



ENFIELD
LEARNING TRUST
BE INCLUDED

Scheme of Delegation

Version and Date	Action/Notes	Date Approved	Date to be Reviewed
8.0 27.02.19	Approved by Board of Trustees	26.03.19	1 Year - 2020

Table of Delegation

Key:

Level 1: Members

Level 2: Trust Board

Level 3: Local Governing Board or Interim Management Board

Level 4: Chief Executive Officer (CEO)

Level 5: Deputy Chief Executive Officer/ Chief Financial Officer (DCEO/ CFO)

Level 6: Chief Operations Officer (COO)

Level 7: Headteacher (HT)

Level 8: Chief Standards Officer (CSO)

COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	4	5	6	7	8
Governance	1	Approve changes to the Governance structure, Terms of Reference, Schemes of Delegation		x						
	2	Approve changes to the Articles or Funding Agreement (with EFSA approval sought)	x							
	3	Appoint and remove the Chair and Vice Chair of the Board		x						
	4	Establish Trust committees		x						
	5	Establish LGB committees		x						
	6	Appoint and remove the Chairs of Committees		x						
	7	Appoint and remove the Chairs of Local Governing Bodies		x						
	8	Appoint and remove Members and Trust Board members	x							
	9	Approve the appointment of Clerk		x						
	10	Review performance of the Board	x							
	11	Review performance of Board committees and LGBs		x						
	12	Review committee membership to ensure each have a diverse and appropriate skill set		x						
	13	Ensure access to training for TB and LGB members and monitor take-up		x						
	14	Change of Trust name	x							
	15	Organise calendar meetings for TB and LGB		x						
	16	Approve and monitor the risk register		x						
Finance	17	Approve Financial Scheme of delegation		x						
	18	Approve, allocate and review the overall Trust budget for financial year		x						
	19	Agree the Trust 3-year financial strategy plan		x						
	20	Monitor the Trust budget throughout the financial year		x						

	21	Local spend decisions							X	
	22	Approve use of school reserves				X				
	23	Review and approve banking arrangements							X	
	24	Propose financial and procurement policies							X	
	25	Approve financial and procurement policies		X						
	26	Maintain register of business interests							X	
	27	Fillings at Companies House and the Charity Commission							X	
	28	Enter into contracts or place orders over £150,000		X						
	29	Enter into contracts or place orders between £100,000 and £150,000				X				
	30	Enter into contracts or place orders between £10,000 and £100,000					X			
	31	Enter into contracts or place orders up to £10,000								X
	32	Write off of debts or stock between £5,000 and £25,000		X						
	33	Write off of debts or stock between £1,000 and £5,000					X			
	34	Write off of debts or stock under £1,000							X	
	35	Approve disposal of assets over £25,000		X						
	36	Approve disposal of assets between £5,000 and £25,000					X			
	37	Approve disposal of assets under £5,000							X	
	38	Approve the appointment of external auditors		X						
	39	Compensation payments from up to £10,000				X				
	40	Compensation payments over £10,001		X						
Payroll	41	Approve overtime within delegated budget								X
	42	Approve all other overtime					X			
	43	Approve staff expenses for individual schools								X
	44	Approve HT/ Trust staff expenses and overtime							X	
	45	Approve monthly school payroll							X	
	46	Authorise payroll provider to make payroll payment							X	
Staff & Performance Management	47	Permanent appointments of the CEO/ DCEO/ CFO/ COO/ CSO		X						
	48	Permanent appointments of HT or Head of School and the temporary appointments to the Executive Leadership Team				X				
	49	Participate in appointment of school leadership								X
	50	Appoint other school staff								X
	51	Performance review of CEO		X						
	52	Implementation of disciplinary procedures for CEO/ Executive Leadership Team/ Headteacher / Head of School		X						
	53	Participate in performance review of Headteacher and Executive Leadership Team				X				
	54	Appointment/dismissal of other staff (in accordance with policies and procedures)								X
	55	Propose staff, HR, pay, performance and disciplinary policies							X	
	56	Implementation of capability policy (in accordance with policies and procedures)								X

	57	Approve staff, HR, pay, performance and disciplinary policies		x						
	58	Approve changes to school staffing structures (within agreed budget)						x		
	59	Approve changes to school staffing structures (outside of agreed budget) including recruitment and terms and conditions				x				
	60	Approve re-grading of job roles						x		
	61	Approve redundancies and staff restructures		x						
	62	Approve appointments of central Trust posts				x				
	Performance & Curriculum	63	Propose School Development Plan						x	
		64	Approve School Development Plan		x					
		65	Monitor progress against School Development Plan			x				x
		66	Review progress across against all School Development Plans		x					x
67		Adopt and review the teaching and learning policy		x					x	
68		Propose pupil premium plan						x		
69		Approve and review pupil premium plan		x					x	
Discipline/ Exclusions	70	Monitor pupil premium plan		x	x				x	
	71	Approve pupil behaviour policy		x						
	72	Monitor implementation of pupil behaviour policy			x				x	
	73	Review of exclusions in accordance with statutory requirements (via LGB exclusions sub-committee)		x		x				
	74	Establish Independent Review Panels for permanent exclusions		x						
Admissions	75	Review permanent exclusion on recommendation from Independent Review Panel (via LGB exclusions sub-committee)		x						
	76	Consult annually before setting an Admissions Policy		x						
	77	Admissions application decisions (via LGB admissions sub-committee)		x						
	78	Establish Independent Admission Appeal Panels		x						
Premises & Insurance	79	Approve admissions prospectus				x				
	80	Approve an asset management plan		x						
Health & Safety	81	Approve appropriate insurance cover for all schools in the Trust		x						
	82	Monitor implementation of H&S Policy		x						
Organisation	83	Report on health and safety risks to Board			x					
	84	Approve times of school day and dates of school terms and holidays		x						
	85	Extended services on site						x		
	86	School uniform				x				
	87	Trust website				x				
Policy	88	School website						x		
	89	Accessibility plan		x						
	90	Admissions policy		x						
	91	Attendance policy		x						

92	Behaviour policy		x					
93	Charging and Remissions policy		x					
94	Complaints policy		x					
95	Data Protection policy		x					
96	Educational Visits policy		x					
97	Expenses policy		x					
98	Freedom of Information policy		x					
99	Gifts and Hospitality policy		x					
100	Health and Safety policy		x					
101	Letting policy		x					
102	Religious Education policy		x					
103	Safeguarding policy		x					
104	Sex Education policy		x					
105	Supporting pupils with medical conditions policy		x					
106	Staff Discipline, Conduct and Grievance policy		x					
107	Teachers Pay policy		x					
108	Teaching and Learning policy		x					
109	Whistle blowing policy		x					
110	Equality and Objectives		x					

