

Scheme of Delegation and Terms of Reference



ENFIELD
LEARNING TRUST
BE INCLUDED

| Version and Date | | Action/Notes | Date Approved | Date to be Reviewed |
|------------------|----------|-------------------------------|---------------|---------------------|
| 7.0 | 03.09.18 | Approved by Board of Trustees | 16.10.18 | 1 Year - 2019 |

Appendix One

Table of Delegation

Key:

Level 1: Members

Level 2: Trust Board

Level 3: Local Governing Board or Rapid Improvement 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 | | | | | | 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 |
| 70 | | Monitor pupil premium plan | | X | | | | | | X |
| Discipline/ Exclusions | 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 | | | | | | |
| | 75 | Review permanent exclusion on recommendation from Independent Review Panel (via LGB exclusions sub-committee) | | X | | | | | | |
| Admissions | 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 | | | | | | |
| | 79 | Approve admissions prospectus | | | | X | | | | |
| Premises & Insurance | 80 | Approve an asset management plan | | X | | | | | | |
| | 81 | Approve appropriate insurance cover for all schools in the Trust | | X | | | | | | |
| Health & Safety | 82 | Monitor implementation of H&S Policy | | X | | | | | | |
| | 83 | Report on health and safety risks to Board | | | X | | | | | |
| Organisation | 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 | | | | |
| | 88 | School website | | | | | | | X | |

| | | | | | | | | | |
|--------|--|--------------------------------|---|---|--|--|--|--|--|
| Policy | 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 | | | | | | |

