

William Willett learning Trust (WWLT)– Scheme of Delegation (SoD) - September 2016

The WWLT SoD has been in place since the Trust’s inception and is considered by Trustees annually. It sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and member academies.

#	Task <small>Key: Approve (A), Recommend (R) Propose (P), Consulted (C), Implement (I)</small>	Notes	Members	Board (Trustees)	Fin Cttee	LGB	Ldr Grp	Head
1.	Governance							
1.1.	Approve Trust Articles of Association	Members only	A	P				
1.2.	Approve Trust Board Terms of Reference			A			R	
1.3.	Approve Trust Scheme of Delegation			A	P	P	P	
1.4.	Approve new academies joining the Trust			A				
1.5.	Establish Trust Committees			A	P	P	P	
1.6.	Approve Trust Committee Terms of Reference			A	R			
1.7.	Approve Local Governing Body (LGB) Terms of Reference			A		R		
1.8.	Establish LGB working groups					A		R
1.9.	Appoint Chair of Members		A					
1.10.	Appoint Chair of Trust Board	As per Articles		A				
1.11.	Appoint Chair of LGB	As per LGB ToRs				A		
1.12.	Remove the Chair of LGB			A		A		
1.13.	Appoint (and remove) Vice Chair of LGB	As per LGB ToRs				A		
1.14.	Appoint (and remove) Chair(s) of Trust Committees	As per Board ToRs		A	R			
1.15.	Appoint (and remove) Trust Committee members	As per Board ToRs		A	R	R		
1.16.	Appoint (and remove) Clerk to Trust Board			A				
1.17.	Appoint (and remove) Clerk to LGB					A		
1.18.	Organise calendar of Trust Board and LGB meetings			A	R	R	R	R
1.19.	Approve Directors Expenses Policy			A				
2.	Academy Performance, Curriculum and Teaching							
2.1.	Academy Performance Targets			A		R	P	D
2.2.	Academy Performance Review e.g. SEF			A		R	P	D
2.3.	Academy 3 year plan					A	C	R
2.4.	Academy 1 Year development Plan					A	C	R
2.5.	Curriculum Policy	Academy policy				A	C	
2.6.	Teaching & Learning Policy	Academy policy				A	C	
2.7.	Sex Education policy	Academy policy				A	C	
2.8.	Religious Education policy	Academy policy				A	C	
3.	Staff Policies and Pay							
3.1.	Pay & Remuneration Policy	Trust policy		A	R		P	
3.2.	Job Role Salary & Grading Policy	Trust policy		A	R		P	
3.3.	Changes to Employee Terms & Conditions or Collective Agreements			A	R		P	
3.4.	Adoption of Transferring Policies and Collective Agreements			A	R		P	
3.5.	Teachers Annual Pay Award			A	R		P	
3.6.	Support Staff Annual Pay Award			A	R		P	
3.7.	Individual Performance Pay Awards					A		R
3.8.	Performance Management & Appraisal Review Policy	Trust policy		A	R		P	
3.9.	Disciplinary Policy	Trust policy		A			P	
3.10.	Grievance Policy	Trust policy		A			P	
3.11.	Capability Policy	Trust policy		A			P	
3.12.	Whistleblowing Policy	Trust policy		A	R		P	
3.13.	Re-structuring & Redundancy Policy	Trust policy		A			P	
3.14.	Employee Health & Safety Policy	Trust policy		A			P	
4.	Staff Management							
4.1.	Staff complement, structure and grades					A		R
4.2.	Principal/HT/HT appointment		A	C		R		
4.3.	Vice Principal/HT appointment					A		R
4.4.	Senior leadership appointments							A
4.5.	Teaching and support staff appointments							A
4.6.	Suspension of Principal/HT		A	C		A		
4.7.	Return of Principal/HT after suspension					A		
4.8.	Dismissal of Principal/HT		A	C		R		
4.9.	Appeal of Principal/HT against dismissal	Independent Panel of Directors		I				
4.10.	Suspension of Vice Principal/HT							A
4.11.	Return of Vice Principal/HT after suspension							A
4.12.	Suspension of teaching and support staff							A

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4.13.	Return of teaching and support staff after suspension							A
4.14.	Dismissal of Vice Principal/HT or teaching and support staff							A
4.15.	Appeal of staff against dismissal	As per relevant policy				I		
5.	Financial Governance & Management							
5.1.	Trust & Academy Financial Regulations (inc. key policies)	Trust policy		A	R	P	P	P
5.2.	Trust & Academy Financial Procedures	Trust policy		A	R	P	P	P
5.3.	Trust Procurement Policy	Trust policy			A	P	P	
5.4.	Appoint auditors			A	R			
5.5.	Trust 3 year Budget Plan			A	R		P	
5.6.	Trust 1 year Budget			A	R		P	
5.7.	Trust Consolidated Budget Updates			A	R			
5.8.	Trust Consolidated Financial Statements			A	R			
5.9.	Trustees Report		P	C				
5.10.	Trust Academies Accounts Return to EFA				A			
5.11.	Response to Auditor's Management Letter			A	R			
5.12.	Academy 3 year Budget Plan				C	A		P
5.13.	Academy 1 year Budget			A	RM	P		D
5.14.	Academy Budget Updates				C	A		
5.15.	Academy Accounts Return to EFA				A	P		
6.	Financial Authorisation							
6.1.	Expenditure or contracts up to HT limit							A
6.2.	Expenditure or contracts from HT limit to LGB limit (c.f. Finance Regulations)					A		
6.3.	Expenditure or contracts from LGB Limit to OJEU limit				A			
6.4.	Expenditure over OJEU limit			A				
6.5.	Disposals or write off of stock, assets or debts up to HT Limit							A
6.6.	Disposals or write off of stock, assets or debts from HT Limit to LGB Limit					A		R
6.7.	Disposals or write off of stock, assets or debts from LGB Limit up to EFA limit				A	R		P
6.8.	Compensation payments up to £50,000 (AFH Limit)				A	R	P	
6.9.	Compensation payments over £50,000	SoS only						
7.	Academy Policies & Procedures							
7.1.	Academy times, terms and holidays					A		R
7.2.	Expansion of Academy (PAN)			A		R	R	P
7.3.	Extension of age range	EFA approval		A		R	R	P
7.4.	Extension of Academy provision (Nursery)			A		R	R	P
7.5.	Child Welfare & Safeguarding Policy	Academy policy				A		
7.6.	Attendance Policy & Plan	Academy policy				A		
7.7.	Pupil Behaviour & Exclusions Policy	Academy policy				A		
7.8.	Fixed term Exclusion							A
7.9.	Permanent Exclusions					A		R
7.10.	Appeals against Permanent Exclusion	Independent Panel of Directors		I				
7.11.	Complaints Policy			A			P	
7.12.	Complaints Appeals	Independent Panel of Directors		I				
7.13.	Admissions Policy			A		R	C	
7.14.	Allocation of places against Admissions Policy					A		
7.15.	Admissions Appeals	Independent panel of external members		I				
7.16.	Academy prospectus					A		R
7.17.	Academy website					A		R
7.18.	Academy logo & branding					A		R
7.19.	Academy uniform					A		R
7.20.	Academy Trips Policy	Academy policy				A		R
7.21.	Extended services on-site					A		R
7.22.	Pupil Premium Policy	Academy policy				A		R
7.23.	Pupil Premium Plan					A		R
8.	Premises & Assets							
8.1.	Asset Management Policy & Plan	Academy policy				A		R
8.2.	Health & Safety Policy	Trust policy		A		R	R	