



Venn Academy Trust

Scheme of Delegation

2019-2020

| Reviewed By | Approved By | Date of Approval | Version Approved | Next Review Date |
|--------------------|--------------------|-------------------------|-------------------------|-------------------------|
| Shadow Board | Shadow Board | 20.7.15 | 1.1 | June 2016 |
| Executive HT | Board | 20.10.15 | 1.2 | September 2016 |
| SBM | Board | 04.07.2016 | 1.3 | September 2016 |
| FD | Board | October 2016 | 1.4 | September 2017 |
| Leadership | Board | | 1.5 | Summer 2018 |
| Leadership | Board | July 2018 | 1.6 | Summer 2019 |
| Leadership | Board | October 2019 | 1.7 | Summer 2020 |
| | | | | |

Introduction

The Board of Trustees of Venn Academy Trust are responsible under the Trust's Articles of Association for controlling its management and administration. Trustees have responsibility for directing its affairs, and for ensuring that it is solvent, well-run, and delivering the Trust's charitable objects for the benefit of the public.

Many of the Board of Trustees responsibilities can be delegated to governing bodies, committees or individuals and this document details the delegations that have been approved.

The levels of delegation are as follows:

- Board of Trustees (including any sub committees)
- Local Governing Bodies
- Executive Headteacher
- Headteacher/Head of School
- CEO

Where responsibility is delegated to the Executive Headteacher/Head of School it is expected that he/she will delegate further within the individual schools but the responsibility for these tasks ultimately lies with the Headteacher.

There are also some specific delegations for the CEO. On a day-to-day basis this may be delegated to the deputy CEO or other members of the Venn SLT but the responsibility for these tasks ultimately lies with the CEO.

For the avoidance of doubt 'unsupported academies' are generally those schools within the Trust who are Ofsted Good and/or Outstanding. 'Supported academies' are those within the Trust which are Ofsted Requires Improvement or Inadequate. It should be noted however that for all schools, the Board of Trustees will annually risk assess each school and determine whether the category of supported or unsupported needs to change. This decision will be made based on all of the evidence available to the board and will be based on educational standards and performance, the quality and strength of leadership and management and the financial performance of the individual school. The Board of Trustees will decide on the supported status of all schools and will communicate this to schools on an annual basis.

This Scheme of Delegation has been put in place by the Trustees from the effective date in accordance with the provisions of the Trust's Articles of Association (the 'Articles') and it should be read in conjunction with those Articles. References in this Scheme to numbered Articles are to the relevant clause of the Articles.

The majority of delegations in the document are in relation to the financial affairs of the Trust and this document should be used in conjunction with the Financial Regulations of the Trust, Financial Procedures of the individual academies and the Academies Financial Handbook. Other delegations include:

- HR
- Education
- Asset Management
- Estates

This document must be read in line with the approved signatory lists.

Ethos and Trust Commitment

The Trust has an inspirational model of leadership and partnership through a shared aspirational vision and safe inclusive ethos. We will ensure all pupils make exceptional progress as a result of outstanding teaching, irrespective of their starting point.

Venn will:

Promote high aspirations and success for all

Place sustained school improvement as a core educational standard

Provide a safe, stimulating and creative learning experience for all pupils

Develop and promote effective leadership

Establish all settings at the heart of their communities

Enable dynamic professional learning and development for all

Venn Values

Meeting the needs of the pupils through the provision of excellent staff including teaching and non-teaching, learning and curricular

- Working relationships with strategic local partners to promote the ethos of our academies within the local community, supporting positive local partnerships with parents, other schools, providers, business and local, regional and national stakeholders

Annual review

The Scheme of Delegation shall operate from the Effective Date. The Trustees will have absolute discretion to review this Scheme of Delegation at least on an annual basis and to alter any provision of it. In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Trustees will have regard to and give due consideration of any views of the Local Governing Bodies.

Role and Responsibilities of members

Members have specific responsibilities. These include the responsibility to:

- Review and amend the Articles of Association
- To change the name of the Academy Trust
- To Receive the Annual Report from Trustees and the CEO on the Trusts Performance and Standards
- To appoint External Auditors
- To approve any contracts between the Academy Trust and Trustees
- To appoint/remove Trustees
- To appoint/remove new Members

Key: BoT = Trustees/Directors CEO = Chief Executive Officer LGB = Local Governing Body
Exec HT = Executive Headteacher HT = Headteacher HoS = Head of School

| | | Non Supported | | | | | Supported | | | | | |
|----------|--|---------------|-----|-----|---------|---------|-----------|-----|-----|---------|---------|--|
| | Area of responsibility | BoT | CEO | LGB | Exec HT | HT/ HoS | BoT | CEO | LGB | Exec HT | HT/ HoS | Comments |
| 1 | Strategy and Leadership | | | | | | | | | | | |
| 1.1 | Set strategic objectives of the Trust and academies | ✓ | | | | | ✓ | | | | | |
| 1.2 | Scrutiny – review and challenge progress of the Trust against its strategic objectives and KPIs | ✓ | | | | | ✓ | | | | | |
| 1.3 | Compliance – Financial Oversight – ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds | ✓ | | | | | ✓ | | | | | |
| 1.4 | Appointment of Governors and co-opted Directors –ensuring processes are in place for appointment of directors (including ensuring that the Directors and Governors have the skills to run the Trust and the academies) | ✓ | | | | | ✓ | | | | | |
| 1.5 | Appointment of Clerk – Board and LGBs | ✓ | | | | | ✓ | | | | | |
| 1.6 | Agree terms of reference for LGBs and Committees | ✓ | | | | | ✓ | | | | | |
| 2 | Financial Management / reporting requirements | | | | | | | | | | | |
| 2.1 | Ensure Trust’s continuing compliance with all ESFA/DfE financial management requirements | ✓ | | | | | ✓ | | | | | |
| 2.2 | Approval of the trust’s Financial Regulations and all financial policies | ✓ | | | | | ✓ | | | | | |
| 2.3 | Maintenance of a Register of Business Interests for all Directors | ✓ | | | | | ✓ | | | | | |
| 2.4 | Maintenance of a Register of Business Interests for all Governors and senior staff involved in decision making of the awarding of contracts etc . | | | ✓ | | | | | ✓ | | | |
| 2.5 | Approve procurement policy | ✓ | | | | | ✓ | | | | | |
| 2.6 | Approve formal budget plan for each academy and any in-year changes | | | ✓ | | | ✓ | | | | | For supported schools this is delegated to the BoT finance committee or F&GP for unsupported schools |
| 2.7 | Delegated authority for the Executive Headteacher to make decisions on behalf of the trust and to sign off on payments up to £25k in line with procurement policy (this excludes all routine budgeted costs ie salaries) | | | | ✓ | | | | | ✓ | | |

| | | Non Supported | | | | | Supported | | | | | |
|----------|---|---------------|-----|-----|---------|--------|-----------|-----|-----|---------|--------|--|
| | Area of responsibility | BoT | CEO | LGB | Exec HT | HT/HoS | BoT | CEO | LGB | Exec HT | HT/HoS | Comments |
| 3 | Financial Planning | | | | | | | | | | | |
| 3.1 | Approve the Trust Consolidated annual budget and approve any in-year changes | ✓ | | | | | ✓ | | | | | |
| 3.2 | Approve the School Support Charge (top slice) from Trust to the individual academies | ✓ | | | | | ✓ | | | | | |
| 3.3 | Approve the budget plan for each academy and any in-year changes | | | ✓ | | | ✓ | | | | | For supported schools this is delegated to the BoT finance committee or F&GP for unsupported schools |
| 3.4 | Approval of Special Payments, per ESFA 3.7, including staff severance and compensation payments | ✓ | | | | | ✓ | | | | | |
| 4 | Monitoring of accounts | | | | | | | | | | | |
| 4.1 | Review of Trust wide consolidated management accounts | ✓ | | | | | ✓ | | | | | |
| 4.2 | To monitor individual academy accounts over the year. Expenditure account, balance sheet, cash flow and variance analysis | | | ✓ | | | ✓ | | | | | For supported schools this is delegated to the BoT finance committee or F&GP for unsupported schools |
| 5 | Year End accounts | | | | | | | | | | | |
| 5.1 | Approval of year end consolidated statutory accounts | ✓ | | | | | ✓ | | | | | |
| 5.2 | Review of year end figures from individual academies for inclusion in year-end consolidated year end accounts | | | ✓ | | | ✓ | | | | | For supported schools this is delegated to the BoT finance committee or F&GP for unsupported schools |
| 6 | Audit process | | | | | | | | | | | |
| 6.1 | Receive External Audit Management Letter and findings report | ✓ | | | | | ✓ | | | | | |
| 6.2 | Appoint Internal Auditors | ✓ | | | | | ✓ | | | | | |
| 6.3 | Ensure all points raised from audits and annual management report are actioned | ✓ | | | | | ✓ | | | | | This is delegated to the BoT audit committee |

| 7 Approval of Orders and expenditure | | | | | | | | | | | | |
|---|--|-----------|---|--------------------------------------|--|---|-----------|------------|-----------|--|-----------|---|
| 7.1 | Limits of approval per contract | >£25k | Up to £10k (in an emergency, up to £25K with COG approval – to then be ratified at LGB) | £10k - £25k in conjunction with F&GP | | Up to £10k (in an emergency, up to £25K with COG approval – to then be ratified at LGB) | ✓ | | Up to £5k | | Up to £5k | Expenditure over £5,000 for supported schools, and up to the delegated amounts for non-supported schools, be approved by the CEO and FD and reported to the finance committee |
| 7.2 | Authorisation for advertising of tender above the OJEU limit and awarding of such tenders | ✓ | | | | | ✓ | | | | | |
| 8 Receipts of Gifts and Hospitality | | | | | | | | | | | | |
| 8.1 | Approval of Gifts and Hospitality policy for the Trust | ✓ | | | | | ✓ | | | | | |
| 8.2 | Maintain a Register of gifts and hospitality received by members of the academy and report to LGB any concerns | | | ✓ | | | | | ✓ | | | |
| 9 Insurance | | | | | | | | | | | | |
| 9.1 | Ensure the arrangements for insurance cover are adequate | ✓ | | | | | ✓ | | | | | |
| 9.2 | Undertake an assessment for risk management for insurance purposes for the Trust | ✓ | | | | | ✓ | | | | | |
| 10 Income | | | | | | | | | | | | |
| 10.1 | Review and approve a Charging and Remissions policy for the Trust for the academies | ✓ | | | | | ✓ | | | | | |
| 10.2 | Set suitable controls of recording and collection of monies due and for the movement of banking monies for all accounts under the control of the Trust | | ✓ | | | | | ✓ | | | | |
| 10.3 | Write off Bad debts in line with the regulations set by the Academies Financial Handbook | Over £500 | | Up to £500 in own | | | Over £500 | Up to £500 | | | | |

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| 11 | Assets | | | | | | | | | | | |
| 11.1 | Approval of capitalisation limits and depreciation policy for the Trust | ✓ | | | | | ✓ | | | | | |
| 11.2 | Ensure all instances of loss/theft are notified to the Trust Executive Headteacher to ensure compliance with the Academies Financial Handbook reporting requirements | ✓ | | | | | ✓ | | | | | |
| 11.3 | Authorise disposal of assets in line with the Fixed Asset Management Policy | ✓ | | | | | ✓ | | | | | |
| 11.4 | Disposal of land and buildings | ✓ | | | | | ✓ | | | | | Only with ESFA approval |
| 11.5 | Maintain a Corporate Risk Register, reporting all high risks regularly to BoT and action taken | | ✓ | | | | | ✓ | | | | |
| 12 | Estates | | | | | | | | | | | |
| 12.1 | Responsible for the maintenance and upkeep of the academy properties | | | | | ✓ | | | | | | ✓ |
| 12.2 | Ensure building and grounds remain Health and Safety compliant, reporting any issues to the CEO | | | | | ✓ | | | | | | ✓ |
| 12.3 | Ensure any third-party usage on site has appropriate insurance and first aid cover | | | | | ✓ | | | | | | ✓ |
| 12.4 | Security of academy site | | | | | ✓ | | | | | | ✓ |
| 13 | Staffing and Human Resources | | | | | | | | | | | |
| 13.1 | Approval of all staff, pay and recruitment policies across the Trust and agree general terms and conditions for all staff (via a report to BoT) | ✓ | | | | | ✓ | | | | | |
| 13.2 | Agree changes to template contracts of employment | ✓ | | | | | ✓ | | | | | With HT recommendations |
| 13.3 | Appointment of CEO, Deputy CEO and Executive Heads | ✓ | | | | | ✓ | | | | | |
| 13.4 | Appointment of Headteachers or equivalent to individual academies | | ✓ | | | | | ✓ | | | | |
| 13.5 | Appointment of deputy headteachers or equivalent individual academies | | ✓ | | | | | ✓ | | | | |
| 13.6 | Approval of central Trust staffing structure or any changes and new posts | ✓ | | | | | ✓ | | | | | |
| 13.7 | Approval of staff structure of academy and any changes | | ✓ | | | | | ✓ | | | | |
| 13.8 | Approval of pay rises, and promotions within an individual academy for teaching/non-teaching staff (based on Head recommendation) | ✓ | | | | | ✓ | | | | | Via Venn Pay Committee which will have LGB representation |

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| 13.9 | Dismissal of member of staff – no award of severance or compromise agreement | | ✓ | | | | | ✓ | | | | |
| 13.10 | Dismissal of member of staff on probation period | | | | | ✓ | | | | ✓ | | For senior leadership central Venn posts with approval of the BoT |
| 13.11 | Dismissal of member of staff on grounds of capability | | ✓ | | | | | ✓ | | | | |
| 13.12 | Dismissal of member of staff - award of any severance or compromise payment as a result of a proposed dismissal | | ✓ | | | | | ✓ | | | | In line with the academies financial handbook any award of non-contractual severance or compromise payment will need to be approved by the BoT. When appropriate the CEO will secure verbal approval from three trustees before any legally binding agreements are signed |
| 13.13 | Changes to Trust staffing levels/structure | ✓ | ✓ | | | | ✓ | ✓ | | | | The CEO is able to make recommendations to BoT as needed |
| 13.14 | Conduct appraisals of Headteachers and Head of Schools | | ✓ | ✓ | | | | | ✓ | ✓ | | PM reviews are conducted by members of the LGB and a member of the central SLT |
| 13.15 | Conduct appraisal of Executive Headteacher or CEO | ✓ | | | | | ✓ | | | | | PM reviews are conducted by two named trustees supported by an external adviser |
| 13.16 | Conduct appraisals of DHT/Vice Principals or equivalent | | | | ✓ | ✓ | | | | ✓ | ✓ | PM reviews are conducted by the HoS and the ExecHt or CEO |
| 13.17 | Conduct appraisals of all other staff | | | | | ✓ | | | | | ✓ | This will be in line with the PM policy, managed by the HoS |
| 13.18 | Authorisation of expenses for Headteachers/HoS's or equivalent | | | ✓ | Chair | | | | ✓ | | | |
| 13.19 | Consultation with Trade Unions re; policy change | | ✓ | | | | | ✓ | | | | This is via the Venn JCC |
| 13.20 | Authorisation of expenses for all other staff than Headteachers or equivalent | | ✓* | | | ✓ | | | | | ✓ | *For central staff |
| 13.21 | Appointment of a payroll provider for the Trust | ✓ | | | | | ✓ | | | | | |
| 13.22 | Establish Trust wide HR policies in accordance with all appropriate regulations | ✓ | | | | | ✓ | | | | | |
| 14 | Education | | | | | | | | | | | |
| 14.1 | Ensure the Trust and academies have all relevant statutory education policies in place | ✓ | | ✓ | | | ✓ | | ✓ | | | CEO responsible for trust wide policies, as required |
| 14.2 | Approve challenging pupil progress targets (school level) | | ✓ | | | | | ✓ | | | | |
| 14.3 | Monitor pupil progress against targets(school level) | | | ✓ | | | | ✓ | | | | |
| 14.4 | Evaluate the school's impact on pupil progress against targets for all groups of pupils | | | ✓ | | | | | ✓ | | | |
| 14.5 | Evaluate Trust wide standards and progress | | | ✓ | | | | ✓ | | | | |
| 14.6 | Agree curriculum | | | ✓ | | | | | ✓ | | | |

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| 14.7 | Ensure agreed curriculum is taught | | | | | ✓ | | | | | ✓ | |
| 14.8 | Evaluate impact of curriculum | | | ✓ | | | | | ✓ | | | |
| 14.9 | Provide as required accurate reports on performance and progress in all Trust academies | | ✓ | | | | | ✓ | | | | |
| 14.10 | Provide as required accurate reports on individual academy performance and progress. | | ✓ | | | | | ✓ | | | | |
| 14.11 | Provide an appropriate and effective self - evaluation of the Trust's academies to the BoT | | ✓ | | | | | ✓ | | | | |
| 14.12 | Approval of academy school improvement plan | | | ✓ | | | | | ✓ | | | |
| 14.13 | Effectively manage resources and capacity from across the Trust to bring about sustained improvement in academies | | ✓ | | | | | ✓ | | | | |
| 14.14 | Approve the Pupil Premium strategy and expenditure plan ensuring that funding is used to raise achievement of disadvantaged pupils | | | ✓ | | | | | ✓ | | | |
| 14.15 | Pupil Premium – review and challenge the value for money/return on investment of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap | | ✓ | | | | | ✓ | | | | |
| 14.16 | Set and agree admissions policy | ✓ | | | | | | ✓ | | | | |
| 14.17 | Setting the opening and closing times for the academies, length of school day and term dates | | ✓ | | | | | ✓ | | | | |
| 15 | Media, Marketing and PR | | | | | | | | | | | |
| 15.1 | Trust prospectus and website – ensuring it is compliant with ESFA requirements | | ✓ | | | | | ✓ | | | | |