HISP
Multi Academy
Trust

Policy	Scheme of Delegation
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HISP Multi Academy Trust

Introduction and Purpose

The Board of the HISP Multi Academy Trust is accountable in law for all decisions about the Trust and its schools. It is vital to ensure there are systems in place, so the Board is assured of the quality of education as well as the safety and good practice of activity within the Trust. However, this does not mean the Board is required to undertake all tasks or make all the decisions itself. This Scheme of Delegation sets out the delegated functions within the HISP governance structure. This document, together with the committee structure and Terms of Reference, will be reviewed at least annually by the Board.

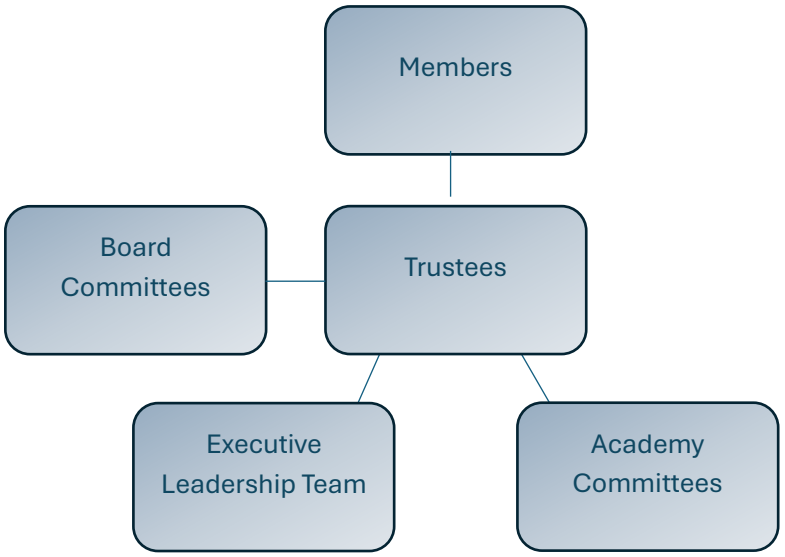
The intention of this document is to:

- Set out delegations for specific areas of activity or decision making in a clear, usable format
- Provide clarity, consistency and avoid duplication or overlap in governance
- Seek to place governance decision making as close as possible to the point of impact.

HISP's approach to governance allows it to adapt to the different needs of the schools. There may be circumstances when the Board will need to intervene and choose to withdraw specific delegated authorities although these are expected to be the exception rather than the rule. Possible examples where this may be required include, but are not limited to, significant concerns within a school which may relate to safeguarding, finance, educational performance or an adverse Ofsted inspection.

This document should be read alongside the Trust's Terms of Reference and Articles of Association. These cover governance delegations but are in addition to the Trust's Financial and HR delegations. The delegations have been drafted informed by an assumption that functions will be carried out in line with the Trust's Articles, agreed Trust policies or approaches, as well as to meet all compliance requirements. In addition, where significant concerns or issues arise, and in line with Trust policies as well as regulators' requirements, it is recognised that these may be raised by exception with the Board or other Trust stakeholders.

Structure



As an exempt charity and company limited by guarantee, HISP MAT is governed by a Board of Trustees who are responsible for, and oversee, the management and administration of the Trust and the academies run by the Trust. Trustees are accountable to the Department for Education (DfE), external Government agencies, including the Charity Commission, and the Members, who are the guardians of the governance of the Trust.

The Scheme of Delegation defines the powers which are delegated from the Trust Board to the other sub-committees or Executive Leaders in order to facilitate the day-to-day running of the organisation, ensuring compliance with the Academies Financial Handbook and the HISP Financial Regulations. In the absence of an AC, default lays with the Executive Team, who may delegate to an interim board. While the Scheme of Delegation seeks to offer clarity on decision-making powers, and includes specific authorities, it cannot provide a definitive and exhaustive guide to decision-making across every area of MAT business. To that end, the HISP Trust Board seek to operate within the spirit of the framework holding to the culture of governance, as defined by high levels of transparency and trust. Further details on financial delegation is included in the Trusts Financial Policies.

The key tiers of governance of the Trust are:

Members: The members hold ultimate responsibility for the Trust achieving its charitable objectives, have the power to amend the Articles of Association and appoint or remove Trustees.

Trustees: As the legal accountable body for HISP, the Trustees are accountable to the Secretary of State for Education for the effectiveness of each of the HISP schools. Members of the Trust Board fulfil the duties of company directors, trustees and governors; they are referred to within HISP as Trustees. It is recognised that, whilst the Board can choose to delegate some of its functions, it cannot delegate its responsibilities. The Trust Board alone will have authority to agree the scheme of delegation.

Whilst the day-to-day management of the Trust and its Academies is delegated to the CEO and other members of the leadership, the core responsibilities of the Trust Board are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure money is well spent.

Academy Committees: The Board has established one Academy Committee for each school, with a key role to provide local input into school plans, standards, stakeholder engagement, SEND, Safeguarding and review alignment with HISP strategy, approach, ethos and values. Academy Committee Chairs are appointed by the Trust Board, who can appoint an interim board if necessary. Each Academy Committee responds to the context, status, needs and resources of its community.

Trust Board Committees: The Trust Board have created additional committees focused on specific aspects, the details of which can be found below:

- Education & standards committee [E&S] – Educational needs of students across the Trust, curriculum principles, achievement, teaching capacity, careers and student engagement.
- Finance & resources committee [F&R] – Compliance with financial responsibilities, including annual accounts, budget adjustments, expenditure and appropriate use of funding streams.
- Audit & risk committee [A&R] – Risk register, health & safety, external auditor appointment, internal scrutiny and business continuity planning.
- People, pay & culture committee [PPC] – Trust culture, recruitment procedure, workforce oversight, appraisal and pay policy.

Each committee has adopted terms of reference, which further outlines responsibilities.

Executive Leadership Team (ELT)	Headteachers (HT)	Academy Committees (AC)
The CEO is appointed by the Trust Board and responsible for the operational lead of the Trust, alongside other members of the leadership team. It is responsible for ensuring strategic aims and objectives ate achieved in accordance with the Trust values and ethos. The executive team carries out governance, management and leadership functions, providing support and challenge to enable Headteachers to lead and improve their individual Academies. To carry out the responsibilities detailed, a central office staff is appointed by the executive leadership. These appointments include education, finance, operations and people directors, who are responsible for effective leadership and management across all Academies.	Headteachers have delegated responsibility for all aspects of leading and managing their Academy in line with Trust expectations and statutory/regulatory requirements. They are responsible for developing the strategic direction, vision, culture, values and operational priorities at the Academy, in line with HISP strategic priorities. They are responsible for the effective implementation of the Trust's agreed policies, practices and procedures at an Academy level and for evaluating the local impact. Headteachers are appointed to the Academy Committee and have a responsibility to attend meetings.	Academy Committees hold powers and responsibilities delegated by the Trust Board and act as a representation of the Board at an Academy level, forming a single governance community, with a shared sense of mission, vision, values and culture. The AC acts as a 'critical friend' of the Academy and its leadership, challenging and supporting leaders across all aspects of the Academy's functions and practice, in the interests of children and young people. They are responsible for bringing their local knowledge and understanding to support the delivery of Academy priorities and championing the interests of children and young people. For Academies requiring rapid improvement, an Interim Executive Board (IEB) composed of executive Trust leadership will be appointed to fulfil the delegated duties of a AC.

HISP Multi Academy Trust

Definitions

Descriptor	Definition
Approve	Accountable/responsible for approving a document or process, where appropriate, determining how the task will be undertaken including defining appropriate milestones and targets to be reported against. Where this relates to appointments, for example a lead trustee role, this is included in the delegations as ‘appoint’.
Recommend	Will make recommendations as to how a task, decision or approach should be undertaken or completed. The recommendation will usually inform the approach or decision.
Consulted	Will be consulted as part of the process of completing a task. Their contributions may inform the approach or decision.
Informed	Will receive one-way information on approved decisions or approaches.

Ref	Area	Members	Trust Board	Executive Leadership Team (ELT)	Academy Committee (AC)	Academy Head (AH), or unit leader
1. Strategy and Governance						
1.1	Review, amend, adopt Articles of Association	Approve	Recommend			
1.2	Change the name of or wind up the Academy Trust	Approve	Recommend			
1.3	Appoint and remove Members	Approve	Recommend			
1.4	Appoint and remove up to 9 Trustees	Approve	Recommend			
1.5	Appointment and removal of external auditors	Approve	Recommend			
1.6	Trust's external audited annual report and accounts	Informed	Approve			
1.7	Determine power of Chair of Trustees in urgent situations		Approve			
1.8	Election of Board Chair and Vice-Chair		Approve	Informed	Informed	Informed
1.9	Appointment of Link Trustee Roles and Committee Chairs		Approve	Informed	Informed	Informed
1.10	Appointment, removal, suspension of AC chairs		Approve	Informed	Recommend	Consulted
1.11	Appointment, removal, suspension of AC members for new schools within the HISP		Approve	Recommend	Consulted	Consulted
1.12	Appointment, removal, suspension of AC members (excluding AC members for a newly joined school)			Informed	Approve	Consulted

Ref	Area	Members	Trust Board	Executive Leadership Team (ELT)	Academy Committee (AC)	Academy Head (AH), or unit leader
1.13	Appointment of Clerk to Trust Board and Committees		Approve	Informed		
1.14	Trust vision and strategy, including any plans for growth or significant change		Approve	Recommend		
1.15	Trust ethos and values		Approve	Recommend		
1.16	Trust Executive Plan including key pillars, priorities, KPIs, input from school improvement plans		Approve	Recommend		
1.17	Risk Management and control		Approve	Recommend		
1.18	Plan for potential new schools to join the Trust & due diligence arrangements		Approve	Recommend		
1.19	Hold the CEO to account for effective implementation of the strategy		Approve			

Ref	Area	Trust Board	Executive Leadership Team (ELT)	Academy Committee (AC)	Academy Head (AH), or unit leader
2. Education, Curriculum and School Performance					
2.1	School Improvement Plans and Self-evaluation	Informed	Approve	Consulted	Recommend
2.2	Review Trust Outcomes	Approve	Recommend	Informed	Informed
2.3	School academic targets	Informed	Approve	Consulted	Consulted
2.4	Trust's educational performance against strategic KPIs	Approve	Recommend		
2.5	Academy educational performance against the improvement plan		Informed	Approve	Recommend
2.6	Trust curriculum intent & provision incl. EYFS and 6th form	Approve	Recommend	Informed	Consulted
2.7	School curriculum intent and provision including EYFS and sixth form	Informed	Approve	Informed	Consulted
2.8	Strategy for Pupil Premium and other grants	Informed	Consulted	Approve	Consulted
2.9	Safeguarding oversight, policies and procedures (including Prevent)	Approve	Recommend	Consulted	Consulted

Ref	Area	Trust Broad	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
3. Financial Management					
3.1	Financial Regulations, financial and asset management policies, controls and procedures to ensure compliance across Trust & schools	Approve	Recommend		
3.2	Setting budgets within the Trust	Approve	Recommend		
3.3	Agree a funding model for Trust (including academies)	Approve	Recommend		
3.4	Appointment of internal auditors, audit and controls and bankers for the Trust	Approve	Recommend		
3.5	External audit reports, annual report and accounts	Approve	Recommend		
3.6	Monitor Academy financial decisions and the impact on educational delivery and operational risk	Informed		Approve	Consulted

Ref	Area	Trust Broad	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
4. Estates, ICT, Health & Safety and Operations					
4.1	Trust policies and property strategy, estate improvement plans, priorities for premises maintenance and development including an accessibility plan	Approve	Recommend	Consulted	Consulted
4.2	Health & Safety compliance, policies and procedures	Approve	Recommend	Informed	Consulted
4.3	ICT services, resources and acceptable use policy	Approve	Recommend	Informed	Approve
4.4	School conditions allocation and capital improvement works	Approve	Recommend	Consulted	Consulted

Ref	Area	Trust Broad	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
5. People, Pay and Culture					
5.1	Employment related policies	Approve	Recommend	Informed	Consulted
5.2	Proposals for restructuring or redundancy	Approve	Recommend	Informed	Consulted
5.3	Appointment, removal, suspension of Chief Executive Officer (CEO) and Chief Financial Officer (CFO)	Approve	Recommend	Informed	Informed
5.4	Appointment of (other) Executive Directors and central Trust staff	Informed	Approve	Informed	Informed
5.5	Determine salary range for appointment of (other) executive directors and Academy Heads	Approve	Recommend		
5.6	Appointment, removal, suspension of Academy Heads	Consulted	Approve	Consulted	
5.7	Appointment of teaching positions (including teaching leadership scale) and unit / school-based support staff roles within approved budget, existing staffing structure and approved leadership range/job evaluation		Informed	Informed	Approve

Ref	Area	Trust Broad	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
5.8	Performance management and pay awards for CEO and Executive Team	Approve	Recommend		
5.9	Performance management and pay award determination for Academy Heads	Approve	Recommend	Consulted	
5.10	Performance management and pay award determinations for the One Trust Services team	Approve	Recommend		
5.11	Performance management and pay award determinations for all other school staff including allocation of TLR/ UPS and SEN values, and cost of living awards and pay progression	Approve	Recommend	Informed	Proposed
5.12	Determine leadership ranges (below Academy Head)	Informed	Approve	Informed	Recommend
5.13	Pay point/salary range (for new, regraded or temporary additional role or vacancy in staffing structure)		Approve		Recommend
5.14	Performance management and pay award procedures		Approve		Recommend
5.15	HISP terms and conditions: Amendments and variation from standard for a new employee	Informed	Approve		Consulted
5.16	Harmonisation of TUPE'd terms	Approve	Recommend	Informed	Consulted

Ref	Area	Trust Broad	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
5.17	Adoption of HISP terms for onboarding schools	Approve	Recommend		Consulted
5.18	Annual pay policy for all staff including pay ranges	Approve	Recommend	Informed	Consulted
5.19	Determination of any discretionary allowances not covered by the pay policy	Informed	Approve		Recommend
5.20	Pension matters including early or post-retirement where potential financial implications, change of pension trust rules and one-off requests	Approve	Recommend		Consulted
5.21	Where management discretion exercised or delegated PP&C authority not noted within this section with Trust implications / precedent setting	Informed	Approve		
5.22	Settlement of any other form of termination payment (including PILON) where HISP has terminated the employment	Approve	Recommend	Informed	Consulted

Ref	Area	Trust Broad	Executive Leadership Team (ELT)	Academy Committee	Academy Head (AH) or Unit Leader
6. Statutory, regulatory and policy compliance					
6.1	Trust wide policies and practice	Approve	Recommend	Informed	Consulted
6.2	School based policies and practice, including teaching, learning and pedagogy	Informed	Informed	Approve	Recommend
6.3	Auditing and reporting arrangements for areas of compliance (safeguarding, health & safety, employment)	Approve	Recommend	Informed	Recommend

7. Financial Delegation Values

Duty/Task Delegated	**Value**	**Delegated Authority**
Ordering Goods and Services (raising requisitions)	Up to £1,000 (Primary) Up to £3,000 (Secondary)	School/Unit Budget Holder as delegated by School Headteacher or Unit Lead
	£1,001 or £3,001 to £20,000	School SLT member as Delegated by School Headteacher or Unit Lead Trust Business Partner/Head of Finance Where within **agreed** budget
	£20,001 to £50,000	ELT Member within **agreed** budget
	£50,001 to £100,000	CEO + ELT Member within **agreed** budget
	£100,000 above	Trust Board or Delegated Committee
	Authority to accept other than lowest quotation or tender	In line with authorisation above to 'next level'
Signatories for DfE grant claims and DfE returns	Any	As stated by DfE: ordinarily: Chair of Trustees CEO (Accounting Officer) Executive Director of Finance Head of Finance/Head of Financial Accounting Headteacher

Duty/Task Delegated	Value	Delegated Authority
Virement of budget provision between budget heads	Up to £20,000 with no impact on overall budget	Headteacher Finance Business Partner
	Up to £50,000 with no impact on overall budget	CEO or Executive Director
	Over £50,001 up to £100,000 with impact on overall budget	Finance and Resources Committee (or Trust Board)
	Over £100,001 with impact on overall budget	Board of Trustees
Disposal of assets (with reference to Academies Financial Handbook)	Up to £10,000	CEO
	£10,001 to £50,000	As above plus Finance and Resources Committee
	Over £50,001	Board of Trustees
Write-off of bad debts (With reference to Academies Financial Handbook	Up to £10,000	CFO
	£10,001 to £25,000	As above plus CEO
	£25,001 to £45,000 (or 1% total annual income whichever is smaller)	As above plus Finance and Resources Committee / Trust Board

Duty/Task Delegated	Value	Delegated Authority
	Over £45,000 (or 1% total annual income whichever is smaller) cumulatively, 2.5% of total annual income (subject to a maximum of £250,000) in any financial year per category of transaction for trusts that have not submitted timely, unqualified accounts for the previous 2 financial years - this category includes new trusts that have not had the opportunity to produce 2 years of audited accounts cumulatively, 5% of total annual income (subject to a maximum of £250,000) in any financial year per category of transaction for trusts that have submitted timely, unqualified accounts for the previous 2 financial years	As above and DfE approval must be sought **in advance**

Duty/Task Delegated	**Value**	**Delegated Authority**
Purchase, Sale, or write off of any freehold property	Any	DfE approval required
Granting or take up of any leasehold or tenancy agreement exceeding seven years	Any	DfE approval required
Ex gratia Payments	Any	DfE approval required
Staff Severance or Compensation payment where non-statutory/non-contractual	£50,000 or more before tax **(approval required in advance).**	DfE approval required
Bank Loans or overdrafts	Any	DfE approval required
Related Party Transaction	£20,000	DfE approval required