

RCT Schedule of Delegated Authority

Approved September 2023

ANNEX 1-09

Key

Approval	Power of approval
	Must be part of consultation process/ recommended by
	Where an action is delegated to a single person.
	Who must be informed

1. EDUCATION DECISIONS

	Members	Board of Trustees	FR&A Committee	Committee: Pay	Education Committee	LGT	Executive Headteacher	Headteachers
Strategy & Policy								
Trust Vision, Mission, Values, Strategic Priorities and KPIs.	Inform	Approval						
Trust self-evaluation	Inform	Approval						
Trust Development Plan	Inform	Approval						
School self-evaluation						Approval		
School Annual Improvement/Development Plans						Approval		
School Development Plans - incorporating post inspection plans						Approval		
School Curriculums						Approval		
Trust Educational Targets					Approval			
RAG Assurances and Procedures Plan		Approval						
Special Educational Needs Policy					Approval			
Safeguarding Policy		Approval						
LAC Policy - to be agreed					Approval			
Behaviour policy						Approval		
Sex education policy						Approval		
Complaints Policy			Approval					
Strategies for Student Premium expenditure						Approval		
Admissions Policy						Approval		
The decision to issue a fixed term exclusion/ suspension								Approval
The decision to permanently exclude							Approval	

2. STAFFING DECISIONS

	Members	Board of Trustees	FR&A Committee	Committee: Pay	Education Committee	LGT	Executive Headteacher	Headteachers
Staffing Strategy & Policy								
Staffing complement for each school and central Trust staffing	Inform	Approval						
All relevant policies in the Employment Manual, including Pay Policy		Approval						
Annual cost of living pay award for staff				Approval				
Staffing Structures								
Staffing structure at Trust Level		Approval						
Staffing structure at school Level							Approval	
Appointment of...								
CEO / Exe Headteacher	Inform	Approval						
Director of Finance and Resources	Inform	Chair	Chair				Approval	
Headteachers	Inform	Approval						
School Senior Leadership Team including SENCO and DSL		Chair						Approval
School Teaching staff								Approval
School support staff								Approval
Other Central Team Staff, except Governance Professional							Approval	
Sign Employment contracts on behalf of the Employer for the appointment of...								
CEO / Exec Headteacher		Approval						
Director of Finance and Resources							Approval	
Headteachers								
School Senior Leadership Team including SENCO and DSL								Approval
School Teaching staff								Approval
School support staff								Approval
Other Central Team Staff, except Governance Professional							Approval	
Appraisal of... (see also under Panels)								
CEO / Executive Headteacher		Approval						
Director of Finance and Resources							Approval	
Headteachers								
School Senior Leadership Team including SENCO and DSL								Approval
School Teaching staff								Approval
School support staff								Approval
Other Central Team Staff, except Governance Professional							Approval	
Approve Pay Progression of...								
CEO / Exec Headteacher				Approval				
Director of Finance and Resources				Approval				
Headteachers				Approval				
School Senior Leadership Team including SENCO and DSL				Approval				

continued...	Members	Board of Trustees	FR&A Committee	Committee: Pay		LGT	Executive Headteacher	Headteachers
School teaching staff				Approval				
School support staff				Approval				
Other Central Team Staff				Approval				
Settlement Agreements								
All staff		Approval						
Suspension of								
CEO / Exec Headteacher	Chair	Chair						
Director of Finance and Resources							Approval	
Headteachers		Chair						
School Senior Leadership Team including SENCO and DSL							Approval	
School Teaching staff							Approval	
School support staff							Approval	
Other Central Team Staff, except Governance Professional							Approval	
Deals with formal parental or external complaints (Stage 2 of policy) against....								
CEO / Executive Headteacher		Chair						
Trust Central Staff							Action	
Headteachers							Action	
School Senior Leadership Team							Action	
School Teaching staff							Action	
Other Central Team Staff							Action	

PANELS

Panel	Panel Members, where possible
Student Exclusions Discipline Committee	3 Local Governors
Admissions Appeals	Independent Panel
Out of Cohort Admission Appeals	2 Local Governors
Mid-Year Admissions Appeals	Independent Panel
Stage 3 Parental or External Complaints Panel against...	
CEO / Exec Headteacher	2 Trustees plus 1 Independent Person
Headteachers	2 Trustees plus 1 Independent Person
School Senior Leadership Team	2 Local Governors plus 1 Independent Person
School Teaching staff	2 Local Governors plus 1 Independent Person
School Support staff	2 Local Governors plus 1 Independent Person

continued... Panel	Panel Members where possible
Staff Appraisal	
CEO / EHT	2 Trustees plus 1 Independent Person
Headteacher	EHT plus Chair of LGT
Staff grievance appeals from...	
CEO	3 Trustees
Headteachers	3 Trustees
School Senior Leadership Team	1 Trustee and 2 Local Governors
School Teaching staff	1 Trustee and 2 Local Governors
School Support staff	1 Trustee and 2 Local Governors
Staff disciplinary hearings of...	
CEO / Exec Headteacher	3 Trustees
Headteachers	3 Trustees
School Senior Leadership Team	1 Trustee and 2 Local Governors
School Teaching staff	1 Trustee and 2 Local Governors
School Support staff	1 Trustee and 2 Local Governors
Staff Sickness Absence Dismissal Appeals	
CEO/Exec Headteacher/ Headteacher /Headteacher	3 Trustees
All other staff	1 Trustee and 2 Local Governors
Staff Pay Award appeals of...	
CEO / Exec Headteacher	3 Trustees not involved in the initial pay award
Headteachers	3 Trustees not involved in the initial pay award
School Senior Leadership Team	3 Trustees not involved in the initial pay award
School Teaching staff	3 Trustees not involved in the initial pay award
School Support staff	3 Trustees not involved in the initial pay award

3. OPERATIONAL DECISIONS

	Members	Board of Trustees	FR&A Committee	Education Committee	LGT	Executive Headteacher	Headteachers
Risk							
Trust-wide risk register	Inform	Approval					
Premises/Asset Management							
Proposals for the acquisition/ disposal of land/buildings (subject to approval by ESFA/DfE)	Inform	Approval					
Asset and premises maintenance plans		Approval					
Major capital works and long-term building projects, based on annual conditions surveys		Approval					
Change of use of Trust assets		Approval					
Insurances for the Trust		Approval					
Health & Safety							
Health & Safety Policy		Approval					

continued...	Members	Board of Trustees	FR&A Committee	Education Committee	LGT	Executive Headteacher	Headteachers
Policy							
All Finance Policies			Approval				
All Human Resources Policies			Approval				
All Trust-wide Education Policies				Approval			
Data Protection			Approval				
Accessibility Plan			Approval				
Freedom of Information			Approval				
Equality			Approval				
Critical Incident Management							
School Closure in the event of a Critical Incident or national/local condition such as pandemic		Inform		Chair		Approval	
School Calendar							
Term Dates (including staff training days)		Inform		Inform		Approval	
School Day, lesson periods and break arrangements		Inform		Inform		Approval	

4. FINANCIAL DECISIONS

Please note:

- Adherence to these limits is the responsibility of the signatory/ies and attempts to avoid the application of a particular threshold may result in disciplinary proceedings. Expenditure rules must not be circumnavigated deliberately or unintentionally through split invoicing, splitting contracts, etc. which may exceed an individual's limits.
- All approvals must be made in line with RCT's procurement guidelines and the DfE Academy Trust Handbook
- No authority is delegated where the normal delegated authority has a pecuniary or other interest, as determined through their Register of Interest declarations, or where the decision would mean the school or Trust would fail to stay within its budget. An approved budget is one approved by the RCT Board, except where virements or budget variances have been agreed.
- There may be occasions where the Chair of the Board may be required to take a decision on behalf of the Board where a time imperative precludes awaiting the next Board meeting. In these cases, the Chair of the Board will consult with the Chair of the Finance, Resources and Audit Committee, and any action taken will be reported at the next Board meeting.

	Members	Board of Trustees	FR&A Committee	Education Committee	LGT	Executive Headteacher	Headteachers
Policy							
Annual 'RCT Finance regulations and policy' manual		Approval					
Trust investment and reserves policy		Approval					
Budgets							
Annual Budget	(Receive)	Approval			(Receive)		
Annual Accounts & Report							
Annual Accounts & Report	(Receive)	Approval			(Receive)		
Monthly Finance Reports							
DoFR reports		(Receive)	Receive		(Receive)		

continued...	Members	Board of Trustees	FR&A Committee		LGT	Executive Headteacher	Headteachers
Staffing Appointments							
Any school staff hire outside of agreed budget and establishment		Approval					
All school staff hire if part of agreed budget						Approval	
Staff reorganisations							
Any reorganisation exceeding £100k		Approval					
Any re-organisation up to £100k and involving staff consultation or potential redundancy costs		Approval					
Any re-organisation up to £60,000, in any one year, not involving staff consultation or potential redundancy costs						Approval	
Decision to purchase Supplies (goods), Services and Works including leases (in budget)							
Expenditure over £40,000		Approval					
Expenditure between £25,000 and £40,000 - FR&A Committee			Approval			Approval	
Expenditure between £15,000 and £25,000 - Director of Finance & Resources, EHT, Chair of FR&A							
Expenditure between £5,000 and £15,000 - Director of Finance & Resources and HT/HoS							
Expenditure between £1,000 and £5,000 - Director of Finance & Resources or Management Accountant or Finance Manager							
Expenditure up to and including £1,000 - Named Budget Holders (e.g. HoDs)							
Virements and Budget variances and out of Budget spend							
Out of Budget Expenditure over £10,000		Approval					
Out of budget Expenditure under £10,000			Approval				
Budget Virements over £25,000			Approval				
All virements, except from Staffing Budgets, over £5,000 and up to £25,000 to be subject to approval by the Director of Finance & Resources and reported to the next FR&A Committee meeting.			Inform				
All budget allocations/virements less than £5k - HT/HoS							
Income							
Any income exceeding £50,000 per year		Inform	Inform		Inform		

6. GOVERNANCE

	Members	Board of Trustees	FR&A Committee	Education Committee	LGT	Executive Headteacher	Headteachers
Annual review of governance effectiveness	Approval						
Governance documents		Approval					
Appoint and remove Member-Appointed Trustees	Approval						
Scheme of delegated authority		Approval					
Appoint (non-elected) Local Governors		Approval					
Appoint Governance Professional to Board and Governing Bodies		Approval					
Appoint Auditors	Approval						
Training programme for Trustees and governors		Approval					

7. COMMUNITY & MEDIA ENGAGEMENT

	Members	Board of Trustees	FR&A Committee	Education Committee	LGT	Executive Headteacher	Headteachers
Media							
Each School's prospectus and website						Approve	
Trust's websites						Approve	
Media and PR, including Social Media, to present Trust and individual schools to wider community and stakeholders						Approve	
Approve all press responses at Trust Level						Approve	
Approve all press responses at School level						Approval	
Community and Celebration							
Approve a Trust-wide External Relations Strategy & Plan, including Celebration, Communication and the Profile and Involvement within the Community - to be agreed		Approval			Approval		

8. SUBMISSION OF DATA

	Members	Board of Trustees	FR&A Committee	Education Committee	LGT	Executive Headteacher	Headteachers
Educational Data							
School census information prior to DfE submission						Approval	Action
Annual Reports							
School Annual Student premium impact report (Pupil Premium, Sports Premium, Forces and Catch-Up Premium)		Inform			Approval		Action
Publish above on School websites							Action
Annual SEND impact report		Inform			Approval		Action
Publish above on School websites							Action
Finance Reports							
Annual Accounts & Reports to Companies House and ESFA - Auditors/ Co Sec							
Governance Details							
Trustee/Governor details to DfE via GIAS - Governance Professional							
Establishment details to DfE via GIAS - EHT's PA, Office staff							