



# Scheme of Delegation

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**Where everybody counts, every moment matters.**

## Introduction

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

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

The levels of delegation are as follows:

- Board of Trustees
- Committees of the Board of Trustees (Finance & General Purposes, Curriculum & Standards, Audit & Risk, Pay)
- Local Governing Bodies
- CEO
- Headteachers and Principals

Where responsibility is delegated to the Headteacher / Principal it is anticipated that he/she will delegate further within the individual schools but the responsibility for these tasks ultimately lies with the Headteacher / Principal.

Whilst some of the responsibilities designated to the CEO/AO may be delegated or undertaken by others there are also some specific delegations for the CEO/AO alone.

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 and procedures of the Trust and the Academy Trust Handbook.

Other delegations include:

- Strategy & Leadership
- HR
- Education
- Asset Management
- Estates

This document should be read in line with the approved signatory lists and the Governance Handbook.

For the purposes of this Scheme of Delegation a supported school is one that is judged by the Trust to be a Band C (Red) school in line with the Trust Banding Criteria.

This document is intended to ensure consistency across the Trust and to demonstrate transparency and promote integrity. As far as possible all schools will have the same levels of decision making, though supported schools will, in some instances, be required to 'defer to the CEO'.

## Ethos and Trust Commitment

We will:

- ▶ Put children's education first.
- ▶ Value the contribution that parents make in the education of their children.
- ▶ Work ethically and with mutual respect and collaboration.
- ▶ Provide a welcoming, caring and safe environment where responsible, tolerant and principled global citizens can grow.
- ▶ Develop creative, enquiring and resilient learners with a thirst for knowledge.
- ▶ Promote success and celebrate effort.
- ▶ Provide a vibrant, challenging and enriching curriculum by encouraging fresh thoughts and outward-looking ideas.
- ▶ Be committed to raising standards for all.
- ▶ Ensure that all staff have outstanding continual professional development and feel appreciated and supported.

- ▶ Embrace technology, to reflect the changing needs of our world.
- ▶ Play our part in this strong community and provide support for all the families within it.
- ▶ Recognise the diverse needs of our community, to ensure that students from all backgrounds thrive.
- ▶ Drive financial efficiencies, seek best value and save money in order to reinvest in the classroom.
- ▶ Be committed to 'system leadership' and having a positive impact on the lives and life chances of children within and beyond our schools.

Each school will have its own unique vision which the Local Governing Body will implement. Individual school visions will embrace the values and ethos of the HET Vision.

Schools within HET will work with each other in a co-operative and supportive manner; sharing expertise and specialisms. Schools within HET will engage with other local schools and partners in order to ensure the best possible provision for children and families within a community.

### **Conflicts**

In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

### **Annual review**

The Scheme of Delegation shall operate from the Effective Date and will apply to each school in the Trust.

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 to the views of the Local Governing Bodies.

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1	Strategy and Leadership						
		Members	Trust Board	LGB	Principal / HT	CEO/AO	Comments / Notes
1.1	Review and agree Articles of Association	✓				✓	
1.2	Set and deliver strategic objectives of the Trust and its schools		✓	✓	✓	✓	
1.3	Agree Trust Strategic Improvement Plan, including growth model		✓				
1.4	Review and challenge progress of the Trust against its strategic objectives		✓			✓	
1.5	Ensure compliance with all regulations and obligations under the Funding Agreement, Academy Trust Handbook, charity, company and education law, including statutory publication of documents on the website		✓	✓	✓	✓	
1.6	Ensure that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds.		✓			✓	
1.7	Appoint and remove Members and Trustees, ensuring that they have the necessary skills to fulfill their role, including access to relevant training	✓					CEO to link with governor clerking service to ensure adequate training is on offer
1.8	Appoint and remove local governors – ensuring they have the necessary skills to fulfil their role, including access to relevant training		✓ removal	✓			LGB appoint co-opted/staff/parent governors. CEO to link with governor clerking service to ensure adequate training is on offer. TrB approves Chairs and Vice Chairs of LGB.
1.9	Appointment of Clerk to the Trust Board and LGBs		✓				
1.10	Agree governance structure including terms of reference for LGBs and committees		✓				
1.11	Review and agree Scheme of Delegation annually		✓				
1.12	Approve the 'band' of each school annually and decide on supported / non-supported status.		✓			✓	CEO and central team to prepare evidence and report on ongoing basis
1.13	Ensure appropriate due diligence is conducted for any school joining the trust		✓			✓	CEO and Exec Leadership Team to prepare. Trust Board to approve.
1.14	Hold a meeting of the LGB at least once per term			✓			
2	Financial management / reporting requirements						
		Members	Trust Board	LGB	Principal / HT	CEO/AO	Comments / Notes
2.1	Ensure Trust's continuing compliance with all ESFA/DfE financial management requirements		✓			✓	Advised by CFOO
2.2	Approval of the Trust's Financial Regulations and all financial policies		✓				
2.3	To consider all relevant financial updates issued from the DfE/ESFA and advise the Trust Board of any issues affecting the Trust financial administration. Ensure all of					✓	Delegated to CFOO

	this relevant information is brought to the attention of necessary staff.						
2.4	Review the Financial Management Software for suitability as the Trust changes over time and ensure it remains suitable. Make recommendations to TrB if considered no longer fit for purpose.					✓	Delegated to CFOO
2.6	Maintain a Register of Business Interests for all Directors and Governors and senior staff involved in decision making of the awarding of contracts etc. Put in place a procedure to deal with any conflicts of interest.		✓	✓	✓		Written and maintained by Clerking Team
2.7	Update income and expenditure lines on the latest working budget for necessary/planned/proposed changes to expected spend/income, prior to LGB recommendation and Trust Approval of the Budget. Reported to Principals/CEO/AO.				✓		Undertaken by SBM
2.8	Delegated authority for the CEO/AO to make decisions on behalf of the Trust and to sign off on payments £25K - £50K with procurement procedures (this excludes all routine budgeted costs e.g. salaries).		✓			✓	
2.9	Prepare the annual report including commentary and ensure its adherence to the ESFA Academies Accounts Direction					✓	CFOO with input from CEO Delegated to external auditors for preparation
2.10	Receive Accounting Officer reports and report action points and school response to TrB		✓				Finance & GP Committee
<b>3</b>	<b>Month-end accounts</b>						
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>
3.1	Receive and review school monthly management accounts compiling of income and expenditure account, balance sheet and termly, aged debtors/creditor, VAT, petty cash, correlation between planning tool and finance package		✓			✓	CFOO to advise
3.2	Provide satisfactory reasons for variances and challenge any issues that may be a cause for concern			✓	✓	✓	
3.3	Receive and review termly management accounts		✓				
<b>4</b>	<b>Year-end accounts</b>						
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>
4.1	Review year-end figures from individual schools for inclusion in year-end consolidated year end accounts			✓	✓	✓	CFOO
4.2	Prepare the annual accounts return including commentary and ensure its adherence to the ESFA					✓	CFOO with input from SBMs
4.3	Approve year-end consolidated statutory accounts		✓				
4.4	Prepare year-end consolidated statutory accounts (with CFOO / Accountants)					✓	Delegated to external auditors for preparation

5							
Audit process							
		Members	Trust Board	LGB	Principal / HT	CEO/AO	Comments / Notes
5.1	Appoint External and Internal Auditors	✓	✓				External auditor – Members Internal auditor - Trustees
5.2	Prepare for annual audit and pension audit and ensure all working papers and supporting documentation is readily available				✓	✓	Delegated to CFOO and SBMs
5.3	Receive External Audit Management Letter and findings report		✓				
5.4	Receive Internal Audit Service reports and report action points and school response to Accounting Officer / Trust Board		✓	✓	✓	✓	
5.5	Ensure all points raised from Annual Audit Management Report are actioned		✓			✓	CFOO
5.6	Investigate financial irregularities and report to the TrB					✓	
5.7	Investigate financial irregularities at TrB level					✓	Defer to auditors
5.8	Appoint an Accounting Officer		✓				
6							
Financial planning							
		Members	Trust Board	LGB	Principal / HT	CEO/AO	Comments / Notes
6.1	Review the individual school's annual budget, ensuring that assumptions made are clear		✓	✓	✓	✓	Includes HT, CFOO and SBMs. Summer Term meeting with HT, CEO, CFOO and SBM to operationally agree the budget ahead of approval.
6.2	Approve individual school budgets		✓				Finance & GP Committee
6.3	Prepare the consolidated annual budget					✓	CFOO
6.4	Approve the consolidated annual budget		✓				
6.5	Propose the Levy Charge from Trust to the schools					✓	
6.6	Approve the Levy Charge from Trust to the schools		✓				
6.7	Propose recharge costs from central pooled budget					✓	
6.8	Agree recharge costs from central pooled budget		✓			✓	Within financial delegations
6.9	Monitor and control expenditure against budget during the financial year		✓ (via Finance & GP Comm)	✓ (advisory for own school)	✓	✓	For supported school in association with the Trust Finance & GP Committee
6.10	Review budget monitoring reports and projected out turn position from each individual school and challenge any areas of concern		✓ (via Finance & GP Comm)	✓ (advisory for own school)	✓	✓	For supported school in association with the Trust Finance & GP Committee
6.11	Approval of Special Payments, per ESFA 3.7, including staff severance and compensation payments		✓				Delegated to Chair of TrB

7							
Approval of orders and expenditure							
		Members	Trust Board	LGB	Principal / HT	CEO/AO	Comments / Notes
7.1	Make payments / agree contracts or virements: Up to £15k				✓		Head of School limit £3K HT limit £15K Subject to de-delegations in line with Reserves Policy
7.2	*£15,001 - £25k			✓*		✓	CFOO limit £25K *Supported school to defer to CEO/CFOO Subject to de-delegations in line with Reserves Policy
7.3	£25K - £50K			✓ Advises		✓ Approves	CEO limit £50K CEO to give approval to LGB proposal
7.3	Over £50k		✓ Approves (Delegated to Finance Committee & GP)	✓ Advises		✓ Advises	In consultation with CEO (Procurement / tendering process involves CFOO) LGB to be made aware and recommend. (Procurement / tendering process involves CFOO) Orders over WTO limit approved by full TrB.
8							
Provision of goods and services							
		Members	Trust Board	LGB	Principal / HT	CEO/AO	Comments / Notes
8.1	Approve procurement procedures via HET Financial Regulations		✓				Proposed by CFOO
8.2	Ensure compliance with the financial and procurement procedures at an individual school level			✓	✓	✓	Monitored on monthly basis by CFOO
8.3	Review contracts on an ongoing basis (and as part of ensuring the Trust continues to achieve "best value")		✓			✓	CFOO in consultation with CEO
8.4	Approval of novel or contentious transactions – which must always be referred to the ESFA for prior authorisation.		✓ Approves			✓ Advises	Supported by CFOO
9							
Receipts of gifts, hospitality and expenses							
		Members	Trust Board	LGB	Principal / HT	CEO/AO	Comments / Notes
9.1	Authorisation of expenses for Principal or equivalent					✓	Chair of Trust Board authorises for CEO
9.2	Authorisation of expenses for all other staff				✓		In line with policy
9.3	Maintain a Register of gifts and hospitality received above £20 by all areas across the Trust				✓		SBMs feed this centrally to CFOO
9.4	Approve a scheme for paying governors' allowances		✓				
10							
VAT							
		Members	Trust Board	LGB	Principal / HT	CEO/AO	Comments / Notes
10.1	Monitor the regulations on VAT ensuring compliance by the Trust					✓	CFOO and external audit
10.2	Complete and submit the reimbursement claim for VAT on a monthly basis					✓	CFOO

10.3	Distribute the reimbursements back to the academies from the Trust's main bank account					✓	CFOO	
11	<b>Insurance</b>							
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>	
	11.1	Ensure the arrangements for insurance cover are adequate and in place	✓			✓	CFOO	
11.2	Appoint insurance brokers to undertake risk management for insurance purposes for the Trust		✓			✓	CFOO	
12	<b>Income</b>							
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>	
	12.1	Review and approve the Charging and Remissions Policy for the Trust	✓			✓	Policy approved at TrB level. Implemented in all schools.	
	12.2	Set suitable controls for recording and collecting monies due and for the movement of banking monies for all accounts under the control of the Trust		✓			✓	HT to supervise in own school
	12.3	Write off bad debts in line with the regulations set by the Academies Handbook		Over £2K	Up to £2K in own school			Supported school defer to CEO / CFOO
	12.4	Ensuring all grants due are collected promptly				✓		SBM and overseen by CFOO
	12.5	Be the signatory to all grant claims				✓	✓	
	12.6	Ensure all money due to the Trust is collected promptly				✓	✓	CFOO / SBM
	12.7	Ensure all other income due to the school / Trust is collected and banked promptly				✓	✓	CFOO / SBM
13	<b>Bank Accounts</b>							
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>	
	13.1	Opening of bank accounts for all parts of the Trust with 2 of 4 signatories for all accounts	✓			✓	CFOO to implement and report to TrB CEO must be informed	
	13.2	Authorised to be a bank signatory on the accounts				✓	✓	2 to sign from authorised SLT members
	13.3	Approve bank reconciliations on monthly basis				✓	✓	SBM / CFOO
13.4	Approve BACS payments and other bank transfers (SBM)				✓		In an emergency CEO/AO to authorise. 2 to sign as 13.2	
14	<b>Petty Cash</b>							
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>	
	14.1	Agree amount of petty cash to be held at each school				✓	Special schools only to hold petty cash. CFOO to advise	
14.2	Maintain accounting records, security and regular reconciliation of petty cash				✓	✓	SBM CFOO to monitor on a monthly basis	
15	<b>Assets</b>							
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>	

15.1	Approve capitalisation limits and Depreciation Policy for the Trust		✓				CEO/CFOO to recommend
15.2	Ensure all assets purchased are recorded on a Fixed Asset Register, marked as Trust property and existence confirmed on an annual basis.				✓	✓	SBM to complete
15.3	Ensure all instances of loss/theft are notified to the CEO/AO to ensure compliance with the Academy Trust Handbook reporting requirements.		✓	✓	✓	✓	HT/SBM and CFOO to notify all levels of governance
15.4	Ensure disposals of assets are in line with the Academy Trust Handbook				✓	✓	
15.5	Disposal of land and buildings		✓				Only with ESFA approval
<b>16</b>	<b>Estates</b>						
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>
16.1	Be responsible for the maintenance and upkeep of the academy properties		✓	✓	✓		Via the 'Every' system – CFOO & Estates Manager to oversee
16.2	Ensure buildings and grounds remain Health & Safety compliant, reporting any issues to the CEO			✓	✓		CFOO and Estates Manager to oversee and support as necessary
16.3	Ensure any third-party usage on site has appropriate insurance and first aid cover				✓		SBM
16.4	Security of school site			✓	✓		
16.5	Implement trust-wide Health and Safety Policy				✓	✓	
16.6	Monitor and evaluate the implementation of the Health and Safety Policy		✓	✓	✓	✓	SBM reports termly to LGB and CFOO CFOO reports termly to Audit Committee
<b>17</b>	<b>Human Resources</b>						
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>
17.1	Establish and consistently apply all trust-wide HR policies in accordance with all appropriate regulations and with Scheme of Delegation for policies (Appendix 1)		✓		✓	✓	Advised by HR provider Follow agreed recruitment protocols <a href="#">Supported school defer to CEO</a>
17.2	Consult with Trade Unions when needed					✓	Supported by HR provider
17.3	Agree changes to template contracts of employment		✓ salary scales			✓	With CEO/AO and Principal/HT recommendations on advice of HR provider
17.4	Recruitment of Staff: CEO and Executive Leadership Team – TrB HT / Principals – TrB & CEO with LGB School SLT Staff – LGB and Deputy CEO Central Team posts – CEO or CFOO		✓	✓		✓	On advice of HR provider and compliant with agreed procedures and protocols. <a href="#">Supported school defer to CEO</a>
17.5	Review of Trust staffing levels/structure annually		✓			✓	Staffing restructures approved by TrB
17.6	Approve central team structure		✓				
17.7	Approve leadership structure of each academy			✓ Advises for SLT posts		✓ Approves SLT posts	<a href="#">Supported schools defer to CEO for all appointments</a>
17.8	Appointment of staff into new roles within the school			✓	✓	✓	CEO / Deputy CEO for SLT posts HT/LGB for posts below SLT

17.9	Appointment of staff into a vacancy of an existing post (where delegation has previously been given to the Principal/HT)				✓		Supported schools defer to CEO for teaching / leadership staff
17.10	Move staff within and beyond Trust to meet needs of Trust					✓	In consultation with each HT and member of staff concerned
17.11	Authorisation of leave of absence				✓	✓	CEO / Chair of LGB authorise for HET team / HT, Chair of TrB for CEO
17.12	Conduct appraisals of HT and Executive Leadership Team			✓		✓	CEO and Chair of LGB for HTs CEO for Executive Leadership Team
17.13	Conduct appraisal of CEO		✓				
17.14	Conduct appraisals of all other staff				✓		HT / SLT for school staff CFOO for Central Team business staff
17.15	Suspend the Principal/HT		✓			✓	Chair of TrB for CEO
17.16	Suspend other staff				✓		All suspensions reported to CEO
17.17	End the suspension of the Principal/HT or CEO		✓				
17.17	End the suspension of other staff				✓		
17.19	Dismiss HT / Principal / CEO / Executive Leadership Team		✓				Following HR procedures and protocols CEO consulted
17.20	Dismiss staff member below HT / Principal			✓	✓		Following HR procedures and protocols CEO consulted. Supported school defer to CEO
17.21	Agreement of severance / compromise payments for any amount and any level of staff (Not redundancy)		✓				Advised by CEO and HR Delegated to Chair of TrB as executive decision.
17.22	Dismiss member of staff on probation period				✓		
17.23	Dismiss member of staff on grounds of capability		Report to	✓			Supported school to defer to CEO
17.24	Appoint payroll provider for the Trust		✓				Advised by CFOO
17.25	Approve pay rises and promotions within an individual academy for teaching/non-teaching staff			✓	✓		Refer to recruitment protocols Follow HR policies
17.26	Award pay rise for staff on leadership contracts (agreed by Pay Committee and reported to Board)		✓	✓			CEO undertakes appraisal of HT. Pay approved by TrB. SLT pay decisions agreed by LGB
17.27	Authorisation of monthly pay schedules for individual schools				✓		CEO/AO should need arise in absence of HT
<b>18</b>	<b>Education</b>						
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>
18.1	Agree times of the school day and term dates in line with national expectations			✓		✓	School day – LGB (32.5 hours per week) Term dates – LGB (195 days)
18.2	Establish trust-wide code of conduct for staff		✓				Recommendation from CEO in consultation with Principals/HTs
18.3	Ensure schools strive to achieve at least good outcomes and progress for all children and young people including the setting and monitoring of challenging targets at individual and cohort level		✓	✓	✓	✓	Monitored by CEO and Exec Leadership Team. Held accountable by both LGB and Curriculum Committee

18.4	Ensure the Trust and schools have all relevant statutory education and wider policies in place – see Appendix 1 Scheme of Delegation for Policies		✓	✓	✓	✓	See Appendix 1
18.5	Make sure all children and young people are safeguarded across the Trust		✓	✓	✓		Audit & Risk Committee monitors impact
18.6	Approve a trust-wide School Improvement Strategy for inclusion within the Trust Improvement Plan		✓				Deputy CEO to develop
18.7	Assess whether a school requires support in one or more areas					✓	Report to Trust Board
18.8	Provide an effective School Improvement Plan for each school in an agreed format				✓		Supported by CEO / Deputy CEO
18.9	Approve School Improvement Plan					✓	
18.10	Monitor the impact and progress against each School Improvement Plan			✓	✓	✓	CEO via the HT Appraisal Process and QA activities
18.11	Provide as required accurate reports on performance and progress in each school to Trust Board				✓	✓	
18.12	Provide as required an effective and accurate self-evaluation on school performance and progress				✓	✓	Via CEO Report to Trust Board
18.13	Agree an appropriate curriculum for each academy within the Trust including the development of cross-trust non-negotiable elements of the curriculum		Report to	✓	✓	✓	Mainstream schools to adopt NC and Locally Agreed Syllabus for RE
18.14	Monitor and evaluate implementation of the curriculum within each school – ensuring compliance, coverage and impact			✓	✓	✓	LGB monitor progress against action points
18.15	Effectively manage resources and capacity from across the Trust to bring about sustained improvement in schools					✓	
18.16	Ensure schools are appropriately prepared for Ofsted inspection				✓	✓	
18.17	Review and challenge the value for money/return on investment of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap.			✓	✓	✓	CEO to report summary information to TrB
18.18	Review and challenge the value for money/return on investment of the Sports Premium in terms of quality of teaching and outcomes in physical education and access to out of school activities			✓	✓	✓	CEO to report summary information to TrB
<b>19</b>	<b>Behaviour, Inclusion, Admissions &amp; Attendance</b>						
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>
19.1	Monitor and challenge pupil attendance and exclusion trends on an ongoing basis and provide regular updates		✓	✓	✓	✓	LGB to review individual school in detail CEO to report trust-wide summary to TrB
19.2	Establish and keep under review school Behaviour Policy for pupils, monitoring the impact			✓	✓		CEO to review for supported schools
19.3	Implement Behaviour Policy for pupils				✓		
19.4	Fixed term or permanently exclude a pupil				✓		CEO must be informed in all cases. Trust-wide overview reported to TrB Schools to defer to CEO for PEx prior to decision

19.5	Review the decision to permanently exclude a pupil			✓			
19.6	Direct reinstatement of a pupil			✓			
19.7	Approve trust-wide Admissions Policy including individual school PANs		✓				
19.8	Implement Admissions Policy			✓	✓		Prepared by CEO.
19.9	Implement school FS1 Admissions Policy			✓	✓		
19.10	SEN Admissions liaison with LA			✓	✓	✓	Schools must consult CEO before refusing to admit pupil with EHCP or through Fair Access Protocol.
<b>20</b>	<b>Media, marketing, PR and Communication</b>						
		<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Principal / HT</b>	<b>CEO/AO</b>	<b>Comments / Notes</b>
19.1	Ensure that any branding guidelines, including updates are adhered to				✓	✓	
19.2	Ensure public relations activities promote a corporate image and positively project the activities of individual academies and the Trust as a whole to the wider community				✓	✓	
19.3	Ensure each school's website meets the requirements of ESFA, OfSTED and the Articles of Association				✓		
19.4	Maintain high levels of communication with all stakeholders and the wider community making effective use of a range of media				✓	✓	

## Appendix 1

### Policy Schedule & Delegations

Policy	Delegated Committee	Policy	Delegated Committee
<b>Governance</b>		<b>HR</b>	
Instrument of Government	Trust Board	Capability Policy	Finance & General Purposes
Articles of Association	Trust Board	Anti - Harassment & Bullying	Finance & General Purposes
Funding Agreement	Trust Board	Disciplinary Policy and Rules	Finance & General Purposes
Governance Structure & Delegations	Trust Board	Adoption Policy	Finance & General Purposes
Governance Attendance	Trust Board	Grievance Policy	Finance & General Purposes
Committee Terms of Reference	Trust Board	Pay Policy	Finance & General Purposes
Governance Business Interests	Trust Board	Appraisal Policy	Finance & General Purposes
Governance Diagram - Trust Wide	Trust Board	Recruitment of Ex-Offenders	Finance & General Purposes
Scheme of Delegation	Trust Board	Redundancy & Staff Reductions	Finance & General Purposes
Trustee & Governor Code of Conduct	Trust Board	Safer Recruitment Policy	Finance & General Purposes
<b>Finance and Accounting</b>		Leave of Absence Policy	Finance & General Purposes
Annual Accounts	Trust Board	Maternity, paternity and adoption incl. parental leave policy	Finance & General Purposes
Financial Regulations	Finance & General Purposes		
Accounting Policies	Finance & General Purposes	Flexible Working Guidance	Finance & General Purposes
Investment	Finance & General Purposes	Sickness Absence Policy	Finance & General Purposes
Reserves	Finance & General Purposes	Handling of DBS Information	Finance & General Purposes
Business continuity	Audit	Staff Code of Conduct	Finance & General Purposes
Gifts and Hospitality	Finance & General Purposes	Induction Policy	Finance & General Purposes
Anti-fraud, bribery & corruption	Finance & General Purposes	Probationary Scheme Guidance	Finance & General Purposes
Bad Debt / Debt Recovery	Finance & General Purposes	Drug & Alcohol Misuse	Finance & General Purposes
Travel & Expenses	Finance & General Purposes	Exit Interviews	Finance & General Purposes
Governance Travel & Expenses	Finance & General Purposes	Sexual Harassment	Finance & General Purposes
Charging and Remissions	Finance & General Purposes		
Procurement Card	Finance & General Purposes		
Procurement	Finance & General Purposes		
<b>Miscellaneous</b>			
Off Site & Residential Visits	Audit	Estates Management	Finance & General Purposes
Off Site Critical Incidents	Audit	Trade Union Duties Report	Trust Board
Risk management	Audit	Gender Pay Gap Report	Trust Board
Whistleblowing	Audit	Allegations Against Staff	Audit
Equality, Diversity & Inclusion	Finance & General Purposes	Safeguarding	Audit
Freedom of Information	Finance & General Purposes	Complaints Policy	Audit
Health and Safety	Audit	Data Protection	Audit
Admissions Arrangements	Trust Board	Privacy Notices	Audit
SEND	Curriculum	Trust Equality Objectives	Finance & General Purposes
Driving at Work	Finance & General Purposes		

Any policies not listed here are individual academy policies and are delegated to schools and their LGBs for approval and implementation.