



# RCT Schedule of Delegated Authority

Adopted 20 September 2021

## Key

<b>Approval</b>	Power of approval
	Must be part of consultation process/ recommended by

## 1. EDUCATION DECISIONS

	Members	Board of Trustees	Committee: FR&A	LGB	Executive Headteacher	Headteachers/ Head of School
<b>Strategy &amp; Policy</b>						
Approve Trust Vision, Mission, Values, Strategic Priorities and KPIs.		Approval				
Approve School Curriculums				Approval		
Approve Trust self-evaluation		Approval				
Approve School self-evaluation				Approval		
Approve School Annual Improvement/Development Plans – incorporating post inspection plans				Approval		
Approve Trust’s educational targets		Approval				
Approve Trust Teaching Quality Assurance plan		Approval				
Special Educational Needs Policy		Approval				
Safeguarding Policy		Approval				
LAC Policy		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						Approval
The decision to permanently exclude					Approval	

## 2. STAFFING DECISIONS

	Members	Board of Trustees	Committee: FR&A	Committee: Pay	LGB	Executive Headteacher	Headteachers / Head of School
<b>Staffing Strategy &amp; Policy</b>							
Approve Staffing complement for each school and central Trust staffing establishment.		Approval					
Approve all relevant policies in the Employment Manual, including Pay Policy		Approval					
Approve annual cost of living pay award for staff				Approval			
<b>Staffing Structures</b>							
Approve staffing structure at Trust Level				Approval			
Approve staffing structure at school Level						Approval	
<b>Appointment of...</b>							
CEO / Exe Headteacher		Approval					
Trust Central Staff		Chair				Approval	
Head Teachers /Heds of School		Approval					
Academy Senior Leadership Team		Chair				Approval	
Academy Teaching staff including SENCO						Approval	
Academy support staff						Approval	
<b>Sign Employment contracts on behalf of the Employer for the appointment of...</b>							
CEO / Exec Headteacher		Approval					
Trust Central Staff						Approval	
Head Teachers / Heads of School						Approval	
Academy Senior Leadership Team						Approval	
Academy Teaching staff including SENCO,							Approval
Academy support staff							Approval
<b>Appraisal of...</b>							
CEO / Executive Headteacher		Approval					

	Members	Board of Trustees	Committee: FR&A	Committee: Pay	LGB	Executive Headteacher	Headteachers / Head of School
Trust Central Staff						Approval	
Head Teachers Heads of School						Approval	
School Senior Leadership Team						Approval	
School Teaching staff							Approval
School support staff							Approval
<b>Approve Pay Progression of...</b>							
CEO / Exec Headteacher				Approval			
Trust Central Staff				Approval			
Head Teachers Heads of School				Approval			
School Senior Leadership Team				Approval			
School teaching staff				Approval			
School support staff				Approval			
<b>Settlement Agreements</b>							
All staff		Approval					
<b>Suspension of</b>							
CEO / Exec Headteacher	Chair						
Trust Central Staff						Approval	
Head Teachers / Heads of School		Chair				Approval	
School Senior Leadership Team						Approval	
School Teaching staff						Approval	
School support staff						Approval	
<b>Deals with formal parental or external complaints (Stage 2 of policy) against....</b>							
CEO / Executive Headteacher		Chair					
Trust Central Staff						Action	
Head Teachers / Heads of School						Action	
School Senior Leadership Team						Action	
School Teaching staff						Action	

## PANELS

Panel	Panel Members
<b>Student Exclusions Discipline Committee</b>	3 members of LGB
<b>Admissions Appeals</b>	Independent Panel
<b>Out of Cohort Admission Appeals</b>	2 members of LGB
<b>Mid-Year Admissions Appeals</b>	Independent Panel
<b>Stage 3 Parental or External Complaints Panel against...</b>	
CEO / Exec Headteacher	2 Trustees plus 1 Independent Person
Head Teachers / Heads of School	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
<b>Staff grievance appeals from...</b>	
CEO	3 Trustees
Head Teachers Heads of School	
School Senior Leadership Team	1 Trustee and 2 members of LGB
School Teaching staff	1 Trustee and 2 members of LGB
School Support staff	1 Trustee and 2 members of LGB
<b>Staff disciplinary appeals of...</b>	
CEO / Exec Headteacher	3 Trustees
Head Teachers / Heads of School	
School Senior Leadership Team	1 Trustee and 2 members of LGB
School Teaching staff	1 Trustee and 2 members of LGB
School Support staff	1 Trustee and 2 members of LGB
<b>Staff Pay Award appeals of...</b>	
CEO / Exec Headteacher	3 Trustees not involved in the initial pay award approval
Head Teachers /Heads of School	3 Trustees not involved in the initial pay award approval
School Senior Leadership Team	3 Trustees not involved in the initial pay award approval
School Teaching staff	3 Trustees not involved in the initial pay award approval
School Support staff	3 Trustees not involved in the initial pay award approval

### 3. OPERATIONAL DECISIONS

	Members	Board of Trustees	Committee: FR&A	LGB	Executive Headteacher	Headteachers / Head of School
<b>Risk</b>						
Approve the Trust-wide risk register		Approval				
Approve the academy risk register		Approval				
<b>Premises/Asset Management</b>						
Approve/ /reject proposals for the acquisition/ disposal of land/buildings		Approval				
Approve asset and premises maintenance plans		Approval				
Approve major capital works and long-term building projects, based on annual conditions surveys		Approval				
Approve change of use of Trust assets		Approval				
Approve and review provision of insurances for the Trust		Approval				
<b>Health &amp; Safety</b>						
Approve Health & Safety Policy manual		Approval				
<b>Policy</b>						
Charging and Remissions		Approval				
Data Protection		Approval				
Accessibility Plan		Approval				
Freedom of Information		Approval				
Equality		Approval				
<b>Critical Incident Management</b>						
School Closure in the event of a Critical Incident or national/local condition such as pandemic					Approval	

#### 4. FINANCIAL DECISIONS

**NB:**

1. 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.
2. All approvals must be made in line with RCTs procurement guidelines and the ESFA Academy Trusts Handbook
3. 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.
4. 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	Committee: F&R	LGB	Executive Headteacher	Headteachers / Head of School
<b>Policy</b>						
Approve annual 'RCT Finance regulations and policy' manual		Approval				
Approve Trust investment and reserves policy		Approval				
<b>Budgets</b>						
Approve annual budget		Approval				
<b>Annual Accounts &amp; Report</b>						
Approve Annual Accounts & Report	(Receive)	Approval				
<b>Staffing Appointments</b>						
Any school staff hire outside of agreed budget and establishment figure		Approval				
All school staff hire if part of agreed budget					Approval	
<b>Staff reorganisations</b>						
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	

	Members	Board of Trustees	Committee: F&R	LGB	Executive Headteacher	Headteachers / Head of School
<b>Decision to purchase Supplies (goods), Services and Works including leases (in budget)</b>						
Expenditure over £100,000.		Approval				
Expenditure over £25,000 and up to £100,000.			Approval			
Expenditure over £5,000 (and £10,000 for works) and up to and including £25,000					Approval	
Expenditure up to and including £5,000 for decisions to purchase goods and services.						Approval
Debit card payments of £10,000 in any one day. Total £10,000. Budget holders up to £5,000						Approval
<b>Decision to agree to a Lease (in budget)</b>						
Lifetime value of £100k or more		Approval				
Lifetime value of over £25,000 and up to £100,000			Approval			
Lifetime value of over £5,000 and up to £25,000					Approval	
Lifetime value of up to £5,000					Approval	Approval
<b>Virements and Budget variances and out of Budget spend</b>						
Out of budget expenditure over £10k		Approval				
Out of budget expenditure up to £10k			Approval			
Approve action plan for any budget monitoring variances greater than £25k or 5% (whichever is lower) of overall budget			Approval			
All virements over £5k and up to £25k to be subject to approval by the Director of Finance, Administration and Resources and reported to the next Finance and Resources Committee meeting.			Approval			
All budget allocations/virements less than £5k					Approval	Approval
<b>Sign Contracts (in budget)</b>						
Any contract with a maximum value exceeding £100,000 or exceeding a 5 year term		Approval				
Any contract with a maximum value between £5,000 (£10,000 for works) and up to £100,000 and up to a 5 year term			Approval			



	Members	Board of Trustees	Committee: F&R	LGB	Executive Headteacher	Headteachers / Head of School
When the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an RCT indemnity, a guarantee or warranty to a third party		Approval				
Any contract where the maximum value of the contract will be £5,000 (£10,000 for works) except where the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an QLA indemnity, a guarantee or warranty to a third party, <b>and</b> is a 1 year term or less		Approval				
<b>Income</b>						
Any income exceeding £50,000 per year		Approval				
Any supply to third parties (other than renting halls, or gym space and equipment)				Approval	Approval	Approval

## 5. GOVERNANCE

	Members	Board of Trustees	Committee: FR&A	LGB	Executive Headteacher	Headteachers / Head of School
Annual review of governance effectiveness	Approval					
Approve governance documents		Approval				
Appoint and remove Trustees	Approval					
Approve amendments to Scheme of delegated authority		Approval				
Approve (non – elected) members of LGBs		Approval				
Appoint Clerk to Board and Governing Bodies		Approval				
Appoint Auditors	Approval					
Approve training programme for Trustees and governors		Approval				

## 6. COMMUNITY & MEDIA ENGAGEMENT

	Members	Board of Trustees	Committee: F&R	LGB	Executive Headteacher	Headteacher s / Head of School
<b>Media</b>						
Approve Trust prospectus and website					Approve	
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	
<b>Community and Celebration</b>						
Approve a school external relations plan including the academy's strategy regarding: <ul style="list-style-type: none"> <li>- Celebration</li> <li>- Communication</li> <li>- The school profile and involvement within the community</li> </ul>				Approval		

## 7. SUBMISSION OF INFORMATION

	Members	Board of Trustees	Committee: F&R	LGB	Executive Headteacher	Headteachers / Head of School
<b>Educational Data</b>						
Approval of academy school census information prior to DfE submission					Approval	
<b>Annual Reports</b>						
Approval of school annual Student premium impact report				Approval		
Approval of Trust level Student and sports premium impact report			Approval			
Approval of school annual SEND impact report				Approval		
Approval of Trust level annual SEND impact report and publish on Trust website			Approval			