

**COAST**  
ACADEMIES

# Scheme of Delegation

# Rationale

The underlying principles for this Scheme of Delegation are;

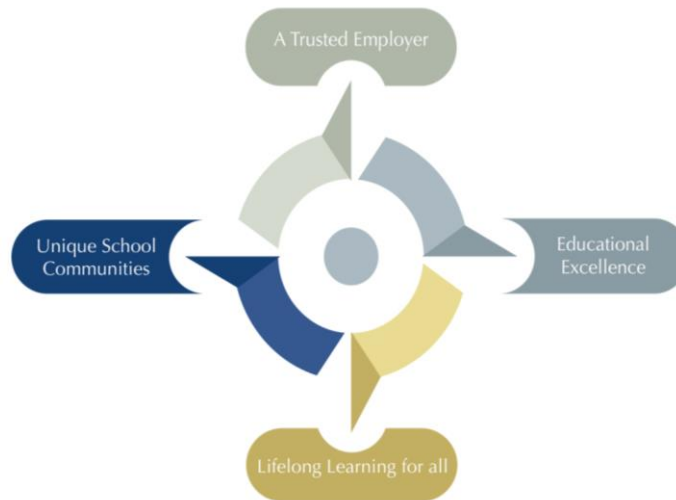
That all academies are in a partnership of equals irrespective of their length of membership

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 wishes to make decision making and accountability as robust as possible whilst also providing efficient and effective systems to free leaders up focus on their staff and pupils

# General Information

## Vision Statement

“Achieving Excellence Together”



**Note:**

**The term “headteacher” is used in this scheme of delegation to refer to headteachers, heads of school or principals.**

**Coast Academies**

Each academy is governed by the Trust (COAST ACADEMIES). Members delegate the running of the Trust to the Board as stated in Coast Academies Articles of Association. The board utilise the help of the Academy Challenge team (ACT) to carry out monitoring within the Coast Academies schools. The ACT have no powers of responsibilities delegated to them but carry out a structured programme of monitoring visits together with the CEO and a professional from another school within the trust. The monitoring arrangements are validated by the involvement of external professionals who sample the visits. (This is a reciprocal arrangement with another local trust)

# Composition of The Board of Trustees

The CEO together with a number of non-executive directors/trustees.

The trustees are recruited for their individual skills and experience. We look to find skills in education, financial management, business, change management, premises and estates and HR. Two of our trustees are elected parent governors.

**Coast Academies Directors (Trustees)**

- John Taylor (Chair)
- Tim Stephens
- Ken Kies (CEO)
- David Lockyer
- Gary Nichols
- John Harrison
- Sarah Bevan

Louise Smith

# Composition of the Academy Challenge Team

The Trust shall give due consideration to the need to appoint the right people with the necessary skills, time and commitment to the monitoring role. Potential ACT members will be required to attend an interview to confirm their appointment.

A lead professional/s from another school within the trust would take responsibility for attending monitoring visits at a different school providing the professional challenge. These persons would attend monitoring sessions relevant to their skill set and experience.

Community representatives who live or work in the local area.

The ACT will also be required to form pop up committees and appeals panels to deal with local issues as the need arises as set out in the relevant policies such as the Complaints Policy.

## Budget Setting

All final Academy budgets must be submitted to the Board for ratification and submitted to the EFA by 31<sup>st</sup> July each year. Budgets require authorisation by the Finance and Audit Committee together with the CEO and CFBO prior to being presented to the Board.

All Headteachers 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	COAST ACADEMIES	The admissions process is actually co-ordinated by Torbay Council
Capital Programme	COAST ACADEMIES	Proposed capital programmes need to be submitted with the approval of the CFBO, Head of Facilities and CEO.
Capital Programme Contract Variations	CEO and head of facilities – if within agreed programme budget/contingency COAST ACADEMIES – if exceeding agreed programme budget/contingency	A 15% contingency must be built into all programmes to allow for some local contract variation during the programme. This should be in addition to the proposed project cost
Health and Safety	COAST ACADEMIES	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 the Head of Facilities and the operational compliance of this function will be delegated to individual academies through their health and safety officer
Income Generation	Central Finance Team	COAST ACADEMIES will use its purchasing power to ensure that all Academies receive best value procurement. Individual academies who win grants or bids would usually use this money to be used locally or as set out in the within the bid
Insurance	COAST ACADEMIES/ CFBO	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/CFBO	COAST ACADEMIES currently invest any surplus monies on behalf of the MAT in high interest accounts. All interest generated from

		such investments is held centrally for the benefit of all pupils in the trust. All investments should be in line with the Financial Compensation Scheme limits
Permanent Exclusions	Headteacher and CEO	All Academies will follow Local Authority procedures for permanent exclusions and independent permanent exclusion appeals.
Safeguarding	COAST ACADEMIES through individual academy DSLs	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 together with the operational compliance.

# 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. (This aspect of our scheme of delegation should be reviewed following BREXIT decisions)		
<b>Ordering goods and services (including advertising of tenders and award of contracts)</b>	Up to Budget limits	Authorised budget holders	CEO or CFBO to authorise designated budget holders
	Up to £2,000	Assistant Head	Written quotations should always be obtained. Best value should always be sought.
	Up to £5,000	Head of School	Written quotations should always be obtained. Best value should always be sought, and the finance team consulted
	Up to £15,000	CFBO	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	CEO	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, EU tendering rules should apply including appropriate advertisement in the Official Journal of the European Union (OJEU).
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	Where the lowest quotation / tender is not accepted the reason for this should be recorded in the minutes of the Board meeting.

<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Authorising monthly salary payments</b>	£ as per monthly BACS limit	CEO or CFBO	Report to the Board on any anomalies
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Authorisation of Invoices</b>	As per limits on 'Ordering goods and services'	As per delegated authority for 'Ordering goods and services'	
<b>Signatures for Cheques, BACS payment authorisations and other bank transfers</b>	£ as per monthly BACS limit	BACs-Two authorised approvers registered for online banking. Cheques-Two signatures in accordance with the bank mandate	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Virement of budget provision between budget heads/cost centres</b>	Up to £5,000	CFBO	
	£5001-£50,000	CEO & CFBO	Report to the Board
	Over £50,000	COAST ACADEMIES Board member & CEO & CFBO	Report to Board
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Disposal of Assets</b>	Up to £5,000	Head of School or CEO	Record to be kept by IT Department
	£5,000 to £20,000	The Board of Directors	Report to the Board
	Over £20,000	CEO, CFBO, the Board 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
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Write-off bad debts</b>	Up to £500	Head of School or CEO	Records to be kept by CFBO
	Over £500	The Board of Directors	Report to the Board

<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Write-off overpayments to staff</b>	Up to £1,000	Head of School & CFBO	Record to be kept by CFBO
	Over £1,000	CEO and CFBO and the Board	Reported to the Board
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Purchase or sale of freehold property</b>	Any	COAST ACADEMIES Board, CEO & CFBO plus DfE approval required	Head of facilities to be involved
<b>Granting or taking up of any leasehold or tenancy agreement exceeding 3 years</b>	Any	COAST ACADEMIES Board, CEO & CFBO plus DfE approval required	Head of facilities to be involved
<b>Any guarantees, indemnities and letters of comfort entered into</b>	Any	COAST ACADEMIES Board, CEO & CFBO plus DfE approval required	Report to the Board
<b>Ex-gratia payments</b>	Any	Head of School, CEO & CFBO plus DfE approval required	Report to the Board

# HR Levels of Authority

APPOINTMENTS	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. The CEO, Headteacher or HR 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
Chief Financial & Business Officer (CFBO) (MAT wide)	Board Member, CEO, HR
Executive Headteacher	Board Member, CEO, HR
Headteacher	Board Member, CEO, HR
Central Officers e.g. Finance, HR, Compliance	CEO, CFBO, HR (CEO to inform Board).
Deputy Head/Assistant Head	CEO, HR (CEO to inform board)
TLR Posts	CEO, Headteacher, members of SLT
All other Teaching posts	CEO, SLT Members and other relevant staff as determined by the CEO.
School based Support Staff (non-teaching)	Headteacher & Trust Office Manager or CFBO
Support Staff classroom based	Headteacher, SLT Member

<b>REDUNDANCY INCLUDING EARLY RETIREMENT</b>			
The Board of Directors will need to approve all redundancies as set out below. (HR advice must always be sought).			
	<b>Delegated Authority</b>	<b>Appeal</b>	
Staff in individual Academy posts	CEO/one board member and HR	One board member as Chairperson who may appoint as appropriate others to form the Panel.	
Trust wide posts	CEO/two board members and HR	Not less than three Board members (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 must always be sought).  
A more senior line manager can be substituted in this process in response to operational requirements of the business.

Posts	Delegated Authority	Appeal
CEO	One Board Director supported by HR	Chair of Board and panel as appropriate.
Executive Headteacher	Line Manager and HR	Board Director and panel as appropriate.
CFBO	Line Manager and HR	Board Director and panel as appropriate.
Headteacher	Line Manager and HR	Board Director and panel as appropriate.
SLT Members	Line Manager and HR	CEO and panel as appropriate
All other Academy posts	Line Manager and HR	CEO and panel as appropriate

<b>FLEXIBLE WORKING /CAREER BREAK /UNPAID LEAVE &amp; OTHER SIMILAR REQUESTS</b>		
<b>For these requests the following delegation model shall apply:</b> (HR advice must always be sought) A more senior line manager can be substituted in this process in response to operational requirements of the business.		
<b>Posts</b>	<b>Delegated Authority</b>	<b>Appeal</b>
CEO	Two Board Directors	Chair of Board and panel as appropriate.
Executive Headteacher	Line Manager and HR	Board Director and panel as appropriate.
CFBO	Line Manager and HR	Board Director and panel as appropriate.
Headteacher	Line Manager and HR	Board Director and panel as appropriate.
SLT Members	Line Manager and HR	CEO and panel as appropriate
All other Academy posts	Line Manager and HR	CEO and panel as appropriate

<b>GRIEVANCE</b>		
A more senior line manager can be substituted in this process in response to operational requirements of the business. If grievance is against Line Manager, an alternative Line Manager can be substituted.		
<b>Posts</b>	<b>Delegated Authority</b>	<b>Appeal</b>
CEO	Board Director	Chair of Board and panel as appropriate.
Executive Headteacher	Line Manager and HR	Board Director and panel as appropriate.
CFBO	Line Manager and HR	Board Director and panel as appropriate.
Headteacher	Line Manager and HR	Board Director and panel as appropriate.
SLT Member	Line Manager and HR	Board Director and panel as appropriate.
All other Academy posts	Line Manager and HR	Board Director and panel as appropriate.
All Finance posts	Line Manager and HR	Board Director and panel as appropriate.
<b>OTHER HR FUNCTIONS</b>		
<b>Function</b>	<b>Delegated Authority</b>	
Settlement agreements up to and including £10,000	CEO, HR and CFBO to sign	
Settlement agreements in excess of £10,000 and below £50,000	CEO to agree terms. Chair of Board, CFBO to sign	
Settlement agreements in excess of £50,000	Approval to be sought from the EFA/HM Treasury. Chair of Board to sign.	
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Signature of Letter of Appointments	Delegated Authority
CEO	Chair of Directors
Executive Headteacher	CEO
Headteacher	CEO
CFBO	CEO
All other posts	HR
Collective Agreements	COAST ACADEMIES' Board (Chair of Directors to sign)

Function	Delegated Authority
<p><b>Acting up Payments/Additional Payments (excluding those linked to performance management)</b></p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Executive Headteacher</li> <li>• Headteacher</li> <li>• Deputy/Assistant Headteacher</li> <li>• All other Academy 'curriculum' posts</li> <li>• All Business 'Group' posts</li> <li>• Any additional payment for external work, e.g. through Teaching School</li> </ul>	<ul style="list-style-type: none"> <li>• Board member</li> <li>• CEO and one board member supported by HR</li> <li>• CEO and one board member supported by HR</li> <li>• CEO supported by HR</li> <li>• CEO supported by HR</li> <li>• CEO supported by HR</li> <li>• CEO supported by HR</li> </ul>

Function	Delegated Authority
<b>Performance Management</b> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Executive Headteacher</li> <li>• CFBO</li> <li>• Headteacher</li> <li>• Deputy/Assistant Headteacher</li> <li>• Business Group Leads</li> <li>• All other Academy posts</li> </ul>	<ul style="list-style-type: none"> <li>• Chair of Board of Directors plus one other Director (advised by external adviser)</li> <li>• CEO (advised by external adviser)</li> <li>• CEO</li> <li>• CEO</li> <li>• Headteacher</li> <li>• CFBO or Trust office Manager</li> <li>• In accordance with the list of agreed Reviewers approved by the Headteacher</li> </ul>
Senior Executive Team re-structures Staffing re-structures	Board member/CEO,CFBO, HR, CFBO Executive Headteacher or Headteacher, HR, CFBO, CEO (working within financial parameters).
<b>Re-grading/Re-designation/increase in hours (not within approved budget)</b> <ul style="list-style-type: none"> <li>• Salaries in excess of £55,000</li> <li>• Academy posts below £55,000</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Directors on the recommendation of CEO and HR</li> <li>• CEO or Headteacher together with HR</li> </ul>
Creation of permanent new posts with salary above £55,000 (not within approved budget)	Board of directors with recommendation from CFBO, CEO and HR
Creation of permanent new posts with salary below £55,000 (not within approved budget)	Finance & Audit Committee,CEO, CFBO and HR
Creation of temporary new posts of up to one year (on the proviso not being taken from reserves)	CEO, CFBO and HR
Authorisation of redundancy/early retirement payments	CFBO 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	Board, CEO supported by HR
Determination of pay range for an individual with a salary more than £55,000 (Not HT or EHT)	CEO and HR
Determination of pay range for an individual with a salary less than £55,000 (Not HT or EHT)	CEO and HR
Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	HR

Pay Decisions		
Role	Reviews and Recommends	Ratification
CEO	CEO review panel	Full board
Headteacher	CEO	Board member
Leadership Group	Headteacher	CFBO and HR
Teachers	Headteacher and appraiser	CEO, CFBO and HR
Support Staff	Headteacher and appraiser	CEO, CFBO and HR
TLR Awards	Headteacher and appraiser	CEO, CFBO and HR

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

**Appeals procedure**

Refer to the Trust's Pay Policy (Appeals procedure) for persons with delegated authority to deal with pay decision appeals.