



COAST
ACADEMIES

Scheme of Delegation

Rationale

The underlying principles for this Scheme of Delegation are;

That all academies are in a partnership of equals irrespective of their length of membership

1. COAST ACADEMIES is a registered charity and it remains true to its aims and objectives.
2. COAST ACADEMIES is mindful of the responsibility to ensure that all statutory obligations are met (there are differences in the governance arrangements of maintained schools and academies).
3. COAST ACADEMIES believe the governors of each Local Governing Body are best able to service the needs of their Academy and their local community.
4. COAST ACADEMIES Board's intention is to be as light-touch as possible within the Scheme of Delegation in order for Local Governing Bodies and Governors to make decisions at a local level to fully meet the needs of the pupils and the local community.

General Information

Vision Statement

“Achieving Excellence Together”



Coast Academies

Each academy is ultimately governed by the Trust (COAST ACADEMIES). COAST ACADEMIES will establish a Local Governing Body whose governors' role is to oversee the running of the academy on behalf of the Trust. The membership of the Local Governing Body shall be for COAST ACADEMIES to decide in consultation with the Chair of the Predecessor School Governing Body. However, this document is intended to stress the critical role that Local Governing Bodies have and their decision-making powers.

Communication between the Board and Local Governing Body

The Board meet regularly and as often as necessary. The Chair of COAST ACADEMIES and CEO will schedule meetings with the Executive Headteachers/ Headteachers and Chairs of the Local Governing Bodies as and when required. This provides an opportunity for information sharing between COAST ACADEMIES and Local Governing Bodies and have issues raised which may have influence across its broader family as well as particular schools. Feedback from the Trust will be a standing item on all Local Governing Body agendas. In addition minutes of meetings, a shared online governors' environment and the cycle of business has been designed to support effective communication between all layers of governance.

Coast Academies Directors (Trustees)

Val Dixon (Chair)

Paddy O'Connor (Vice Chair)

Tim Stephens

Ken Kies (CEO)

Paul Tape

Richard Stratford

Ben Harris

David Cartwright Lomax

Members of the MAT Senior Leadership Team are invited to all board meetings as observers

Notes:

Throughout this document the term “Headteacher” is interchangeable with “Head of School” unless otherwise stated. The trust is very clear that the two roles carry distinctly different levels of responsibility.

Composition of Local Governing Bodies

The Head of School/Headteacher of the Academy (or the CEO Officer)

Individuals appointed by the Trustees who may be parents of pupils of the Academy, members of staff of the Academy or individuals who live or work in the community served by the Academy. When appointing individuals under this clause, the Trust shall give due consideration to the opinion of the LGB and the need to appoint the right people with the necessary skills, time and commitment to the government and success of the Academy. Potential governors will be required to attend a meeting prior to joining providing a chance for all involved to consider the commitment fully.

Central Functions

As part of a Family of Schools we aim to have the greatest amount of impact with efficacy. Once a full range of central functions and services are in place a contribution of up to 5% of each academy’s budget may be levied; in the mean-time any such services are funded by negotiation. This **excludes** any surplus carried forward or income generated by the Academy or specific funding for example from pupil premium. In addition, when necessary, specific charges are made for bespoke intervention when curriculum and performance require e.g. long term or significant deployment of support staff.

Budget Setting

All final Academy budgets must be submitted to the Board for ratification and submitted to the EFA by 31st July each year. Budgets require authorisation by the Local Governing Body, Headteacher, Executive Headteacher, CEO and Trust Finance Director prior to being presented to the Board.

All Headteachers in conjunction with their Local Governing Body will submit their Academy Improvement Plan, Summary SEF to the CEO by the beginning of November each year.

Headteachers will work within specific parameters as follows:

Delegated Duty	Delegated Authority	Comment
Admissions	Local Governing Body	The admissions process is actually run by Torbay
Capital Programme	COAST ACADEMIES	Proposed capital programmes need to be submitted with the approval of the Finance Director, Executive Headteacher (if relevant), Local Governing Body and CEO.
Capital Programme Contract Variations	Local Governing Body – if within agreed programme budget/contingency COAST ACADEMIES – if exceeding agreed programme budget/contingency	It is suggested that a 15% contingency is built into all programmes to allow for some local contract variation during the programme.
Health and Safety	COAST ACADEMIES through individual local governing bodies.	It is the responsibility of COAST ACADEMIES to ensure that health and safety laws are adhered to and the appropriate health and safety certificates are in place. Delegated authority for this area will sit with individual academies' local governing bodies and the operational compliance of this function will be delegated to individual academies.

Income Generation	Local Governing Body	Any income generated (including that generated by efficiencies of scale and/or procurement) belongs to each individual Academy for them to invest in the future learning of the pupils.
Insurance	COAST ACADEMIES	COAST ACADEMIES will use its purchasing power to ensure that all Academies receive best value and value for money with their insurance. Currently all Trust schools use the RPA government recommended scheme.
Investments	COAST ACADEMIES	COAST ACADEMIES currently invest any surplus monies on behalf of each Academy in high interest accounts. All interest generated from such investments reverts back to the individual Academy.
Permanent Exclusions	Headteacher and Local Governing Body (Heads of School must refer to Executive Headteacher)	All Academies will follow Local Authority procedures for permanent exclusions and independent permanent exclusion appeals.
Safeguarding	COAST ACADEMIES through individual local governing bodies.	COAST ACADEMIES will, in respect of each Academy, act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding. All Academies will follow COAST ACADEMIES' Policy on safeguarding. Delegated authority for this area will sit with individual academies' local governing bodies and the operational compliance of this function will be delegated to individual academies.

Financial Levels of Authority

Delegated Duty	Value	Delegated Authority	Comment
	All procurement must be carried out in compliance with the principles of the EU Treaties, include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the OJEU threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2006 and related regulations.		
Ordering good and services (including advertising of tenders and award of contracts)	Up to £2,000	Assistant Head	The Executive Head/CEO or authorised deputies will arrange directly. No formal written competitive quotations are necessary, but due regard shall be had to the desirability of securing competition by verbal enquiry and written confirmation, where appropriate.
	Up to £5,000	Head of School Deputy Headteacher	The Executive Head/CEO or authorised deputies will arrange directly. No formal written competitive quotations are necessary, but due regard shall be had to the desirability of securing competition by verbal enquiry and written confirmation, where appropriate.

	Up to £10,000	Finance Director Business Manager	At least two written quotations should be obtained and documentation held on file. A preferred provider may also be used where value for money can be demonstrated.
	Up to £25,000	Executive Head/CEO Headteacher	At least two written quotations should be obtained and documentation held on file. A preferred provider may also be used where value for money can be demonstrated.
	Over £25,000	Referred to Board of Directors	At least three written quotations should be obtained and documentation held on file. Expenditure will be authorised by Board of Directors
	Over £50,000	Board of Directors	The Board of Directors to obtain a minimum of three written tenders. Tenders may be obtained via public advertisement, invitation to tender from a standing list where such a list is maintained, or from named persons. Where price is expected to exceed EU thresholds, (currently £164,176), EU tendering rules should apply including appropriate advertisement in the Official Journal of the European Union (OJEU). In instances where the lowest quotation is not accepted and expenditure does not

			exceed £20,000 this should be reported to the Local Governing Body and the reasons for the decision recorded in the minutes.
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	
Delegated Duty	Value	Delegated Authority	Comment
Authorising monthly salary payments	Unlimited	Headteacher, Finance Director (or designated academy finance representative).	Report to Board on any anomalies
Delegated Duty	Value	Delegated Authority	Comment
Authorisation of payments	Up to £200,000	Any two signatures in line with the Bank Mandate	
Signatures for Cheques, BACS payment authorisations and other bank transfers		Two signatures in accordance with the bank mandate	
Delegated Duty	Value	Delegated Authority	Comment
Delegated Duty	Value	Delegated Authority	Comment
Virement of budget provision between budget heads/cost centres	Within department	Finance/Business Manager & Budget Holder	Virement within a department at discretion of Finance/Business Manager in consultation with budget holder. All virements to be reported to LGB
	Up to £30,000	Headteacher & Finance/Business Manager	Reported to Local Governing Body
	£30,001 - £50,000	As above plus CEO	Reported to Local Governing Body
	Over £50,000	COAST ACADEMIES Board member & CEO & Director of Finance	Reported to Local Governing Body and COAST ACADEMIES Board

Delegated Duty	Value	Delegated Authority	Comment
	Up to £5,000	Headteacher	Headteacher to notify LGB and board
Disposal of assets	£5,000 to £20,000	Headteacher, Finance Director and Chair of LGB	Director of Finance to report to COAST ACADEMIES Board and LGB
	Over £20,000	CEO, Trust Board, Finance Director Chair of LGB and DfE	DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration
Delegated Duty	Value	Delegated Authority	Comment
Write-off bad debts	Up to £500	Headteacher and Finance/Business Manager	Report to Local Governing Body
	Over £1,000	Trust Board & Finance Director	Report to COAST ACADEMIES Board and LGB
Delegated Duty	Value	Delegated Authority	Comment
Write-off overpayments to staff	Up to £1,000	Headteacher & Business Manager	Report to LGB and COAST ACADEMIES Board
	Over £1,000	Chief Operating Officer	Reported to LGB COAST ACADEMIES Board
Delegated Duty	Value	Delegated Authority	Comment
Purchase or sale of freehold property	Any	COAST ACADEMIES Board, CEO & Finance Director plus DfE approval required	LGB to be informed.
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	Any	COAST ACADEMIES Board, CEO & Finance Director plus DfE approval required	LGB to be informed.
Any guarantees, indemnities and letters of comfort entered into	Any	COAST ACADEMIES Board, CEO & Finance Director plus DfE approval required	LGB to be informed.
Ex-gratia payments	Any	Headteacher, CEO & Director of Finance plus DfE approval required	LGB to be informed.

HR Levels of Authority

APPOINTMENTS	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. The CEO, Headteacher or Head of Finance and Operations may nominate an alternative representative if they are unavailable to make up a panel. These are minimum requirements and other personnel will be involved in the appointment process.	
CEO	Trust Board,
Head of Finance & Operations (MAT wide)	Board Member, CEO, Headteacher
Executive Headteacher	Board Member, CEO, Chair of LGB(s)
Headteacher	Board Member, CEO, Executive Headteacher (if appropriate), Chair of LGB
Central Officers e.g. Finance, HR, Compliance	CEO, Head of Finance and Operations. (CEO to inform Board).
Deputy Head/Assistant Head	CEO, Executive Head and/or Headteacher, LGB member, (CEO to inform board)
TLR Posts	CEO, Headteacher, members of SLT
All other Teaching posts	CEO, Executive Headteacher and/or Headteacher, SLT Members and other relevant staff as determined by the CEO.
Support Staff (non-teaching)	Headteacher, Business Manager, Head of Finance and Operations
Support Staff classroom based	Headteacher, SLT Member

REDUNDANCY			
The Board of Directors will have determined that there is a Redundancy situation. The following delegation model shall apply (HR advice should always be sought)			
	Delegated Authority	Nominations Committee	Appeal
Staff in individual Academy posts	Executive Head/ Headteacher	Not less than three Governors and not more than one half of the LGB.	Not less than three Board Directors/LGB members (who have not been involved in the original decision). One Finance member if relevant.
Trust wide posts	The Board of Directors will be responsible for leading the process.	Not less than three Board Directors/Governors of LGB (as determined by the Board).	Not less than three Board Directors (who have not been involved in the original decision).

DISCIPLINARY CASES AND DISMISSALS

For disciplinary cases and dismissals the following delegation model shall apply:

- Disciplinary
- Capability (professional competence)
- Ill Health Capability
- Some other substantial situation.

For all disciplinary cases and dismissals, the following delegation model shall apply: (HR advice should always be sought)

Posts	Delegated Authority	Appeal
CEO	Two Board Directors	Three Board Directors
Executive Headteacher	Board Director and CEO	Three Board Directors
Head of Finance & Operations	Board Director and CEO	Three Board Directors
Headteacher	CEO, Chair of LGB and one other LGB member,	Two Board Directors plus LGB member
Head of School	CEO, Executive Head, Chair of LGB	Two Board Directors plus LGB member
SLT Members	CEO and Executive Head/ Headteacher, member of LGB	Three LGB members
All other Academy posts	CEO or Executive Head/Headteacher or Head of Finance and Operations	Three LGB members (one Finance member if relevant) Board member if a cross-trust role

FLEXIBLE WORKING REQUESTS /UNPAID LEAVE & OTHER SIMILAR REQUESTS		
For these requests the following delegation model shall apply: (HR advice should always be sought)		
Posts	Delegated Authority	Appeal
CEO	Two Board Directors	Three Board Directors
Executive Headteacher	Board Director and CEO	Three Board Directors
Head of Finance & Operations	Board Director and CEO	Three Board Directors
Headteacher	CEO, Chair of LGB and one other LGB member,	Two Board Directors plus LGB member
Head of School	CEO, Executive Head, Chair of LGB	Two Board Directors plus LGB member
SLT Members	CEO or Executive Head/ Headteacher,	Three LGB members
All other Academy posts	CEO or Executive Head/Headteacher	Three LGB members (one Finance member if relevant) Board member if a cross-trust role

GRIEVANCE		
Posts	Delegated Authority	Appeal
CEO	Board Director	Chair of Board and two Directors
Executive Headteacher	CEO	Chair of Board and two directors
Head of Finance & Operations	CEO	Three Directors
Headteacher	CEO	LGB chair and two Directors
Head of School	Executive Headteacher	LGB chair, CEO, 1 director
SLT Member	Executive Head/Headteacher	LGB Chair and two Governors
All other Academy posts	Headteacher	CEO or Executive Headteacher and one Governor
All Finance posts	Head of Finance (central posts) Headteacher (school based posts)	CEO or Executive Headteacher and one Governor
OTHER HR FUNCTIONS		
Function	Delegated Authority	
Compromise agreements up to and including £10,000	Executive Head/Headteacher to agree terms CEO, Chair of LGB and Head of Operations and Finance to sign	
Compromise agreements in excess of £10,000 and below £50,000	CEO to agree terms. Chair of Board, Head of Operations and Finance and Chair of LGB	
Compromise agreements in excess of £50,000	Approval to be sought from the EFA/HM Treasury. Chair of Board to sign.	
Signature of Letter of Appointments	Delegated Authority	
CEO	Chair of Directors	
Executive Headteacher	Chair of LGB	
Headteacher	Chair of LGB	
All other posts	Executive Head/Headteacher	
Collective Agreements	COAST ACADEMIES' Board (Chair of Directors to sign)	

Function	Delegated Authority
<p>Acting up Payments/Additional Payments (excluding those linked to performance management)</p> <ul style="list-style-type: none"> • CEO/Executive Headteacher • Headteacher • Deputy/Assistant Headteacher • All other Academy 'curriculum' posts • All Business 'Group' posts • Any additional payment for external work, e.g. through Teaching School 	<ul style="list-style-type: none"> • COAST ACADEMIES' Board of Directors on recommendation of MAT SLT (Excluding the individual) Chairs of LGBs • COAST ACADEMIES' Board of Directors on recommendation of MAT SLT and LGB • MAT SLT and LGB • Headteacher on the advice of local business manager • Head of Finance & Operations • CEO on the advice of the Head of Finance & Operations

Function	Delegated Authority
Performance Management <ul style="list-style-type: none"> • CEO • Executive Headteacher • Head of Finance & Operations • Headteacher • Deputy/Assistant Headteacher • Business Group Leads • All other Academy posts 	<ul style="list-style-type: none"> • Chair of Board of Directors plus one other Director (advised by external adviser) • CEO (advised by external adviser) • CEO • LGB (advised by external adviser) unless otherwise directed by board • Executive Headteacher/Headteacher • Head of Finance & Operations • In accordance with the list of agreed Reviewers approved by the Academy Headteacher
Staffing restructures	Executive Headteacher or Headteacher, Personnel Officer, Business Manager, Chair of LGB (working within financial parameters).
Re-grading/Re-designation/increase in hours (not within approved budget) <ul style="list-style-type: none"> • Salaries in excess of £55,000 • Academy posts below £55,000 	<ul style="list-style-type: none"> • Board of Directors on the recommendation of MAT SLT and LGB • CEO/ Executive Headteacher/Headteacher
Creation of permanent new posts with salary above £55,000 (not within approved budget)	Board of directors with salary recommendation from MAT SLT and LGB
Creation of permanent new posts with salary between £20,000 and £55,000 (not within approved budget)	Headteacher/Executive Headteacher, Chair of LGB, Head of Finance and Operations
Creation of permanent new posts with salary below £20,000 (not within approved budget)	Executive Headteacher/Headteacher

Creation of temporary new posts of up to one year (not within approved budget)	Headteacher/Local Business Manager
Revisions to Pay and Conditions	COAST ACADEMIES' Board of Directors
Decision to make Redundancies	COAST ACADEMIES' Board of Directors on recommendation from nominations committee
Authorisation of redundancy/early retirement payments	Head of Finance & Operations so long as redundancies were approved by Board of Directors
Determining Pay Range	
Determination of CEO's pay range	COAST ACADEMIES' Board of Directors
Determination of pay range for Headteacher/Executive Headteacher	LGB in consultation with CEO
Determination of pay range for an individual with a salary more than £55,000 (Not HT or EHT)	LGB in consultation with Executive Headteacher/Headteacher
Determination of pay range for an individual with a salary less than £55,000 (Not HT or EHT)	<ul style="list-style-type: none"> • For members of individual Academy SLT – LGB with advice from Executive Headteacher/Headteacher • For others – Executive Headteacher/Headteacher
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	Personnel Officer/Business Manager (with reference to the CEO, Executive Headteacher, Headteacher/Head of Finance & Operations as appropriate)

Pay Decisions		
Role	Reviews and Recommends	Ratification
CEO	CEO review panel	None needed but board will have oversight through budget approval
Headteacher	Headteacher review panel	Chair of LGB and CEO (CEO only if not involved in recommendation)
Head of School	CEO/Executive Head	Chair of LGB
Leadership Group	Executive Head/Headteacher or Head of School based on appraisal recommendation	Chair of LGB or LGB finance lead
Teachers	Headteacher or Head of School and appraiser	Chair of LGB or LGB finance lead
Support Staff	Headteacher or Head of School and appraiser	Chair of LGB or LGB finance lead
SEN Awards	Headteacher or Head of School and appraiser	Chair of LGB or LGB finance lead
TLR Awards	Headteacher or Head of School	Chair of LGB or LGB finance lead

N.B – Any other delegated authority not described above would be referred back to individual policies.