

ATLP Scheme of Delegation
Effective April 2022

A: Approve, P: Propose, C: Consult

Item Reference	Task	Notes	Members	Trust Board	Finance Committee	Audit & Risk Committee	Pay & Appraisal Committee	School Improvement Standards Scrutiny Committee	Disciplinary Committee	Appeals (Pay & Appraisal, Disciplinary & Dismissals - All staff) & Pupil exclusions Committee	CEO	CFOO	Director of Education / Strategic Education Lead Secondary	ET - Appropriate Department	Head teachers	School or Central Services budget holder	LCB **Until September 2022	Support & Challenge Advocate ** Effective September 2022	Safeguarding Advocate ** Effective September 2022	Vulnerable Children Advocate ** Effective September 2022	Community Advocate ** Effective September 2022
Governance																					
1.1	Approve Trust Articles of Association	As per Articles	A	P							C										
1.2	Approve changes to funding agreement (with ESFA approval sought)		A	P							C										
1.3	Approve Terms of Reference for the Trust Board & its Committees			A							P			C							
1.4	Approve Scheme of Delegation			A							P	P		C							
1.5	Approval of Trust's overall vision, strategy & strategic objectives			A							P	C	C	C							
1.6	Approve changes to the governance structure	As per Articles		A							P	C		C			C				
1.7	Approve ordinary resolutions to allow the MAT to establish, maintain or carry on a School	As per Articles	A	P							C	C	C	C							
1.8	Approve the management or development of a School	As per Articles		A							P	C	C								
1.9	Appointment/Removal Trust Members	As per Articles	P/A	C							C										
1.10	Appointment/Removal Chair of Trust Board	As per Articles		A																	
1.11	Appointment/Removal Vice Chair of Trust Board	As per Articles		A																	
1.12	Appointment/Removal Trustees/Directors	As per Articles	A	P							C										
1.13	Appointment/Removal of Co-Opted Directors	As per Articles		A							P	C									
1.14	Appointment/Removal Chairs & Clerk of Advocate committees: Safeguarding Committee, Vulnerable Children Committee, Hub Committee			A							P	C									
1.15	Approve Membership of Trust Board Committees, taking into consideration appropriate skill set requirements			A							P										
1.16	Appointment/Removal ATLP Advocates			A							P			C	C						
1.17	Appointment/Removal Clerk to Trust Board & its Committees			A							P	C									
1.18	Appointment of patrons of the Trust or honorary office holders	As per Articles		A							P										
1.19	Appointment of internal & external auditors		A			P															
1.20	Management of the ATLP Risk Register			A		P					C	C	C	C							
1.21	Trust Business Plan Management			A							P	C	C	C	C		C	C			
1.22	Delivery of disclosure & barring (DBS) checks													A							
1.23	Review performance of the Board		A																		
1.24	Approve & maintain oversight of governance training & compliance requirements			A							C			P	C						

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1.25	Approve change of Trust name	As per Academy Financial Handbook	A	P																	
1.26	Approve Governance meetings calendar including the calling of General Meetings			A							P	C		C				C	C	C	C
1.27	Approval of Trust-wide policies	*Advocates per remit		A							P	C	C	C	C				C	C	
1.28	Approval of school-level policies/appendices	*Advocates per remit									A			C	P				C	C	
1.29	Approval of press releases concerning matters decided by the Trust Board			C							A										
1.30	Use of the seal & signatories to instruments to which a seal is affixed	As per Articles		A							P										
1.31	Setting Trust safeguarding practices, with regard to statutory guidance including appointing designated safeguarding lead			A							P		C	C					C		
1.32	Ensuring delivery of support programme for looked after children							A			C		C	C	C		C			C	
1.33	Approve the wind-up of the Company/Trust	As per Academy Financial Handbook	A	P																	
School Performance, Curriculum & Teaching																					
2.1	School Performance Targets & Performance			A				C									C	C	C	C	C
2.2	School 3 year development plan			A				C									C	C	C	C	C
2.3	Review low, medium & high risk areas of progress against school development plan			A				C									C	C		C	
2.4	Monitor School curriculum plan							A									C	C		C	
2.5	Monitor pupil premium plan				A			C							C		C	C		c	
Staff Policies & Pay																					
3.1	Approve changes to employee terms & conditions or collective agreements			A							P			C							
3.2	Approve changes to school staffing structures, including those that may result in job loss and/or pay reduction (redundancy)			A							P	C	C	C	C		C				
3.3	Approve changes to central team staffing structures including those that may result in job loss and/or pay reduction (redundancy)			A							P	C		C							
3.4	Approve school-based staff expenses & overtime	Consult with HR if non-standard													A						
3.5	Approve central staff expenses & overtime											A		P							
3.6	Approval of major changes to group pension schemes			A	P							C	C	C							
3.7	Approve monthly school payroll (BACS Authorisation)											A		P							
Staff Management																					
4.1	CEO: Appointment	As per Articles	A	A										C							
4.2	CEO: Dismissal/Suspension/Return from Suspension	*Suspension excludes Appeals Committee		A										C							

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4.3	CEO: Performance Review			A			P														
4.4	CEO: Appeal against dismissal									A				C							
4.5	CFOO: Appointment			A							P			C							
4.6	CFOO: Dismissal/Suspension/Return from Suspension			A							P			C							
4.7	CFOO: Performance Review						A				P										
4.8	CFOO: Appeal against dismissal									A	C			C							
4.9	Dir HR, Dir O&E, Dir Ed & Wider ET: Appointment			C							A	C									
4.10	Dir HR, Dir O&E, Dir Ed & Wider ET: Dismissal			A					P		C	C									
4.11	Dir HR, Dir O&E, Dir Ed & Wider ET: Performance Review						A				P	C									
4.12	Dir HR, Dir O&E, Dir Ed & Wider ET: Suspension										A			C							
4.13	Dir HR, Dir O&E, Dir Ed & Wider ET: Return from Suspension			A					C		P			C							
4.14	Dir HR, Dir O&E, Dir Ed & Wider ET: Appeal against dismissal									A				C							
4.15	Headteacher: Appointment/Dismissal/Suspension										A		P	C			C				
4.16	Headteacher: Appointment of Headteacher for newly converted schools that had immediately prior to conversion been a Voluntary Controlled school	As per Articles	A	A							P			C							
4.17	Headteacher: Suspension										A		P	C							
4.18	Headteacher: Return from Suspension			A							P			C	C						
4.19	Headteacher: Performance Review						A						P		C		C	C			
4.20	Headteacher: Appeal against dismissal									A	C			C							
4.21	Central Services Team: Appointment/Suspension										A	P		C							
4.22	Central Services team: Dismissal								A		P	C		C							
4.23	Central Services Team: Return from Suspension			A							P			C							
4.24	Central Services Team: Performance Review						A					P		C							
4.25	Central Services Team: Appeal against dismissal									A				C							
4.26	School staff below HT level: Appointment										C			C	C	A		C	C		
4.27	School staff below HT level: Suspension & Return from suspension										A			C	C	P					
4.28	School staff below HT level: Dismissal								A					P		C					
4.29	School staff below HT level: Appeal against dismissal									A				C							
Financial Governance & Management																					

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5.1	Approval of Trust & School Financial Regulations implementation (incl. accounting policies & practices, internal controls framework and key organisational policies)			A	P						C	C									
5.2	Approval of Trust 3 year budget plan			A	P						C	C		C							
5.3	Approval of central services 3 year budget plan			A	P						C	C		C							
5.4	Approval of school 3 year budget plan & monitoring of budget (incl. School deficit budgets)			A	P						C	C			C						
5.5	Approval of annual report & accounts, with regard to accounts consolidation exercises	Members to receive the audited annual report & accounts	C	A		P					C	C									
5.6	Approval of Trust response to Auditor's management letter			A		P					C	C									
5.7	Approval and monitoring of Financial efficiency				A						C	C									
5.8	Submission of schools accounts return to ESFA accompanied by a statement of regularity, propriety & compliance				C						A	P									
Financial Authorisations																					
6.1	Purchase of goods & services below £60,000	See finance policy	See finance policy																		
6.2	Purchase of contracts below £60,000	See finance policy																			
6.3	Approving purchases of goods, services & contracts over £60,000	See finance policy		A							C	C									
6.4	Approving formal tenders over £100,000	See finance policy		A	P						C	C									
6.5	Collective purchase of goods or services over: - goods – £213,477 - works – £5,336,937 - most services – £213,477 Using UK Find a Tender service	Per Public Contracts Directive [2014] and Public Contract Regulations [2015] [PCR]. Thresholds will be subject to review in January 2024		A	P						C	C									
6.6	Approving severance and compensation payments up to £50,000, and obtaining ESFA approval for compensation payments over £50,000	See finance policy		A							P			C							
6.7	Approving ex-gratia payments. ESFA Agreement required	See finance policy		A							P			C							
6.8	Approving novel, contentious & repercussive transactions. ESFA agreement required	See finance policy		A							P										
6.9	Approving property lettings over one year and/or over £25,000.	See finance policy		A							P	C									
6.10	Authorising the disposal of assets between £500 and £5000 – Finance manager to be advised	See finance policy												A/C	A						

