TRUE LEARNING
PARTNERSHIP

Scheme of Reservation and Delegation (SoRD)	
Policy Ref Number: TTLP/29	**Reviewed by: Chair of Trust Board/ CEO/ CFOO** **Approved by: Trust Board**
Policy Date: October 2026	**Review Date: October 2027**
Document to be made available to Members, Board Directors, Members of Academy Governing Bodies, Heads of School/Academies, Chief Executive Officer and senior leadership team. The document to be published on the Trust website.	

Purpose of the Scheme of Reservation and Delegation

Overview
The Scheme of Reservation and Delegation (SORD) is a fundamental document that is integral to the governance framework of any organisation that defines which decisions and functions are reserved solely for the board of directors and those that are delegated and to whom.

True Learning Partnership is a Multi Academy Trust (MAT) and is referred to in this document as 'the Trust'. Our Board of Trustees is accountable in law for all decisions taken within its remit including those taken about the schools that form part of the Trust. However, this does not mean that the Board is required to make all the decisions itself. Many decisions can and should be delegated to board committees, the Chief Executive Officer (CEO), Local Governing Bodies (LGB) - that are legally regarded as committees of the Trust board, individual Directors of corporate wide functions/centrals services recognised as Heads of Profession or Heads of School. It is important that any decision to delegate a function is made by the full Board of Trustees and is recorded. Without such formal delegation, the individual or committee has no power to act. Advice provided and decisions taken by the CEO must be informed through appropriate discussion and consultation with members of those individuals identified as part of the senior leadership team/executive team including all directors of corporate wide functions/central services recognised as Heads of Profession. The Chief Financial and Operations Officer must be consulted in respect of all matters giving rise to financial implications.

Members also have an important role to play as independent guardians of the Trust and have the ultimate authority in:

- Agreeing any changes to the Articles of Association
- Appointing and removing Trustees
- Appointing and removing the external auditors.

What functions the board decides to delegate will depend upon the size of the Trust and the way in which our leadership is structured, taking into account shared ethos, geographical spread and the number of pupils in our schools. As we expand, it is more likely there will be a need to delegate further to committees and individuals. Once adopted by the Board, our Scheme of Reservation and Delegation must be published on the Trust's website and those of individual schools.

The purpose of our Scheme of Delegation

Our Scheme of Reservation and Delegation is the key document defining which functions have been delegated and to whom. It is a simple, yet systematic, way of ensuring members, trustees, committees (including Local Governing Bodies), the CEO and their senior leadership team, and Heads of School, as well as schools looking to join the Trust in future, are clear about who has responsibility for making which decisions in the Trust. This overarching Scheme covering all decision-making in the Trust should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook (AFH), which is a separate document. However, this Scheme does include specific references to the AFH.

Individual schools may opt to join the Trust and, with the agreement from the Trust, they will retain their Local Governing Body as a committee of the Trust board. It needs to be clearly understood by all parties that this is subject to future change. The Trust board will always have the power to appoint and remove committees at any point, whether it be a committee of the Trust board, or Local Governing Body. Although the Local Governing Body may be retained as a committee of the Trust board, its decision-making powers may well be very different to those it had as a local authority maintained school governing body.

This Scheme is intended to demonstrate clearly the lines of accountability. It should help prevent confusion arising before any misunderstanding occurs that could lead to a loss of trust and damaged working relationships.

Where there is duplication or overlap, questions should be asked, otherwise unnecessary workload issues may develop (e.g. the need to produce reports for and attending meetings of more than one layer of governance) and cracks can develop as assumptions are made about who is responsible for what, with the result that decisions are either not made, or different decisions are reached by different people or committees. This will be a 'living document', reviewed by the Trust board at least annually and which may need to evolve as the structure and size of our Trust changes. If you identify any areas for improvement you are encouraged to raise them with the Chair of the Trust board, the CEO or other senior officer or the Governance Professional.

Our Scheme of Reservation and Delegation is designed to:

- ensure the CEO and their senior leadership team is clear about which decisions the Trust board remains in control of
- ensure that the role and functions of the CEO and their senior leadership team are fully understood throughout the Trust
- promote a culture of honesty and accountability
- identify responsibility for the appointment and performance management of the CEO/ and Heads of Schools
- identify responsibility for policy and practice in each school within the Trust
- identify responsibility for oversight of each School's budget
- identify responsibility for assessment of risk in each School
- identify responsibility for oversight of educational performance in each School

The Scheme of Reservation and Delegation is structured across the following key areas of decisions:

Our overarching Governance

- Member matters

- Board matters
- Academy Governing Body matters

Our vision, values, strategy and leadership
Our educational provision and pupils
Our people
Our finances
Our financial delegations
Our procurement of services
Our information management and communications
Our health and safety, and safeguarding
Our estates and other fixed assets

The Scheme identifies where key decisions and actions need to be taken, and those committees or individuals that provide critical advice. It is important to remember that individuals will also provide advice through attendance at or membership of a Committee, and the document is not designed to show every source of advice that may be taken.

In respect of those decisions and activities relating to the Board the SoRD recognises the role of the various standing committees and refers to those committees that will provide advice or take delegated decisions on behalf of the Board. These arrangements will evolve and flexibility will be exercised as necessary depending on the significance and implications of the matter in hand to ensure the Trust is properly supported and decision-making is not unduly delayed.

The Board currently has six standing committees with their own Terms of References. The six committees are:

Achievement and Standards Committee

The Achievement and Standards Committee plays a critical role in supporting the Board of Trustees in discharging its responsibilities on matters under its Terms of Reference relating to achievement and standards across the Trust by:

- taking a strategic overview on all related matters, providing insights and advice
- overseeing and scrutinising the delivery against strategic objectives and plans, and gaining assurance on compliance with necessary policy and regulations and the effective mitigation of risks providing steers and advice as appropriate
- considering and evaluating options, proposals and plans including the review of specific policies prior to presentation to the Board
- taking decisions as delegated to the committee by the Board under the Scheme of Delegation and to consider any other specific issues remitted by the Trust Board to the committee.
- referring or escalating issues of significance to the full Trust Board for discussion and ratification

Finance Committee

The Finance Committee plays a critical role in supporting the Board of Trustees in discharging its responsibilities on matters under its Terms of Reference relating to finance across the Trust including ensuring compliance with the Trust's Articles of Association and the Academy Trust Handbook by:

- taking a strategic overview on all related matters, providing insights and advice
- overseeing and scrutinising the delivery against strategic objectives and plans, and gaining assurance on compliance with necessary policy and regulations and the effective mitigation of risks providing steers and advice as appropriate
- considering and evaluating options, proposals and plans including the review of specific policies prior to presentation to the Board
- taking decisions as delegated to the committee by the Board under the Scheme of Delegation and to consider any other specific issues remitted by the Trust Board to the committee
- referring or escalating issues of significance to the full Trust Board for discussion and ratification

Operations Committee

The Operations Committee plays a critical role in supporting the Board of Trustees in discharging its responsibilities on matters under its Terms of Reference relating to operations, estates and IT/Digital across the Trust by:

- taking a strategic overview on all related matters, providing insights and advice
- overseeing and scrutinising the delivery against strategic objectives and plans, and gaining assurance on compliance with necessary policy and regulations and the effective mitigation of risks providing steers and advice as appropriate
- considering and evaluating options, proposals and plans including the review of specific policies prior to presentation to the Board
- taking decisions as delegated to the committee by the Board under the Scheme of Delegation and to consider any other specific issues remitted by the Trust Board to the committee
- referring or escalating issues of significance to the full Trust Board for discussion and ratification.

People Committee

The People Committee plays a critical role in supporting the Board of Trustees in discharging its responsibilities on matters under its Terms of Reference relating to people and culture across the Trust by:

- taking a strategic overview on all related matters, providing insights and advice
- overseeing and scrutinising the delivery against strategic objectives and plans, and gaining assurance on compliance with necessary policy and regulations and the effective mitigation of risks providing steers and advice as appropriate
- considering and evaluating options, proposals and plans including the review of specific policies prior to presentation to the Board
- taking decisions as delegated to the committee by the Board under the Scheme of Delegation and to consider any other specific issues remitted by the Trust Board to the committee
- referring or escalating issues of significance to the full Trust Board for discussion and ratification.

Audit and Risk Committee

The Audit Committee plays a critical role in supporting the Board of Trustees in discharging its responsibilities by providing an independent view on the effectiveness of the overall governance and control environment and compliance with statutory obligations and legislation across the Trust in accordance with its Terms of Reference by:

- taking a strategic overview on all related matters, undertaking deep dives on specific issues, providing insights and advice
- advising on the appointment of internal and external and overseeing their performance in delivering the agreed programme of work
- steering the development of risk management practices and gain assurance on the effective mitigation of critical risks
- overseeing the delivery and scrutiny of the annual report and accounts prior to recommendation to the Board for approval
- referring or escalating issues of significance to the full Trust Board for their attention.

Remuneration

The Remuneration Committee plays a critical role in supporting the Board of Trustees in discharging its responsibilities on matters under its Terms of Reference relating to pay and conditions across the Trust by:

- taking a strategic overview on all related matters, drawing on benchmarking data, providing insights and advice
- taking decisions as delegated to the committee by the Board and to consider any other specific issues

remitted by the Trust Board to the committee

make recommendations to the Board on specific matters relating to pay and conditions for board approval

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Agree and amend Articles of Association	Decide	<Advise						<Advise/ Approve changes
	Call Members' meeting	Decide	Decide <Advise						
	Appoint/remove members	Decide	<Advise						
	Update and review Members' register of interests and take any required action	Decide							
	Appoint and remove Trustees	Decide	<Advise. Board can co-opt						
	Issue direction to Trustees to take specific action through special resolution	Decide							
	Appoint/remove external auditors	Decide	<Advise	<Advise but agree Fee (A&R)					
	Agree any steers on receipt of annual accounts and annual report on performance and standards	Decide	<Advise	<Advise (A&R)					
	Agree any steers on Director/trustee board skills audit and development plans, and Register of Interests	Advise>	Decide						

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Appoint/Remove Chair & Vice Chair of Board of Trustees		Decide						
	Co-opt Trustees		Decide						
	Determine, agree and amend Scheme of Reservation and Delegation, Terms of Reference for the Board and any constituted committees incl. Finance, Audit & Risk Cttees and AGBs		Decide (All Cttees advise)		<Advise	<Advise		<Advise	
	Appoint/Remove Chair of any committees the Board may decide to constitute including Academy Governing Bodies and also appointment of governors to AGBs		Decide (All Cttees advise)	<Advise (A&R)	<Recommend appointment/ removal of Chair of AGBs <Recommend appointment of governors				
	Appoint, suspend or dismiss Chief Executive/Accounting Officer		Decide						
	Determine overall approach to risk management framework, policy and overarching process		Decide	<Advise (A&R)		<Advise		<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Determine code of conduct incl. conflicts of interest policy, related party transactions, gifts and hospitality policy and format of associated registers, role profiles and associated policies for Trustees and governors. Must publish registers on website.		Decide and action (People Cttee and A&R Cttee advise/steer)	<Advise		<Advise		<Advise	
	Contracts for supply of goods to the Trust by a related party		Decide up to threshold then DFE approval	<Advise		<Advise		<Advise	Prior approval for single or multiple contract(s) exceeding £40K in same financial year. See section 5.35 & 5.42 AFH. All related party transactions must be reported prior to agreement/

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
									renewal regardless of value.
	Determine Freedom to Speak Up policy		Decide (People Cttee)						
	Appoint Company Secretary /Clerk to the Trustees and AGBs		Decide			<Advise			
	Board and individual Committees agree their own annual work plans in accordance with their ToR and steers of the Board		Decide (All Cttees)	Decide	Decide				
	Update and review register of interests for Trustees and employees in decision-making roles and take any required action		Decide	<Advise (A&R)					
	Arrangements for engaging and communicating between Trustees and Chairs/Governors of AGBs		Decide						
	Determine and appoint individuals to specific roles as necessary incl. Chief Financial and Operations Officer, Safeguarding, Health & Safety, Information governance		Decide			<Advise			

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Determine key Trust wide policies that need to be in place, approval and review process incl. those to be delegated. Governance Professional/Secretariat to maintain register		Decide (All Cttees)	<Advise (A&R)		<Advise		<Advise	
	Annual Financial Report and Statements and management action plan in response to audit comments	Receive	Approve	<Advise (A&R)		<Advise Co-author		<Advise Co-author	
	'Statement on regularity, propriety, and compliance' each year with annual accounts		Approve	<Advise (A&R)		<Advice Co-author		<Advise Co-author	
	Agree steers and actions from annual review of governance and board effectiveness, skills audit and performance review incl. performance review of Chair		Decide (All Cttees)	<Advise (A&R)		<Advise			
	Determine policy and sign-off right for company returns		Decide			<Advise		<Advise	
	Set up subsidiary companies or key partnerships		Decide	<Advise		<Advise		<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Obtain director, governor and employee insurance		Consult			<Advise + Decide		<Advise	
	Agree steers and actions in reviewing strategic risk register		Decide (All Cttees)	<Advise (A&R)		<Advise		<Advise	
	Determine any novel, contentious and repercussive transactions for DFE approval		Decide			<Advise		<Advise	Approval required in all cases prior to transaction. See section 5.6 AFH
	Appoint/Remove Committee Chair and governors of LGBs (see also Board matters)		Decide		<Advise	<Advise			
	Appoint to/remove vice-chair of LGB				Decide	<Advise			
	Determine membership of LGB sub-committee and appoint/remove chair and members to sub-committee structure within agreed framework				Decide	<Advise			
	Take action from staff and parent elections for LGBs				Decide				
	Allocate specific local governor roles				Decide		<Advise		

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Update and review register of interests for Governors and employees in decision-making roles and take any required action		Receive Annual Report	<Advise (A&R)	Decide	Decide			
	Agree steers and actions from annual review of governance and committee effectiveness and skills audit		Advise/steer>		Decide				
	Agree steers and actions in reviewing academy risks including escalation to Trust wide risk register		Receive Advise>	<Advise	Decide	<Advise	<Advise	<Advise	
	Set Trust vision, values, strategic objectives, development plans, Signals of Success incl. specific finance Signals of Success and review		Decide (All Cttees)		<Advise	<Advise	<Advise	<Advise	
	Determine overall approach for overseeing performance and gaining assurance to support effective risk management		Decide	<Advise (A&R)		<Advise		<Advise	
	Determine local plan as necessary in order to champion the Trust wide vision, values, and meet strategic objectives and		Advise> (All Cttees)		Decide	<Advise	<Advise Implement	<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	development plans and gaining assurance								
	Determine growth strategy and protocol for considering taking on new school/academy and due diligence to be undertaken		Decide			<Advise		<Advise	
	Take on a new academy/ school/open free school and signing legal documentation	Consult	Decide	<Advise		<Advise		<Advise	Consult
	Determine Academy closure/merger and associated arrangements/ documentation	Consult	Decide	<Advise		<Advise	<Advise	<Advise	Consult
	Determine other significant proposals or changes to an academy/school	Consult	Decide	<Advise	<Advise	<Advise	<Advise	<Advise	Consult as necessary
	Determine the educational character, mission, ethos of the Trust and associated polices incl. behaviour & discipline, admissions, exclusions, child protection, safeguarding.		Decide (Achievement & Standards Cttee)		<Advise	<Advise	<Advise		
	Determine local plans as necessary to meet educational character,		Receive/steer		Decide	<Advise	<Advise Implement		

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	mission, ethos of the Trust inc. School Improvement plans		(Achievement & Standards Cttee)						
	Determine and approve school curriculum policy proposed by Head (to extent aligned with Trust wide policy)				Decide	<Advise	<Advise Implement		
	Determine school sessions and term times		Consult		Decide	<Advise	<Advise implement		
	Provision for Worship				Decide	<Advise	<Advise Implement		
	Take action on Pupil progress and attainment		Decide (Trust wide) (Achievement & Standards Cttee)		Decide	<Advise	<Advise Implement		
	Take action on Pupil attendance		Consult		Decide	<Advise	<Advise Implement		
	Agree pupil premium strategy and take action on use of pupil premium		Receive (Achievement & Standards Cttee)		Decide	<Report Advise>	<Advise Implement		
	Take action on Access		Decide (Achievement & Standards Cttee)		<Advise	<Advise	<Advise		
	Take action from hearing complaints		Act/steer on escalation		Decide	<Advise	<Advise Implement		

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Exclusion of pupils				Decide		<Advise & decide		
	Determine arrangements for offsite visits				Decide		<Advise & decide	<Advise	
	Careers advice provision				Decide		<Advise & decide		
	School meals provision				Decide		<Advise		
	Determination of SEND provision		Advise/steer>		Decide	<Advise	<Advise		
	Agree Trust wide People strategies, policies, handbook and terms and conditions and delegations		Decide (People Cttee & RemCom)			<Advise		<Advise	
	Take action to ensure effective procedures implemented, maintenance, review, risk mitigation, and compliance with agreed framework					Decide & Implement with Director of People and Culture		<Advise	
	Take action in academies/schools to meet Trust wide requirements					Advise>	Decide and implement		
	Define overarching executive/management structure – Chief Executive and direct reports		Decide (People Cttee)			<Advise			

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Appoint, suspend and dismiss direct reports of Chief Executive including other Heads of Profession		Decide (People Cttee))			<Advise			Advise as appropriate
	Set and review pay, T&Cs and performance objectives for Chief Executive		Decide on advice of RemCom and People Cttee						Report as necessary
	Set and review pay, T&Cs and performance objectives for direct reports of Chief Executive		Decide on advice of RemCom and People Cttee			<Advise			
	Appoint, suspend and dismiss Head of Academy		Appoint Rep. Trustee(s)		Appoint Rep Governor	Decide through panel consisting of CEO, Governor and Trustee.			
	Appoint, suspend and dismiss Deputy Head of Academy		Informed		Appoint Rep Governor	Decide through panel consisting of CEO, Governor and Head of academy	<Advise		
	Set and review pay, T&Cs and performance objectives for: Head of Academy		Decide on Head on advice of RemCom and People Cttee		<Advise re Head	<Advise re Head			

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Deputy Head of Academy				Decide for Deputy Head	<Advise for Deputy	<Advise for Deputy		
	Determine at school level staffing requirements, appoint, suspend and dismiss teaching and non-teaching staff (excluding Head and Deputy), set performance objectives and review within delegated budget and in accordance with HR policies		Advise/steer>		Advise>	Advise>	Decide & Implement	<Advise	
	Determine applications of early retirement for senior staff		Decide for Chief Executive and their direct reports including Heads and other Heads of Profession (RemCom & People Cttee)			<Advise		<Advise	
	Determine applications of early retirement for staff below senior level		People Cttee advise>		>Advise as necessary	Decide or advise as necessary	Decide or advise as necessary	<Advise	
	Determine individual staff severance payments and any other compensation payments		Decide below DFE limit down to £10K (RemCom)			<Advise Decide up to £9,999K and inform Board		<Advise	Approval where non-statutory/contractual element is

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
									£50k or over. See section 5.7 – 5.16 AFH
	Ex-gratia payments		Decide to seek approval from DFE down to £10k (RemCom)			<Advise Decide up to £9,999K and inform Board		<Advise	All. See section 5.17 -5.18 AFH.
	Appoint internal auditors and scope of work, and fee		Approve appointment	<Advise (A&R) Decide scope of work and fee				<Advise	
	Determine Financial Scheme of Delegation (part of wider SoD)		Decide	<Advise		<Advise		<Advise	
	Agree key accounting policies incl capitalisation of fixed assets and depreciation		Decide	<Advise				<Advise	
	Agree Financial Instructions and key financial polices/ procedures including designated signatories in accordance with approval & review framework agreed by Board		Decide	<Advise Finance Cttee decide if elements delegated		<Advise		<Advise Set and implement operation-al procedure	
	Sign funding agreements		Decide			<Advise		<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Set Annual Budget and 3 year Financial Plans Trust wide and individual academies/schools and agree subsequent changes of significance incl. specified returns to DFE		Decide and formal Approval	<Advise (Finance Committee)	<Advise re school	<Advise Implement	<Advise Implement	<Advise	
	Agree Trust wide Resource Allocation Policy Framework, including use of GAG, reserves and other specific grants and creation and establishment of any investment/infrastructure funds		Decide	<Advise (Finance Committee)		<Advise Implement		<Advise	
	Agree format, content and reporting arrangements cycle for reporting financial performance and Signals of Success		Decide	<Advise (Finance Committee)				<Advise	
	Agree Trust wide actions and steers/direction to schools in reviewing in-year financial performance, cash flow and balance sheet		Decide	<Advise (Finance Committee)		<Advise		<Advise	
	Agree school actions and steers/direction in reviewing in-year financial performance, and balance		Direction>		Decide	<Advise	<Advise Implement	<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	sheet in accordance with financial scheme of delegation and Trust direction								
	Take action to ensure effective implementation, maintenance, review, risk mitigation, and compliance with agreed framework of financial control escalating risks to Board as necessary		Advise>	Advise>		Decide	Decide	<Advise Decide	
	Agree banking and investment strategy, policy and parameters		Agree and delegate to Finance Cttee	Decide (Finance Committee)				<Advise & Report Implement	
	Determine reserves policy and agreeing use of carried forward reserves		Decide	<Advise (Finance)		<Advise		<Advise	
	Set standard price schedule for services and lettings			Decide (Finance Committee)	<Advise as relevant to school		<Advise and Implement	<Advise	
	Write off debt and losses, or entering into guarantees, indemnities or letters of comfort		£10k to £45k per single transaction and below cumulative limits	£5k to £9,999 (Finance Cttee)		£1k to £4,999	Up to £999	<Advise	Approval over £45K per single transaction. Cumulative limits in operation. See section

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
									5.19 -5.21 of AFH
	Borrow from any source		Decide (within DFE limitations or seek approval)					<Advise	Approval required from DFE. See 5.33-5.34 AFH
	Virements between defined budget heads of overall delegated budget (where no obligation created in future financial years) **See budget virement policy and limitations within FPM.**		£50k and above	£25k to £49,999		£10k to £24,999	Up to £9,999 Also applies to budget holders in central team.	<Advise	
			At present all virements in budgets are discussed with Finance colleagues.						
	Authorising contracts and purchasing goods, works, or services (incl. operating leases) within approved budget with a total value of: - £100k and above (full tendering process incl. following OJEU over threshold or utilising DfE approved frameworks) - £5k to £100k (at least 3 competitive		£250k and above	£100k to £249,999	Advise>	£40k to £99,999 with CFOO (and HT/DCEO if applicable)	£5k to £39,999 with FBP/CFOO (HT may delegate to LAP - locally approved person) (Up to £4,999 – delegated to approved budget holders).	<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	written quotes or utilising DfE approved frameworks) - £1k to £4,999 (at least 2 verbal quotes) - Up to £999 (at least 1 verbal quote) All values are excluding VAT.								
	Accepting tenders/quotations other than the lowest price/obtaining less than 3 quotes (in exceptional circumstances only e.g. single supplier)		£250k and over	£100k to £249,999 A&R Cttee to receive 6 monthly summaries of all waivers		£40k to £99,999 <Advise>	£5k to £39,999 with FBP/CFOO	<Advise	
	Approve and submit bids/tenders for new services or applications for grant		£250k and above	£100k to £249,999			£5k to £99,999 (CFOO to be informed)	<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
							Up to £4,999 HT can delegate to approved BHs.		
	Staff Expense claims		Chair of Board or Trustee to sign Chief Executive			Decide for direct reports and nominated signatories	Decide for direct reports and nominated signatories	<Advise re signatories	
	Credit notes – where it will result in a reduction in price (excl. VAT) to the customer. Correction of administration errors (e.g. wrong account, VAT code etc) require FBP approval only.		Over £50k	£10,000 to £49,999			£100 to £999 with FBP. HT can delegate to LAP. (CFOO informed) Under £100 - FBP	To £9,999 for all budgets held centrally <Advise	
	Approve paid overtime					Decide and individual budget holders within delegated budgets and HR policies	Decide within delegated budgets and HR policies	<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Set max limit for petty cash							Decide	
	Payment by BACS - Two signatories							Nominated signatory along with Financial Controller/Trust Finance Officer 2 out of 3 required	
	Agree Trust wide procurement policies. (Processes and procedures to be included within Financial Procedures Manual)			Decide		<Advise		<Advise Set and implement	Consult where required AFH
	Take action to ensure effective implementation, maintenance, review, risk mitigation, and compliance with agreed framework escalating risks to Board as necessary					Advise>		Decide	
	Take action in academies/schools to meet Trust wide requirements				>Advise	Advise>	Decide	<Advise	
	Take up lease other than requiring DFE approval. See Authorising contracts and obtaining goods,		Over £250k	£100k to £250k		£40,000 to £99,000 with CFOO (and	Up to £39,000 with CFOO	<Advise	Consult where required AFH

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	works, or services (inc operating leases) – Our Financial Delegations					HT/DCEO if applicable)			
	Agree Trust wide Information Management and Communication strategies, policies, (processes and procedures)		Decide (Operations Committee)	<Advise		<Decide (with IT lead)		<Advise (with IT lead)	
	Determine complaints policy and procedures		Decide (People Committee)			<Advise			
	GDPR policy and compliance		Decide (Operations Committee)			<Advise		<Advise	
	ICO registration							Action	
	Take action to ensure effective implementation, maintenance, review, risk mitigation, compliance with agreed framework escalating risks to Board as necessary					Decide (with IT lead)		<Advise (with IT lead)	
	Take action in academies/schools to meet Trust wide requirements				Advise>	Advise>	Decide (with IT lead)	<Advise	
	Trust and school prospectus		Approve			<Advise	Approve for Academy		

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Trust Website					Decide (with IT lead)		<Advise	
	Individual Academy Websites					Advise>	Decide	<Advise	
	Determine and authorising press statements		Decide/steer - Chair			<Advise Implement	<Advise Implement		
	Agree Trust wide Safeguarding strategies and policies. (processes and procedures)		Decide (People Committee)			<Advise Implement		<Advise	
	Agree Trust wide Health & Safety strategies and policies. (processes and procedures)		Decide (Operations Committee)			<Advise		Set and implement	
	Individual school safeguarding policy				Decide within parameters set by Board	<Advise	<Advise Implement		
	Take action to ensure effective implementation, maintenance, review, risk mitigation, and compliance with agreed framework escalating risks to Board as necessary					Decide		<Advise	
	Take action in academies/schools to meet Trust wide requirements				Advise>	Advise>	Decide	<Advise	
	Appoint designated teacher to support looked after children and ensure						Decide		

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	role compliant with statutory guidance								
	Approve off site visits and necessary arrangements in accordance with Trust policies						Decide		
	Agree Trust wide Estates strategy, and policies. (processes and procedures)		Decide (Operations Committee)			<Advise		<Advise Set and implement operational arrangements & procedures	
	Take action to ensure effective implementation, maintenance, review, risk mitigation, and compliance with agreed framework escalating risks to Board as necessary					Advise>		Decide	
	Determine external and community use policy		Decide			<Advise	<Advise	<Advise	
	Obtain relevant insurance for operations			>Advise		<Advise Decide		<Advise Decide	
	Take action in academies to meet Trust wide requirements				Advise>	Advise>	Decide	<Advise	
	Approve capital SCA programme of works			Operations Committee: Decide		<Advise		<Advise	

Ref	Key Decisions and actions	Members	Board of Directors	Finance and Audit & Risk Committees	Local Governing Bodies (LGB)	Chief Executive Officer	Head of School	Chief Financial & Operations Officer	DfE
	Take action to manage capital projects/building works					Advise>	Advise>	Decide Implement	
	Organising Site Security					Advise>	Decide	Decide <Advise	
	Acquire and disposing of freehold of land and buildings		Propose			<Advise		<Advise	Approval in all instances. See 5.23 AFH
	Disposal of any fixed asset other than land, buildings and heritage assets			£50k and over		Up to £49,999 with CFOO	Up to £9,999 – CFOOO to be informed	<Advise	Inform as necessary AFH
	Take up finance lease on any class of asset for any duration from another party		Propose			<Advise		<Advise	Approval in all instances. See 5.26-5.28 AFH
	Take up leasehold or tenancy agreement on land and buildings from another party for 7 years or more		Propose			<Advise		<Advise	Approval in all instances. See 5.26 - 5.28 AFH