



Scheme of Delegation

2025/2026

Avonreach Academy Trust

This document sets out the regulations for the trust and all its schools

Responsibility	Board of trustees
Approved date	July 2025
Next review	July 2026
Version control	2025/26 V1

Contents

Delegated responsibilities	3
1. Governance	3
2. Budgets, finance and risk	5
3. Staffing and HR.....	10
4. Standards, curriculum and target setting	13
5. Safeguarding	15
6. Special educational needs and disabilities (SEND).....	16
7. Complaints	17
8. Health & Safety and Estates.....	17
9. Information management, communication and marketing	18
10. Chairs Action	19

Delegated responsibilities

Key – SET – Senior Executive Team (CEO & CFOO), CEO – Chief Executive Officer, CFOO – Chief Financial and Operations Officer, GP – Governance Professional, EHT – Executive Head Teacher, HT – Head Teacher, DHT – Deputy Headteacher, AHT – Assistant Headteacher, RD – DfE Regional Director

1. Governance

	Governance	Delegated by the Board	Members	Senior Executive Team (CEO, CFOO)	Academy Standards Committee (ASC)	Executive Headteacher, Headteacher, Head of School
1.1.	Appoint/remove Members		N			
1.2.	Approve Terms of reference for trust board committees (including ASC constitution and Terms of reference)	N				
1.3.	Review and approve annually Scheme of Delegation including the board's reserved matters	N				
1.4.	Appoint the Board committees	N				
1.5.	Appoint and remove co-opted trustees	N				
1.6.	Appoint and remove member elected trustees	Y – Board recommends	Approve appointment			
1.7.	Elect a Chair and Vice-Chair of the Board each academic year and remove in accordance with the Articles of Association	N				
1.8.	Appoint and remove Chairs of Committees, including ASCs, in accordance with ASC constitution and terms of reference	N				
1.9.	Change delegated power or membership of ASCs	N				
1.10.	Appoint/remove the trust's Company Secretary	N				
1.11.	Appoint/remove the Governance Professionals to the Board and its committees	N				
1.12.	Agree Link trustees annually	N				
1.13.	Publish statutory governance information on the trust's website	N		Accountable		

	Governance	Delegated by the Board	Members	Senior Executive Team (CEO, CFOO)	Academy Standards Committee (ASC)	Executive Headteacher, Headteacher, Head of School
1.14.	Ensure school websites are compliant and effective	N		Accountable		Responsible
1.15.	Review Articles of Association	N				
1.16.	Approve Articles of Association	Y – Board recommends	Approve			
1.17.	Submit annual report on the performance of the trust to members and publish	N				
1.18.	Take out director indemnity insurance cover	Y		Delegated authority (CFOO)		
1.19.	Acquisition of legal entities	N				
Strategy						
1.20.	Determine the trust’s vision, strategy and key priorities	N				
1.21.	Determine the vision and values of individual schools, ensuring that it remains consistent with the Strategic Ambitions of the trust	Y		Delegated authority Ensure that this is in line with trust vision and values (CEO)	Delegated authority with the school leader	Implement as determined by the ASC/CEO
1.22.	Determine the trust’s Strategic Ambitions and related success criteria/approve the trust’s business plan and monitor progress against this	N				
1.23.	Approve applications for new schools to join the trust	N				
1.24.	Enter into, or withdraw from, a formal partnership	N				
Development of policy and procedures						
1.25.	Determine trust-wide policies which reflect the trust’s vision and ethos	N				
1.26.	Review and approve school level policies in line with the trust’s policy schedule	N				Responsible for implementation

Organisation of trust						
1.27.	Determine school term dates, length, organisation of school day, age ranges, extended provision.	Y – significant changes as defined by DfE must be submitted for RSC approval following Board approval		Delegated authority – in consultation with school Leaders/ (CEO)		Recommend to SET for approval
1.28.	School admissions policies, criteria and admissions appeal process	N		Accountable		
1.29.	Provision of free school meals	Y				Delegated authority

2. Budgets, finance and risk

	Budgets, finance and risk	Delegated by the Board	Members	Senior Executive Team (CEO, CFO)	Academy Standards Committee (ASC)	Executive Headteacher, Headteacher, Head of School
Statutory reporting						
2.1.	Appoint the Accounting Officer and CFO	N				
2.2.	Review and approve annual accounts/reports/returns to funding and regulatory bodies	N				
2.3.	Complete and submit accounting returns	Y		Delegated authority		
2.4.	Maintain a register of business interests and attendance records for all board and committee meetings	Y		Delegated authority		
2.5.	Appoint and remove the external auditors		N			
2.6.	Receive annual accounts and audit report		N			
2.7.	Monitor actions following recommendations made by external auditors	N				
Budget and management reporting						
2.8.	Approve reporting and monitoring arrangements for trust and school budgets	N				
2.9.	Determine long term financial objectives of the trust	N				

	Budgets, finance and risk	Delegated by the Board	Members	Senior Executive Team (CEO, CFO)	Academy Standards Committee (ASC)	Executive Headteacher, Headteacher, Head of School
2.10.	Approve and monitor the annual consolidated budget (balanced)	N		Recommend to FAR		
2.11.	Recommend budget plan to support delivery of school strategic priorities	Y		Delegated authority		Recommend to SET
2.12.	Determine the proportion of the overall trust budget to be retained for central services	N		Recommend to FAR		
2.13.	Set and monitor revenue and capital reserve levels	Y		Delegated authority		
2.14.	Ratify significant changes to approved budgets	N		Recommend to FAR		
2.15.	Approval of unbudgeted expenditure	Y		Delegated Authority <i>Approval of spending outside of approved budget</i> <£50k Chair of TB/CFO/CEO >£50K FAR Committee		Prepare Business Case
2.16.	Receive monthly financial reporting pack including Management Accounts, balance sheet and cashflow forecast. (Chair of Trustees and Chair of FAR)	N		Prepare and distribute		
2.17.	Monitoring of monthly budget reports	Y		Delegated Authority		Responsible
2.18.	Adopt a cautious approach to investments and monitor returns	N		Recommend to FAR		
Internal financial control						
2.19.	Ensure robust financial controls across the trust	N		Accountable		
2.20.	Approve trust's scheme of financial delegations	N				
2.21.	Maintain risk register and submit termly to Trust Board	Y		Prepare and maintain (trust)	Monitor (school)	Prepare and maintain (school)
2.22.	Receive trust risk register annually	N				
2.23.	Set programme for annual internal scrutiny	N				
2.24.	Receive and monitor external/internal audit recommendations	N				

Purchase and procurement						
2.25.	Approve a trust-wide procurement policy	N				
2.26.	Approve ongoing trading with an organisation in the event that it becomes a related party, subject to compliance with DfE's related party declaration and approval limits	N DfE prior approval required for contracts or other agreements exceeding £20k in any financial year				
2.27.	Orders for goods and services	Y		Delegated authority		Delegated authority- within approved budget
2.28.	Approval of formal contracts and leases	Y		Delegated authority within agreed limits		Prepare Business Case for SET
2.29.	Authority to accept other than the lowest quote (based on best value evidence)	Y		Delegated authority		Delegated authority – up to agreed limits
2.30.	Monitor compliance with approved procurement procedures	Y		Delegated authority		
2.31.	Determine scope of core services to be procured and delivered by the trust on behalf of schools	Y		Delegated authority		
2.32.	Making of gifts	N Except in respect of compassionate gifts and gifts of appreciation only		Delegated authority – approve compassionate gifts and 'gifts of appreciation' within approved limits		
Banking authority and cash management						
2.33.	Seek approval to borrow money	N/A – submit to DfE for approval				
2.34.	Cashflow, treasury and investment management	Y		Delegated authority		
2.35.	Open a bank account and approve signatories in the name of the trust or any of its schools	N				
2.36.	Approve applications and limits for purchasing cards	Y		Delegated authority		

Transaction processing						
2.37.	Payroll – starters, leavers, amendments, timesheets	Y		Delegated authority		Delegated authority – authorise changes within approved budget
2.38.	Payroll and pension schemes administration	Y		Delegated authority		
2.39.	Approve new suppliers	Y		Delegated authority		
2.40.	Monitor appropriate recording of income	Y		Delegated authority		
2.41.	Authorise expenses/purchasing card purchases (except own)	Y		Delegated authority		Delegated Authority within agreed budget
2.42.	Control account reconciliation	Y		Delegated authority		
2.43.	Write off bad debts	Y DfE prior approval required over certain limits		Delegated authority – within agreed limits		
Fixed assets						
2.44.	Approval of capital projects	N				
2.45.	Management of capital projects	Y		Delegated authority		Monitor and liaise with SET provide day to day project management
2.46.	Approval of funding bids to external parties, including CIF Bids and Sport England etc	N				
2.47.	Acquiring a freehold on land and buildings	N/A DfE approval required		Recommend approval to Board for submission to DfE		
2.48.	Disposal of a freehold on land and buildings	N/A DfE approval required		Recommend approval to Board for submission to DfE		
2.49.	Review and maintain a capital plan	N				
2.50.	Disposal of heritage assets	N/A DfE approval required				
2.51.	Disposal of assets (not land, buildings or heritage)	Y		Delegated authority up to agreed limits		Delegated authority – up to agreed limits

2.52.	Acquisition of assets (not land, buildings or heritage)	Y		Delegated authority up to agreed limits		Delegated authority – up to agreed limits
2.53.	Maintain asset register/security arrangements/loan of assets	Y		Delegated authority		Maintain local inventory/asset register
Insurances						
2.54.	Approve trust level insurance arrangements – including Third Party Public Liability, Employers Liability, Professional Indemnity and Property Damage and Overseas Travel	N				
2.55.	Manage school specific insurance arrangements e.g. motor vehicle	Y				Delegated authority
Leasing						
2.56.	Take up a finance lease	N DfE approval required over Handbook limit				
2.57.	Take up a leasehold on land and buildings	N - DfE approval for lease > 7 yrs				
2.58.	Take up any other lease e.g. photocopier, IT equipment, vehicles	Y		Delegated authority up to agreed limits		Prepare business case for SET
2.59.	Grant a lease on land and buildings	N/A DfE approval required				
Special payments						
2.60.	Non statutory/non contractual severance and compensation payments to staff	N – DfE Approval over 50k				
2.61.	Ex-gratia payments	N/A DfE approval required				
2.62.	Adopt a trustee and governor expenses policy	N				

3. Staffing and HR

	Staffing and HR	Delegated by the Board	Members	Senior Executive Team (CEO, CFO)	Academy Standards Committee (ASC)	Executive Headteacher, Headteacher, Head of School
Staff structure						
3.1.	Approve trust Senior Executive Team structure (SET)	N				
3.2.	Approve school senior leadership team structure	Y		Delegated authority		
3.3.	Approve school annual staffing plan, including TLRs and additional payments, in line with budget	Y		Delegated authority		Propose staffing structure aligned to annual budget for consideration by SET
3.4.	Create and approve business cases for unbudgeted variation to the approved staffing structure	N		Recommend to FAR		Create business case for consideration by SET
3.5.	Create and approve job descriptions	Y		Delegated authority		Create draft job description for approval prior to advert
3.6.	Approve evaluated job family and pay grade	Y		Delegated authority		
3.7.	Variation to the trust's standard terms and conditions of employment	N		Recommend to HR&W		
Recruitment						
3.8.	Appoint Senior Executive Team, Governance Professional Head Teachers and Deputy/Assistant Head	N		Participate in the appointment of School Leadership Team	Participate in the appointment of School Leadership Team	Participate in the appointment of Deputy/Assistant Head roles
3.9.	Appointment of all other staff	Y		Delegated authority	Participate in the appointment process of school staff as required	Delegated authority – appoint school staff except for leadership team
3.10.	Ensure compliance with current employment legislation, best practice and trust policies	Y		Delegated authority		Delegated authority – school appointments
3.11.	Formal offer of employment	Y (except CEO)		Delegated authority		Delegated authority – school appointments

	Staffing and HR	Delegated by the Board	Members	Senior Executive Team (CEO, CFO)	Academy Standards Committee (ASC)	Executive Headteacher, Headteacher, Head of School
3.12.	Approve contract of employment or confirmation of variation to contractual terms including flexible working requests	Y (except CEO)		Delegated authority		Delegated authority Formal request to HR/Payroll for new contract or change to terms within approved budget
3.13.	Approve requests for early retirement, sabbatical or secondment	Y (except CEO)		Delegated authority		Formal request to SET
3.14.	Approve requests for leave of absence outside of policy	Y (except CEO)		Delegated authority		Formal request to SET
Pay						
3.15.	Approve pay policy	N				
3.16.	Determine pay ranges including TLR and additional payment values	Y (except for CEO)		Delegated authority		
3.17.	Appointment and pay awards outside approved pay ranges	Y		Delegated authority		
3.18.	Approve discretionary payments (recruitment, retention or project allowances etc.)	Y (except for CEO)		Delegated authority		Request approval from SET
Pension policy and discretions						
3.19.	Administration of pension provision	Y		Delegated authority		
3.20.	Approve pension discretions (e.g. early retirement, ill health)	N				

Operation of policies						
3.21.	Approve statutory HR policies	N				
3.22.	Performance management (annual performance review)	Y (except for CEO and CFOO)		Delegated authority – recommend to HR & Wellbeing Committee	Participate in the performance management of the School Leader as required	Conduct or delegate the performance management of staff and make recommendations to SET
3.23.	Approve formal staff restructure plans	Y		Delegated authority – receive business case from Headteacher		Create a business case for consideration by SET
3.24.	Invoke redundancy procedures	Y		Delegated authority		
3.25.	Approve severance/settlement or redundancy agreements	Y		Delegated authority – up to approved limits		
3.26.	Investigate and manage staffing issues in line with the relevant policy	Y (except CEO)		Delegated authority		Investigate or delegate investigation for school staff
3.27.	Participate in decision making hearings or panels	Y (except CEO and CFOO)		Delegated authority	As required e.g. pupil related exclusion panels	Present findings When required, participate in other schools' hearings or panels (at invitation of SET)
3.28.	Suspension	Y (except CEO)		Delegated authority		In consultation with SET
3.29.	Dismissal of staff other than senior leaders	Y		Delegated authority including a minimum of 1 trustee		Present findings When required, participate in other schools' hearings or panels (at invitation of SET)
3.30.	Dismissal of staff (Senior leaders, HT, Head of School, DHT, AHT)	N		Present findings (as required)		Present findings (as required)
3.31.	Appeal panel	Y		Delegated authority including a minimum of 1 trustee	As required e.g. pupil related appeal	Present findings

3.32.	Act on behalf of the trust in legal disputes, employee complaints and grievances	Y (except CEO/CFOO)		Delegated authority		
-------	--	------------------------	--	---------------------	--	--

4. Standards, curriculum and target setting

	Standards, curriculum, and target setting	Delegated by the Board	Members	Senior Executive Team (CEO, CFOO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/Hos)
4.1.	Monitor the quality of education and experience of pupils at the school	Y		Delegated authority	Monitor priorities reported by the School Leader and hold to account	Set and recommend priorities to SET/ASC. Report progress to SET/ASC
4.2.	Review the quality of education and experience of pupils and young people across the trust	N				
4.3.	Monitor school targets for pupil achievement, progress and attainment	Y		Delegated authority	Monitor school targets and hold school leaders to account	Set and recommend school targets and monitor progress. Report to SET/ASC
4.4.	Approve and monitor trust and school targets for pupil achievement, progress and attainment	N				
4.5.	Monitor the impact of school improvement plans	Y		Delegated authority	Monitor and assess impact of plan	Prepare and implement plan
4.6.	Review impact of school development actions against priorities in the plan	N				
4.7.	Monitor the impact of additional funding including Pupil Premium etc	Y		Delegated authority	Monitor and assess impact	Prepare and implement strategy
4.8.	Review the impact of premium funding including Pupil Premium etc	N				
4.9.	Curriculum: planning, implementation and review, including compliance with any funding agreement requirements	Y		Delegated authority	Monitor effectiveness of the curriculum	Develop school curriculum
4.10.	Post Ofsted action plan	Y		Delegated authority	Approve and monitor Post Ofsted Action Plan	Create and implement of Post Ofsted Action plan
4.11.	Improvement plan in place where pupil performance deemed unsatisfactory.	Y				Delegated authority

Behaviour						
4.12.	Implement an effective behaviour policy	Y		Review policies and behaviour data	Delegated authority Approve behaviour policy. Monitor implementation of policy and behaviour data	Develop and implement policy
4.13.	Suspension and Exclusions	Y		Review the overall patterns of suspensions and exclusions and report the number of incidents to Board	Delegated authority – for reviewing suspensions and exclusions. Convene a panel to review an exclusion in line with statutory requirements	Delegated authority – for making exclusions. Take the decision to suspend or exclude a pupil and report to ASC
4.14.	Direct a pupil to alternative provision	Y				Delegated authority

5. Safeguarding

	Safeguarding	Delegated by the Board	Members	Senior Executive Team (CEO, CFOO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/HoS)
5.1.	Adopt a trust-wide template Safeguarding and Child Protection policy that is compliant with statutory guidance	N				
5.2.	Adopt and monitor procedures related to safeguarding	N				
5.3.	Review overall outcomes of annual school safeguarding audits conducted by trust personnel	N				
5.4.	Complete and submit the LA's annual Governor's Safeguarding Report for schools and ensure that any areas identified for improvement are addressed	Y		Review and report to Board	Delegated authority	Prepare report for ASC
5.5.	Appoint a board member as Safeguarding Trustee	N				
5.6.	Appoint a Safeguarding Governor	Y			Delegated authority	
5.7.	Ensure the Single Central Record (SCR) for the trust and schools is complete and regularly updated	Y		Delegated authority	Termly reviews by Safeguarding Governor	Ensure SCR is maintained and address any actions identified by audit
5.8.	Ensure schools have an appropriate number of trained Designated Safeguarding Leads (DSLs) and that their details are published on the school website	Y		Delegated authority		Delegated authority
5.9.	Ensure trust staff receive regular and appropriate safeguarding training	Y		Delegated authority		Delegated authority
5.10.	Ensure appropriate members of staff, trustees and governors are trained in Safer Recruitment	Y		Delegated authority		Complete training and regularly update knowledge in this area
5.11.	Ensure that each school has appointed a designated member of staff to support Looked After Children	Y				Delegated authority
5.12.	Appoint a Looked After Children Governor	Y			Delegated authority	

	Safeguarding	Delegated by the Board	Members	Senior Executive Team (CEO, CFOO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/HoS)
5.13.	Approve off-site visits for pupils of more than 24 hours duration	Y			Delegated authority	
5.14.	Approve appointment of any staff, trustee, governor, volunteer where DBS contains disclosure	Y		Delegated authority (Chair for trustees)		
5.15.	Monitor attendance and roll movement within schools	Y			Delegated authority	

6. Special educational needs and disabilities (SEND)

	Special educational needs and disabilities (SEND)	Delegated by the Board	Members	Senior Executive Team (CEO, CFOO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/HoS)
6.1	Monitor overall educational performance of SEND pupils across the trust	N				
6.2	Monitor educational performance of SEND pupils	Y			Delegated authority	
6.3	Adopt a school specific SEND policy	Y			Delegated authority	
6.4	Ensure compliance with the Disability Discrimination Act (DDA) requirements within the schools	Y		Delegated authority		In conjunction with SET
6.5	Designate a teacher to be responsible for co-ordinating SEND provision (SENCO)	Y				Delegated authority
6.6	Liaise with local authority in respect of pupils who have (or might have) SEND	Y				Delegated authority
6.7	Make provision for SEND pupils with or without an Education, Health & Care Plan (EHCP)	Y				Delegated authority
6.8	Appoint a SEND Governor	Y			Delegated authority	

7. Complaints

	Complaints	Delegated by the Board	Members	Senior Executive Team (CEO, CFOO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/HoS)
7.1	Adopt a trust-wide complaints procedure	N				
7.2	Respond to and hear complaints	Y		Delegated authority – hear complaints at the relevant stage in accordance with the Complaints Procedure	Delegated authority – hear complaints at the relevant stage in accordance with the Complaints Procedure	Delegated authority – respond to complaints in accordance with Complaints Procedure

8. Health & Safety and Estates

	Health & Safety and Estates	Delegated by the Board	Members	Senior Executive Team (CEO, CFOO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/HoS)
8.1	Adopt a trust-wide health and safety policy to ensure that the trust operates within all relevant health and safety legislation and that all pupils and staff are kept safe at all times within the procedures and practices of the trust	N			Monitor local health and safety management	Ensure trust Health and Safety Policy reflects local need
8.2	Ensure all staff receive statutory health and safety training	Y		Delegated authority		Delegated authority
8.3	Emergency planning and business continuity planning	Y		Delegated authority		Ensure trust policy reflects local need
8.4	Health and safety accident reporting (inc. RIDDOR and near misses)	Y		Delegated authority		Record all incidents and near misses and notify SET of issues
8.5	Statutory compliance testing	Y		Delegated authority		Delegated authority

	Health & Safety and Estates	Delegated by the Board	Members	Senior Executive Team (CEO, CFO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/HoS)
8.6	Risk assessments	Y		Delegated authority		Delegated authority – ensure local operational risk assessments are in place and effective.
8.7	Ensure schools have a designated member of staff who has overall responsibility for every aspect of health and safety	Y				Delegated authority
8.8	Appoint a Health and Safety Governor	Y			Delegated authority	
8.9	Approve the Trust Estates strategy	N				
8.10	Monitor the trust’s estate so it is safe and fit for purpose	Y		Delegated authority		Monitor at school level
8.11	Develop and maintain a costed estates strategy for the trust	Y		Delegated authority		

9. Information management, communication and marketing

	Information management, communication and marketing	Delegated by the Board	Members	Senior Executive Team (CEO, CFO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/HoS)
	Information management					
9.1	Adopt a trust-wide data protection policy and monitor trust compliance with GDPR	N				
9.2	Monitor compliance with GDPR policy and receive annual GDPR reports	Y		Delegated authority		Monitor and report to SET
9.3	Ensure staff receive regular GDPR training	Y		Delegated authority		
9.4	Report and respond to data breaches and subject access/freedom of information requests within the statutory deadlines	Y		Delegated authority		Delegated authority

	Information management, communication and marketing	Delegated by the Board	Members	Senior Executive Team (CEO, CFO)	Academy Standards Committee (ASC)	School Leader (HT/Exec HT/HoS)
Communication						
9.5	Ensure trust and school websites are compliant with statutory guidance	Y		Delegated authority		Delegated authority - school
9.6	Determine a communication strategy for the trust	N				
9.7	Approve press releases, media communication			Delegated authority		
Branding and marketing						
9.8	Determine the branding strategy for the trust	Y		Delegated authority		Comply with trust guidelines
9.9	Review and approve any long-life school marketing materials (e.g. logo, website, prospectus, publications)	Y		Delegated authority		

10. Chairs Action

Occasionally urgent approval is required for something that is delegated to ASCs or requires Trust Board approval but arranging a meeting is not possible/practicable. In these rare occasions the Chair of the ASC or Trust Board may approve urgent items (subject to the Scheme of Delegation and financial limits). The Chair (or Vice Chair if the Chair is absent) should consult with the CEO or headteacher as appropriate and report the action to the relevant Governance Professional. In these cases the decision should be logged and added to the next available board agenda as a specific item for transparency.