

# EEEA Scheme of Delegation 2023 - 2025



Key
Column 1: Members
Column 2: Board of trustees of EEEA
Column 3: Trust Board Audit and Risk
Column 4: Trust Board HR/ Personnel
Column 5: Trust Board Education & Well Being
Column 6: Chief Executive Officer
Column 7: School Advisory Committee
Column 8: Headteacher
✓ Action to be undertaken at this level
A Provide advice and support to those accountable for decision making
<> Direction of advice and support

Area	Decision	Delegation								
		Members	Trust Board	TB Audit & Risk	TB HR/ Personnel	Education & Well being	CEO	LAC	Headteacher	
Governance Framework										
People	Members: Appoint/Remove	✓								
	Trustees: Appoint/Remove	✓	✓							
	Role descriptions for members	✓								
	Role descriptions for trustees/chair/ specific roles/committee/council members agree:		✓				<A			
	Parent trustee/committee/council member: elected		✓					✓		
	Board committee chairs: appoint and remove		✓	✓	✓	✓	<A			
	School committee/council chairs: appoint and remove		✓				<A			
	Clerk to board: appoint and remove		✓							
	Clerk to school committee: appoint and remove		✓							✓
Systems And Structures	Articles of Association: review and agree	✓	<A				<A			
	Governance structure (committees) for the trust: establish and review annually		✓				<A			
	Terms of reference for board committees and scheme of delegation for school committees: agree annually		✓				<A			
	Skills audit: complete and recruit to fill gaps		✓				<A>	✓		A
	Annual self-review of trust board and committees: complete annually		✓							
	Annual self-review of school committees: complete annually		✓					✓		
	Chair's performance: carry out 360 review periodically		✓							
	Trustee/school committee contribution: review annually		✓							
	Succession: plan		✓							
	Annual schedule of business: agree		✓	✓	✓	✓	<A			
Annual schedule of business for school committee: agree		✓				A>	✓		A	

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<b>Reporting</b>									
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓	✓		✓	<A		
	Annual report on performance of the trust: submit to members and publish		✓			✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A			<A		
	Annual report on work of school committee: submit to trust and publish							✓	A
<b>Being Strategic</b>									
Being Strategic	Determine trust wide policies which reflect the trust's ethos and value (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety; premises management; data protection and FOI; staffing policies including capability; discipline, conduct and grievance: approve		✓	✓	✓	✓	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour; approve				✓	✓	A>		✓
	To implement the school safeguarding policy						A>	A	✓
	Central spend / contribution: agree		✓	<A			<A		
	Management of risk: establish register, review and monitor		✓	<A	<A	✓	<A>	✓	✓
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓	✓

	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓			✓	<A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine						A>		✓
	Chief Executive Officer		✓						
	Headteachers: appoint and dismiss		✓		✓		✓		
	In the event that the headteacher is not on site or is absent for any reason the Trust will appoint an Acting Headteacher to make decisions in the headteachers absence						✓	<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A			<A		
	Budget plan to support delivery of school key priorities: agree			✓			✓	A	A
	Trust's staffing structure: agree		✓	<A			<A		
	School staffing structure: agree		✓				✓		A

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Ensuring Financial Probability									
Ensuring Financial Probability	Chief Operating Officer for delivery of trusts detailed accounting processes: appoint		✓	<A			<A		
	Trust's scheme of financial delegation: establish and review		✓	✓			<A		
	School's scheme of financial delegation: establish and review			✓			<A		✓
	External auditor's report: receive and respond		✓	<A			<A		✓
	CEO pay award: agree		✓	<A	<A				
	Headteachers pay award: agree		✓				✓		
	Staff appraisal procedure and pay progression: review and agree		✓			✓		A>	

	Benchmarking and trust wide value for money: ensure robustness			✓					
	Benchmarking and school value for money: ensure robustness								✓
	Develop trust wide procurement strategies and efficiency savings programme			✓	✓		✓		
	Review and approve trust wide procurement strategies and efficiency savings programme			✓					
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Holding to Account									
Holding to Account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	✓	✓	✓	<A	A	✓
	Reporting arrangements for progress on key priorities: agree		✓	<A	<A	<A	✓		
	Performance management of the Chief Executive Officer: undertake		✓		<A				
	Performance management of school principal: undertake				✓		✓	<A	
	Trustee monitoring: agree arrangements		✓				<A		
	School committee member monitoring: agree arrangements						✓	✓	
	School committee overall performance monitoring: agree arrangements		✓				<A		

<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Method</b>
Ordering Goods and Services (raising requisitions)	Up to £,3000	Budget Holder	Selection from preferred supplier list unless agreed otherwise with SBM
	£3001 to £5000	As above plus Headteacher	Minimum of two quotes
	£5001 to £50,000	With agreement from the LAC	Minimum of three quotes
	Over £50,000	Trustees	Formal tendering process, Formal tendering process, e-tendering portal, called Find a Tender Service (FTS)
	Authority to accept other than lowest quotation or tender	Trustees	
Signatories for cheques, BACS payment authorisations and other bank transfers	Up to £10,000. any two signatory, different to person authorising the order	Any two signatory <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Member of SLT</li> </ul>	
	Over £10,000 two signatories plus approval at BFC	Any two signatory <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Member of SLT</li> </ul>	Cheque payment taken to finance committee, payment can be agreed in principle before the actual bill has been received (depending on the timing of the meeting and the payment)
Signatories for DfE/ESFA grant claims and DfE/ESFA returns	Any	HT/ AO (or as required by DfE/ ESFA)	All returns must go to the LAC for approval

Or, in the absence of the Headteacher, his/her nominated deputy

Transfer of budget provision between budget heads	Up to £5000	Headteacher,	
	Over £5000	LAC	
Disposal of assets (other than freehold on land or building and heritage assets which must have SoS approval)	Up to £1000	Headteacher plus SBM	
	£1001 to £5000	Finance Committee	
	£5001 and above	As above, plus LAC	
Write-off of bad debts  (annual income is defined as grant income as disclosed in the trust's last set of audited accounts, or to be disclosed)	1% of total annual income or £45,000 (whichever is smaller) per single transaction.	LAC, if within criteria otherwise SoS	In the first year
	Cumulatively, 2.5% of total annual income in any one financial year per category of transaction.	Trustees, if within criteria otherwise SoS	If timely, unqualified financial returns for the last two financial years, <b>have not</b> been submitted
	Cumulatively, 5% of total annual income in any one financial year per category of transaction.	Trustees, if within criteria otherwise SoS	If timely, unqualified financial returns for the previous two financial years <b>have</b> been submitted.
Purchase or sale of any freehold property	Any	SoS approval required	
Granting or take up of any leasehold or tenancy agreement exceeding five years	Any	SoS approval required	
Raising invoices to collect income	Any	SBM	
Charges for lettings	Any	LAC to approve	
Lettings Policy		SBM to recommend to LAC	Within prescribed time limits

Finance Policy		COO/AO to recommend to A&R	Within prescribed time limits
Remissions & Charging Policy		SBM to recommend to LAC	Within prescribed time limits
Annual Accounts		COO/AO to recommend to trustees to report to Members	Nominated Trustees to support the writing of the reports within the Annual Accounts

### Engage Enrich Excel Funds SCHEME OF DELEGATION

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services (raising requisitions)	Up to £3000	COO	Selection from preferred supplier list unless agreed otherwise with CEO
	£3001 to £5000	COO /CEO	Minimum of two quotes
	£5001 to £10,000	CEO	Minimum of three quotes  Any expenditure previously discussed and approved by Trustees for Integration plans and projects and included in the trust budget
	£10001 to £50,000	As above with agreement from the Trustees	Minimum of three quotes
	Over £50,000	Trustees	Formal tendering process, e-tendering portal, called Find a Tender Service (FTS)