

Scheme of Delegation and Financial Schedule of Delegation – September 2024

The Campfire Education Trust (CET) scheme of delegation and the financial schedule of delegation provide clarity and understanding about responsibilities across the Trust.

This Scheme of Delegation is a formal schedule that distinguishes between matters reserved exclusively for the Full Trust Board’s approval and those matters that are delegated. If something is not listed below, the authority resides with the Trust Board.

The Trust Board determines the delegated authorities annually, and in doing so is mindful of its duty to ensure all statutory obligations are met. Therefore, the board is within its rights to rescind some, or all, delegated authorities in exceptional circumstances.

Although decisions may be delegated, the Board of Trustees are accountable for any decision made under delegation.

The Scheme of Delegation is underpinned by the following principles:

- CET’s mission: to ensure all pupils, regardless of their backgrounds or starting points, can access a high quality, enriched educational offer which leads to strong outcomes.
- To provide clarity to all stakeholders so that they are enabled to act decisively in line with their level of accountability or responsibility.
- Ensure there is no duplication or overlap of governance so that we are efficient and effective with our resources across the organisation.
- All decisions are ethical and legal, and in line with the Nolan Principles / government guidance.

The scheme of delegation has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- ESFA Academy Trust Handbook 2024
- The Companies Act 2006

The Scheme of Delegation is to be read in conjunction with CET’s Policy Schedule and Governance Handbook.

Key:

R	Will recommend and report to approver. Responsible for delivery in line with role.	A	Approver for decisions. Where the overall accountability sits.
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Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	CEO	Exec Team	HT	LGB	
Strategy and Leadership	1	Set the mission, values and strategic aims for the Trust		A				R				
	2	Set Trust strategic plan for the Trust		A				R				
	3	Deliver the Trust strategic plan						A	R	R	R	
	4	Determine Trust staffing structure, including central services provision, annual service charge to schools and consultancy / collaborator model		A				R				
	5	Determine Trust-wide approach to inclusion, equalities and safeguarding		A		R			R			
	6	Set Trust-wide improvement strategy		A				R	R			
	7	Deliver Trust-wide improvement strategy						A	R	R	R	
	8	Develop school improvement approach and strategy						A	R	R		
	9	Deliver school improvement strategy							A	R		
	10	Decide if schools can join CET (Convertor, Sponsored, Free Schools)		A				R				
	11	Propose and agree Trust KPIs, monitor performance		A				R	R			
	12	Stakeholder engagement (staff, pupils, parents) – ensure annual survey is completed and outcomes reviewed, including next steps delivery						A	R	R	R	
Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	CEO	Exec Team	HT	LGB	
Governance	13	Agree articles of association	A	R								
	14	Set Scheme of Delegation, financial schedule of delegation, financial handbook and governance terms of reference	A	R	R	R	R					
	15	Review of Scheme of Delegation, financial schedule of delegation, financial handbook and terms of reference		A	R	R	R	R	R			
	16	Set policy strategy - Trust and schools		A				R				
	17	Appoint and remove Members	A									
	18	Appoint and remove Member-appointed Trustees (9)	A	R								
	19	Appoint (annually) and remove Chair of Trust	A	R								
	20	Appoint and remove co-opted Trustees (if board goes above 9)		A/R								
	21	Appoint and remove LGBs		A				R				
	22	Appoint LGB Chair and Vice Chair - annually		A							R	
	23	Ensure LGB compliance with CET Governance Handbook and Scheme of Delegation									R	A
	24	Chair of FTB emergency action - where a delay would be detrimental to a school, pupil, staff, governor or trustee take emergency action or decision otherwise delegated. With CEO		A					R			

	25	Ensure compliance of Governance section of Trust website, Companies House and GIAS update		A				R			
	26	Ensure compliance of Governance section of school website and GIAS update								R	A
Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	CEO	SIDs	HT	LGB
Quality of Education	27	Set the Trust strategic direction for education and standards with regard to statutory requirements						A	R		
	28	Set the Assessment framework for the Trust						A	R		
	29	Set an ambitious curriculum intent and ensure effective implementation at school level								R	A
	30	Implement the Trust's assessment approach								R	A
	31	KPIs - review Trust-wide learner outcomes and provide feedback, support and challenge to drive improved outcomes				A			R	R	
	32	Monitor standards of teaching and outcomes							A	R	
	33	Hear learner exclusions reviews and appeals								R	A
	34	Set learner expectations for attendance, exclusions, punctuality and behaviour		A					R	R	R
	35	Implement, align with and report on Trust learner expectations							A	R	
	36	Improve outcomes for vulnerable pupils - ensure use of additional premiums to ensure maximum impact and value for money at school level								R	A
	37	Quality of teaching – align support, challenge, training and intervention with Trust Improvement Strategy							A	R	
	38	Quality of teaching – deliver school specific support, challenge, training and intervention aligned to the Trust Improvement Strategy							A	R	
	39	Safeguarding – ensure SCR compliance							A	R	
	40	Delivery of Safeguarding operations in line with Trust policy and procedures							A	R	
41	Set and deliver Safeguarding strategy		A					R	R	R	R
Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	CEO	Exec Team	HT	LGB
Risk Management	42	Appoint external auditors	A	R							
	43	Appoint internal auditors		A	R						
	44	Comply with funding agreements and articles of association		A				R	R	R	
	45	Comply with statutory and regulatory practices		A				R	R	R	
	46	Comply with statutory requirements - Trust		A				R	R	R	

	47	Comply with statutory requirements on behalf of Trust Board						A	R	R	
	48	Create and maintain Trust risk registers						A	R		
	49	Create and maintain School risk registers								R	A
	50	Ensure appropriate risk management policies and processes are in place						A	R	R	
	51	Maintain a register of pecuniary and business interests, including SLT – Central Team						A	R		
	52	Maintain a register of pecuniary and business interests, including SLT – School Level								R	A
	53	School non-statutory policies – where a Trust model is provided. Determine local level content/edits								R	A
	54	School non-statutory policies. Content not determined by Trust model								R	A
	55	School statutory policies and procedures – Trust model		A						R	
	56	School Statutory policies where there is no Trust model								R	A
	57	Trust-wide policies and procedures - determine content		A				R	R		
	58	Adhere to guideline set out in Records Management Policy and Records Retention Schedule		A				R	R	R	
Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	CEO	Exec Team	HT	LGB
People	59	Central Team staff - grievances, disciplinary and capability - line Manager						A	R		
	60	Central Team staffing structure					A	R			
	61	CEO - grievances, disciplinary and capability		A			R				
	62	Settlement agreements		A				R			
	63	CEO/Accounting Officer - appointing, appraisal and pay decisions		A			R				
	64	Early Career Teachers statutory arrangements and provision				A			R		
	65	Headteachers and Central Team - appointing, appraisal and pay decisions (Chair of LGB invited to HT appraisal)		A				R			
	66	Headteachers grievances, disciplinary and capability – can be delegated to member of Exec team		A				R			
	67	KPIs - setting and reviewing Trust-wide HR KPIs		A			R	R			
	68	Set Pay Policy – executives, leaders, teaching and support staff					A	R			
	69	School SLT - appointing						A		R	
	70	School SLT - appraisal and pay decisions								R	A
	71	School staff - grievances, disciplinary and capability								R	A
	72	School staffing structures						A		R	

	73	School UPS decisions								R	A
	74	Staff restructures – to CFO before CEO decision					A	R			
	75	Terms & conditions of employment					A	R			
	76	Establish Trust-wide appraisal strategy and policy					A	R			
Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	CFO	Exec Team	HT	LGB
Operations	77	Acquiring and disposing of Trust land – Seeking ESFA Approval		A				R			
	78	Buildings insurance and personal liability insurance			A			R			
	79	Buildings maintenance strategy			A			R			
	80	Premises Improvement Programme – review annually with Maxwells and inform H&S governor / HT Budget setting		A				R		R	
	81	Capital bids and CIF– coordinate with HTs/Maxwells and submit		A				R			
	82	Catering provision, nutritional standards and free school meals								R	A
	83	Determine Trust approach to 'exceptional circumstances', including reporting requirements			A			R			
	84	Closing the school in exceptional circumstances		A						R	
	85	Opening/partially opening after a closure		A						R	
	86	DfE/ESFA correspondence - complaint investigations						A		R	
	87	Health and safety annual audit – check completed and recommendations implemented			A			R		R	
	88	Health and safety strategy, processes and protocols to meet legislative requirements			A			R	R	R	R
	89	Health and Safety – ensure staff are aware of responsibilities						A	R	R	
	90	Ensure CET H&S strategy, policies and protocols are implemented								R	A
	91	Implement actions in line with Trust protocols (based on government and DfE recommendations)								R	A
	92	Develop proactive health and safety culture across school								R	A
	93	Health and Safety governor monitors effectiveness and implementation of H&S in school								R	A
94	School calendar - providing 190 days of education, plus 5 Inset days								R	A	
95	School hours – opening /closing times for the schools meet statutory guidelines i.e. minimum school week of 32.5 hours from Sep 2024								R	A	
96	School trips are planned and effectively risk assessed								R	A	

	97	Keep asset register updated			A			R		R	
Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	CEO	Exec Team	HT	LGB
IT	98	Set Trust-wide IT strategy, including schools		A					R		
	99	Set Trust-wide MIS strategy				A			R		
Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	CEO	Exec Team	HT	LGB
Marketing and Communications	100	Set the Admissions Arrangements		A				R			
	101	Agreement of PAN and significant changes – Inform DfE		A				R			
	102	Operational delivery of CET Admission Arrangements								R	A
	103	School level Community engagement - external								R	A
	104	School level Community engagement - internal								R	A
	105	Local stakeholder voice in school and Trust decisions								R	A
	106	National stakeholder voice in school and Trust decisions						A	R	R	
	107	School branding in line with Trust branding and style guidelines								R	A
	108	School media and PR - crisis management (via PA)						A		R	
	109	School media and PR								R	A
	110	School website content and compliance								R	A
	111	Trust media and PR						A	R		
	112	Trust website content and compliance						A	R		
	113	Trust-wide branding and style guidelines						A	R		
114	Trust-wide website provider			A			R				
Key Function	No.	Tasks	Members	TB	FRA	Ed Standards	People & Pay	AO and CFO	Exec Team	HT	LGB
Finance	115	Setting the financial schedule of delegation		A	R			R			
	116	Adherence to the financial schedule of delegation		A				R		R	
	117	Adherence to the Academy trust handbook and keeping up to date with changes		A	R			A	R	R	
	118	Ensure appropriate insurance arrangements are in place Trust-wide			A			R		R	
	119	Funding structure across the Trust		A	R			R			

120	Investment strategy		A				R			
121	KPIs - reviewing Trust-wide financial KPIs		A	R			R	R		
122	Benchmarking and Trust-wide value for money – ensure robustness			A			R		R	
123	Monthly management reports - Trust		A	R			R			
124	Monthly management reports – Schools		A	R				R	R	
125	Reserves strategy		A				R			
126	Restricted and unrestricted Trust and school reserves - use		A				R	R	R	
127	Setting the Trust-wide budget, including schools		A	R			R	R	R	
128	Delivery of Trust-wide budget, including schools						A		R	
129	Submit annual Trust accounts		A				R			
130	Trading subsidiaries		A	R			R			
131	Implement Trust-wide financial protocols and procedures set out in the manual						A		R	

See overleaf for - **Delegated Expenditure Limits for CET Schools**



Delegated Limits for CET Schools – within approved budget		
Head Teacher	£5,000	Audit trail and three quotes are required for expenditure above £2,000.
CFO	£10,000	
CEO	£15,000	
Expenditure of £50,000 and above must be in the form of a tender process.		
Amounts agreed within Service Level Agreements (SLAs) or in contracts, where signed by the CEO, the payment can be approved by the Head, <u>unless</u> it is a review of the SLA/contract.		
Proposed expenditure, not within the approved budget, must initially be discussed with the CFO before the purchase is made.		
Expenditure below £15,000, not within the budget, must be approved by the CEO prior to the commitment being made.		
Expenditure above £15,000, not within the budget, must be approved by the CEO and Trustees, and a full business case must be submitted to them.		
All new staffing structure decisions must be discussed with the CFO and approved by the CEO, before the change or appointment is made. A full business case must be submitted to them.		
If replacement staffing arrangements incur more costs than budgeted, this must be discussed with the CFO and signed off by the CEO, before the change occurs.		