



Scheme of Delegation September 2020

Introduction

Chester Diocesan Academies Trust is a company limited by guarantee and registered in England and Wales under company number 8451787.

Chester Diocesan Academies Trust (CDAT) is a Multi-Academy Trust (MAT) that was formed by Chester Diocesan Board of Education (the 'DBE') in order to provide for diocesan schools that may be required to join an academy Trust due to government requirements or schools that wish to join a diocesan led Multi-Academy Trust. Both the DBE and CDAT are committed to the provision of high-quality Christian education across the Diocese and beyond.

CDAT is run by a Board of Directors that is accountable to the Secretary of State for Education for the performance of each academy within the Trust.

Within CDAT, each Academy typically has its own Local Governing Body. This includes both parent and staff representatives but with the majority appointed by the CDAT Board following its appointments procedures. Some academies may choose to have shared governance with one LGB overseeing more than one school and this will be constituted by the Board following discussions between the CEO and the LGB/GB of the schools concerned.

The CDAT Board has overall legal responsibility for the operation of the MAT and the academies within it, however, the Board works in partnership with its family of Academies and uses the skills and knowledge of Local Governing Bodies to help challenge and support the professionals working within the academies to provide the best outcomes for every child and young person in the Trust.

This Scheme of Delegation therefore provides for certain functions to be carried out by one or more of the following:

- the Members
- the CDAT Board;
- the Chief Executive Officer (CEO) and other officers as specified;
- the Local Governing Body of the Academy; and
- the Headteacher of the Academy;

This scheme should be read in conjunction with the Memorandum and Articles of Association, Master Funding Agreement, Supplemental Funding Agreement, the CDAT Governor Handbook, the process for appointments to Local Governing Bodies in CDAT, the Financial Procedures and Policy Manual, and other documents and guidance produced by CDAT from time to time.

Overview of Roles and Responsibilities

The Members

The Members are akin to shareholders in a commercial company and have ultimate control over the direction of the academy Trust through the appointment of Directors and control of the structure of the CDAT Board.

Currently the Members are:

- The Diocesan Board of Education acting corporately;
- Two individual members of the Diocesan Board of Education nominated by that Board;
- The Chair of the Board of Directors of CDAT.

The CDAT Board

The CDAT Board is a Board of Directors that has responsibility for the effective running of the Trust and the individual academies within it. The Board may decide to form committees to carry out certain of its functions. Currently there are two committees: the Finance and General Purposes Committee and the Education Effectiveness Committee. Other committees or regional boards may be formed as CDAT grows. The term 'CDAT Board' will therefore include any such committees/boards that may be formed from time to time and decisions allocated to the CDAT Board may be taken by those committees in accordance with their terms of reference.

The CEO

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. The term 'CEO' refers to the Chief Executive Officer but, as the CEO may choose to delegate some of these functions to members of the central team, the reference to CEO may therefore include a Finance Director, Education Officer or other staff employed centrally. The term 'Education Officer' may refer to anyone employed by or brokered by the Trust to provide educational support and challenge to schools and answerable to the CEO – including Educational Effectiveness Officers and Cluster Development Leads.

Local Governing Body (LGB)

The Local Governing Body is essentially a committee of the Trust which has delegated powers in order to oversee the running of its individual academy. The LGB may choose to delegate some of these powers to smaller committees or the Headteacher as it deems fit to fulfil its responsibilities. Where the document refers to the LGB this may include such committees or further delegation but with the understanding that the ultimate responsibility remains with the LGB.

Headteacher

The CDAT Board has agreed that the Headteachers in each of its schools should continue to be referred to as 'Headteacher', rather than as 'Principal'.

In our schools, the Headteacher will be assigned delegated powers but may choose to delegate these further to another member of staff e.g. the School Business Manager or Deputy Headteacher. Where the document refers to Headteacher this may include other staff members who have been delegated responsibilities with the understanding that the ultimate responsibility remains with the Headteacher.

In all cases the CDAT Board is accountable directly to the Secretary of State for each academy and thus has overall responsibility in all areas regardless of delegated powers. The CEO has authority to nullify decisions made by LGBs or to direct Headteachers if the CEO considers that

it is in the best interests of CDAT to do so, or that a decision made by an LGB is not in the best interests of the school.

Academy Categorisation

It is the aim of CDAT for all its academies to provide pupils with the highest quality educational provision, and for this to be acknowledged in both Ofsted and SIAMS inspections with judgements of 'good' and 'outstanding'. We see schools who are consistently working at this level as being 'self-sustaining', and under the Scheme of Delegation considerable responsibility is delegated to these schools' Local Governing Bodies and Headteachers. We acknowledge though that some schools will require more support to secure consistently good or outstanding provision, and so may categorise schools as 'supported': this may be a school that has previously been self-sustaining, but now requires some additional support for one reason or another, or it may be a school that came into CDAT as a sponsored academy but is demonstrably improving towards being judged 'good'. Finally, some schools may come into the trust as 'sponsored' academies following an adverse Ofsted judgement. These schools will have been identified for sponsorship by the Regional Schools Commissioner (RSC) and CDAT will be the named sponsor.

Each academy's categorisation will be reviewed at least annually as part of the autumn term Annual Conversation.

Self-sustaining Academies

Self-sustaining Academies consistently and reliably provide pupils with a good or better standard of education. Although they still benefit from CDAT's school improvement work, they also have the quality and capacity to support that work too.

Schools joining CDAT will typically be assumed to be Self-sustaining if their most recent Ofsted and SIAMS judgements are at least 'good' and no significant concerns have been raised through the due diligence process. The following provisions will typically apply to academies operating at this level:

- the Local Governing Body of each Self-sustaining Academy can be carried over on an 'as is' basis as far as the standard academy documentation normally allows,
- it is intended that Self-sustaining Academies will be autonomous with most powers delegated to their Local Governing Bodies, subject to them remaining outstanding or good,
- should a Self-sustaining Academy fail to retain its outstanding or good status or be in danger of doing so it may drop down into a lower category within the Scheme of Delegation. This decision will not simply be based on Ofsted outcomes but will consider all relevant evidence about the school.

Supported Academies

Supported Academies are those generally falling into the Ofsted 'requires improvement' category, or schools that have previously been judged as inadequate but have made significant progress to coming out of their category of concern. Here the objective will be to provide ongoing support to help them progress to good and outstanding. The following provisions will apply to them under the Scheme of Delegation:

- the Trust will retain appropriate functions in the Scheme of Delegation to ensure Local Governing Bodies receive the support they require to deliver school improvement,
- a Supported Academy may move to a different category depending on its performance. To reflect this, adjustments could then be made to the make-up of the Local Governing Body and the powers delegated to the Local Governing Body and Headteacher,
- a school will be redesignated as Self-sustaining once the CEO judges that it is performing at the level of a Self-sustaining school regardless of its Ofsted grade. The Trust's expectation is that a Supported Academy will typically take 2 years to become Self-sustaining; if the pace of progress is slower, the Trust may decide to review the school's level of support and delegation to a level similar to that in a Sponsored Academy.

- where a school joins CDAT with a 'requires improvement' judgement, part of the pre-conversion due diligence process will consider any additional budgetary requirements for school improvement work; these may then be reflected in the management fee charged to the school.

Sponsored Academies

Sponsored Academies are those usually falling into the 'inadequate' category. They require the maximum support within the Trust family. Typically though, at conversion the trust will receive additional funding for a sponsored academy in the form of a 'sponsorship grant' – additional to the usual conversion grant – which the Trust will use to provide significant additional support for the school as it moves into the Trust. The following provisions will apply to them under the Scheme of Delegation:

- a Sponsored Academy will typically have an Interim Executive Board in place; where this is the case, the Trust may select all of the members in establishing a new Local Governing Body, and so there may not immediately be parent and staff representatives on the new LGB
- a Sponsored Academy is likely to have fewer powers delegated to it;
- a Sponsored Academy which demonstrates sustained improvement in its performance will typically move to the 'Supported' category and will therefore have greater delegated powers. by:
 - the increase of powers delegated to it; and
 - appropriate budgetary adjustments.

Assigning the Category

The following procedures govern the category assigned to each academy under the flexible Scheme of Delegation:

- the Trust officers will consult with the academy and act in good faith when the Trust Board decides which category the academy should be placed in or moved to;
- typically, the starting point will be the appropriate category corresponding to the academy's most recent Ofsted report;
- however, the Trust Board may assign the academy to a different category, or to reserve specific items in the Scheme of Delegation to the CEO if circumstances should warrant this, for example outcomes from SIAMS inspection or consideration of local circumstances
- the Trust Board will review which category is appropriate for the academy on a regular basis, and at least as part of the Annual Conversation in the autumn term.

Local Governing Body Structure

The 'make-up' of the Local Governing Body will depend on the academy's categorisation, based typically on its school category prior to conversion as set out in the funding agreement. This structure may be amended if governance is identified as a weakness in the regular monitoring of the work of the academy. The flexibility of the academy governance model will allow, in most cases, schools entering the Trust to replicate their existing governing body if they wish to do so. However, where a school comes into the Trust as a Sponsored Academy the LGB will be appointed by the Trust Board.

The number of people who shall sit on the LGB shall be not less than three but, unless otherwise determined by the Directors, shall not be subject to any maximum

Typically, the LGB of a CDAT academy shall have the following members:

- CDAT foundation governors (appointed with particular reference to their Christian faith)**
- CDAT non-foundation governors*
- 2 parent members, who shall normally be elected by the parent body but may be appointed by the Directors on the recommendation of LGB as agreed with the CEO
- The Headteacher as ex officio member
- 1 member of staff recommended by the LGB, normally following a suitable election process, and appointed by CDAT
- A maximum of 2 members co-opted by the LGB

*The number of CDAT foundation and non-foundation governors will depend on whether the school was a VA or VC school prior to conversion. Where a school was a VA school, the majority of governors will be foundation governors. Where a school was a VC school, a minority of governors will be foundation governors. The appointment of foundation governors is done in conjunction with the DBE.

#In the event of a community school joining the Trust, there would be no foundation governors on the LGB, but it would be expected that an appropriate representative of the local parish was invited to join the LGB as a non-foundation or co-opted governor.

At any point the LGB must not have more than one third of the total number of its members who are employed at the academy (including the Headteacher).

The Directors (all or any of them) shall also be entitled to attend any meetings of the LGB. Any Director attending a meeting of the LGB shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB.

The quorum for any LGB meeting will be 3 members or (where greater) any one third of the total number of LGB members in office at the time of the meeting providing that non-staff governors are in the majority. The LGB may also have associate members. Associate governors are appointed by the LGB and may attend and speak at meetings but they do not count towards the quorum and do not have voting rights.

Term of office and resignation/removal

The qualifications for being eligible to sit on the LGB are as for the Directors as set out in the articles of association, which can be found on the CDAT website. LGB members will be required to sign a form indicating their eligibility prior to appointment.

Every LGB member will be required to undertake an enhanced DBS check prior to appointment. The Board reserves the right to refuse the appointment of any LGB member based on the outcome of the DBS check.

The term of office for all governors will be 4 years except for the Headteacher, who is an ex officio member. The Chair and Vice-Chair of the LGB are typically elected annually by the LGB. However, where the school is a Sponsored academy the Chair and Vice-Chair will be nominated jointly by the LGB and CEO and agreed by the CDAT Board. Where the school is a Supported academy, the appointment of the Chair will be agreed jointly by the LGB and CEO.

Any LGB member who is elected/appointed as a parent member of the LGB and whose child leaves the academy to move on to their next stage of education may serve out their term of office.

The Headteacher and staff LGB member will no longer sit on the LGB if they no longer work at the academy.

The Board of Directors may remove any member who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles or who has acted in a manner that breaches the CDAT governor code of conduct which each member is required to sign on appointment.

Delegated Powers

Each academy is ultimately governed by CDAT but the Trust recognises the benefits of the local skills, knowledge, autonomy and commitment required to support and challenge those who work within each academy to ensure the best outcomes for its children and young people.

This scheme sets out the decision making levels and responsibilities for the academy. The levels may vary within the Trust depending on the situation of each academy (e.g. if it is sponsored by CDAT). This will be reviewed annually.

CDAT reserves the right to overrule this scheme if at any point it judges the LGB is not acting in the best interests of the children and young people in the academy, or ensuring that the school is acting in accordance with the values and purposes of CDAT. It is expected that this would only occur in exceptional circumstances and where possible the LGB will be given warning of any concerns.

Financial Arrangement – Management Fee

An agreed amount from each school's basic school budget (GAG) is retained by the Trust. This 'management fee' is retained by the Trust to allow it to provide high-quality central services. Schools retain additional funding such as Pupil Premium and PE/Sports Premium and are accountable to the Board for its use.

The Trust has in place a transitional arrangement for most schools who convert to become an academy and join CDAT. In their first 12 months as an academy, CDAT will retain 4% of the school's GAG, rising to 4½% in the school's second year as an academy (from month 13) and 5% in the third and subsequent years (from month 25 onwards).

However, in schools where significant additional support is identified as being required, such as schools that 'require improvement', schools in an Ofsted category who have not received additional school improvement funding, schools identified in their local authority's 'causing concern' protocol or exceptionally small schools, the Trust may decide to retain the full management fee of 5% from its first year of operation. Also, where there is a reduction in the level of delegation to the Local Governing Body, a proportion of the school's budget may be retained centrally to enable the Trust to carry out those functions.

The role of the DBE

All schools within the Trust remain part of the Diocesan family of schools, and the Trust team and Board work closely with the officers of the DBE. The CEO and Board ensure that the Trust acts at all times in line with the statutory requirements of the DBE, as laid out in the DBE Measure.

GOVERNANCE					
Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors	Members
Agree and amend Articles of association					Amendments to the articles
Appoint/remove Members					Members and their appointing bodies
Appoint/remove Directors				Co-opts Directors in line with Articles	The majority of Directors are appointed by the Members.
Appoint and remove LGB members	Administers the parent and staff election processes and make recommendations if too few parents stand.	<p>Recommends CDAT appointed governors following appointments process and based on LGB self-evaluation and skills audit.*</p> <p>Arranges for the election of parent LGB members.</p> <p>Recommends to CEO staff member for LGB following an election process.</p> <p>Appoint co-opted members if required.</p>	<p>Appoints staff member on recommendation of LGB.</p> <p>Oversees the LGB appointments process and agrees appointments.</p> <p>Monitors effectiveness of LGBs, references LGB self-evaluation and skills audits to inform decisions about appointments.</p>	Appoints CDAT foundation and non-foundation members.	
Appoint and remove LGB members (Sponsored/ Supported)	Where the school is a Sponsored academy, or if the school is entering the trust as a Supported academy, CDAT will conduct its own audit of the quality of governance and will use this as the starting point for appointments to the LGB.				
Appoint Chair/Vice-Chair		<p>Annually elects Chair and recommends appointment to the CEO</p> <p>Annually elects a Vice Chair</p>	Agrees Chair appointment and recommends to the Board	Formally approves appointment of Chair of LGBs	
Appoint Chair/Vice-Chair (Sponsored)	Where the school is a Sponsored academy the appointment of the Chair and Vice-Chair will be nominated jointly by the LGB and CEO and agreed by the CDAT Board. Where the school is a Supported academy, the appointment of the Chair will be agreed jointly by the LGB and CEO.				
Register of business interests	<p>Ensures register of business interests and governor information is on the academy website</p> <p>Ensure governor information is reported via Edubase for National Governance Register</p>	Clerk to the LGB maintains register of business interests and reports any amendments to CEO.	Ensures Board and LGB information and register of business interests is maintained and published on the Trust website.	Clerk to the Board maintains register of business interests for Board members	

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors	Members
Safeguarding Checks	Administers DBS and Section 128 checks for all LGB members.	Ensures each member of the LGB has up to date DBS and Section 128 checks and renews on any reappointment or election	Administers DBS and Section 128 checks for Board members. Receives summary of checks for LGB members and monitors process Ensures the Chair of the Board undertakes an enhanced DBS check as required by the Secretary of State	Monitors DBS and Section 128 compliance through safeguarding reports from CEO	
Agree and amend the scheme of delegation	Consulted on the drawing up and any amendments to the scheme for their academy.	Consulted on the drawing up and any amendments to the scheme for their academy.	Advises the Board on the delegated powers for each academy following external inspection outcomes, discussions with the LGB and the review of information gathered regarding academy effectiveness – at least through the Annual Conversation in autumn term	Delegates powers through its scheme of delegation and reviews annually. In the event that a school enters a formal category of Ofsted concern, or Requires Improvement, the Board may re-categorise the school and amend the scheme of delegation.	
Agree membership and terms of reference for committees		Agrees terms of reference and membership of any committees formed by the LGB and informs CEO		Agrees terms of reference and membership of any committees of the Board	
Meeting schedule		Ensures LGB meets at least termly and sets out further meetings of the LGB and committees as required. Clerk sends schedule to CEO	Liaises with the Chair of the Board to arrange meeting schedule of the Board and its committees and their Chairs. Monitors meeting schedules of LGBs	Meets at least termly and sets out further meetings of Board and committees in line with statutory and operational requirements.	
Appoint clerk		Appoints clerk to the LGB and monitors the quality of work, reporting any concerns to the CEO.	Monitors clerking across the Trust and makes recommendations to LGBs or takes action to replace clerk.	Appoints clerk to the Trust Board and committees other than LGBs.	

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors	Members
Setting agendas and managing minutes.	Liaises with LGB chair on setting agendas.	Chair of the LGB sets the agenda following consultation with the Headteacher and the CEO as necessary. Clerk sends agenda and minutes to CEO	Informs LGB Chair and clerk of any items that must be included on any LGB agenda if required. Liaises with the Chair of the Trust Board on setting agendas.	Chair of the Board sets the agenda consulting with the clerk and the CEO as necessary.	
Policy development and approval.	Draws up academy-specific policies outside the CDAT model framework. Adapts model/trust wide policies with information appropriate for individual academy/school context and returns to CEO once agreed by the LGB. Ensures up to date policies are published on the website.	Approves academy specific policies. Receives model/trust wide policy. Agrees and approves contextual amendments proposed by the Headteacher.	Develops trust wide model policies for approval in line with latest statutory requirements for academy policies. Others as required at the discretion of the CEO. Monitors academy-specific policies and may override LGB approval if policies do not fulfil statutory requirements or CDAT wide values.	Approves Trust wide policies.	
Evaluation		Undertakes an annual self-review of the performance of the LGB and reports back to the CEO.	Monitors the work of the LGB, in line with agreed policy. Solicits feedback from LGB on the performance of the Trust. Participates in any External Reviews of Governance required of an LGB.	Supports monitoring of the work of LGBs. Undertakes an annual self-review of the performance of the Board and particularly its effectiveness in supporting schools.	Monitors the work of the Board through the AGM.

PERSONNEL

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
Appointment of Headteacher (including maternity leave and sickness absence)	Ensures any maternity leave dates, resignation or retirement notices go to the CEO as well as the Chair of the LGB.	Identifies LGB members to sit on appointments panel constituted by the CEO. Informs CEO of any sickness absence of the Headteacher lasting more than 5 days.	Informs the Board of resignation, retirement, maternity leave or sickness absence of a Headteacher lasting more than 10 working days. Leads recruitment process for new Headteacher, working with Chair of LGB. Chairs the appointment panel and notifies the CDAT Board of appointment made.	Ensures that Board is represented on appointment panel to provide surety re appointments.
Senior Leadership Team Recruitment	Notifies the CEO and the LGB Chair as soon as he/she becomes aware of a potential vacancy in the Senior Leadership Team (Deputy Headteacher, Deputy/assistant head) Liaises with the CEO and LGB in constituting a recruitment panel.	Identifies LGB members to sit on appointments panel constituted by the Headteacher and LGB Chair in collaboration with the CEO. Jointly leads the process for filling any vacancies in the Senior Leadership Team with the Headteacher and CEO.	If there is any dispute over the appointment, the CEO will prevail (only if the appointment would be deemed to be detrimental to the academy and its pupils).	
Senior Finance Officer (e.g. SBM) Recruitment	Liaises with the CEO, Trust Finance Manager and LGB in constituting a recruitment panel.	Jointly leads the process for filling any Senior Finance vacancies with the Headteacher and CEO/Trust Finance Manager.	Ensures Trust is represented on any interview panel.	
Senior Leadership Team (including SBM) recruitment (Sponsored/Supported)	In a school that is a Sponsored or Supported academy, the process for the appointment of a Deputy Headteacher (or an Assistant Headteacher, if they are to be the most senior school leader after the Headteacher), will mirror the process for appointing a Headteacher and will therefore be led by the CEO.			
Senior Leadership Team (including SBM) recruitment (Sponsored)	In a Sponsored academy, the appointment of any teachers to a TLR post, and the appointment of a new Senior Finance Officer (e.g. SBM) will be conducted jointly, as for Deputy/Assistant Headteacher posts above.			
Requests for secondments etc.	Jointly with the LGB considers and responds to any requests for secondments/ support for other schools from staff below Deputy Headteacher level and conveys decision and rationale to CEO.	Jointly with the Headteacher, considers and responds to any requests for secondments/ support for other schools from staff below Deputy Headteacher level, and conveys decision and rationale to CEO.	Considers and responds to any secondment/support requests involving the Headteacher or their Deputy. These requests are unlikely to be granted in supported/sponsored academies.	

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
Teacher Recruitment	<p>Informs CEO and LGB Chair of any resignations.</p> <p>Leads the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the LGB.</p>	<p>Nominates a representative from the LGB to participate in the teacher appointment process.</p> <p>Chair ensures LGB members involved in recruitment undertake Safer Recruitment training.</p>	<p>Provides advice and support as necessary for teacher recruitment including consideration of recommendation of staff from other academies in the Trust.</p>	
Support Staff Recruitment	<p>As above but an LGB member may not be required to be involved in the process.</p>	<p>May nominate a representative from the LGB to participate in the recruitment process if appropriate.</p>	<p>Provides advice and support as necessary for recruitment including consideration of recommendation of staff from other academies in the Trust.</p> <p>Provides opportunities for safer recruitment training.</p>	
Headteacher Performance Appraisal and Salary Review		<p>Chair of the LGB and at least one other LGB member in conjunction with CEO's appointee undertake appraisal and salary review.</p> <p>LGB, following advice from the CEO's appointee recommends appropriate pay increment to CEO.</p>	<p>Responsible for the arrangement of the Headteacher's performance appraisal and refers to the CDAT Board for approval.</p> <p>Ensures Objectives link to the academy development plan.</p>	<p>Receives the report and agrees any pay increment.</p>
Teacher Appraisal and Salary Review	<p>Undertakes appraisal and recommends pay changes to the LGB within agreed budget.</p>	<p>Ensures appraisal takes place for staff and approves pay recommendations within agreed budget.</p>	<p>Monitors the salary review process across the Trust and sets the Trust pay policy.</p>	<p>Approves the Trust pay policy.</p>
Reductions in Staffing and Revisions to Staffing Structures	<p>Notifies the CEO and LGB Chair as soon as possible after becoming aware that reductions in staffing may be necessary.</p> <p>Proposes a revised staffing structure with the support of the CEO and MAT HR adviser (Working with Schools) for consultation with the LGB.</p> <p>Manages the redundancy process with the support of the CEO and HR Adviser.</p>	<p>Consulted regarding any proposals for reducing staffing or revising staffing structures.</p> <p>Works with the Headteacher, CEO and HR Adviser in supporting the restructuring process.</p> <p>Forms panel to agree recommendations to CEO for redundancy.</p>	<p>Supports the Headteacher throughout the restructuring process and attends consultation meetings.</p> <p>Refers recommendations for revised staffing structures and possible redundancies to the CDAT Board for approval.</p>	<p>Approves recommendations for a school's revised staffing structures and possible redundancies</p>

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
Terms of Employment	Consulted regarding any proposed changes to terms and conditions of employment.	Consulted regarding any proposed change to terms and conditions of employment.	Proposes any changes to terms and conditions of employment following consultation with staff (and unions where obliged to consult unions) and LGB.	Approves any changes to the terms of employment of Academy staff (both teaching and support). .
Disciplinary and grievance procedures	<p>Notifies the CEO, LGB Chair and HR Adviser as soon as possible after becoming aware of any circumstances that may need to be dealt with under the disciplinary or grievance procedures.</p> <p>Ensures the CDAT disciplinary and grievance procedures are followed.</p> <p>Notifies CEO that disciplinary action or suspension is being initiated.</p>	<p>Chair responsible for informing the CEO and HR Adviser if an allegation is made against the Headteacher.</p> <p>Chair ensures the CDAT disciplinary and grievance procedures are followed with support from the CEO and HR Adviser.</p> <p>Kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel.</p> <p>Forms panels for Disciplinary and grievance hearings (except for the Headteacher) as may be required.</p>	Responsible for constitution of panels consisting of members of CDAT Board for Disciplinary and grievance hearings for the Headteacher and Appeal Hearings against the decision of LGB.	Sits on panels for disciplinary/grievance (Headteacher) and Appeal Hearings.
Capability Proceedings	<p>Manages the process set out in the CDAT appraisal and capability procedures.</p> <p>Keeps the CEO, Education Officer and LGB informed regarding the progress of the proceedings for any member of teaching or support staff.</p>	<p>Informs CEO of any capability concerns regarding the Headteacher arising from the LGB.</p> <p>Chair works with CEO on proceedings involving the Headteacher.</p> <p>Chair kept informed by the Headteacher but in such a way as to ensure that it does not 'taint' possible members of any panel.</p>	<p>Informs Chair of LGB of any capability concerns regarding the Headteacher identified by the CEO.</p> <p>Manages the process set out in the CDAT appraisal and capability procedures where the Headteacher is subject to capability.</p> <p>Keeps the MAT Board and LGB informed regarding proceedings in a manner that does not 'taint' possible members of any panel.</p> <p>Works with HR rep. and Board in the event of negotiated exit by a Senior Leader.</p>	<p>Sit on panels for final stage Capability (Headteacher) and Appeal Hearings.</p> <p>Gives final approval to any settlement agreed as part of a negotiated exit by a senior school leader.</p>

CURRICULUM & STANDARDS

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
Quality of Education	<p>In line with the role of Headteacher, the Headteacher has overall responsibility for ensuring that the academy provides an acceptable standard of education.</p> <p>Ensures that the academy complies with trust-wide arrangements regarding teaching, learning and assessment, including tracking of pupil progress.</p> <p>Produces an up-to-date summary of the school's self-evaluation in readiness for Ofsted inspection.</p> <p>Works effectively with the Education Officer and/or CEO to monitor and further develop educational standards.</p>	<p>Holds the Headteacher to account for the quality of education in the school, including academic standards and the effectiveness of teaching and learning.</p> <p>Works effectively with the Education Officer and/or CEO to monitor and further develop educational standards.</p>	<p>CEO and Education Officer provide support and challenge to individual schools to ensure that each school is providing an acceptable standard of education.</p> <p>CEO and Education Officer support school improvement through trust, cluster and school level initiatives and intervention.</p>	<p>Through the Education Effectiveness Committee, receives regular reports on the quality of education in each academy.</p> <p>Ensures that the CEO and Education Officer have a clear view of the quality of education (including academic standards) within individual schools and across the trust, and that they have clear plans in place to address any weaknesses at individual school or whole trust level.</p>
Quality of Education (Sponsored/ Supported)	<p>For Sponsored and Supported academies the CEO may choose to provide additional support, challenge and/or instructions for school leaders through increased contact with the CEO/Education Officer and/or brokered support for leadership at all levels, as deemed necessary by the CEO. In these circumstances, the Board will receive regular monitoring reports and updates on the school's progress towards becoming self-sustaining.</p>			
Curriculum	<p>In consultation with the Education Officer ensures that the school's curriculum is of a high quality and is consistent with current national and CDAT strategies and trust wide values.</p> <p>Ensures Spiritual, Moral, Social and Cultural education is embedded across the curriculum.</p> <p>Works with other academies in the Trust to develop common practices to provide consistency.</p>	<p>Approves curriculum and monitors its implementation.</p>	<p>CEO establishes the Trust's overall curriculum strategy in line with best practice and national strategy.</p> <p>CEO and Education Officer monitor curriculum implementation and facilitate professional development opportunities to support curriculum development and build consistency across the Trust.</p>	<p>Ensures that curriculum strategy is in line with the aims and distinctive nature of the Trust.</p> <p>Monitors curriculum strategy, implementation and impact across the Trust.</p>
PE & Sports Premium Funding	<p>Develops a strategy for using funding and ensures that this meets statutory requirements.</p>	<p>Monitors use of PE/Sport funding to ensure it complies with regulations and that identified success criteria are being met.</p>	<p>Ensures funding is delegated to schools.</p> <p>Monitors that funding is being used appropriately.</p>	

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
PE & Sports Premium Funding ctd.	Ensures impact of use of funding is well evaluated and required reporting completed.	Ensures that report of use of funding is published as statutorily required.	With Education Officer, supports schools looking to develop a combined strategy to using funding.	
Church School distinctiveness	<p>Ensures church school distinctiveness is part of self-evaluation and the Academy Development Plan.</p> <p>Ensures a distinctively Christian act of collective worship takes place daily</p> <p>Provides for good quality religious education that fulfils the Church of England statement of entitlement.</p>	<p>Ensures the vision and ethos of the academy is consistent with the distinctive Christian vision of CDAT.</p> <p>Monitors worship, RE and the Church academy ethos and takes action as necessary.</p>	<p>Develops a Trust wide RE and worship policy.</p> <p>Monitors the distinctiveness of each academy and reports any areas of concern to the Board.</p>	<p>Approves Trust wide policies on RE and Collective Worship.</p> <p>Ensures that CDAT's Christian vision informs policy development and decision making.</p> <p>Monitors the church academy distinctiveness across the Trust and takes action as necessary.</p>
Academy Development	<p>Draws up a draft School Development Plan in conjunction with the Education Officer prior to submitting it to the LGB.</p> <p>Ensures that budget aligns with school development plan.</p> <p>Monitors the ongoing actions of the plan with the CEO and provides regular reports to the LGB.</p> <p>Undertakes regular academy self-evaluation and reports to the LGB and Education Officer.</p> <p>Sets challenging targets for assessment outcomes and achievement with the Education Officer.</p> <p>Works with fellow CDAT Headteachers, the CEO and Education Officer to develop trust-wide improvement plans, and ensures school participates fully in related activities.</p>	<p>Agrees Academy Development Plan and targets following advice from Education Officer and Headteacher.</p> <p>Monitors the ongoing plan and takes action as necessary.</p> <p>Contributes to academy self-evaluation.</p> <p>Monitors self-evaluation and progress towards targets and takes action as necessary.</p> <p>Supports trust-wide improvement plans and initiatives.</p>	<p>Reports regularly to the Board on development across the Trust about standards and performance of each academy.</p> <p>Informs Board if monitoring indicates concern about the academy.</p> <p>Works with Education Officer, school leaders and external stakeholders to develop, implement and monitor trust-wide improvement plans and initiatives.</p>	<p>Monitors developments and improvements across the Trust, at school and Trust level, and takes action as necessary.</p>

WELFARE

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
Safeguarding (including Prevent)	<p>Ensures a senior qualified Designated Safeguarding Lead has been appointed and that their training is current and at the appropriate level.</p> <p>Ensures all staff and LGB members receive regular safeguarding and prevent training as set out in the CDAT safeguarding policy.</p> <p>Reports regularly to the LGB on safeguarding matters.</p> <p>Notifies the LGB Chair, CEO and HR adviser immediately of any allegation made against a member of staff.</p> <p>Appoints a designated member of staff for Looked After Children.</p> <p>Ensures that the school has a complete and compliant Single Central Record.</p> <p>Undertakes DBS checks for all staff, LGB members and volunteers.</p>	<p>Responsible for safeguarding in the academy by implementing and monitoring the effectiveness of the academy's safeguarding and child protection policies.</p> <p>Appoints one of its members as the named governor to liaise with the Headteacher regarding safeguarding matters.</p> <p>Chair or designated governor liaises with Headteacher in arranging regular safeguarding training for all members.</p> <p>Monitors Single Central Record and ensures it is up to date.</p>	<p>Ensures each academy has appointed DSL and Looked After Children, lead and link governors.</p> <p>Makes arrangement for safeguarding audits and reports the outcomes to LGBs in detail and in summary to the Board.</p> <p>Informs the MAT Board of any safeguarding allegation raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the Academy and takes action as necessary.</p> <p>Monitors compliance with all statutory safeguarding regulations</p>	<p>Has overall responsibility for ensuring that safeguarding policies are implemented across the Trust and that it is satisfied that procedure and practice are compliant with those policies.</p>
Special Educational Needs	<p>Designates a SENCO and ensures that the designated SENCO receives (a) any mandatory training and (b) designated time to carry out their duties.</p> <p>Ensures compliance with the Equality Act.</p> <p>Reports to LGB and Education Officer on achievement of SEND pupils.</p>	<p>Appoints governor responsible for SEND and inclusion.</p> <p>Monitors implementation of SEND policy and achievement of pupils with SEND.</p> <p>Ensures that school is meeting all statutory obligations with regards to SEND.</p>	<p>Through the education officer, monitors outcomes for SEND pupils and reports any concerns to the Board.</p> <p>Ensures each academy is compliant with current legislation.</p>	<p>Receives reports on outcomes for children with Special Educational Needs and takes action as necessary.</p>
Pupil Premium	<p>Implements Pupil Premium Policy.</p> <p>Develops plan for the use of pupil premium to be submitted to the LGB</p>	<p>Appoints a governor responsible for pupil premium.</p> <p>Approves pupil premium policy and plan.</p>	<p>Monitors impact of pupil premium across the Trust and reports to the Board.</p>	<p>Receives reports on Pupil Premium and takes action as necessary.</p>

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
	<p>Monitors the impact of pupil premium and amends plan as necessary. Reports to the LGB.</p> <p>Publishes Pupil Premium Plan on the website</p>	<p>Monitors impact of pupil premium.</p> <p>Ensures statutory information regarding pupil premium is published on the academy website.</p>		
Pupil Premium (Sponsored/ Supported)	When working with a Sponsored academy, CEO ensures that any Pupil Premium review recommended by Ofsted is undertaken and liaises with Headteacher and LGB to implement recommendations.			
Behaviour and attendance	<p>Reports on pupil absences and develops procedures to continually improve attendance.</p> <p>Works with statutory agencies (e.g. local authority) to improve attendance/tackle non-attendance.</p> <p>Implements appropriate behaviour strategies and reports regularly on behaviour to the LGB.</p> <p>Informs CEO immediately of any serious behavioural incidents (e.g. those leading to, or likely to lead towards fixed-term or permanent exclusions)</p> <p>Ensures CDAT exclusions policy and procedures are followed.</p>	<p>Agrees academy attendance policy and targets.</p> <p>Monitors levels of attendance and takes action as necessary.</p> <p>Agrees academy behaviour policy following CDAT model and guidelines.</p> <p>Monitors behaviour in the academy.</p> <p>Constitutes panel to review exclusions as required by the CDAT exclusions procedures and statutory guidance.</p>	<p>Monitors attendance and exclusions across the Trust and reports to the Board.</p> <p>Ensures behaviour, attendance and exclusion policies comply with current best practice guidelines.</p> <p>Supports Headteacher in setting up independent review panels.</p>	Monitors attendance and exclusions across the Trust and takes action as necessary.
Educational Visits	<p>Ensures that school has an Educational Visits Co-ordinator who has received suitable training</p> <p>Ensures that all required documentation, including risk assessments, is completed prior to an Educational Visit, in line with statutory guidance</p>	Monitors provision for Educational Visits, ensuring that all statutory requirements are met	<p>Receives copies of relevant EV records and provides advice/support for schools as required.</p> <p>Ensures schools are all complying with best practice and statutory requirements for Educational Visits.</p>	

ACADEMY ORGANISATION

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
Term dates and academy hours	<p>Proposes term dates, Inset days and opening hours based on local context and other provision in the area to LGB.</p> <p>Reports agreed term dates, inset days and opening hours to CEO.</p>	<p>Agrees term times, Inset days and opening hours, in line with statutory requirements.</p>	<p>Monitors across the Trust and reports any issues to the Board.</p> <p>At the CEO's discretion designate one mandatory Inset day for some or all CDAT schools.</p>	
Admissions	<p>Ensures admissions procedures are followed.</p>	<p>Agrees admissions policy based on current regulations and CDAT requirements and in accordance with the admissions code.</p> <p>Submits draft policy to CEO in the autumn term and prior to any consultation.</p> <p>Undertakes statutory consultation process.</p> <p>Ensures appeals procedures follow statutory requirements.</p>	<p>Ensures all admission policies are compliant and academies use an appeals service that fulfils statutory requirements.</p> <p>Advises Board of admissions policy of schools joining and any amendments thereafter.</p> <p>Takes a strategic lead on school organisational issues (e.g. changes to PAN or school age-range), in consultation with school, liaising with RSC as required.</p>	<p>Approves any applications to RSC for changes to a school's PAN or age-range.</p> <p>Ensures that any changes to admissions arrangements are in line with the requirements of the DBE Measure.</p>
Information Management	<p>Ensures publication of statutory information on the academy website.</p> <p>Maintains accurate and secure pupil and staff records.</p> <p>Ensures compliance with data protection legislation in the academy.</p> <p>Ensure that all staff have received appropriate, regular and relevant GDPR/information management training.</p> <p>Reports any potential GDPR/data protection breach to CEO.</p> <p>Writes and implements remedial action plan following any such potential breach.</p>	<p>Ensures effective implementation of data protection policies and procedures.</p> <p>Following any GDPR/data protection brief, monitors implementation of remedial action plan.</p> <p>Ensures secure systems are in place.</p> <p>Ensures that statutory information is published on the school website.</p>	<p>Sets standards for information security, privacy, data protection and freedom of information for CDAT.</p> <p>Ensures compliance with data protection legislation across all academies.</p> <p>Maintains accurate and secure staff records for the CDAT central functions.</p> <p>Ensures registration with the Information Commissioner's Office is up to date.</p> <p>Monitors academy websites across the Trust to ensure statutory information is included.</p> <p>Works with DPO to address any potential GDPR/data breaches at school and/or Trust level.</p>	<p>Approves data protection policy and monitors procedures at Trust level.</p> <p>Ensures Trust has suitable DPO in place and receives regular reports/updates from DPO regarding GDPR and data protection compliance.</p>

PREMISES

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
Health and Safety	<p>Has day-to-day responsibility for ensuring that the school is a safe and healthy working environment for staff and pupils.</p> <p>Draws up site specific health and safety procedures based on CDAT policy and procedures.</p> <p>Ensures suitable risk assessments for the school site and activities are in place and regularly reviewed, and appropriate actions taken.</p> <p>Ensures that staff are appropriately trained (e.g. site managers) and that training is kept up to date.</p> <p>Ensures that health & safety documentation is maintained as appropriate.</p> <p>Monitors the accident book and agrees appropriate actions.</p> <p>Reports immediately to the LGB and CEO any serious incidents.</p> <p>Reports compliance with health & safety systems termly to the CEO.</p> <p>Ensures that all required health and safety checks are carried out in a timely manner and by suitably qualified professionals.</p>	<p>Appoints a governor with responsibility for Health and Safety.</p> <p>Supports the headteacher in ensuring that the school is a safe and healthy working environment for staff and pupils.</p> <p>Approves site specific procedures.</p> <p>Monitors the effectiveness of health and safety policy and procedures.</p> <p>Undertakes annual site inspections with a senior member of staff.</p> <p>Ensures compliance with all required health and safety checks.</p>	<p>Determines the CDAT Health and Safety policy and ensures that it is known to all academies and staff.</p> <p>Develops a health and safety reporting framework and central monitoring system to provide the Board with positive assurance of compliance.</p> <p>Ensures adequate insurance cover is in place.</p> <p>Monitors health and safety procedures across the Trust.</p> <p>Reviews academy risk assessments and reports health and safety performance to the Board.</p> <p>Ensures that health and safety performance is considered in all building maintenance contracts and ensures compliance is monitored during works.</p>	<p>Monitors health and safety compliance and concerns through regular reports from the CEO and checks on the timeliness and effectiveness of the Trust's response to any health and safety issues/incidents.</p> <p>Approves insurance arrangements.</p> <p>Approves Trust Health and Safety policy.</p>
Maintenance	<p>Works with building consultants to draw up a Premises Maintenance programme within CDAT guidelines that is costed, and the expenditure built into the budget forecast.</p> <p>Reports plan to the CEO and LGB.</p>	<p>Approves plan and monitors its implementation.</p>	<p>Monitors the premises maintenance programmes across the trust's schools.</p> <p>Works with Headteachers and LGBs to develop a trust-wide approach to premises/ buildings maintenance that secures optimum value for money.</p>	<p>Receives reports from the CEO on the premises maintenance programme and makes necessary adjustments to ensure financial viability while maintaining good-quality learning environments.</p>

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors
Capital Work	<p>Works with building consultants to identify capital needs and to ensure that the school has a buildings development plan.</p> <p>Works with building consultants and CEO to recommend projects to LGB.</p> <p>Works with consultants and CEO to ensure that good-quality funding applications are submitted to ESFA.</p>	<p>Appoints building consultant with approval of Board.</p> <p>Agreed building development plan to be submitted to board.</p> <p>Agrees projects to be recommended to CEO.</p>	<p>Reports on academy building development plans and funding applications to Board.</p> <p>Approves school's funding applications to the ESFA in line with agreed building plan.</p> <p>Works with school and building consultants to ensure efficient running of the project.</p>	<p>Approves academy building development plans.</p> <p>Monitors capital work across the trust</p>
Minor Building work using DFC	Identifies areas of need that may be covered by DFC for submission to LGB	Approves expenditure of DFC		
Minor Building work using DFC (Sponsored)	In sponsored academies, CEO will work with Headteacher to identify potential areas covered by DFC and must ratify LGB's approval of use of DFC.			
Lettings/use of school facilities	Ensures that clear policy is in place for all lettings/use of school facilities by other parties, operating on a minimum cost-recovery model unless otherwise agreed with the CEO	<p>Approves any use of school facilities by other parties</p> <p>Ensures that any additional insurance arrangements required for third-party use are in place.</p>	Maintains a strategic overview of use of premises and approves and regularly reviews cost/charging models in place in individual schools.	

FINANCE

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors	Members
General	<p>Operates compliant financial processes within the Academy.</p> <p>Maintains adequate operational and internal controls in line with the CDAT Financial Procedures and Policy Manual.</p> <p>Maintains full, accurate and up to date records in order to provide financial and statistical information</p>	<p>Ensures there are adequate operational controls in place for all the financial processes within the academy with reference to the CDAT Financial Procedures and Policy Manual.</p>	<p>Recommends to the Board appropriate levels of delegation based on the current circumstances of the Trust.</p> <p>Ensures the Financial Scheme of Delegation is operated in conjunction with Financial Regulations.</p> <p>Ensures the financial procedures reflect the scheme of delegation.</p>	<p>Approves the scheme of delegation which includes its financial powers and duties to its Trustees and Academies.</p> <p>Approves CDAT Financial Procedures and Policy Manual.</p> <p>Approves the amount to be retained from the academy budget to cover services provided centrally.</p>	
Audit	<p>Ensures full, accurate and up to date records are kept and available for audit.</p> <p>Takes any action required by reports from the internal or external auditors.</p>	<p>Informs the CEO if it suspects any irregularity affecting resources or if concerns about the ability to sustain a balanced budget or concerns about meeting the agreed budget for the year.</p>	<p>Ensures each academy is audited as required and procedures for internal/external audit followed.</p> <p>Ensures any actions, agreed by the Board following reports on internal and external audit, are carried out.</p> <p>Provides the Board with informed assurance of compliance with CDAT procedures and the terms of the Funding Agreements and Academies Handbook.</p>	<p>Recommends external auditors to the Members.</p> <p>Receives the reports and supplementary information given by the external auditor and ensures action is taken as necessary.</p> <p>Approves the audited financial statements prior to submission to the Secretary of State by 31 December.</p> <p>Agrees annual internal audit plan.</p> <p>Receives reports on internal audit and agrees any necessary action. Monitors resolution of actions.</p> <p>Informs the ESFA if it suspects any irregularity affecting resources.</p>	<p>Appoint the External Auditor</p>

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors	Members
Budgets/Budgetary control	<p>Prepares an annual draft budget plan for consideration by the LGB before the start of the relevant financial year.</p> <p>Ensures that draft budget is supported by a 3-year financial plan.</p> <p>Monitors expenditure and income against the approved annual budget and submits regular reports on the school's financial position to the LGB.</p> <p>Complies with Authorisation levels as outlined in appendix to Scheme of Delegation.</p>	<p>Submits the annual academy budget and supporting 3-year plan for formal approval by the Trust by 1 July prior to the start of each financial year.</p> <p>Complies with Authorisation levels as outlined in appendix to Scheme of Delegation.</p> <p>Monitor the effectiveness of financial controls in the academy and holds the Headteacher to account for financial performance.</p> <p>Considers budgetary control reports on the academy's financial position, taking appropriate action to contain expenditure within the overall budget and reporting to the Board.</p> <p>Reports to the CEO all significant financial matters and any potential overspend on the overall annual budget at the earliest opportunity.</p>	<p>Oversees the preparation of the draft financial statements for each academy prior to audit.</p> <p>Ensures that each academy has submitted an annual budget by 1 July prior to the start of each financial year supported by a 3-year financial plan.</p> <p>Monitors income and expenditure from individual academies and the centre and makes regular reports to the Board.</p> <p>Complies with Authorisation levels as outlined in appendix to Scheme of Delegation.</p> <p>Manages CDAT central spending and reports this to the Board.</p> <p>Ensures that an annual budget for the trust's central spending, supported by a 3-year financial plan, is prepared for presentation to the Board by 1 July each year.</p>	<p>Approves academy budget for submission to the ESFA by 31 July, in line with ESFA requirements.</p> <p>Considers budgetary control reports for each academy's accounts with relevant explanations and documentation where required.</p> <p>Complies with Authorisation levels as outlined in appendix to Scheme of Delegation.</p> <p>The chair to review accounts monthly and the board to receive them at least six times per year.</p>	
Budgets/Budgetary control (Sponsored/Supported)	In a Sponsored or Supported academy, the CEO and CDAT Board reserve the right to amend the size of quotations and contracts, approval of under/overspends and approval of use of reserves that is delegated to the Headteacher and LGB. If these amounts are altered, this will be set out in writing when the school joins the Trust and will be reviewed regularly, and no less than annually, in line with the school's ongoing financial performance.				
Risk Management		Ensures that the school complies with the requirements of the Trust's risk management policy.	Ensures that the Trust's Risk Register is regularly updated and any identified risks acted upon.	Oversees risk management processes to ensure diligent management of risks	

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors	Members
Leases and licenses	In liaison with Trust Finance Manager, may sign off any licenses/leases of maximum 12 months duration, where there is no option to secure better value for money through trust-wide purchasing	Responsible for ensuring that any licenses required are in place at either school or trust level	Ensures that schools are informed of any centrally held licenses, and that these are renewed as required. Gives approval for any leases/licenses at school level of over 12 months duration.	Monitors (through F&GP Committee) that spending on leases etc. is providing best value	
Income and security of Assets	Ensures arrangements for collection of income and security of assets in accordance with CDAT financial policy and procedures. Ensures proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under his/her control. Ensures that all income is accurately accounted for and is promptly collected and banked intact. Ensures suitable insurance cover is in place and notifies the CEO of anything that could affect these insurance arrangements. Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant valued at over £500, and including all ICT equipment.		Authorises the write off of debts not collectable between £1,000 and £5,000 (Subject to limits set by ESFA that require ESFA approval). Authorises the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of between £1,000 and £5,000. Maintains a permanent and continuous asset register of all items of furniture, equipment, vehicles and plant held centrally. Ensures that adequate insurance cover is in place for each academy.		

Responsibility	Headteacher	Local Governing Body (LGB)	CEO (and others as specified)	CDAT Board of Directors	Members
Purchasing and Contract Management	<p>Ensures ordering of goods and services and making of payments are in line with ESFA and Trust policies and agreed levels of authorisation</p> <p>Ensures that 3 comparable written quotations are secured for delegated purchases of over £2,000, and that for purchases over £10,000 clear tender criteria are produced</p> <p>Ensures fairness in purchasing and payment procedures, so that orders are not artificially combined/split to circumvent authorisation levels</p>	Oversees appropriate use of school budget on purchase of delegated items	Ensures that central-Trust and larger school purchases and contracts comply with ESFA and Trust policies and agreed levels of authorisation	Has oversight of all school and Trust budgets, ensuring policies and procedures have been followed and authorisation levels adhered to	

APPENDIX – AUTHORISATION LEVELS

Delegated Duty	Value	Delegated Authority
Ordering Goods and Services for delegated items	Up to £1,000	Headteacher/School Business Manager [^]
	£1,000 to £5,000	Headteacher
	£5,000 to £10,000	LGB
	£10,000 to £20,000	CEO
Signatories for cheques	Over £20,000 or any non-delegated item	CDAT Board
	Up to £1,000	Any 2 signatories in accordance with bank mandate
	£1,000 to £5,000	2 signatories including Headteacher
	£5,000 to £30,000	Headteacher and CEO
Authorisation of Bankline payments (BACS and other bank transfers)	Over £30,000	CEO and Board Member
	Up to £1,000	Headteacher/School Business Manager [^]
	Up to £20,000	Headteacher
Signatories for ESFA grant claims and ESFA returns	Over £20,000	CEO
		Two signatories (or as required by ESFA) from: <ul style="list-style-type: none"> - Headteacher - School Business Manager (or equivalent) - Nominated Governor - CDAT CEO - CDAT Finance Manager
Approval of in-year overspend of budget headings (for delegated items) within overall annual budget	Up to £2,000	Headteacher/LGB
	Over £2,000 and below £25,000	CEO
	Over £25,000	CDAT Board
Approval of use of school's reserves	Up to £30,000	LGB
	Over £30,000 and below £50,000	CEO
	Over £50,000	CDAT Board
Disposal of assets/write off of bad debts (subject to limits set by ESFA that require ESFA approval)	Up to £1,000	Headteacher/School Business Manager [^]
	£1,000 to £5,000	Headteacher
	£5,000 to £20,000	CEO
	Over £20,000	CDAT Board
Acceptance of quotations, including authority to accept other than lowest quotation;	£2,000 to £5,000	Headteacher
	£5,000 to £10,000	LGB
	£10,000 to £20,000	CEO
	Over £20,000	CDAT Board approval
	Over OJEU limit	OJEU advertising required, CDAT Board approval
In a Sponsored or Supported academy, the CEO and CDAT Board reserve the right to amend the size of quotations and contracts, approval of under/overspends and approval of use of reserves that is delegated to the Headteacher and LGB. If these amounts are altered, this will be set out in writing when the school joins the Trust and will be reviewed regularly, and no less than annually, in line with the school's ongoing financial performance.		
Granting or take up of any leasehold or tenancy agreement		CDAT Board
Teacher & support staff recruitment (except Headteacher)	Authorisation to advertise a vacancy	Headteacher/LGB
	Authorisation to appoint named individual to a vacancy	Headteacher/LGB
Senior Leadership Team (including SBM) recruitment (Sponsored/Supported)	In a school that is a Sponsored or Supported academy, the process for the appointment of a Deputy Headteacher (or an Assistant Headteacher, if they are to be the most senior school leader after the Headteacher), will mirror the process for appointing a Headteacher and will therefore be led by the CEO.	
Senior Leadership Team (including SBM) recruitment (Sponsored)	In a Sponsored academy, the appointment of any teachers to a TLR post, and the appointment of a new Senior Finance Officer (e.g. SBM) will be conducted jointly, as for Deputy/Assistant Headteacher posts above.	

[^]The Headteacher may choose to request delegation of authority for amounts up to £1,000 for the School Business Manager in these areas:

- Ordering Goods and Services for delegated items
- Authorisation of Bankline payments (BACS and other bank transfers)
- Disposal of assets/write off of bad debts (subject to limits set by ESFA that require ESFA approval)

Delegation of authority must be requested by the Headteacher, in writing, to the CEO.