

Note- final terms of delegation will be agreed between the Chair of the Trust Board and Chair of each LGB, subject to approval by a vote of the Trust Board

Scheme of Delegation for Central Schools Trust

FINANCE				
RESPONSIBILITY	Head of School	LGB	F&GP Committee	Trust Board
Budget Forecast	Preparing the academy draft budget in consultation with the LGB	Considers draft budget and makes recommendation for approval by Finance Committee Makes recommendations for in year revisions to Finance Committee	Reviews the draft budget and makes recommendation for approval by Trust Board	Approves the consolidated budget for the Trust, including the individual academy budgets
Purchase Order/Invoice approval	Up to £10,000 (within limits of delegated budget) and with CST FD or DW BM as also signing		£10,000 and over	Ratify Orders £10,000 and over approved by F&GP
Approval to accept a quotation from a minimum of 3 or from a formal tendering process	Between £1,000 and £10,000 if within approved budget by F&GP Committee		Between £10,000 and OJEU limit	Over OJEU limit
Authority to write off bad debts	Up to a value of £100		Between £100 and £44,999 (over £45,000 requires Secretary of State approval)	
Approval for capital expenditure not included in original budget			Up to £10,000 in a financial year (either on one item or in aggregate)	Over £10,000

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HUMAN RESOURCES					
RESPONSIBILITY	Head of School	LGB	Executive Head	S&P Committee	Trust Board
Recruitment of Head of School			Oversees recruitment process and sits on appointment panel	S&P will constitute an appointment panel along with the Executive Head, may include member of LGB Recommendation for appointment made to Trust Board	Ratifies the recommendation made by the appointment panel, unless legitimate reason to do otherwise
Senior Leadership Team recruitment	Oversees recruitment process and sits on appointment panel	Chair of LGB nominates representative from LGB or Trust Board to sit on appointment panel			Ratifies the recommendation made by the appointment panel, unless legitimate reason to do otherwise
Teacher and support staff recruitment	Oversees recruitment process and establishes appointment panel from within Senior Leadership Team				
Head of School performance review		LGB sets the process for reviewing the performance of the Head of School in	Works with LGB representative in reviewing performance of	Receives report of performance from LGB	Receives report on performance of all Heads of School from S&P Committee

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		consultation with the Executive Head	Head of School		
Salary Reviews	Makes recommendations regarding salary reviews		Reviews proposals made by Head of School and makes recommendations to S&P committee	Approves recommendations in consultation with Finance Committee	
Terms of employment	May make proposals with regard to the terms of employment for an individual e.g. flexible working request		Reviews proposals made by Head of School and makes recommendations to S&P committee	Considers any recommendations from the Executive Head	
Reductions in staffing	Responsible for leading and managing any redundancy process with support of Executive Head	Recommends any proposed reductions in staffing to Trust Board	Supports Head of School in managing any redundancy process		Approval for a redundancy process remains with Trust Board

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EDUCATION					
RESPONSIBILITY	Head of School	LGB	Executive Head	S&P Committee	Trust Board
School Improvement Plan	Draws up SIP in consultation with LGB and Executive Head	Monitors implementation of approved SIP	Supports Head of School in drawing up SIP	Overviews SIP	Approves the SIP
School hours and term dates					Sets school hours and term dates
Safeguarding and Inclusion	Responsible for implementation of safeguarding and SEND policies	Monitors implementation and effectiveness of safeguarding and SEND policy and procedures	Overall responsibility for implementation of safeguarding and SEND policies	Overviews effectiveness of Safeguarding and SEND policies	Approves Safeguarding Policy and Procedures

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ASSET MANAGEMENT				
RESPONSIBILITY	Head of School	LGB	Finance Committee	Trust Board
Disposal of assets	Authorise the disposal of assets up to £1,000	Notified of all asset disposals	Authorise the disposal of assets between £1,000 and £20,000	Seeks approval from DfE to dispose of an asset for which a capital grant in excess of £20,000 was paid
Premises maintenance programme	Ensure that a Premises Maintenance Programme has been drawn up, is costed and the expenditure built in to the Budget	Monitors the implementation of the PMP. Provides a copy of the PMP to the F&GP Committee	Approves the implementation of the PMP. Provides a copy of the PMP to the Trust Board as part of the SIP	
Legal claims	Notifies Chair Trust Board and Executive Head of all claims			Decides what action will be taken in response to a claim
Health and Safety	Responsible for Health and Safety	Monitors and reviews Health and Safety procedures reporting any concerns to F&GP	Reviews any concerns reported and agrees action plan, reports to Trust Board	Approves Health and Safety Policy and overviews Health and Safety Action Plans