives report		Provides annual report to the Board			Provides data and other feedback to the Trust lead to assist with producing annual report
S4	Produce a termly report on the School Safeguarding policy and procedures	F			Receives report	Receives collated termly Safeguarding report	Receives individual termly Safeguarding reports from schools and collates for CEO and Board	Meets DSL and ensures termly school Safeguarding report produced		Produces termly School Safeguarding report
S5	Ensure Annual Safeguarding audits take place and are appropriately reported to the Board	N			Receives report	Commissions Safeguarding checklist and receive reports	Ensures annual LA safeguarding audits take place and reports received by the Board	Reviews audit and checklist and ensures next steps are implemented		Complete LA safeguarding audit and provide initial next steps
S6	Attend all relevant training and ensure all staff are trained	N Attends all relevant training and reads KCSIE				Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE
S7	Ensure the Trust Board and each LAB appoints a Safeguarding Link	N Appoint a Safeguarding link						Appoint a Safeguarding link		
S8	Ensure Safer Recruitment procedures are implemented and adhered to, including DBS checks	F					Monitors and ensures the Safer Recruitment processes		Monitors Safer Recruitment processes	
S9	Ensure Prevent agenda is implemented	F					Receives report on Prevent Agenda in safeguarding reporting	Monitors performance	Monitors Prevent awareness and training	May act as school lead for the Prevent agenda and ensures full compliance

S10	Confidential Safeguarding issues reported to LADO where appropriate	F (unless CEO)					Reports safeguarding issues to LADO (if concerns are about executive team or Heads), ensures Heads' compliance	Reports safeguarding issues to LADO as appropriate	Monitors safeguarding in school	Notifies head of concerns or referrals to LADO
S11	Delivering support to looked after children	F					Monitors and ensures support is available and provided	Implements support and reports to lead where applicable		Implements support and reports to lead where applicable
S12	Operation of Safeguarding investigations	F (unless CEO)				Overall responsibility	Ensures policies are followed	Commissions Safeguarding Investigations	Involved according to the Trust policies	Advises Head