



# HISP MULTI ACADEMY TRUST

## SCHEME OF DELEGATION

**Date last approved by the Trust Board:** 20 June 2022  
**Date of last amendment:** 20 June 2022  
**Date of next review:** June 2023



HISP is a Multi Academy Trust (MAT) covering primary and secondary phases including nursery, located in the Hampshire, Isle of Wight, Southampton and Portsmouth areas.

The vision of the HISP MAT is that we will “*Empower learners to achieve and succeed by putting the child at the centre of everything we do*”.

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. These Trustees are accountable to the Department for Education (DfE) and external Government agencies, including the Charity Commission, for the quality of the education provided and the effective use of the associated academy funding.

The Scheme of Delegation (SoD) defines the powers which are delegated from the Trust Board to other sub-committees or Executive Officers 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 Executive Team, who may delegate to an interim board. While the SoD 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 and its officers should seek to operate within the spirit of the framework holding to the culture of governance, as defined by high levels of transparency and strong trust. Further detail on financial delegation is included in the Trusts Financial Policies.

### **Key**

	Green	Delegated / Approval / Strategic
	Grey	Partially Delegated / Recommending / Operational





# Organisational Scheme of Delegation

Item	GOVERNANCE	Members	Trustees	CEO & Executive Team
1	Amend and adopt the Articles of Association			
2	Change the name of the Academy Trust			
3	Wind up the Academy Trust			
4	Appoint and remove Trustees to the Board in line with the Articles of Association			
5	High level monitoring of the effectiveness of the Trust Board to deliver the charitable objects			
6	Appointment of external auditors			





# Organisational Scheme of Delegation

Item	STRATEGY	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
7	Trust overall vision, ethos and strategy				
8	Academy overall, vision, ethos and strategy				
9	Admission of new academies				
10	Entering into master funding agreements				
10 a	Entering into grant funding agreements				
11a	Entering into Trust leases or other legal arrangements (excluding purchasing contracts)	> £100,000 or > 5 years	< £100,000 and > 5 years		
11b	Entering into school leases or other legal arrangements (excluding purchasing contracts)	> £100,000 or > 5 years	< £100,000 and > 5 years		< £10,000 and > 5 years
12	Approval of trust improvement plans based on Self Evaluation Framework (SEF) or other assessment				
13	Approval of academy improvement plans based on Self Improvement Tracker (SIT)				





# Organisational Scheme of Delegation

Item	GOVERNANCE	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
14	Approval of terms of reference for trust sub-committees				
15	Approval of terms of reference for academy sub-committees				
16	Approval of terms of reference of ACs				
17	Appoint and remove Chair of ACs				
18	Appoint AC Governors				
19	Remove AC Governors				
20	Appoint and remove Clerk to the Board of Trustees				
21	Appoint and Remove Clerk to the ACs				
22	Maintenance of trust register of interests				
23	Maintenance of academy register of interests				
24	Ensuring the accuracy and suitability of the trust Risk Register				
25	Ensuring the accuracy and suitability of the academy Risk Register				
26	Maintenance of trust risk management processes				
27	Maintenance of academy risk management process				
28	Approval of trust policies (not specifically referenced in this document)				
29	Approval of academy policies (not specifically referenced in this document)				



Item	EDUCATION	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
30	Approval and monitoring of trust targets, including for student achievement, progress and attendance				
31	Approval and monitoring of academy targets, including for student achievement, progress and attendance				
32	Post-Ofsted Action Plan				
33	Curriculum and assessment: Planning, implementation and review				
34	Set term dates				
35	Set Length/ organisation of Academy day				
36	Issues fixed term exclusions				
37	Issues permanent exclusions				
38	Holds exclusion appeals				
39	Admissions policy approval where no change is proposed				
40	Admissions policy approval where change is proposed				
41	Admission appeals				
42	Trust stakeholder engagement				
43	Academy stakeholder engagement				
44	Trust websites & Prospectus				
45	Academy websites & prospectus				
46	Trust media & PR				
47	Academy media & PR				





# Organisational Scheme of Delegation

Item	FINANCE	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
<b>STATUTORY REPORTING</b>					
48	Completion and approval of annual accounts and reports to funding and regulatory bodies				
49	Completion and submission of other accounting returns				
50	Completing annual and periodic financial reports to the Trust Board and/or DfE and EFA (including income/ expenditure, cash flow, projections etc.).				
51	Authorised to complete PAYE returns				
52	Authorised to complete VAT returns				
<b>SYSTEMS OF INTERNAL FINANCIAL CONTROL</b>					
53	Assurance over adequacy of systems of internal financial control				
54	Approval of financial regulations				
55	Appointment of internal auditors				
<b>BUDGET &amp; MANAGEMENT REPORTING</b>					
56	Approval of annual budget				
57	Academy annual budget setting				
58	Trust receipt and review of management accounts				
59	Approval of Central budget and academy contributions				
60a	Authority to make Trust budget virements	> £100,000	< £100,000		
60b	Authority to make school budget virements	> £100,000	< £100,000		< £25,000
61	PP Funding (reporting requirements and sports premium)				
<b>RESERVE REQUESTS</b>					
62	Authority to approve trust reserves requests	> £100,000	< £100,000		
63	Authority to approve academy reserves requests	> £100,000	< £100,000		



# Organisational Scheme of Delegation

Item	FINANCE	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
<b>PURCHASING &amp; PROCUREMENT</b>					
64	Placing orders for goods and services, entering into contracts - trust	> £50,000 or > 5 years	< £50,000 and < 5 years		
65	Placing orders for goods and services, entering into contracts - academy (for examination entry only - up to £100,000 for Head of Academy)	> £50,000 or > 5 years	< £50,000 and < 5 years		< £10,000 and < 5 years
66	Waiver of financial regulations in respect of purchasing				
67	Ensuring compliance with tendering processes - trust				
68	Ensuring compliance with tendering process - academy				
69	Purchase of alcohol for religious services only				
<b>BANKING AUTHORITY &amp; CASH MANAGEMENT</b>					
70	Approval to borrow money				
71	Cashflow Management, Treasury & Investment policy				
72	Open a bank account and approve signatories				
73	Closing a bank account				
<b>TRANSACTION PROCESSING</b>					
74	Payroll – Administration starters, leavers and amendments - trust				
75	Payroll - administration starters, leavers and amendments - academy				
76	Purchasing - Authorised to create vendors on accounting system				
77	Authorises income including special grants and contracts -trust				
78	Authorises income including special grants and contract - academy		> £25,000		< £25,000
79	Authorisation of expense claims CEO				
80	Authorisation of expense claims (cannot authorise own expenses) - trust	> £5,000	< £5,000		
81	Authorisation of expense claims Head of Academy	> £5,000	< £5,000		



# Organisational Scheme of Delegation

Item	FINANCE	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
82	Authorisation of expense claims academy				< £500
83	Control account reconciliation				
84	Write-off bad debts (in line with Academy Trust Handbook)	> £10,000	< £10,000		
<b>FIXED ASSETS</b>					
85	Management of capital funding (CIF/SCA)				
86	Maintenance of asset register - trust				
87	Maintenance of asset register - academy				
88	Security of assets - trust				
89	Security of assets - academy				
90	Disposal of Assets - trust	> £50,000	< £50,000		
91	Disposal of assets - academy	> £50,000	< £50,000		< £10,000
92	Loan of assets - trust				
93	Loan of assets - academy				
<b>INSURANCES</b>					
94	Annual Risk Review & Premium Renewal				







# Organisational Scheme of Delegation

Item	HUMAN RESOURCES	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
95	Authorised to increase academy/organisational headcount (Establishment) within existing staffing budget - trust				
96	Authorised to increase academy/organisational headcount (Establishment) within existing staffing budget - academy				
97	Job Description sign off - trust				
98	Job Description sign off - academy				
99	Authorised to evaluate jobs and grades - trust				
100	Authorised to evaluate jobs and grades - academy				
101	Authorised to agree/vary basic employment Terms and Conditions - trust				
102	Authorised to agree/vary basic employment Terms and Conditions - academy				
103	Recruitment and appointment of CEO / CFO				
104	Recruitment and appointment of permanent Executive Team Members				
105	Recruitment and appointment of permanent Heads				
106	Recruitment and appointment of other Senior Leaders - academy				
107	Recruitment and appointment of other staff - trust				
108	Recruitment and appointment of other staff - academy				
109	Signing of employment contracts - trust				
110	Signing of employment contracts - academy				
111	Annual approval of pay policy for teaching and leadership including pay awards, pay point values, etc.				
112	Annual approval of pay policy for other staff, including cost of living awards and pay progression				
113	Determination of pay ranges - trust				





# Organisational Scheme of Delegation

Item	HUMAN RESOURCES	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
114	Determination of pay ranges - academy				
115	Appointment outside range in salary structure				
116	Allocation of TLR / SEN values				
117	Value of other discretionary allowances - trust				
118	Determination of pay ranges - academy				
119	Annual pay progress - CEO				
120	Annual Pay progression - Trust and Heads				
121	Annual Pay Progression - academy (except Heads)				
122	Handling of all pension matters (teachers and support staff)				
123	Approval of use of discretions				
124	Approval of trust employment policies				
125	Objective setting and performance appraisal - trust				
126	Objective setting and performance appraisal - academy				
127	Approval of formal restructure plans				
128	Approval of severance or redundancy agreements				
129	Authority to issue warnings or other disciplinary measures except dismissal -trust				
123	Authority to issue warnings or other disciplinary measures except dismissal - academy				
131	Authorisation of settlement agreements				
132	Suspension - trust				
133	Suspension - academy				
134	Dismissal - trust				





# Organisational Scheme of Delegation

Item	HUMAN RESOURCES	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
135	Dismissal - academy				
136	Appeals				





# Organisational Scheme of Delegation

Item	HEALTH AND SAFETY	Trustees	CEO & Executive Team	Academy Committee	Head of Academy
137a	Health and Safety Policy - trust				
137b	Health and Safety Policy - academy				
138a	Critical incident planning - trust				
138b	Critical incident planning - academy				
139a	Health and Safety RIDDOR reporting - trust				
139b	Health and Safety RIDDOR reporting - academy				
140a	Health and Safety Accident reporting - trust				
140b	Health and Safety Accident reporting - academy				
141a	Statutory training - trust				
141b	Statutory training - academy				
142a	Statutory compliance testing - trust				
142b	Statutory compliance testing - academy				
143a	Academy health and safety arrangements, including use of risk assessments - trust				
143b	Academy health and safety arrangements, including use of risk assessments - academy				
144a	Fire risk assessment - trust				
144b	Fire risk assessment - academy				
145a	Asbestos risk assessment - trust				
145b	Asbestos risk assessment - academy				
146a	General monitoring and action plans in relation to safety of sites including buildings conditions - trust				
146b	General monitoring and action plans in relation to safety of sites including buildings conditions - academy				





# Organisational Scheme of Delegation

Item	SAFEGUARDING	Trustees	CEO, Executive Team and Safeguarding Lead	Academy Committee	Head of Academy and Safeguarding Lead
147	Ensure suitable Safeguarding Policy and associated procedures are in place across the MAT				
148a	Monitor the effectiveness of the Safeguarding Policy - trust				
148b	Monitor the effectiveness of the Safeguarding Policy - academy				
149	Produce an annual report on the MAT's Safeguarding policy and procedures				
150	Produce a termly report on the Academy Safeguarding policy and procedures				
151	Ensure Annual Safeguarding audits take place and are appropriately reported to the board - academy				
152	Attend all relevant training and ensure all staff are trained - academy				
153	Ensure each AC appoints a Safeguarding representative				
154a	Ensure Safer Recruitment procedures are implemented and adhered to - trust				
154b	Ensure Safer Recruitment procedures are implemented and adhered to - academy				
155a	Ensure Prevent agenda is implemented - trust				
155b	Ensure Prevent agenda is implemented - academy				
156	Confidential Safeguarding issues reported to LADO where appropriate - academy				
157a	Operation of Safeguarding investigations - trust				
157b	Operation of Safeguarding investigations - academy				

