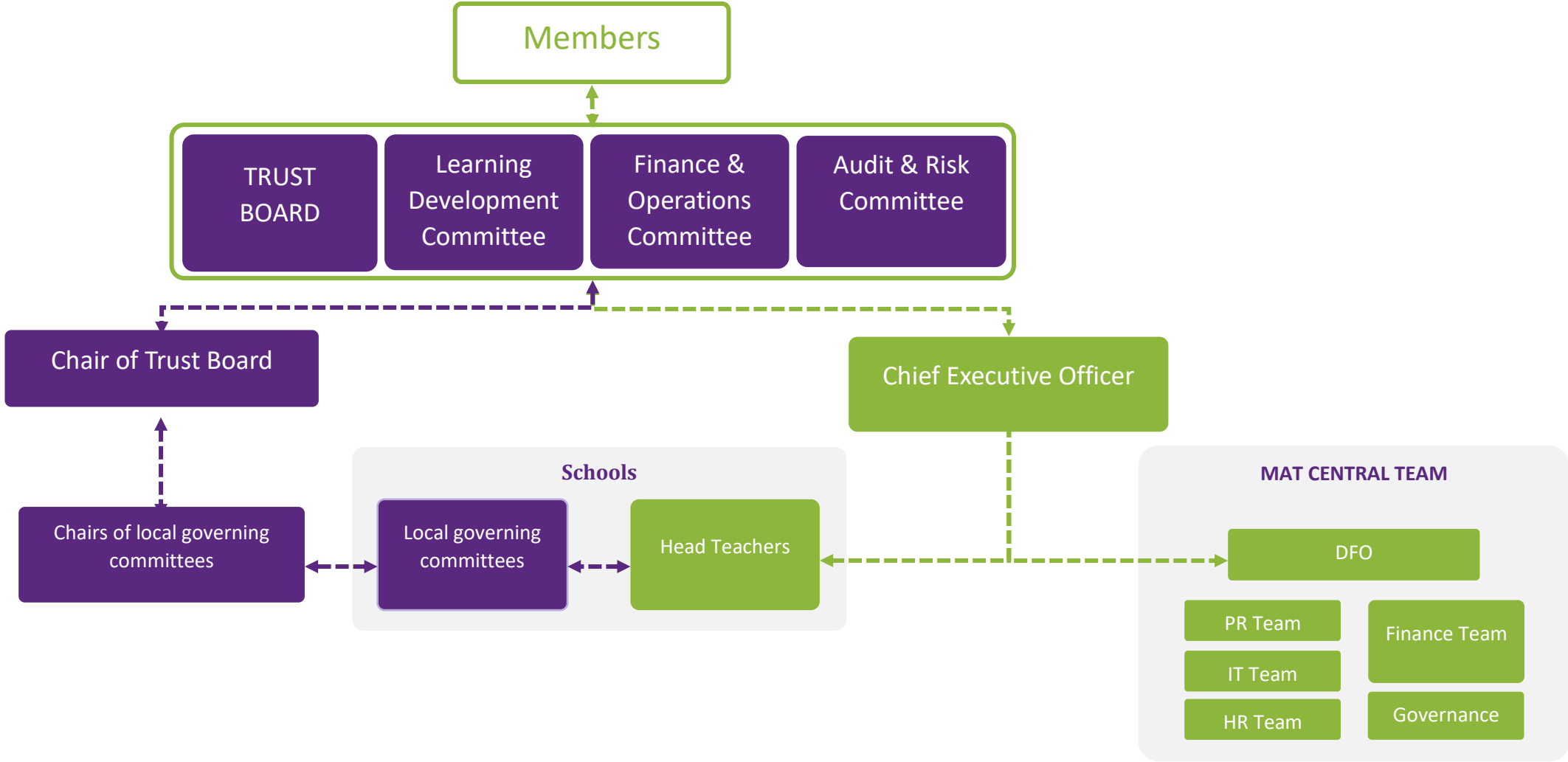


Reporting structure



Scheme of Delegation

Key	
CEO	Chief Executive Officer
DFO	Director of Finance & Operations
P&P	Pay & Pay Committee
LGC	Local Governing Committee
EB	Executive Board
A&R	Audit & Risk Committee
F&O	Finance & Operations Committee

	Responsibility	Recommendation Made By	Consulted/ Taken Advice From	Agreed By	Must be approve by (if any)	Policy/ Procedure to follow
Governance	Appointing Members (and removal)	CEO	Members & Trustees	Members	-	Articles of Association
	Appointing Trustees (and removal)	CEO	Members & Trustees	Members	-	Articles of Association
	Appointing Coopted Trustees (and removal)	CEO	Trustees	Board	-	Articles of Association
	Appointing Chair and VC of Trustees	-	Trustees	Board	-	Articles of Association
	Appointing members and Chair of a Board Committee	CEO	Trustees	Board	-	Constitution
	Appointing members of LGC (and removal)	CEO	Chair of LGC	Board	-	Constitution
	Appointing Chair of LGC	-	Chair of Trustees	LGC	Board	Constitution
	Amending Articles			Members	-	Articles of Association
	Governance arrangements, SoD, constitution etc.	CEO	F&O	Board	-	Articles of Association
Rules of governance, Code, DELS etc	CEO	F&O	Board	-		

	Responsibility	Recommendation Made By	Consulted/ Taken Advice From	Agreed By	Must be approve by (if any)	Policy/ Procedure to follow
Strategy	Trust vision, mission and values	CEO	Trustees	Board	-	
	Strategic direction, including plans for growth	CEO	Trustees	Board	-	
	Academy improvement plans	HT	CEO	LGC	Board	

	Responsibility	Recommendation Made By	Consulted/ Taken Advice From	Agreed By	Must be approve by (if any)	Policy/ Procedure to follow
Finance & Operations	Trust Finance Policy inc. limits of financial responsibility	DFO	Chair of F&O	Board of Trustees	-	Trust Finance Policy
	Appoint auditor	DFO	A&R Committee	Members	-	
	Agree academy budget	Headteacher	DFO	LGC	Board of Trustees	Trust Finance Policy Academy Schedule of Financial Delegation
	Agree Shared Services budget	CEO	DFO	F&O	Board of Trustees	Trust Finance Policy Schedule of Financial Delegation
	Agree Trust budget	CEO	DFO	Board of Trustees	-	Trust Finance Policy Academy Schedule of Financial Delegation
	Variation to academy budget below LGC trigger	Budget holder	-	Headteacher	-	Trust Finance Policy Academy Schedule of Financial Delegation
	Variation to academy budget above LGC trigger	Headteacher	DFO	LGC	-	Trust Finance Policy Academy Schedule of Financial Delegation
	Variation to academy budget above Board trigger	LGC	DFO	Board of Trustees	-	Trust Finance Policy Academy Schedule of Financial Delegation
	Trust Finance Policy inc. limits of financial responsibility	DFO	Chair of F&O	Board	-	Trust Finance Policy
	Appoint auditor	DFO	A&R	Members	-	
	Agree academy budget	Headteacher	DFO	LGC	Board of Trustees	Trust Finance Policy Academy Schedule of Financial Delegation
	Agree Shared Services budget	CEO	DFO	F&O	Board of Trustees	Trust Finance Policy Schedule of Financial Delegation
	Agree Trust budget	CEO	DFO	Board of Trustees	-	Trust Finance Policy Academy Schedule of Financial Delegation
	Variation to academy budget below LGC trigger	Budget holder	-	Headteacher	-	Trust Finance Policy Academy Schedule of Financial Delegation
	Change of lunchtime within school day	Headteacher	Academy staff	Headteacher	-	Trust Curriculum Policy
	Change of start / end of school day	Headteacher	CEO	LGC	-	Trust Curriculum Policy

Change of school day that changes teachers' hours in a week	Headteacher	CEO & Head of HR	LGC	Board / P&P Committee	Trust Curriculum Policy Trust HR Policy & Procedures
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	Responsibility	Recommendation Made By	Consulted/ Taken Advice From	Agreed By	Must be approve by (if any)	Policy/ Procedure to follow
Human Resources	Appointing CEO	-	Head of HR	Board Appointment Committee	Board of Trustees	Trust HR Policy & Procedures CEO Appointment Procedure
	Appointing DFBO	CEO	Head of HR	Board Appointment Committee	-	Trust HR Policy & Procedures DFBO Appointment Procedure
	Appointing member of shared services staff	Appropriate Manager	Head of HR	DFBO	-	Trust HR Policy & Procedures
	Appointing Headteacher	-	CEO & Head of HR	LGC Appointment Committee	Board of Trustees	Trust HR Policy & Procedures HT Appointment Procedure
	Appointing member of academy leadership team	Headteacher	CEO & Head of HR	LGC Appointment Committee	-	Trust HR Policy & Procedures SLT Appointment Procedure
	Appointing member of academy staff	Line manager / appointment panel	Head of HR	Headteacher	-	Trust HR Policy & Procedures Staff Appointment Procedure
	PMR - CEO	CEO Appraisal Committee	Head of HR	P&R Committee	-	Trust HR Policy & Procedures CEO PMR Procedure
	PMR - DFBO	DFO Appraisal Committee	Head of HR	P&R Committee	-	Trust HR Policy & Procedures DFBO PMR Procedure
	PMR - shared services staff	Line manager	DFBO & Head of HR	CEO	-	Trust HR Policy & Procedures
	PMR - Headteacher	CEO & LGC	Head of HR	P&R Committee	-	Trust HR Policy & Procedures HT PMR Procedure
	PMR – academy leadership team	Headteacher & LGC	CEO	CEO	-	Trust HR Policy & Procedures SLT PMR Procedure
	PMR - academy staff	Line manager	Head of HR	Headteacher	-	Trust HR Policy & Procedures
	Pay - CEO	CEO Appraisal Committee	Head of HR	P&P Committee	-	Trust HR Policy & Procedures
	Pay - DFO	CEO	Head of HR	P&P Committee	-	Trust HR Policy & Procedures

Pay - Headteacher	CEO	Head of HR	LGC PMR Committee	P&P Committee	Trust HR Policy & Procedures
Pay – academy leadership team	Headteacher	CEO & Head of HR	LGC PMR Committee	-	Trust HR Policy & Procedures
Pay & performance appeal – CEO, DFO, shared services staff	-	Head of HR	Board P&P Appeals Committee	-	Trust HR Policy & Procedures
Pay & performance appeal – Headteacher and academy staff	-	DFBO & Head of HR	LGC P&P Appeals Committee	-	Trust HR Policy & Procedures
Discipline, grievance, redundancy – CEO, DFO, shared services staff	-	Head of HR	Board, Ad-Hoc Committee	-	Trust HR Policy & Procedures