Fallibroome Trust Scheme of Delegation, 1 October 2023

✓ - Action to be undertaken at this level A - Provide advice and support to those accountable for decision making; </> indicate the flow of advice O – Provide oversight	Members	Trustee board	LGB	Trust. Leadership	HT/ Principal
1. Organisation/Governance					
1.1 Appointment and removal of – - Members - Trustees - Local governors (LGB) **Notes** *LGBs to include; Secondary schools – Members appointed by the LGB (4.2.1); up to 3 staff members (4.2.2); at least 2 and up to 7 elected parents (4.2.5); the HT; up to 2 members appointed by the Directors (4.2.12); and any additional members at the request of the Secretary of State. Up to 3 co-opted governors (1- year term). Staff not to exceed one third of the total number of governors Primary schools - Members appointed by the LGB (4.2.1); up to 2 staff members (4.2.2); at least 2 and up to 4 elected parents (4.2.5); the HT; up to 2 members appointed by the Directors (4.2.12); and any additional members at the request of the Secretary of State. Up to 2 co-opted governors (1-year term). Staff not to exceed one third of the total number of governors NB. A staff member is not eligible to apply for election as a parent Governor at the school where they work.	✓ ✓	✓*	✓*	<A <A <A	
1.2 Review and agree annually scheme of delegation for Trust and governance structure including the constitution of any committees of the Trustee board including the LGB		✓			
1.3 Review Articles of Association	✓			<A	
1.4 Annually review and agree terms of reference; undertake regular skills audits and self-review - - Members - Trustees' Board and any subcommittees of the Trust Board - LGBs	✓	✓ O	✓ ✓	<A <A <A	<A
1.5 Maintain and publish register of all interests (pecuniary and loyalty) - Members and Trustees Board - LGBs		✓	✓	<A <A	
1.6 Determine Trust growth strategy; agree applications for schools to join the Trust and review due diligence	O	✓			
1.7 Determine- - central services/ additional support required for Trust schools		✓		<A	

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- schools' financial contribution to the cost of support		✓			
1.8 Agree the scope and terms of collaboration/support between schools within the Trust and with schools that are not part of the Trust		O		✓	✓
1.9 Set – - the dates of school terms and holidays - the time of school sessions			O ✓	✓	<A <A
1.10 Ensure that the school meets the required number of sessions (380 per year)			O		✓
1.11 Approve and publish a Freedom of Information policy		✓			
1.12 Ensure schools meet all requirements in respect of information required to be published online, including in respect of governance - Trust - Schools		O O	O	✓ A>	✓
1.13 Appoint (and remove) the Chair and Vice Chair of - the Members - Trustee Board (any committees of the Trustee Board to elect committee Chair/VC) - LGBs (*Trustee board to have the authority to remove the Chair in under-performing schools)	✓	✓	✓*		
1.14 Appoint and dismiss the Governance Professional - Trustee board and committees - LGBs		✓	✓		
1.15 Ensure that meetings are held – - The Members as least once a year and additionally as required - the Trustee Board at least 3 times a year and additionally as required - the Audit Committee at least 3 times a year and additionally as required - LGBs at least 3 times a year and additionally as required and attendance requirements met	✓ O	✓ ✓ O	✓		
1.16 Review and approve a Governors and Trustees Allowances policy		✓			
1.17 Annual review of admissions policy ensuring that					

✓ - Action to be undertaken at this level A - Provide advice and support to those accountable for decision making; </> indicate the flow of advice O – Provide oversight	Members	Trustee board	LGB	Trust. Leadership	HT/ Principal
- Department for Education requirements are met - Appeals process followed		✓ ✓	<A <A		
1.18 Deal with appeals against admissions decisions			O	A>	✓
1.19 Deal with exclusions/ reinstatement of excluded pupils		O	O	<A>	✓
1.20 Take action to manage numbers on roll, attendance, unauthorised absence		O	O	<A>	✓
1.21 Approve change to the PAN of any school		✓	<A	<A	<A
1.22 Decide the extent of any additional services offered by the school including extended services with due regard to the overall aims of the Trust and its charitable status		O	✓	<A>	✓
2. Finance					
2.1 Review and approve annual draft and final budgets and three- year plans; - Central Trust - Schools		 ✓ ✓	 <A	 <A <A	 <A
2.2 Monitor income and expenditure (including variances between budget and actual), cash flow, creditors and debtors and three-year budget forecasts 2.2a Maintaining and controlling expenditure in accordance with manual of financial procedures		O O	O O	✓ ✓	✓ ✓
2.3 Monitor half- termly management accounts		✓			
2.4 Ensure prompt submission of information to ESFA including Land and Buildings Collection Tool (LBCT), Academies Accounts Return (AAR), and Budget Forecast Return (BFR)		O		✓	
2.5 Approve schools' Financial Procedures (including scheme of financial delegation) ensuring compliance with the Academy Trust Handbook		✓			
2.6 Prepare/approve the annual financial statements, Trustees' report and governance statements ensuring compliance with Accounts Direction and ensure prompt submission to ESFA and Companies House; report to Members	O	✓		<A	
2.7 Appoint the external auditors	✓	<A			
2.8 Appoint internal auditors, determine scope of work, and ensure appropriate action is taken in response to internal and external audit findings		✓(AC)		<A	

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2.9 Review - Trust wide procurement and efficiency savings including value for money benchmarking - Review school's value for money and benchmarking		✓	✓	<A	<A
2.10 Approve financial policies including Investment and Reserves		✓			
2.11 Maintain Trust-wide risk register and ensure appropriate risk management strategies		✓		<A	<A
2.12 School-based risk register and monitor/manage local risk, including business continuity plans		O (AC	✓	A>	✓
2.13 Maintain an overview of the schools' asset registers			O	✓	✓
2.14 Review and approve policies on school lettings, agree charges			✓		<A
2.15 Placing insurance (including buildings and public liability)		O		✓	
2.16 Investigate financial irregularities and report as appropriate - - Principal suspected - central Trust staff suspected - Chief Officers (CEO/DCEO/COO/CIO) suspected		O O ✓		✓	
2.17 Investigate other suspected irregularities and report		O (AC)		O	✓
2.18 Ensure additional funds are accounted for in accordance with DfE requirements		O (AC)		✓	

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2.19 Spending limits (extract from manual of financial procedures)

	Budget Holder	Secondary SBM	Headteacher	LGB	FD	AO (CEO)	Trustees
Applications for external funding/grants	<£5k	<£5k	<£5k	<£5k	<£5k	<£50k	>£50k
Budget Virements			As delegated by LGB <£20k	<£20k		<£50k	>£50k
Severance and Compensation Payments		£100	£100	£100		<£25k <£50k*	<£50k
Debt Write-Off		<£200	<£200	<£1000		>£1000	
Routine Purchasing (one quote/price)	<£3k (up to budget)	<£3k	<£3k		<£3k		
3 Quote Purchasing	<£20k (up to budget)	<£20k (up to budget)	<£20k (up to budget)		<£20k (up to budget)		
Exception to 3 quote purchasing for examination entries and educational visits							
Order for building works Facilities Director approval	<£300	<£300	<£300	<£300			
Order for IT without clearance from Trust IT team or their appointed contractor	<£300	<£300	<£300	<£300			
Full Tender		>£20k (up to budget)	>£20k (up to budget)		>£20k (up to budget)	>£20k (up to budget)	

2.20. Manage whistleblowing and fraud prevention procedures *Audit Committee		O*		✓	

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3. Personnel					
3.1. Principal appointment *LGB to be represented on panel		✓*	<A	<A	
3.2 Deputy/other senior leader appointments			✓	<A	<A
3.3 Appointment of other teachers/ appointment of non-teaching staff				A>	✓
3.4 Determine terms of staff contracts and conditions of employment		✓		<A	
3.5 Review and approve annually pay policies for all categories of staff		✓		<A	
3.6 Review and approve annually a performance management policy for all staff		✓		<A	
3.7 Undertake the performance management and determine pay awards in accordance with the pay policy of - the Principals (*LGB to be represented on panel) - Central Trust team (**Line Manager) - CEO (panel to be convened) - Other Chief Officers		 ✓ O ✓ ✓	 <A* 	 <A <A** <A	
3.8 Ensure the performance management of all other staff		O	O	A>	✓
3.9 Consider pay decisions for teaching staff on the recommendation of the Principal (panel to be convened)			✓	<A	<A
3.10 Consider any appeal against a decision on pay grading or pay awards (panel to be convened) for – - CEO - Other Chief Officers - Principal - Other school staff - Other Trust staff	✓	 ✓ ✓	 ✓	 O ✓	
3.11 Review, agree and implement policies relating to Personnel including staff discipline policy; staff grievance procedure; capability policy, flexible working policy; Equality Objectives; attendance management policy and procedure; staff leave of absence policy and performance management		✓		<A	
3.12 Ensure appropriate checks are carried out staff (DBS) and maintain a Single Central Record on: - Governors and school staff		 O		 A>	 ✓

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- Trustees, Members, and trust staff		O	O	✓	
3.13 Ensure compliance with requirements of Keeping Children Safe in Education including Prevent and safer recruitment, including approval of school specific Safeguarding policy - School staff and governors - Central Trust staff and Trustees		 O O	 O	 A> ✓	 ✓
3.14 Dismissal/early retirement/ Suspending/ending suspension (Principal)		✓	<A	<A	
3.15 Dismissal/early retirement/Suspending/ending suspension any staff (except Principal)		O	✓	<A>	<A
3.16 Deal with staff disciplinary issues in accordance with Trust's policy			O	A>	✓
3.17 Hear appeals against disciplinary action (panel to be convened) against - - Principal - Other school staff - Central Trust team - CEO - Other Chief Officers	 ✓	 ✓ ✓ ✓	 ✓		
3.18 Determine staffing structure - centralised roles; - school senior leadership roles - other school specific roles		 ✓ ✓	 <A ✓	 <A <A <A	 <A ✓
3.19 Appointment/dismissal/early retirement/suspension/ending suspension of - CEO (panel to be convened) - Chief Officers - central trust team	 O	 ✓ ✓ O		 <A ✓	
3.20 Ensure staff are deployed for the proper supervision of children				A>	✓
4. Trust and school performance					
4.1a. Prepare and implement Trust's vision and strategy, agreeing key priorities and KPIs including business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality assurance processes.	O	O		✓	

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4.1b. Monitor key priorities and KPIs including business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality assurance processes	O	✓		<A	
4.2 Create and implement the schools' annual development plans/KPIs 4.2a. Review/agree the schools' annual development plans/KPIs		 ✓	 <A	A> <A	✓ <A
4.3 Monitor the development plans for each school including KPIs 4.3a. Manage resources of the school to achieve key priorities and KPIs		O O	✓ O	<A A>	<A ✓
4.4 Review/agree and monitor spending relevant to all additional ring-fenced pupil funding streams		O	O	A>	✓
~~4.5 Monitor impact of additional funding such as sports funding~~			~~✓~~		
4.6 Review/agree and monitor curriculum intent and ensure the curriculum is broad and balanced and meets relevant statutory requirements 4.6a Implement curriculum intent and ensure the curriculum is broad and balanced and meets relevant statutory requirements		O O	✓ O	<A A>	<A ✓
4.7 Review and approve policies as per policies schedule 4.7a Development of policies as per policies schedule (attached)		✓	✓	<A ✓	<A ✓
4.8 Monitor student achievement, progress and attendance data including Pupil Premium and other relevant groups		O	✓		
4.9 Maintain oversight of complaints in connection with curriculum SEND and Safeguarding		O	✓		
4.10 Implement complaints procedures			O	<A>	✓
4.11 Manage whistleblowing and fraud prevention procedures *Audit Committee		O*		✓	
5. Premises and Health and Safety					
5.1a. Prepare and update an estates strategy, estates management vision and asset management plan 5.1b. Agree, review, and monitor the above		O ✓(EC)	A>	✓ <A	<A
5.2 Determine annual priorities and allocation of School Condition Allowance		✓		<A	
5.3 Approve disposals or acquisition of land/buildings		✓		<A	
5.4 Ensure compliance with Trust reporting requirements including RIDDOR,			O(EC)	<A>	✓
5.5 Ensure implementation of health and safety policy, health and safety training requirements, statutory building compliance and audit outcome action plans at school level			O(EC)	<A>	✓

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5.6 Monitor implementation of health and safety policy, health and safety training requirements, statutory building compliance and audit outcome action plans at Trust level		O(EC)		✓	
5.7 Review and agree any building leases (*with legal advice)		O		✓*	
5.8 Deal with insurance claims in respect of land/buildings		O(EC)		✓	
5.9 Management of capital expenditure projects over £20k		O*		✓	

Ratified by The Fallibroome Trust Board of Trustee: 26 September 2023

Signed: 

Mike Gorton, Chair of Trustees

FALLIBROOME TRUST POLICY MANAGEMENT

The Trust Team have been working hard on getting an effective policy management system set up to enables assurance that the right policies are in place, reviewed at the right intervals, and approved by the right governance layer. Below is an A-Z list of the statutory policies. These are for the Trust wide policies and apply to all members of staff, families and pupils in the Fallibroome Trust Schools and the expectation is that they are adhered to. They are approved by Trustees. The list draws directly from the DfE's Statutory policies for schools and academy trusts requirements, reference to the DfE Academy Trust Handbook or reflects the Trust's status as a charitable company and so have statutory grounding.

For some policies it is expected that each setting will add supplementary setting specific procedure/process/detail.

A-Z TRUST WIDE STATUTORY POLICIES

Admissions Arrangements	✓
Allegations (of abuse) against staff and volunteers Policy and Procedures	
Capability of Staff Policy and Procedures	
Central Record of Recruitment and Vetting Policy – Trust template	
Charging and remissions	
Complaints Procedure	
Data Protection - Biometric Consent	
Data Protection - Main Policy	
Data Protection – Student Image Consent	
Disciplinary Policy and Procedures	
Exclusion Policy	
Financial Procedures Manual (including competitive tendering)	
Flexible Working	
Freedom of Information - Publication Scheme	
Gifts and Hospitality Policy	
Governor Allowances	
Governor Code of Conduct	
Grievance Policy and Procedures	
Health and Safety	✓
Investment Policy	
LGPS (Pension) Discretion Policy	
Pay Policy	
Performance Management inc teacher appraisal	
Privacy Notice - Staff (including Consultants and Volunteers)	
Register of Business interests of HT and Governors – template	
Reserves Policy	
Risk Assessment Procedure	
Risk Register Procedure	
Safeguarding and Child Protection Policy (Trust Section)	✓
Single Equality Scheme	

Special educational needs and disability (SEND)	
Staff code of Conduct	
Stress Management	
Whistleblowing Procedures	

✓ School Specific Section/Procedures to be added to these policies.

A-Z SCHOOL STATUTORY POLICIES

The Trust expects each school to have its own policy/plan/documents for each of the following, approved by the school governors. Model policies are available from the Trust and can be found on the Policy Management Trust folder on GVO.

Accessibility plan
Behaviour Policy
Careers (secondary phase)
CCTV (where CCTV exists on site)
Children with health needs who cannot attend school
Business Continuity Plan incorporating Critical Incident, Disaster Recovery and Examination Contingency (secondary schools)
Early Career Teachers (ECT) Induction Policy
Early years foundation stage
First aid inc. intimate care
Health and Safety (using the prescribed model)
Minutes of, and papers considered at, meetings of the governing board/committees
Pupils with Additional Health Needs Policy
Relationships education (P) and relationships and sex education (S)
School Risk Register
School information published on school website

Schools may choose to have any further policies they wish. Approval from Trust is not necessary.

Any feedback on the policies by any stakeholder is welcomed and should be sent for the attention of the Chair of the Trust for consideration during next reviews via Alison Nuttall, alison.nuttall@fallibroometrust.com.