

Triumph Learning Trust - Scheme of Delegated Authority



Last Review: May 2024

COLUMN MARKED 'D': Decision Maker: Ultimately accountable and responsible for ensuring action is taken and the outcomes of the actions.

COLUMN MARKED 'I': Kept Informed: It is important this party is kept informed of action by the Decision Maker.

COLUMN MARKED 'A': Advisor: Provides research, advice and support to the Decision Maker

COLUMN MARKED 'CC': Compulsory Consultation: Decision Maker must consult with this party before a decision is made

COLUMN MARKED 'R': Recommender: Encouraged to provide recommendations for actions to anyone involved in the activity.

COLUMN MARKED 'OC': Optional Consultation: Decision Maker is recommended to consult with this party before a decision is made.

PCAB has standing invitation to make recommendations to Trustees at any time.

Key Function	Number	Task	Member	Board	Board Committee	CEO	Central Executive Team	LGB/PCAB	Headteacher	
A Governance	A1	Members: Appoint/Remove	D							
	A2	Trustees/Directors: Appoint/Remove	D							
	A3	Trustees: Co-opt trustees		D						
	A4	Co-opt trustees from other Trusts onto panels		D						
	A5	Appoint the Chair and Vice Chair of the Board		D						
	A6	Board Committee Chairs: appoint/remove		D						
	A7	Local Governing Boards / Local PCAB Chairs: appoint/remove		D			A		I	
	A8	Company Secretary: appoint and remove		D						
	A9	Clerk to Board: appoint and remove		D			A			
	A10	Clerk to Local Local Governing Boards /PCAB: appoint and remove					D		I	
	A11	Articles of Association: amend, agree, review		D	A		A			
	A12	Approve changes to the Governance structure, Terms of Reference or Funding Agreement		I	D	I	A	A	I	
	A13	Approve changes to the Scheme of Delegated Authority			D	I	A		I	I
	A14	Terms of reference for Trust committees: agree annually			D		A	A		
	A15	Terms of reference for Local Governance: agree annually			D	CC	A		CC	A
	A16	Trust Board skills audit: complete and recruit to fill gaps			D		A			
	A17	Local Governing Boards /Local PCAB skills audit: complete and recruit to fill gaps					A		D	D
	A18	Annual self-review Trust Board and committee performance: complete annually			D	A	A			
	A19	Annually self-review of Local Governance performance: complete annually				D	I			A
	A20	Annual schedule of business for Trust Board: agree			D		A			
	A21	Annual schedule of business for Local Governance: agree			I	D			D	A
	A22	Annual register of trustees and LGB/PCAB members' pecuniary interests: establish and publish			D	D	A		D	A
	A23	Approve Trustees and Governance Expenses Policy			D	CC			I	
	A24	Appoint a Chief Executive Officer			D			I		I
	A25	Appoint Internal Auditors			D	A		A		
	A26	Appoint External Auditors		D	D		A	A		
	A27	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit		I	D	A	D			
	A28	Determine the vision, values and strategic direction of the Trust		I	D		CC	CC	I	CC
	A29	Determine the vision, values and mission statement of schools (must align with the vision and ethos of the Trust)				I	CC		CC	D
	A30	Determine and approve Trust wide policies reflecting Trust ethos and values including all statutory policies, admissions, employment policies			D	R	A	A		OC
	A31	Determine and approve Trust wide policies reflecting Trust ethos and values including all non-statutory policies, admissions, employment policies				R	D	D		D
	A32	Approve school level policies that reflect the school's ethos (in line with Trust ethos) including Curriculum, teaching and learning			I	D	CC		OC	R
	A33	Ensure appropriate curriculum taught to all pupils, consider any dissapplication, including a policy on sex and relationship education			I	D	A		A	D
	A34	To approve any offsite visits and activities for up to 1 day				I	I		D	D
	A35	To approval offsite visits and activities for more than 1 day, or any activity which involves a hazardous pursuit or journey by air or sea.			D		I		I	D
	A36	Central spend/ management charge: agree			D	I	A	A		
	A37	Management of risk; establish register, review and monitor			D	A	A	A		
	A38	School based risk management and reporting to Audit Committee according to Trust Risk management policy				A	A	A		D
	A39	Determine Trust's vision and strategy, agreeing KPIs			D	OC	A		OC	
	A40	Determine school vision and strategy within Trust's ethos and values, agreeing KPIs			D	R	A	OC	R	A
	A41	Trust's staffing structure: agree			OC		D	R		CC
	A42	School staffing structure: agree				R	D	R		R
	A43	Performance management of the CEO			D			OC		OC
	A44	Performance management of the CEO			D	A	D	OC		
	A45	Manage Freedom of Information and SAR requests for schools and Trust					D	D		A
	A46	In the event of a pandemic (such as COVID- 19), approve School Risk Assessments for re- opening and major changes referred to Board by CEO			D		A			A
	A47	In the event of a pandemic (such as COVID- 19), monitor regularly and approve minor changes to School Risk Assessments, providing reports for trustees.			I		D			A
B: Finance	B1	Appoint Trust Central Team e.g. CFO		A		D	OC		OC	
	B2	Approve Trust and schools budget plans for financial year		D	A	A	A			
	B3	Recommend school budget plan for financial year to Board for approval				D	A	A	R	A
	B4	Approve an overall deficit budget at school and Trust level				D	A	A		
	B5	Approve revised in-year school budget changes				D				
	B6	CEO pay award: agree			D					
	B7	Headteacher pay award: agree			D		A			
	B8	Monitor and agree school staff appraisal and pay progression:				D	CC	R		R
	B9	Monitor Trust Budget monthly			D (Chair)	A	D	D		
	B10	Monitor agreed school budget monthly				I	I	A		D
	B11	Monitor Trust and school budgets at every Board meeting			D	A	A	A		
	B12	Monitor top-line school budgets meetings 3 x per year					I	D		A
	B13	Identify and agree Trust and School Contracts including centrally procured services			I		D	D		A
	B14	Enter into (single transaction) contracts, ordering goods and services up to £5,000					OC	D		D
	B15	Enter into contracts, ordering goods and services between £5,001 and £10,000					CC	A / D		A / D
	B16	Enter into contracts, ordering goods and services between £10,001 and £40,000			OC	OC	D	A		
	B17	Enter into contracts, ordering goods and services over £40,001			OC	D	CC			
	B18	Agree school virements up to £5,000 across agreed budget headings and within agreed budget						D		A
	B19	Agree school and trust virements between £5,001 to £10,000 across agreed budget headings and within agreed budget					A	D		A
	B20	Agree school and Trust virements between £10,001 and £40,000 across agreed budget headings and within agreed budget					D	A		A
	B21	Agree movement over £40,001 across agreed budget headings and within agreed budget				D	A	A		
	B22	Disposal of assets up to £1,000				I		D		
	B23	Disposal of assets from £1,001 to £5,000				I	A	D		
	B24	Disposal of assets over £5,000			I	D	D	CC		
	B25	Write-off of bad debts up to £1,000				I		D		A
	B26	Write-off of bad debts above £1,001- £45,000 (then ESFA)			I	D	CC	A		
	B27	Invest surplus funds in line with the investment policy				I	CC	D		
	B28	Approve financial and procurement policies				D	A	A		

C: Staffing	C1	Approval of school staffing structure annually				D	CC		A
	C2	Approval of Trust staffing structure annually				D	OC		OC
	C3	School Headteacher appointments			CC	D	OC	OC	
	C4	Appoint school Deputy Headteacher & senior appointments			OC	CC		OC	D
	C5	Participate in the Deputy Headteacher & senior school appointments			OC	CC	OC	OC	D
	C6	Replace existing or new appointments of Teaching and Support staff within the agreed budget				OC	A		D
	C7	Replace existing or new appointments of Teaching and Support staff outside of the agreed budget				D	A		A
	C8	Appointment of 'central team' Staff within agreed budget		A		D	A		
	C9	Approve changes to and appoint 'central team' outside the agreed budget		D		A			
	C10	Performance review of Chief Executive Officer		D			OC		OC
	C11	Suspend the Chief Executive Officer		D			CC		
	C12	End the suspension of the Chief Executive Officer		D			CC		
	C13	Dismiss the Chief Executive Officer		D			CC		
	C14	Performance review of school Headteachers			CC (Chair)	D		CC	
	C15	Suspend a School Headteacher		A	I	D	CC	CC	
	C16	End the suspension of a school Headteacher		A	I	D	CC	CC	
	C17	Dismiss a school Headteacher		D	I	A	CC	CC	
	C18	Performance review of central executive team		A	A	D			
	C19	Suspension of central executive team staff		OC		D	CC		
	C20	Ending suspension of central executive team staff		OC		D	CC		
	C21	Dismissal of central executive team staff		CC		D	CC		
	C22	Performance review of all school staff below (but not including) Headteacher					OC	OC	D
	C23	Suspension all school staff below (but not including) Headteacher			I	A	CC		D
	C24	Ending suspension of all school staff below (but not including) Headteacher			I	I	CC		D
	C25	Dismissal of all school staff below (but not including) Headteacher			I	A	CC		D
	C26	Dismissal payments / early retirement		D	A	A	CC		A
	C27	Approve Trust Professional Development Strategy			A	D	D		D
	C28	Approve Trust Early Career Framework Strategy			A	D			CC
D: Strategic Planning	D1	Approve Trust Strategic Plan		D		A	OC	OC	
	D2	Review progress against Trust Strategic Plan			D	A	OC	OC	
	D3	Monitor and QA production of School SEF		I	D	D		D	
	D4	Approve School Improvement Plan			D	D		R	
	D5	Monitor School Improvement Plan (and monitor against Trust Strategic Plan)			A	D		D	
	D6	Appoint Trust School Improvement Advisors		A	D	D			
	D7	Commission External School Improvement Quality of Education Reviews			A	D			
E: Discipline / Exclusions	E1	Approve pupil behaviour policies		D	R	A		CC	
	E2	Monitor implementation of pupil behaviour policies			D	CC		CC	
	E3	Provide internal/external exclusion data and related actions report to Trust Board termly				D		A	
	E4	Suspend a pupil for up to 15 days					OC		
	E5	Suspend or Exclude a pupil more than 15 days or permanently					CC		
	E6	Review exclusion on appeal		D			CC	A	
	E7	Decision to reinstate excluded pupils			D	A			
F: Admissions	F1	Consult on an Admissions Policy		D	CC	A		CC	
	F2	Agree Admissions Policy		D		A		A	
	F3	Agree and change school PAN		D	CC	A		A	
	F4	Admissions: application decisions		D	D	A		A	
	F5	Approve admissions appeals policy and procedure		D		A		A	
	F6	Attend Admission Appeals					OC		
	F7	Approve Admissions Prospectus for schools and sixth form				CC	D		
G: Premises & Insurance	G1	Develop and approve overarching Trust Premises and Capital Strategy including community use plans and provision of appropriate Buildings insurance through RPA		D	R	D	D		
	G2	Strategic oversight of community use plans /accountability for rental of premises plan			I	A	D		
	G3	Ensuring specialist insurance is in place for activities outside of RPA cover e.g. vehicles			A	A	A		
	G4	Setting School Maintenance Strategies for all facilities			I	A	D		
	G5	Implementation of School Maintenance Strategy and Action Plans monthly			A	A	CC		
H: Health & Safety	H1	Develop Trust Health & Safety Policy for implementation in all Trust schools				A	D		
	H2	Approve Trust Health & Safety Policy and school monitoring audit		D	R	A			
	H3	Monitor implementation of School H&S Audit and Action Plans and report termly			I	I	D		
	H4	Implementation of School H&S Audit and Action Plans monthly				I	CC		
	H5	In the event of a pandemic, monitor facilities maintenance and health and safety plans according to government and building industry guidance		I		I	D		
I: School Organisation	I1	Approve and review school Business Continuity Plan (including during closure due to pandemic)		D	A	A	A		
	I2	Approve times of school day and dates of school terms and holidays			CC	D		CC	
	I3	Ensure that school meets an agreed minimum number of sessions in a school year				D			
	I4	Approve unplanned school closure for emergency/snow etc					CC		
J: School Meals	J1	Ensure that school lunch nutritional standards are met			I		D	I	
	J2	Ensure provision of free school meals to those pupils meeting the criteria			I			I	
	J3	Ensure the provision of Universal Free School Meals offering to Infant age pupils			I			I	
K: Extended Schools	K1	Decide to offer additional activities and what form these should take				CC		OC	
	K2	Monitoring of Extended Services				OC		OC	
	K3	Cease providing extended school provision		D		CC		CC	
L: Matters of Ethos	L1	To determine what constitutes a matter of ethos and scope for consultation		D					
	L2	Approve changes to school organisational structure/delivery from original offer		D		D			
	L3	Approve changes to school uniform including price and supplier		D				CC	
M: Safeguarding	M1	Complete, maintain and review school Single Central Record		I		I	A		
	M2	Appoint safeguarding link person in Local Governing Board/PCAB						D	
	M3	Appoint Trust Safeguarding Trustee		D					
	M4	Annual approval of school safeguarding policies and annual review		D		A			
	M5	Commission annual review of school safeguarding		I	CC	D		CC	
	M6	In the event of a pandemic (such as COVID- 19) , approve Child Protection and Safeguarding Policy		D		A			