Reviewed June 2026 - next review anticipated June 2027

These delegations apply to the 'normal' course of business. Where an Academy has recently joined, or is struggling to achieve appropriate standards, the Trust may choose to review the level of delegation applied. In this case, a bespoke Scheme of Delegation will be agreed between the Trustees and the Local Academy Committee.

Power of approval and answerable for delivery. Delegates task (and monitors) to those responsible.	Accountable
Responsible for success of the task, updates those accountable or providing oversight.	Responsible
Must be consulted.	Consult
Must be informed.	Inform
Oversees the delivery of the task or the ongoing operation.	Oversight

Decisions	Members	Trustees	Executive	Head Teacher	Local Academy Committee	Others
Governance						
Memorandum and Articles of Association	Oversight	Accountable	Responsible		Inform	Department for Education
Scheme of Delegation		Accountable	Responsible	Inform	Consult	
Trust strategy	Oversight	Accountable	Responsible	Consult	Consult	
Dissolution of the Trust	Inform	Accountable	Responsible	Consult	Consult	Department for Education
Acquisition or disposal of an academy	Inform	Accountable	Responsible	Consult	Inform	Department for Education
Vision, Values, Ethos of the Trust		Accountable	Responsible	Consult	Consult	
Vision, Values, Ethos of Academies		Inform	Oversight	Responsible	Accountable	
Trust-wide improvement strategy		Accountable	Responsible	Consult	Inform	
Statutory policies		Accountable	Responsible	Inform	Inform	Unions
Investment and Reserves Policy		Accountable	Responsible	Inform	Inform	
Academy Admissions Arrangements		Inform	Oversight	Accountable	Consult	Local Authority - Norfolk County Council
Academy Admissions Applications				Accountable	Oversight	Local Authority - Norfolk County Council
Non-statutory Trust-wide policies and policy templates		Accountable	Responsible	Inform	Inform	
Local policies and completed Trust templates			Oversight	Responsible	Accountable	
Appointment of Members (and removal if required)	Accountable	Consult				
Appointment of Trustees (and removal if required)	Accountable	Accountable				Department for Education (Chair)
Design of governance structures across the Trust	Inform	Accountable	Responsible		Consult	
Appoint (and removal if required) Chairs and members to Board Committees		Accountable	Inform			
Approve (and removal if required) Local Academy Committee Chairs		Accountable	Inform		Responsible	
Appointment (and removal if required) of Governors to Local Academy Committees		Accountable			Responsible	
Appointment of Clerk(s) and provision of support to governance processes		Consult	Accountable	Consult	Consult	
Terms of Reference for Board, Committees and Local Academy Committees		Accountable	Responsible	Inform	Consult	
Training and induction for Members, Trustees and Governors		Accountable			Accountable	
Engagement with stakeholders and localised support and challenge on community-facing aspects of the school		Oversight	Inform	Responsible	Accountable	
Appointment of external auditor	Accountable	Consult	Responsible			
Appointment of insurers		Accountable	Responsible	Inform		
Insurance claims management			Oversight	Responsible		
Appointment of bankers and investment managers		Accountable	Responsible			
Agreeing a funding model and for distribution of funds across and within the Trust		Accountable	Responsible	Consult	Consult	
Approve the statutory annual accounts including financial statements and management letter	Inform	Accountable	Responsible			Department for Education/Companies House
Compliance and Risk Management						

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Decisions	Members	Trustees	Executive	Head Teacher	Local Academy Committee	Others
Financial control processes and compliance with Academy Trust Handbook		Accountable	Responsible	Responsible		Department for Education/Auditors
Funding Agreement	Oversight	Accountable	Responsible	Inform		Department for Education
Regulatory compliance (e.g. Charity law, Company law, Health and Safety law, Employment law)	Oversight	Accountable	Responsible	Responsible	Responsible	
Delivery of internal scrutiny		Accountable	Responsible	Responsible	Responsible	External Auditors
Register of business interests		Accountable	Inform	Responsible	Inform	
Trust-wide risk register		Accountable	Responsible	Consult		
Academy risk register			Oversight	Responsible	Accountable	
Education						
Curriculum setting and effectiveness		Oversight	Accountable	Responsible	Inform	
Curriculum delivery		Oversight	Accountable	Responsible	Inform	
Quality of teaching		Oversight	Accountable	Responsible	Inform	
SEN requirements and delivery		Oversight	Accountable	Responsible	Oversight	
Collective worship at academies without religious character		Oversight	Oversight	Responsible	Accountable	
Academy Educational Improvement Plan		Oversight	Oversight	Responsible	Accountable	
Trust self-evaluation		Accountable	Responsible	Consult	Inform	
Academy self-evaluation		Oversight	Oversight	Responsible	Accountable	
Trust Ofsted Inspection		Accountable	Responsible	Consult	Inform	
Academy Ofsted Inspection		Consult	Oversight	Responsible	Accountable	
Trust educational targets and KPIs		Accountable	Responsible	Consult	Inform	
Academy educational targets and KPIs		Oversight	Oversight	Responsible	Accountable	
Academy hours, term dates and school day		Accountable	Consult	Responsible	Consult	Local Authority/Parents/Staff/Feeder Schools
Provision of Free School Meals			Accountable	Consult	Oversight	
Academy Pupil Premium plans			Oversight	Responsible	Accountable	
Appointment of Trust-wide designated safeguarding lead		Accountable	Responsible	Consult	Inform	
Appointment of Academy safeguarding lead			Oversight	Responsible	Accountable	
Appointment Academy SENCO			Oversight	Responsible	Accountable	
Pupil performance and progress		Oversight	Oversight	Responsible	Accountable	
Pupil attendance		Oversight	Oversight	Responsible	Accountable	
Issue a suspension to a pupil			Oversight	Responsible	Accountable	Local Authority - Norfolk County Council/Parents
Permanently exclude a pupil			Inform	Responsible	Accountable	Local Authority - Norfolk County Council/Parents
Educational Data						
Academy school census information and to Department for Education submission			Inform	Responsible	Accountable	Department for Education
Approval of Quality Assured assessment data			Accountable	Responsible	Inform	Local Authority - Norfolk County Council/Parents
Annual Impact Reports						
Trust annual Pupil Premium impact report		Oversight	Accountable	Consult		
Academy annual Pupil Premium impact report		Oversight	Inform	Responsible	Accountable	

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Decisions	Members	Trustees	Executive	Head Teacher	Local Academy Committee	Others
Trust annual SEND report		Oversight	Accountable	Consult		
Academy annual SEND information report		Oversight	Inform	Responsible	Accountable	
People Strategy and Policy (the Trust is the employer)						
Trust-wide People strategy		Accountable	Responsible	Consult	Inform	
Trust Employment policy definition		Accountable	Responsible	Consult		Unions
Trust Employment policy implementation		Accountable	Oversight	Responsible	Inform	Unions
Staff Terms and Conditions of employment		Accountable	Responsible	Inform	Inform	Unions
Annual pay award for all staff		Accountable	Responsible	Responsible	Consult	
Staffing Structures						
Staffing structure at Trust level		Oversight	Accountable	Consult		
Staffing structure at Academy Level		Oversight	Consult	Accountable	Consult	
Academy TLR structure			Oversight	Responsible	Accountable	Unions
Appointments						
Chief Executive Officer and Trust Executive Team		Accountable	Responsible	Inform	Inform	
Trust Wider Leadership Team and Central Trust staff			Accountable	Inform		
Headteachers		Consult	Accountable		Accountable	
Academy Senior Leadership Team			Consult	Responsible	Accountable	
Academy Teaching and Support staff			Oversight	Responsible	Accountable	
Performance Management						
Chief Executive Officer		Accountable				
Executive Team		Accountable	Responsible			
Trust Wider Leadership Team			Accountable	Consult		
Headteachers			Responsible		Accountable	
Academy Senior Leadership Team			Consult	Responsible	Accountable	
Other staff			Oversight	Responsible	Accountable	
Pay Approval						
Chief Executive Officer and Executive Team		Accountable				
Trust Wider Leadership Team		Accountable	Responsible			
Headteachers		Accountable	Responsible		Consult	
Academy Senior Leadership Team		Accountable	Consult	Responsible		
Other staff		Accountable	Responsible	Responsible	Consult	
Settlement Agreements						
Chief Executive Officer		Accountable				Department for Education
Executive Team		Accountable				Department for Education
All other staff		Inform	Accountable	Consult		Department for Education

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Decisions	Members	Trustees	Executive	Head Teacher	Local Academy Committee	Others
Gardening Leave						
Chief Executive Officer and Executive team		Accountable				Department for Education
Head Teachers and Central Trust staff			Accountable			Department for Education
Academy staff			Accountable	Consult		Department for Education
Disciplinary and authority to suspend						
Chief Executive Officer and Executive team		Accountable				Department for Education for CEO/CFO
Trust Wider Leadership Team		Inform	Accountable			
Headteachers		Consult	Accountable		Inform	
Academy teaching and support staff		Oversight	Consult	Accountable	Inform	
Central staff		Oversight	Accountable			
Management of complaints and grievance claims made						
Chief Executive Officer		Accountable				
Executive Team (excluding Chief Executive Officer)		Accountable				
Trust Wider Leadership Team			Accountable			
Headteachers			Oversight		Accountable	
The School			Oversight	Responsible	Accountable	
Academy Senior Leadership Team			Oversight	Responsible	Accountable	
Academy Teaching and Support staff			Oversight	Responsible	Accountable	
Central staff			Accountable			
Staff Reorganisations						
Any Trust wide reorganisation exceeding £100k		Consult	Accountable	Consult	Inform	Unions
Any Trust wide re-organisation up to £100k and involving staff consultation or potential redundancy costs		Consult	Accountable	Consult	Inform	Unions
Any academy reorganisation exceeding £100k		Consult	Accountable	Responsible	Consult	Unions
Any academy re-organisation up to £100k and involving staff consultation or potential redundancy costs		Consult	Accountable	Responsible	Consult	Unions
Any re-organisation not involving staff consultation or potential redundancy costs			Consult	Accountable	Inform	Unions
Operations						
Central Services						
Determine and allocate central services provided to Academies by the Trust		Oversight	Accountable	Consult	Consult	
Evaluate effectiveness of central services provided to Academies by the Trust		Accountable	Responsible	Consult		
Premises/Asset Management						
Acquisition/ disposal of land/buildings		Accountable	Responsible	Consult	Inform	Department for Education/Norfolk County Council
Major (SCA) capital works and long-term building projects, based on condition surveys		Accountable	Responsible	Consult	Inform	Department for Education
Estates strategy including annual Academy capital works and maintenance programme		Accountable	Responsible	Consult	Inform	
Changing use of assets			Accountable	Responsible		

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Health and Safety						
Trust-wide health and safety strategy		Accountable	Responsible	Inform	Inform	
Curriculum aspects of Academy health and safety plan		Accountable		Responsible	Inform	
Operational aspects of Academy health and safety plan		Accountable		Responsible	Inform	
Data Protection						
Freedom of Information, Data Protection and Subject Access Request responses on behalf of the Trust		Oversight	Accountable	Responsible		
Communications						
Approve all press responses identified as a risk to the Trust's reputation (Academy, or national level)		Inform	Accountable	Consult	Inform	
Other press responses for national media		Inform	Accountable	Consult	Inform	
Press responses at local media academy level			Consult	Accountable	Inform	
Approve any commissioned writing/opinion pieces for external parties from Academy Trust staff			Consult	Accountable	Inform	
Approve written responses to MPs, Regional Schools Commissioners, Local Authorities, Ofsted, Department for Education etc.			Accountable	Responsible		
Academy marketing materials and activity (including school prospectus)			Consult	Responsible	Accountable	
Trust website			Accountable			
Academy websites			Consult	Responsible	Accountable	
Approve Academy website as being compliant with regulatory requirements				Accountable	Inform	
Catering						
Trust-wide catering strategy		Inform	Accountable	Consult	Consult	
IT						
Trust-wide IT strategy		Inform	Accountable	Consult	Consult	
Operational Value for Money						
Trust-wide value for money from central services and capital projects		Oversight	Accountable	Consult		
Financial						
Budget						
Allocate annual Trust budget (including Revenue, Capital and Academy allocations)		Accountable	Responsible	Consult	Inform	Department for Education
Delivery within allocated budget		Oversight	Accountable	Responsible		
Management accounts and monitoring reports and financial KPIs at Trust and Academy level		Inform	Accountable	Consult		
Banking						
Changes to banking arrangements, including opening a new bank account		Oversight	Accountable			
Legal						
Enter into litigation at risk of exceeding £100k		Consult	Accountable			
Authority to seek legal advice >£10,000 from Trust's advisors		Inform	Accountable			
Authority to seek legal advice up to £10,000 from Trust's advisors			Accountable			
Out of Budget Staffing Appointments						
Any Trust-wide staff hire outside of agreed budget			Accountable			

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Decisions	Members	Trustees	Executive	Head Teacher	Local Academy Committee	Others
Any Academy staff hire outside of agreed budget			Consult	Accountable		
Decision to purchase works, supplies (goods) and services excluding leases (in budget)						
Budgeted expenditure over £250,000		Accountable	Responsible			
Budgeted expenditure between £100,000 and £250,000		Inform	Accountable			
Budgeted expenditure between £20,000 and £100,000		Oversight	Accountable	Responsible		
Budgeted expenditure up to and including £20,000		Oversight	Oversight	Accountable		
Decision to agree to a Lease on contract (in budget)						
With a total commitment in excess of £250k		Consult	Accountable	Responsible		
Lifetime of more than 12 months		Consult	Accountable	Responsible		
Lifetime of less than 12 months		Inform	Consult	Accountable		
Virements and Budget variances and out of Budget spend						
Out of budget expenditure exceeding £100,000		Accountable	Responsible	Consult		
Out of budget expenditure between £50,000 and £100,000		Inform	Accountable	Consult		
Out of budget expenditure between £10,000 and £50,000		Oversight	Accountable	Consult		
All budget allocations/virements less than £10k as part of the day- to-day management of the Academy/central budget.		Oversight	Oversight	Accountable		
Sign Contracts (in budget)						
Any contract with a maximum value exceeding £150,000 or exceeding a 5 year term		Inform	Accountable	Consult		
Any contract with a maximum value between £10,000 (£20,000 for works) and up to £150,000 and up to a 5 year term			Accountable	Responsible		
When the contract is a Deed, involves a TUPE transfer, a Lease (building/land), an automatic roll-over/renewal, a Trust indemnity, a guarantee or warranty to a third party		Inform	Accountable	Consult		
Income (other than Department for Education / Local Authority Grant)						
Any income exceeding £50,000 per year		Inform	Accountable	Responsible		
Any supply to third parties (other than renting halls, pitches, or gym space and equipment)			Accountable	Responsible		
Schools Financial Support and Oversight Teams (SFSO) (Department for Education) authorisation is always required before the following types of transactions						
Novel, contentious and repercussive transactions		Inform	Accountable			Department for Education
Staff severance and compensation over £50k before tax		Inform	Accountable			Department for Education
Ex gratia payments		Inform	Accountable			Department for Education
Writing-off debts and losses (subject to £250,000 ceiling) exceeding 1% of annual income or £45k individually; 2.5% or 5% of annual income cumulatively		Inform	Accountable			Department for Education
Entering into indemnities (beyond the normal course of business), guarantees or letters of comfort (subject to £250,000 ceiling) if exceeds 1% of annual income or £45,000 individually; or 2.5% or 5% of annual income cumulatively		Inform	Accountable			Department for Education
Acquiring or disposing of freehold on land/buildings		Inform	Accountable			Department for Education
Disposing of heritage assets		Inform	Accountable			Department for Education
Taking up a finance lease not on the approved list		Inform	Accountable			Department for Education
Taking up a leasehold on land/buildings if term is >7 years		Inform	Accountable			Department for Education
Granting a lease on land and buildings		Inform	Accountable			Department for Education

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Decisions	Members	Trustees	Executive	Head Teacher	Local Academy Committee	Others
Borrowing (including finance leases and overdraft facilities)		Inform	Accountable			Department for Education
Supplies to the trust from related parties over £40k		Inform	Accountable			Department for Education