



PATHFINDER SCHOOLS **SCHEME OF DELEGATION** **SEPTEMBER 2023**

Key

Column 1: Members

Column 2: Trust Board

Column 3: Trust Board Committee

Column 4: Chief Executive Officer

Column 5: Director of Trust Central Function – this could either be VCEO, Director of School Improvement, CFO, Director of HR, Director of IT or Director of Governance, Risk & Compliance

Column 6: Local Academy Board

Column 7: Academy Headteacher / Principal

(A)	Approve	Action to be undertaken at this level
(R)	Recommend	Make recommendations for approval to appropriate body
(C)	Consult	Provide advice and support to those responsible for decision making
(P)	Prepare and Propose	Prepare/draft and propose relevant document
(M)	Monitor	Monitor outcomes and actions taken

Delegated area	Members	Trust Board	TB Committee	CEO	Director of Trust Central Function	LAB	Headteacher / Academy Principal
Governance Systems and Structures							
Members: Appoint/Remove	A						
Trustees: Appoint/Remove	A	A					
LAB: Remove and replace where it is not performing.		A		R			C
Role descriptions for members	A			R	P		
Role descriptions for trustees/chair/ specific roles/committee/LGB members: agree		A		R	P		
Parent & staff election arrangements					A		P
Appoint or remove Trust Board committee chairs		A	C				
Appoint or remove LAB chairs and vice chairs		A			R	C	C
Appoint or remove Clerk to board		A		R			
Appoint or remove Clerk to LGB				A	R		A
Appoint Safeguarding Lead Trustee		A					
Appoint SEND Lead Trustee		A					
Amendments to Articles of Association	A	R		P	P		
Scheme of Delegation – annual review		A		R	P		
Governance structure (committees) for the trust: establish and review annually		A	C	R	P		
Amendments to Terms of Reference and Scheme of Delegation		A		R	P		
Recruit trustees, board committees and board appointed local governors		A		R		C	C

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Recruit co-opted local governors				R	M	A	P
Succession planning for key governance roles		A		P	P	C	C
Annual schedule of business		A	C	R	P	C	
Training programme for governance (including induction)		A	C	R	P	C	C
Reporting							
Publication of all required policies and information on governance arrangements on Trust website		A	C	R	P		
Publication of all required policies and information on governance arrangements on academy website				A	C	C	P
Annual report and financial statements		A	R	P	P		
Being Strategic							
Approval of policy tracker that identifies how policies are to be approved and by whom		A		R	P		
Deviation away from policy tracker				A			
Update, review and monitor the Trust risk register		A	A	R	P		
Establish, update, review and monitor the Academy risk register			M	A	M	M	P
Determine the Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured		A		P	P		C
Determine the schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured				A		C	P
Appoint and dismiss the chief executive officer		A					
Appoint and dismiss the academy principal		C		A			

Delegated area	Members	Trust Board	TB Committee	CEO	Director of Trust Central Function	LAB	Headteacher / Academy Principal
Agree the budget plan to support delivery of trust key priorities		A	R	P			
Agree the budget plan to support delivery of school key priorities				A	R		C
Agree the Trust central team staffing structure		C	C	A			
Agree school staffing structure			C	A	C		P
Holding to Account							
Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment)		A	R	P	P		P
Reporting arrangements for progress against Trust key priorities		A	A	P	P		
Reporting arrangements for progress against academy key priorities				A	R	C	P
Performance management of the Chief Executive Officer		A					
Performance management of trust posts, academy principals and executive principals				A	P		
Performance management of academy staff identified by the trust leadership team as key to the delivery of cross-trust priorities and functions.				C	A		A
Agree arrangements for Trustee monitoring activities		A		R	R		
Agree arrangements for LGB monitoring activities				A	A	P	C
Agree arrangements to monitor LGB overall performance		A		R	R		
Undertake stakeholder engagement		A		P	P	M	P
Ensure the Single Central Record (SCR) for academies is complete and regularly updated.		M			P	M	R
Maintenance of SCR for all central Trust staff, Trustees and		M			P		

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LGB members.							
Ensuring Financial Probity							
Appoint Chief Financial Officer for delivery of trusts detailed accounting processes		A		R			
Approve Trust's scheme of financial delegation		A	R		P		
Receive and respond to external auditors' report (management letter)		A	R	C			
Agree the annual programme of internal scrutiny			A		R		
Receive and respond to internal auditor's report			A	R	R		C
Agree Chief Executive Officer pay award		A					
Agree the Academy Principal pay award				A		C	
Agree Trust Executive Team pay award			C	A			
Ensure robustness of the benchmarking and trust wide value for money			A	R	P		
Ensure academy value for money				C	C	C	A
Develop trust wide procurement strategies and efficiency savings programme				A	R		
Review and approve trust wide procurement strategies and efficiency savings programme			A	P	R		
Ensure registration with the RPA scheme (insurance) on conversion to Academy status				A			
Appointments							
Appointment and determine pay of Chief Executive		A	R				

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Appointment and determine pay of Trust Leadership Team		C	C	A			
Appointment and determine pay of other central trust team posts				A			
Appointment and determine pay of Executive Principal		C		A		C	
Appointment of Principals of non-church academies and determination of pay of all Principals		C		A		C	
Appointment of Principals of church academies (with agreement of Director of Education from the Diocesan Board)		C		A		C	
Appointment and determine pay of Vice Principal, members of SLT and other significant posts				A			R
Appointment and determine pay of all other academy posts				C			A
Appointment of a Data Protection Officer		A		R			
Dismissals							
Dismissal of Chief Executive		A					
Dismissal of all other staff				A			P
Dismissal of all other staff where the CEO is absent or if the Chair of the Board of Trustees or their delegated authority accepts there is a conflict of interest for the CEO.		A					P
Settlement Agreements							
Up to £50,000 (negotiated and agreed)				A			
In excess of £50,000 - approval via ESFA		A		R			

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Pay							
Salary review requests (including regrading) up to £100,000 gross salary				A			
Salary review requests (including regrading) over £100,000 gross salary			A	R			
Additional payments/acting up payments - Chief Executive		A					
Additional payments/acting up payments - Executive Principal, Principal, VP posts, cross trust posts (business and curriculum)				A			
Additional payments/acting up payments - all other academy staff				C			A
Additional payment for external work e.g. through teaching school				C			A
Approval of performance related pay progression for teaching staff annually				A		C	P
Approval of performance related pay progression for the Chief Executive			A				
Approval of performance related pay progression for the Trust Executive Team			C	A			
Approval of performance related pay progression for the Trust Central Team			C	A			
Re-designation/increase in hours				A			
Redundancy							
Decision to make redundancies and staffing restructures with a reduction in headcount			A	R			

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Decision to restructure with no reduction in headcount				A			
Ill-health retirement applications		A		R			
Terms and Conditions							
Revisions to terms and conditions (to include any deviation from the standard terms and conditions of employment)				A	R		
Administration of employment contracts, pay and conditions of service (with the exception of previous delegated authorities).				A	R		
Collective agreements		A		R			
Education							
School closure		A		R		C	C
Re-opening of schools		C		A		C	P
Permanent expansion and reduction of Academy size (PAN) and changes to admission arrangements			A	R		C	P
Temporary increase in PAN				A		C	P
Extension or reduction of Academy provision (eg. Nursery)		A		R		C	P
Academy term dates, cycle and day structure				A		C	P
Residential educational visits					A		R
Use of any new Alternative provision					A		P
Maintaining admission and attendance records			M		A		P
Removing students from roll				A			P
Elective home education				A			P

Delegated area	Members	Trust Board	TB Committee	CEO	Director of Trust Central Function	LAB	Headteacher / Academy Principal
Permanent exclusions			A	A			R
Exclusion Appeals			A		C		P
Ensure compliance with SEND Code of Practice		A		M	M	M	P
Pupil premium plan			M			C	A
Academy strategic objectives and KPIs		M	M	A			P
Academy performance targets		C	R	A		C	P
Academy self evaluation		C	C	A		C	P
Standards of teaching judgement				A		C	P
Academy development plan				A		C	P
Student progress and attainment judgement				A		C	P
Trust approach to curriculum and assessment, in line with statutory requirements		C		A	A		C
Deliver EYFS in line with statutory requirements		C		A	A		C
Curriculum model				A	R	C	P
Curriculum provision (subject/specification choices)				A		C	P
Data cycles				A	R		C
Data reporting and accountability model				A	R		C
Quality assurance approach				A	P		C
ITT/ECT provision				A			
Involvement in Ofsted inspections		C		C	C	C	A
Academic and governance calendar		C		C	C		A
Academy driven CPD programme				C	P		A

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Commissioned CPD - large scale training, external providers, leadership development. Will not include subject development courses or main scale staff personalised CPD.				A	R		C
KS4/5 Options (subject group viability)				A			P
Delivery of careers guidance in line with statutory responsibilities			A				P
External communication and Trust image							
Changes to academy uniform				A			P
Determining trust branding guidelines				A			
Determining academy branding guidelines				A			P
Trust prospectus		A		P			
Other trust marketing materials including signage, letterhead and branded stock				A	P		
Academy prospectus				A	C		P
Other academy marketing materials, including signage, letterhead and branded stock within branding guidelines							A
Any academy marketing materials, including signage, letterhead and branded stock outside of branding guidelines				A			R
Trust and academy website creation		C		A			
Academy website maintenance				C		C	A
Approving press statements (positive)				C			A
Approving press statements (negative)				A			R
Approval of all sponsorship				A			R

Delegated area	Members	Trust Board	TB Committee	CEO	Director of Trust Central Function	LAB	Headteacher / Academy Principal
Approval of the use of non Trust logos				A			R
Legal							
Acquiring and disposing of any land (freehold or lease), or changing use of assets		A	C	R			P
Seeking legal advice and disseminating information				A			P