



INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

SCHEME OF DELEGATION

The Board of Trustees has overall legal responsibility for the operation of Inspire Partnership Multi Academy Trust (the Trust) and the academies within it. It is legally responsible and accountable to the DfE and has to operate and comply with the provisions set out in its constitutional documents and all relevant legislation including the Articles of Association of the Trust, the Master Funding Agreement and the Academies Handbook.

In accordance with the terms of its Articles of Association, the Trust's powers are exercised by its Trustees with the CEO having executive authority for day-to-day operations. In accordance with the terms of its constitutional documents and, where applicable, determinations made by the Trustees, this Scheme of Delegation sets out in detail those powers which are reserved to the Trustees (the Board) and the responsibilities delegated to Executive Officers, Head Teachers and Local Governing Body (LGB).

This document works in conjunction with the Financial Scheme of Delegation and the Policy Approval Schedule.

Scheme of Delegation 2023 – 2024

KEY: A – Approve J – Joint Approval R – Recommend D – Develop/Advise I – Implement M – Monitor S – Strategic Monitoring		MEMBERS	TRUST BOARD	FIN, RESOURCES & AUDIT COMMITTEE (Inc Risk and Pay)	CURRICULUM & STANDARDS	CEO / DCEO	CFO	BOO, FO ESTATES OFFICER	COO	SBO	LGB	HEADTEACHERS	CLERK
1.	STRATEGY												
1.1	Growth Plan		A S			D R I	D I		D I				
1.2	Trust Strategic Plan: agreeing key priorities and KPIs		A S			D R I	D I		D I				
1.3	Agreement to submit an expression of interest (EOI) for a new school to join the Trust		A S			D R I	D I		D I				
1.4	Admission of new schools to Trust		A S			D R I	D I		D I				
2.	GOVERNANCE												
2.1	Members: Appoint / Remove	A											D I
2.2	Trustees: Appoint / Remove (the majority of Trustees must be appointed by Members)	A	R D			D	D		D				D I
2.3	Board Committee Chairs: Appoint / Remove		A	R	R								D I
2.4	LGB Chairs: Appoint / Remove		J			J					R		I
2.5	LGB Members: Appoint / Remove					A	D	D	D		R	R	I
2.6	Changes to Governance Structures and functions (Committees)		A			R							I
2.7	Changes to Scheme of Delegation: review / agree annually		A			R	D R I	I	D R I				D I
2.8	Determine level of delegation to LGB of each academy: review / agree annually		A			R	R		R				D I
2.9	Terms of reference for committees of the Board of Trustees: review / agree annually		A	I	I	D R	D R		D R				D I
2.10	Approval of Constitution and Terms of Reference for LGBs.		A										D I
2.11	Annual schedule of Board, Committee, LGB meetings and Annual Work Plan		A			I D	I	R			I		D I
2.12	Appoint and remove Clerks to Board and LGBs		A			R I	D		D				

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2.	GOVERNANCE Cont'd												
2.13	Maintenance of Register of Interests		I				S				I		DI
2.14	Approval of Trust policies not referenced under other sections					A	DRI		DRI				
2.15	Update GIAS and Companies House with Member/Trustee Information						M						DI
2.16	Format for Head teacher Report for LGB		A			DR					S	I	
2.17	Trustee performance monitoring through periodic review	S	I										
2.18	LGB performance monitoring through periodic review		A			R					I	R	M
2.19	Complaints Policy		A			R		I	DRI			I	M
3.	STATUTORY REPORTING												
3.1	Trust Annual Accounts	S	A	R			DI						
3.2	Response to Auditors' Management Letter		S	A			DI						
3.3	Appointment/Removal of external auditors	A	R	S			RI						
3.4	Budget Forecast Return		J	R		MJS	DRI						
3.5	Other Accounting Returns DFE/EFSA					MA	DRI						
3.6	Pension EOYC					M	DRI						
3.7	Payroll Annual return (inc P11D)					M			DRI A				
3.8	Corporation Tax					M	DRI						

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4.	SYSTEMS OF INTERNAL FINANCIAL CONTROL												
4.1	Internal financial control procedures			A		M	D R I						
4.2	Financial regulations and associated policies			A		M	D R I						
4.	SYSTEMS OF INTERNAL FINANCIAL CONTROL Cont'd												
4.3	Appointment of Internal Auditors and agree audit plan			A			D R I						
5.	BUDGET & MANAGEMENT REPORTING												
5.1	Trust Budget – 3 Year Plan		A	R S		S	M D I	I	I				
5.2	Monthly Management Accounts		S	M		M	D I						
5.3	Central spend / Trust levy: review and agree		A	R S		M	D R I		D R I				
5.4	Quarterly school level management accounts					M	D R I	R I			R I	D R I	
5.5	Budget virements up to £5,000 (Within approved budget)						M	I A		R		R	
5.6	Budget virements under between £5,000 and £25,000 (Within approved budget)						J M A	D R I		R		R	
5.7	Budget virements over between £25,000 and £50,000 (Within approved budget)			S		A	D R I		D R I				
5.8	Budget Virements above £50,000 (Within approved budget)			A			R I						
5.9	Business case approval for expenditure outside approved budget up to £10,000			M		A	R I		R I				
5.10	Business case approval over £10,000			A		R I	R I		R I				
5.11	Capital Plan approval up to £50,000 (Per Project Within approved budget)					M	J	R I	J				

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5.13	Capital plan approval over £50,000 (Per Project or Outside approved budget)			A M			R	I	R				
5.14	Tracking and reporting of changing to funding levels, approved pay awards and external influences that impact on expenditure (e.g. energy costs)			M		A	DR	I					
6. PURCHASING AND PROCUREMENT													
6.1	Enter into contracts above £100,000		A S	M		DR M	DR IDR	I	DR I				
6.2	Enter into contracts between £50,000 to £100,000		S	A M		DR I	DR I		DR I				
6.2	Enter into contracts above £25,000 to £50,000 (within Approved Budget)			S		A M	DR	I	DR				
6.3	Enter into contracts between £5,000 – £25,000 (within Approved Budget)					M	A M	DR I	DR M				
6.4	Enter into contracts up to below £5,000 (within Approved Budget)						MJ	ADR I	J	DR I		M	
6.5	Review contracts register and identify potential savings through economies of scale and joint procurement strategies Develop, review and approve Trust wide procurement strategies and efficiency savings programme			S		M	DR I	RI	DR I	RI			
6.6	Entering into leasing agreements above £50,000 (total value over life of lease)		S	A		M	DR I		DR I				
6.7	Entering into leasing agreements up to £50,000 (total value over life of lease)			M		A	DR I		DR I				
7. BANKING AUTHORITY AND CASH MANAGEMENT													
7.1	Investments above £85,000		A	M			RI						
7.2	Investments below £85,000 (FSCS Limit)		S	A			RI						
7.3	Open new bank accounts			A M			DR I						
7.4	New credit cards					M	A	DR I					

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A – Approve	J – Joint Approval												
8.	TRANSACTION PROCESSING												
8.1	Purchasing – approve a Purchase Order or Non-Order Invoice above £50,000 (Trustee approval delegated to Chair or Vice Chair)		M	A		DRI	DRI		DRI				
8.2	Purchasing – approve a Purchase Order or Non-Order Invoice up to £50,000			M		A	DRI						
8.3	Purchasing – approve a Purchase Order or Non-Order Invoice up to £25,000					M	A	DRI					
8.4	Purchasing – approve a Purchase Order or Non-Order Invoice up to £5,000						M	DRIA				A	
8.5	Purchasing – approve a Purchase Order or Non-Order Invoice up to £1,000						M			DRIA			
8.6	Approval of invoices where a Purchase order or contract has been approved in accordance with the SOD					M	A	DRI	A				
8.7	BACS – approve BACS runs (Up to £150,000)						J	J					
8.8	Approve Trustee and CEO expenses (except own)		A				I						
8.9	Approve Headteacher / Central Team Expenses					A	I						
8.10	Write-off bad debts under £1,000					A	RI						
8.11	Write-off bad debts over £1,000			A			RI						
9.	FIXED ASSETS												
9.1	Asset Register – completion of accurate register for each setting						I	M		M			
9.2	Disposal of assets with a net book value of zero						A	RI					
9.3	Disposal of cumulative assets with a net book value of up to £1,000 (at any year in 1 setting)					A	RI						
9.4	Disposal of cumulative assets with a net book value of £1,000 or over (at any year in 1 setting)			A			RI						

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10.	STAFF AND PAY												
10.1	Approval of new or replacement Headteacher		J			J			DI		R		
10.2	Approval of new or replacement Deputy and Assistant Headteacher posts					A			I			DI	
10.3	Approval of academy staffing structure (reviewed annually)			S		A	M		DRI	I		R	
10.3	Approval of central team staffing structure (reviewed annually)			S		A	RDI		RDI				
10.4	CEO: Appoint/ Dismiss	S	DRIA										
10.5	Deputy CEO, COO and CFO: Appoint / Dismiss		A			DRI							
10.6	Undertake the recruitment process and appoint other Central Team roles					A	DRI		DRI				
10.7	Undertake the recruitment process and appoint other academy teaching and support roles within the approved staffing structure									DRI		A	
10.8	Termination of employment: no severance pay above contractual entitlement					A			DRI			R	
10.9	Termination of employment: severance pay above contractual entitlement or settlement agreement		M	A		R	DRI		DRI				
10.10	New job descriptions and job evaluations (subject to grading panel/market testing)					A			DRI				
10.11	Restructures, redundancies processes		M	A			DRI		DRI				
10.12	Suspension/return of Head teachers			S		IA			DRI				
10.13	Suspensions/return of school teaching and support staff			M		A			DRI			I	
10.14	Undertake an investigation relating to the Headteacher under a HR policy			M		A			DRI				
10.15	Undertake an investigation relating to a school-based employee under a HR Policy					A			DRI			I	
10.16	Take formal action relating to a Headteacher under a HR policy			M		A			DRI				

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10.	STAFF AND PAY Cont'd												
10.17	Take formal action relating to a school-based employee under a HR policy					A		DRI	DRI			I	
10.18	Take part in formal HR Hearings / Appeals		I			I			DR			I	
10.19	Inflationary pay increases (STRB & NJC approved)		S	A			DRI						
10.20	Undertake CEO performance review process and implement pay progression			AIM			I		I				
10.21	Change to Central Team Leadership Pay Range		S	A		R	DRI		I				
10.22	Central Team Pay Progression within Pay Range			M		A	DRI		DRI				
10.23	Undertake Headteacher performance review process			S		A	I		I				
10.24	Headteacher pay progression within ISR			A		R	I		I				
10.25	Change to Headteachers ISR			A		R			DRI				
10.26	Undertake School leadership members' performance review process (other than Headteacher)					S					M	AI	
10.27	School Leadership members pay progression/change of ISR (other than Headteacher)			A		DRM	DRI		DRI				
10.28	Teachers' and support staff performance review process and pay progression					M	I		I			AR	
11.	PERFORMANCE AND CURRICULUM												
11.1	Academy SEF / Development Plan				S	AM						DRI	
11.2	Review progress against Academy Development Plan				S	M						I	
11.3	Curriculum Intent & Curriculum Models				S	A						DI	

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11.	PERFORMANCE AND CURRICULUM Cont'd												
11.4	Academy KPIs				A S	R						DI	
12.	ADMISSIONS												
12.1	Agree Admissions arrangements in consultation with LGBs		A S			DRI					M	I	
12.2	Publish school level admissions arrangements/policies on website		M			DRI						DRI	
12.3	Admittance over PAN/refusal of place		J			J						DRI	
13.	PUPIL BEHAVIOUR												
13.1	Fixed term Exclusion				S	M						AI	
13.2	Permanent Exclusions				S	JM						JI	
13.3	Appointment of panel to hear appeals against a permanent exclusion					M					I	I	
14.	SCHOOL ORGANISATION												
14.1	Approval of changes to academy times of day					AM					M	DRI	
14.2	Term Dates / INSET Dates					AM					M	DRI	
15.	RISK, HEALTH AND SAFETY												
15.1	Health & Safety Trust Statement			A				DI	R	I		I	
15.2	Health & Safety Policy					A		DRI		I		DRI	
15.3	Risk Management Strategy / Processes		S	AM		DRI	DRI		DRI			I	
15.4	Report on Risks to Board			S		M	DR		I				

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15.5	Academy Emergency Plans					S		M	M	DI		DRI	
15.6	Testing of School Level Policies inc Fire Evacuation and Emergency Planning					S		M	M	I		DRI	
15.7	Trust Business Continuity Plan		AS			DRI	DRI		DRI				
15.8	Testing of Business Continuity Plan at school level		S			M		DRI	DRI	I		I	
16.	PREMISES AND INSURANCE												
16.1	Statutory compliance testing involving school level premises teams			S				DRI	M			I	
16.2	Fire risk assessment and Asbestos risk assessment			S				DRI	M			I	
16.3	Action plans in relation to safety of sites including buildings conditions			S				DRI	M			I	
16.4	Trust Premises & Capital Strategies		A			M	DRI	DRI	DRI				
16.5	Source Trust insurance including RPA and staff absence						A	DRI	A				
16.6	Insurance Claims including RPA and staff absence			M			I	I		DRI			
16.7	H & S Incidents			S				RI	M	RI		RI	
17.	SAFEGUARDING												
17.1	Safeguarding audits				S	DR					M	I	
17.2	Implementation of actions from Safeguarding audits				S	M					M	I	
17.3	Safeguarding training for all staff					S				MI	M	I	
17.4	Trustee Safeguarding training		S			MI		M					I
17.5	Governor Safeguarding training				S	MI		M				MI	I

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17.6	Managing of Safeguarding/CP concerns in line with Trust policies		S			M					M	RIM	
17.7	LADO Referrals		S			M			M		M	RIM	
18.	ICT, DATA PROTECTION AND COMPLIANCE												
18.1	Trust ICT Strategy		AS		M	DRI	I		I			I	
18.2	GDPR Compliance		S			M	I	I	DRI			I	
18.3	Legal cases		S			M	MI	MI	MI			I	
18.4	Publication on Trust and Academy Websites of all required details on governance arrangements		S			RDI						I	I
18.5	Annual report on performance of the Trust: submit to Members and publish	S	M			DRI	DI		DI			DI	
18.6	Compliance with the requirements of the Master and Supplemental Funding Agreements			S		M	DI						
18.7	Compliance with Academy Trust Handbook			S		M	MDRI	I	I	I	I	I	