

NORTHERN LIGHTS LEARNING TRUST SCHEME OF DELEGATION OVERVIEW
TO BE READ IN CONJUNCTION WITH SCHEME OF DELEGATION

The Board of Directors have overall responsibility and decision making authority for all of the work of the Trust. The Board and/or CEO have the right to withdraw the delegation of powers at any time if required

Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Strategic responsibilities	Preparation of the terms of reference for governance and amendments, including the scheme of delegation		X					
	Approval of the terms of reference for governance and amendments, including the scheme of delegation	X						
	Compliance with all statutory obligations governing the Trust and the schools within it	X						
	To approve and monitor the Trust development plan within the agreed aims, objectives & values of the Trust	X						
	To approve school admission policies	X						
	To present admissions policies to the Board and manage admissions					X	X	NB When required the MAT Board will make amendments to the admissions policies in order to act upon guidance received and meet consultation deadlines

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	To establish, implement and monitor central Trust policies	X	X	X	X			
	To approve the strategy for the promotion and marketing of the Trust	X						CEO and CFO to develop the strategy
	To select KPIs for finance and measure the Trust performance against them regularly	X		X	X			

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Financial responsibilities	Ensure compliance with provisions of funding agreements and Academies Financial Handbook	X		X				
	To monitor the financial position of the Trust and monitor expenditure, ensuring compliance		X	X	X			To report any concerns to the Board of Directors
	To review the Trust's internal & external statements & reports to ensure best practice and compliance		X	X	X			
	To approve, implement and monitor finance and procurement policies and any amendments	X		X				Monitoring supported by CFO
	To appoint bankers on behalf of the Trust, monitor and agree banking arrangements and approve authorised signatories for the Trust		X	X	X			FARM to approve and recommend to the MAT Board of Directors

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Financial responsibilities continued	To ensure appropriate insurance arrangements for all schools within the Trust				X			
	To monitor and review the effectiveness of insurance arrangements			X				Any changes in insurance arrangements to be reported to the full Trust board
	To appoint the accounting officer for the Trust	X						
	To approve the annual MAT business plan each financial year	X						To be produced by CFO in discussion with CEO and Headteachers
	To monitor level of reserves at Trust level			X				

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Financial responsibilities continued	To monitor level of reserves at school level					X		
	To appoint internal and external auditors to ensure compliance	X						
	To consider the budget allocation from the ESFA and prepare a budget that meets the needs of the Central Trust		X		X			
	To approve the annual budget of the Trust and each school in line with ESFA deadlines	X		X				
	To consider the budget allocation from the Trust. To agree and recommend a budget that meets the needs of the school					X	X	With support from the Chief Finance Officer

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Financial responsibilities continued	To agree and annually review the percentage of funding each school receives after the funding for core central services is identified	X						
	To plan, manage & monitor monthly expenditure and financial reports, and identify actual or potential items of budget over/underspend		X	X	X			
	To approve any amount to be transferred between budget headings and/or likely budget overspends			X	X			
	To identify, manage and monitor procured services and ensure value for money			X	X			
	To consider all relevant reports by the CFO, auditors and ESFA management letters	X	X	X	X			

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/Hofs	
Financial responsibilities	To prepare the monthly management accounts				X			
	To review, challenge and approve the monthly management accounts	X	X	X				Chair of Board of Directors and Chair of FARM Committee receive monthly for review and challenge. CEO to approve
	To establish financial decision levels and limits	X						
	To establish, approve & monitor a procedure to deal with any conflicts of interest and connected party transactions	X						
	To enter into additional contracts which exceed the agreed annual budget allocation	X						
	To approve payments within agreed financial limits	X	X	X	X			

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Financial responsibilities continued	To collect income due to the Trust				X			
	To ensure the appropriate and effective use of Pupil Premium, Sports Premium, SEND funding and other school specific grant funding					X	X	
	To establish a charging and remissions policy for the Trust				X			
	To approve the charging & remissions policy for the Trust			X				

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Financial responsibilities continued	To review the performance of external providers including SLAs			X	X			
	Maintain a register of business interests for members, Directors, governors and senior staff with financial responsibility	X			X			
	To consider and approve procurement proposals			X				See breakdown in delegated duties section of scheme of delegation overview
	To approve the financial software for use in the Trust			X				
	To prepare and review a school level risk register that reflects individual school circumstances					X	X	

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Financial responsibilities continued	To approve a school level risk register that reflects individual school circumstances					X		
	To prepare and manage the Trust risk register		X		X			
	To approve the Trust risk register	X						
	To review and approve the governance report for inclusion in the annual accounts	X						
	To receive reports from external bodies such as the ESFA and National Audit Office and consider any issues raised	X						
	To review staff employer-related pension arrangements and actuarial valuation reports	X		X				

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Financial responsibilities continued	To annually review the central Trust staffing structure ensuring affordability, capacity, growth, impact on schools and value for money	X		X				
	To prepare accounts for the Trust		X	X	X			
	To consider any additional services delivered by the external auditor and ensure appropriate independence is maintained			X				With support from the CFO, where appropriate
	To review the external auditor's annual planning document and approve the planned audit for each school		X	X	X	X	X	LGB via Finance and General Purposes Committee
	To take responsibility for the oversight of the Trust anti-corruption policy and risk assess bribery/corruption risks across operating procedures					X		

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Financial responsibilities continued	To implement and strictly enforce the Trust's anti-corruption policy					X	X	
	To annually provide advice, support and training including advising on financial/business links with parents				X			
	To update all associated Trust policies		X		X			
	To maintain a register of gifts and donations received above the agreed threshold and ensure no gifts are provided for public officials				X			
	To carry out due diligence on potential business partners prior to the Trust entering business relationships				X			

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Financial responsibilities continued	To actively support leadership and governance in communicating zero tolerance of bribery and/or corruption	X	X	X	X	X	X	
	To review regularly how we work to ensure clarity of roles and responsibilities in relation to fraud				X			
	To encourage and enable all staff to raise serious concerns	X	X	X	X	X	X	
	To report regularly to the CEO & Headteachers on the efficacy of individual academy arrangements and to the MAT Board at least annually				X			

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
HR responsibilities	Appointment of a CEO	X						
	Appointment of a Headteacher or Head of school	X	X			X		Selection panel to include Chair of LGB, CEO & MAT Board representation. Recommend to MAT board for approval
	Appointment of Deputy Head or Assistant Head		X			X	X	Selection panel to include CEO (or Board rep in their absence), HT, Chair of LGB. Recommend to MAT board for approval.
	Appointment of teachers					X	X	LGB representation where possible, in addition to the HT/staff Governor
	Appointment of non-teaching staff						X	

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
HR responsibilities continued	To agree a pay policy	X						
	To agree pay discretions for Trust staff			X				
	To ensure appraisal and pay review for CEO & CFO	X						Decisions made with recommendations from external advice for CEO appraisal and CEO recommendations for CFO
	Performance management for Headteachers	X	X					MAT Board to approve CEO recommendations
	To ensure performance management policy is in place	X	X				X	
	To ensure performance management is carried out in line with policy		X			X	X	
	To produce annual staffing structure of school illustrating staff deployment						X	

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
	To approve annual staffing structure of schools		X					In association with CFO
	To approve in year changes to school staffing structures, ensuring affordability and value for money		X		X		X	Proposals made by HT with approval and sign off by CEO and CFO. CEO and CFO approval required before HTs can proceed.
	To review the staffing structure of the Central trust team, ensuring affordability and value for money		X					
	Appointment of Chief Finance Officer (CFO)	X	X					
	Appointment of Trust Finance Assistant and other central service roles		X		X			

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
HR responsibilities continued	Establishing disciplinary and capability procedures	X						
	Dismissal of CEO, CFO, HTs and Head of Schools	X						
	Suspension/ending suspension of CEO	X						
	Suspension/ending suspension of HTs, Head of Schools & CFO		X					
	Suspension/ending suspension or dismissal of other central team staff		X		X			

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HR responsibilities continued	Suspension/ending suspension of other school staff		X				X	
	Dismissal of other school staff		X				X	
	Approval of all HR and staffing policies	X						In consultation with Trade Unions where appropriate
	To set the terms and conditions of service and levels of pay of employees having regard to staff who have TUPE transferred	X		X	X			
	To approve leave of absence of school staff						X	In discussion with LGB where appropriate
	To manage absence of school staff						X	

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HR responsibilities continued	To approve leave of absence and manage absence of Central team staff		X					Approval for finance assistant can be delegated to CFO
	To approve leave of absence and manage absence of CEO	X						
	To approve leave of absence of Headteacher/Head of School		X					Where appropriate in discussion with Chair of LGB and Board of Directors
	To manage absence of Headteacher/Head of School		X		X			
	To investigate irregularities, conduct personnel procedures including dismissal (except where delegated)		X					Drawing on the membership of the LGB and Board where appropriate

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HR responsibilities continued	To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing & staff welfare issues	X	X	X	X			
	To ensure that pay decisions are fair, consider pay review requests of senior staff, and manage pay appeals			X				Take account where appropriate of the CEO and CFO recommendations, as well as SLT recommendations when appropriate
	To ensure accurate and up to date job descriptions are maintained			X	X			FARM to challenge to ensure the job descriptions are maintained
	To review job descriptions		X		X			
	To ensure annual pay statements are issued to school staff				X	X	X	Staff on Teachers pay and conditions only

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	To ensure annual pay statements are issued to central team staff		X	X	X			Staff on Teachers pay and conditions only
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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
HR responsibilities continued	Consider secondment and early retirement requests		X		X			In consultation with HT where appropriate
	Consider secondment and early retirement requests of CEO & CFO	X		X				
	Consider work/life balance and welfare of staff	X	X			X	X	Including monitoring absence levels
	Responsibility for hearing employment related appeals	X						
	To consider reports relating to compliance in relation to HR and employment	X	X		X	X	X	
	To approve and manage Trust contract template		X	X	X			

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/Hofs	
HR responsibilities continued	To monitor and analyse employment related KPIs across the Trust to assess Trust performance and formulate strategic objectives to effectively manage			X	X			With support from CEO & Headteachers
	To maintain a single central record of recruitment and pre-employment checks						X	Trust central staff to be monitored by CEO & CFO to ensure compliance

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Education & curriculum	Freedom to opt out of national curriculum	X						
	To develop curriculum intent and vision for education across the Trust		X				X	SSIG area of responsibility
	Responsibility for standards and quality of teaching	X	X				X	
	Responsibility for every individual child's education					X	X	
	Accountability for every child's education	X	X					

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Education curriculum continued	& Ensuring appropriate sex and relationships education, in line with Dfe guidance					X	X	
	Ensuring protection from extremism						X	
	Pupil assessment & providing reports to CEO						X	CEO to report to Board of Directors
	Approval of appropriate KPIs for each school (including attainment, progress, attendance and behaviour)		X					Presented to Board for approval
	Accountability for standards of teaching and learning across the Trust		X					
	Responsibility for standards of teaching and learning at school level						X	X

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Education curriculum continued	To monitor progress of all groups of pupils and ensure positive impact on outcomes						X	
	To establish behaviour policy	X						
	To review the use of exclusion	X				X		
	To direct re-instatement of excluded pupils	X				X		
	Responsibility for school development plan						X	

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Education and curriculum continued	Responsibility for school SEF						X	
	Ensure timely data returns						X	
	Ensure appropriate RE curriculum and daily act of worship					X	X	
	Responsibility for Trust SDP and SEF	X	X					
	Agree a written statement of behaviour principles	X	X					

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Education curriculum continued	& Final approval of school SDPs and SEFs		X					
	Ensure curriculum is broad and balanced						X	
	Ensure opportunities for extra curricular activities						X	
	Ensure each school is inclusive for all pupils		X				X	
	Monitor staff professional development		X				X	

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Estates responsibilities	Ensure adequate buildings insurance and public liability for schools	X			X			
	Ensure long term plan for buildings and estates	X	X	X	X		X	
	Develop, implement and monitor Trust wide health and safety policies	X						
	To ensure health and safety regulations are followed and all premises are secure	X	X	X	X	X	X	
	Recommend capital expenditure and implement after approval by Trust					X	X	Within agreed spending limits

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Estates responsibilities continued	Consider any recommendations for disposal of Trust property and make recommendations to the Board in line with Academies Handbook			X	X			
	Agree any capital bids for work outside Trust annual revenue budget	X						
	Ensure health and safety, building inspections and risk assessments are carried out in the prescribed manner and timing and risk register is updated and maintained. Ensure all recommendations are acted upon in a timely manner	X	X	X	X	X	X	
	To have overall responsibility for the health, safety and welfare of all staff, pupils and visitors to Trust premises and Trust activities	X					X	

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Estates responsibilities continued	To ensure a robust emergency plan is in place for all schools and is tested appropriately						X	
	To identify and prepare CIF priorities and prepare bids for external funding to address these		X		X			
	To consider and approve CIF bid proposals			X				
	To ensure the schools are compliant with all aspects of estate management	X	X	X	X	X	X	

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Governance responsibilities	To appoint and remove LGB members, including Chair and Vice Chair	X						Chair and Vice Chair recommended to Board of Directors by LGB for approval Local Governors are recommended to the Board by Chair of Governors
	To appoint and remove the clerk to the LGB and Board of Directors and all committees	X						
	To complete and hold business interest register for Directors	X			X			
	To complete and hold business interest register for Local Governors					X	X	
	To appoint Local Governors to committees					X		Heads and CEO to determine LGB training needs CEO & Chair of Board to determine Board training needs

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Governance responsibilities	To ensure school websites are statutorily compliant					X	X	
	To ensure Trust website is statutorily compliant	X	X		X			
	To appoint Directors to committees	X						
	To ensure the school meets the statutory requirement for sessions					X		
	To ensure induction and training for LGBs	X				X	X	

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	To ensure induction and training for Directors	X	X					
	To ensure all relevant checks are made on Governors					X Chair of Governors	X	
	To ensure all relevant checks are made on Directors	X Chair of MAT Board	X					Secretary of State Chair of Board DBS Application

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		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Operational responsibilities	Term dates approval		X					Presented by HTs
	Ensure all child protection policies and procedures are in place and followed		X			X	X	HTs to take responsibility for following policies and procedures in schools
	To approve child protection policies and procedures	X						
	To set timings of school days	X	X					
	To Maintain accurate pupil and staff records						X	
	To ensure all data protection and GDPR compliance				X		X	

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Function	Tasks	Decision Level						Notes
		MAT Board of Directors	CEO	FARM	CFO	LGB	HT/HofS	
Operational responsibilities continued	To determine policy schedule and clarity on Trust and individual school policies, and review them regularly	X						
	Handling complaints in line with Trust policy	X	X			X	X	

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Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Virements between and within budget headings (all reported to LGBs and Board as appropriate)	Up to £10,000	HT or CFO or CEO				
	£10,001-£30,000	CEO/CFO		X		
	Over £30,000				X	
Internal bank account transfers	Any	CFO				CEO/Accounting Officer to be made aware
Cheque signing	Any	2 from: CFO, CEO, BB HT				
Requisition approval for orders	Up to £200	HT/DHT/AHT				Must secure best value and have sufficient funds remaining to cover the financial commitment. DHT/AHT must inform Headteacher of spending Office Manager or Admin assistant check and mark goods received. Office Manager or Admin assistant mark on PS Financials goods received and follow up any issues.
	Up to £5000	Headteacher				

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£5,001-£10,000	HT & CEO/ CFO				
£10,001-£20,001	CEO & CFO				

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Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
	£20,001 and above	CEO or CFO		X		NB Quotation and tendering requirements in the scheme of delegation
Payment authorisation (via BACs)	All	Payment to be authorised by CFO/CEO				NB. Contingency in place for BB HT to authorise a payment where 2 approvers are required and CEO or CFO are not available
Non purchase order invoice	Up to £5000	HT				
	£5001-£10,000	HT & CEO/CFO				
	£10,001-£20,000	CEO & CFO				
	Over £20,000			X		

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Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Quotations and tendering (individual school/central team procurement)	Up to £5000	HT/CFO				Must secure best value
	£5,001-£10,000	2 from: HT, CEO, CFO				Must secure and retain a minimum of three quotes and secure best value
	£10,001-£40,000	HT/CFO plus CEO				Three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria
	£40,001-OJEU threshold			X		Formal tender with Directors approval. Can be authorised by FARM committee
	Over OJEU threshold				X	OJEU procedures. Five tenders with Directors' approval
If a public sector framework agreement is used, it will be deemed that a tendering or quotation exercise has taken place and therefore a further exercise will not be required. A further 'mini-competition' can be carried out if required or appropriate.						

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Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Quotations and tendering (Trust wide procurement)	Up to £5,000	CEO/CFO				Must secure and retain a minimum of three quotes and secure best value
	Up to £10,000	CEO & CFO				Must secure and retain a minimum of three quotes and secure best value
	£10,001-£40,000	CEO & CFO				Must secure and retain a minimum of three quotes and secure best value
	£40,001-£60,000	CEO & CFO			Chair of Board approval	Three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria
	£60,001-OJEU threshold			X		Formal tender with Directors approval. Can be authorised by FARM committee
	Over OJEU threshold				X	OJEU procedures. Five tenders with Directors' approval

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Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Authority to accept anything other than the lowest quote	Up to £5,000		X			
	Up to £10,000	CEO and CFO				
	Over £10,000			X		
Asset disposal (other than land and buildings)	Up to £5,000	CFO				
	Over £5,000			X		
Writing off debt	Up to £500	CFO and CEO	X			
	Over £500			X		
	Above 1% of total annual income or £45,000 (whichever is smaller)					ESFA approval required
	Cumulatively, 2.5% or 5% of total annual income in any financial year per category (depending on financial position)					ESFA approval required

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Delegated Duty	Value	Delegated Authority				Notes
		Staff Member	LGB	FARM Committee	MAT Board of Directors	
Signatories for grant claims/Dfe returns	Any	2 signatories from HT, CoG, CoB, CEO or CFO				
Signatories for contracts/SLAs	Up to £15,000	HT, CEO or CFO				
	£15,001 - £30,000	CEO & CFO				
	£30,000 or above				X	
Purchase or sale of any freehold property						ESFA approval required