Scheme of Delegation for Individual Schools

The Bridge MAT

Pride Passion Partnership Professionalism Positivity



Key

Level 1: Trust Board Level 2: Chief Executive Level 3: Chief Financial and Operating Officer (CFOO) Level 4: Local Governing Body (LGB) Level 5: Head of School, in consultation with CEO, CFOO, and local CoG where appropriate

Although decisions may be delegated to the Local Governing Body or Head of School, the Trust Board as a whole remainsresponsible for any decision made under delegation and may overrule the Local Governing Body/Head of School where appropriate.

	Tasks						
		Trust Board	Fi & A Cttee	Chief Executive	CFOO	1GB	Head Teacher
1.	Financial Governance & Management						
1.1	Trust and School Financial Regulations (including key policies)	Х	Х		Х		
1.2	Trust and Financial Procedures	х	х		х		
1.3	Trust Procurement Policy	Х	Х		Х		
1.4	Trust 3 Year Budget Plan	Х	Х		Х		
1.5	Trust 1 Year Budget Plan	Х	Х		Х		
1.6	Trust Consolidated Financial Statements	Х	Х		Х		L
1.7	Trustees' Report	Х		Х			
1.8	Appoint Trust auditors	Х	Х				
1.9	Response to Auditor's Management Letter	Х	v		v		
1.10 1.11	School 3 Year Budget Plan School1 Year Budget Plan		X X		X X		
1.11	Financial Returns to ESFA		^	х	×		
2.	Governance			~	~		
2.1	Trust Scheme of Delegation	х		х	х		
2.2	New Academies Joining Trust	X		X	X		
2.3	Local Governing Body (LGB) Terms of Reference	X		X		х	
2.4	Appointment of Chair of Trust Board*	X					
2.5	Appointment (and removal) of Chair of LGBs	X					
2.6	Appointment (and removal) of Vice Chair of LGBs	~				х	
2.7	Appointment of Board Sub Committees, if any	х					
2.8	Appointment (and removal) of Clerk to the Trust Board	X					
2.9	Appointment (and removal) of Clerk to LGBs	х					
2.10	Calendar of Trust Board and LGB Meetings			Х			
3.	Financial Authorisation						
3.1	Budgeted Expenditure (Excluding Contracts) up to £5,000						х
3.2	Budgeted Expenditure (Excluding Contracts) Between £5,000 and £60,000			Х	Х		
3.3	Budgeted Expenditure (Excluding Contracts) Between £60,000 and Find a TenderLimit		Х				
3.4	Budgeted Expenditure (Excluding Contracts) over Find a tender limit	Х					
3.5	All Contracts			Х	Х		
3.6	Disposals or Write-Off of Stock, Assets or Debts Up To £1,000				Х		
3.7	Disposals or Write-Off of Stock, Assets or Debts Over £1,000			Х	Х		
3.8	All Settlements/Compensation Payments Up To £50,000 (AFH Limit)	Х					



3.9 Settlements/Compensation Payments Over £30,000 X X I		-		1		1	1	
4. School Performance Targets Image: Constraint of the standing o								
4.1 School Performance Targets N X X X 4.2 Annual School Development Plans X X X X 4.3 Curriculum X X X X X 4.4 Teaching & Learning Policy X X X X X 4.4 Teaching & Learning Policy X X X X X 4.5 Sex Education & Relationships Policy X X X X X 5.1 Pay and Remuneration Policy X X X X X 5.2 Jok Role Salary and Grading X X X X X X 5.4 CEO/COO Annual Pay Award X X X X X X X X 5.6 Teacher Annual Pay Award X	3.10		X	X				
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4.5Sex Education & Relationships PolicyNXXXZZ </td <td>4.3</td> <td></td> <td></td> <td></td> <td>Х</td> <td></td> <td></td> <td></td>	4.3				Х			
Action Religious Education Policy No.	4.4	Teaching & Learning Policy			Х		Х	X
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5.8Central Office Staff Annual Pay AwardNN<	5.7	Statutory Teacher and Support Staff Pay Award		Х		х		
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7.3 Inset Days X						<u> </u>		
	7.3	Inset Days			Х			



7.4	School (PAN)	Х	X	
7.5	Change of Age Range	Х	X	
7.6	Child Protection and Safeguarding Policy	Х	Х	Х
7.7	Attendance Policy	Х	Х	
7.8	Student Behaviour & Exclusions Policy	Х	Х	
7.9	Fixed-Term Exclusion		Х	Х
7.10	Permanent Exclusion		Х	
7.11	Complaints Procedure	Х	хX	
7.12	Admissions Policy	Х	Х	
7.13	School Prospectus		Х	
7.14	School Website		Х	
7.15	School Logo and Branding		Х	
7.16	School Uniform		Х	
7.17	School Trips Policy		Х	
7.18	Pupil Premium Report			Х
7.19	Year 7 Catch Up Report			Х
7.20	Accessibility Plan			Х
7.21	Travel Plan			Х
8.	Premises and Assets			
8.1	Asset Management Policy and Plan	Х	Х	
8.2	Health and Safety Policy	Х	X X	
8.3	Estates Management Strategy	Х	Х	

NB:

X* in Item 2.4 refers to the fact that up to 5 Directors may be appointed by the Members by ordinary resolution.