

**SCHEME OF DELEGATION – Decision Making (Approved by LLT Board 8<sup>th</sup> May 2018)**

**Lydiate Learning Trust**

<b>Responsibility</b>	<b>Director of Finance and Operations</b>	<b>Headteacher</b>	<b>CEO/Executive Headteacher</b>	<b>Local Governing Body (LGB)</b>	<b>Finance &amp; Audit MAT Committee</b>	<b>Full MAT Board</b>
<b>FINANCE</b>						
<ul style="list-style-type: none"> <li>Banking Mandate</li> </ul>	To jointly approve changes to the bank mandate as instructed by the LLT Board.		To jointly approve changes to the bank mandate as instructed by the LLT Board.			To have full control of the bank mandate for the Trust and all schools. The Board minutes give authority for the CEO and CFO to make the changes.
<ul style="list-style-type: none"> <li>Opening and Closing of Bank Accounts</li> </ul>	To jointly approve the opening and closing of bank accounts as instructed by the LLT Board		To jointly approve the opening and closing of bank accounts as instructed by the LLT Board			To approve the opening and closing of bank accounts within the Trust and all schools. The Board minutes give authority for the CEO and CFO to make the changes.
<ul style="list-style-type: none"> <li>Budget Forecast</li> </ul> <p>Annual budget and financial plans as per requirements of the funding body.</p>	Responsible for setting the timetable for the annual budget exercise, co-ordination of all inputs and production of summary reports for approval by relevant stakeholders.	The Headteacher is required to support the budget setting process and take responsibility for the approved budget to ensure that the budget is achieved or bettered.	CEO approves the draft budget and makes any necessary recommendations or changes required and this goes to the MAT Board for approval.	To challenge the Headteacher in implementing the approved budget. To receive regular reports on progress against the budget and challenge the Headteacher about any variances.	The Finance & Audit Committee will carry out a review of the draft budget and financial plan and make a recommendation for approval to	The full MAT Board will approve the consolidated Budget Forecast for the MAT including the individual academy budget prior to submission to the ESFA

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<p>Production of updated forecasts during the year as appropriate</p>	<p>Submission of approved budget to the ESFA in the required format.</p> <p>Responsible for co-ordinating and communicating re-forecasts based on information provided by Headteachers, governors, funding bodies, other sources and any other known variances.</p>	<p>The Headteacher should inform the Director of Finance and Operations of any deviations from the budget as they become known. The Headteacher is accountable for any adverse movements from budget and for providing explanations. Responsible for implementing any agreed corrective action.</p>	<p>CEO/Executive Headteacher approves the revisions prior to submission to the Finance &amp; Audit Committee Responsible for overseeing the implementation of the agreed corrective action</p>	<p>Receives forecast updates and works with the Headteacher to identify and implement the agreed corrective action</p>	<p>the full MAT Board</p> <p>Approval of in year revisions to the original budget. Proposal of corrective action for approval by the MAT Board</p>	<p>Responsible for agreeing corrective action throughout the year</p>
<ul style="list-style-type: none"> <li>Spending Restrictions</li> </ul>	<p>To alert the CEO and LLT Board of the need to restrict spending in order to protect the Trust's financial position.</p>					<p>Power to put in place spending restrictions across the Trust or in any one of the schools within the Trust. The additional controls and time period to be clearly minuted.</p>

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<ul style="list-style-type: none"> <li>• Purchase Order (PO's)</li> </ul> <p>3 quotes are required for all purchases over £2,000.</p> <p>Purchases over £30,000 should be subject to a tender process.</p> <p>If the lowest quote or tender is not accepting the reasons for choosing an alternative must be documented by the approving body.</p>	<p>The Finance Officer can approve PO's up to a value of £1,000 if they are within budget and signed by the budget holder.</p> <p>The Director of Finance &amp; Operations can approve PO's up to a value of £2,000 if they are within budget and signed by the budget holder.</p> <p>The Director of Finance &amp; Operations to approve PO's to a value of £1,000 that exceed budget or are unbudgeted.</p> <p>The Director Finance &amp; Operations is responsible for overseeing all tendering exercises.</p>	<p>The Headteacher can approve PO's up to a value of £10,000 if they are within budget and signed by the budget holder.</p>	<p>The CEO can approve PO's up to a value of £40,000.</p> <p>To approve all PO's with a value over £1,000 that exceed budget or are unbudgeted.</p>		<p>To approve purchases of £40,001 up to £60,000.</p>	<p>To approve purchases that exceed £60,000.</p>
<ul style="list-style-type: none"> <li>• Invoice Approval if no purchase order exists</li> </ul>	<p>Up to a value of £1,000</p>	<p>Up to a value of £5,000</p>	<p>Up to a value of £25,000.</p>		<p>Over £25,000 up to £60,000</p>	<p>Purchases that exceed £60,000.</p>

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The budget holder should document the reasons why a PO was not raised prior to the approving body authorising the invoice.						
<ul style="list-style-type: none"> <li>Authority to write off bad debts</li> </ul>	Up to a value of £250		Over £250 to £1,000		Over £1,000 up to £44,999 (over £45,000 requires secretary of state approval)	
<ul style="list-style-type: none"> <li>Approval for Capital Expenditure (defined as a single item or a capital project)</li> <li>Included in the original budget</li> </ul>	To counter approve all capital expenditure purchases whether in budget or not	Approves budgeted capital expenditure purchases up to a value of £5,000 subject to following normal purchasing procedures.	Approves budgeted capital expenditure purchases up to a value of £30,000 subject to following normal purchasing procedures		Approves budgeted capital expenditure purchases with a value over £30,000 to £100,000 subject to following normal	Approves budgeted capital expenditure for any single item or project that exceeds a value of £100,000 subject to following normal purchasing procedures.

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<ul style="list-style-type: none"> <li>Not included in the original budget</li> </ul>			<p>Authority to incur additional capital expenditure up to £20,000 in a financial year.</p>		<p>purchasing procedures.</p> <p>Authority to approve capital expenditure in excess of budget up to £50,000 in a financial year.</p>	<p>Unbudgeted capital expenditure for any item or project exceeding £50,000 requires MAT Board approval.</p>
<ul style="list-style-type: none"> <li>Reporting and Internal Audit Requirements</li> </ul>	<p>To have oversight of the Trust's financial position.</p> <p>To produce financial reports to inform and aid the decision making of the Headteachers, governors and trustees.</p> <p>To action internal audit actions and implement systems of internal control in line with best practice and/or as advised by the MAT Board.</p>	<p>The Headteacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the MAT Board may from time to time require. This will include reporting formally to the Finance Committee at regular intervals if specified</p>	<p>As per HT</p>	<p>The Local Governing Body will scrutinise and monitor capital and revenue expenditure to ensure it remains within the limits permitted by this Scheme of Delegation. It will provide a finance report to the Finance Committee in such form and at such intervals as the MAT Board may from time to time require</p>	<p>The Finance Committee will monitor the management accounts supplied by the Local Governing Body and its compliance with internal auditing requirements on an ongoing basis and report any concerns to the MAT Board. The Finance Committee may appoint a Responsible Officer to conduct</p>	<p>The MAT Board will review the performance of the academy against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year</p>

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					reviews of processes and procedures to provide assurance that these are efficient and effective	
<ul style="list-style-type: none"> <li>Statutory Audit Procedures</li> </ul>	Responsible for co-ordination of the statutory accounts information, including direct liaison with appointed auditors Responsible for publication of the statutory accounts to the relevant bodies as per the published timescales	The Headteacher is to provide such information and assistance in relation to statutory audit procedures as the MAT Board may from time to time require	As per HT	The Local Governing Body is to provide such information and assistance in relation to statutory audit procedures as the MAT Board may from time to time require	The Finance & Audit Committee is responsible for scrutinising and recommending the statutory accounts for approval to the Board and AGM. The appointed statutory auditors will be in attendance at the meeting that receives the statutory accounts to provide independent insight	The Board are responsible for reviewing the statutory accounts and recommending them for approval by the AGM. The statutory accounts to be approved by the members at the AGM in accordance with the timescales published by the ESFA,

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<b>HUMAN RESOURCES</b>					

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	For the avoidance of doubt, all appointments identified under this Human Resources section, <b>whether internal or external</b> , are subject to the same procedures. There is to be no distinction between the two. The Processes for reducing staffing, reviewing staffing structures, and dealing with disciplinary and capability matters must be followed in all cases and advice taken from the Trust HR Advisor via the CEO/ Executive Headteacher.				
<ul style="list-style-type: none"> <li>Headteacher Recruitment</li> </ul>	To advise the recruitment team on matters of HR legislation and best practice		The Local Governing Body will meet with the CEO to discuss the recruitment process and provide representation on the appointed panel (2 reps max)	The CEO will manage the appointment process or appoint a consultant to do so	The MAT Board working with the CEO and LGB will appoint the Headteacher
<ul style="list-style-type: none"> <li>Senior Leadership Team Recruitment</li> </ul>	To advise the recruitment team on matters of HR legislation and best practice	<p>The Headteacher will notify the CEO as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team</p> <p>The Headteacher will lead the recruitment and appointment process following the MAT approved procedures</p> <p>Once a decision has been made a recommendation will be referred to the MAT Board for ratification</p>	The Chair of the Local Governing Body may nominate a representative from amongst its ranks to participate in the recruitment process	The CEO, or his/her nominated representative, will advise the Headteacher throughout the process and approve the appointment	Unless the MAT Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the CEO/Executive Headteacher

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<ul style="list-style-type: none"> <li>Teacher Recruitment</li> </ul>	To advise the recruitment team on matters of HR legislation and best practice	The Headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the Local Governing Body following the MAT approved procedures	The Chair of the Local Governing Body will nominate a representative from amongst its ranks to participate in the teacher appointment process	THE CEO/Executive Headteacher or nominated representative may choose to be involved in this process and approve key appointments	
<ul style="list-style-type: none"> <li>Support Staff Recruitment</li> </ul>	To advise the recruitment team on matters of HR legislation and best practice	The Headteacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team and the representative of a Local Governing Body (if appropriate) following the MAT approved procedures	The Chair of the Local Governing Body will nominate a representative from amongst its ranks to participate in the recruitment process if appropriate.	THE CEO/Executive Headteacher or nominated representative may choose to be involved in this process and approve key appointments	
<ul style="list-style-type: none"> <li>Appointment of External Consultants</li> </ul>		The Headteacher is to notify the CEO promptly of any decision to appoint an external consultant. Any such appointment will be made in the name of the MAT		THE CEO/Executive Headteacher will approve the appointment of external consultants to a value of £20,000 and the Director of Finance and Operations will counter sign approval	The Board will approve the appointment of external consultant if the value exceeds £20,000.



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<ul style="list-style-type: none"> <li>CEO Appraisal and Review</li> </ul>					The MAT Board will be responsible for the arrangement of the CEO/Executive Headteacher appraisal review
<ul style="list-style-type: none"> <li>Headteacher Performance Appraisal and Salary Review</li> </ul>			<p>The Local Governing Body will be responsible for the arrangement of the Headteachers performance appraisal and salary review ensuring it remains in budget</p> <p>THE CEO/Executive Headteacher will advise and write all the necessary reports involving an external advisor as appropriate. The CEO will approve any salary review.</p>	THE CEO will produce the report to the MAT Board for ratification and recommend pay award approval	The MAT Board will receive the report and approve any pay award
<ul style="list-style-type: none"> <li>Teacher Appraisal and Salary Review</li> </ul>		The Headteacher is responsible for leading the appraisal and salary review process for teaching staff	The Local Governing Body is responsible for approving the Headteachers recommendations	The CEO will provide advice and guidance to the Headteacher and LGB	

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		<p>The Headteacher will consult with the Director of Finance and Operations regarding the salary review and ensure the outcomes are reflected in the draft Budget Forecast</p> <p>The Headteacher will make recommendations to the Local Governing Body for approval following the review</p>	<p>regarding salary reviews</p>		
<ul style="list-style-type: none"> <li>Terms of Employment</li> </ul>		<p>The Headteacher may make proposals regarding the terms of employment for an individual member of staff e.g. flexible working request</p> <p>Any settlement arrangements must be approved by the CEO/Executive Headteacher</p>		<p>The CEO is to review and comment on any proposals that may involve a change to the terms of employment and will approve any settlement arrangements (In the case of a member of SLT MAT Board approval is required).</p>	<p>The responsibility for the contractual terms and conditions for all MAT employees lies with the MAT Board. Decisions concerning any change to the terms of employment of whole Academy staff (both teaching and support) will lie with the MAT Board</p> <p>The MAT Board will consider any representations made by the CEO, the Headteacher</p>

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<ul style="list-style-type: none"> <li>• Reductions in Staffing and Revisions to Staffing Structures</li> </ul>		<p>The Headteacher will notify the CEO as soon as possible after becoming aware that reductions in staffing may be necessary and vice versa</p> <p>The Headteacher will be responsible for proposing a revised staffing structure for the academy, with the support of the Director of Finance and Operations, and for referring this to the Local Governing Body</p> <p>The Headteacher will be responsible for leading and managing the redundancy process with the support of the CEO and Director of Finance and Operations</p>	<p>The Local Governing Body will be responsible for recommending the revised staffing structure for approval to the MAT Board and recommending approval for any proposed reductions in staffing to the MAT Board</p>	<p>The CEO and Director of Finance and Operations will support the Headteacher throughout the restructuring process and will attend consultation meetings where the CEO considers this is appropriate The CEO will refer recommendations for revised staffing structures and possible redundancies to the MAT Board for approval.</p>	<p>Decisions concerning the redundancies will lie with the MAT Board. The MAT Board will consider any representations made by the CEO, the Headteacher and/or the Local Governing Body.</p>
<ul style="list-style-type: none"> <li>• Allegations of Gross Misconduct</li> </ul>		<p>The Headteacher is to notify the CEO as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary</p>	<p>In cases of gross misconduct where dismissal may be a possible sanction member of the Local Governing Body may be asked to sit on the</p>	<p>The CEO/ Director of Finance and Operations will be responsible for arranging the constitution of panels consisting of members of the MAT Board</p>	<p>Decisions concerning the dismissal of any employees lie with the MAT Board. Directors will be asked to sit on panels for Disciplinary and Appeal Hearings</p>

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		<p>Procedure which may be deemed to be Gross Misconduct</p> <p>The Headteacher will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure</p>	<p>panels for the Disciplinary or Appeal hearings which will be conducted in accordance with the Disciplinary Procedure should this be appropriate</p> <p>If an allegation of gross misconduct has been made against the Headteacher then the Local Governing Body will be responsible for informing the CEO and for organising an investigation into the allegation under the Disciplinary Procedure. The Local Governing Body will be responsible for keeping the CEO informed</p>	<p>and/or members of the Local Governing Body if this is deemed appropriate for the Disciplinary and Appeal Hearings</p>	
<ul style="list-style-type: none"> <li>Disciplinary allegations that fall short of Gross Misconduct</li> </ul>		<p>The Headteacher is to notify the CEO and Director of Finance and Operations as soon as possible after becoming aware of an allegation</p>	<p>Members of the Local Governing Body will form panels for Disciplinary and Appeal Hearings as may be required and</p>		<p>Decisions concerning the imposition of a disciplinary sanction in respect of the Headteacher and CEO/Executive</p>

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		<p>The Headteacher will ensure that an investigation is conducted into any disciplinary allegations in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Headteacher will refer the matter to a Disciplinary Hearing in accordance with the procedure</p> <p>The Headteacher is responsible for keeping the CEO and Director of Finance and Operations informed at all stages of the procedure</p>	<p>will have the authority to impose sanctions up to, but not including, dismissal</p> <p>Where an allegation of a less serious nature has been made against the Headteacher then the Local Governing Body will be responsible for informing the CEO and for conducting the investigation into the allegation under the Disciplinary Procedure. The Local Governing Body will be responsible for keeping the CEO informed</p>		<p>Headteacher will lie with the MAT Board. Directors will form the panels of Disciplinary and Appeal Hearings in the case of allegations against Headteachers</p>
<ul style="list-style-type: none"> <li>• Capability Proceedings</li> </ul>		<p>Where a capability issue is identified the Headteacher is responsible for leading and managing the process set out in the</p>	<p>Where the Headteacher is subject to a capability procedure the CEO and Local Governing Body together are</p>	<p>The CEO is responsible for keeping the MAT Board informed regarding proceedings</p>	<p>Decisions concerning the dismissal of any employees lie with the MAT Board</p>

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		<p>appraisal and capability procedures</p> <p>The Headteacher is responsible for keeping the CEO and Local Governing Body informed regarding the progress of the proceedings for any member of teaching or support staff</p> <p>If there has been insufficient improvement in performance after having followed the capability procedures the final hearing will be referred to a panel of the MAT Board</p>	<p>responsible for leading and managing the process set out in the appraisal and capability procedures</p>		<p>Directors will be asked to sit on panels for final stage Capability and Appeal Hearings</p>
<ul style="list-style-type: none"> <li>• Probationary Period Procedure</li> </ul>		<p>The Headteacher is responsible for following the probationary period procedure with every member of staff and confirming them in post. If an employee does not satisfactorily complete their probationary period the Headteacher will be responsible for informing</p>	<p>The Headteacher will keep the Chair of the Local Governing Body informed regarding members of staff that are unlikely to satisfactorily complete their probationary period</p>	<p>If an employee does not satisfactorily complete their probationary period and their appeal is not upheld the Director of Finance and Operations will write to the employee on behalf of the MAT terminating their employment</p>	<p>Unless the MAT Board, acting in good faith, has any legitimate reason to do otherwise, it will delegate the responsibility for the dismissal of a member of staff who has failed to satisfactorily complete their probationary period to the Headteacher</p>

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		the CEO and Director of Finance and Operations	Appeals against termination will be heard by a panel of the LGB	The CEO is responsible for following the probationary period for Headteachers	Where a Headteacher does not satisfactorily complete their probationary period an appeal against termination will be heard by a panel of MAT Directors
<ul style="list-style-type: none"> <li>Safeguarding</li> </ul>		The Headteacher is to ensure that: <ul style="list-style-type: none"> <li>a Senior Designating Safeguarding member of staff, has been appointed</li> <li>they have sufficient resources to enable them to undertake the role</li> <li>all staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance as a minimum</li> <li>the LGB, Safeguarding Governor and CEO are notified immediately of any allegation made</li> </ul>	The LGB is responsible for: <ul style="list-style-type: none"> <li>Appointing one of its members as the named Governor to liaise with the Headteacher regarding safeguarding matters</li> <li>Ensuring members are safeguarding trained</li> <li>Taking collective responsibility for safeguarding in the academy and monitoring safeguarding procedures within the academy</li> </ul>	The CEO is to inform the MAT Board of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the Academy.	The MAT Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible with the Local Governing Body for ensuring that safeguarding arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day safeguarding practices  A MAT Director will address any allegations made against a Headteacher

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		against a member of staff	<ul style="list-style-type: none"> <li>Exercising their disciplinary functions in respect of allegations against a member of staff or because of dealing with a complaint except where the allegation is against the Headteacher</li> </ul>		



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<b>EDUCATION</b>					
<ul style="list-style-type: none"> <li>Academy Improvement Plan (including curriculum and standards)</li> </ul>		<p>The Headteacher is to draw up a draft Academy Improvement Plan and share it with the CEO and MAT School Improvement Executive and LGB prior to submitting it to the MAT Board</p> <p>The draft Academy Improvement Plan should be costed with the support of the Director of Finance and Operations and the expenditure built into the Budget Forecast</p>	<p>The Local Governing Body is responsible for monitoring the implementation of the approved Academy Improvement Plan</p>	<p>The CEO and Executive Director of School Improvement approves the Academy Improvement Plan to go forward to the MAT Board supported by the Executive Director of School Improvement</p> <p>NB: The CEO or Executive Director of School Improvement may alter the Academy Improvement Plan to support rapid improvement</p>	<p>The MAT Board will approve the draft Academy Improvement Plan subject to any modifications it wishes to make</p>
<ul style="list-style-type: none"> <li>Academy Hours</li> </ul>					<p>The MAT Board is responsible for setting the opening and closing times for Academies taking into consideration the views of the Headteachers and Local Governing Bodies</p>
<ul style="list-style-type: none"> <li>Term Times</li> </ul>		<p>The Headteacher suggests term time dates to the LGB and CEO</p>	<p>LGB comment on dates</p>	<p>CEO approves the dates</p>	

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<ul style="list-style-type: none"> <li>• Policies Requiring Consistency Across the MAT e.g. Safeguarding, HR and Finance</li> </ul>		The Headteacher will be responsible for ensuring that MAT policies and procedures are applied across the academy	The Local Governing Body will note the policies requiring consistency across all the academies as approved by the MAT Board and monitor their implementation	Policies requiring consistency across all the academies in the MAT will be drafted by the CEO, other MAT Officer or Director of Finance and Operations	The MAT Board will approve all such policies and any amendments to them
<ul style="list-style-type: none"> <li>• Other Academy Policies</li> </ul>		The Headteacher will have responsibility, with the involvement of the LGB, for developing Academy specific policies and as statutorily required	The Local Governing Body will have responsibility for approving any such Academy specific policy and monitoring its implementation	The CEO approves specific policies as required	

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Responsibility	Director of Finance and Operations	Headteacher	Local Governing Body (LGB)	CEO/Executive Headteacher	Full MAT Board
<b>ASSET MANAGEMENT</b>					
<ul style="list-style-type: none"> <li>Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements</li> </ul> <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The Director of Finance &amp; Operations is responsible for checking the financial viability and legality of such contracts prior to signing the contract irrespective of the approving body.</p> <p>Contracts up to a value of £20,000 (total value not annual) must be approved and signed by the Director of Finance &amp; Operations.</p>	<p>The Headteacher will inform the CEO/Executive Headteacher and the Director of Finance and Operations of any proposal to negotiate or renegotiate any external contracts, leases or other service agreements.</p>		<p>Contracts up to a value of £60,000 (total value not annual) must be approved and signed by the CEO.</p>	<p>The MAT Finance &amp; Audit Committee are to approve contracts with a total value of between £60,001 and £100,000.</p> <p>Contracts with a total value over £100,000 must be authorised by the MAT Board.</p> <p>Once approval is minuted the contract can be signed by the CEO or Director of Finance &amp; Operations.</p>
<ul style="list-style-type: none"> <li>Disposal of Assets</li> </ul> <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>The Director of Finance &amp; Operations should be notified in advance of the need to dispose of a Trust asset, whether for scrap, sale or exchange.</p> <p>Responsible for providing the net book value of the asset.</p>	<p>The Headteacher must notify the Director of Finance &amp; Operations of any asset disposals.</p>		<p>The Directors of Finance &amp; Operations will advise the CEO/Headteacher of any planned disposals.</p> <p>The CEO can approve disposals with a net book value of up to £20,000.</p>	<p>The Finance Committee must authorise the disposal of any items with a net book value over £20,000.</p> <p>The MAT Board must obtain approval from the DfE in writing if it proposes to dispose of an asset for</p>

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	<p>Responsible for ensuring that disposals are correctly recorded in the accounts of the Trust and for keeping a record of all disposals.</p> <p>Can approve disposals up to a value of £5,000.</p>				<p>which a capital grant in excess of £20,000 was paid.</p> <p>Disposal of freehold land and buildings requires the approval of the ESFA.</p>
<ul style="list-style-type: none"> <li>Premises Maintenance Programme</li> </ul>		<p>Each year the Headteacher will ensure that a Premises Maintenance Programme has been drawn up, taking into consideration the most recent Condition Survey. This will be added to the SIP and the Director of Finance &amp; Operations will agree it.</p> <p>The Premises Maintenance Programme must be costed and the expenditure built in to the Budget Forecast</p>	<p>The Local Governing Body should contribute to the development of the Premises Maintenance Programme and is responsible for approving it and for monitoring its implementation</p> <p>The LGB will supply a copy of the Programme to the MAT Board as part of the School Improvement Plan</p>		
<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>		<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> <li>developing a health and safety culture</li> </ul>	<p>The LGB shares with the MAT the overall responsibility for</p>	<p>The Director of Finance &amp; Operations will provide model procedures to assist</p>	<p>The MAT Board carries overall responsibility for ensuring that health and safety policies are</p>

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		<p>throughout the academy</p> <ul style="list-style-type: none"> <li>ensuring that staff are aware of their responsibilities</li> <li>drawing up site specific health and safety procedures (with the support of the Director of Finance &amp; Operations as appropriate)</li> <li>ensuring staff are aware of their responsibilities</li> <li>updating the LGB</li> </ul>	<p>health and safety. It is responsible for:</p> <ul style="list-style-type: none"> <li>appointing a Governor with responsibility for Health and Safety</li> <li>monitoring and reviewing the effectiveness of health and safety procedures</li> <li>ensuring adequate resources are available for Health and Safety</li> <li>Providing training opportunities.</li> <li></li> </ul>	<p>the Headteacher with putting academy specific health and safety procedures in place.</p>	<p>implemented and is collectively responsible with the Local Governing Body for ensuring that health and safety arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day practices</p>
<ul style="list-style-type: none"> <li>Legal Claims</li> </ul> <p>A legal quickline is available for advice as part of the central services arranged through the MAT</p> <p>All legal issues via quickline are dealt with by the CEO and Director of Finance &amp; Operations</p>		<p>The Headteacher is to notify the CEO and Chair of Governors of any actual or potential claims or proceedings affecting the Academy as soon as becoming aware of them</p> <p>The Headteacher will act on any instructions received from the CEO and/or the MAT Board</p>	<p>The Local Governing Body will act on any instructions received from the CEO and/or MAT Board</p>	<p>The CEO will take appropriate advice (legal/insurance etc.) and direct the LGB and/or Headteacher as appropriate in line with this guidance, keeping the MAT Board informed</p>	<p>The MAT Board may instruct the CEO and/or the Headteacher and/or the Local Governing Body to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings</p>

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Responsibility	Director of Finance and Operations	Headteacher	Local Governing Body (LGB)	CEO/Executive Headteacher	Full MAT Board
<b>STRATEGY</b>					
<ul style="list-style-type: none"> <li>Partnering Arrangements (e.g. membership of TSAs)</li> </ul>		<p>The Headteacher is to notify the Trust Director of School Improvement and CEO of any proposals to enter into, renew, amend or terminate any partnering arrangement</p> <p>The Headteacher will provide such further information and assistance as the CEO may need to make a decision concerning the arrangement</p>	<p>The Local Governing Body is to execute the Academy’s strategy on partnerships</p>	<p>The CEO will be responsible for approving any new partnering arrangements, working in negotiation with the Trust Director of School Improvement</p>	<p>Board of Directors develop the Academy’s strategy on partnerships.</p>
<ul style="list-style-type: none"> <li>Expansion of existing facilities/ taking on new premises</li> </ul> <p>Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Financial Handbook and all statutory requirements</p>		<p>The Headteacher is to notify the CEO and Director of Finance and Operations of any proposal to expand any existing facilities at the Academy</p> <p>The Headteacher is responsible for drawing up a business case for the expansion proposal in consultation with the LGB and Director of Finance and Operations prior to</p>	<p>The Local Governing Body is to take the lead in developing the Academy’s strategy on the use of existing facilities and any plans for expansion</p>	<p>The CEO will assess the viability of any proposal put forward by the Headteacher prior to the development of the Business Case and work with the LGB to develop the strategy deploying executive staff as appropriate</p>	<p>The MAT Board will review any Business Case and decide whether to approve it or not.</p> <p>Acquisition freehold land and buildings requires the approval of the ESFA.</p>

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		submission to the MAT Finance Committee/MAT Board			
<ul style="list-style-type: none"> <li>Other major strategic decisions</li> </ul>	The Director of Finance & Operations will support the CEO and Board on the financial aspect of major strategic decisions.	The Headteacher is to notify the CEO of any proposal of a major strategic nature. The Headteacher will provide such further information and assistance as the CEO may need to make a recommendation concerning the proposal.	The Local Governing Body is to review the strategy to ensure it: <ul style="list-style-type: none"> <li>becomes and remains a sustainable, vibrant and high-quality provider of distinctive Christian education;</li> <li>plays an effective part in the wider MAT family; and</li> <li>contributes to the renewal and sustainability of the community it serves</li> </ul>	The CEO will assess the viability of any proposal put forward by the Headteacher and make recommendations to the MAT Board	The MAT Board will be responsible for approving any major strategic proposal