

THFT Scheme of Delegation
High Level Division of Responsibilities 2024-25

Area	Sub-Area	Decisions	Members	Trust Board	CEO	Trust Execs/Central Team	LGB	Principal
Governance		Approve amendments to Memorandum & Articles	✓					
Governance		Approve a Scheme of Delegation		✓				
Governance		Approve Trust Strategy		✓				
Governance		Approve Governance Structure (incl committee structure)		✓				
Governance		Approve Role Descriptors for Members	✓					
Governance		Approve Role Descriptors for Chair of Board, Trustees, Local Governors, other roles, sub-committees members		✓				
Governance		Approve Trust Board Committee & LGB Terms of Reference		✓				
Governance		Approve Trust Board/LGB Skills Audit process, and undertake annual skills audit process		✓		TGM Support	Undertake	Support
Governance		Agree annual schedule of business for Trust Board and its committees		✓				
Governance		Approve the acquisition or disposal of an academy		✓				
Governance		Approve Trust-wide Statutory policies		✓				
Governance		Approve other non-Statutory Trust-wide policies and policy templates			✓			
Governance		Approve School-level Safeguarding & Online Safety policies			✓	DoQS		
Governance		Approve other School policies					✓	
Governance		Approve investment and reserves policy		✓		CFO		
Governance		Approve Trust-wide Admissions Policy Framework		✓				
Governance		Appointment/Removal of Members	✓			TGM Support		
Governance		Appointment/Removal of Trustees	✓			TGM Support		
Governance		Appointment/Removal of Chair of the Board		✓		TGM Support		
Governance		Appointment/Removal of Trust Board Committee Chairs		✓		TGM Support		
Governance		Appointment/Removal of Trust Link Trustees / Named Trustees (ie Safeguarding)		✓		TGM Support		
Governance		Appointment/Removal of School Link Governors / Named Governors (ie Safeguarding)					✓	
Governance		Appointment/Removal of Clerk to Trust Board		✓				
Governance		Appointment/Removal Local Chair of Governors		✓ Approve	Agree	TGM Support	Nominate	
Governance		Appointment/Removal of Clerk to Local Governing Bodies			✓ Approve	TGM Support		
Governance		Appointment/Removal of Local Vice Chair of Governors & local Trust Appointed Governors		✓ Local Trust Appt Governors		TGM Support	✓ Vice Chair	
Governance		Appointment of External Auditor		✓		CFO		
Governance		Appointment of Insurers			✓	CFO		
Governance		Appointment of Bankers and Investment Managers			✓	CFO		
Governance		Appointment of Trust Legal Advisors			✓			
Governance		Approve the Statutory Annual Accounts	Receive	✓		CFO		
Governance		Approve panel compositions (ie disciplinaries, exclusions and complaints)			✓	TGM Support		
Governance		Approve Trust-wide Risk Register		✓				

Key

- Accountable Owner/Power of Approval / Delegation of Authority to
- Responsible Owner to deliver on task
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Tender exercise, in line with financial authority delegation

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Area	Sub-Area	Decisions	Members	Trust Board	CEO	Trust Execs/Central Team	LGB	Principal
Education	General	Set Overall Vision & Mission for the Trust		✓				
Education	General	Approve School Culture & Ethos			✓			
Education	General	Approve School Improvement Plan / Strategic Objectives / Trust_School Priorities			✓	DQS		
Education	General	Approve Trust self-evaluation		✓		DQS		
Education	General	Approve School self-evaluation			✓	DQS		
Education	General	Approve Trust educational targets		✓		DQS		
Education	General	Approve School educational targets			✓	DOTL		
Education	General	Approve Curriculum Model			✓	DoTL		
Education	General	Approve Trust-wide Pupil Premium plan and framework			✓	DoQS		
Education	General	Approve School Pupil Premium plans			✓	DoQS		
Education	General	Approve appointment of Trust-wide designated Safeguarding Lead			✓	DoQS		
Education	General	Approve appointment of School designated Safeguarding Lead						✓
Education	General	Approve appointment of School SENDCO						✓
Education	General	The decision to issue a pupil suspension						✓
Education	General	The decision to permanently exclude a pupil						✓
Education	Educational Data	Approval of school census information prior to DfE submission				DoI		✓
Education	Educational Data	Approval of QA'd assessment data			✓	DoQS		
Education	Annual Reports	Approval of Trust annual pupil premium impact report		✓		DoQS		
Education	Annual Reports	Approval of School annual pupil premium impact report			✓	DoQs		

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People	People Strategy & Policy	Approve Trust HR Strategy		✓		DoHR		
People	People Strategy & Policy	Approve annual pay award for all staff		✓				
People	Changes to Staffing Structures	Approve staffing structures at Trust and School level			✓	DoHR, CFO, DQS, DoTL		
People	Appointment of ...	Appointment of CEO		✓				
People	Appointment of ...	Appointment of Trust Executive Leadership Team / Trust Central Team		✓		Central Team		
People	Appointment of ...	Executive Principal / Principal			✓			
People	Appointment of ...	Head of School / Vice Principal			✓			
People	Appointment of ...	School Level Staff Recruitment inc School SLT, Teaching & Support Staff Posts			✓	CFO - authorisation re educational requirement	CFO - authorisation re budget DoHR - authorisation re HR Policy and staffing structure	✓ Requests authorisation re educational req, budget and HR policy / staffing structure
People	Performance Management of	CEO		✓				
People	Performance Management of	Trust Executive Leadership Team			✓			
People	Performance Management of	Executive Principal / Principal			✓			
People	Performance Management of	Head of School / Vice Principal						✓
People	Performance Management of	School Senior Leadership Team						✓
People	Performance Management of	Trust Central Team			PM of CLT	PM of other members of central team		
People	Performance Management of	School Teaching & Support Posts (excl leadership team)						✓
People	Pay Approval of	CEO		✓		CFO		
People	Pay Approval of	Trust Executive Leadership Team		✓		CFO		
People	Pay Approval of	Executive Principal / Principal		✓		CFO		
People	Pay Approval of	Head of School / Vice Principal			✓	CFO		
People	Pay Approval of	School Senior Leadership Team			✓	CFO		
People	Pay Approval of	Trust Central Team			✓	CFO		
People	Pay Approval of	School Teaching & Support Posts (excl leadership team)			✓	CFO		
People	Settlement Agreements and or Non-Contractual Staff Severance Payment	All Staff			✓	Within contractual arrangements	CFO & DoHR	
People	Write off over-payments re Payroll	All Staff			✓	Up to £1,000 in conjunction with CFO	Up to £1,000 in conjunction with CEO	✓ Up to £50

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Area	Sub-Area	Decisions	Members	Trust Board	CEO	Trust Execs/Central Team	LGB	Principal	Key
People	Monthly Payroll authorisation				May deputise for Principal if required	CFO deputise for Principal if required CFO - reconcile monthly payroll movements		Authorises - includes all non-contract payments, eg overtime	Accountable Owner/Power of Approval / Delegation of Authority to
People	Staff contract variations	All Staff			✓ CEO - authorisation re educational req	✓ CFO - authorisation re budget DoHR - authorisation re HR Policy and staffing structure		✓ Requests authorisation re educational req, budget and HR policy / staffing structure	Responsible Owner to deliver on task
People	Issue of Staff Contracts	All Staff				✓ All staff contracts issued by Trust HR as authorised by CFO			Must be consulted
People	Pension Access Requests	All Staff			✓ Within Statutory Guidance				
People	Disciplinary and authority to suspend	CEO		✓					
People	Disciplinary and authority to suspend	Trust Executive Leadership Team			✓				
People	Disciplinary and authority to suspend	Executive Principal / Principal			✓				
People	Disciplinary and authority to suspend	Head of School / Vice Principal						✓	
People	Disciplinary and authority to suspend	School Senior Leadership Team						✓	
People	Disciplinary and authority to suspend	Trust Central Team			✓				
People	Disciplinary and authority to suspend	School Teaching & Support Posts (excl leadership team)						✓	
People	Formal Hearings for Grievance claims made against	CEO		✓					
People	Formal Hearings for Grievance claims made against	Trust Executive Leadership Team			✓				
People	Formal Hearings for Grievance claims made against	Executive Principal / Principal			✓				
People	Formal Hearings for Grievance claims made against	Head of School / Vice Principal						✓	
People	Formal Hearings for Grievance claims made against	School Senior Leadership Team						✓	
People	Formal Hearings for Grievance claims made against	Trust Central Team			✓				
People	Formal Hearings for Grievance claims made against	School Teaching & Support Posts (excl leadership team)						✓	

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Operational	Premises / Asset Management	Approve Trust-wide Estates Strategy		✓		Dol		
Operational	Premises / Asset Management	Approve proposals for the acquisition / disposal of land/buildings		✓		Dol		
Operational	Premises / Asset Management	Approve major (SCA) capital works and long-term building projects, based on condition surveys		✓		Dol		
Operational	Premises / Asset Management	Approve annual academy capital works and maintenance programme			✓	Dol		
Operational	Premises / Asset Management	Approve significant building projects and smaller refurbishments (>£25K or in deficit)			✓	Dol		
Operational	Health & Safety	Approve Trust-wide Health & Safety Strategy		✓		Dol		
Operational	Health & Safety	Approve School Health & Safety plans			✓	Dol		
Operational	Health & Safety	Approve educational aspects of School Health & Safety plans				Dol		✓
Operational	Health & Safety	Approve operational aspects of School Health & Safety plans			✓	Dol		
Operational	Freedom of Information/Data Protection	Authority to submit Freedom of Information responses on behalf of THFNW			✓	Dol		
Operational	Freedom of Information/Data Protection	Authority to submit Data Protection and Subject Access Request responses on behalf of THFNW			Trust	Dol		School ✓
Operational	Communications	Approve all press responses identified as a risk to THFNW's reputation (School/Trust Level)			✓			
Operational	Communications	Approve other press responses for national media			✓			
Operational	Communications	Approve other press responses at local media school level						✓
Operational	Communications	Approve the Trust's Marketing Strategy			✓			
Operational	Communications	Approve any changes to the overall Trust brand		✓				
Operational	Communications	Approve any commissioned writing/opinion pieces for external parties from THFNW staff			✓			
Operational	Communications	Approve written responses to MPs, RSC, LA, Ofsted, DfE, ESFA etc			✓			
Operational	Communications	Approve Trust website as being compliant with regulatory requirements			✓			
Operational	Communications	Approve School website as being compliant with regulatory requirements						✓
Operational	Information Technology	Approve the Trust's IT Strategy		✓		Dol		
Operational	Information Technology	Approve Trust IT plan			✓	Dol		
Operational	Operational Value for Money	Approve Trust value for money operational projects			✓	CFO		
Operational	Operational Value for Money	Approve School value for money operational projects and strategies				✓ CFO		

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Finance	General	To approve GAG retention (Top Slice)		✓		CFO		
Finance	General	To approve Reserves Strategy/Policy		✓		CFO		
Finance	General	To approve financial targets for schools		✓		CFO		
Finance	General	To approve use of capital endowments		✓		CFO		
Finance	General	To approve running with a school deficit budget		✓		CFO		
Finance	General	To approve Trust Financial Statements		✓		CFO		
Finance	General	To approve External/Internal Audit reports		✓		CFO		
Finance	General	To approve Trust's Financial procedures			✓	CFO		
Finance	Budget	To approve annual Trust budget		✓		CFO		
Finance	Banking	Changes to banking arrangements, including opening a new bank account			✓	CFO		
Finance	Legal	Enter into litigation at risk of exceeding £100,000		✓				
Finance	Legal	Authority to seek legal advice >£5,000 from THFNW's procured solicitors		✓				
Finance	Legal	Authority to seek legal advice up to £5,000 from THFNW's procured solicitors			✓			
Finance	Staffing Appointments	Any staff appointment with annual cost over £100,000 per annum, permanent or temporary		Trust Board must be informed	✓			
Finance	Staff Reorganisations	Any reorganisation exceeding £100,000		✓				
Finance	Staff Reorganisations	Any reorganisation up to £100,000 and involving staff consultation or potential redundancy costs		✓				
Finance	Staff Reorganisations	Any reorganisation not involving staff consultation or potential redundancy costs			✓			
Finance	Purchasing & Procurement Authorisations	Ordering Goods & Services		Over £100,000 Trust Board Up to £100,000 - BF&A	Up to £75,000 Countersigned by CFO	Up to £50,000 SFM as primary authoriser, countersigned by CFO		Exec Principal/Principal - up to £25,000 Head of School - as per sub delegation schedule as agreed with CEO and CFO School Budget Holders - up to £1,000
Finance	Purchasing & Procurement Authorisations	Signing School Level Contracts/SLAs		Over £100,000 Trust Board Up to £100,000 - BF&A	Up to £75,000 Countersigned by CFO	Up to £50,000 SFM as primary authoriser, countersigned by CFO		Exec Principal/Principal - up to £25,000 Head of School - as per sub delegation schedule as agreed with CEO and CFO
Finance	Purchasing & Procurement Authorisations	Signing Trust-wide Contracts/SLAs		Over £100,000 Trust Board Up to £100,000 - BF&A	Up to £75,000 Countersigned by CFO	Up to £50,000 SFM as primary authoriser, countersigned by CFO		

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Finance	Purchasing & Procurement Authorisations	Authorisation of BACS Payments			One of CEO/CFO/SFM up to £19,000. required b/w £20,000 to £249,999. required for BACS over £250,000. Bank rules prevent authorising own BACS run. SFO authorised to prepare and import BACS file only	Two Three Bank		School Finance Officer - authorised to prepare and import BACS file only	Accountable Owner/Power of Approval / Delegation of Authority to
Finance	Purchasing & Procurement Authorisations	Virements		No Limit - Trust Board Above £25,000 - BF&A	Up to £25,000 in conjunction with CFO	CFO - up to £25,000 in conjunction with CEO SFM - up to £5,000			Responsible Owner to deliver on task
Finance	Purchasing & Procurement Authorisations	Write Off Sales Invoices		Above £25,000 Trust Board Up to £25,000 - BF&A		CFO - up to £10,000 SFM - up to £1,000			Must be consulted
Finance	Purchasing & Procurement Authorisations	Disposal of Assets		Above £25,000 Trust Board Up to £25,000 - BF&A	Up to £10,000 in conjunction with CFO	SFM - up to £10,000 in conjunction with CEO & CFO		Up to £2,500	